



Creating FedEx Shipping Labels

OUTBOUND PACKAGES:

Note: Do not use paper, carbon-copy airbills for packages, as this frequently causes delivery delays, misbilled invoices, extra charges, and account theft potential. Instead, use online billing labels created/printed via your FedEx online account, which transmit billing data directly to FedEx, eliminating data errors.

Creating a FedEx Shipping Label

1. Login to <u>https://www.fedex.com/en-us/home.html</u> with your FedEx UserID and password.* Both are case sensitive.

*If you do not have a FedEx user ID, do not reach out directly to FedEx. Instead, review the *FedEx Account - Creation guide* to establish your account through Strategic Procurement and ensure you receive Emory Contract pricing.

2. Select Shipping>Create a Shipment via the top menu.



3. Complete standard mandatory fields: *From, To, Package & Shipment Details* and *Billing Details***.

** <u>Important</u> – 'Your Reference' = Your Speedtype. Ensure that you enter <u>all 10 digits</u> of the speedtype number to which you wish your package to bill (if not the default account speedtype). Failure to follow this format will post the shipment to the department's default Speedtype and/or may require you to enter a corrective journal entry in the future.

- 4. If your account has been slated with permissions to ship items using dry ice, the check-box to select this option is under 'Special Services', but will not present as an option until all prior sections have been completed.
- 5. Complete desired optional features, if applicable, such as Package Pick-up, Shipment Notifications, etc. in the lower sections of the form.





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3. Package & Shipment Details ② Help □ Hide * Ship date 11/04/2019 * Number of packages 1 * Weight ② Ibs Declared Value ② U.S. Dollars * Service type Select * Package type Select Include a return label ②					 Please note: Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur. By clicking the Ship/Continue button, you agree to the FedEx terms of shipping in the applicable FedEx Service Guide and the Shipper's Terms and Conditions for FedEx Express international shipments. By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the Help for more information. Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed. FedEx makes no warranties, express or implied, regarding Address Checker information. Correct completion of shipping documents is the responsibility of the customer. If the delivery address is later identified as residential, you could receive a residential surcharge. 			
						Sa	ve for later <mark>Ship</mark>	

6. Click 'Ship' at the bottom right to create your label.





INBOUND PACKAGES/RETURN LABELS:

Inbound Shipping for PO Orders

If a supplier wishes to send your Emory Express PO order via FedEx, they should use Emory University's inbound FedEx account number that is provided to them on the face of the PO. This allows you to receive Emory's contracted pricing for PO shipping and for the invoice to be directly sent to Accounts Payable for processing. **Important:** To bill properly, the PO # must be noted in the Recipient 2nd Address Field of the shipping label.

Inbound Shipping for Non-PO Orders

If you need someone to ship a non-PO related package to you using your or your department's Emory University FedEx account number, please do not use pre-printed paper airbills or provide the vendor with your account number to avoid errors. There are more effective ways to receive inbound packages:

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).

Note: Shipping charges and any label surcharges are not billed for return packages unless labels are used. Additionally, the actual package/weight is considered for billing (if the original return label understated or overstated anticipated package weight).

1. Print return label (with outbound shipping label)

- a) At the bottom left of the screen for your outgoing shipping label, check the box that reflects' include a return label;'
- b) After all outgoing shipping information has been entered, click 'Continue to return shipment' to enter in needed label information;

Package type	FedEx Envelope					
	Include a return label 🖗					







c) Complete mandatory fields: *Return To* (pre-populates); *From, To*, *Package & Shipment Details* (choose print and shipping method) and *Billing Details***.

** <u>Important</u> – 'Your Reference' = Your Speedtype. Use this field to enter a valid*, 10digit override speedtype (if not using the account default speedtype). If your override speedtype is invalid at the time of billing (roughly 1 month after shipment), your shipping charges will bill to either the account default speedtype or your department's suspense account (and a departmental journal may be required to correct the transaction).

- d) Complete desired optional features, personalized message, etc.;
- e) Click Ship.

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Fackage type	Select		•				





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 (address of your FedEx account);
- 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:

- This is an 'express service' for shipping via Priority Overnight, Standard Overnight, 2Day Am and 2Day;
- Additional fee for Saturday delivery;
- If Shipper's name is not pre-printed on return label, the shipper will need to be instructed to 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 cannot be shipped using the labels.

To order billable stamps:

- a) Download the order form (also found on the following page) via https://www.fedex.com/content/dam/fedex/us-unitedstates/services/FedEx_Billable_Stamp_Order_Form.pdf
- b) Enter account number;
- c) Choose Service Type(s) (line order minimum is 50 labels);
- d) Enter Sender Information (if all labels will ship from same entity); otherwise leave blank;
- e) Enter Recipient Information (generally matches your FedEx Account information) but doesn't have to;
- f) Note where you want to receive your printed bulk billable stamps (must match account information);
- g) Sign/agree to FedEx terms; and
- h) Email completed form to <u>StampsA1@fedex.com</u>.

Fedex Express	Billable	Stamp A	FedEx Greement a ns solutions may ber	Use Only and Order Form nefit your business.
1 Account Informa	tion Your FedEx Account	t Number		Date
2 Service Informat	tion			Declared Value
Weekday Delivery stam	ps for Mon-Fri delivery	(Saturday delivery	not available)	 Por snipments tendered in the Pedex® Envelope of Pedex® Pak, the declared value cannot exceed \$500.
Service	Declared Value	Weight	Quantity	 For shipments in other packaging, the maximum declared value is limited to \$50,000.
FedEx Priority Overnight®				Please refer to "Declared Value" and "Limits of Liability" in th
FedEx Standard Overnight	4			 current FedEx Service Guide for details. Our liability for declared value will not exceed the amount
- Suck Standard Overnight				declared on this form.
FedEx 2Day [®] A.M.				 In any case, our liability is to the entity ordering this stamp an no one else.
FedEx 2Day [®] 1-lb. minimur	n.			*Saturday Delivery
Expanded Delivery stan	nos for Mon-Sat deliver	v (additional fee fo	r Saturday delivery)*	 Expanded delivery stamps are for Monday through Saturday delivery. Shipments tendered on Friday with FedEx Priority
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Customer Name

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.

Title	2
Phone	(E Vag
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3. Create stand-alone or after-the-fact return labels

- a) At FedEx.com, select 'Shipping' drop-down and then 'Create a Shipment;'
- b) Select 'Create Return Shipment' from 'Ship' tab;
- c) Complete required and desired fields (remember: 'Your Reference' is your ST;
- d) Click 'Ship.'

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