

# UPS (United Parcel Services) Payments

**Use:** UPS is a mechanism used to ship official work items to other APHIS offices. APHIS Accounts Payable processes the UPS payments as requested for the programs.

**Please note the following instructions:**

1. These instructions were developed for specific agencies of the USDA, currently APHIS, GIPSA, and AMS-Cotton Program only. If you work for another agency other than the aforementioned, please check with your agency for their requirements.
2. In order to process UPS payments, one of the two following invoices must be submitted in to APHIS Accounts Payable for processing: **Individual Invoices** or **Consolidated Invoices**.
  - **Individual Invoices:** UPS sends invoices for services on a weekly basis to Programs with UPS accounts. Each office's approving official will review the invoices and provide necessary information before submitting to APHIS Accounts Payable.
  - **Consolidated Invoices:** UPS compiles multiple accounts from the different USDA agencies' program into one invoice and sends that invoice directly to APHIS Accounts Payable for review and payment.
3. The following items are required for Financial Operations Service Team (FOST) to process a UPS Obligation or Payment:
  - **Quote, Invoice, or Equivalent**, including:
    - Date of Receipt by APHIS
    - Vendor Name
    - Vendor Address
    - Vendor Phone
    - Amount
    - Signature of Approving Official
    - Obligation Number, if previously obligated
  - **FMMI Vendor Code** (if known), or one of the following:
    - Tax Identification Number (TIN)
    - Dunn and Bradstreet Number (DUNS)
    - the last four digits of the vendor's Social Security Number (SSN)
  - **FMMI Master Data**, for each accounting element breakdown, if applicable, including:
    - Fund
    - Fund Center
    - Functional Area
    - WBS Element, if applicable
    - Budget Period
    - Budget Object Code(s) (BOCs)
  - **Electric Funds Transfer (EFT) Information**, if new vendor or vendor banking has changed
4. You are only required to submit the UPS invoices if you are requesting APHIS Accounts Payable to make the payment. If you are paying by credit card, or some other means of payment other than Accounts Payable, please do not submit a request to APHIS Accounts Payable.

5. Please be mindful not to submit a request twice, or your accounting code may be charged twice.

6. USDA APHIS, GIPSA, and AMS-Cotton staff only:

UPS requests may be submitted via mail, fax, or email directly to an assigned staff member.

- FOST staff members who are assigned to process payments and answer questions regarding specific payments can be found at [FOST Assigned Duties](#).
- The mailing address, fax number, and employee phone and email information can be found at [Contact Us](#).