

FedEx[®] 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 [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.

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 [Help](#)

Search for Invoice number Status All

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

[Return to search criteria](#)

Search results [Help](#)

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 [Help](#)

* Name of download file Testing

* File Type EXCEL (.xls)

Place Surcharges in fixed columns

[Create download file](#)

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
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. Accessing the 'New Search or Download' option under the 'Search/Download' menu.
2. Selecting 'Tracking ID' as the search criteria and clicking 'Quick Search'.
3. Navigating to the 'Express Duty/Tax Shipment Detail' page and clicking 'Download Custom Documentation'.
4. Viewing the 'Download Center' page where the download file is ready for download.

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.

The screenshot illustrates the steps to download a credit note from an invoice management system. It is divided into three main sections:

- Invoice List (Paid/Closed):** A table listing invoices. The first row is highlighted with a red box and a circled '1'. The invoice number is '3-048-'. The invoice type is 'Freight', the date is '08-Nov-2022', and the status is 'Closed'. A PDF icon is visible next to the invoice number.
- Invoice Detail View:** Shows the 'Invoice Summary' and 'Charge Summary'. The 'View Invoice History' button is highlighted with a red box and a circled '2'. Below it, there are links for 'View/print digitally signed PDF' and 'Download digitally signed PDF and signature validation'. A large orange arrow points from the 'View Invoice History' button to the next section.
- Invoice Adjustments and Payments Applied:** A table showing adjustments. The 'Credit Note' row is highlighted with a red box and a circled '3'. The date is '30-Jun-2020', the currency is 'SID', and the transaction amount is '22.82'. A PDF icon is visible next to the 'Credit Note' entry.