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,

o   Login to [FedEx® Billing Online](#)

o   Click 'My Options' at the top of the page

o   Select 'Manage Account Settings'

o   Scroll down to 'Change Billing Medium' section

o   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',

o   **Invoice** - You will receive the new invoice email notification with PDF invoice attached

o   **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 BillingOnline@fedex.com

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.