

FedEx® Billing Online

Panduan Pengguna untuk Pencarian/Pengunduhan Dokumen

1. Invoice(s)
2. Dokumen Kepabeanan
3. Credit Note

Search/Download – Invoice

Anda dapat mencari dan mengunduh invoice / ID pelacakan / referensi pembayaran dengan jenis file yang diinginkan melalui tab menu 'Search / Download'.

Langkah-langkahnya adalah sebagai berikut,

1. Klik 'New Search or Download' di bawah menu 'Search / Download' dan masukan angka untuk pencarian.
2. Klik tombol 'Search'.
3. Ini akan diarahkan langsung ke halaman View / Download Search Result. Silakan pilih hasilnya dan klik 'Create Download File'.
4. Ini akan diarahkan langsung ke halaman Download Centre, unduhan file Anda akan disiapkan.
5. Setelah file siap, Anda dapat mengklik dan mengunduhnya.

The screenshot shows the 'Search/Download' interface. At the top, there are tabs for 'Account Summary', 'Search/Download', and 'My Options'. Below the tabs, there are two steps: '1 Enter Search Criteria' and '2 View/Download Search Results'. A red circle with the number '1' is placed over the 'Enter Search Criteria' step. The main search area includes a 'Search' input field, a 'Search for' dropdown menu, and a 'Select values to search' section with a 'Select All' checkbox. There are also date range selectors for 'From' and 'To' (05/26/2019 to 06/25/2019) and a 'Status' dropdown menu set to 'All'. A red circle with the number '2' is placed over the 'Search' button. A large orange arrow points downwards from the 'Search' button.

The screenshot shows the 'View/Download Search Results' interface. At the top, there are tabs for '1 Enter Search Criteria' and '2 View/Download Search Results'. Below the tabs, there is a 'Search Criteria' section with a 'Search for' dropdown menu, a 'Date' range (26-May-2019 - 25-Jun-2019), and a 'Status' dropdown menu set to 'All'. A red circle with the number '3' is placed over the 'Create download file' button. The main search results section contains a table with the following data:

| Select all | Invoice Number | View/print | Invoice type | Invoice date | Due date | Account No. | Invoice status | Original Charges | Balance due |
|--------------------------|----------------|------------|--------------|--------------|----------|-------------|----------------|------------------|-------------|
| <input type="checkbox"/> | 2-1071-4 | | Duty/tax | 31-May-2019 | 07-JU | 3714 | Closed | 260.86 | 0.00 |
| <input type="checkbox"/> | 2-1071-4 | | Duty/tax | 20-Jun-2019 | 27-JU | 3714 | Open | 602.95 | 602.95 |
| <input type="checkbox"/> | 2-1071-4 | | Freight | 13-Jun-2019 | 13-JU | 3714 | Open | 344.10 | 344.10 |
| <input type="checkbox"/> | 2-1071-4 | | Freight | 06-Jun-2019 | 06-JU | 3714 | Open | 367.70 | 367.70 |

Below the table, there is a 'Download All Search Results' section with a 'Name of download file' input field (containing 'Testing') and a 'File Type' dropdown menu (set to 'EXCEL (.xls)'). A red circle with the number '3' is placed over the 'Create download file' button.

The screenshot shows the 'Download Center' interface. At the top, there is a 'Download Results' section with a 'Help' button. Below it, there is a 'My Files Ready for Download or Viewing' section with a 'Help' button. The main section contains a table with the following data:

| Name of download file | File type | Status | Generated by | Created on | Expires on | Action |
|-----------------------|-----------|----------|--------------|-------------|-------------|------------------------|
| Testing | XLS | Complete | Lily Chng | 25-Jun-2019 | 10-Jul-2019 | Remove |

Below the table, there are 'Remove all' and 'Refresh' buttons. A red circle with the number '4' is placed over the 'My Files Ready for Download or Viewing' section, and a red circle with the number '5' is placed over the 'Remove all' button.

Search/Download - Dokumen Kepabeanan

Anda dapat mencari dan mengunduh dokumen kepabeanan (paperwork) terkait pajak/bea pada kiriman Anda.

Langkah-langkahnya adalah sebagai berikut,

1. Klik 'New Search or Download' yang ada di bawah menu 'Search/Download', pilih 'ID Pelacakan' sebagai kriteria pencarian dan masukan nomor air waybill dan klik 'Quick Search'.
2. Pilih catatan pengiriman bea / pajak dan Anda akan diarahkan kembali ke layar Rincian Pengiriman Bea / Pajak. Klik tautan 'Download Custom Documentation'.
3. Ini akan diarahkan langsung ke halaman download centre, file unduhan Anda akan disiapkan.
4. Setelah file siap, Anda dapat mengklik dan mengunduhnya.

Catatan: Ketersediaan dokumentasi custom mungkin berbeda menurut negara / wilayah.

The screenshot shows a multi-step process for searching and downloading documents. It starts with the 'Account Summary' page where the 'Search/Download' menu is selected. The 'New Search or Download' option is chosen, leading to a search criteria page. A 'Quick Search' button is highlighted with a red circle and the number 1. An arrow points down to the 'Express Duty/Tax Shipment Detail' page, where the 'Tracking ID Summary' is displayed. The 'Download Custom Documentation' link is highlighted with a red circle and the number 2. Another arrow points down to the 'Download Center' page, where the 'Download Results' section shows one file ready for download. The 'My Files Ready for Download or Viewing' section is highlighted with a red circle and the number 3. Finally, the 'Download Results' table is highlighted with a red circle and the number 4.

Account Summary Search/Download My Options

New Search or Download
Download Center

Please allow up to 24 hrs. for payments and credits to be reflected on your account.

Account Summary Help

Account Summary Search/Download My Options

Search

1 Enter Search Criteria 2 View/Download Search Results

* Denotes required field Clear all fields

Search Help

You must execute a search to generate a [download file](#). Use a previously saved search or create a new search that you have the option to save. Note: Results will not include 'non-standard' invoices.

Quick Search Help

You must execute a search to generate a [download file](#). Select the information you want to search on and enter a specific value to find.

* Search for

Tracking ID

Quick Search

Select values to search Search results will be limited to 10000 Invoices or Tracking IDs per search.

* Search for Please select

* Account number and Store ID (CTRL + select to search multiple accounts)

Select All

Account No - Store ID

Express Duty/Tax Shipment Detail

Tracking ID Summary

Billing Information Messages

Air waybill no. <Prev 770438

Invoice no.
Account no.
Ship date
Control no.
Invoice date
Due date
Tracking ID Balance due
Status

[View Invoice History](#)
[View signature proof of delivery](#)
[Download Custom Documentation](#)

Download Center

Download Results Help

You have 1 file(s) ready for download.

My Files Ready for Download or Viewing Help

Files will expire 14 days after creation date.
The following files have been created for download. Click on the file name to save it to your system.
Please click refresh list to see the files you selected. If they do not appear immediately, please wait a few minutes and try again.

| Name of download file | File type | Status | Generated by | Created on | Expires on | Action |
|-----------------------------|-----------|----------|---------------------------|-------------|-------------|------------------------|
| 770438465112CustomsDocument | PDF | Complete | Shaflee Fireeye Sinaapore | 12-Jun-2020 | 27-Jun-2020 | Remove |

Remove all Refresh

Cari / Unduh – Credit Note

Anda dapat mencari dan mengunduh Credit Note untuk invoice Anda dengan penyesuaian kredit.

Langkah-langkahnya sebagai berikut,

1. Klik pada invoice yang terdapat penyesuaian pada halaman ringkasan.
2. Klik pada tombol 'Lihat Riwayat Invoice'
3. Geser ke bawah ke bagian 'Penyesuaian Invoice dan Pembayaran Diterapkan'
4. Klik pada ikon PDF untuk credit note
5. Credit Note PDF akan dibuka di jendela lain melalui perangkat lunak Adobe Reader.

Catatan: Ketersediaan credit note dapat berbeda di setiap negara atau wilayah.

Invoice List (Paid/Closed)

For invoices older than 31 days, please [click here](#).

Filter by: None selected | Results per page: 10

| Select all | Invoice no. | View/print | Invoice type | Invoice date | Due date | Account no. | Invoice status | Original Charges | Adjusted | Paid | Balance due | Currency |
|--------------------------|-------------|------------|--------------|--------------|-------------|-------------|----------------|------------------|-----------|------|-------------|----------|
| <input type="checkbox"/> | 3-048- | | Freight | 08-Nov-2022 | 08-Dec-2022 | | Closed | 4,292.34 | -4,292.34 | 0.00 | 0.00 | AUD |

[Download/Print/Save](#)

Invoice Detail View

Invoice Summary

Billing Information

Invoice no. [redacted]
Account no. [redacted]
Control no. [redacted]
Store ID no. [redacted]
Invoice type: Freight
Invoice date: 08-Nov-2022
Due date: 08-DEC-2022
Invoice status: Closed
Balance due: AUD0.00

Charge Summary

Total standard charges: 5,108.96
Total discounts: -2,043.58
Total additional charges: 1,226.96
Total taxes: 0.00
Total invoice amount: AUD 4,292.34
Four thousand Two Hundred Ninety Two and Thirty Four Cents

[View Invoice History](#) (2)

[View/print digitally signed PDF](#) (PDF icon)

[Download digitally signed PDF and signature validation](#)

[Download invoice](#) [Dispute invoice](#) [Pay invoice](#)

Invoice Adjustments and Payments Applied

Results per page: 10

| Activity | View/Print | Download | Date | Currency | Transaction Amount | Invoice/Tracking ID Balance | Payment Type | Payment Reference |
|------------------|------------|----------|-------------|----------|--------------------|-----------------------------|--------------|-------------------|
| Starting Balance | | | 26-Jun-2020 | SGD | 0.0 | 22.82 | | |
| Credit Note | | | 30-Jun-2020 | SID | 22.82 | | 393242080726 | |