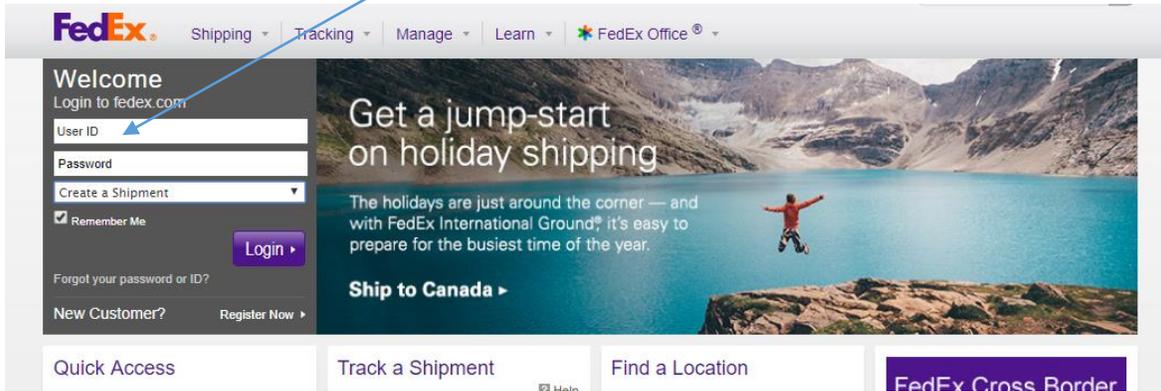


NOTE: You must have a Federal Express Account to ship packages via FedEx. To set up a Federal Express account number for your department contact FedEx Government Accounts at 800-645-9424 and choose option 2. You will only need to set up an account number one time.

<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.

Create a Shipment

1 Enter shipping information 2 Print label(s)

* Denotes required field.

My Shipment Profiles Help Hide

My shipment profiles (formerly Fast Ship) Select

Ship

1. From Help Hide

Saved senders Select

* Country/Location United States

Company Select or enter

* Contact name Select or enter

* Address 1

Address 2

* ZIP

* City

* State Select

* Phone no. ext.

Save as my default address

Save new sender in address book

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 Help Hide

* Country/Location

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

* Phone no. ext.

[Perform detailed address check](#)

This is a residential address

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 Help Hide

* Ship date

* No. of packages

* Weight lbs

Declared Value U.S. Dollars

FedEx One Rate pricing option is not included in Government-contracted services.

* Service type

* Package type

Include a return label

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.'

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to

* Account no.

Your reference

[+ More reference fields](#) [+ 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.

Special Services (optional) [Help](#) [Edit](#)

Select additional services for your shipment

Pickup/Drop-off (optional) [Help](#) [Hide](#)

Schedule a pickup

Drop off package at a FedEx location

Use an already scheduled pickup at my location

Pickup Address [+ Edit](#)

100 DAIRY RD, PULLMAN, Washington, 991640001, United States

Package Information [+ Edit](#)

FedEx Express, 07/20/2017, 12:00 p.m. - 6:00 p.m., 1 packages

Shipment Notifications (optional) [Help](#) [Edit](#)

You have selected to send email notifications about your shipment status.

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.

Rates & Transit Times (optional) Help Hide			
Roll over your rate quote for a breakdown of costs. Amounts are shown in USD			
Select	Service and Transit Time	Published Rate	Your Rate
<input type="radio"/>	FedEx First Overnight® 08:00 am Fri Jul 21, 2017	70.46	62.76
<input type="radio"/>	FedEx Priority Overnight® 10:30 am Fri Jul 21, 2017	40.73	7.67
<input checked="" type="radio"/>	FedEx Standard Overnight® 03:00 pm Fri Jul 21, 2017	39.38	7.15

[View/Print details](#)

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

Select 'Ship'.

5. Complete your Shipment [Help](#)

Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.
[+ Send a Mobile Shipping Label](#)

[Save for later](#) [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:

My Profile Support Locations English Search or tracking number

FedEx Shipping Tracking Manage Learn FedEx Office

ORIGIN: DUVSA (540) 335-1648
 AVILA, THERESA
 OFFICE OF THE CHANCELLOR
 WASHINGTON STATE UNIVERSITY
 PULLMAN, WA 99164
 UNITED STATES

SHIP DATE: 08JUL17
 ACTWGT: 1.00 LB
 CMO: 16268683N1673920
 BILL SERVICE

TO: SEQUENCING DEPT.
 ELIM BIOPHARMACEUTICAL
 25495 WHITESELL ST
 HAYWARD CA 94545
 (540) 783-1112 REF: X019162

5461100321040

7796 7617 1915
 TRAK (Z001)
 WED - 19 JUL 10:30A
 PRIORITY OVERNIGHT
 94545
 CA-US OAK

XH JBSA





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.