How to receive PDF invoice / Credit note via email?

You can change your FBO setting to receive both your new invoice and credit note as PDF via email by following the below 5 simple steps,

- Login to FedEx[®] Billing Online
- Click 'My Options' at the top of the page
- Select 'Manage Account Settings'
- Scroll down to 'Change Billing Medium' section
- Select 'Electronic and Email' and click 'Change Billing Medium'.

Things for you to take note about invoice / invoice adjustment once you have changed your setting as 'Electronic and Email',

- Invoice You will receive the new invoice email notification with PDF invoice attached
- Invoice adjustment You will receive 2 emails as per below,
- A) You will continue to receive the email notification of adjustment with email subject 'FedEx Billing Online - New credit note' from <u>BillingOnline@fedex.com</u>
- B) A new email with email subject 'Your New FedEx Billing Online credit note is attached' from FedEx FBO- Do not reply <APAC_FBO@fedex.com>. This is to supplement the earlier invoice adjustment notification email that you have received.

		My Options	International Electronic Only		
		Manage Account Settings			
Ianage Account Settings Denotes required field.		Manage Users			
		Manage Payment Preferences	Clear all fields		
		FedEx.com Profile			
dd/Remove Account	S		© <u>Help</u>		
Adding a New Primary Ad	count				
To add a primary account,	you will be redirected to	the FedEx account login screen.			
			Add a primary account		
Adding a New Child Acco	ount to				
To add a sub-account (chi	Id account) to an existing	g primary FedEx account, enter the account nu	nber and Company Name in the form field below. More		
* Account no					
* Company name		Enter the Company Name as it is displayed on	this account's invoices.		
			Add a child account		
Remove a Child Account					
Select an existing sub-acc	ount (child account) from	the drop down list below to stop receiving bills	for that account through FedEx Billing Online.		
	No. or other second	unts 🗸			
Current active accounts	No active accord				

Edit Account I	nformation							⑦ <u>Help</u> ⊟ <u>Hide</u>
Edit Store ID								
Select the accourt setting.	nt number of the store	e for which you	wish to update t	he store ID. Once you	rve made your sel	lection and entered the new	v value, select "Update st	ore ID' to apply the new
Account no.	Select	~						
								Update Store ID
Change Billing	Medium							
Your current billin	g option is set to Elec	ctronic only. To	switch to anothe	r method or to be rem	loved from FedEx	Billing Online, please selec	t an option below.	
Billing Options	Select		~					
	Select							
	Electronic and Ema	ail edEx Billing Onl	ine					Change Billing Medium

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