Creating FedEx Shipping Labels (FedEx Classic Version)
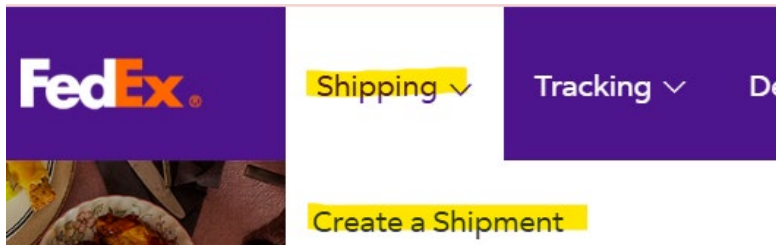
OUTBOUND PACKAGES:

Note: <u>Do not use paper, carbon-copy airbills for packages. Online labels should be created exclusively through your Procurement provided FedEx.com login profile.</u> Using paper, carbon-copy airbills can lead to invalid FedEx entry of package information, causing delivery delays, extra charges, misbilled invoices, and account theft potential.

Creating a FedEx Shipping Label

a) Login to fedex.com with your FedEx UserID and password.* Both are case sensitive.

   *If you don't have a University FedEx account, don't contact FedEx directly to create one. Instead, follow instructions on the *Requesting a FedEx Account* guide and email fedexrequest@emory.edu (Procurement) to establish your account via Emory's FedEx Contract.
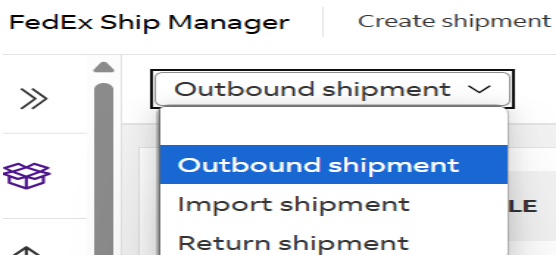
b) Select Shipping>Create a Shipment via the top menu.

c) Select 'Ship with A FedEx Account' *if screen presents.

d) Select 'Outbound shipment' to send a package to someone else.

e) See notes beside each section to complete needed fields and desired optional items in *Ship From, Deliver To*, *Package & Service Details, Pickup/drop-off and Billing details sections.*

Ship From (Notes):

- The address associated with your login profile should auto-populate in this field.
- If any information needs to be changed, either type needed details into the necessary fields or select a previously saved 'Shipment Profile' from the section above.
- Ensure you **enter both a Contact Name and the Company (if applicable).**
- <u>Your suite/room number and email, while not required, is very helpful in the event of a lost or misbilling package, and is therefore strongly encouraged.</u>

SELECT SHIPMENT PROFILE

✓ **Ship from**

SEARCH IN ADDRESS BOOK

Contact details

CONTACT NAME *
Emory University

COMPANY
Emory University

STATE TAX ID/I.E.

PHONE NUMBER *
4042223333

PHONE EXTENSION

EMAIL
emailaddress@emory.edu

Address

COUNTRY/TERRITORY *
United States

ADDRESS LINE 1 *
123 Shipper Street

ADDRESS LINE 2
3rd Floor

ADDRESS LINE 3

ZIP CODE *
30322

STATE OR PROVINCE *
Georgia

CITY *
ATLANTA

☐ This is a residential address

PERFORM ADDRESS CHECK ⦿

☐ Save as default sender details
☐ Save as new sender in [personal address book ⌄]

Deliver To (Notes):

- If you have saved a recipient's address in your Address Book, search for it via the search bar or in the address book listing using the icon at the top of the section so that needed data will auto-populate.
- Otherwise, enter the required information requested, ensuring also that the Company Name, any suite/room number and email are provided.

- If delivering to a residential address, check the box. An additional fee is required for residential delivery. However, if box not checked, and the package is delivered to a residential address, FedEx can charge the original fee plus an 'address correction fee', which may be up to $20 per package.
- Clicking 'Perform Address Check' is recommended and can determine if incorrect zip codes, etc.
- To save recipient information in your Address Book, click the box at the bottom of the section.

Package details (Notes):

- FedEx One Rate is often more expense than our contracted rates. Don't select this, and instead click 'Compare Rates and Transit Times Per Ship Date' under the 'Service details' section to compare.
- Select your packaging. Note that if shipping with dry ice, you must select 'your packaging.'
- Enter package number, weight and dimensions for 'your packaging.' For any FedEx packaging, enter the quantity and weight.
- If desire higher limit of liability/declare value, check the box, which will prompt you to enter the item value. Note that there is a fee to declare a value and increase the normal $100 maximum liability limit for FedEx (if they are found at fault for item loss or damage). Damage or delays due to things beyond FedEx's control, e.g. inclement weather, etc. is an example of something that wouldn't be covered. See more information in the FedEx Service guide (https://www.fedex.com/en-us/service-guide.html).

- Click 'ADD PACKAGE OPTIONS' to add features like non-standard packaging, lithium batteries, dry ice, limited quantity items or small quantity exception items. These items are impacted by both your FedEx account configurations and the shipment method selected in your shipping label.

Service details (Notes):

- Select 'Ship Date' from the drop down menu;
- Select the 'Service' type. *'First Overnight' services (domestic delivery by 8AM) should not be selected except in emergencies due to the cost. FedEx Priority Overnight (domestic delivery by 10:30AM) is sufficient for most Emory business.
- 'Include a return label' allows this label to generate at the same time as the outgoing label. The return label is configured on the subsequent screen.
- 'Compare Rates and Transit Times Per Ship Date' will reflect available service levels for your account profile and pricing. Longer delivery time does not necessarily mean less expense.

Under ***Service options***:

• Check the box, if you require a signature for your package and select the type;
• Check the box to hold at the FedEx pick-up location nearest the recipient's zip code.

Service options

☐ Signature options ⑦

☐ Hold at location ⑦

Under ***Additional options***:

• Check the box to Add a shipment reference.
  ○ Enter **full 10 digit** override speedtype under 'Shipment Reference', if the default account speedtype for your account isn't applicable to this package.
  ○ Enter information in other sections only if needed.
• Check the box for 'Email outbound shipment label', if you need your label emailed to someone else;
• Check the box for 'Include a return label,' if your package recipient is expected to return something to you. Click on 'View Return Details' for a preview of the return shipping label configuration, which is based on the information in the 'Ship From' fields. It can be edited in the next presenting screens.

Additional options

➤ ☐ Add shipment references

     SHIPMENT REFERENCE   *(enter override speedtype here)*

     P.O. NO.

     INVOICE NO.

     DEPARTMENT NO.

➤ ☐ Email outbound shipment label ⑦

     EMAIL *

➤ ☐ Include a return label ⑦

     A return label will be generated based on your outbound shipment details. You can modify the return details and add FedEx return instructions.

     VIEW RETURN DETAILS   *(see preview)*

Pickup/drop-off (Notes):

- Select dropping off package (at FedEx location or kiosk) or between scheduling package pick-up options.
- Pick-up for Emory campus addresses is free, but pick-up from non-Emory addresses will be charged a fee.

Billing details (Notes):

- Choose 'My Account' if your Emory departmental FedEx account is paying for shipping charges.
- Choose 'Recipient' if the entity receiving the package should pay for shipping charges. **You must provide the full 9 digit FedEx account number in the field that presents, if using this option.**
- Choose 'Third-party' if a separate entity will pay for shipping charges, e.g. the sponsor of grant. **You must provide the full 9 digit FedEx account number in the field that presents, if using this option.**

• Check the box to add shipment notations and enter applicable email address(es).

> ☐ Add shipment notifications ⑦

> ADD EMAIL ADDRESS ⌄

> ☐ Include a personalized message

f) If you checked that you needed a return label, then check/edit the label under 'Return details' **at the top left of the screen**. See next page for additional details about configuring Return Shipping Labels.

✓ Outbound details   ✓ Return details

Otherwise, click **'FINALIZE'** to create the shipping label.

SAVE ⌄   FINALIZE ⌄

Creating Multiple Outgoing Labels: Shipping labels for multiple packages can be accomplished within the same screen. You can either click 'ADD PACKAGE' below the 'Package details' section, and then configure the package weight, dimensions and package options, e.g. _____, by clicking 'ADD PACKAGE OPTIONS'. Alternately, you can click the Finalize button's drop down and select 'Finalize and repeat shipment' after saving the screen to create a secondary label that is identical to the first. Once completed, all labels can be printed simultaneously.

⊘ Package details

PACKAGING*
Your Packaging   ⌄

☐ Purchase a higher limit of liability from FedEx ⑦

PACKAGES*	WEIGHT*	DIMENSIONS L x W x H				
1	lb ⌄	X	X	in ⌄	⋮	🗑

ADD PACKAGE OPTIONS

| 1 | lb ⌄ | X | X | in ⌄ | ⋮ | 🗑 |

ADD PACKAGE OPTIONS

Total packages: **2**

➕ ADD PACKAGE

FIND OTHER LOCATIONS ↗

✓ Billing details   ⌃

BILL TRANSPORTATION COST TO*
My account   ⌄

ⓘ You can find the shipment references in the service options section. You can find the tax IDs in the sender and recipient sections.

☐ Add shipment notifications ⑦

Finalize and repeat shipment

Finalize and create new shipment

By clicking "Finalize", I accept the Terms of Use of the FedEx website and the FedEx Service Guide.

SAVE ⌄   FINALIZE ⌄

INBOUND PACKAGES/RETURN LABELS:

Inbound Shipping for PO Orders

- If ordering goods from a U.S. vendor, do so through an Emory Express purchase order.
- Suppliers can then use Emory University's inbound FedEx account number provided on the face of the PO.
- This allows the shipment to bill at Emory's contracted pricing, and for the invoice to be billed per your PO speedtype (as long as the supplier notes the PO# in the 2nd address field of the label, per PO instructions).

Inbound Shipping for Non-PO Orders

- If receiving lab samples or other items that cannot be ordered through Emory Express, please do not use pre-printed, paper airbills or provide your FedEx account number to the supplier. Instead, do one of the following:

  1. Print return labels when creating outbound shipping labels ($1.05 surcharge upon return shipping);
  2. Use bulk, pre-ordered FedEx Billable Stamps for frequent inbound packages (free); or
  3. Create stand-alone or after-the-fact return labels ($1.05 surcharge (print or email) upon return shipping).

- Shipping charges and any label surcharges are not billed for return packages unless labels are used.
- Actual package/weight is considered for billing rather than what is noted on the shipping label.

1. *Print return label (with outbound shipping label)*

   - If you checked 'Include a return label' under 'Additional (Service details) options' on the Outbound details of the shipping label, the click the 'Return details' tab at the top left of the Shipping Label screen.
   - Default information will pre-populate based on your outbound shipping label for the following sections: ***Deliver To, Return from, Package details, Return service***.
   - If any section needs updating after review, uncheck box to use outbound shipment data. Update as needed.
   - See section notes below for additional information:
     o ***Deliver to:*** If not the same as the outbound 'Deliver to' data, update required fields, ensuring that contact name, company name (if applicable), suite/room number and email are also present.
     o ***Return from:*** If not the same as the outbound 'Ship from' data, update required fields, ensuring that contact name, company name (if applicable), suite/room number and email are also present.
     o ***Package details:*** If not the same as outbound 'Package details,' update required fields, ensuring 'Your Packaging' is used for a package requiring dry ice, and only 1 package is slated for return.
     o ***Return service:*** If not the same as outbound 'Service details,' update to desired service. 'First Overnight' services (domestic delivery by 8AM) should <u>not</u> be selected except in emergencies due to cost. FedEx Priority Overnight (domestic delivery by 10:30AM) is sufficient for most Emory business.
     o ***Service options:*** Check the desired box(es) for selection. FedEx Surround is a fee based service that allows for additional tracking and package control
     o ***Additional options:*** Check box to add shipping references. If not the same as the outbound shipment, complete information desired.
     o ***Return Options:*** Select how label will be delivered**:**
       -Choose 'Print return label' to print the label and enclose it in the outbound package;
       -Choose 'Email return label' to email the label to intended party, noting the accessibility deadline for the label and any desired message and/or return instructions.
   - ***Billing***: Select either 'My account' to bill shipping charges to your Emory departmental FedEx account or 'Third-Party' to another party. **You must enter all 9 FedEx account digits to bill Third-Party.**
   - **Click the orange *'Finalize'* button** to complete both Outbound and Return shipping labels.

2. ***Pre-ordered FedEx Billable Stamps*** – These free, pre-printed labels are ordered from FedEx in bulk (50 or more), in advance of being used.

Advantages: Control
- FedEx only bills for return shipping if label used;
- There is no surcharge added for usage;
- Your Account Number is not reflected on stamp (so remains secure);
- Pre-select shipping method (delivery speed/cost cannot be changed by sender);
- Items can only be mailed to stamp address;
- Labels used as needed: place in outgoing packages that request return shipments or provided in bulk to an entity that will send frequent packages.

Constraints:
- Requires an 'express service,' e.g. Priority Overnight, Standard Overnight, 2Day Am and 2Day;
- Additional fee for Saturday delivery;
- If Shipper's name not pre-printed on return label, (s)he must manually write his or her name on the label;
- Billable stamps must be ordered/received in advance of use;
- Billable stamps may only be used in the United States; and
- Dangerous goods and hazardous materials on dry ice cannot be shipped using the labels.

To order billable stamps:

- Complete the order form (also found on the following page
  - Enter account number;
  - Choose Service Type(s) (line order minimum is 50 labels);
  - Enter Sender Information (if all labels will ship from same entity); otherwise leave blank;
  - Enter Recipient Information (generally matches your FedEx Account information) but doesn't have to;
  - Note where you want to receive your printed bulk billable stamps (should match account information);
  - Sign/agree to FedEx terms; and
  - Email completed form to StampsA1@fedex.com.

FedEx Use Only

FedEx Express

Billable Stamp Agreement and Order Form

Check out the ways FedEx returns solutions may benefit your business.

1 Account Information

Your FedEx Account Number ☐☐☐☐ - ☐☐☐☐☐ - ☐ Date _____

2 Service Information

Weekday Delivery stamps for Mon–Fri delivery (Saturday delivery not available)

Service	Declared Value	Weight	Quantity
FedEx Priority Overnight®			
FedEx Standard Overnight®			
FedEx 2Day® A.M.			
FedEx 2Day® 1-lb. minimum.			

Expanded Delivery stamps for Mon–Sat delivery (additional fee for Saturday delivery)*

Service	Declared Value	Weight	Quantity
FedEx Priority Overnight®			
FedEx 2Day® 1-lb. minimum.			

Declared Value

- For shipments tendered in the FedEx® Envelope or FedEx® Pak, the declared value cannot exceed $500.
- For shipments in other packaging, the maximum declared value is limited to $50,000.
- Please refer to "Declared Value" and "Limits of Liability" in the current FedEx Service Guide for details.
- Our liability for declared value will not exceed the amount declared on this form.
- In any case, our liability is to the entity ordering this stamp and no one else.

***Saturday Delivery**

- Expanded delivery stamps are for Monday through Saturday delivery. Shipments tendered on Friday with FedEx Priority Overnight® or Thursday with FedEx 2Day® are delivered on Saturday, and an extra charge applies. Shipments tendered on a day other than Thursday or Friday (as stated above) follow normal service commitments.
- Not available to all locations.
- Not available with FedEx Standard Overnight®.

3 Sender Information *Appears in the "From" section of the Stamp.*

_____
_____
_____
_____

Phone _____

4 Recipient Information REQUIRED
Appears in the "To" section of the Stamp.

☐ To HOLD at FedEx location, check this box and print the station address below.

Name _____

Company _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____

5 Ship Stamp Order To: *Stamps will be shipped to the FedEx account owner's location.*

Name _____

Company _____

Street Address _____

City _____ State _____ ZIP _____

Phone _____

6 Email Stamp Order To:

StampsA1@fedex.com

FedEx Stamp Administration
3965 Airways Blvd.
Module G, 4th Floor
Memphis, TN 38116

7 FedEx Billable Stamp Agreement *Please sign and date below.*

This Agreement will permit you (Customer) to participate in the Stamp Program (Program) offered by Federal Express Corporation (FedEx), upon the terms and conditions listed below and on the back of this form.

Customer will pay FedEx for all Stamps used within fifteen (15) days of billing by FedEx, including any Stamps issued to Customer that are subsequently stolen or misappropriated. The rates for Billable Stamps are distance based and determined by the origin and destination ZIP codes. For Customers with non-distance-based pricing, Stamp prices are the normal FedEx rates. This obligation will survive the termination or expiration of this Agreement.

Customer warrants that the value of items to be tendered to FedEx pursuant to this Agreement shall not exceed the declared value specified above, and Customer agrees to indemnify and hold harmless FedEx from and against all claims, suits, damages, costs and expenses, including reasonable attorneys' fees arising out of the loss, damage, delay, misdelivery or nondelivery of any package tendered to FedEx pursuant to this Agreement.

Either party may terminate this Agreement upon fifteen (15) days' written notice to the other party. Upon the termination of this Agreement, Customer shall immediately return to FedEx all unused Stamps previously issued to Customer.

Customer's payment and indemnification obligations with respect to all Stamps issued prior to termination of this Agreement shall survive such termination.

This Agreement supplements the terms of the current FedEx Service Guide, which is incorporated herein by reference and remains in full force and effect except as expressly modified by this Agreement.

Customer agrees to use the Stamps only on the appropriate packaging, and Customer agrees to the terms and conditions in the current FedEx Service Guide. C.O.D., dangerous goods and other special services are not included under this Program. Customer agrees to be responsible for all use of the FedEx Billable Stamp, whether authorized or not. The rate that will apply will be the prevailing rate in effect at the time of use. For tracking information, go to our website at fedex.com or call 1.800.GoFedEx 1.800.463.3339.

Customer may indicate the weight at the time of pickup. However, FedEx may change weight or service in accordance with the current FedEx Service Guide and adjust your invoice accordingly.

The minimum order number will be 50 FedEx Billable Stamps (per line item). The Stamps are nontransferable. Return of this Agreement with your signature will secure your eligibility to participate in the Program in accordance with the foregoing, and the additional terms and conditions listed on the reverse side of this form.

A federal excise tax when required by the Internal Revenue Code on the air transportation portion of this service, if any, is paid by FedEx.

Customer Name _____

Signature _____
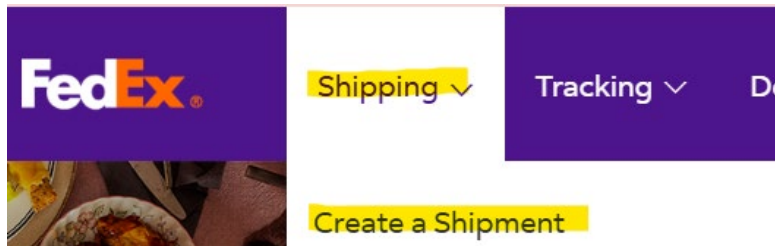
Title _____

Phone _____

Rev. 3/22

3. *Create stand-alone or after-the-fact return labels*

a) Login to fedex.com with your FedEx UserID and password.* Both are case sensitive.

*If you don't have a University FedEx account, don't contact FedEx directly to create one. Instead, follow instructions on the *Requesting a FedEx Account* guide and email fedexrequest@emory.edu (Procurement) to establish your account via Emory's FedEx Contract.

b) Select Shipping>Create a Shipment via the top menu.

c) Select 'Ship with A FedEx Account' *if screen presents.

d) Select 'Return shipment' to provide a label to another entity sending a package to you (rather than providing them with your account number, which is strongly discouraged). Resulting labels can be sent to the shipping entity in multiple ways.
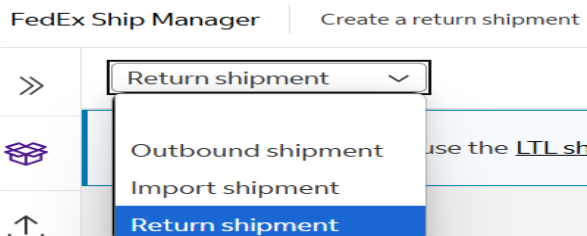
e) See notes beside each section to complete needed fields and desired optional items in ***Deliver To, Return From, Package details& Service Details, Return service, Return options, and Billing***.

Deliver To (Notes):

- The address associated with your login profile should auto-populate in this field.
- If any information needs to be changed, either type needed details into the necessary fields or select a previously saved 'Shipment Profile' from the section above.

- **Enter Contact Name, Emory University as the company, a Suite/Room Number and Email** (to assist in the event of a lost or misbilled package).

✅ **Deliver to**

SEARCH IN ADDRESS BOOK → or 🔍 📇

Contact details

CONTACT NAME *
Emory Contact

COMPANY
Emory University

STATE TAX ID/I.E.

PHONE NUMBER *
4042223333

PHONE EXTENSION

EMAIL
emailaddress@emory.edu

Address

COUNTRY/TERRITORY *
United States

ADDRESS LINE 1 *
123 Account Street

ADDRESS LINE 2
3rd Floor

ADDRESS LINE 3

ZIP CODE *
30322

STATE OR PROVINCE *
Georgia

CITY *
ATLANTA

☐ This is a residential address

PERFORM ADDRESS CHECK ❓

☐ Save as new recipient in [personal address book ⌄]

Return from (Notes):

- If the needed address is saved in your Address Book, search for it via the search bar or in the address book listing using the icon at the top of the section so that needed data will auto-populate.
- Otherwise, enter the required information requested, ensuring also that the Company Name (if applicable), any suite/room number and email are provided.
- If returning from a residential address, check the box. An additional fee is required for residential delivery. However, if box not checked, and the package is delivered to a residential address, FedEx can charge the original fee plus an 'address correction fee', which may be up to $20 per package.
- To save recipient information in your Address Book, click the box at the bottom of the section.

✅ **Return from**

SEARCH IN ADDRESS BOOK → 🔍 📇

Contact details

CONTACT NAME *
Return Shipper

COMPANY
Return Shipper Company

STATE TAX ID/I.E.

PHONE NUMBER *
4041112222

PHONE EXTENSION

EMAIL
returncontact@abcco.com

Address

COUNTRY/TERRITORY *
United States

ADDRESS LINE 1 *
123 Return Shipper Drive

ADDRESS LINE 2
Suite 100

ADDRESS LINE 3

ZIP CODE *
30305

STATE OR PROVINCE *
Georgia

CITY *
ATLANTA

☐ This is a residential address

PERFORM ADDRESS CHECK ❓

☐ Save as new sender in [personal address book ⌄]

Package details (Notes):

- Select your packaging. Note that if shipping with dry ice, you must select 'your packaging.'
- For 'your packaging', enter package number, weight and package dimensions. For any FedEx packaging, enter the quantity and weight.
- If desire higher limit of liability/declare value, check the box, which will prompt you to enter the item value. Note that there is a fee to declare a value and increase the normal $100 maximum liability limit for FedEx (if they are found at fault for item loss or damage). Damage or delays due to things beyond FedEx's control, e.g. inclement weather, etc. is an example of something that wouldn't be covered. See more information in the FedEx Service guide (https://www.fedex.com/en-us/service-guide.html).
- Click 'ADD PACKAGE OPTIONS' to add features like non-standard packaging, lithium batteries, dry ice, limited quantity items or small quantity exception items. These items are impacted by both your FedEx account configurations and the shipment method selected in your shipping label.

Return service (Notes):

- Select the 'Service' type. *'First Overnight' services (domestic delivery by 8AM) should not be selected except in emergencies due to the cost. FedEx Priority Overnight (domestic delivery by 10:30AM) is sufficient for most Emory business.
- 'Compare Rates' will reflect available service levels for your account profile and pricing.

Under **_Service options_**:

- Check the box, if you require a signature for your package and select the type;
- Check the box to hold at the FedEx pick-up location nearest the recipient's zip code.

Service options

☐ Signature options ⑦

☐ Hold at location ⑦

Under **_Additional options_**:

- Check the box to Add a shipment reference.
  - ○ Enter **full 10 digit** override speedtype under 'Shipment Reference', if the default account speedtype for your account isn't applicable to this package.
  - ○ Enter information in other sections only if needed.
- Check the box for 'Email outbound shipment label', if you need your label emailed to someone else;
- Check the box for 'Include a return label,' if your package recipient is expected to return something to you. Click on 'View Return Details' for a preview of the return shipping label configuration, which is based on the information in the 'Ship From' fields. It can be edited in the next presenting screens.

Additional options

＞ ☐ Add shipment references

SHIPMENT REFERENCE	(enter override speedtype here)
P.O. NO.	
INVOICE NO.	
DEPARTMENT NO.	

Return Options (Notes):

- Select how return label will be delivered to the recipient.
- Choose 'print return label' to include return label in an outbound package to recipient if a return label wasn't created when the outbound label was created. Check box to configure return instructions.
- Choose 'Email return label' to email label to email the label to intended party, noting the accessibility deadline for the label and any desired message and/or return instructions.
- 'FedEx Ground Call Tag' should rarely be used, and only if needing to recall a package previously shipped via FedEx Ground.

⊘ **Return options**

RETURN LABEL TYPE *
Email return label ˅

＞ Print return label
＞ Email return label
＞ FedEx® Ground Call Tag

Billing (Notes):

- Choose 'My Account' if your Emory departmental FedEx account is paying for shipping charges.
- Choose 'Third-party' if a separate entity will pay for shipping charges, e.g. the sponsor of grant. **You must provide the full 9 digit FedEx account number if billing Third Party.**

- Check box to add shipment notations and enter applicable email address(es) and any desired message.

Click **'FINALIZE'** to create the shipping label.

Printing Multiple Identical Return Labels: While you cannot increase the package number to create multiple identical labels (like you could in the old shipping module), this can be accomplished by clicking the Finalize button's drop down and selecting 'Finalize and repeat shipment.' Repeat this action until needed quantity is configures and then print all at the same time.