

FedEx[®] Billing Online

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User Guide

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SECTION - 1

1. Introduction to modernized FedEx® Billing Online (FBO)

FedEx® Billing Online simplifies and streamlines your accounts payable process. From helping ensure accurate cash flow to managing payments and reporting, we have the right billing option and solution that best fits your needs. FBO is an easy-to-use online tool that helps you manage your invoice-related tasks by eliminating excess paperwork and improving productivity, and it's about to get even better with the new modernized invoicing tool. With flexible ways to view, filter, and use data, you can create your ideal invoicing experience.

All the existing features of legacy FBO is now available in a modernized way in new FBO.

SECTION - 2

2. Features and benefits

Account summary



Provides balance due, dispute, and past due amounts information for the account.

Views and columns



Ability to customize the columns and change the views of the invoice table and save the customized views for future.

Administration



Manage primary and secondary accounts and control who can access your accounts.

Invoice table



Provides the list of invoice numbers along with its account numbers and invoice details information in a tabulated format.

Payment flow



Seamless flow of payment from adding to pay cart and reviewing the pay cart items to checkout process.

Reporting



Create and download your invoice/shipment reports to meet business needs.

Invoice filters & search



Filter and quick search help you to filter and locate the exact invoice number.

Managing payments



Helps manage payment profiles, set up autopay and view your scheduled payments and credits.

Disputes



Dispute any invoice/shipment prior to payment and avoid paying extra charges.

SECTION – 3

3. Let's begin!

To login to the new billing application, follow the below steps:

	Step 1. Go to FedEx home page. Login to the <u>home page</u> .
	Step 2. Select FedEx® Billing Online. In the FedEx home page, click Account and select FedEx Billing Online .
C Jose	Step 3. Login to FedEx [®] Billing Online. Click Go to FedEx Billing Online and login to your FBO account and you will land in the below page.

	Fed 🐹		© LOGOUT		
FedEx® Billing Or	line			Â	CART \$0.00
SUMMARY			ACCOUNT NUMBER	~	
				÷	
\blacksquare manage payments \backsim	Amounts are shown in USD				
\bigotimes administration $~\sim~$	\$38,355.42	S0.00	\$27,246.27		
Э нель		VIEW ALL INVOICES			
«		Search Select the oriteria and enter the content you'd like to sea search will take to a specific page or allow you to view m results. Search for Select			

SECTION - 4 4. Short notes on menu



Summary

Here you will get the account number information and the account summary tiles of your balance due, past due, and dispute amount information. Selecting any of these summary tiles will take you to the Invoice page.

Invoices

All the invoices linked to your account number are displayed here in a tabulated format, with the options to further drill down into details. The invoice table is fully customizable which allows you to make decisions of your choice.

Manage payments

Information related to your payments and payment accounts are listed in this section under four categories Scheduled Payments, Payment Profiles, Autopay, and Available Credits.

Administration

Helps you to manage primary and secondary accounts, users, application settings, and email notifications.

Reporting

To create and download any reports, view all the downloaded reports, and enable automated settings.

Help

For extra guidance on the tool and new features.

SECTION – 5

5. Summary

After being directed to the new FBO experience, you will land on the Summary page. In the Summary page, you can view the account number information, balance due amount and the past due amounts for the selected account number in your currency.

Desktop view:

FedEx® Billing Online	Fed in.		AL LOODAT	¥ 65	 Account number drop-down provides you the list of all the account numbers you have access for.
Annual Constraints Co	Streets and down 2 100 \$38,355.42 Account support	SOLOO INDUTINE VIEW ALL INVOICES	▲ \$27,246.27 Nation]	► Account Balance, and Past Due are two account summary tiles. Selecting any of these account summary tiles, will direct you to
«		Search Select the orter and enter the content you'll list earch of Sale to a specific page or allowyou to or reacha. Search for Select			 the invoice table filtered with invoices related to the chosen summary tile. → Click View Invoices to go to your

Mobile view:



SECTION – 6

6. Invoices

6.1 Invoice table

In the left navigation menu, click **Invoices**, to view the list of all the invoices for the selected account number in a tabulated format.

In the invoices table, you have options to filter your invoice data, edit the columns of invoice table, save your customized view, select default views, or search for any specific invoices.

Desktop view:

In	ivoices								ACCOUNT N 1234-000		~
		Amounts are st	www.in.USD								
			254.00 COUNT BALANCE		\$20 DISPU	00.00 VTED	A \$10	00.00 Due			
A11 50	Involces	FILTER	s ~	EDIT C	olumns 🗸		views ~				۹
	INVOICE NUMBER	INVOICE DATE	INVOICE STATUS	PDF STATUS	DUE DATE	CURRENT BALANCE	ORIGINAL AMOUNT DUE	PAYMENT STATUS	PAID	CURRENCY	ADJUST
1	1-345-5323	02/10/2021	A Past due	Available	02/28/2021	\$50.00	\$50.00	Pending	\$0.00	USD	\$0.00
	1-422-1432	03/10/2021	A Past due	Available	03/31/2021	\$50.00	\$50.00	Pending	\$0.00	USD	\$0.00
;	4-131-4224	04/10/2021	in dispute	Available	04/30/2021	\$100.00	\$100.00	Pending	\$0.00	USD	\$0.00
3	> 2-432-1333	05/10/2021	in dispute	Available	05/31/2021	\$100.00	\$100.00	Pending	\$0.00	USD	\$0.00
;	4-345-6745	06/10/2021	Open	Pending	06/30/2021	\$50.00	\$50.00	Pending	\$0.00	USD	\$0.00
;	9-112-1867	07/10/2021	Open	Pending	07/31/2021	\$50.00	\$50.00	Pending	\$0.00	USD	\$0.00
;	8-323-6723	08/10/2021	Open	Pending	08/31/2021	\$50.00	\$50.00	Pending	\$0.00	USD	\$0.00
;	2-333-9875	09/10/2021	Open	Not supported	09/30/2021	\$50.00	\$50.00	Pending	\$0.00	USD	\$0.00
3	4-333-7851	10/10/2021	Open	Not supported	10/31/2021	\$54.00	\$100.00	Pending	\$0.00	USD	\$0,00
2	6-333-7732	11/10/2021	Open	Available	11/30/2021	\$20.00	\$100.00	Pending	\$0.00	USD	\$0.00
	Subtotal Original amount Current balance		\$600.00 \$554.00								
	OUE COMPA About FielEx Our Portfolio Investor Italiat Carees	FedEx Corpo	Blog Fo rete Responsibility D som Fo	IOBE FROM FEDEX edEx Competible eveloper Resource Ce edEx Logistics			LANGUAGE	~			

Mobile view:



Invoice table and its elements

A816 20/5	10	PILT	181 V	EDIT	COLUMNS ~		views ~				Q	This tab allows you to search and customize your invoice table.
	INVOICE NUMBE	NVOICE DAT	WWOICE STATUS	POP STATUS	DUE DATE	CURRENT BALANCE	ORIGINAL AMOUNT DUE	PAPHENT STATUS	PAID	CURRENC	ADJVS	1
2	1-345-5323	32/10/2021	A Past-due	Available	02/38/2021	\$30.00	\$30.00	Reading	\$0.00	uso	\$0.00	➤ Columns of the invoice table.
	Invoice s	ummary										
	BILLING INF Invoice numbe Account numb Stere ID numb	r w	3-345-5323 1234-0000-3	Express the Speciality Base doc	andling charges ount	\$ 46.39 \$ -21.25						 Clicking the arrow, will give you the details of the corresponding
	FedBx taxID n Invoice data Invoice status Invoice type	unber	71-125-4567 02/10/2021 & Past-due Fragte	Transport Total Ground cha	tation charges	\$ 107,51						invoice number.
	Due date Balance due	TAILS	68/16/3031 \$50.00	Base disc Transport Total	ount tation charges	\$ -20.00 \$ 40.00 \$ 20.00						To get more details about the
				Other charg X other cl Total	STALLS	\$ 26.00 \$ 20.00						invoice, either click Invoice number or Invoice Details.
				Total involu Total payme	e amount ents and credits	\$ 172.65 \$-172.65						
				TOTAL BAL	ANCE DUE	1 0.00		_				
>	1-02-1402	38/16/2021	≜ Petidue	Aulatia	03/31/3001	\$50.00	\$50,00	Pending	\$0.00	USD -	\$0.00	To download the PDF version of your invoice, click Show Invoice
>	8-131-4224	54/10/2021	in-depute	Available	54/30/2021	\$100.00	\$100.00	Pending	\$0.00	USD -	\$0.00	(PDF).
5	2-432-1333	35/10/2021	in-dispute	Austable	05/31/2021	\$100.00	\$100.00	Pending	80.00	uso	\$0.00	

6.2 Invoice table filters and search

Filter - You can customize your invoice table, by clicking **Filters.**

Below is the list of filters available to customize the invoice table:

Filter Elements	Description
Invoice Details	
Account number	Select the account number you wish to see in your invoice table.
Invoice status	Select the invoice status as Open, Open - In dispute, Past Due, Past Due - In Dispute, Closed or Closed - In Dispute.
Invoice type	Select the invoice type as Duty Tax, Express, Ground, or Combined.
Payment status	Select the payment status as Scheduled, Submitted, Paid, Pending, Declined or Cancelled.
Date	
Due date	Create or select the date range from the list of options available.

Invoice date

Create or select the date range from the list of options available.



Search – To search any invoice, click the search icon, and enter your invoice number, date, or status of the invoice in the search text box. The invoice table displays the results for the search keyword.

Fed <mark>e</mark> x.	Shipping V Tracking V Design & Print V Lo	cationa∀ Support∀				୭୧
¥	Invoices			1234-	5678-9	~
	Areards are shown in 250					
	S374,539.51 USD BALANCE DUE	S0.00 USD DISPUTE		AST DUE	1.59 usp	
						Q
	INVOICE STATUS: PAST DUE PAST DUE IN DISPUTI	4 X			RESET SAVE	THIS VIEW
	Account NUMBER INVOICE	NUMBER DUE DATE	INVOICE DATE	INVOICE STATUS	INVOICE TYPE	ONGN
	1234-5678-9 9-999	-99999	09/09/2022	Past Due	Express	\$46.65

6.3 Edit columns and views

Edit columns – Using the **Edit columns** feature; you can edit the columns available in the invoice table.

- **Step 1.** Click the **Edit Columns** drop-down.
- **Step 2.** Select/unselect the options you wish to include in your invoice table.
- Step 3. Click Apply.

C. Shipping 🗸 Tracking	∨ Design & Print ∨ Locations ∨ Sk	eport V		8
Vaxing 93 OF 897	• галаз 🗸	EDIT COLUMNS A	views 🗸	٩
Edit Colu	mns			
Account Nu	mber			
🖃 Invoice Nun	iber			
Due Date				
Invoice Data				
Invoice Stat	1.6			
invoice Type	ů.			
				APTLY

Edit views – In the invoice table, **Views** option is available to edit the view of the invoice table.

Using the Views option, you can filter the invoices you wish to see in your invoice table. By default, there are three standard views available: **FedEx Default View (default), Past Due Invoices, Invoices in Dispute**.

These three Standard Views are the three account summary tiles available in the Summary page.

To apply these Standard Views to your invoice table, follow the below mentioned steps:

- **Step 1.** Click the **Views** drop-down in the invoice table.
- **Step 2.** Select the required view, from the list of Standard Views.

	FedEx.	Shipping 🗸 Tracking	✓ Design & Print ✓ Locations ✓	Support 🗸			~~® Q
«		S \$374,53 BALANCE DUE	9.51 usp	80.0 pispu	00 uso re	\$208,238.59 usb PAST DUE	
		Viewing 59 OF 897	0 FRITERS V		EDIT COLUMNS V	VIEWS 🔿	٩
			are your views «Fedex Default View		Saved Views		
		FEDEX DEFAU	ILT VIEW (Default)		CALEB'S VIEW		
		PAST DUE INV			TEST SAVE VIEW		
		•			TEST		

You can also create and save new views using the following steps:

- **Step 1.** Apply the filters you wish to include in your invoice table.
- **Step 2.** Click **Save this View**.
- **Step 3.** Enter the name of your view in **Enter View Name** and click **Save Changes.**
- **Step 4.** Click the **Views** drop-down to review your saved views.

ipping 🗸 Tracking 🗸 Design & F	Print 🗸 Locations 🗸	Support 🗸				ନ୍ତ ବ
Invoices				105	5-0141-2	×
Amounts are shown inUSD						
S374,539.51 USD		S0.00 USD DISPUTE		A \$208,2	38.59 usp	
Search (e.g. invoices, date, status,						۹
Search (e.g. invoices, date, status, invoice status) past due \times					RESET S	
	.etc.) Invoice number	DUE DATE	INVOICE DATE	INVOICE STATUS	RESET 5	
INVOICE STATUS: PAST DUE \times		DUE DATE 0	INVOICE DATE 09/09/2022	INVOICE STATUS Past Due		AVE THIS VIEW

INVOIC	# 5T/	NUS OPEN (PAST DUE)	0	Name y	our saved view	×	NEX	ET SAVE THIS WEW
		ACCOUNT NUMBER	Property				PRIOR TYPE	OBGRAL ANOUNT
	8	1234-5678-9	9-999-	ENTER V	IEW NAME			\$2,492,63
m	2	1234-5678-9	9-999-				Treight	\$11,954.45
	8	1234-5678-9	9-999-		_		Ground	\$3,732.03
5	5	1234-5678-9	9-999-	SAV	E CHANGES			\$756.33
ET.	2	1234-5678-9	9-999-		CANCEL		Ground	\$5,438.30
	3	1234-5678-9	9-999-				Freight	\$160.20
	2	1234-5678-9	9-999-99999	12/06/2022	11/21/2022	Open	Ground	\$4,382.20
	λ	1234-5678-9	9-999-99999	12/06/2022		Open	Freight	\$21.548.27
0	5	1234-5678-9	9-999-99999	12/06/2022	11/21/2022	Open		\$1,203.86
	>	1234-5678-9	9-999-99999	12/03/2022	11/18/2022	Open		1596.42

You can also rename or delete your saved views or set your saved view as your default view.

To rename, delete or set your saved view as default view, click the three dots **:** on the left side of your saved view and select the relevant option.

Amounts are shown HOSD \$606,226. BALANCE DUE	36 usp	🕑 \$2,	535.19 usd Te		▲ \$440,836.95 USD PAST DUE		
Viewing 1023 OF 1023	FILTERS V		EDIT COLUMNS V		VIEWS 🔨	Q	
Sarah, these an Current default view: F Standard Views	-		Saved	/iews			
FEDEX DEFAULT	VIEW (Default)		. Of	EN & PAST DUES			
PAST DUE INVO	ICES		Set as	default			
INVOICES IN DIS	SPUTE		Renam	EST			
11/21/2022	Open	Ground	\$4,382.20	\$4,382.20	USL	, ,	
11/21/2022	Open	Freight	\$23 548.27	\$23,548,27	USC)	

To set your Standard Views as your default view, click the three dots i on the left side of the corresponding Standard View and select **Set as default**.

\$606,226.3 Balance due	36 usp	\$2,6 DISPUT	35.19 usp N	A \$440,836.95 USD PAST DUE	
Viewing 1023 OF 1023	FILTERS V			VIEWS 🔿	٩
Sarah, these are Current default view: Fo Standard Views	2		Saved Views		
	ces		OPEN & PAST DUES PAST DUE 0-15		
11/21/2022	Open	Ground	CALEB VIEW TEST	USD	

SECTION - 7 **7. Invoice details**

To get more details about your invoices, click the Invoice number or Invoice Details.

Invoice summer	аунулан тігтагу акатюя	1-645-5325 (36-600-8	Repress cha Special ha Rase disc	native changes	1 44.00	GROUND AND ONLY BOD	Permitting	80.00	UNIT	80.00
Invoice sur enuire renter ferrier conter ferrier conter ferrier conter ferrier conter	mmary Mation	- 445-5323 (384-6000-8	CHARGE F	-	1 44.00	880.50	Pending	80.00	UNIT	
BOLLING CREAT Investor currents Account Counties Dates Diversities Fuellin tax Diversities	-	1264-0000-8	Repress cha Special ha Rase disc	types and thing a thiorigan						
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Annual contact Annual contact Marca Contactor Participant Contactor		1264-0000-8	Repress cha Special ha Rase disc	types and thing a thiorigan						
bronden aftaltan Bronden Typer Disk diale Balance den		III/10/2021 A Part due Progte 00/10/2021 \$50.00	haad Baaanad cha Raana daa Taragaat Taraga Kabar chang Kabar chang Kabar chang Kabar chang Kabar chang Kabar chang	und allen Anargus an ar ar arbanat alle and constan	1 -01.08 1 107.01 1 107.01 1 107.00 1 -00.00 1 -00.					
	Norman Typer Dask date Relation date Intervention Data	Amerika Apper Dask darks Relation dark INVENCE DETAILLE	Secular Type: ProgRt Desination Balances des: BSS-485 Bellevier	Normal Name Annual Annu	Norde Name Das Bann Basen den Marine den Witholt Witholt Witholt Witholt Witholt Witholt Marine den Marine Marine Kala Scher change	Nome Style Haught Base Answert Base Answert B >>>>>>>>>>>>>>>>>>>>>>>>>>>>	Specific Paraget Based Advanced Advanged E Specific Operating 63/10/10/2011 Research and advanced 8 -00.00 Research and advanced 8 Advanced 8 -00.00 Research and advanced 8 -00.00 8 -00.00 Research and advanced 8 -00.00 -00.00 -00.00 Research and advanced 6 -00.00 -00.00 -00.00 Research advanced 6 -00.00 -00.00 -00.00 -00.00 Research advanced -00.00 -00.00 -00.00 -00.00 -00.00 Research advanced -00.00 -00.00 -00.00 -00.00 -00.00 Research advanced -00.00 -00.00 -00.00 -00.00 -00.00 Research advanced advanced -00.00 -00.00 -00.00 -00.00 -00.00 -00.00 -00.00 -00.00 -00.00 -00.00 -00.00 -00.00 -00.00 -00.00 -00.00 -00.00 -	Number Support Homogene Statuto Homogene Statuto <td>Nome Regist Result Observation Base Answerst B 20:00 Solutions Base Answerst B 20:00 20:00 Nature Solutions Nature Solutions B 20:00 Solutions Base Answerst B 20:00 Solutions Solutions B 20:00</td> <td>Specific Paraget Based designs Out-Alline 60/10/DE11 Rein advance 8 -00.00 Balance dies 80/00 Rein advance 8 -00.00 Interfacil () R Value Fall Rein advance 8 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 -00.00</td>	Nome Regist Result Observation Base Answerst B 20:00 Solutions Base Answerst B 20:00 20:00 Nature Solutions Nature Solutions B 20:00 Solutions Base Answerst B 20:00 Solutions Solutions B 20:00	Specific Paraget Based designs Out-Alline 60/10/DE11 Rein advance 8 -00.00 Balance dies 80/00 Rein advance 8 -00.00 Interfacil () R Value Fall Rein advance 8 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 Interfacil () R Value Rein advance 8 -00.00 -00.00 -00.00

Then, you will get the Invoice details page.

In the Invoice details page, there are five parameters: Invoice Details, Shipments, Payments and charges, Historical references, and Messages.

Invoice Details provides information about the Invoice number, Account number, ID numbers, Invoice date, Invoice date, Invoice status, Invoice balance, Customer information, and other charges.

Invoice 4-345-6745 * *********************************	~
 max between the second second	~
ELAND PROPERTING CANNAR SUMMARY CONTINUELINFORMATION Balling States under 3.541-5141 Specifikulting States Balling	^
Noticestation EVE/EVE Specification (Noticestation) Specification (Noticestation) Specification) Specification (Noticestation) Specification (Notice	
Amerikania 104.001.5 Ann Anne 2.2.0 Universite (H) Bertikania (H) Sapatolis daga 214.9 Bertikani (H) Hali katikani (H) Mula Sapatolis daga (H) Mula Bertikani (H) Hali katikani (H) Mula Mula Mula Mula Mula Mula Mula Mula	
BackBooke MMM Search/science 21420 MMMOD/CONSTRAINED Topological Math/MC System 1113 Search/science Search/science Search/science Math/MC System 11022017 Sciences/science Static Search/science Math/MC System 11022017 Sciences/science Static Static	
Berk Toulani (1974) Sangadaka daga 1963 baari gan Sagari Sagari gan Mali ya Sanjar II-1010 Marayana Jima (1975) Kana An Silok Silok Marayana Angara Kim (1975)	
kulla Ma MCMITT Meganeldage BITT Pr	
teres teres teres teres	
Restanciales Canal Televise Segue al	
Antina Agenta Sanatana Angenta Sanatana Sanata	
Residen Mittelitt Seriegenitissionitis 81528	
Sector Bill	
Net Turney	
CARDINE AND AN A REAL AND A REAL	
Restations Diff. Second Streps Diff. Second State	
Dates D.O. Dates D.O. Dates D.O.	
Addicativage \$10 Addicativage \$10 Addicativage \$14	
han 2.0 has 2.0 has 2.0	

To get the PDF format of your invoice details click **Show Invoice (PDF)**.

Shipments table provides detail about the Tracking ID, Date, Type of service, Product group, Reference number, Type of view, Invoice status, Meter value, Total billed, and Balance due.

() Shipm	ents									
Al atigments 50		ncrea		sorr co				VIEWS V		Q
TRACKING ID	0475	1194	PRODUCT GROUP	REPORTACE	NITON	111716	-	-	BALANCE DVE	
1704042010	19/90/2021	Ground	MPS	PO#943403010	Shipper	Osed	98752-286	\$10.00	\$30.00	
284139421077	19(27)2621	Stored	MWT	PO-01109087	Paper	Cost	620740610	\$50.00	\$5.50	
774885606364	10/06/2021	linard	MWT	DMRMD40	Shipler	Oued	001758265	\$50.00	\$0.00	
606.477.4800kii)	10/07/2021	topres	MPS	Sc Reference	Steper	Cinet	104070304	g10.00	\$0.00	
BENET?406064	19/06/2021	topess	MWT	10-00876018	Shipper	Cost	19825638	\$20.00	8.0	
(01-03-021077	10/11/2021	topesi	MPS	10-8981097	Shipper	Oned	458370398	\$20.00	\$0.00	
*****	10/140101	Grand	MWT	DHIMIN TO	Subba	Owet	875000854	\$10.00	\$0.00	
164540872016	10/22/0521	tipes	TWH	19-001808M	shipper	Cosed	120340563	\$50.00	90.00	
No terroritation	-	-	MAT	Management	Think!	(mark	003420025	50.00	to at	

Payments and charges table provides detail about Transaction history of the invoice.

Payments and charges	
Transaction history	~
Merchandise sale details	~
Miscellaneous charges	~
Other miscellaneous charges	~

Historical reference provides detail on any changes made in the account information.

~
~

Messages includes information and messages specific to your invoice.

\Box	Messages	
Messag	es 🗸 🗸	
Ship	ments included in this involce received an earned discount. If you would like to know how it was calculated, please go to the following URL: https://www.fedex.com/CarnedDiscounts/.	
Othe	r discounts may apply.	
To pa	ay your FedEx invoice, please go to www.fedex.com/payment. Thank you for using FedEx.	

SECTION - 8

8. Shipment details

To get more information about the Shipment details, in the shipment table click the Tracking ID.

Shipm	ents									
All alignments SO		лав		sort co				VIEWS 🗸		Q
TRACKING ID	DATE	1998		DESCE	Avroa	status	HETER	TOTAL BALLED	BALANCE DUE	
7799242618	09/70/0021	Ground	н	HA545383-0	Shipper	Closed	997501386	\$50.00	\$30.00	
284128421077	06/27/2021	Ground	MWT	PO-01105087	Shipper	Closed	620740610	\$10.00	\$0.00	
774889606984	10/06/2021	Ground	MWT	DMIREO40	Shipper	Cost	091759265	\$50.00	\$0.00	
686477488940	10/07/2021	Express	MPE	No Reference	Sigper	Cost	108376598	1000	\$0.00	
889677406964	10/08/2021	Express	MWT	10-00875018	Shoper	Cosed	198629608	\$50.00	\$0.00	
19428421077	10/11/2021	Repress	MP5	PO-89861087	Shipper	Closed	458376208	\$10.00	\$0.00	
494722964016	10/14/2021	Ground	MWT	CM5#0875	Deper	Cloud	875039854	\$50.00	\$0.00	
1643458672016	10/03/0101	Express	MWT	10-00112876	Shipper	Closed	129340561	\$20.00	\$0.00	
MCN75654	10/10/001	ferent	MAT	POR-SAULTINES.	-	Court	NO.COLIM	110.00	\$2.00	

On clicking the Tracking ID, the Shipment details page is displayed.

	, Mange	Techng - Printing Services	· Loadeev Report-	Chris. Julio 1000100	۹	
> more details > Shipman	(anala	_			_	
DEPART DETAILS						Annual and Annual Annual
Tracking ID 7	7002/2615					
tracking to 7	/99242010	2				
+ suma						~
tain ta						
BILLING INFORMATION		TRANSACTION DETAIL				
Tracking Countier	7799242414	Sender Information				
Involution manufact	8-245-6745	Tarm Design 14 Tuler Direct				
Account number	8625-5049-4	Summingline, MA 021143				
invalce data	09(30)3021	68				
Total billed	\$193.46 \$0.00	Recipient Information				
Tracking O balance due Mature	Paint	Anthony Sparks				
and an	PROFILE	74 intergrows ficial				
		Barilia Creek Guerraliend, 4304				
		A(0				
VIEW EXCHAPURE PROD	or out the owner.	CULTONS DOCUMENTS				
Shipments						
shipment details						~
Payments an	d charges					
Charges	1000					~
Historical refe	erence					
Customs						×
						~
Reference						
Reference						

In the Shipment details page, there are four parameters: Shipments, Payments and charges, Historical references, and Messages.

Shipments provide details about the Ship date, Tendered date, Payment type, Service type, Zone, Package type, Actual weight, rated weight, Pieces, Rated method, Meter number, Declared value, Delivery date and time, Service zip code, and Name of signer.

Shipments		
Shipment details		^
Ship date	08/22/2022	
Tendered date	08/22/2022	
Payment type	Shipper	
Service type	FedEx 2Day	
Zone	05	
Package type	Customer Packaging	
Actual weight	11bs	
Rated weight	Sibs	
Pieces	1	
Rated method	1	
Meter number	359682	
Declared value		
Delivery date and time		
Service zip code	A1	
Name of signer		

Payments and charges provide details about Charges.

Payments and charges		
Charges		
CHARGES		
Transportation Charge	\$40.94	
Discount	-\$25.97	
Earned Discount	-\$3.09	
Hold for Pickup	\$0.00	
Fuel Surcharge	\$0.00	

Historical reference provides details about customs and references.

ß	Historical Reference			
Custor	na -			^
	Entry Date Entry Number Declared Value Customs Value			
Refere	nce .			^
	ORIGINAL REFERENCE Original Customer Reference Purchase order number Reference #3 Department number	UPDATED REFERENCE Original Customer Reference Purchase order number Reference #3 Department number	COST ALLOCATION REFERENCE Cost allocation Shipment Notes	

Messages includes information and messages related to your shipments.

\square	Messages	
Mes	sages	\sim
T	he Earned Discount for this ship date has been calculated based on a revenue threshold of 22626911.29 %P2	
1	at attempt Aug 31, 2022 at 03:07 Prv.	
w.	ie celouieted your charges based on a dimensional weight of 159.15%20sing a dimensional factor of 1693	
0	Istance Based Pricing, Zone S	

SECTION - 9

9. Payment reference

In the Payments and charges table, click the Reference ID.

- Payments and charges										
Transaction history										
ACTIVITY	TRANSACTION DATE	TRANSACTION AMOUNT	CURRENCY	TRACKING/TRANSACTION ID	REFERENCE ID	STATUS	ORIGINAL			
PAYMENT	10/21/2022	\$278,781.78	USD	999999999	99999999	Scheduled				

Then, you will get the Payment reference page, in the Payment reference page you will get the detailed information about your payments.

PAYMENT REFERENCE	æ					
999999999						
PAYMENT DETAILS						
Payment Method		СНК				
Payment Date		2022-10-21721	13:192			
Payments						
ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	DUE DATE	TRACKING/TRANSACTION ID	TRANSACTION AMOUNT	STATUS
				999999999	540.00	Scheduled
				999999999	\$1,409.38	Scheduled
1234-5678-9	9-999-99999	09/09/2022	09/23/2022	999999999	\$9,493.42	Scheduled
1234-5678-9	9-999-99999	09/08/2022	09/23/2022	999999999	\$14.69	Scheduled
1234-5678-9	9-999-99999	09/08/2022	09/23/2022	999999999	\$1,562.94	Scheduled
1234-5678-9	9-999-99999	09/07/2022	09/22/2022	999999999	\$26.16	Scheduled
1234-5678-9	9-999-99999	09/06/2022	09/21/2022	999999999	\$4,281.75	Scheduled
SUBTOTAL						
Payment Cart Total		5279.791.79				

SECTION - 10

10. Signature proof of delivery

To get the detailed information about the tracking details and proof of delivery in the PDF format, click **View Signature Proof of Delivery** under Shipment details page.

Indeking iD.7	799242618		
$\leftarrow \begin{array}{c} {}^{\text{Shipment}} \\ {}^{\text{12 of 12}} \end{array} \rightarrow$			
BILLING INFORMATION		TRANSACTION DETAILS	
Tracking ID number	7799242618	Sender Information	
woice number 4-345-6745	Tank Design		
Account number	1234-0000-3	14 Tyler Street	
invoice date	09/30/2022	Somerville, MA 02143 US	
Total billed	\$254.00		
Tracking ID balance due	\$0.00	Recipient information	
Status	Paid CC	Anthony Sparks 74 Hargrove Road	
		Banks Creek	
		Queensland, 4306	
		AUS	

Then, you will get the FedEx Tracking page. To view the Proof of delivery in PDF format, click **View PDF**.

← FedEx* Tracking	Track Another Shipment Help
Obtain proc	of delivery
shipper or payer FedEx ac	lelivery, enter the 9-digit count number associated shipment.
ACCOUNT NUMBER (OPTIONAL)	
VIEW	PDF

On clicking the **View PDF**, you will get the signature proof of delivery document in PDF format.

SECTION – 11

11. Pay cart

Pay cart allows you to add invoices or shipments of the invoice to your pay cart and make payments for the selected pay cart items or schedule the payments for future date. Pay cart items can only be selected for a pay cart at the invoice or shipment level.

						Æ	CART \$0.00 USD	
Wel	come, suha				ACCOUNT NUMBER 7024-5347-0		~	
	Amounts are shown in USD \$54,817.18 ACCOUNT BALANCE		9 \$0.00 DISPUTED	L	\$54,817.18			
	VIEW ALL INVOICES							
OUR COMMU About Pest Our Portfo Investor Re Carvers	ti Fediti Biog Io Corporate Responsibility	MORE FROM FEDEX PedEx Compatible FedEx Developer Portal FedEx Logistics ShopPunner	LANGUACE					

NOTE: Pay cart functionality is not available for users with view-only access.

11. 1 Adding invoices/shipments to pay cart

To add invoices to pay cart, in the Summary page select any of the account summary tiles or click **View all Invoices** option to go to the Invoices page.

Only the invoices with invoice status as Past Due and Open can be added to pay cart. Disputed invoices cannot be added to pay cart until the dispute is resolved and closed invoices cannot be added to pay cart as the payment is already completed for those invoices.

In the Invoices page, invoices or shipments can be added to pay cart in multiple ways.

To add invoices to pay cart directly from the invoice table:

- **Step 1.** In the invoice table, select the invoices for which you wish to make payment by clicking checkbox 🖾 of the respective invoice number.
- Step 2. Once it is selected, Add to Cart option will be enabled, Click Add to Cart.

15										Æ	CART \$0.00 US
	Invoid	es							ACCOUNT NUMBER 7024-5347-0		~
	Arro	ounts are	shown in USD								
	1	-	54,817.18			50.00 HSPUTED		▲ \$54,817.18 PAST OVE			
	Viewing 151 OF	151	0 m	TERS V		EDIT COLUMNS V			VIEWS 🗸		
	INVOICE	TATUS		STATUS: OPEN IN DIS	PUTE X +2	FILTERS +				RESET	THIS VIEW
	2 Selected	ADD	ACCOUNT NUMBER	INVOICE NUMBER	DUE DATE	INVOICE DATE	INVOICE STATUS	POF STATUS	INVOICE TYPE	ORIGINAL AMO	-
	2	>	7024-5347-0	3-311-66559	08/24/2023	08/09/2023	\land Past Due	Available	Transportation	\$356.21	- 1
	121	>	7024-5347-0	3-311-66576	08/24/2023	08/09/2023	🔥 Past Due	Available	Transportation	\$290.80	
			7024-5347-0	3-311-66558	08/24/2023	08/09/2023	A Past Due	Available	Transportation	\$290.80	

To add invoices to pay cart in the invoice summary expanded view:

- **Step 1.** In the invoice table, expand any invoice for which you wish to make payment by clicking the caret arrow icon of the respective invoice number.
- **Step 2.** Scroll down through the invoice summary information and click **Add to Cart**.

VOICE ST.	ATUS: OPEN 兴					views 🗸		
1		INVOICE ST.	ATUS: OPEN IN DISPUTE \times	+2 FILTERS +			RESET	SAVE THIS VIE
1	ACCOUNT NUMBER		INVOICE	NUMBER	DUE DATE	INVOICE DATE	INVOICE STATUS	
1	✓ 6093-9845-0 7-164-5		\$779	08/24/2023	08/09/2023	\Lambda Past Due		
Invo	ice Summ	ary						
BILLIN	IG INFORMAT	ION	CHARGE SUMMARY					
Invoice	number	7-164-58779	Total express charges	\$0.00				
Accourt	it number	6093-9945-0	Transportation charges	\$63.12				
Store II	0 number		Other Handling Charges	\$74,94				
FedEx	tax ID number	71-0427007	Total ground charges	\$139.06				
Invoice	date	08/09/2023	Total late fee charges	\$0.00				
Invoice	due date	08/24/2023	Total other charges	\$0.00				
Invoice	status	Past Due	Total Invoice Amount	\$139.06				
Invoice	balance	\$138.06	Total Payments and Credits	\$0.00				
			Total balance due	\$139.06				
INVOI	CE DETAILS							
						ADD TO CART		(PDF)

To add invoices to pay cart in the Invoice details page:

Step 1. In the invoice table, click the invoice number for which you wish to make payment.Step 2. You will get the Invoice details page, here click Add to Cart.

wolces + mybics	Details						魚	CART \$0.00 USD
	INVOICE DETAILS							
	Invoice 3-31	1-66559						
	$\leftarrow \begin{smallmatrix} molor\\ rotitit \to \end{smallmatrix}$							^
	BILLING INFORMA	TION	CHARGE SUMMARY		CUSTOMER INFORMATION			
	Invoice number	3-311-66559	Transportation charges	\$323.64				
	Account number	7024-5347-0	Special handling charges	\$32.57	GTM_CASH_65			
	Store ID number		Total express charges	\$356.21	7000 BURLESON RD			
	FedEx tax ID number	71-0427007	Total ground charges	\$0.00	AUSTIN			
	Invoice date	08/09/2023	Total late fee charges	\$0.00	TX			
	Invoice due date	08/24/2023	Total other charges	\$0.00	787443213			
	Invoice status	Past Due	Total Invoice Amount	\$356.21	US			
	Invoice balance	\$356.21	Total Payments and Credits	\$0.00				
			Total balance due	\$356.21				
					ł	ADD TO CART	SHOW INVOICE (PD	0)
					25			

To add any specific shipments of a invoice to pay cart in the Invoice details page:

- **Step 1.** In the invoice table, click the invoice number from which you wish to select the shipments for payment.
- **Step 2.** The Invoice details page is displayed, in the Invoice details page, scroll down through the Shipments module.
- **Step 3.** In the Shipments module, select any shipments for which you wish to make payment by clicking checkbox of the respective shipment number.
- Step 4. Once it is selected, Add to Cart option will be enabled, Click Add to Cart.

Involute - Involute Details												Æ	CART S0.00 USD
	Invoice D	7-164-503	29										~
	Shipme	Shipments											
	Viewing PATERS V						views 🗸				Q		
	1 Selected	ADD TO CART ACCOUNT	TRACKINGNUMBERS	DATE	TYPE	PRODUCT GROUP	REFERENCE		PAYOR	STATUS	METER	ORIGINAL	CHARGE
		6384-7588-0	794900332446	09/06/2023	Express		AHS-NS 1 Day Preight0000	146130	Recipient	Closed	100433106	\$314.05	
		6384-7588-0	794900626758	09/08/2023	Express		AHS-NS 1 Day Preight0000	146130	Recipient	Past Oue	100433106	\$314.05	

The selected invoices and shipments will be created as a new pay cart. If there are already any invoices in the pay cart, clicking add to cart option will add the invoice or shipment to the existing pay cart.

Once the invoices or shipments are added successfully to the pay cart, you will get the below message.



Once the invoices are added to the pay cart, you can view the shopping icon next to the checkbox of the respective invoice number and the payment status will be updated as Added to cart.

								A 0	CART \$138,06-030
Invoice	5						AC008740480 4554-6455-9		~
*****	an deserve a sete								
8	\$8,805.63 ACCOUNT BALANCE	_		52,667.80 *\$P¥169			\$8,805.63		
35 OF 35	PLT	85 V		EDIT COLUMN	s~		$\rm views{\sim}$		Q
	ACCOUNT NUMBER	INVOICE MUNISER	DUE DATE	HANDLE BATE	INVOICE STATUS	POF STATUS	INVOLCE TYPE	DEGREE	-
	6384-7388-0	5-311-60626	08/24/2923	08/09/2023	Croet	Available	Transportation	\$1,346.60	
	\$085-8545-0	7-164-58779	08/04/0123	08/08/2028	A Per Due	Available	Twoportation	\$135.06	- 1
	2125-0408-0	7-164-59419	08/24/2021	08/09/2123	A Part Due	Available	Continued	\$47.54	

Error messages

Scenarios

When you add any closed invoices, or invoices submitted for payment, or invoices scheduled for payment to pay cart, the below error message is displayed.

Error message



When you add any disputed invoices to pay cart, the below error message is displayed.

 Info ×
 The invoice was not added to paycart because it is not eligible for payment. Please review the invoice details and payment requirements.

When you add any invoices or shipments which is already in pay cart, the below error message is displayed.



When you try to log out with the items in the pay cart and not submitted for payment, the below error message is displayed.

Warning	×
You have items in the pay cart, logging out will remove all items from the cart	

11.2 Review pay cart items

After adding invoices and/or shipments to the pay cart, to review the pay cart items, click the shopping icon or cart on the top right corner.

involces													₩ 0	CART \$647.01 USD
	Invo	ice	s									ACCOUNT NUMBER 7024-5347-0		~
		mour	ts are	shown in USD										
		Ē		54,817.18				50.00 HSPUTED			Δ	\$54,817.18	3	
	Viewi 151 (51	O RU	TERS 🗸			EDIT COLUMN	6V			views \checkmark		Q
	INVOID	E STA	TUS	OPEN × INVOICE	STATUS: OPEN IN DISP	UTE)	× +21	FILTERS +					RESET	VE THIS VIEW
				ACCOUNT NUMBER	INVOICE NUMBER	0.46	DATE	INVOICE DATE	INVOICE STAT	TUS PDF STA	TWS	INVOICE TYPE	RIGINAL AN	
		Å	>	7024-5347-0	3-311-66559	08/2	4/2023	08/09/2023	A Past Due	Availab	le	Transportation	\$356.21	
		Ħ	>	7024-5347-0	3-311-66576	08/2	4/2023	08/09/2023	🔥 Past Due	Availab	le	Transportation	\$290.80	
			>	7024-5347-0	3-311-66558	08/2	4/2023	08/09/2023	🔥 Past Due	Availab	le	Transportation	\$290.80	

Clicking the shopping icon or the cart will display the total number of items added to the pay cart along with its details.

oices + Cart							لق ق	CART \$647.01 U
b	Cart Total (2 Items) \$64	7.01					a ⁷	CCOUNT NUMB 024-5347-0
	ACCOUNT NUMBER	INVOICE NUMBER	TRACKING ID	INVOICE DATE	CURRENCY	DUE DATE	CURRENT BALANCE	
С	7024-5347-0	3-311-66559		08/09/2023	USD	08/24/2023	\$356.21	ŵ
	7024-5347-0	3-311-66576		08/09/2023	USD	08/24/2023	\$290.80	Û
	4							
							Total (2 Item:	s) \$ 647.0
						EMPT		скоит

In the Pay cart page, you can view the following information:

- a. Account number for which the pay cart items are created.
- b. Total number of pay cart items along with the total pay cart value.
- c. A table with the following information: Account Number, Invoice Number (This will be a hyperlink that directs you to the Invoice details page), Tracking ID (If applicable, this will be a hyperlink that directs you to the Shipment details page), Invoice Date, Currency, Due Date, and Current Balance.

At the end of each row, you can view a trash can icon. To delete any invoices in the pay cart, click the trash can icon of the respective pay cart item. Clicking the trash can icon displays the below window.



Click **Yes** to delete the respective pay cart item from the pay cart and click **No** to close the window.

To remove all the items in the pay cart, click **Empty cart.** Then, the below window will be displayed.



Click **Yes** to delete all the items from the pay cart and click **No** to close the window.

To return to the Invoices page, click **Invoices** on the top left corner next to the FedEx[®] Billing Online as indicated below or from the navigation menu, select **Invoices**.

FedEx* Billing Online	teelas Crt						A	CART 5336.21 USS
88 summer	Cart							
Mokes	Total (1 tem) \$356.21							A000007 MUNICER 7024-5347-0
E HANGENENERS	account wavece	INVOICE NUMBER	TRACKING ID	INVOICE DATE	CURRENCY	DUE DATE	CURRENT BALANCE	
() ===	70+0-0	3-311-44559	inglicity of	08/08/2022	10	0.0+020	BH2	8
to actualization								
«							Total (1 It	em) \$356.21
						1997		нескоит

If you click the shopping icon or cart with no items in the pay cart, the below page will be displayed. Click the Invoices hyperlink to view the Invoices page.

Involume - Cart		So to USO
Cart Total (Ditem) \$0.00		ACCOUNT MUMBER 7024-5347-0
	Your cart is empty. To add name to your cart, go to involces. INVOICES	
		0 Item) \$0.00

11.3 Checkout process

To proceed with the payment option, click **Checkout**. Then, you will get the Checkout page.

Checkout		
lopiy credit (\$ ou have \$200.00 in credit	Summary Schedulary wet 10/06/0323	
Apply \$200.00 to this payment	Subtotal (1 Ham)	\$296.80
Select or Enter Payment Method	Credit Applied	-\$200.00
You can pay with a saved payment profile.	Total	\$90.80
Payment pushe Select V	NEXT $ ightarrow$	
here Credit Card	EDIT CART	
Area Celat Caro	CANCEL	
WPayPal		

Then, select the payment method. If you have any saved payment profiles in your account, you can select them from the Payment profile drop-down.

NOTE: Payment profiles can be saved only by an admin user, though a standard user cannot save a payment profile, admin user can pitch in and save the profile for standard users.

If you don't have any saved payment profiles or you want to add any new credit card or PayPal account, select the relevant select icon and fill in all the relevant details.

New Credit Card:

To add a new credit card, follow the below steps:

- Step 1. Click the icon, next to New Credit Card O New Credit Card
- **Step 2.** Fill in the mandated input fields like Name on Card, Credit Card Number, Expiration Month and Year, CVV, and your Billing address.
- **Step 3.** Click the checkbox 🔯 to accept the FedEx Billing Online terms and conditions.

Credit card Information				
We accept these credit cards				
WSA 🌒 🔛 seconar				
Name On Card*			*Required fic	ids
				٦
Credit Card Number*				
Expiration date				_
Month*	Year*		CVV*	_
Select 🗸	Select		~	
Billing address				
Country/Territory*				_
United States			```	-
Address*				_
Apt/Suite				٦
City*				
				٦
State/Province*		Zip/Postal code*		
Select	~			
I agree to <u>Terms and conditions</u> for payme am an authorized user of the above listed	ents on Fe credit car	oEx Billing Online. I certify that I o account.		
SAVE AS N	NEW PAYP	ENT PROFILE		
Schadula a naumant				
Schedule a payment Payment date'				_
10/06/2023			e	

NOTE: A maximum of ten credit card information can be saved as a payment profiles, if the account already has nine saved credit card profiles, then while adding the tenth profile, you will get a message stating "There are already nine saved credit card profiles and the maximum number of saved profiles allowed for a single account is ten." And if there are already ten saved credit card profiles the new credit card option will be disabled. Saving a payment profile functionality is available only for admin users.

Payments made with a credit card profile must be within the threshold of USD \$1-\$99,999

New PayPal account:

To add a new PayPal account, select the PayPal option and follow the PayPal instructions.

NOTE: You can save only one PayPal profile, after saving one profile the PayPal option will be disabled, and to add any new PayPal profile, delete the existing one.

Saving a payment profile functionality is available only for admin users. Payments made with a PayPal profile must be within the threshold of USD \$1-\$99,999.

Then, Next and Save as New Payment Profile option will be enabled.

Schedule the date on which you wish to make payment, by clicking the calendar selector in the schedule a payment window. By default, the present day will be selected, and you can schedule the payment date within 14days.

NOTE: With the PayPal account you can only make instant payments. Schedule a payment option will not be available for PayPal payment method.

Payment date*	
10/06/2023 💾	
October 2023 +	
1 2 3 4 5 5 7 prtfolo Corporate Responsibility	
e e 10 11 12 13 14 po Relations Newstoom 15 15 17 18 19 20 21 ys ContactUs	
22 23 24 25 26 27 28	
29 30 31 1 2 3 4	
Cear Today written a f y e la a P	
0.5440 (004	
tu have \$200.00 in credit	Summary Schedule augment Noticities
D Augy KDM.01 to Tric promot	Subtratal (1 Rent)
elect or Enter Payment Method	Total
ou can' pay luth a sakao payment profile praodia neu payment method.	HERT ->
) Payment jordin	
20vaa bon. 🗸	EDIT CART
) was fourt for a	CAN(B).
-	CAN(B).
how 67	CAN(B)
) No Cost Cost No Not T Stephe Sank account information	CANCER.
ander Jacks Jank socount information Neuros sos	Gantile,
ank account Mormation	GANNE,
and Book and P	(ANTI),
Incentry Depth Iank account information Iank biseurch MC 112	(anth
Revert Repair and account information and to account dc triz act from the functions count	GANTR,
Review Replace and a social information and dataset and table and	(ANTIN)
Revealed Revealed anti, eccount information metro fusacet anti fusication anti fusication antifuentiation anti	Gantile,
Revert Refer anti, eccount information anti, eccount information anti december dec tr2 de tr2	Gantile,
Revert Revert anti, eccount information anti Account information anti Account information anti Account information anti Account information anti Account information	(ANTIN)
In water Information Informatio Information Information Information Information Informati	Gantile,
Revert Revert anti, eccount information anti Account information anti Account information anti Account information anti Account information anti Account information	Gantile,

Once all these payment preferences are completed, click **Next**. The Payment Summary page is displayed.

In the Payment Summary page, you can review payment details, pay cart items, and total cart value.

Payment	Summary							
							Sommary Schedule payment 10/06/2023 Subtotal (1 item)	\$290.80
⊘ \$200.00 cre	dit applied						Credit Applied	-\$200.00
Scheduled payme	nt date 10/06/202	3					Total	\$90.80
							pay $ ightarrow$	
Cart ACCOUNT NUMBER	INVOICE NUMBER	TRACKING ID	INVOICE DATE	OUE DATE	CURRENT BALANCE	CURRENCY	EDIT CA	RT
702453470	3-311-66576		08/09/2023		\$290.80	USD		
							CANCEL	

If you wish to edit any of the payment details like payment method, applied credit amount, or scheduled payment date, click **Edit Details.** It will direct you to the Checkout page, and you will be able to make the required changes.

If you wish to edit any of the pay cart items click **Edit Cart**, and you will get the below window.



Click **Leave Page** to view the Pay cart page and click **Cancel** to close the window.

If you wish to cancel the selected payment, click **Cancel**, and you will get the below window.



Click **Leave Page** to view the Summary page and click **Cancel** to close the window.

If you wish to proceed with your payment, click **Pay.** Then, your payment will be scheduled, and the below page is displayed. The payment status of the selected invoice or shipment will be updated as Submitted, Scheduled or Pending depending on the status of the payment.

	You have scheduled a payment	
Payment Total Total (176m)	\$246.80	
Payment Reference		
Payment Detail		
Payment method Test123 Payment date 10/06/2023		
	DONE	

In the above page click **Done**, and you will be navigated to the Summary page.

Additional information on payment process:

- If the total pay cart value exceeds the FedEx maximum amount for the given payment method, the pay cart will not be submitted, and an error message will be displayed stating "The amount exceeds the maximum allowed for that payment type."
- In the scheduled payments, if any of the payment gets cancelled due to the wrong payment details or insufficient funds or any other conditions, the invoices or shipments will be automatically updated to open status and amount will be added to the Balance or Past due amounts depending on the invoice. You will also get an email regarding the failed payment and the payment type associated with the failed payment cart.
SECTION – 12

12. Manage payments

Manage payment section provides details related to your payment information under three different subsections: Scheduled payments, Payment profiles, AutoPay.

NOTE: Manage payments functionality is not valid for users with view-only access.

12.1 Scheduled payments

Any payments scheduled manually will be displayed in the scheduled payments tab. The scheduled payments tab has a table which provides following information: Scheduled Date, Payment Profile, Payment Type, Reference ID, Cart Total, and Currency.

← FedEx® Billing Online Involces. > Manage payments							
Manage payments AutoPay: On							
Scheduled	payments Payment profiles	AutoPay	Available Credit				
Your sch	eduled payments						
These are your scheduled payments. You can edit or cancel any scheduled payments that have not yet been processed.							
	SCHEDULED DATE	PAYMENT PROFILE	PAYMENT TYPE	REFERENCE ID	CART TOTAL	CURRENCY	
1	2023-10-22	EFT345	Manually scheduled	70639012	149.1	USD	

In the scheduled payments table, you can view three dots : in each row. To make any changes to your scheduled payments, : click the three dots.

our s	scheduled	payments					
These ar	re your schedul	ed payments. You o	can edit or cancel any schedu	yied payments that have not yet	been processed.		
	SCHEDULED	DATE	PAYMENT PROFILE	PAYMENT TYPE	REFERENCE ID	CART TOTAL	CURRENG
÷	2023-10-22		EFT345	Manually scheduled	70639012	149.1	USD
Cano	el Paymerit						
Edit	Payment	OUR COMPANY		MORE FROM FEDEX	LANGUAGE		
Deta		About RedBr	FeoEx Blog	RecEx Compatible	Onited States		
Van	Payment	Our Portfolio	Corporate Responsibility	FedB+ Developer Portal			
Sum	10-1 T 10-1 10-1 10-1 10-1	Investor Relations	Neveroom.	FedEx Logistics			
20110	inary.	Careers	Contact Us	ShopRunner			

You will get three options: - Cancel Payment, Edit Payment Details, View Payment Summary.

If you wish to cancel the scheduled payment, click **Cancel Payment**. The below window is displayed.

Cancel scheduled payment Are you sure you want to cancel this payment? Payment Total (1 item) 149.1 Currency USD Scheduled Date 10/22/2023 Payment Profile Test123 Payment Reference 70639012		
Payment Total (1 item) 149.1 Currency USD Scheduled Date 10/22/2023 Payment Profile Test123	Cancel scheduled	payment
Currency USD Scheduled Date 10/22/2023 Payment Profile Test123	re you sure you want to can	icel this payment?
Scheduled Date 10/22/2023 Payment Profile Test123	ayment Total (1 item)	149.1
Payment Profile Test123	Currency	USD
	icheduled Date	10/22/2023
Payment Reference 70639012	Payment Profile	Test123
	ayment Reference	70639012
	BACK	
	BACK	

Click **Cancel Payment** to cancel the scheduled payment and click **Back** to close the window.

If you wish to edit your payment details, click **Edit Payment Details.** It will direct you to the Checkout page. Here, you can edit your payment preferences as you wish and click the checkbox to agree to the FedEx Billing Online terms and conditions, then the **Next** option will be enabled.

Checkout		
Apply credit (%) You have \$200.00 in credit Apply \$200.00 in credit	Nationary Revealed Approved Top Top 2023	
	Subtatul (1 Herri)	\$556.21
Select or Enter Payment Method	notal	\$150.21
You can pay with a saved payment profile or add a new payment method.	NEXT	
express profile	NEX I	
Test123	CANCE	к
O sew credit card		
New BPT		
Reword		
Credit card information Visa Test123 Visa erong in 0002 Bones 12/2023		
Christen3Roreso3 10 FED EX Polity Collenville, TN 38017 US		
EDIT INVINENT PROFILE		
I agree to <u>Terms and conditions</u> for payments on FedDi Silling Online. I pertify		

Click **Next**, the Payment Summary page will be displayed. To save the changes made to your payment details, click **Save changes**. Now the scheduled payments will be updated with the edited payment details.

Payment S	ummary						
Payment Detail	3 2040					Summary Romalus payment No.14(10)223 Budintial (r. Roma) Budial	6184.21 6184.21
(EDIT DETAILS)						SAVE CHANGES $ ightarrow$	
Cart Account Manager	INVERTING NEWSRIP	TRACKING ID	INVOICE BATH	 CUMBER BALANCE	CAMBLE?	CANCEL	
710485470	5-011-00009		08/09/2025	\$356.21	V50		

If you wish to view the summarized information of your payment details, click **View Payment Summary**. It will direct you to the Payment Summary page.

	← FedEx® Billing Online Involces. > Manage cayments. > Summary								
Payn VISA	nent Det TEST1							Summary Schedule payment 10/19/2023	
	Visa end Expires 1	ing in 0002 2/2023						Subtotal (1 item)	\$356.21
Schedu	led paymen	t date 10/19/202	3					Total	\$356.21
Cart								EDIT PAYMENT	
	TNUMBER	INVOICE NUMBER	TRACKING ID	INVOICE DATE	OVE DATE	CURRENT BALANCE	CURRENCY		
702453	470	3-311-66559		08/09/2023		\$356.21	USD	BACK	

In the above page, click **Edit Payment** to view the Checkout page and click **Back** to view the Scheduled payments page.

If there are no scheduled payments for the selected account, the below page will be displayed.



12.2 Payment profiles

Payment profiles tab provides the list of all your saved payment profiles. In this tab, standard users can only view their saved payment profiles, whereas the admin users can view, edit, or create a payment profile for their account. Saved profiles in this tab is used for the checkout process.

For standard user: 4- FedEx* Billing Online Manage payments AutoPay Off SET UP AUTORAY Manage payments Its new available credit which you can apply to a beyment at checkout. Scheduled payments. Payment profiles AutoPay Available Credit Your saved payment profiles These are your saved methods of payment, you can view your saved payment profiles. TEST123 TEST123 VISA Vite entropy 5010 Vasiencing in 0119 VISA TEST345 Expires 12/2040 VISA the energy of the TEST For standard user, only back 3014 Delverne Rd TEST678 Satimore, NO 21218 option is displayed, which APRIL AVERAGES DODD 1.5 denotes that you can only TEST901 EFT ACCOUNT 宜 view your saved profiles. Service Automation and experision 3765 BACK

For admin user:



In Payment profiles tab, the saved profiles will be listed in an alphabetical order. If there is any profile which is selected as the default profile, then it will be at the top and the rest of the profiles will be listed in an alphabetical order.

If you have chosen any of the profiles for autopay, then "Used for AutoPay" message will be displayed in the saved profiles list below the profile name.

In addition to the above information, in the saved profile list, each profile will have additional information depending on the payment type of the profile.

Credit card profile:

In the saved profiles list, below credit card details are displayed:



To edit the selected profile, click **Edit** to view the below Edit Payment Method page. Here, you can edit your card details and billing information.

Edit your payment profile, then update to save any ch	anges.			
	-			
Credit card Information				
We accept these credit cards				
VISA 🌒 🔛 🚥				
				Tequired fields
Profile Name*				
1				
Name On Card"				
TEST				
Credit Card Number*				
300000000000000000000000000000000000000				
Expiration date				
Marth*	Year"			eve
12	2040		~	,
·				
Billing address				
Country/Territory*				
United States				~
Address*				
3614 Delverne Ro				
Apt/Suite				
City*				
Satimore				
Stats/Province*		Zip/Postal code*		
MD	~	21218		
I agree to <u>Tarma and conditions</u> for payments on Rods, Sill aman authorities user of the addve listed check tord account	ng Onine. I certify th rt	101		
CANCEL	UPDATE PAY	MENT PROFILE		

Once you complete making the updates, enter the CVV and click the checkbox zito agree to the FedEx Billing Online terms and conditions, then Update Payment Profile option will be enabled.

To update the changes made to the card details, click **Update Payment Profile**, and to discard the changes made, click **Cancel**.

To delete the selected profile, click **Delete** and the below window will be displayed.



Click **Delete** to delete the selected payment profile and click **Cancel** to close the window.

PayPal profile:



In the saved profiles list, below PayPal account details are displayed:

NOTE: In PayPal Edit option will not be available.

To delete the selected profile, click **Delete** and the below window will be displayed.



Click **Delete** to delete the selected payment profile and click **Cancel** to close the window.

If the user doesn't have any saved profiles, the below page will be displayed.

	← FedEx® Bill	ing Online Manag	ge payments
Manage pay	ments		AutoPay: Off SET UP AUTOPAY
Scheduled payments	Payment profiles	AutoPay	Available Credit
	Your saved p	oayment profil	les
		You	do not have any payment profiles
			To get started, add a new payment profile. ADD A NEW PAYMENT PROFILE.
			BACK

NOTE: Only Admin user will get the Add a new payment profile hyperlink.

To add a new payment profile, click **Add a New Payment Profile** hyperlink, the add new payment profile page is displayed.



To add new credit card, select New Credit Card and fill in all the relevant information. For more details on how to create a new credit card profile, please refer to <u>New Credit Card</u> topic.

Vite ALCORDITIONED CRAPHS **expired factors Partial Non- **expired factors Serein Cale Revises*							
Wile Image: Section of the section o	Credit card Information						
Padia Nasa" "Reprint fixis Nase On Card"	We accept these chedit cards						
Putti Nasar Nana Os Gart Creft Creft Kentér* Creft Creft Kentér* Rustor Vaar Sélect Élling address Contryffention* Addear* Addear* Contryffention* Contryffen							
Creft Card Number* Creft Card Number* Rapholine date Number Select		red fields					
Greft Gref Norther* Greft Gref Norther* Rador* Nator* Nator* Select							
Exploring date Muster Select	Name (In Card*						
Exploring date Muster Select							
Numer Yaar OVe Seect Seect Seect Seect Billing address Seect Seect Seect Contry/flowing* Seect Seect Seect Advess* Seect Seect Seect Advess* Seect Seect Seect Seect Seect Seect Seect	Croll Gerd Number						
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Seect V Billing address Covery/for/hor/* United States Address Address Address Address Covery/for/hor/* Data Address Covery/for/hor/* Data Address Covery Covery State/Previour* Exploration cover*	Expiration data						
Billing address Exectly/fier/fier/* Urited States Address Address Address Control Address Control Bade,Physica Exect Exect Exect Exect Exect E	Harter Year OVY						
Ceety/Series* United States Adverse* Adverse* Adverse* Ceety Series* StatusPreview* EgePendel code* EgePendel code* EgePendel code* EgePendel code*	Seed V Seed V						
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At/Nuls Chy* State/Province* State/Province* Set	United States	\sim					
Oty* Distribution* State/Predict Sett	Address"	_					
Oty* Distribution* Seett							
Subliminar Spiffendioder Seect V	Apt/Sulte						
Subliminar Spiffendioder Seect V							
Seect V	oy						
	State/Prevince* Eta/Petral code*						
Imaginee to <u>Dermit and conceptions</u> for payments on Reddy Bling Online Leerby theol	Seed V						
am an authorized user of the apove listed credit card account.	I lagree to <u>Terms and conceptors</u> for payments on Reds. Buing Online, I cettify that I am an authorize ouler of the above lase or west care account.						
ADD NEW PAYMENT PROFILE	BACK ADD NEW PAYMENT PROFILE						

To add a new PayPal account, please refer to <u>New PayPal account</u> topic.

After filling the necessary information, click the checkbox with a gree to the FedEx Billing Online terms and conditions, and click **Add New Payment Profile**. The profile will be added in the payment profiles tab.

In this way, you can review, create, edit, or delete your profiles and set default profiles in the Payment profiles page.

12.3 AutoPay

AutoPay option allows you to pay invoices automatically once the invoices are issued. Any changes made in the AutoPay tab will take effect in the next billing cycle.

If you are currently enrolled for AutoPay, then in the Manage payments section, at the top of all tabs a green dot

indicator with the message "AutoPay: On" will be displayed.



If you are not currently enrolled for AutoPay, then in the Manage payments page, at the top of all tabs a grey dot indicator with the message "AutoPay: Off" will be displayed. Next to the message, **Set up AutoPay** hyperlink is displayed.

Manage pay	ments			AutoPay: Off	SET UP AUTOPAY
(1) You have available on	edit, which you can apply to a	payment at checkout			
Scheduled payments	Payment profiles	AutoPay	Available Credit		

Click Set up AutoPay hyperlink to view the AutoPay tab.



In the AutoPay tab, to enroll for AutoPay follow the below mentioned steps:

- **Step 1.** Select the Payment profile name from the drop-down.
- **Step 2.** Enter the Maximum payment amount (This should not exceed the FedEx threshold amount, for Credit card and PayPal profile it is USD \$1 \$99,999).
- **Step 3.** Select the Payment date, i.e., the number of days after which the payment has to be made, once is invoice is issued. The number of days can be between 0 and 14.
- **Step 4.** Once the above information is entered, Set up AutoPay option will be enabled. Click **Set up AutoPay**.

Manage paym	nents		Autory of set of autory	
1 The face and a first party	smenyes served by the	ayment at checksoit		
Scheduled payments	Payment profiles	AutoPay	Available Credit	
Your AutoPay detai	ls			
with AutoPay, you can auto make will take effect in the r		na they are sound.	kry changas you	
Payment profile name*				
AME/2		~		
Hadmon payment amount?				
04000		O		
Payment data*				
14	daysaftaryourini	ice is issued		
			CANCEL SET UP A	

In the AutoPay tab below information will be displayed.



Now, if you wish to make any changes in the AutoPay setup, click **Edit**. The below page is displayed, here you can make the required changes and click **Update AutoPay**.



If you enter the payment details above the FedEx threshold value, you will get the below error message.

Your AutoPay de	etails		
With AutoPay, you can make will take effect in	automatically pay invoid the next billing cycle.	tes once they are issue	id. Any changes you
Payment profile name	-		
AMEX2		\sim	
Maximum payment amou	int*		
999991		0	
Please enter amount b	etween \$1 and \$9999	9.99 to complete Aut	oPay Setup.
Payment date*			
14	days after your	r invoice is issued	

Also, if any of the invoices exceeds the maximum payment amount specified, then the auto pay function cannot be applied for that invoice and payment must be done manually for those invoices.

If you wish to stop AutoPay, in the AutoPay details page, click **Stop AutoPay**. The below window is displayed.



Click **Stop AutoPay** to opt out for AutoPay and click **Cancel** to close the window.

13. Credit Card Billed account types

Apart from the view-only users, standard users, and admin users, there is Credit Card Billed account (CCA) type.

13.1 Credit Card Billed

Credit Card Billed (CCA) are accounts linked with a credit card and only allowed to have a single credit card on their profile. And they cannot delete, nor edit it unless it has expired, and the user needs to update it using "Update and Pay" option.

Credit Card Billed accounts has a single payment profile, but here it is credit card profile.

With Credit Card Billed accounts, invoices will be automatically paid once their account is billed using their credit card profile.

Invok	es								1211-0347-9	~
		E \$0.0	00		▲ \$0.00)		\$0.00		
		E Acces	NT BALANCE		DISPUTE		_	ALL PART DUR		
12.04		0			-				vens 🗸	Q
INVERSES	Teches	ords × mroca	status orea mars	NKX 4	HUTOHS +					ESET SAIR THIS UP
			model surger		-	www.cesturtus	FOR STATUS	INVESTIGATION		
-		1011-0547-0	7-740-67936	00/14/2025	00140035	Cual	Parting	Temportation	¥104,515	
		1211-424748	7-760-67570	08/10/2008	04/10/2022	Cond	nestra	Tangotation	1104,343	**
	2	1211-8345-8 1211-8345-8	7-740-67375		0010202 0010202	Cond	Hending Hending	Tangoriation		**
0	>								1104,322	
0)))	1211-4247-4	7-768-67275	047102682	041102038	Cond	Awarding	Temportation	****.522 ****.522	**
0	>	101140474	7-768-67375 7-768-67375	04/16/2020 04/16/2020	16/10/2028 16/10/2028	Cond Cond	Netting Netting	Temportation Temportation	v194,343 v194,343 v194,325	**

So, the invoice table will not have any open and past due invoices.

Only payment profile is available under Manage payments section, you will not have any auto pay or scheduled payments tab, instead all your invoices will be billed directly to the associated credit card and the payments will be made automatically.

	E FedEx* Billing Online Indices > Manage seyments	
fanage payments		
	Your saved payment method	
	You can use a credit cand as your saved method of payment	
	Nedercard ending in 4444 Bugines 8,0008	
	CA.	

Also, under payment profiles, you will have only single CC profile, with the option to edit.

To edit the profile, click **Edit** to view the Edit Payment Method page. Here, you can edit any of your credit card details.

Edit Payment Method			
Edit your method of payment, then update to save any ch	inges.		
Credit card Information			
We accept these credit cards			
VISA 🌒 🕎			
Name On Care?			The galance factors
Croth Card Number*			
200000000004444			
Expiration data			
Marth	Year'		6W*
o ~	2026	~	
Billing address			
Country/Territory'			
Canada			Ý
Address"			
Apt/Sulte			
City'			
State, Prevince*		Zigo/Paekal code*	
	~		
L	-		
I agree to <u>Terms and conditions</u> for payments on RedBi Billing On an an autororgic user of the addve listed priod card account.	ine, i certify tr	821	
CANCEL UI	PDATE CAR	0	

Once you complete making the updates, click the checkbox 🔀 to agree to the FedEx Billing Online terms and conditions, and the Update option will be enabled.

To update the changes made to the credit card profile, click **Update Card**, and to discard the changes made, click **Cancel**.

Also, Credit Card Billed accounts will not have the following options: add to cart, shopping icon, cart on the top right corner, and Pay Cart page, because all the payments will be done

automatically. Additionally, invoice PDF will not be available and Show invoice PDF option will be disabled.

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			141 1411	800CE 1478	and of these
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tan Coal	Total monte amount	*34,53			
	CONTRACT INTER ACCOUNT NAME ACCOUNT NAME THAT INTERCAL	account waters a rear hoto-draces hoto-draces account waters hoto-draces hoto-draces account waters hoto-draces hoto-draces account waters hoto-draces hoto-draces bits hoto-draces hoto-draces	Approximation Approxi	Annual A	

If a saved credit card is removed from the account by any FedEx agents, the account will be cashed, and the shipments cannot be made on the account until the CC profile is updated.

What to do if the saved credit card is about to expire?

If the credit card saved in the payment profile is about to expire, a trigger will be raised 1 month and 15 days before the expiration date. A banner will be displayed in the Summary page with a message "Credit card is about to expire, and the account will be placed on hold if the card expires" and **Update Card** option. This banner will remain in the Summary page until the card is updated.

Click **Update Card** to view the Edit Payment Method page.

Edit Payment Marbod Edit Journation dragment transport Credit dest information Inscription centres Inscription Ins
Chalit dari Information Ve appertue celli ante Veste en la celli ante Veste foi primere en la celli ante en
Na experimental cara Na experimental cara Nagara face Nagara face Nagara Nagara face Nagara Nagara face Nagara
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Name In Gard Name In Gard Californian In Californian Experimentary In Californian Interface In Californian
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Note: the test
n v 201
Billing address
Country/Territory
Orea Y
Notes -
Avilation (Control of Control of
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Nak-Protect TacPost of
v
 Jeptier to <u>Service or any location</u> for overheads on Andro Skimp Online Landfly theol and an aud Orbital Land Office Alone when event services.
Gamile UPDATE CARD
INTER UPDATE CARD

In Edit Payment Method page, enter the updated card details, and click the checkbox 🗹 to agree to the FedEx Billing Online terms and conditions and update option will be enabled. Click **Update**.

Now, the new credit card will be saved, and all the future invoices will be billed to the newly updated credit card.

What to do if the saved credit card expired?

If the saved credit card in the profile has expired, the payments for the items in the current billing cycle will be failed and the invoices will appear in Past Due status in the invoice table.

Also, in the invoice table, you can see a banner with the following message 🛆 Your credit card is no longer valid. Update card & pay past due items

This message will remain in the screen, until the credit card details are updated with the valid information. In this case, when you try to login to your Credit Card Billed account, the below window is displayed.



Click **Update Card and Pay** and you can view the Checkout page, in the Checkout page enter your updated credit card details.

In the Checkout page, the pay cart items will be automatically created with all the past due items in the invoice table, you can review the pay cart items and will not be able to edit them.

Once the credit card details are updated, click the checkbox $\boxed{}$ to agree to the FedEx Billing Online terms and conditions and Update Card and Pay option will be enabled. Click **Update Card and Pay**.

Now, all the past due items will be scheduled for payment on the same day, and the future payments will be billed using the updated credit card.

NOTE: This is the only scenario where the Credit Card Billed account user can manually schedule payments, also it will update the FedEx account information with the newly updated credit card at the account level.

If an invoice is not paid for more than 45 days past due, then you will get an email informing "You must pay the selected invoices immediately or else you will lose your credit privileges as well as face third party intervention."

If a Credit Card Billed account experiences three declined payments the account will be cashed until the CC information is updated.

Summary on different user capabilities

Users	Add to Cart, View pay cart	Manage payments	CC for one- time payment	PayPal profile	Editing saved CC profiles
View-only users	NA	NA	NA	NA	NA
Standard users	Applicable	Can only view the profiles and scheduled payments but cannot edit any of them.	Can view and add account for one-time payment but can't save profiles.	Can view and add new profile but cannot delete and edit saved profile.	Cannot add, edit, or delete saved profiles, or set default profiles.
Admin users	Applicable	Can view and edit profiles, scheduled payments and can set up AutoPay.	Can view and add account for one-time payment and can save profiles.	Can view, add, and delete profile but cannot edit profile.	Can add, edit, or delete saved profiles, or set default profiles.

SECTION - 14

14. Administration

Administration section helps you to manage your primary and secondary accounts, application settings, manage account users, and email notifications.

Under **Administration**, you will have four options: Manage accounts, Manage users, Application settings, and Email notifications.

14.1. Manage accounts

Manage accounts allows you to manage all your primary and secondary accounts. In the left navigation menu, select Administration, and click **Manage accounts**.

Manage primary accounts

Clicking Manage accounts will display Manage primary accounts page. Here, you can view the list of all the primary accounts in a tabulated format.

	imary accounts rator for these primary accounts.					
ADD PRIMARY AN						
Primary accounts 2	FILTER 🗸	Search p	rimary account		۹	
	IT NUMBER SECONDARY ACCOUNTS	СІТҮ	STATE/PROVINCE	ZIP/POSTAL	COUNTRY	ROLE
2890-4	4588-0 -	MEMPHIS	TN	381203334	US	Admin
6077-	2226-9 1 accounts	COLLIERVILLE	TN	380178711	US	Admin

The top left corner of the table displays the number of primary accounts linked to your account.

To add any new primary accounts to your account, click **Add primary account**, the below page is displayed.

dEx.		
fedex.com Login Registration		
 Contact Info (2) Account Info (3) Confirma 	ition	0
This fedex.com service requires a nine-digit FedEx at account you would like to use with this service.	count number. Please indicate which FedEx	Why do I need an account
Your FedEx account		rumber?
Enter a nine-digit FedEx account number:		
Nickname this account (optional):	Enter Account Nickname	
Please provide your billing address		
Enter the billing address associated with this account.		
<u>E0</u>		
	Cancel Continue >>	

To add your account details, click the select icon \oslash and enter nine-digit account number in the text box. If you wish to add any nickname to the account, add it in the Enter Account Nickname text box and click **Continue**.

The account number will be added to your primary accounts list. If the entered account number already has an administrator, the below window is displayed.

Request Access from the Account Administrator An administrator already exists for this account. To request access to use this service with this account, please enter your contact information below. A request for access will be sent to this account's administrator, and you will receive an invitation email once access has been granted. Your Contact Information Contact name Email address Cancel Submit	
	rator already exists for this account. To request access to use this service with this account, r your contact information below. or access will be sent to this account's administrator, and you will receive an invitation email s has been granted. tot Information ntact name pany name ail address
Your Contact Information	Iministrator already exists for this account. To request access to use this service with this account, e enter your contact information below. Usest for access will be sent to this account's administrator, and you will receive an invitation email access has been granted. Contact Information
Contact name	
Company name	dministrator already exists for this account. To request access to use this service with this account, se enter your contact information below. quest for access will be sent to this account's administrator, and you will receive an invitation email access has been granted. r Contact Information Contact name Company name Email address
Email address	
	Cancel Submit

Enter the relevant details in the respective text box and click **Submit**. An email will be sent to the respective administrator, and once the administrator grants the access, you will receive an email with the confirmation.

Also, in Manage primary accounts page, each row of the table has three dots and a checkbox. Clicking the three dots will display three different options: Manage secondary account, Link secondary account, and Remove from billing.

Manage primar	-
Primary accounts	
Primary accounts 1	FILTER 🗸
ACCOUNT NUMB	ER SECONDARY ACCOUNTS
2194-9346-0	1 accounts
Manage secondary account	
Link secondary account	
Remove from billing	

Clicking **Manage secondary account** will direct you to the Manage secondary accounts page.

Manage secondary	/ accounts			
These accounts are linked to primary	account number 6077-21	226-9		
Secondary accounts linked to	6077-2226-9			
Secondary accounts 1	FILTER V	Search second	dary accounts	Q
_				
ACCOUNT NUMBER	014	STATE/PROVINCE	ZHYPOSTAL	COUNTRY/TERRITORY

Clicking **Link secondary account** will direct you to the Link an account to primary account window.

	>	
Link an account to primary account 2194-9346-0		
To link an account to this primary account, enter the account number and zip/postal code. This action will make this account a secondary account.		
Account number*		
Zip/postal Code*		
LINK ACCOUNT		
CANCEL		

Clicking **Remove from billing** will direct you to the below window. Clicking **Yes** will remove the selected account from your FBO account and clicking **No** will close the window and no changes will be made.



Selecting the checkbox \square will also enable Remove from billing hyperlink. If you wish to remove multiple accounts, select the checkbox \square of the respective accounts, and click **Remove from billing**.

Manage primary acc You are the administrator for these prin ADD PRIMARY ACCOUNT Primary accounts							
Primary accounts 1	FILTER ~	Search prim	ary account		Q		
1 Selected REMOVE FROM BILLING							
ACCOUNT NUMBER	SECONDARY ACCOUNTS	CITY	STATE/PROVINCE	ZIP/POS	TAL	COUNTRY	ROLE
2194-9346-0	1 accounts	GOODE	VA	245562	678	US	Admin

Any primary account number which has secondary accounts linked will have the hyperlink to the account number.

	nary accounts or for these primary accounts.					
ADD PRIMARY ACCO	DUNT					
Primary accounts 2	filter \checkmark	Search pri	imary account		٩	
	NUMBER SECONDARY ACCOUNTS	CITY	STATE/PROVINCE	ZIP/POSTAL	COUNTRY	ROLE
2890-458	8-0 -	MEMPHIS	TN	381203334	US	Admin
6077-222	1 accounts	COLLIERVILLE	TN	380178711	US	Admin

Clicking that hyperlink will direct you to the Manage secondary accounts page.

Secondary accounts linked to Secondary accounts	FILTER ~	Search second	dary accounts	۹
Secondary accounts linked to				
	0 6077-2226-9			
These accounts are linked to primar	y account number 6077-22	26-9		
	y accounts			

Manage secondary accounts

Manage secondary accounts page displays the list of all the secondary accounts linked to the selected primary account. Similar to Manage primary accounts page you can view three dots : and a checkbox; \square both the options allow you to unlink from primary account. You can use either of them to unlink the selected account(s) from the primary account.

Manage Second	dary accounts			
These accounts are linked to p	many account number 2194-9	9346-0		
Secondary accounts link	ed to 2194-9346-0			
200700200000000000000000000000000000000				
Secondary accounts 1	FILTER ~	Search secon	dary accounts	۹
Secondary accounts		Search secon	dary accounts	٩
1 1 selected UNLINK FROM P	RIMARY ACCOUNT			
1	RIMARY ACCOUNT		dary accounts 21P/POSTAL 245562678	

Both Manage primary accounts and Manage secondary accounts page comprises a table with options to filter and search the account numbers in the table.

Filter: You can sort the table using the Country, State/Province, Zip/Portal, and City filters.

			ta.		
Primary accounts 1		FILTER	^	Search primary account	α.
	Country		Country		
	State/Province		🗖 us		
	Zip/Postal				
	City				
					APPLY

Search: To search any account numbers in the table, click the search text box, enter the account number, and click **Enter**.

Manage primar						
Primary accounts						
Primary accounts 1	FILTER V	219493460		¢.		
3134833460 X COUNTRY	twi ×					RESET
ACCOUNT NUMBE	B SECONDARY ACCOUNTS	OTV	STATE/PROVINCE	ZIP/POSTAL	COUNTRY	BOLE
2194-9346-0	1 accounts	GOODE	58	245562678	us	Admin

Once the filters or search keywords are entered, reset option will be enabled. To reset all the filters and keywords applied, click **Reset**.

14.2. Manage users

Manage users provides account users' details including their respective roles.

Admin user of the account is displayed above the Active users table and all the other standard and view only users list are displayed in a tabulated format.

Note: Only the Admin users can view and access the Manage users' page.

ACCOUNT NUMBER	
ers in contributor role 6096-7461-0	~
	INVITE USER
ROLE	
🔘 Standard 🔘 View Only 💼	
🍘 Standard 🔘 View Only 🔋	
🔿 Standard 🌒 View Only 🛛 💼	
	ers in contributor role BOLE Standard View Only Standard View O

If you wish to change the admin user of the account, click **Change admin** hyperlink and the below window is displayed.

Change	Admin
change	
Current admin: Unnati Varur	CBS_Test_Email_Notification@cor p.ds.fedex.com
removed as the admin but st	s the new admin, you will be ill have standard access. This e immediate.
ctive users*	
Select	~
Maddi VenakatVijayaLaxmi	PuneFedex
Nagaraju Chinna nagaraju.ch	ninna
Philp Phis punefedex	

Click the Active users drop-down and you can view the list of all the active users of the account. Select the user, to whom you wish to assign the administrator role and click **Save**.

	×
Change Admin	
Current admin: Unnati Varur CBS_Test_Email_Notification@cor p.ds.fedex.com	
Once you choose the user as the new admin, you will be removed as the admin but still have standard access. This change will be immediate. Active users*	
Nagaraju Chinna nagaraju.chinnał	
SAVE	
CANCEL	

Then, the below success message will be displayed, and the new admin will only be able to view and access the Manage users page of the respective account.



If you wish to switch between other primary accounts in Manage users page, in the top right corner click account number drop-down. You can view the list of all the primary accounts, to switch between them, click the respective account number.

invite ne contribu Admin: I	Invite new user for FedEx Billing online or edit access to active users. Users in contributor role can view, pay and dispute involces. Viewers can only view involces Admin: Unnati Varur CHANGE ADMIN 6096-7461-0						
Users 3							
	IRST NAME	LAST NAME	EMAIL	ROLE			
	Maddi	Venakati	PuneFedex_	🚫 Standard 🔘 View Only	Û		
	Nagaraju	Chinna	nagaraju.chinnai	Standard 🚫 View Only	Û		
	Philp	Phis	punefedexr	🔵 Standard 🔘 View Only			

If you wish to remove any of the standard and view only users from the account, you can either click the trash can icon in or click the checkbox corresponding to the respective user(s) and click **Remove user**.

1 Selec	1 Selected REMOVE USER				
	FIRST NAME	LAST NAME	EMAIL	ROLE	
	Maddi	Venakať	PuneFedex_i	Standard 🔘 View Only 👖	
	Nagaraju	Chinna	nagaraju.chinnal	Standard 🚫 View Only 📋	
	Philp	Phis	punefedex	Standard 🔘 View Only 👖	

Clicking trash can icon iii or **Remove user** will show the below window.

		×			
Are you sure want to remove these users?					
	2 users				
Once you remo	Once you remove these users, they will lose access to this account. This change will be immediate.				
FIRST NAME	LAST NAME	EMAIL			
Maddi	Venakat	PuneFedex_			
Nagaraju	Chinna	nagaraju.chinnal			
YES					

Clicking **Yes** in the above window will remove the access of the selected user(s) from the account and clicking **No** will close the window and no changes will be made.

In addition to the above features, if you wish to invite any new users to the account, click **Invite user**.

Manage users		
Invite new user for FedEx Billing online or edit access to active users. Users in contributor role can view, pay and dispute invoices. Viewers can only view invoices	6096-7461-0	~
Admin: Unnati Varur CHANGE ADMIN		
Active users		

Clicking Invite user will display the below page.

Invite user	
Provide some contact information for the user you want to invite to FedEx billing online.	J
First name*	
Last name*	_
Email*	
Role*	_
Select	~
CANCEL SEND INVITE	

In the above window, fill in all the required information in the respective text box and click **Send invite**. Then, an email will be sent to invited user's mail id and the below success message will be displayed.



Also, an admin user can change the roles of standard and view only user at any point of time by clicking the select icon \bigcirc of the respective roles.

FIRST NAME	LAST NAME	EMAIL	ROLE
Maddi	Venakat	PuneFedex_	Standard 🔘 View Only 👖
Nagaraju	Chinna	nagaraju.chinnal	Standard 🚫 View Only 🗍
Philp	Phis	punefedex	Standard 🔘 View Only

Once the roles of the users are changed, the below success message will be displayed.



14.3. Application settings

Application settings helps you to manage your preferences of the account. Any changes made in the application settings will be applied to the selected primary account.

Note: Only the Admin users can view and access the Application settings page.

Application settings	Primary Account Number	_	_
Any of the changes you make to these application settings will be applied to the primary account.	6096-7461-0	0	
Update application settings			
Edit store ID If you want to update a store ID, first select the account number for that store			
Account number* 609674610			
Store ID*			
Receive invoice summary via email			
You are currently receiving electronic invoices through FedEx Billing Online. If you'd like, you can opt in to receive a PDF invoice summary via email.			
invoice summary via email			
SAVE SETTINGS			

Under Application settings, you can make three major preferences for the account: Store ID, and Invoice summary via email.

Edit Store ID:

If you wish to edit the store ID for the selected primary account or its secondary accounts, select the account number from the Account number drop-down and enter the store ID in the Store ID text box.

Edit store ID If you want to update a store ID, first select the account r that store	umber for
Account number*	
2194-9346-0	\sim
Store ID*	
123456789	

If there are no secondary accounts linked to the account, then there will be no account number drop-down in the above page, instead the primary account will be displayed in a read only mode and you can still the edit the store ID for the primary account.

Edit store ID	
If you want to update a store ID, first set that store	lect the account number for
Account number*	609674610
Store ID*	
01234567	

Receive invoice summary via email:

This setting allows you to select whether you want to receive your invoice summary via email.

If you wish to receive all your invoices summary in a PDF format via email, toggle On the Invoice summary via email toggle bar.



If it is toggled OFF, you will not be receiving the invoices summary via email, you can still view the electronic invoices in the application.

After applying all the required settings in the Application settings page, click **Save settings** to save the changes applied.

Application settings
Any of the changes you make to these application settings will be applied to the primary account
Update application settings Approval buttons
Edit store ID
If you want to update a store ID, first select the account number for that store
Account number*
2194-9346-0
Store ID*
123456789
Receive invoice summary via email
You are currently receiving electronic invoices through FedEx Billing Online. If you'd like, you can opt in to receive a PDF invoice summary via email.
Invoice summary via email
SAVE SETTINGS

Then, all your preferences will be saved, and the below success message will be displayed.



If you tried clicking Save settings with no changes applied, the below error message will be displayed.



14.4. Email notifications

This section allows you to view and select the scenarios for which you will receive an email notification.

An admin user will receive email notification for all the scenarios listed below.



Standard and view only user can select the scenarios from the list by clicking the checkbox and \square once the required scenarios are selected click **Save**.

Email notifications
Select the email notifications that you would like to receive for your account.
Invoices: New or past due invoices and credit notes
Payments: Changes, declines, and cancellations
Disputes: Resolutions and credit notes
Account: Status changes
SAVE

Once the preferences are saved, the below success message will be displayed.



15. Disputes

If you have concerns about any of the charges applied to the account prior to payment, you can raise a dispute online.

Note: Only Admin and standard users will be able to raise disputes. Also, the items which are already in dispute, pay cart, or submitted for payment cannot be disputed.

15.1. Dispute shipments

To raise a dispute at shipment level, follow the below mentioned steps:

- **Step 1.** In the left navigation menu, click **Invoices** or in the Summary page, click **View all invoices**.
- **Step 2.** Click the invoice number from which you wish to select the tracking ID.
- **Step 3.** In the Invoice details page, under Shipments module, click the tracking ID for which you wish to raise dispute.
- Step 4. In the Shipment details page, click Dispute shipment.

Tracking ID 7	799242618			
$\leftarrow \begin{array}{c} \text{Shipment} \\ 12 \text{ of } 12 \end{array} \rightarrow$				
BILLING INFORMATION		TRANSACTION DETAILS		
Tracking ID number	7799242618	Sender information		
Invoice number	4-345-6745	Tank Design		
Account number	1234-0000-3	14 Tyler Street		
Invoice date	09/30/2022	Somerville, MA 02143		
Total billed	\$254.00	US		
Tracking ID balance due	\$0.00	Recipient information		
Status	Paid CC	Anthony Sparks		
		74 Hargrove Road Banks Creek		
		Queensland, 4305		
		AUS		

Step 5. In the Dispute shipment page, you can view the tracking ID, account number, invoice number, total original charges, and balance due amount.

Dispute ship	ment		
Enter your shipment dis	oute details.		
DISPUTE INFORMATION			
Tracking ID	7799242618		
Account number	1234-0000-3		
Invoice number	4-345-6745		
Total original charges	\$254.00		
Balance due	\$254.00		
Dispute amount*			
25.4.00			
Dispute type*			
Select		\sim	

- **Step 6.** In the Dispute amount text box, the balance due amount will be prepopulated.prepopulated. You can still edit the dispute amount, but the dispute amount should be less than or equal to the balance due amount.
- **Step 7.** Select the type of dispute from the dispute type drop-down. For shipment level dispute, there will be four types of disputes: Incorrect Charge, Service Failure, Payment Previously Sent, Incorrect Account.
- Step 8. The Dispute reason drop-down will be enabled, and based on the selected dispute type, click the Dispute reason drop-down and select the appropriate reason for dispute.
 Note: The Dispute reason list will be updated based on the selected dispute type.

Dispute ship	ment
Enter your shipment disp	ute details.
DISPUTE INFORMATION	
Tracking ID	7799242618
Account number	1234-0000-3
Invoice number	4-345-6745
Total original charges	\$254.00
Balance due	\$254.00
Dispute amount*	
254.00	
Dispute type*	
Service failure	~
Dispute reason*	
Delivered late	\sim
Additional dispute comment	ts
0/250 characters	
BACK	SUBMIT DISPUTE
(and)	

Step 9. If you wish to add some additional information about the dispute, add them in the additional dispute comments, once all the required information is filled, click Submit dispute.

Now, the Invoice will be submitted for dispute, an email notification will be sent with the dispute details, and below success message will be displayed.



Note: If the selected tracking ID is an express Duty/Tax shipment, the dispute option is replaced with research option.

15.2. Dispute Multi Package Shipments (MPS)

To raise a dispute at package level, follow the below mentioned steps:

- **Step 1.** In the left navigation menu, click **Invoices** or in the Summary page, click **View all invoices**.
- **Step 2.** Click the invoice number from which you wish to select the tracking ID.
- **Step 3.** In the Invoice details page, scroll down through the Invoice details and under Shipments module, click the tracking ID from which you wish to select MPS shipments.
- **Step 4.** And in the Shipment details page, scroll down through the Shipment details and under Shipments module, click **MPS details**.

SHIPMENT DETAILS			Amounts are shown in USD
Tracking ID 77	799242618		
-			
← Shipment →			^
1017			
BILLING INFORMATION		TRANSACTION DETAILS	
Tracking ID number	7799242618 (Master)	Sender information	
	↓ 1 of 7 shipments	Tank Design	
Product group	MPS	14 Tyler Street	
Master tracking ID number	7799242780	Somerville, MA 02143 US	
Invoice number	4-345-6745		
		Recipient information	
Account number	6835-9349-4	Anthony Sparks	
Invoice date	09/30/2021	74 Hargrove Road Banks Creek	
Total billed	\$159.46	Queensland, 4306	
Tracking ID balance due	\$0.00	AUS	
Status	Paid CC		
VIEW SIGNATURE PROOF	OF DELIVERY CUSTOMS	DOCUMENTS	(ADD TO CART)
😭 Shipments			
Shipment details			~
MPS details			~

Step 5. Under MPS details, select three dots on the left side of respective row and click **Dispute**.

	MPS	detai	s							^
			TRACKING ID	DIMENSIONS	ACTUAL WEIGHT	ACTUAL WEIGHT	RATED WEIGHT	RATED WEIGHT	CHARGES	
	1		> 7799242618 (M	aster) 6'x6'x6'	15.5	LBS	17.0	LBS	\$ 5.27	
Dispute			> 284139421077	6'x6'x6'	15.5	LBS	20.0	LBS	\$ 567.50	
	1		> 774889606984	6"x6"x6"	15.5	LBS	20.0	LBS	\$ 33.89	
	1		 698477488960 	6'x6'x6'	15.5	LBS	17.0	LBS	\$ 65.55	
		Dry le Dang TOTA	erous goods L	\$ 5. \$ 46. \$ 65.	50					DISPUTE
	1		> 889677406984	6'x6'x6'	15.5	LBS	.16.0	LBS	\$ 3.50	
	1		> 139428421077	6'x6'x6'	.15.5	LB\$	17.D	LBS	\$ 77.19	
		0	> 498720964916	6'x6"x6"	15.5	LBS	17.0	LBS	\$ 142.21	

Step 6. In the Dispute shipment page, you can view tracking ID, account number, invoice number, total original charges, and balance due amount.

Dispute shipment					
Enter your shipment dispute details.					
DISPUTE INFORMATION					
Tracking ID	7799242618				
Account number	1234-0000-3				
Invoice number	4-345-6745				
Total original charges	\$254.00				
Balance due	\$254.00				
Dispute amount*					
254.00					
Dispute type*					
Select		\sim			

- **Step 7.** In the Dispute amount text box, the balance due amount will be pre-populated. You can still edit the dispute amount, but the dispute amount should be less than or equal to the balance due amount.
- **Step 8.** Select the type of dispute from the dispute type drop-down. For shipment level dispute, there will be four types of disputes: Incorrect Charge, Service Failure, Payment Previously Sent, Incorrect Account.
- Step 9. The Dispute reason drop-down will be enabled, and based on the selected dispute type, click the Dispute reason drop-down and select the appropriate reason for dispute.
 Note: The Dispute reason list will be updated based on the selected dispute type.

Dispute shipment										
Enter your shipment dispute details.										
DISPUTE INFORMATION										
Tracking ID 7799242618										
Account number	1234-0000-3									
Invoice number	4-345-6745									
Total original charges	\$254.00									
Balance due	\$254.00									
Dispute amount* 254.00 Dispute type*										
Incorrect charge										
Dispute reason*										
Dimensions		\sim								
Correct dimensions (length x width x height)*										
x x		cm	\sim							
BACK SUBMIT DISPUTE										

Note: If the Dispute reason is selected as Dimensions, there is one more field available for adding the dimensions of the package selected for dispute.

Step 10. Once all the required information is filled, click **Submit dispute**.

Now, the MPS shipment is submitted for dispute.

15.3. View dispute items

There are several ways to view the items which are disputed.

- 1. In the Invoice table, all the invoices currently in Dispute will be updated with the status of Dispute along with their original status (i.e., example: Open-in-dispute).
- 2. If the dispute is created at shipment level the dispute icon will be available in the shipments table next to the three dots. Clicking the dispute icon will direct you to the 🕑 Dispute details page.
| | MPS | detail | 5 | | | | | | | | / |
|---------|-----|--------|------------|---------------|--------------------|---------------|----------------------------------|--------------|---------------------------------|---------|---------|
| | | | TRACKING | D | DIMENSIONS | ACTUAL WEIGHT | ACTUAL WEIGHT
UNIT OF MEASURE | RATED WEIGHT | RATED WEIGHT
UNIT OF MEASURE | CHARGES | |
| | 1 | | > 77992 | 426.18 (Maste | r) 6"x6"x6" | 15.5 | LBS | 17.0 | LBS | \$. | 5.27 |
| lispute | | | > 28413 | 9421077 | 6"x6"x6" | 15.5 | LBS | 20.0 | LBS | \$ 56 | 7.50 |
| | 1 | | 77488 | 9606984 | 6"x6"x6" | 15.5 | LBS | 20.0 | LBS | \$ 3 | 3.89 |
| | 1 | | 69847 | 7488950 | 6"x6"x5" | 15.5 | LBS | 17.0 | LBS | \$ 6 | 5.55 |
| | | TOTAL | rous goods | | \$ 46.5
\$ 65.5 | | | | | | DISPUTE |
| | | | 88967 | 7406984 | 6"×6"×6" | .15.5 | LBS | 16.0 | LBS | \$: | 3.50 |
| | | | > 13942 | 8421077 | 6"×6"×6" | 15.5 | LBS | 17.0 | LBS | \$ 7 | 7,19 |
| | | ~ | | 0964916 | 6"x6"x6" | 15.5 | LBS | 17.0 | LBS | \$ 14 | |

3. Once the dispute is raised, the dispute number will be created, and this will be updated in the Transaction history section of Payments and charges module. Clicking the dispute reference number directs you to the Dispute details page.

SECTION - 16

16. Reporting

Reporting feature allows you to create and download the invoice reports and helps you meet your billing needs. Under Reporting there are three options: Create report, Download center, and Automated settings.

16.1. Create report

Create report allows you to customize report parameters, create reports, and download it for future reference.

To start creating a report, in the left navigation menu select Reporting and click **Create report**.

Create report involves two different sections: Filter your report data and Select your report columns.

Filter your report data:

To filter your report data, follow the below mentioned steps:

Step 1. In Create report page, select either **Use saved filter set** or **Apply new filters**.

- **Use saved filter set**: This option allows you to use the saved filter set from the Filter Set drop-down. All the values of that filter set will apply to the current report. <u>Click here</u> to know about Manage Filter Set.
- **Apply new filters**: This option allows you to create a new filter set, first select a filter set from the drop-down.

FedEx® Billing Online		<u>ش</u> ر	CART \$0.00 USD
SUMMARY	Create report		
INVOICES	To create a report, first filter your report data, then select your report columns.		
MANAGE RAYMENTS ~	1. Filter your report data		
🐼 administration 🗸	To run a new report, start by filtering your report data. You can use a saved set of filters or apply new filters.		
	Use saved filter set		
	Apply new filters		
(7) HELP	Filter Set*		
0	Select 🗸		
RETURN TO LEGACY			
«			

Step 2. Select the Account number(s) using the checkbox.

Step 3. Set the date range using the calendar selector. ²
Step 4. Select the invoice status from the status drop-down.

	1. Filter your rep					
administration \sim	To nun a new report, start o fitters or apply new fitters.	y Altering you	r report data. You can use a r	an and been of		
) вачаятыс —	Apply new filters					
HE P	Filter Set*					
	involce			~		
RETURN TO LEGACY	Account Number					
		s/Hore D you	want to include in your repo	e.		
	Account Number and	Stare ID				
	219495400/125456	189				
	710256500					
	Date range Results will include only in	oices up to 18	0 days from the paid/closed	date		
	ROM		10			
	01/01/2024	0	01/24/2024	•		
	Status"					
	Select			~		
	Saving Option					

Saving option

Under Saving Option, there will be two scenarios:

- 1. Save filter set checkbox
- 2. Save as new and Update filter set.

Save filter set checkbox

If you have selected Apply new filters option, Save Filter Set checkbox is displayed to save the new filter set for future use. To save, click Save filter set checkbox, provide a name in the Filter set name text box, and click **Save Filter Set** option.

Saving Option		
Filter Set Name*		
Test		
SANT PETER SUT		_

Save as new and Update filter set

Save as new and Update filter set option is displayed, if you have selected Use saved filter set option and made any modifications to the pre-populated values of that filter set, like changing the date range or adding/removing the account number(s).

Saving Option	
You made changes to your saved filter set. Would you like to update this filter set or save it new filter set.	as a
SAVE AS NEW UPDATE FILTER SET	

If you click **Save as new** option, then you will get the below window. Enter the filter name in the filter set name text box and click **Save**.



To update the existing filter set, click **Update filter set** option. The changes will be applied to the saved filter set.

Select your report columns:

Under this section, there are four ways to select your report columns:

- 1. <u>Saved custom columns</u>
- 2. <u>All columns</u>
- 3. <u>Invoice columns</u>
- 4. New Custom column

0	now "Columns"		×
In earlier versio feature.	ons of FedEx Billing Only	e, this reporting feature was called Templates . We a	re now using Columns to identify this
	These are	Saved custom columns saved column sets that you have already selected an	d ordered.
	Saved cus	tom columns*	
	Select		\sim
		MANAGE CUSTOM COLI	UMN SETS
5		9	8
All col Include all available co PREPARE		Invoice columns Columns include detailed account-based Invoice information, charges, balance due and due date.	New custom column Select and order the columns you want to include in a new report.
		PREPARE DOWNLOAD	Select coconois

1. Saved custom columns

In the saved custom columns drop-down all the custom columns which are already saved to the account are displayed.

2. Se	elect your report columns	
0	"Templater" is now "Columns" In earlier versions of Peelliv Billing Online, this reporting feature was called Templates . We are now	using Columns to identify this facture.
	D Served contorn: columns These are send column acts that you have aread Seaved columns*	
	My-Columns	~
	MA	MAGE CUSTOR COLUMN SETS
	EDIT COLUMNS PREPARE DO	INLOAD

- > **Saved Custom Columns**: Select the required saved custom column from the drop-down.
- Manage Custom Column Sets: Click Manage custom column sets link to see the saved column sets in the account. To delete the column set, select the checkbox(es), and click Remove.

Mana	ige custom column sets		
I Selected	REMOVE		
	AAME	COLUMNS TYPE	
	Cuton	Involte columns	
6	My-Columna	Invoice columns	
			BACK BAVE

- Edit columns: To further modify the columns in the report. <u>Click here</u> to know more about editing the columns in the report.
- > **Prepare Download**: To download the report, follow the below steps:
 - **Step 1.** Click **Prepare download** and it will direct you to the Prepare download page.
 - **Step 2.** Enter file name in file name text box.
 - **Step 3.** Select file type using the file type drop-down.
 - **Step 4.** Click **Download**, and you will be directed to the Download center page.

PREPARE	DOWNLOAD	
Report Detai	ls	EDIT
Data Set Account number(s) Date Invoice Status Payment Status Column Set	Invoice 219493460,710236500 2022-12-06 - 2023-12-26 All All Invoice columns	
Get your download a File name" Test 123 File type"	port for download file name, then select a file type.	
Select	DOWNLOAD	

In the Download center page, if the file status is completed, click the file name to download the report.

2. All columns

This option automatically includes all the columns available in the system into your report.



Click **<u>Prepare download</u>** (follow the steps mentioned in the referred section), and the report will be available in the download center.

3. Invoice columns

Invoice columns includes the detailed account-level information such as charges, balance due, due date etc., in the report.



- Prepare download: Click <u>Prepare download</u> (follow the steps mentioned in the referred section) and the report will be available in the download center.
- Preview reports: Click Preview reports to preview the columns available in the invoice columns.
- 4. New custom column

New custom column helps you to select the columns for your report.



- > Click **Select columns**, and you will be directed to Select columns page.
- Select column page is same as Edit column page. Both the pages allow you to add/remove the columns from the report. To know more about this feature, click <u>Edit columns/New</u> <u>Custom Columns</u>.

Manage filter set

In Manage Filter Set page, all the saved filter sets will be displayed, along with their details like name of the filter, date range, account number, filter set, and status.

FedEx* Billing Online					ЭĘ	CART S0.00 USD
	Manage Filter S	Vet				
BWOK25	15elected REMOVE	~~~				
HARAGE ROTHERTS ~	RAME FILTER SET	ACCOUNT NUMBER	DATE RANCE	STATUS		
💮 ADMINISTRATION 🗸	woice invoice	219490460	2023-01-18-2023-12-26	fieldDisplay invoiceStatus options ALL		
Вероктик – –				BACK	SAVE	
(т) неи						
RETURN TO LEGACY						
«						

To remove any saved filter, click the checkbox, □ and remove option will be enabled. Click **Remove**. To save the changes made in the Manage filter set page, click **Save**.

Edit columns/ New custom column:

Edit columns or New custom column feature functionalities work in a similar way.

Edit columns: Edit columns option is enabled only when the saved column set is selected from the drop-down. Edit Columns allows you to add/remove the columns from the saved custom column set.

New custom column: This feature allows you to create a new column set. Click **Select Columns** under New custom column to customize the report column, and you can also save it for future reports.

There are two sections in the Edit columns/Select columns page:

Available columns: This section displays the list of all the available columns to create a report.

- **Search**: Use the search text box to find the required column.
- **Category**: Select the required category to narrow down the column list.
- Add: Click Add to include the column to your report one by one. The respective column will immediately display in the Selected column section.
- Add all: Click Add all to include all the available columns to the report.

Selected columns: This section lists all the existing columns selected for the report.

• **Remove**: To remove the respective column from the report, click **Remove**.

- **Remove all**: To remove all the selected columns from the list, click **Remove all**.
- Sort Columns in standard Order: To list the selected columns in a standard order, click Sort columns in standard order checkbox.

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Edit column page

When you add/remove the columns to the saved custom column, Save as new and Update column set options will be enabled.

Save as New: If you wish to add the selected columns as a new column set, click **Save as new** option, enter the name of the column set, and click **Save**.

Update Column Set: To update the existing column set, click **Update column set**.

Select columns page

When you add columns in the Select columns page, Save as new column set option will be enabled. To save the selected column set for future use, click **Save as new column set**, enter the name of the column set, and click **Save**. After selecting the required columns for the report, to prepare your report for download, enter a file name, select the file type from the drop-down, and click **Download**.

Your report will be downloaded and will be available in the Download center page.

16.2. Download center

To download the invoice, follow the below mentioned steps:

Step 1. In the invoice table, select the checkbox(es) for which you wish to download the invoices.NOTE: You can download up to ten invoices at a time.

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Step 2. Click **Download**, and it will direct you to the Prepare your report for download page.

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- **Step 3.** There are five different file types available: PDF, Excel, CSV, Txt, XML. Select the required file type from the drop-down.
 - a) If you select file type as PDF, you will have below two options:

- i. **Print: Create one PDF of all your selected invoices** A single PDF will be created with all the selected invoices.
- Download/Save: Create a zip file containing individual PDFs for your selected invoices- A zip file will be created containing a group of PDFs which includes individual invoices in it.

Note: By default, print option is selected. These options will be displayed only when PDF file type is selected.

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b) If you select file type as CSV/ Excel/Txt/XML, column set option will be available. Select the required column set from the drop-down, the drop-down displays the FedEx preset columns (invoice columns, all columns), and the saved column sets for the account.

Note: A single file will be downloaded with all the invoices (Zip file cannot be created) when you select the file type as CSV/ Excel/ Txt/ XML.

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- **Step 4.** The file name will be pre-populated. You can modify it if required, but the file name should not exceed more than 30 characters.
- **Step 5.** Click **Create Download**, and it will direct you to the Download Center page.

- **Step 6.** The Download Center page displays the list of all the files which are downloaded. Here, you can perform the following actions:
 - a) Select the account number from the account number drop-down, for which you want to view the downloaded report.
 - b) In the table, click file name to download the report.
 - c) Click Refresh button at the bottom, to load the latest results in the table.
 - d) Click three dots in the left side of the row and click **Delete file** to delete the downloaded report.

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16.3. Automated settings

Automated settings enable you to automatically download any new invoices once it is created.

Automated settings Turn on automated settings to streamline your billing work flow	►If the toggle bar is Off the Auto download feature will be disabled and if the toggle bar is On the Auto download feature will be enabled.
Autodownloads FedEx Billing Online can automatically generate a report of your invoiced data each time a new invoice is created. Once generated, it will be available in the Download center. Autodownloads Column set*	 If the Auto downloads bar is toggled on, then you will be provided with Column set and Filter type drop-down option. Filter type drop-down is a mandatory field. If no option is selected from column set option, then by default, all the columns will be included in the report.
File type* Csv Note: if you do not select a column set, all column will be included in your report SAVE SETTINGS	Once the necessary changes are made in the Automated settings page, click Save settings .

SECTION - 17

17. Quick search

Quick search feature allows you to search for any specific payment type and retrieve its details based on the different criteria like Invoice number, Tracking ID, Transaction ID, etc., in the Summary page.

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To search for any specific payment type using the quick search, follow the below mentioned steps:

- **Step 1.** Select the required criteria from the Search for drop-down.
- **Step 2.** Enter the valid value in the text box. For example: If you have selected Invoice number from Search for drop-down, then you have to enter valid invoice number in the text box.
- **Step 3.** Click **Search**.

Based on the criteria selected, you will be either directed to Search results page or Details page as shown in the below table.

Search for	Textbox	End result
Invoice number	Enter the specific invoice number	Redirect to Invoice details page
Tracking ID/ Transaction ID	Enter the tracking/ transaction ID.	Redirect to Shipment details page
Payment reference number	Enter the Payment reference number	Redirect to Payment details page

Search results

Search results page displays when the search has more than one result. In the Search results page, you can view the below information:

- > Search Criteria: Displays the criteria you selected, and the value entered in the textbox.
- **Edit search criteria**: Allows you to edit the criteria and the value entered.
- Results: Displays all the search results in a table. Click the hyperlink in the table to view more details about each search results.
- > **Prepare your report for download:** To download the search results, provide a file name, file type, and click **Create download**.

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