



EMORY
UNIVERSITY

PROCUREMENT &
ACCOUNTS PAYABLE



Obtaining a FedEx Account

Emory University's contract with FedEx provides significant pricing discounts over 'Standard' or 'Business' FedEx Accounts.

Departmental FedEx accounts established via FedexRequest@emory.edu are generally billed to and paid through Emory University Accounts Payable. The expenses post to the General Ledger using either the account's valid default speedtype or an override speedtype noted on the package's 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.

To obtain 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.*

1. Complete the red and blue sections of the FedEx New Account Form, ensuring that no field exceeds 30 characters;
2. Your 'Shipper Name' should begin with EmoryU- and uniquely identify your department/program, using <=30 characters, e.g., EmoryU-SOM Peds Lam Lab, rather than EmoryU-Peds, etc.;
3. If the account will be used to ship biohazardous items using dry ice, email copies of the EHSO certificate(s) noting completion of the necessary coursework to ship biohazardous items using dry for any person responsible for preparing packages for the account to FedExRequest@emory.edu;
2. Return the completed Enrollment Form, the applicable EHSO certificate(s), and the names, email and netID of additional individuals who need account login profiles to FedExRequest@emory.edu;
3. If you received 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;
4. Instead, within 5 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;
5. Upon email receipt, log in to your account and change your password to something private;

6. Ensure that you never use paper, carbon copy shipping labels and instead are creating online shipping labels for all packages per the [Creating a FedEx Shipping Label](#) 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.