



EMORY
UNIVERSITY

PROCUREMENT &
ACCOUNTS PAYABLE



Accessing a FedEx Account

Emory University's FedEx contract provides significant pricing discounts over 'Standard' or 'Business' FedEx Accounts. There are 3 ways to access an Emory University FedEx Account:

- 1. **Order goods through Emory Express.** Emory University's Master FedEx account is used for the delivery of small packages associated with Emory Express ordering purchase orders (POs), as long as vendors follow PO shipping label instructions. Emory Express shipments of LTL packages >150lbs or requiring a pallet may also use discounted shipping but must be coordinated by the vendor through Vantage Point Logistics (VPL). These items bill to the chartfields of the ordering purchase order. Packages not associated with an Emory Express PO or neither coordinated nor billed per PO instructions cannot utilize the account.*
- 2. **Obtain a login profile for an existing Departmental FedEx account.** Departmental FedEx accounts established via fedexrequest@emory.edu are generally billed to and paid through Emory University Accounts Payable. Expenses post to the General Ledger using either the account's valid default speedtype or an override speedtype noted on the online shipping label.*

If your department already has a FedEx account, and you plan to ship using the same default account speedtype, email fedexrequest@emory.edu to request access to that account. The account owner will then be contacted to request permission to grant these permissions.

- 3. **Create a new Emory University FedEx Account. Do not contact FedEx directly, or the account won't properly associate with our discounts and billing structure. Instead, follow the steps below.***
 - Complete the red and blue sections of the (Current-User) FedEx New Account Request Form. No fields should exceed 30 characters. *Your 'Shipper Name' should begin with EmoryU and identify your department/program, e.g., EmoryU SOM Peds Lam Lab, rather than EmoryU Peds, etc.;
 - If the account will ship *or receive* biohazardous items or items using dry ice, email signed copies of EHSO certificate(s) noting completion of the required coursework to handle these items using dry for any person responsible for handling account packages to fedexrequest@emory.edu;
 - Return the completed Enrollment Form, the applicable EHSO certificate(s), and the names, email and netIDs of additional individuals who need account login profiles to fedexrequest@emory.edu;
 - If you receive an email from FedEx messaging with instructions on how to 'finish your online account setup' do not follow these instructions, as your account will neither be registered under Emory University's Ship Manager System nor be paid through Accounts Payable;
 - Instead, within 5-10 business days, you should receive your login UserID, temporary password and the web address to access your new FedEx account directly from fedexrequest@emory.edu;
 - Upon email receipt, log in to your account and change your password to something private;
 - Ensure that you never use paper, carbon copy shipping labels and instead are creating online shipping labels for all packages per the (Current) FedEx-[Creating Shipping Labels \(New System Version\)](#) quick-guide, which discusses online creation of shipping labels for both inbound and outbound packages, as well as how to enter override speedtypes in a shipping label.

Please submit any FedEx Questions to fedexrequest@emory.edu.