

## FedEx<sup>®</sup> Billing Online User Guide for Search/Download Documents

1. Invoice(s)
2. Custom Documentation
3. Credit Note

# Search / Download – Invoice(s)

You can search and download the invoices/tracking ID/payment reference by the preferred file type under 'Search/Download' option.

The steps are as follow,

1. Click on the 'New Search or download' under 'Search/Download' and provide the values for search.
2. Click on the 'Search' button.
3. It will re-direct to the View/Download Search Results page. Please select the result(s) and click on the 'Create Download File'.
4. It will re-direct to download centre page, your download file will be prepared.
5. Once the file is ready, you can click on it and download.

Account Summary Search/Download My Options

Search

1 Enter Search Criteria 2 View/Download Search Results

\* Denotes required field

Search

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.

Select values to search

\* Search for Please select

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

Select All

Account No - Store ID

\* Select date range

From 05/26/2019 To 06/25/2019

Only invoices viewable in FedEx Billing Online are available for download.

\* Status All

Download data Search

1 Enter Search Criteria 2 View/Download Search Results

Search Criteria

Search for Invoice number Status All

Date 26-May-2019 - 25-Jun-2019

Return to search criteria

Search results

Results per page 10

Select All	Invoice Number	View/print	Invoice type	Invoice date	Due date	Account no.	Invoice status	Original Charges	Balance due
<input checked="" type="checkbox"/>			Duty/tax	31-May-2019	07-JUN-2019		Closed	260.96	0.00
<input checked="" type="checkbox"/>			Duty/tax	20-Jun-2019	27-JUN-2019		Closed	602.96	602.96
<input checked="" type="checkbox"/>			Freight	13-Jun-2019	13-JUL-2019		Closed	344.10	344.10
<input type="checkbox"/>			Freight	06-Jun-2019	06-JUL-2019		Closed	367.70	367.70

Pay

Icon Legend

Download All Search Results

\* Name of download file Testing

\* File Type EXCEL (.xls)

Place Surcharges in fixed columns

Create download file

Download Center

Download Results

You have 1 file(s) ready for download.

My Files Ready for Download or Viewing

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
Testing	XLS	Complete	Lily Chng	25-Jun-2019	10-Jul-2019	Remove

Remove all Refresh

Create a new download file.

# Search / Download - Custom Documentation

You can search and download your customs document (paperwork) for your duty/tax shipments.

The steps are as follow,

1. Click on the 'New Search or download' under 'Search/Download', select 'Tracking ID' as the search criteria and key in the air waybill number and click 'Quick Search'.
2. Select the duty/tax shipment record and you will re-direct to the Express Duty/Tax Shipment Detail screen. Click on the 'Download Custom Documentation' link.
3. It will re-direct to download centre page, your download file will be prepared.
4. Once the file is ready, you can click on it and download.

*Note: The availability of custom documentation may vary by countries or territories.*

The screenshots illustrate the following steps:

1. **Search/Download Menu:** The user navigates to the 'Search/Download' section and selects 'New Search or Download'.
2. **Search Criteria:** The user enters search criteria, selects 'Tracking ID' as the search criteria, and clicks 'Quick Search'.
3. **Express Duty/Tax Shipment Detail:** The user is redirected to the 'Express Duty/Tax Shipment Detail' screen, where they click on the 'Download Custom Documentation' link.
4. **Download Center:** The user is redirected to the 'Download Center' page, where they can view the download results and download the file.

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

# Search / Download - Credit Note

You can search and download the Credit Note for your invoice with credit adjustment.

The steps are as follow,

1. Click on the invoice that has the adjustment on the summary page.
2. Click on the 'View Invoice History' button.
3. Scroll down to the section 'Invoice Adjustment and Payment Applied'
4. Click on the PDF icon for the credit note.
5. The PDF Credit Note will be opened via their Adobe Reader software in another window.

*Note: The availability of credit note may vary by countries or territories.*

**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.	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

**Invoice Detail View**

**Invoice Summary**

Billing Information	Charge Summary
Invoice no.	Total standard charges 5,108.96
Account no.	Total discounts -2,043.58
Control no.	Total additional charges 1,226.96
Store ID no.	Total taxes 0.00
Invoice type	<b>Total invoice amount AUD 4,292.34</b>
Invoice date	Freight 08-Nov-2022
Due date	08-DEC-2022
Invoice status	Closed
Balance due	AUD0.00

[View Invoice History](#)

[View/print digitally signed PDF](#)

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

**Invoice Adjustments and Payments Applied**

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