



FedEx® Reporting User Guide



Table of contents

1. Introduction to FedEx® Reporting.....	3
2. Features and benefits	3
3. Let's begin!.....	4
4. Short notes on menu	6
5. Administration	7
5.1 Manage preferences	7
5.2 Manage accounts and groups	8
5.3 Manage users.....	13
6. Dashboards	17
6.1 Working with dashboards	17
6.2 Expense and volume dashboard	18
6.3 Expense and volume paginated report.....	18
6.4 Freight account summary dashboard	19
7. FR Reports.....	24
7.1 Request a new report	24
7.1.1 Report parameters.....	24
7.1.2 Select accounts	25
7.1.3 Report detail	26
7.1.4 Delivery options	29
7.2 View and download reports.....	30
7.2.1 Download reports	31
7.2.2 Delete reports	32
7.2.3 Filters, search, and reset	33
7.3 Manage reports.....	38
7.3.1 Edit recurring reports.....	39
7.3.2 Extend expiring recurring reports.....	44

SECTION - 1

1. Introduction to FedEx® Reporting

FedEx Reporting (FR) launched a new modernized solution to support user's needs and expectations. FR gives access to your shipment data whenever you want and in the format of your choice, which helps in streamlining your business processes and saves you time and money.

FedEx sales team and FedEx customers globally use FR to find and analyze shipping patterns which helps improve decision-making. Legacy FedEx Reporting Online (FRO) is currently deployed in 115 countries and 36 languages.

Modernized FR was released in November 2022, and it is now available in 115 countries and 40 languages.

The current release includes reports for FedEx Express®, FedEx Ground®, and FedEx Freight® services. In addition to the reports, Expense and volume dashboard and Freight account summary dashboard replace the legacy Expense and volume summary report and legacy Freight account summary reports respectively. Additional reports and dashboards will be available in the upcoming releases. These will include reports on LTL data and others to replace legacy reports.

SECTION - 2

2. Features and benefits

Report requests and formats



Available 24/7 for one-time requests and scheduled recurring reports (daily, weekly, monthly) with editing capabilities available for recurring reports. Provides report in comma separated value (.csv) format.

Dashboards



Summarized data in dashboard format with the ability to drill down into details. Provides summarized information of the shipment trends and the charges of the account.

Account selection



Select the account type and get details of up to 200 account numbers, options to select three global entities and other sales entities.

Manage preferences



Choose your time and date format, units for weight and dimensions, decimal separator, and currency type for your account.

SECTION – 3

3. Let's begin!

Existing Users:

If you are an existing user of the FedEx® Reporting Online application, follow the below steps to login to the new reporting application:

**Step 1.**

Go to FedEx home page.
Login to the [home page](#).

**Step 2.**

Login to your account.
In the FedEx home page, click on Sign Up/Log In and login to your account.

**Step 3.**

Select Reporting.
Then, click **your profile** and select **Reporting**. It will take you to the new Reporting application.

**Step 4.**

Manage preferences.
If you are logging in for the first time, you will be redirected to the Settings page, where you can set your preferences, and once it is set click **Save**.

New Users:

If you are not currently using FedEx® Reporting Online application, then follow the below steps:

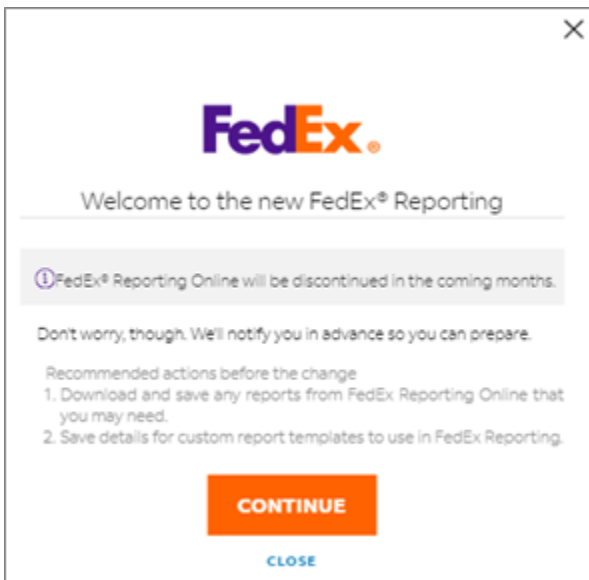
- Step 1.** Bookmark the [FedEx® Reporting landing page](#).
- Step 2.** Register to the tool using the [registration link](#) and fill in all the relevant details.
- Step 3.** Then, you will be re-directed to the FedEx home page.
- Step 4.** Now, use the FedEx® Reporting landing page URL.
- Step 5.** And in the landing page, Click **Get Started**.

FR Overview page:

Once you login to the application, you will land in the Overview page. In this page, you can view the information about the legacy and modernized reporting tools options along with its details.



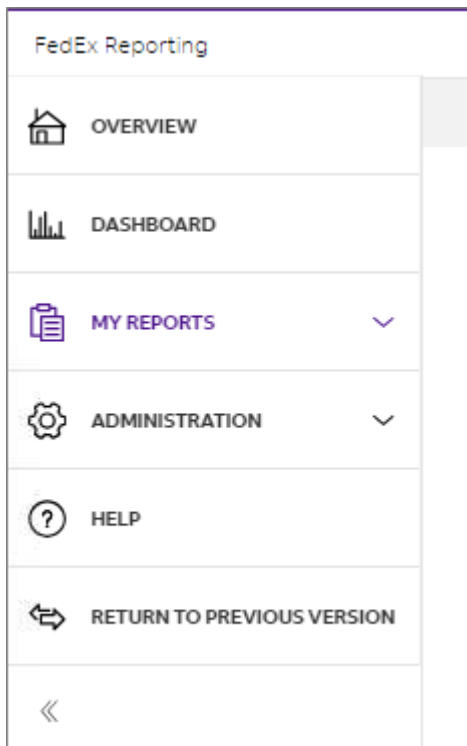
Clicking **Use FedEx Reporting Online** will take you to the legacy FRO application. Clicking **View FedEx Reporting** will open the below window.



Click **Continue** or **Close** to continue using the improved FedEx® Reporting application.

SECTION – 4

4. Short notes on menu



Overview

Allows you to choose between legacy and modernized reporting tools.

Dashboard

Provides details related to your shipments like transportation charges, discounts applied by the accounts, total shipments, surcharges, net charges, the shipping trends for the net charges, net transportation charges, and total shipments and pieces.

My reports

To view your reports, request for a new report, download reports and manage or schedule reports on a regular basis.

Administration

Helps to manage the admin access, account preferences, and account groups.

Help

For extra guidance on the tool and new features.

Return to previous version

Takes you to the legacy FRO application.

SECTION – 5

5. Administration

5.1 Manage preferences

When you are logging in for the first time, you will be navigated to the Manage preferences page. Here, you can set up the basic preferences for your report like date and time format, units for weight and dimensions, and currency type.

Date and time
Set up Date format as either mm/dd/yyyy or dd/mm/yyyy and Time format as either 24-hr clock or 12-hr clock.

Weight and dimensions
Set up units for Weight as Pounds or Kilos, Dimensions as Inches or Centimeters, and Decimal separator as Period or Comma.

Currency
You can choose the currency type for the dashboard and reports as either U.S. currency or Billed currency.

Notifications
Under Notifications, you can set up the notification preferences, for which scenarios you wish to be notified. And the notifications will be sent directly to the default email address.

Dashboard settings
Under dashboard settings, choose your account groups for dashboard view, and to change the account groups click **Change Default**.
NOTE: If no account groups are selected, then clicking dashboard in the navigation menu will take you to the account selection window.

After choosing the preferences, click **Save**.

5.2 Manage accounts and groups

Manage accounts and groups helps you to create and edit account groups and view your accounts.

In the left navigation menu, select **Manage accounts and groups** or in the Manage preferences page, click **Change Default** in the Dashboard settings to view the Manage accounts and groups page.

In Manage accounts and groups page, you can view the below information.

Manage accounts and groups

The list below contains the accounts you are currently registered for.
Note: Groups from the previous versions will need to be recreated.

314 ACCOUNTS 79 GROUPS

Accounts 191/314 VIEW FILTERS Search REGISTER ACCOUNT

SEARCHED: ABC RESET

ACCOUNT #	COMPANY NAME	ADDRESS	CITY	STATE	ZIP/POSTAL	COUNTRY	
<input type="checkbox"/> 123456789	ABC DEF	XYZ Tech.	ASUREF		10000	VN	ADD
<input type="checkbox"/> 123456789	ABC Inc.	123.XYZ St.	ASUREF		57809	JP	ADD
<input type="checkbox"/> 123456789	ABCTech.	567,MEFTUR	REFUTS		29432	ID	ADD
<input type="checkbox"/> 123456789	PQR ABC	789,ADDRES	UTVBER		3019	PH	ADD

ACCOUNT SELECTED

SAVE AS GROUP

CLEAR ALL MOVE SELECTED

- Shows the number of accounts and groups you are registered for.
- Options to search and customize your account number table.
- Columns of the accounts table
- Once the accounts are selected and moved, the selected accounts will be displayed here.
- List of account numbers along with the account information.
- Once the accounts are selected, click Move selected to create a group.

381 ACCOUNTS 206 GROUPS

Groups 206 CREATE GROUP

GROUP NAME	MODIFIED DATE	ACCOUNT TYPE	ACCESS	ACCOUNTS
<input type="checkbox"/> Jan 27 group ★	04/19/2023	9-digit accounts	Owner	2
<input type="checkbox"/> Subhamasi_Test ☆	10/18/2023	9-digit accounts	Owner	50
<input type="checkbox"/> Shashi_test_grp ☆	10/18/2023	9-digit accounts	Owner	3
<input type="checkbox"/> Guru-subgroup ☆	10/17/2023	Sub-group	Owner	3
<input type="checkbox"/> guru-groupstest ☆	10/17/2023	Group	Owner	3

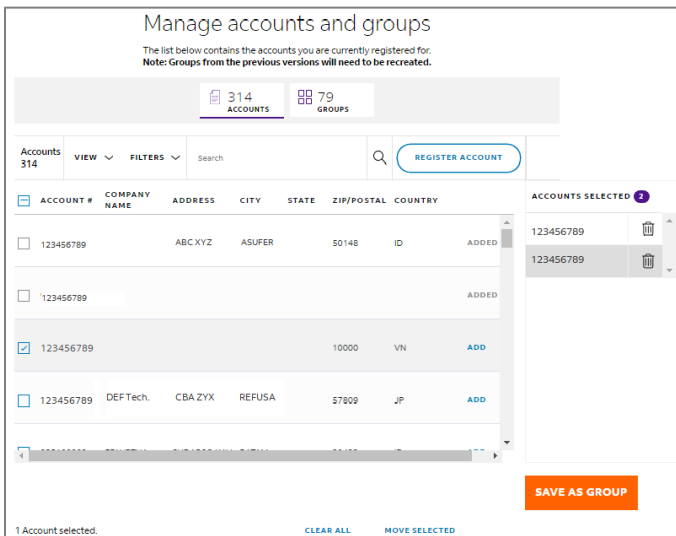
CLEAR ALL

- Clicking Create Group takes you to the accounts table
- Columns available for the groups
- List of groups available along with the group information.

Views, filters, and search

Views, filters, and search options are available to further customize your accounts table.

Search – To search any account, click the search icon, and enter your account number, company name, or address of the account in the search text box. The account table displays the results for the search keyword.

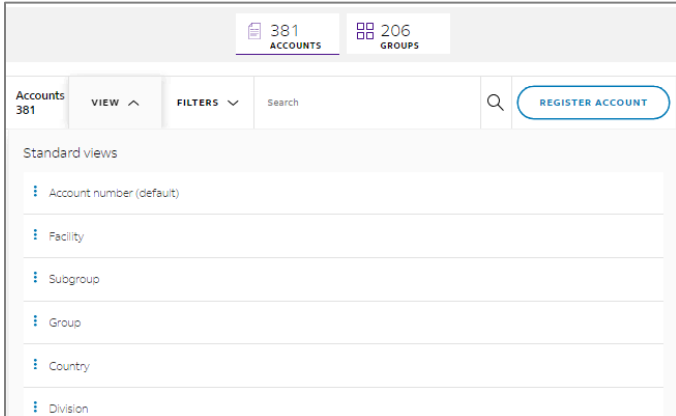


Views – Under views option, you can view the list of available standard views. Account number will be selected as a default account type.

To switch between different views:

- Step 1.** Click **Views** in the accounts table.
- Step 2.** Select the account type from the list of account types available.

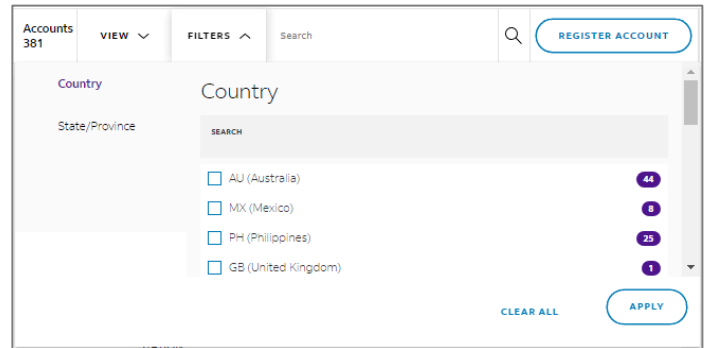
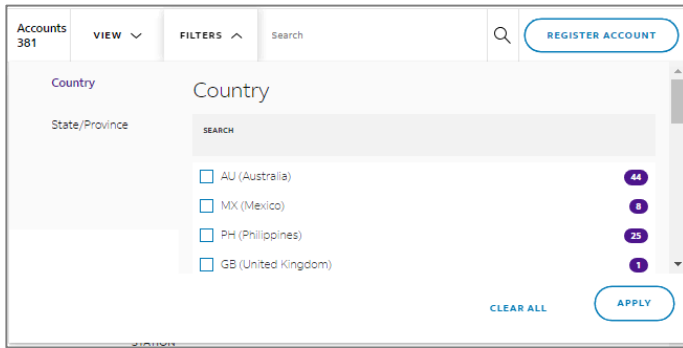
Then, the account table is displayed with the selected account type.



Filters – You can further customize your account table using filters, based on state or country option.

To filter your account numbers based on country:

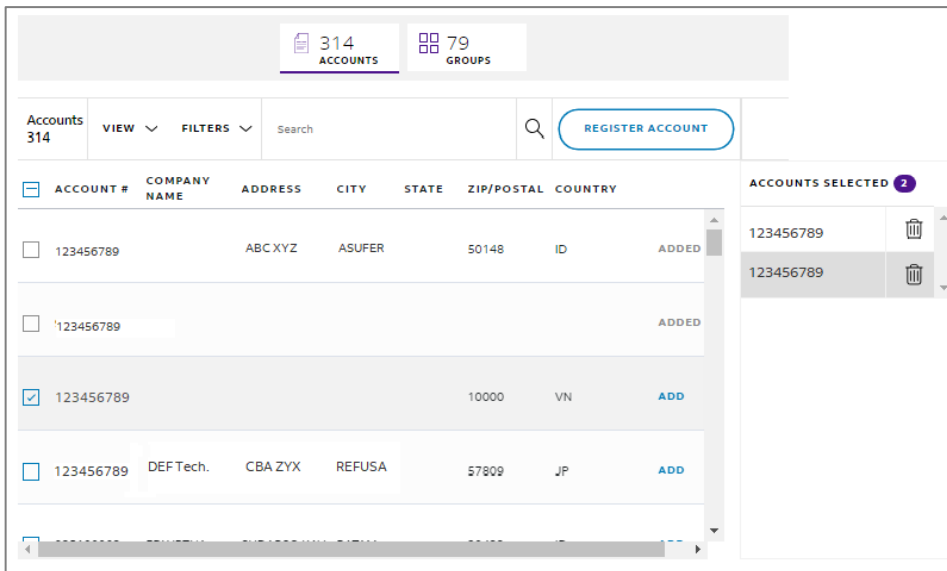
- Step 1.** Click **Filters**.
- Step 2.** Select **Country** or **State/Province** and click the checkbox to choose the required country from the list of options available.
- Step 3.** Click **Apply**.



Create groups:

You can also create a group using the list of account numbers and make the group as your default dashboard account. To create a group using the account numbers:

- Step 1.** Select the account numbers you wish to add in a group by clicking the checkbox of the respective account number.
- Step 2.** Click **Move selected**. Then, Save as Group option will be enabled.
- Step 3.** Click **Save as Group**.



- Step 4.** The below window is displayed. Review your account numbers, company name, and enter a group name in the Group Name text field.

Save as group

Save your account selections as an account group for easy access later.

2 Account selected

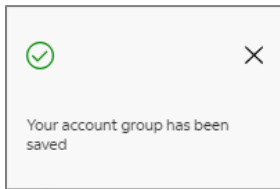
ACCOUNT #	COMPANY NAME
123456789	ABC/DEF
123456789	ABC Tech, Pvt.

GROUP NAME


SAVE AND FINISH

CANCEL

Step 5. Click **Save and Finish**, and you will get the below success message.



Now the selected accounts are created as a group, you can review the group in the groups table.

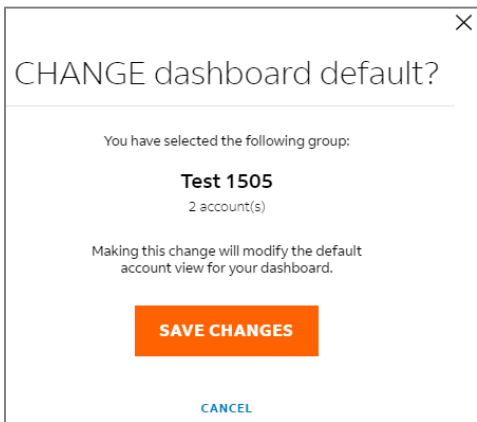
In the groups table, next to each group name a star icon is displayed. Click the  star icon to set any any of your group as your default dashboard account.

381 ACCOUNTS | 207 GROUPS

Groups 207 CREATE GROUP

<input type="checkbox"/>	GROUP NAME	MODIFIED DATE	ACCOUNT TYPE	ACCESS	ACCOUNTS
<input type="checkbox"/>	Jan 27 group ★	04/19/2023	9-digit accounts	Owner	2
<input type="checkbox"/>	Test 1505 ☆	10/19/2023	9-digit accounts	Owner	2
<input type="checkbox"/>	Subhamasi_Test ☆	10/18/2023	9-digit accounts	Owner	50
<input type="checkbox"/>	Shashi_test_grp ☆	10/18/2023	9-digit accounts	Owner	3

The below window is displayed. In the below window, click **Save Changes** to make the selected group name as your default dashboard account or click **Cancel** to close the window.



If you wish to rename, review, or delete any of your group name, in the groups table click the respective group name.

The below page is displayed.

Click the pencil icon to rename the group name.

Click star icon to make the selected group as your default dashboard account.

Click trash can icon to delete the group

In the table you can review the list of accounts available in the selected group.

Click Add accounts to add any new accounts, it will take you to the accounts table.

To remove any accounts from the group, click the checkbox of the respective account and click Remove Accounts.

ACCOUNT #	COMPANY NAME	ADDRESS	CITY	STATE	ZIP/POSTAL	COUNTRY
<input type="checkbox"/> 123456789		123, ABC	TESRET		50148	ID
<input type="checkbox"/> 123456789						

5.3 Manage users

Manage users page displays the list of all the users you have invited along with the options to invite new users and remove or edit user access.

Note: Manage users option is available only if you have admin access for atleast one account.

To view Manage users page, in the left navigation menu, select Administration and click **Manage users**.

Manage users
You can manage user access here. Invite new users to FedEx Reporting or edit account access for active users.

Active Users

Accounts: 2

FIRST NAME	LAST NAME	EMAIL	EDIT	REMOVE
Test	User	001122@fedex.com		
FCR	Test	111000@fedex.com		

Callouts from the right side of the image:

- Click Invite user to invite new user(s) to your account.
- Total number of active users of the account.
- List of active users along with their information.
- Click pencil icon to edit the account access.
- Click trash can icon to remove the user from the account.

Invite new user:

To invite new user to your account,

- Step 1.** Click **Invite user**.
- Step 2.** Enter first name, last name, and email address in the respective text box.
- Step 3.** Select Accounts, by clicking the checkbox from the Available accounts table.
- Step 4.** Click **Next**.

Invite user
First, provide some contact information for the user you want to invite to FedEx Reporting. Then, select the accounts you would like them to access.

FIRST NAME:

LAST NAME:

EMAIL:

CONFIRM EMAIL:

Available accounts

Accounts: 1

<input type="checkbox"/>	ACCOUNT NUMBER	BILLING ADDRESS	CITY	STATE	ZIP/POSTAL	COUNTRY
<input type="checkbox"/>	123456789			PH	4028	Philippines

1 Account selected.


NEXT →

Step 5. Review user information and account details in the Invite Summary page and click **Send invites**.

Invite Summary

Test User|testuser@fedex.com

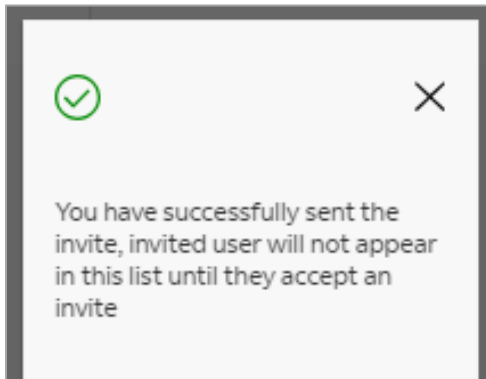
We will send this user separate email invites for each account. They will then need to accept the invites to access FedEx Reporting and appear in your user list.

ACCOUNT NUMBER	BILLING ADDRESS	CITY	STATE	ZIP/POSTAL	COUNTRY	REMOVE
123456789			PH	4028	Philippines	


1 Account selected.

BACK
SEND INVITES

An invitation email will be sent to the invited users, and the below success message is displayed.



Edit user access:

To edit user access, click the pencil icon  in the Active users table and the below page will display.

Edit user access

Test user access 1234567 | 001122@fedex.com

These are the accounts this user has current access to. You can select and remove accounts to withdraw access or add accounts to share access.

Accounts assigned to Test user access 1234567

Accounts 1 | Search accounts

1 Account selected. REMOVE ACCESS CHANGE ADMIN


ACCOUNT #	COMPANY NAME	ADDRESS	CITY	STATE	ZIP/POSTAL	COUNTRY
<input checked="" type="checkbox"/> 1234-5678-9				PH	4028	Philippines

Click **Add accounts**, to add more accounts to the select user.

Click **Remove access**, to remove access for the selected accounts.

Click **Change admin**, to make the selected user as an admin user for the selected accounts.

Remove user:

To remove user access, click trash can icon  in the Active users table and the below window will display. Clicking Yes will remove the user from Manage user page and clicking No will close the window and no changes will be made to the user access.

Are you sure you want to delete this user?

Test | 001122 @fedex.com

1 account
123456789

Once you delete this user, they will lose access to these accounts. This change will be immediate.

YES

NO

SECTION – 6

6. Dashboards

6.1 Working with dashboards

To view the summarized information of specified accounts, click dashboard icon in the left navigation menu. Currently, two dashboards are available: **Expense and volume dashboard** and **Freight account summary dashboard**.

To start using the dashboard:

Step 1. Click the dashboard icon in the left navigation menu.

Step 2. In Select Accounts window, select the account numbers or groups for the dashboard view from the list by clicking the checkbox.

Step 3. Click **Save** **changes**.

The screenshot shows the 'Select Account(s)' window with the following table:

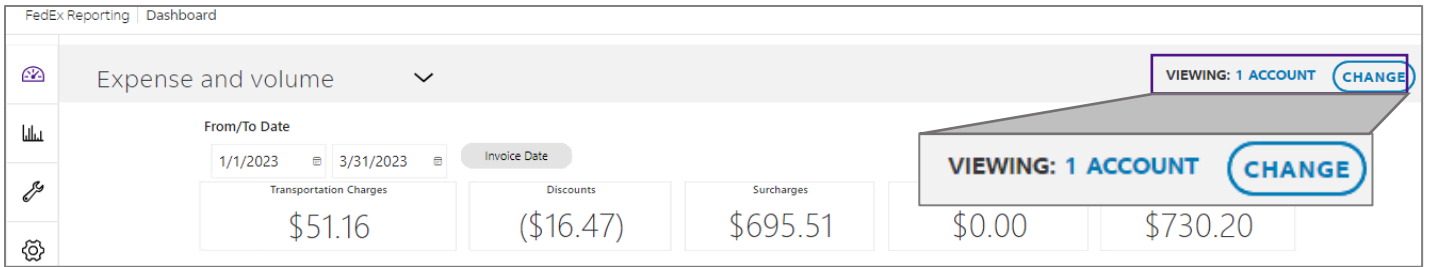
GROUP NAME	MODIFIED DATE	ACCOUNT TYPE	ACCESS	ACCOUNTS
Dashboard_pujith a	02/01/2024	9-digit accounts	Owner	14
ship-local-edit	03/21/2024	9-digit accounts	Owner	2
shippersummary	03/07/2024	Country	Owner	15
Global-test-edit	02/27/2024	Global Entity	Shared	1
Test-guru-local-edit	02/27/2024	9-digit accounts	Shared	8

At the bottom of the window, it says '1 Group selected' and there are 'CLEAR ALL' and 'SAVE CHANGES' buttons.

If you have already selected your default dashboard account in Administration section, then clicking dashboard icon in the navigation menu will take you directly to the Dashboard page.

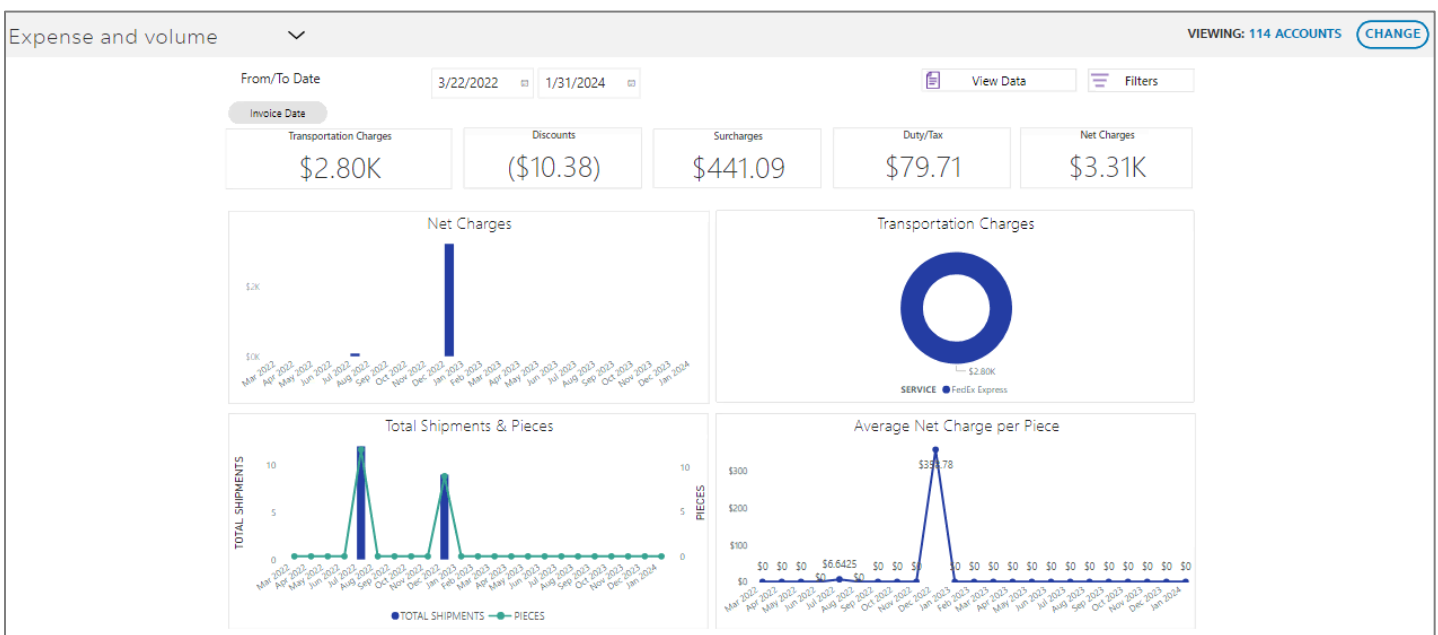
If you have only one account number and no groups in the Manage accounts and groups page, then the dashboard will be loaded automatically with that account number.

To add or delete the specified account numbers chosen for the dashboard view, click **Change** on the top right corner of the Dashboard page.



6.2 Expense and volume dashboard

Expense and volume dashboard provide details related to your shipments like transportation charges, discounts applied by the accounts, total shipments, surcharges, net charges, and the shipping trends for the net charges, net transportation charges, total shipments and pieces, and charges per piece.



6.3 Expense and volume paginated report

To view the Expense and Volume paginated report, in the Expense and volume dashboard page, click **View Data**.

To download the paginated report, click the three dots on the top right corner of the report table and click **Export data**.

Expense and volume VIEWING: 114 ACCOUNTS [CHANGE](#)

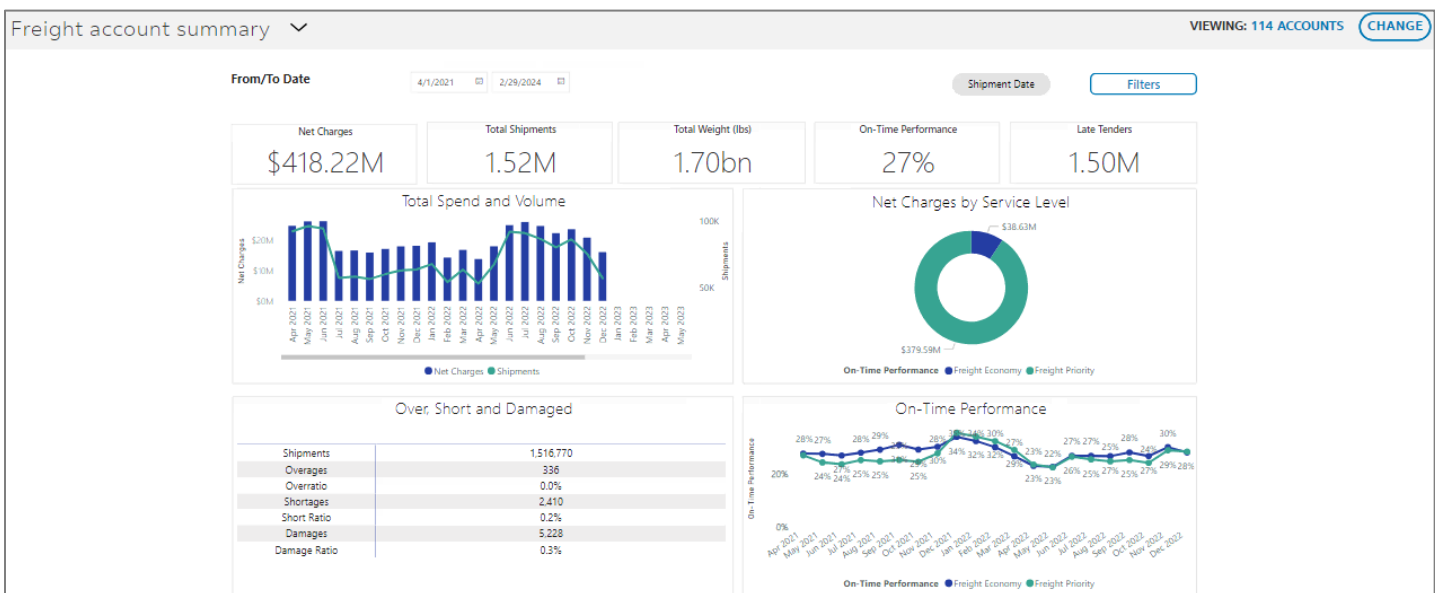
From/To Date: 3/22/2022 to 1/31/2024 [View Dashboard](#) [Filters](#)

Invoice Date [How Do I Download?](#)

SERVICE	TRANSPORTATION CHARGES	DISCOUNTS	SURCHARGES	DUTY/TAX	NET CHARGES	TOTAL SHIPMENTS	PIECES	AVG NETCHARGE/PIECE	POUNDS	AVG NETCHARGE/POUNDS
<input type="checkbox"/> FedEx Express	\$2,798.31	(\$10.38)	\$441.09	\$79.71	\$3,308.73	21	21	\$157.5586	729.00	\$4.53
EH	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
Express Freightier	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
Express NonTrans	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx 1Day Freight	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx 2Day	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx 2Day AM	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx 2Day Freight	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx 3Day Freight	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx Economy	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx Europe First	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx First Overnight	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx First Overnight EH	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx First Overnight Freight	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx IDD Surface Solution	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx International Economy	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx International Economy(R) Distribution	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
FedEx International Economy(R) Distribution	\$0	(\$0.00)	\$0	\$0	\$0	0	0	\$0	0.00	
Total	\$2,798.31	(\$10.38)	\$441.09	\$79.71	\$3,308.73	21	21	\$157.5586	729.00	\$4.53

6.4 Freight account summary dashboard

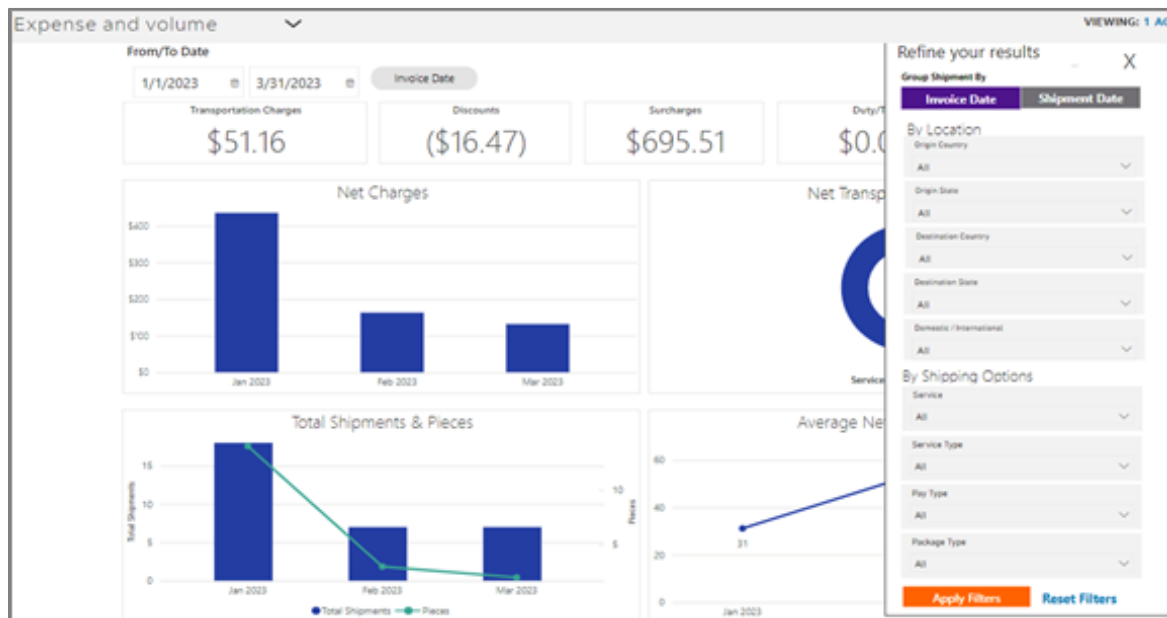
Freight account summary dashboard provide details related to your shipments like net charges, total shipments, total weight, on-time performance, late tenders, and the shipping trends for the net charges by service level, total spends and volume, over short and damaged and on-time performance.




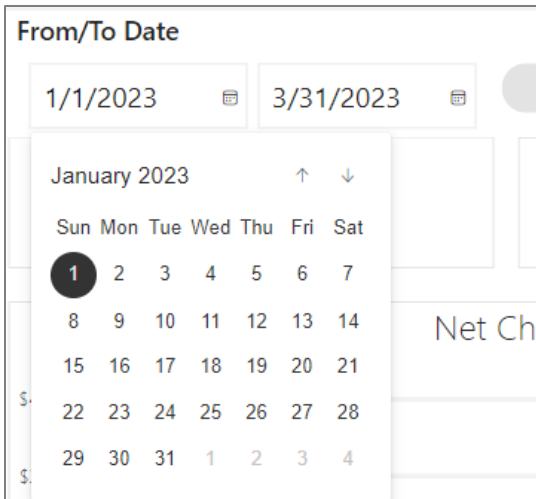
Filters, date selection and other customizing options are available to further customize the dashboard view and to drill down to details.

Filter - To customize your dashboard, click **Filters**. Below is the list of filters available to customize the dashboards:

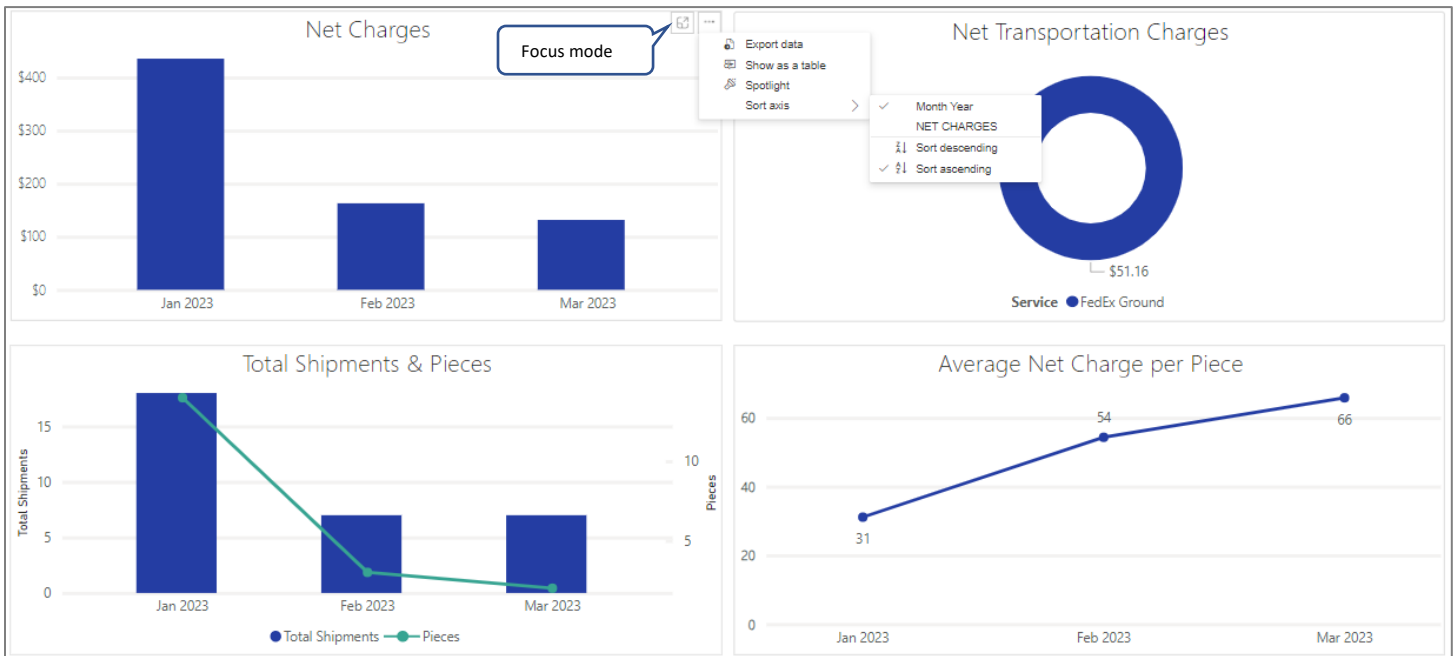
Filter Elements	Description
Group Shipment by	Select an option to group your shipments either as Invoice Date or Shipment Date.
By Location	
Origin Country	Select the origin country of your shipments from the drop-down.
Origin State	Select the origin state of your shipments from the drop-down.
Destination Country	Select the destination country of your shipments from the drop-down.
Destination State	Select the destination state of your shipments from the drop-down.
Domestic/International	Select the shipments as either Domestic or International package.
By Shipping Options	
Service	Select the service as FedEx Express or FedEx Ground.
Service Type	Select the type of your service from the drop-down.
Pay Type	Select pay type as either Bill_Recipient or Bill_Sender_Prepaid.
Package Type	Select your Package Type as either Package Not Captured or Your Packaging.




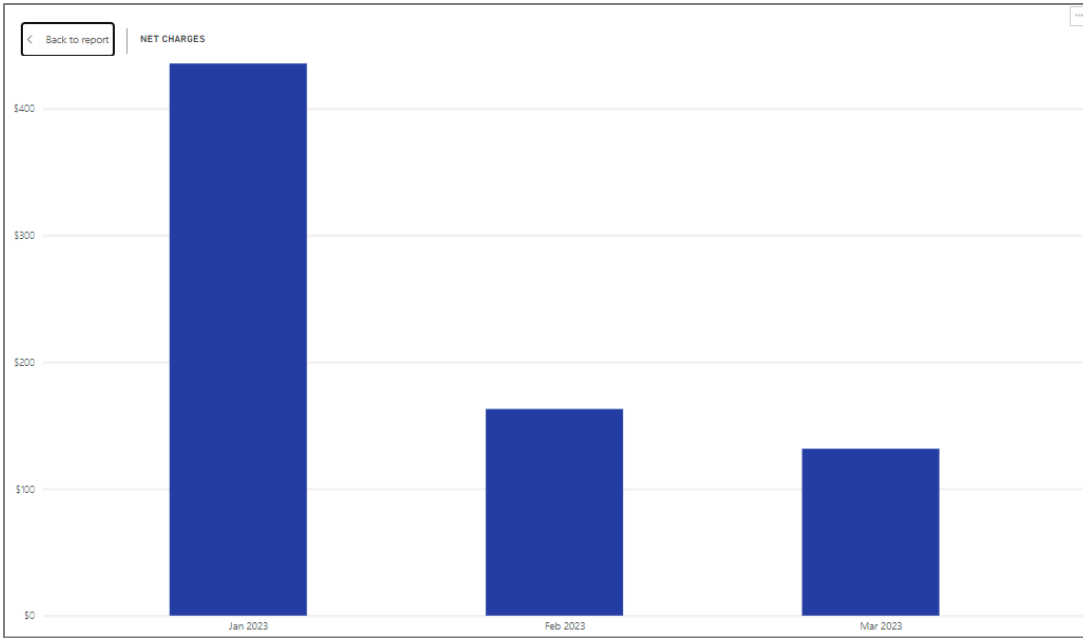
You can also customize the dashboards using the date range. Click the icon  and select the date from and to date in the Dashboard page.



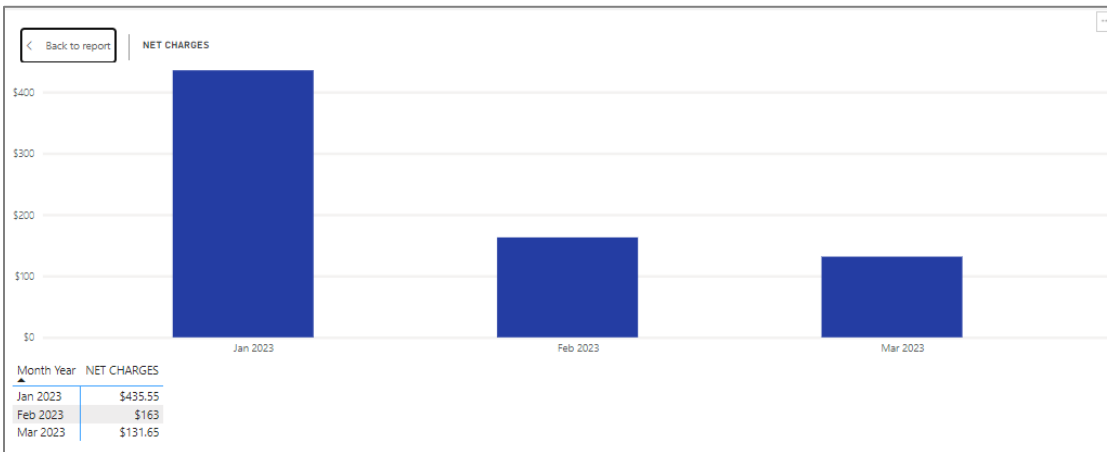
Each 2-D columns, graphs and pie chart has **Focus mode**, **Export data**, **Show as a table**, **Spotlight**, and **Sort axis** options for further customization and detailed view.



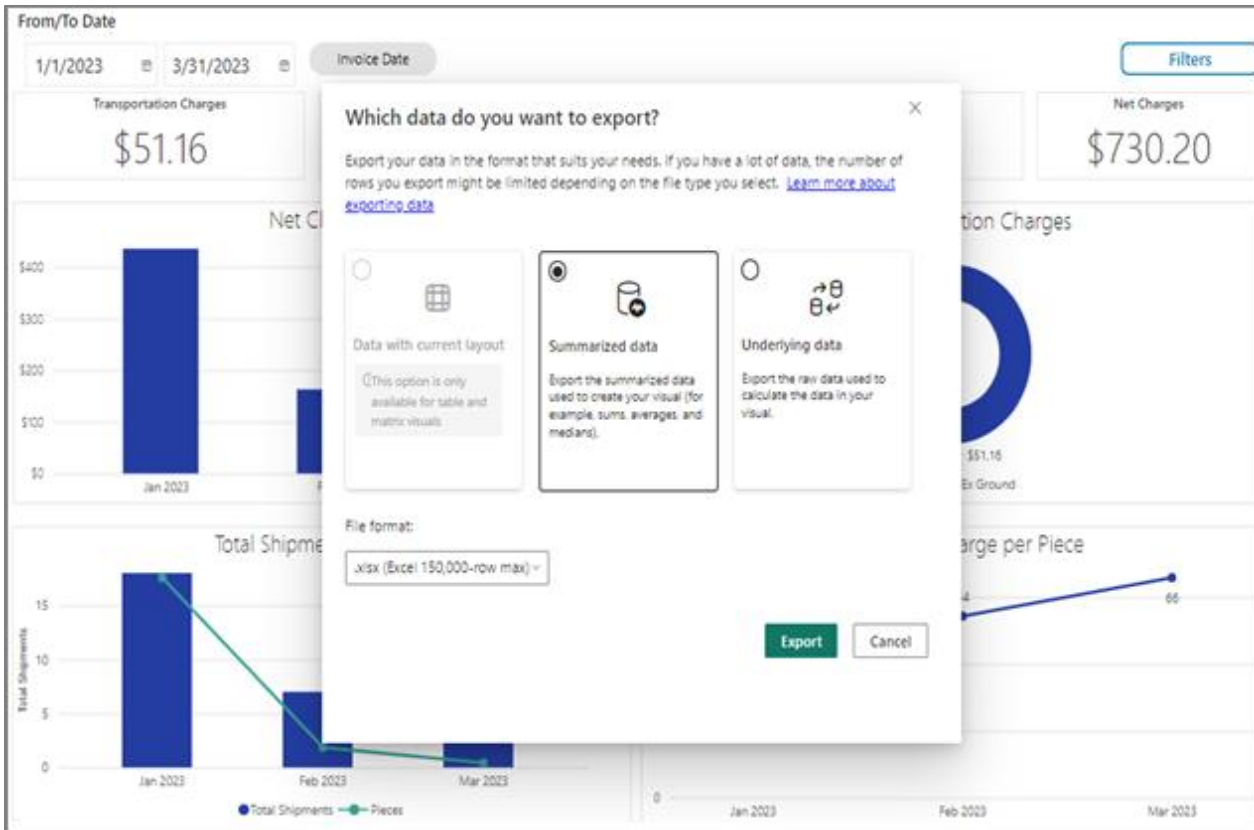
Focus mode – On the top right corner of charts, click the focus mode icon to view the  chart in a full screen.



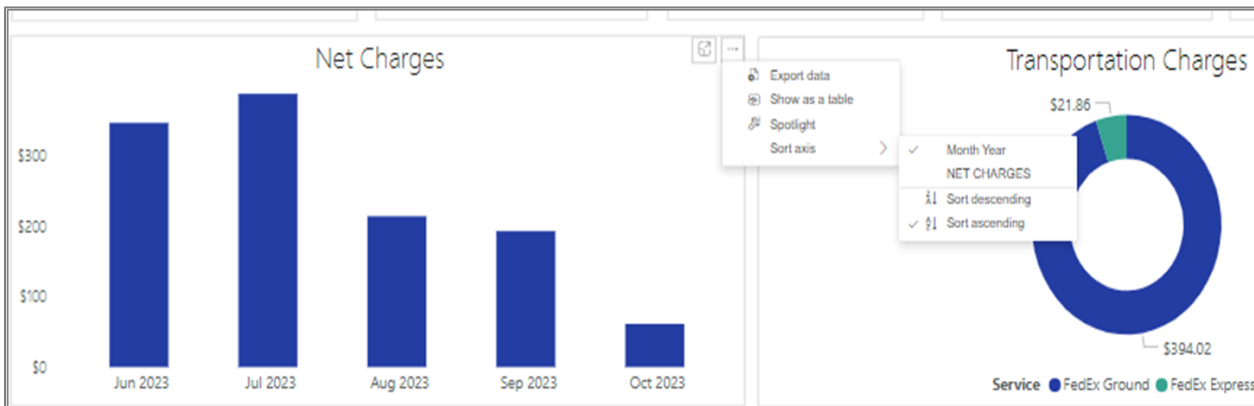
Show as a table – On the top right corner of charts, click three dots and select **Show as a table** to view the chart along with its value in a tabulated format.



Export data – On the top right corner of charts, click three dots and select **Export data** to export data values of the shipments in a preferred format.



Sort axis – Sort axis allows you to choose your axis parameters and can also sort it as either ascending or descending order view. On the top right corner of charts, click three dots and select **Sort axis** and select the axis parameters and the order as either ascending or descending.



SECTION – 7

7. FR Reports

7.1 Request a new report

To request new report, click **My Reports** in the left navigation menu and select **Request a new report**.

Requesting a new report involves four parameters: **Report parameters**, **Select accounts**, **Report detail** and **Delivery options**.

7.1.1 Report parameters

In the Report parameters -

For FedEx Express® and FedEx Ground® services:

- a. Enter the name of your report in the **Report Title** (mandatory field).
- b. Select your service type as **FedEx Express® and FedEx Ground®**.
- c. Select the data view for your report as either **Payer view** or **Shipper view**.
- d. Select how you wish to group your shipments, either by **Shipment date** or by **Invoice date**.
- e. Click **Continue**.

The screenshot shows a web form titled "Report parameters" with a checkmark icon in the top left corner. The form contains the following elements:

- A "REPORT TITLE*" field with the text "Report" entered.
- A section titled "Choose your service type:" with two radio button options:
 - FedEx Express® and FedEx Ground®
 - FedEx Freight® (U.S., Canada, Mexico only)
- Two radio button options for data view:
 - Payer view.** Include all shipments paid for by the account. Includes shipping charges.
 - Shipper view.** Include all shipments shipped by the account. Does not include any shipping charges.
- A section titled "Group shipments by:" with two radio button options:
 - Shipment date
 - Invoice date
- A note at the bottom: "All fields marked with an asterisk (*) are required."
- Two buttons at the bottom right: "GO TO MY REPORT" (blue) and "CONTINUE" (orange).

For FedEx Freight® services:

- a. Enter the name of your report in the **Report Title** (mandatory field).
- b. Select your service type as **FedEx Freight®**.
- c. Select your priority type as **FedEx Freight Priority only** or **FedEx Freight Economy only** or **All**.
- d. Select the data view for your report as **Payer view** or **Shipper view (outbound)** or **Recipient view (inbound)**.
- e. Select your shipment status as **Delivered** or **Not delivered** or **All**.
- f. Select how you wish to group your shipments, either by **Shipment date** or by **Delivered date**.
- g. Click **Continue**.

✓ Report parameters

REPORT TITLE*
 Report

Choose your service type:

FedEx Express® and FedEx Ground®
 FedEx Freight® (U.S., Canada, Mexico only)

Level of priority

All
 FedEx Freight Priority only
 FedEx Freight Economy only

Payer view. Include all shipments paid for by the account.
Includes shipping charges.

Shipper view (outbound). Include all shipments shipped by the account.
Does not include shipping charges.

Recipient view (inbound). Include all shipments received by the account.
Includes shipping charges for all collect shipments received.

Shipment status:

All
 Delivered
 Not delivered

Group shipments by:

Shipment date
 Delivered date

All fields marked with an asterisk (*) are required.

GO TO MY REPORT
CONTINUE

7.1.2 Select accounts

Select accounts section will display the list of all the accounts and groups you are registered for. Here, you can select the accounts or groups which you would like to include in your report by clicking the checkbox.

Please refer to [views, filters, and search](#) topic under Manage accounts and groups section to know more about customizing the accounts table.

Select Account(s)

Select the groups you would like to include in this report.

ACCOUNTS GROUPS

Groups
79

<input type="checkbox"/>	GROUP NAME	MODIFIED DATE	ACCOUNT TYPE	ACCESS	ACCOUNTS
<input checked="" type="checkbox"/>	Test0608	08/06/2024	9-digit accounts	Owner	2
<input checked="" type="checkbox"/>	New_AG_AUG14	08/14/2024	9-digit accounts	Shared	1
<input type="checkbox"/>	KT_Session	08/12/2024	9-digit accounts	Shared	1
<input type="checkbox"/>	FCROM5_AG50	08/12/2024	9-digit accounts	Shared	18
<input type="checkbox"/>	FCROM5_9AUG	08/12/2024	9-digit accounts	Shared	16

2 group(s) selected. CLEAR ALL CONTINUE

NOTE: Under global entity you can enter up to three FedEx account numbers, and under division, country, group, sub-group, facility and 9-digit accounts you can enter up to 200 account numbers.

7.1.3 Report detail

Under Report detail, choose the report type from the list of reports available.

For FedEx Express® and FedEx Ground® services:









To view the reports available for FedEx Express® and FedEx Ground® services, see the below image.

To preview the columns available in each report, click **View report sample** in the respective column and the

sample report will be downloaded in excel format. Choose your preferred report type by clicking **Select report** option and click **Continue** to proceed with the Delivery options.

Report detail

Select the type of report you need. Choose from standard reports or customize your own.

 Shipment	Detailed shipment information with charges, weight, pieces included, shipper/recipient information and more. <small>View report sample</small>	SELECT OPTIONS
 Claims Activity	Itemized operational/financial details for cargo claims activity, including status, updates, and settlement info from claim file date. <small>View report sample</small>	SELECT OPTIONS
 Surcharges	Summary of all surcharges (e.g. fuel or address correction) and duty and tax charges. <small>View report sample</small>	SELECT OPTIONS
 Dimmed Packages	Shipments that have greater dimensional weight than original weight. This is based on height, width, and length. <small>View report sample</small>	SELECTED
 Address Correction	Shipments that required an address correction. Contains both the original and modified address. <small>View report sample</small>	SELECT REPORT
 Account Master	Itemized account data for a specific account including revenue, territory, first ship date, status and summarized charge info. <small>View report sample</small>	SELECT REPORT
 Shipper Summary	Summary of expense and volume by shipper. <small>View report sample</small>	SELECT REPORT
 Days in transit	Summary of domestic days in transit report. <small>View report sample</small>	SELECT REPORT

CONTINUE

If you choose Custom Shipment Detail report, you will have to select the columns you wish to include in your report by clicking the check boxes in the below page and click **Continue**.

Custom report options

Please use the checkboxes to select the columns for your custom report.

AVAILABLE COLUMNS

- Payer Account
- Global Entity Number
- Division Number
- Country Number
- Group Number
- Subgroup Number
- Facility Number
- Domestic/Intl
-

5 account selected.

CLEAR ALL **CONTINUE**

For FedEx Freight® services:

To view the reports available for FedEx Freight® service, see the below image.

To preview the columns available in each report, click **View report sample** in the respective column and the sample report will be downloaded in excel format.

Choose your preferred report type by clicking **Select Report** option.

Report detail

Select the type of freight report you need. Choose from standard reports or customize your own.

Shipment Detail
Up to two years of summarized or detail shipment data. Includes Tracking, Freight Charges, Performance, Late, Delivered and Over, Short and Damaged.
View report sample

Shipment Breakdown
Includes all information on the Shipment report with a breakdown of all charges for each shipment (e.g. fuel surcharge, discount, etc).
View report sample

Confirm Report Detail
What types of shipments do you want to include?

- All
- By appointment
- Late shipments
- Shipments that are over, short or damaged

Custom Shipment Detail
Coming soon

Shipment Status
Coming soon

Account Summary
Coming soon

Shipment Correction
Coming soon

CONTINUE

Click **Continue** to proceed with the Delivery options.

7.1.4 Delivery options

In the Delivery options, select the Delivery date range and Report frequency for your report.

- Under Delivery date, select your Report frequency as either **One-Time** or **Recurring**.
- For One-Time report, select **Start Date** and **End Date** in the respective field.
- For Recurring reports, select the **Date Range** as Daily, Weekly or Monthly from the drop-down.
- For weekly or monthly date range, select delivery day or date from the **Deliver On** drop-down.
- Click **Review and Finish**.

The screenshot shows the 'Delivery options' form with the 'One-Time' radio button selected. The 'START DATE' is 09/01/2023 and the 'END DATE' is 09/30/2023. The 'Delivery format' is set to 'CSV (Open in Microsoft Excel)'. An orange 'REVIEW AND FINISH' button is at the bottom right.

The screenshot shows the 'Delivery options' form with the 'Recurring' radio button selected. The 'DATE RANGE' is set to 'Weekly (last week)' and the 'DELIVER ON' is set to 'Sunday'. The 'Delivery format' is set to 'CSV (Open in Microsoft Excel)'. An orange 'REVIEW AND FINISH' button is at the bottom right.

Then, you will get the Confirm your request page.

The screenshot shows the 'Confirm your request' page for a 'Test' report. It displays a summary of report parameters, accounts, and delivery options. The report is a 'One-Time report 07/01/2024- 07/31/2024'. The 'Accounts selected' is '123456789'. The 'Delivery format' is 'CSV'. There are orange 'SUBMIT' and blue 'MAKE CHANGES' buttons at the bottom.

In Confirm your request page, review your preferences, and if you wish to make any changes in your report preferences, click **Make Changes** and edit your preferences or click **Submit**. Once your report request is submitted, you will get the confirmation page.


Your request has been submitted

Test

One-Time report 07/01/2024- 07/31/2024

What's next

- You will be notified by email when your report is ready for review.



In Progress

Report parameters

Service type
FedEx Express® and FedEx Ground®

Data view for report
Payer view

Group shipments by
Invoice date

Accounts

Account type
9-digit accounts

Accounts selected
123456789

Report detail & delivery options

Custom Shipment Detail Customized shipment information including the data fields selected by you.

Delivery format
CSV

[CREATE ANOTHER REPORT](#)

[GO TO MY REPORT](#)

Click **Go to My Report** to view the status of the requested report or click **Create Another Report** to request for another new report.

You can also click **View and download reports** in the left navigation menu to view the status of your reports.

7.2 View and download reports

On the left navigation menu, under My Reports click **View and download reports** to view your reports, check the status of your reports, and to download reports.

The View and download reports table provide information like report title, report created date, type of report, service type, date range selected, account numbers, report

format, and the status of the report. It also allows you to check the total number of reports available and raise new report request.

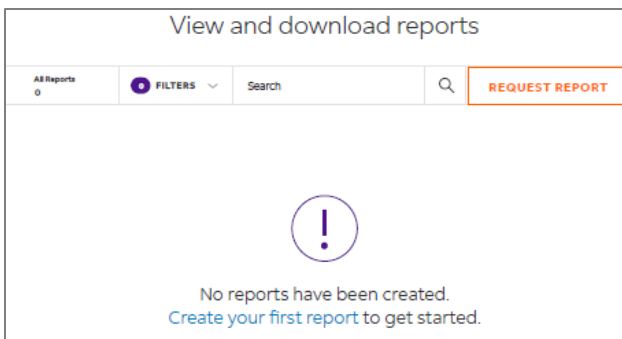
NOTE: Reports in View and download reports page will be available for 90 days.

View and download reports
 Check report status or download your detail report in Excel or CSV format.
Reports are available for 90 days.
[WHERE ARE MY REPORTS?](#)

REPORT TITLE	CREATED	TYPE	SERVICE	DATE RANGE	ACCOUNTS	FORMAT	STATUS
<input type="checkbox"/> Shipment Details 2	16/08/2024 13:48	Address Correction	FedEx Express® an...	15/08/2024 - 15/08/2024	50 accounts	CSV	No Data
<input type="checkbox"/> test	16/08/2024 13:44	Custom Shipment...	FedEx Express® an...	15/08/2024 - 15/08/2024	efef	CSV	No Data
<input type="checkbox"/> Test-Rec-Custom	16/08/2024 13:42	Custom Shipment...	FedEx Express® an...	15/08/2024 - 15/08/2024	3 accounts	CSV	No Data
<input type="checkbox"/> test	16/08/2024 13:41	Custom Shipment...	FedEx Express® an...	15/08/2024 - 15/08/2024	50 accounts	CSV	No Data
<input type="checkbox"/> TestReport17127 53807255	16/08/2024 12:38	Address Correction	FedEx Express® an...	04/08/2024 - 10/08/2024	43 accounts	CSV	No Data

[DELETE REPORTS](#)

If there are no reports requested, the view and download reports displays the below page.



7.2.1 Download reports

- To download your requested reports, first check the status of your report under the status row.
- You can only download your reports when the report is in **Ready** status.
- If the report status shows **No Data**, then the requested report does not have any data to show or download.
- If the report status is **In Progress**, then the requested report is still in progress.

- Once the report status is **Ready**, click the report title name and the Report details page is displayed.

<input type="checkbox"/>	Days_9digit_Recuring_edit	12/08/2024 21:34	Days in transit	FedEx Express® an...	01/08/2022 - 31/07/2024	111 accounts	CSV	Ready
<input type="checkbox"/>	Germany trans	12/08/2024 15:57	Account Master	FedEx Express® an...	01/08/2022 - 31/07/2024	200 accounts	CSV	Ready
<input type="checkbox"/>	DaysinTransit_1	07/08/2024 17:46	Days in transit	FedEx Express® an...	01/07/2022 - 31/07/2024	50 accounts	CSV	Ready
<input type="checkbox"/>	shalini	07/08/2024 15:41	Shipment Detail	FedEx Express® an...	30/06/2022 - 31/07/2024	3 accounts	CSV	Ready

You can review the details of the report in Report details page, to download the report click **Download**.

Report details

Dayscheck

Report ID - 1E856E8F-FAA8-4EDD-83F3-801AA4ECB3B2

01/07/2022 - 30/06/2024 **(One-Time)**

<p>Report parameters</p> <p>Service type FedEx Express® and FedEx Ground®</p> <p>Data view for report Payer view</p> <p>Group shipments by: Invoice date</p>	<p>Accounts</p> <p>Account type 9-digit accounts</p> <p>Groups selected Days_9digit_AG</p>	<p>Report delivery & delivery options</p> <p>Days in transit - Summary of domestic days in transit report.</p> <p>Delivery format CSV</p>
--	---	--

DOWNLOAD
[CLOSE](#)

Your report will be downloaded and saved in your local system downloads; you can open your reports from downloads in the local system to view it.

7.2.2 Delete reports

- Select the check box on the left side of the **Report Title**, to select all the reports in the table
- If you wish to select any one report, select the respective check box corresponding to the report title name.
- And on the left side of the check box for each report there will be three dots, click the icon corresponding to the report and click **Delete** to delete any report.

2309 FILTERS Search REQUEST REPORT

<input type="checkbox"/>	REPORT TITLE	CREATED	TYPE	SERVICE	DATE RANGE	ACCOUNTS	FORMAT	STATUS
<input type="checkbox"/>	Test	16/08/2024 19:09	Custom Shipment...	FedEx Express® an...	01/07/2024 - 31/07/2024	3 accounts	CSV	In Progress
<input type="checkbox"/>	Shipment Details	16/08/2024	Address	FedEx	15/08/2024 -			

- To delete multiple reports at the same time, click the check boxes of the reports you wish to delete, and on the top right corner, click **Delete Reports**.

Viewing 59/2073 1 FILTERS Search REQUEST REPORT


READY X RESET

<input type="checkbox"/>	REPORT TITLE	CREATED	TYPE	SERVICE	DATE RANGE	ACCOUNTS	FORMAT	STATUS
<input checked="" type="checkbox"/>	Dayscheck	07/26/2024 2:44 PM	Days in transit	FedEx Express® an...	07/01/2022 - 06/30/2024	Days_9digit_ AG	CSV	Ready
<input checked="" type="checkbox"/>	Days_9digit_Recu rring	07/23/2024 4:46 PM	Days in transit	FedEx Express® an...	07/01/2022 - 06/30/2024	114 accounts	CSV	Ready
<input type="checkbox"/>	Days_9digit_Recu rring	07/23/2024 4:12 PM	Days in transit	FedEx Express® an...	07/01/2022 - 06/30/2024	5 accounts	CSV	Ready
<input type="checkbox"/>	Days_9digit_Recu rring	07/22/2024 5:07 PM	Days in transit	FedEx Express® an...	07/01/2022 - 06/30/2024	113 accounts	CSV	Ready
<input type="checkbox"/>	Shipment Details	07/19/2024 10:49 PM	Days in transit	FedEx Express® an...	07/01/2022 - 06/30/2024	new test	CSV	Ready

2 report(s) selected DELETE REPORTS

7.2.3 Filters, search, and reset

In the View and download reports page, filters and search option is available to further customize your report's view.

Search - To search any report in the View and download reports page, click **Search icon**. 

All Reports 2073	FILTERS ▾	Search				REQUEST REPORT		
<input type="checkbox"/>	REPORT TITLE	CREATED	TYPE	SERVICE	DATE RANGE	ACCOUNTS	FORMAT	STATUS
<input type="checkbox"/>	Test	07/29/2024 8:01 PM	Dimmed Packages	FedEx Express® an...	07/28/2024 - 07/28/2024	new test	CSV	In Progress
<input type="checkbox"/>	Shipment Details 2	07/29/2024 1:47 PM	Address Correction	FedEx Express® an...	07/28/2024 - 07/28/2024	50 accounts	CSV	No Data

In the search text box, enter your report title name or account number in the search text box and click **Enter**.

Check report status or download your detail report in Excel or CSV format.
Reports are available for 90 days.
 WHERE ARE MY REPORTS?

All Reports 2309	FILTERS ▾	Test				REQUEST REPORT		
<input type="checkbox"/>	Report title					ACCOUNTS	FORMAT	STATUS
<input type="checkbox"/>	Account Number							
<input type="checkbox"/>	Test	16/08/2024 19:09	Custom Shipment...	FedEx Express® an...	01/07/2024 - 31/07/2024	123456789	CSV	In Progress
<input type="checkbox"/>	Shipment Details 2	16/08/2024 13:48	Address Correction	FedEx Express® an...	15/08/2024 - 15/08/2024	50 accounts	CSV	No Data
<input type="checkbox"/>	Test-surcharge- recurring-edit	16/08/2024 13:44	Surcharge Detail	FedEx Express® an...	15/08/2024 - 15/08/2024	123456789	CSV	No Data
<input type="checkbox"/>		16/08/2024	Custom	FedEx	15/08/2024 -			

Then, the View and download report page will display the reports based on your search filter.

View and download reports

Check report status or download your detail report in Excel or CSV format.
Reports are available for 90 days.

[WHERE ARE MY REPORTS?](#)

Viewing 1589/2309
FILTERS ▼
Search 🔍
REQUEST REPORT

SEARCHED: TEST ✕

<input type="checkbox"/>	REPORT TITLE	CREATED	TYPE	SERVICE	DATE RANGE	ACCOUNTS	FORMAT	STATUS
☰ <input type="checkbox"/>	Test	16/08/2024 19:09	Custom Shipment...	FedEx Express® an...	01/07/2024 - 31/07/2024	123456789	CSV	🔄 In Progress
☰ <input type="checkbox"/>	Test-surcharge- recurring-edit	16/08/2024 13:44	Surcharge Detail	FedEx Express® an...	15/08/2024 - 15/08/2024	123456789	CSV	⚠️ No Data
☰ <input type="checkbox"/>	test	16/08/2024 13:44	Custom Shipment...	FedEx Express® an...	15/08/2024 - 15/08/2024	efef	CSV	⚠️ No Data

If you do not have any results for your keyword, then the below error page is displayed.

View and download reports

Viewing 0 / 100
F FILTERS ▼
Search 🔍
REQUEST REPORT

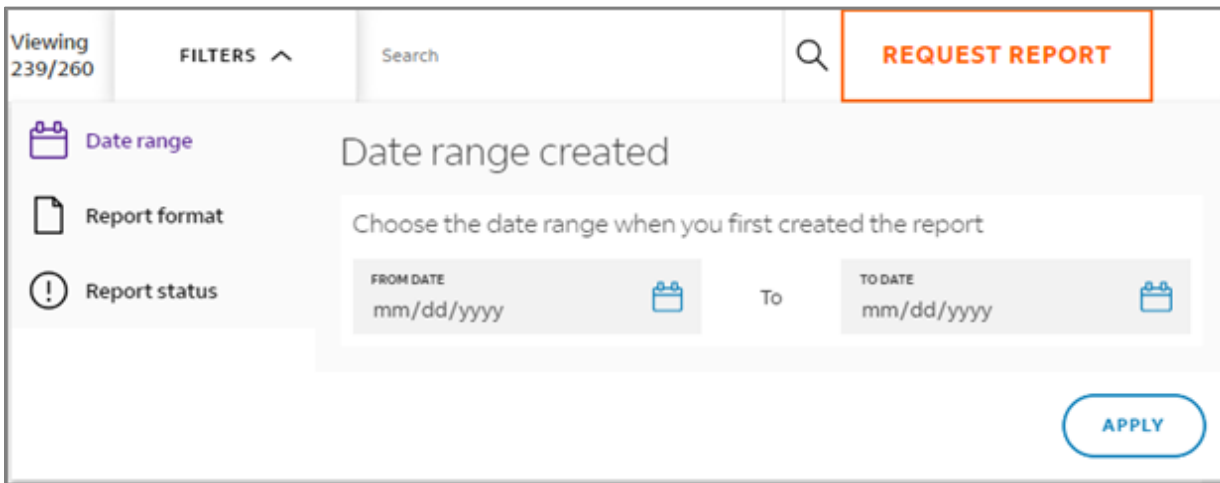
SEARCHED: 154089 ✕
RESET

No results were found for that search.
Change the keywords and try again.

Filter – Select the **Filters** drop-down and you will find three filter options **Date range**, **Report format**, and **Report status**.

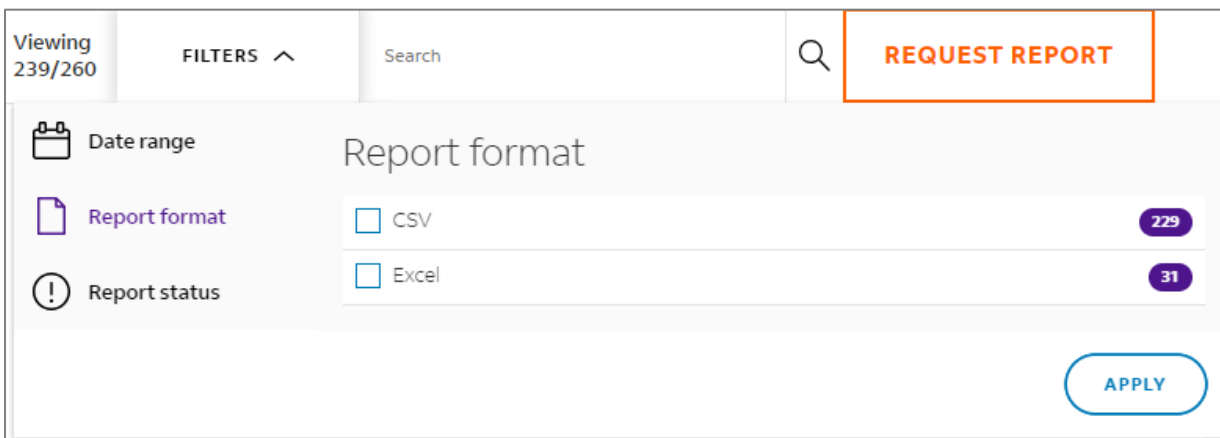
If you wish to customize the report view based on the date range, follow the below steps:

- Step 1.** Click filters drop-down and select the **Date range**.
- Step 2.** Select **From date** and **To date** (Choose the date range when you first created the report).
- Step 3.** Click **Apply**.




To customize the report view based on the report format, follow the below steps:


- Step 1.** Click filters drop-down and select the **Report format**.
- Step 2.** Select report format as either **Excel** or **CSV**.
- Step 3.** Click **Apply**.





To customize the report view based on the report status, follow the below steps:

- Step 1.** Click filters drop-down and select the **Report status**.
- Step 2.** Select the Report status as **In Progress**, **Ready**, **No Data** or **Error**.
- Step 3.** Click **Apply**.

Viewing 239/260 FILTERS ^ Search  **REQUEST REPORT**

 Date range

 Report format


 **Report status**

Report status

<input type="checkbox"/> Error	9
<input type="checkbox"/> In Progress	0
<input type="checkbox"/> No Data	225
<input type="checkbox"/> Ready	26

APPLY


If you wish to remove the filters selected, click **Reset**, which is available next to the selected filters.

Viewing 7/260 **1** FILTERS v Search  **REQUEST REPORT**


READY x **SEARCHED: REPORT** x **RESET**

If there are no reports for the applied filters, you will get the below error page.

View and download reports

Viewing 0/100 **0** FILTERS v Search  **REQUEST REPORT**

CREATED: 11/01/2021 - 12/30/2021 x **RESET**



No results were found for the criteria you selected.
Change or reset your filters and try again.

7.3 Manage reports

- Manage reports section is used to view the scheduled recurring reports and edit recurring report preferences of your reports.
- To view your Manage and schedule reports page, in the left navigation menu click **My Reports** and select **Manage and schedule reports**.
- The Manage and schedule reports page provides the list of all the scheduled recurring reports in a tabulated format.
- The tabulated view contains the following fields – Report Title, Report Type, Next Run Date, Service type, Frequency, Report Expiry date, Account numbers, Format of the report and the Status of the report.
- Similar to View and download reports page, you have filters, search, delete, and reset options to customize the view of the Manage and schedule reports page.

Manage and schedule reports

Customize report(s) with the information you need and schedule them to recur daily, weekly, or monthly.
Recurring reports will expire after one year.

WHERE ARE MY REPORTS?

You have 1 recurring report(s) that are expiring within the next 30 days
EXTEND THESE REPORTS

All Reports 39
FILTERS

REQUEST REPORT

	REPORT TITLE	TYPE	SERVICE	FREQ	NEXT RUN DATE	EXPIRES	ACCOUNTS	FORMAT	STATUS
⋮	<input type="checkbox"/> PI02_Test4	Shipper Summary	FedEx Express® a...	Daily	07/30/2024 5:30 AM	08/11/2024 4:02 PM	2 accounts	CSV	⊗ Expiring
⋮	<input type="checkbox"/> Shipment Details	Freight Shipme...	FedEx Freight® (U...	Daily	07/29/2024 5:30 AM	06/11/2025 9:07 PM	50 accounts	CSV	✔ Submitted
⋮	<input type="checkbox"/> Days_rec	Days in transit	FedEx Express® a...	Daily	07/29/2024 5:30 AM	07/22/2025 6:39 PM	50 accounts	CSV	✔ Submitted
⋮	<input type="checkbox"/> Days_Rec_1	Days in transit	FedEx Express® a...	Daily	07/29/2024 5:30 AM	07/23/2025 1:33 PM	Days_9digit_AG	CSV	✔ Submitted
⋮	<input type="checkbox"/> Days3	Days in transit	FedEx Express® a...	Daily	07/29/2024 5:30 AM	07/23/2025 4:45 PM	111 accounts	CSV	✔ Submitted

DELETE REPORTS

7.3.1 Edit recurring reports

To edit your recurring report preferences, click the name of your report title.

REPORT TITLE	TYPE	SERVICE	FREQ	NEXT RUN DATE	EXPIRES	ACCOUNTS	FORMAT	STATUS
<input type="checkbox"/> Days_rec	Days in transit	FedEx Express® a...	Daily	16/08/2024 05:30	22/07/2025 18:39	50 accounts	CSV	Submitted
<input type="checkbox"/> Days_Rec_1	Days in transit	FedEx Express® a...	Daily	16/08/2024 05:30	23/07/2025 13:33	Days_9digit_AG	CSV	Submitted

You will get the Report details page. Here, you can review your recurring report preferences and if you wish to edit your preferences, click **Edit**.

Report details

Days_Rec_1

Daily Recurring report

Report parameters Service type FedEx Express® and FedEx Ground® Data view for report Payer view Group shipments by Invoice date	Accounts Account type 9-digit accounts Groups selected Days_9digit_AG	Report detail & delivery options Days in transit Summary of domestic days in transit report. Delivery format CSV
--	--	---

[EDIT](#)

[CLOSE](#)

Then, you will get the **Edit Report** page.

Edit Report

In four simple steps, specify the parameters for your detailed report, including accounts and report detail. Reports are generally ready for review within 24-48 hours.

✔ Report parameters

Report title
report

[EDIT](#)

Service type
FedEx Express and FedEx Ground

Report view
Payer view

Group shipments by
Shipment date

✔ Select Accounts

Account type
9-digit accounts

[EDIT](#)

Accounts selected

✔ Report detail

Report type selected

[EDIT](#)

Shipment detail Detailed shipment level information with charges, weight, pieces in shipments, shipper and recipient information and additional data

✔ Delivery options

Delivery date
Recurring, Weekly (Sunday)

[EDIT](#)

Delivery format
CSV

[MANAGE REPORTS](#)

- In the Edit Report page, to edit the the report parameters click **Edit** which is next to the Report parameters. You can edit report title name, service type, report view and group shipments by.

Report parameters

REPORT TITLE*
Report

Choose your service type:

FedEx Express® and FedEx Ground® FedEx Freight® (U.S., Canada, Mexico only)

Payer view. Include all shipments paid for by the account. *Includes shipping charges.*

Shipper view. Include all shipments shipped by the account. *Does not include any shipping charges.*

Group shipments by:

Shipment date Invoice date

All fields marked with an asterisk () are required.*

[GO TO MY REPORT](#) [CONTINUE](#)

- If you don't want to modify any other changes in the selected preferences, click **Go to My Report** and it will navigate you to the View and download reports page.


WHERE ARE MY REPORTS?


<input type="checkbox"/> REPORT TITLE	CREATED	TYPE	SERVICE	DATE RANGE	ACCOUNTS	FORMAT	STATUS
<input type="checkbox"/> Shipment Details 2	16/08/2024 13:48	Address Correction	FedEx Express® an...	15/08/2024 - 15/08/2024	50 accounts	CSV	No Data
<input type="checkbox"/> test	16/08/2024 13:44	Custom Shipment...	FedEx Express® an...	15/08/2024 - 15/08/2024	efef	CSV	No Data
<input type="checkbox"/> Test-Rec-Custom	16/08/2024 13:42	Custom Shipment...	FedEx Express® an...	15/08/2024 - 15/08/2024	3 accounts	CSV	No Data
<input type="checkbox"/> test	16/08/2024 13:41	Custom Shipment...	FedEx Express® an...	15/08/2024 - 15/08/2024	50 accounts	CSV	No Data


- If you wish to edit your other report preferences click **Continue**, and you will get the Select Accounts page.


Report detail


Select the type of report you need. Choose from standard reports or customize your own.


 Shipment
Customized shipment information including the data fields selected by you.


 Claims Activity
Itemized operational/financial details for cargo claims activity, including status, updates, and settlement info from claim file date.
[View report sample](#) [SELECT REPORT](#)

 Surcharge Detail
Summary of all surcharges (e.g. fuel or address correction) and duty and tax charges.
[View report sample](#) [SELECT REPORT](#)

 Dimmed Packages
Shipments that have greater dimensional weight than original weight. This is based on height, width, and length.
[View report sample](#) [SELECT REPORT](#)

 Address Correction
Shipments that required an address correction. Contains both the original and modified address.
[View report sample](#) [SELECT REPORT](#)

 **Account Master**
Itemized account data for a specific account including revenue, territory, first ship date, status and summarized charge info.
[View report sample](#) **SELECTED**

 Shipper Summary
Summary of expense and volume by shipper.
[View report sample](#) [SELECT REPORT](#)

[CONTINUE](#)

- Then, you will get the delivery options, here you can change your delivery preferences (if required) and once you complete changing your preferences, click **Review and Finish**.

Delivery options

Delivery date

Report frequency: *

One-Time Recurring

DATE RANGE* [Weekly \(last week\)](#) [▼](#)

DELIVER ON* [Sunday](#) [▼](#)

Date ranges are based on your bill cycle for the accounts you selected. For more up-to-date information, please contact your sales representative.

Delivery format

CSV (Open in Microsoft Excel)

[REVIEW AND FINISH](#)

- If you wish to make changes on any one preference, click **Edit** on the respective preference and edit your changes.

- On clicking **Review and Finish**, Confirm your request page is displayed, if you wish to make any changes, click **Make Changes**, or click **Submit**.

Confirm your request

Test

One-Time report: 07/01/2024- 07/31/2024

Report parameters	Accounts	Report detail & delivery options
Service type FedEx Express® and FedEx Ground®	Account type 9-digit accounts	Custom Shipment Detail Customized shipment information including the data fields selected by you.
Data view for report Payer view	Accounts selected 123456789	Delivery format CSV
Group shipments by Invoice date		

SUBMIT

[MAKE CHANGES](#)

7.3.2 Extend expiring recurring reports

In Manage and schedule reports page, if any of the recurring reports are due to expire within the next 30 days, you can view the status of those reports as expiring.

Note: The reports which are about to expire will display at the top of the table followed by the reports which are scheduled.

If you have one or more reports which are about to expire, you can view the warning message at the top of the table stating, “You have N recurring report(s) that is/are expiring within the next 30 days.” Along with this message, you can view **Extend these reports** option.

Manage and schedule reports

Customize report(s) with the information you need and schedule them to recur daily, weekly, or monthly.
Recurring reports will expire after one year.

WHERE ARE MY REPORTS?



You have 1 recurring report(s) that are expiring within the next 30 days

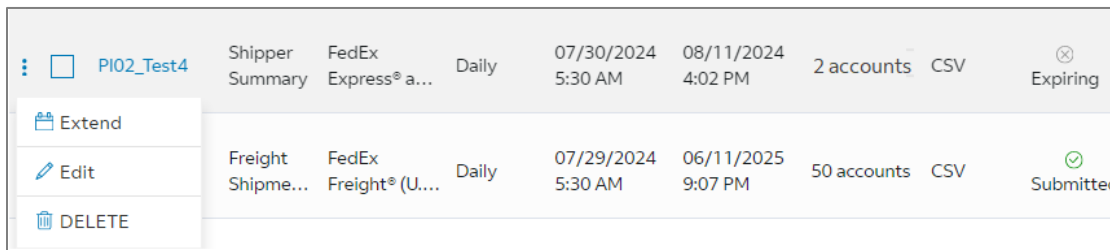
[EXTEND THESE REPORTS](#)

<input type="checkbox"/>	REPORT TITLE	TYPE	SERVICE	FREQ	NEXT RUN DATE	EXPIRES	ACCOUNTS	FORMAT	STATUS
<input type="checkbox"/>	PI02_Test4	Shipper Summary	FedEx Express® a...	Daily	07/30/2024 5:30 AM	08/11/2024 4:02 PM	2 accounts	CSV	⊗ Expiring
<input type="checkbox"/>	Shipment Details	Freight Shipme...	FedEx Freight® (U...	Daily	07/29/2024 5:30 AM	06/11/2025 9:07 PM	50 accounts	CSV	✔ Submitted
<input type="checkbox"/>	Days_rec	Days in transit	FedEx Express® a...	Daily	07/29/2024 5:30 AM	07/22/2025 6:39 PM	50 accounts	CSV	✔ Submitted
<input type="checkbox"/>	Days_Rec_1	Days in transit	FedEx Express® a...	Daily	07/29/2024 5:30 AM	07/23/2025 1:33 PM	Days_9digit_AG	CSV	✔ Submitted
<input type="checkbox"/>	Days3	Days in transit	FedEx Express® a...	Daily	07/29/2024 5:30 AM	07/23/2025 4:45 PM	111 accounts	CSV	✔ Submitted

[DELETE REPORTS](#)

Extend reports option can also be selected in the following ways:

- Click three dots of an expiring report and select **Extend**.



- Click the checkbox of an expiring report and select **Extend reports** at the bottom of the table.

	REPORT TITLE	TYPE	SERVICE	FREQ	NEXT RUN DATE	EXPIRES	ACCOUNTS	FORMAT	STATUS
<input checked="" type="checkbox"/>	PI02_Test4	Shipper Summary	FedEx Express® a...	Daily	07/30/2024 5:30 AM	08/11/2024 4:02 PM	2 accounts	CSV	Expiring
<input type="checkbox"/>	Shipment Details	Freight Shipme...	FedEx Freight® (U...	Daily	07/29/2024 5:30 AM	06/11/2025 9:07 PM	50 accounts	CSV	Submitted
<input type="checkbox"/>	Days_rec	Days in transit	FedEx Express® a...	Daily	07/29/2024 5:30 AM	07/22/2025 6:39 PM	50 accounts	CSV	Submitted
<input type="checkbox"/>	Days_Rec_1	Days in transit	FedEx Express® a...	Daily	07/29/2024 5:30 AM	07/23/2025 1:33 PM	Days_9digit _AG	CSV	Submitted
<input type="checkbox"/>	Days3	Days in transit	FedEx Express® a...	Daily	07/29/2024 5:30 AM	07/23/2025 4:45 PM	111 accounts	CSV	Submitted

1 report(s) selected [EXTEND REPORTS](#) [DELETE REPORTS](#)

Clicking any of the above options will display Extend recurring report schedule page.

Extend recurring report schedule

Extend your recurring reports. You can choose to extend between 1 and 12 months.

1 report(s) selected

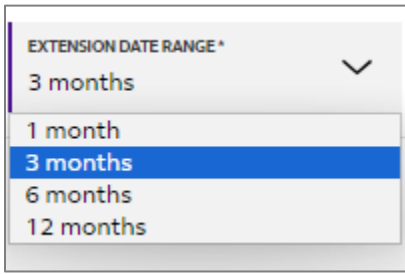
REPORT TYPE shipperSummaryDaily	SERVICE FedEx Express® and FedEx Ground®	FREQUENCY Daily	CURRENT EXPIRATION DATE 08/11/2024	EXTENSION DATE RANGE* 3 months
---	---	---------------------------	--	--

EXTEND
CANCEL

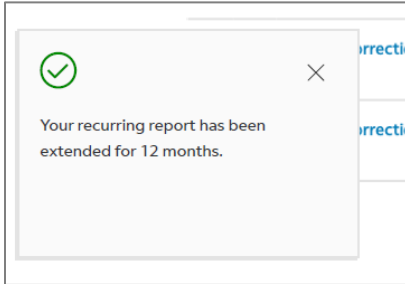
In this page, you can view the list of reports selected along with following details: Report name, Report type, Service, Frequency, and Current expiration date. You also have the option to remove or extend the expiration date of the report.

Clicking the trash can icon next to report name will remove that report from extend recurring report schedule page.

To extend the expiration date of the report, click extension date range drop-down and choose the date range option from the list.



Once the preferred date range option is selected, click **Extend**. Then, the expiration date will be extended, the status of the report will be changed to submitted and below success message will be displayed.



Virtual assistant

Virtual assistant understands and responds to your commands and questions. In the bottom right corner of each page, you will have a FedEx Virtual Assistant window, to use virtual assistant, type in your questions in Ask a Question text box and click **Submit**. Then, virtual assistant will provide you the answer relevant to your questions.

