

## 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, selecting 'Tracking ID' and clicking 'Quick Search'.
3. **Express Duty/Tax Shipment Detail:** The user is redirected to the shipment detail page and clicks on 'Download Custom Documentation'.
4. **Download Center:** The user is redirected to the download center, where the download results are displayed.

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 displays a web interface for invoice management. At the top, there's a navigation bar with 'All Open', 'Paid Due', 'Paid Closed', and 'In Dispute' tabs. Below this is the 'Invoice List (Paid/Closed)' section, which includes a filter dropdown (currently set to 'None selected') and a 'Results per page' dropdown (set to '10'). A table lists invoices with columns: 'Select all', 'Invoice no.', 'Invoice type', 'Invoice date', 'Due date', 'Account no.', 'Invoice status', 'Original Charges', 'Adjusted', 'Paid', 'Balance due', and 'Currency'. One invoice with ID '3-048-' is highlighted with a red box and a circled '1'. Below the table is a 'Download/Print/Save' button. An orange arrow points down to the 'Invoice Detail View' section. This section has a sub-section 'Invoice Summary' with two columns: 'Billing Information' and 'Charge Summary'. The 'Billing Information' table includes fields like 'Invoice no.', 'Account no.', 'Control no.', 'Store ID no.', 'Invoice type', 'Invoice date', 'Due date', 'Invoice status', and 'Balance due'. A 'View Invoice History' button is highlighted with a red box and a circled '2'. Below it are links for 'View/print digitally signed PDF' and 'Download digitally signed PDF and signature validation'. An orange arrow points down to the 'Invoice Adjustments and Payments Applied' section. This section has a 'Results per page' dropdown (set to '10') and a table with columns: 'Activity', 'View/Print', 'Download', 'Date', 'Currency', 'Transaction Amount', 'Invoice/Tracking ID', 'Payment Type', and 'Payment Reference'. A row for 'Credit Note' is highlighted with a red box and a circled '3', with a PDF icon next to it.