

July 2016

The College of Charleston, The Citadel, Medical University of South Carolina and Trident Technical College have formed an alliance known as CHEPA (Charleston Higher Education Purchasing Alliance) and jointly solicited and awarded a contract for a simple, turn-key Cost Reduction and Freight Management Program for inbound and outbound freight to include national and international small parcel, LTL and truckload shipments with Cardinal OptiFreight. The program, effective July 21, 2016, will be used to achieve economies and efficiencies for all of our freight traffic.

The program uses an account number that is on file with our vendors, or communicated to them on an individual order basis. This will ensure lower shipping fees pre-negotiated with FedEx and other carriers using OptiFreight's aggregated volume with thousands of customers.

In the recent past we requested departments add a line estimating the cost of shipping/freight. **Effective July 21, you no longer need to do this and there is no effort required on the part of the end user.** As you know, some state and college contracts have freight included in their cost and that will remain the same.

The College will receive consolidated weekly bills with detailed charges per index or cost center. The Controller's office will post those charges to your cost center as freight and each charge will include the PO number it is associated with. This means you will see dual entries for those purchase orders – one for cost of goods and one for freight.

Web-based outbound shipping is also included in this contract. You will be able to ship from your desktop, print labels, maintain an integrated address book, track and trace shipments, automatically rate shipment requests that will show you cost options vs. transit time, process multiple shipments at one time, research freight bills, and submit claims. The OptiFreight carrier for these outbound shipments is FedEx and there will be substantial discounts provided.

The process for end users to facilitate those outbound shipments will change. You will be provided with a link and instructions on how to register. The vendor will provide educational sessions on-site and will present specific examples where mode optimization can bring additional cost reductions to our overall freight spend. They will also be available to answer any questions you may have. The Procurement Office will also provide training as necessary and will be available for questions on an ongoing basis. More information about training will be sent in the following weeks.

Wendy Williams
Director of Procurement & Supply