# 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 https://www.fedex.com/en-us/home.html 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.
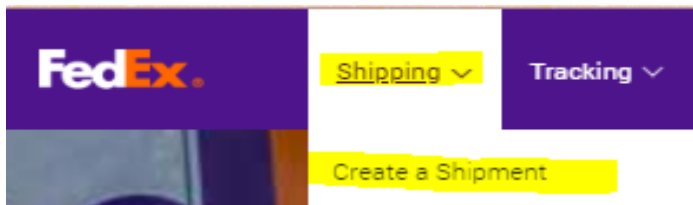
3. Complete standard mandatory fields: ***From, To***, ***Package & Shipment Details*** and ***Billing Details**.***

    ** UnderlineImportant** Underline** – **'Your Reference' = Your Speedtype.** Ensure that you enter ***all 10 digits*** 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.

Ship	▼	LTL Freight	Ship History	My Lists	▼	Reports	Administration

Create a Shipment *

1 Enter shipping information (2) Print label(s)

Contact your administrator

* Denotes required field.

Preferences | Clear all fields

My Shipment Profiles   ⑦ **Help** ⊟ **Hide**

My shipment profiles (formerly Fast Ship)   [Select ▼]

[Ship]

1. From   ⑦ **Help** ⊞ **Edit**

Emory University, 1599 Clifton Road NE, Atlanta, Georgia, 30322, United States

2. To   ⑦ **Help** ⊟ **Hide**

* Country/Territory   [United States ▼]
Company   [Select or enter ▼]
* Contact name   [Select or enter ▼]
* Address 1   [_____]
Address 2   [_____]
* ZIP   [_____]
* City   [Select or enter ▼]
* State   [Select ▼]
* Phone no.   [_____] ext. [_____]

⊞ Perform detailed address check

☐ This is a residential address ⑦
☐ Save new recipient in address book

3. Package & Shipment Details   ⑦ **Help** ⊟ **Hide**

* Ship date   [11/04/2019] 📅
* Number of packages   [1 ▼]
* Weight ⑦   [_____] lbs
Declared Value ⑦   [_____] U.S. Dollars
* Service type   [Select ▼]
* Package type   [Select ▼]

☐ Include a return label ⑦

4. Billing Details   ⑦ **Help** ⊟ **Hide**

* Bill transportation to   [_____ ▼]
Your reference   [_____]

⊞ More reference fields   Add an account

Special Services (optional)   ⑦ **Help** ⊞ **Edit**

Select additional services for your shipment

Pickup/Drop-off (optional)   ⑦ **Help** ⊞ **Edit**

You are dropping off your package at a FedEx location.

Shipment Notifications (optional)   ⑦ **Help** ⊞ **Edit**

Send an email to yourself, the recipient or others indicating the status of your shipment.

Rates & Transit Times   ⑦ **Help** ⊟ **Hide**

Amounts are shown in USD

Select	Service and Transit Time	Your Rate
	Enter more information to get rates and transit times.	--.--

5. Complete your Shipment   ⑦ **Help**

☐ Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.
⊞ Send a Mobile Shipping Label

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 Ship Manager at fedex.com Terms of Use and 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.

Save for later   [Ship]

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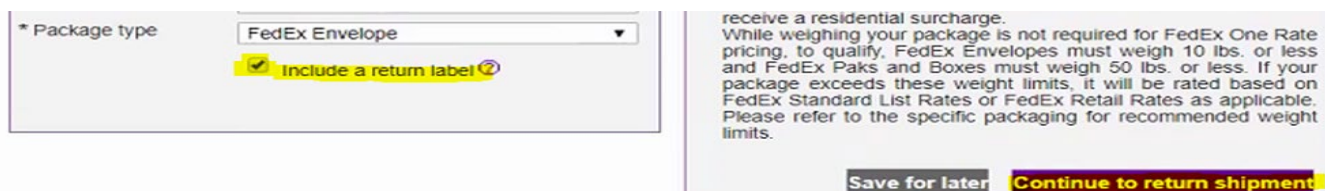
If you need someone to ship a non-PO related package to you using your or your department's Emory University FedEx account number, please do not use pre-printed paper airbills or provide the vendor with your account number to avoid errors. There are more effective ways to receive inbound packages:

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;

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*, 10-digit 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.

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-united-states/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 StampsA1@fedex.com.

EMORY UNIVERSITY

FedEx®

FedEx Express
Billable Stamp Agreement and Order Form
Check out the ways FedEx returns solutions may benefit your business.

FedEx Use Only

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 references 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 _____

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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.'

| Ship | LTL Freight | Ship History | My Lists | Reports | Administration |

Create Return Shipment
1 Enter return shipping information (2) Print label(s)

Contact your administrator

* Denotes required field.   Preferences | Clear return fields

Return a Previous Shipment ⑦ Help ⊟ Hide

Associate return with an existing FedEx Express or FedEx Ground or FedEx Freight Shipment

1. Return Package To ⑦ Help ⊟ Hide

* Country/Territory — United States
Company — Select or enter
* Contact name — Select or enter
* Address 1
Address 2
Please enter the ZIP/Postal code.
* ZIP
* City
* State — Select
* Phone no. — ext.
⊞ Perform detailed address check
☐ This is a residential address ⑦
☐ Save new address in address book
☐ Save as default return address

2. Return Package From ⑦ Help ⊟ Hide

* Country/Territory — United States
Company — Select or enter
* Contact name — Select or enter
* Address 1
Address 2
* ZIP
* City — Select or enter
* State — Select
* Phone no. — ext.
☐ This is a residential address
☐ Save new address in address book

3. Package & Shipment Details ⑦ Help ⊟ Hide

* Return label type — Print
* No of returns — 1
* Weight ⑦ — lbs
Declared Value ⑦ — U.S. Dollars
* Service type — Select
* Package type — Select

4. Return Options ⑦ Help ⊟ Hide

Your **FedEx return instructions** will be created in
English
⊞ Add a personalized message to be printed on FedEx instructions

5. Billing Details ⑦ Help ⊟ Hide

* Bill transportation to
Your reference
RMA no.
⊞ More reference fields   Add an account

Special Services (optional) ⑦ Help ⊞ Edit
Select additional services for your shipment

Shipment Notifications (optional) ⑦ Help ⊞ Edit
Send an email to yourself, the recipient or others indicating the status of your shipment.

Rates & Transit Times ⑦ Help ⊟ Hide

Amounts are shown in USD

Select	Service and Transit Time	Your Rate
	Enter more information to get rates and transit times.	--.--

6. Complete your Shipment ⑦ Help

☐ Generate label(s) and document(s) in PDF format that can be saved to your computer at the completion of the shipment.

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 Ship Manager at fedex.com Terms of Use and 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.

Save for later   Ship