Setting Up a New FedEx Account

Submitting the Request

Departments can submit a request to create a new FedEx account by completing and submitting the FedEx Government New Account Request form. Follow these steps to access, download, complete, and submit the form:

1. Open your internet browser and navigate to the Finance and Budget eCommerce webpage.

Result: The document will download and appear at the designated location. This location will vary depending on the type of internet browser you are using.

2. Open the downloaded file.

Result: The Excel file FedEx Account Request form will appear.

3. Complete the pink Customer Information section and column X.

ensure to fill out column "X", it is	MANDATORY						
		Shipper Owner Information		*All fields are required unless other wise specified.			
Shipper Company Name	'Addr 1	Addr 2	City	*State	"Zip	*Contact First Name	"Contact
Limit 20 Characters (no special characters)	Customer Address (Linet 3) Characters. So not reside communior represel characters).	Customer Address State (Floor / Room/Cept only if applicable	Dity (Limit 25 Chamiches So not inclide special chamiches)	2 letter abbreviation	S digit zig tode so daskes	Limit 30 Characters (no repected shoroders)	Umil 30 Chars inhae

Note: Use one line for each account request.

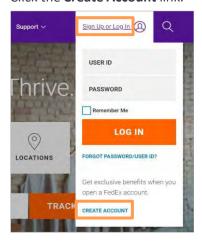
- 4. Save the completed form to a designated location on your computer.
- 5. Email the saved file as an attachment to govtsupport@fedex.com.

Result: You will receive an email confirmation four to seven days after submitting the request. The message will also include the department's new FedEx account number and additional information.

Linking the Account Prior to Use

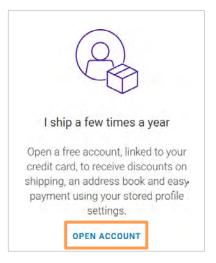
After you receive the confirmation email you must link the account prior to use. Follow these steps to link the account:

- Open your internet browser and navigate to <u>FedEx.com</u>.
- 2. Click the Sign Up or Log In link.
- 3. Click the Create Account link.



Result: You will be redirected to the Create an Account page.

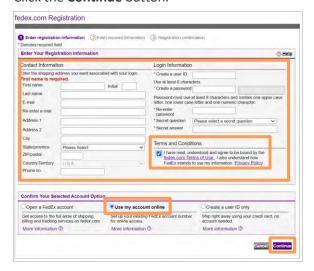
4. Click the **Open Account** link.



Result: You will be redirected to the FedEx.com Registration online form.



- 5. Completed the required and other necessary fields on the fedex.com Registration online form. Be sure to complete the following:
 - Select the Use my account online radio button in the Confirm Your Selected Account Option section.
 - Mark the check box to agree to the Terms and Conditions.
- 6. Click the Continue button.



- 7. Enter the **FedEx account number** that is shown in the confirmation email that was received.
- 8. Review and confirm the billing address.
- 9. Click the **Continue** button.

Result: The process of linking your account is complete.

Additional Questions

If you have additional questions, please contact:

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Phone: 919-962-0739

Email: eprovendors@unc.edu