



Your
**Special
Delivery**
Service



Shipping Instruction – Sending to Umeå University using YSDS

General Information:

- Choose an account no. of your preferred Freight Forwarder from the list below:
 - o FedEx: 464805346
 - o DHL: 955648315
 - o UPS: 0FX412
- Notify YSDS that a shipment has been initiated (see below in p.1-2)
- Please use service level: DHL Express Worldwide, FedEx International Priority, UPS Express Saver
- Do not choose “09:00” or “12:00” delivery unless necessary, since this will lead to higher shipment cost

There are two ways to order:

1. Order online, print out Air Waybill

- Log on to DHL/UPS/FedEx website as before using your credentials
- Change “Bill to” to “Recipient/3rd Party”
- Change account no.
 - o FedEx: 464805346
 - o DHL: 955648315
 - o UPS: 0FX412 (3rd Party/Payer zip code: 10253)
- In “Shippers Reference” put the relevant reference code or the contact person at UmU
- Fill in “Notification” and the address order.swe@ysds.com that way YSDS knows that a shipment has been initiated and are able to track it and attend to any deviations.

2. Handwritten Air Waybill

- Contact the local Freight Forward office, order a pick up
- Fill in your FedEx/DHL/UPS order note - Account number paying for shipment
 - o FedEx: 464805346
 - o DHL: 955648315
 - o UPS: 0FX412 (3rd Party/Payer zip code: 10253)
- In “Shippers Reference” put the relevant reference code or the contact person at UmU
- Send an e-mail to order.sto@ysds.com notifying that a shipment has been initiated. No special format needed, just provide us with the AWB no (10-13 characters)

If you have any questions, please contact YSDS on order.swe@ysds.com or +46(0)10- 10 600 50.

Reminder: Please make sure YSDS is notified either as “notification” online or via an e-mail with AWB/trackingno. to order.swe@ysds.com