NOTE: You must have a Federal Express Account to ship packages via FedEx. To set up a Federal Express account number for your department contact FedEx Government Accounts at 800-645-9424 and choose option 2. You will only need to set up an account number one time.

https://www.fedex.com/us/index.html

Log in using your department FedEx Account & password
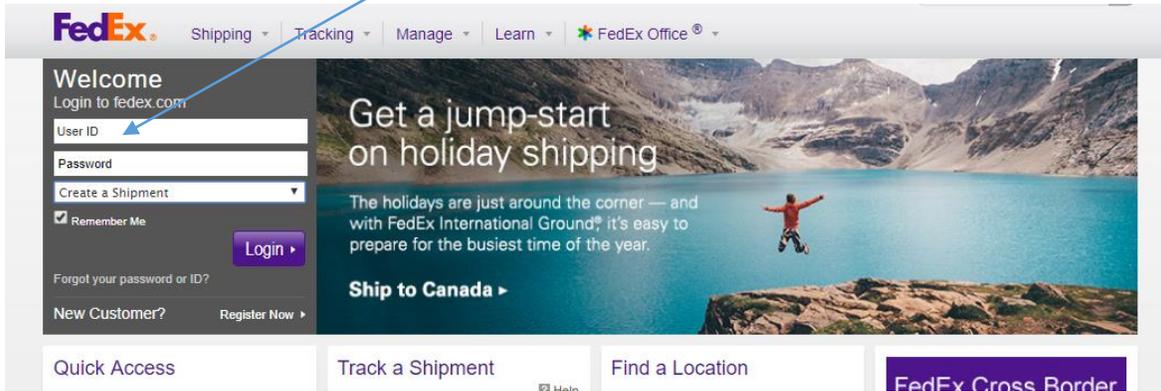
Enter your address under FROM.

    You are able to save this information to autofill each time you send something. Allows for multiple saved addresses.

Enter the address you are Shipping to.

You are able to save this information to autofill each time you want to send to this address. Allows for multiple saved addresses.

2. To   ⑦ Help ⊟ Hide

* Country/Location	United States ▼
Company	Elim Biopharmaceutical ⌄
* Contact name	Sequencing Dept. ⌄
* Address 1	25495 WHITESELL ST
Address 2	
* ZIP	945453618
* City	HAYWARD
* State	California ▼
* Phone no.	5107831112 ext.

⊞ Perform detailed address check

☐ This is a residential address ⑦

☐ Save new recipient in address book

☐ Save changes in address book

Enter the

- date you would like this shipped (autofills for current date)
- weight of package
- service type (Overnight Express, Standard Overnight, Two Day, etc.)
- package type (envelope, flat rate, box)

3. Package & Shipment Details   ⑦ Help ⊟ Hide

* Ship date	07/20/2017 ▦
* No. of packages	1 ▼
* Weight ⑦	5 lbs
Declared Value ⑦	U.S. Dollars

FedEx One Rate pricing option is <u>not</u> included in Government-contracted services.

* Service type	Standard Overnight ▼
* Package type	FedEx Box ▼

☐ Include a return label ⑦

Enter the Billing Details.

The Business Center recommends adding a purchasing card to your FedEx account and using the account as the option.

You can set up a purchasing card in this field to have it charged each time. To do this select 'Add an account.'

It is also good practice to enter the budget this shipment refers to under 'Your Reference' to assist in reconciling the purchasing card at a later date.

Most of the time 'Special Services', 'Pickup/Drop-off', and 'Shipment Notifications' are not used.

Once you have completed the information, it will allow you to select a service to ship by. WSU has a contract that allows us to pay a much lower rate.

When complete you can choose to save your Shipment Profile but know this will autofill everything including the shipping speed.

Select 'Ship'.

Select 'Ship' again on page that comes up.

This takes you to the shipping label that needs to be printed out. It looks like this:

FedEx.   Shipping   Tracking   Manage   Learn   FedEx Office ®

XH JBSA

TRK# [0201] 7796 7617 1915

WED - 19 JUL 10:30A
PRIORITY OVERNIGHT

94545
CA-US OAK

TO SEQUENCING DEPT.
ELIM BIOPHARMACEUTICAL
25495 WHITESELL ST
HAYWARD CA 94545
(510) 783-1112
REF: 3015162
INV:
PO:
DEPT:

ORIGIN ID: LWSA (509) 335-1648
ANNA HULBERT
CROP & SOIL SCIENCES
JOHNSON HALL 39
WASHINGTON STATE UNIVERSITY
PULLMAN WA 99164
UNITED STATES US

SHIP DATE: 18 JUL 17
ACTWGT: 1.00 LB
CAD: 104294803/NET3020

BILL SENDER

549JIUO0C2/104C

FedEx
Express

Using FedEx packaging found in Johnson Hall mailroom 215A, package your item, and attached the label using the plastic label.

FedEx receives notice that there is a packaged to pick up as soon as you hit the second 'Ship' button.