

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

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. 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. Viewing the 'Express Duty/Tax Shipment Detail' page and clicking 'Download Custom Documentation'.
4. Viewing the 'Download Center' page where the 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.

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 |

[Download/Print/Save](#)

Invoice Detail View

Invoice Summary

Billing Information

Invoice no. Account no. Control no. Store ID no. Invoice type Invoice date Due date Invoice status Balance due

Freight 08-Nov-2022 08-DEC-2022 Closed AUD0.00

[View Invoice History](#)

[View/print digitally signed PDF](#)

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

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

[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 | Payment Type | Payment Reference |
|------------------|------------|----------|-------------|----------|--------------------|---------------------|--------------|-------------------|
| Starting Balance | | | 26-Jun-2020 | SGD | 0.0 | 22.82 | | |
| Credit Note | | | 30-Jun-2020 | SID | 22.82 | | 393242080726 | |