

# Knowing Your Billing Matters

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# Welcome to a world of possibilities

Thank you for your business with FedEx.

We are pleased to serve your growing international shipping needs.

In this handbook, we will share the essential points about FedEx invoices or statements you may receive. This will help you easily understand the freight or duties charges billed, shipment information, payment terms and the invoice layout.

You can learn more about FedEx Billing Online, an invaluable and powerful online tool that can help you save time and effort, improve productivity, simplify and easily manage your billing process.

Should you require assistance on your invoices, please contact us at cfsonduty@fedex.com.

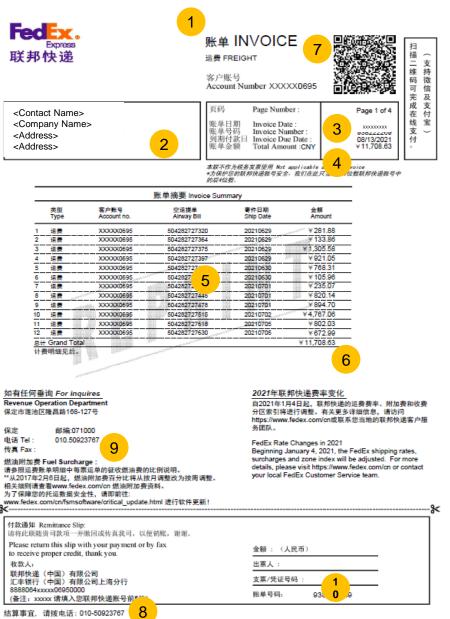
We wish you a pleasant shipping experience.

FedEx Express

### Freight or Duties & Taxes Invoice Summary

Once your international shipments had been delivered, we will send you the following invoices:

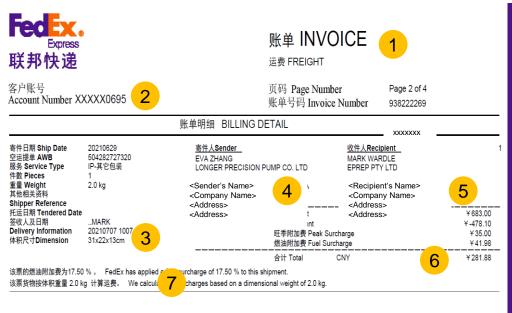
- a. The Freight invoice details the transportation charges, surcharges, discount and any additional charges per Air Waybill.
- b. The Duty & Tax invoice details the import clearance charges and any additional charges incurred in the destination country. This only applies to qualified customers entitled with monthly credit for inbound duty/tax settlement.



自2014年11月1日起,我司不再擅供上门收入。金服务,发票将在稍后寄出,请贵司在帐单到期日前以银行转帐方式进行结算。 如对帐单有异议,请于该帐单日15天内书面提出。全国统一免费客户服务热线:800.988.1888

- Invoice title you may receive separate invoices for Freight charges and Duties & Taxes.
- 2. Your account billing contact person, company name and mailing address
- 3. Invoice Date and Invoice number.
- 4. Final date for full payment.
- Summary of charges for shipments billed to Shipper, Consignee and/or Third Party.
- 6. Total amount to pay.
- QR Pay via AliPay or WeChat payment via your mobile app.
- Electronic Fund Transfer (EFT) information for payment to FedEx via your bank.
- 9. Promotional news or Service update messages
- Cheque payment input your cheque number and amount for faster processing

### Freight or Duties & Taxes Invoice Shipment Details



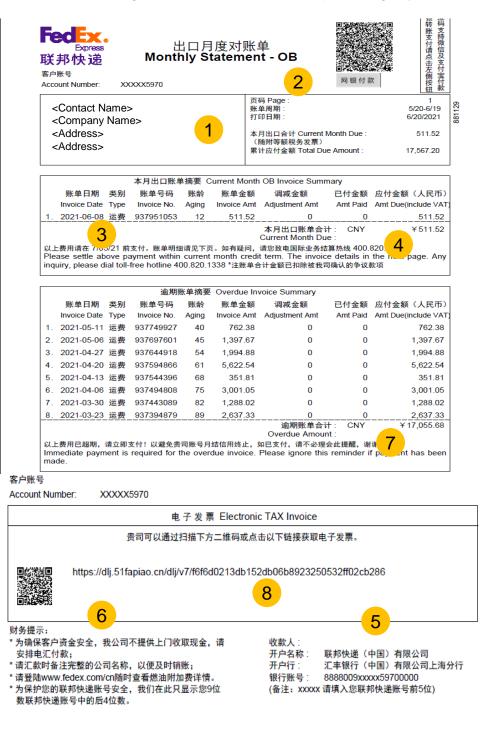


\* where the dimensional weight exceeds the actual weight, the transportation charges will be assessed on the dimensional weight according to the IATA volumetric standard

- Invoice type Freight or Duties & Taxes
- 2. Your shipping account number and company name
- 3. Shipment Information
  - a. Ship date: date at which the shipment was sent out.
  - b. Air Waybill number: shipment identification number \_\_\_\_\_\_
  - Service Type: name of FedEx service used and package type
  - d. Pieces: number of packages in the shipment
  - Weight: actual or dimensional weight of shipment\*
  - f. Bill To: party designated by Shipper to pay the charges.
  - g. Shipper Reference: reference notes from the air waybill as stated by the shipper.
  - Delivery information: proof of delivery date and time of acceptance by the recipient and the recipient's name.
- Sender: name of sender, company name, origin address and postal code (if applicable)
- Recipient: name of recipient, company name, origin address and postal code (if applicable)
- Freight charges and surcharges: applicable shipping charges and additional fees.
- Current percentage of dynamic fuel surcharge applied on the net freight charge.

# Statement of Account

We can prepare and send you a statement of account for your internal billing records. It will list all the outstanding invoices and credit balance pertaining to your account.



- 1. Your current billing contact information
- 2. SOA Type (OB/IB)
- 3. Current month outstanding Invoices
  - a. Invoice number/Type: denotes the invoice reference number and nature of charges.
  - Age: number of days this invoice is pending payment from the date of invoice.
  - c. Invoice Amount: original total charges to be paid.
  - Amount Due: outstanding unpaid amount in each invoice.
- 4. Total current month unpaid overdue amount past the credit terms period.
- 5. Payment Methods
  - a. Electronic Fund Transfer (EFT) information for payment to FedEx via your bank.
- Follow-up instructions for payments and discount voucher redemption.
- 7. Reminder on last month unpaid due, and the total amount in arrear.
- 8. Downloading link for egeneral VAT invoice



# Paying your invoices

We always strive to provide the most convenient and fastest payment solutions to our customers. You can choose to make your payment in any of the following methods.



For your convenience, you can choose to make your payment in any of the following methods:

#### 1. Online or Mobile

To pay via internet banking or Electronic Fund Transfer, please refer to the bank information in the weekly invoice or monthly SOA to proceed with bank payment.

#### 2. Credit /Debit Card

Please scan the QR code in your invoice with your smartphone to pay via Alipay or WeChat linked with your credit card/debit card.

#### 3. Cheque payment

All cheques should be made payable to the respective Federal Express local branch. Please contact the local collector prior to sending the cheque.



# Manage your invoices online

FedEx gives your business an array of billing options, no matter what your account payable process may be. Now you can choose to receive your invoices electronically via FedEx Billing Online and never receive a paper version again.

These digitally-signed invoices are exactly the same as paper invoices and will benefit you to:

#### Save Time and Money

- · Receive your invoices faster than by postal mail.
- Get email notifications advising you of new invoices.
- Bill the shipping charges to your end-customers faster.
- Cut the cost of processing paper invoices.

#### Improve Productivity

- Enjoy quick and easy access to invoice and shipment information.
- Quickly find details on specific invoices and shipments.

#### Enjoy Convenience

- Download invoices to your computer in a variety of formats.
- Query shipment charges before making payment.

#### Simplify Account Management

- Manage all of your accounts under the same login
- Access information whenever and wherever you need it, 24 hours a day.
- Have multiple users for your account.

Sign up now and experience the easiest way to manage your FedEx invoices.

\*\* please note that you would need to register for a fedex.com/cn login access before you can use the FedEx Billing Online application.

### **Frequently Asked Questions**

#### Q1. When do I need to make the payment for your invoices?

Invoices for freight charges are payable within thirty (30) calendar days of the invoice date. Invoices for duties and taxes, processing and clearance fees are payable upon receipt.

#### Q2. What does 'Bill to: Sender' mean?

"Bill sender" means that the charges will be billed to the FedEx account holder who exported the shipment.

#### Q3. What does 'Bill to: Recipient' mean?

"Bill Recipient' means that the charges will be billed to the person which the shipment was meant for.

#### Q4. What if the recipient or third party refuses to pay for the freight charges?

If the recipient or third party refuses to pay, the transportation charges and any processing fees will be billed to the sender.

#### Q5. What does 'Bill to: Third Party' mean?

"Bill third party" means that the charges will be billed to someone other than the sender or recipient.

#### Q6. Can the third-party payor obtain my shipment information?

By entering the third party's account number as a payor in the Air Waybill, the shipper (or sender) authorizes FedEx to disclose information regarding the shipment, including the Air Waybill information, shipment status, personal data, personal information, and charges to a third party.

#### Q7. What if the shipper's account number is invalid?

Your shipment may be delayed or returned if FedEx determines that it is billed to an invalid FedEx account number.

### Q8. Why is the billed shipment weight different from what I had submitted in the air waybill?

All shipments lodged with FedEx will be assessed on their dimensional weight. If it exceeds the actual weight, the freight charges will be assessed on the dimensional weight according to the IATA volumetric standard.

### Q9. Are there other circumstances that my shipment may be billed differently than what was declared in the air waybill?

Package shape and dimensions may change during transit, which may affect the package's dimensional weight and surcharge eligibility. If the service selected, weight entered or dimensions entered are incorrect or change during transit, we may make appropriate adjustments to the shipment charges at any time.

#### Q10. How can I request for an amendment on the charges billed?

You may request an invoice adjustment in the following ways:

- a. Use our online application FedEx Billing Online at fedex.com/cn if you are a registered user.
- b. Contact our Customer Service team to request your adjustment or refund.

