



Purchasing Department  
2750 Venture Drive  
Norman, Oklahoma 73069

INSTRUCTIONS FOR CHANGE FROM CHASE PROCARD  
TO  
GENERAL ELECTRIC PCARD  
FOR  
EXPRESS SHIPPING VENDORS

DHL FEDEX UPS

With the change in credit card providers, those individuals with accounts using express shipping vendors DHL, FedEx and UPS will need to update credit card charge information to reflect the new GE Pcard. The last day charges will be allowed on the old Chase Procard is September 30, 2006.

DHL: Contact Tanya Block, Inside Sales Representative, at 800-849-8470, ext. 8779 or e-mail [Tanya.block@dhl.com](mailto:Tanya.block@dhl.com). She will need your DHL account number.

FedEx: Sign on to your FedEx account at [www.fedex.com](http://www.fedex.com), and under "manage my account," update with your new Pcard information. For assistance, contact FedEx representative Ted Romero, 405/314-6097 or [ted.romero@fedex.com](mailto:ted.romero@fedex.com).

UPS: Contact Stan Summers, Account Manager, 405/406-6506 or e-mail [rsummers@ups.com](mailto:rsummers@ups.com).

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