# [Procedure Memo]

## How To Create A Return Label For FedEx

Please comply with the following procedures when printing an Airbill from FedEx online.

- Access internet site: [www.fedex.com/us](www.fedex.com/us)

- Enter:　　　　　User ID: xxxxxxxx

　　　　　　　　　Password: xxxxxxxxx

- Go to Prepare Shipment tab and click on down arrow.

- Select:  Create Return Shipment.

- Fill out:  **1. Return Package To**; change contact name and phone number to yours.

- Fill out: **2. Return Package From** section

- Select and fill out:  **3. Package & Shipment Details** -> *Return label type –> select "Email Label" -> enter appropriate email address.

- *Service type (Priority overnight= arrives morning 10:30 AM/ Standard overnight = arrives afternoon 3:00PM)

- *Package type = select option, if it is their own packaging please ask them to measure dimensions and weigh package so that they can provide you with the necessary information.

- Declared value remains blank unless you want to insure the package.

- Fill out:  **4. Billing Details** -> leave mailroom as default and for '*Your reference'* enter account we can use to process the L for the business office.

- Click on edit button for *Special Services* if you will require any.

- *Pickup/Drop-off* remains as is

- *E-mail notification* is optional if you would like to receive an email once your package is shipped or delivered.

- *Rates & Transit Times*: please click on the Edit button -> click on calculate to see estimated costs and arrival time, at this point you can still change service type by simply clicking on preferred service.

- Once you have verified the information is accurate you can email label.

- By clicking ship you should be able to view confirmation box and receipt box.   Confirmation box will let you know the label was emailed.

　　　　Thank you,
　　　　Mailroom Staff