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# How to Buy Shipping II

**FedEx Express** provides next-day air delivery of letters and packages within the United States, as well as time-definite international service. **FedEx Ground** provides day-definite delivery of letters and packages within the United States and Canada at a cost savings as compared to time-definite FedEx Express.

#### **Procurement Options and Procedures**

• Any dollar amount FedEx automatic billing procedures (see below)

### **Supplier Information**

#### FedEx

Contact Information

- Sales Representative: Chuck Wagner Phone: 503-347-4638 email: Charles.wagner@fedex.com [2]
- Government Customer/Revenue Service: E-mail Govtsupport@fedex.com [3]
- International Shipping Phone: 800.247.4747
- Technical Support Phone: 800.339.2774
- Track Shipments Phone: 800.463.3339

#### **Billing Procedures**

It is necessary to obtain a shipping account number and create a FedEx login prior to your first shipment.

#### FedEx Account Set-up

Follow this process to establish a new account with FedEx:

 Complete the New Account Request Spreadsheet <u>CU New Account Request</u> <u>Spreadsheet</u> [4] and e-mail to <u>Govtsupport@fedex.com</u> [3]

 $\circ\,$  In the body of your e-mail specify you are part of the State of Colorado

- Once a new account number is supplied to you:
- E-mail Chuck Wagner Charles.Wagner@fedex.com [5] to verify proper rates are loaded

• Enroll in CU PSC Invoice Payment by completing the <u>FedEx New Account Set-up</u> <u>Request Form</u> [6]. E-mail completed form to <u>mai.ngo@cu.edu</u> [7]

#### **Processing a Shipment**

When filling out Airbills or Waybills (examples below), enter your SpeedType number in the appropriate reference field. For billing reasons, enter only your SpeedType in the field.

#### **Correct Example:**

12345678

#### Incorrect Examples:

ST-12345678 SpdTyp: 12345678 SpeedType: 12345678

### **Electronic Airbill**

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	If needed, how can FedEx contact the recipient? ⑦	ADDRESS LINE 2		SHIPMENT REI 12345678
	PHONE NUMBER *	ADDRESS LINE 3		P.O. NO.
	PHONE EXTENSION	POSTAL CODE		INVOICE NO
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Preferred method as FedEx website (<u>www.fedex.com</u><sup>[8]</sup>) will automatically perform any necessary address corrections, thus minimizing potential shipping delays. Enter your SpeedType in the "Shipment Reference" field under "Additional options/Add references" in the "Service Details" section on the right side of the page.

## **Domestic Airbill (paper):**

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0	Ship and track packages at fedex.com Simplify your shipping. Manage your account. Access all the tools you need.	Restance of the second

Enter your SpeedType in the Your Internal Billing Reference field (section #2) of the paper form.

# International Waybill (paper)

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Enter your SpeedType in the Your Internal Billing Reference Information field (section #2) of the paper form.

### **State Price Agreement**

State Price agreements [9] are available online

• 174144?, valid through November 27, 2026

# **Purchasing Agent**

#### **Druselle May**

• Email: Druselle.May@cu.edu [10]

Source URL: https://www.cu.edu/psc/how-buy-shipping

#### Links

[1] https://www.cu.edu/psc/how-buy-shipping [2] mailto:Charles.wagner@fedex.com [3] mailto:Govtsupport@fedex.com [4] https://www.cu.edu/doc/cu-new-account-requestspreadsheet2022xlsx [5] mailto:Charles.Wagner@fedex.com [6] https://www.cu.edu/doc/fedex-newaccount-set-request-form2022doc [7] mailto:mai.ngo@cu.edu [8] https://www.fedex.com/global/chooselocation.html [9] https://www.bidscolorado.com/co/portal.nsf/xpPriceAgreementsByCategory.xsp [10] mailto:Druselle.May@cu.edu