

## Courier Procedure

School District No. 8 - Kootenay Lake (SD8) now has ACE Courier as our Nelson and Creston mail courier. ACE Courier is an insured carrier and is the designated vendor for SD8. We also encourage Canada Post for general mail or non-urgent mail.

School Board Office Staff are *not* to take mail with them to bring to the Board Office when they are travelling on school business, as this becomes a liability if they lose or misplace the items.

Schools should update their mailing address for all incoming mail to their school address, to ensure mail is sent directly to them (rather than to the Board Office). SD8 is tracking the amount of mail being shipped to schools. We can help make address updates and eventually have minimal courier services except for general shipping.

### Scheduling ACE courier

Every school secretary can sign in to the ACE courier website to book couriers.

1. Go to <https://shipping.acecourier.ca/en/customer/login.html> and enter your login information.
2. Select "New Waybill" - enter the information of the consignee (receiver)
  - Once an address has been entered it will automatically store in your address book at the top of the page for future.
3. After consignee information has been entered hit "Create"
4. "Print Waybill"
  - you will get an option to print just the waybill or the waybill with label
5. The waybills that you print go to the courier and a copy is automatically stored in your "Existing Waybill" section

### School GL accounts & other information

- The GL account for mail/courier expenses is 1-41-44100-XX (school cost center) Postage
- When the Board Office collects enough mail for your location we will ship it to you by courier. This cost will be charged to your school.
- If the Board Office is shipping something to the school from a Director etc. the GL account will change to that specific department and not be at the school's expense.