**FedEx**

FedEx Express and Ground - Departments are required to create their own labels with the User ID and Password provided by Mailroom Staff.   Only one User ID and Password per department are permitted. Please verify with your staff assistant if there is one.  If your department does not have one please let us know.  We would be more than happy to assist you and create one.  Your request can be submitted via mailroom@tamiu.edu or by dialing extension 2353.  Below are two links that will help you in creating a FedEx Label and creating a FedEx Return Label. *

- ➢ Create FedEx Label
- ➢ Create FedEx Return Label

*Reminder FedEx packages must be ready and in the mailroom by 3:00pm to ensure they go out the same day.  If your package is not ready by set deadline it will not go out until the next business day.  Also, please remember to include the account number, copy of label (4 copies if International plus Export Control Compliance Form if it weighs more than a pound), and a receipt copy.  Label and receipt copies are necessary so that we may process the L requisition required by the Business Office.

## How To Create A Label For FedEx Online

Please comply with the following procedures when printing a label online

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

2. Enter:
   a. User ID: xxxxxxxx
   b. Password: xxxxxxxxx

3. Click on – Ship

4. Click on - Prepare Shipment

5. Enter appropriate information

6. Please review and edit sender information if necessary.  Also, uncheck "Perform Detailed Check on Address" if you need to include: Rear, S (south), or N (north) on the recipient's address.

7. Print label *two* copies, receipt, and bring your package to the Mailroom.

8. If sending an *international* package please print *four* copies of label and one receipt.  Also note if the international package weighs more than 1 lb you will be required to include an invoice (3 copies of invoice for package, Customs and FedEx) of the package's contents and you would need to fill out an Export Control Compliance form (Contact Dr. John C Kilburn for that form). Finally, if you are sending an international package and a postal code does not exist you may leave it blank and print the label (as per FedEx Representative).  *However*, please make certain a postal code does not exist.

**\*Note:  FedEx cannot deliver to a PO Box address; it must be a physical address.**

## How To Create A Return Label For FedEx

Please comply with the following procedures when printing a label 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**; edit contact name if different.

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

- Select and fill out:  **3. Package & Shipment Details**

  - \*Return label type –select "Email Label" and enter sender's email address.

  - \*Service type (Priority Overnight, Standard Overnight, FedEx 2-Day)

  - \*Package type - select FedEx Envelope, FedEx Pak, FedEx Box, or 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 need to insure the package.

- Fill out:  **4. Billing Details**

  - Leave mailroom as default and for '*Your reference'* enter account we can use to process L requisition for business office.

- Click on edit button for *Special Services* if you will require any (e.g. signatures)

- *Pickup/Drop-off* remains as is

- *E-mail notification* is optional if you or recipient 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 date/time.  At this time you can modify the Service Type option and choose an option more cost effective if overnight delivery is not necessary.

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

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