

FedEx Electronic Billing Enrollment, Change or Cancellation

Purpose:

This form is used to establish, change or withdraw a department’s participation in the FedEx electronic billing program. The electronic process eliminates the need to process paper invoices/vouchers.

Prior to completing this form you will need to set up a FedEx account. Email Steven Walker (steven.walker2@fedex.com) with the following information. Facility Name, Street Address, Contact Name, Phone Number, and Billing details if different from the shipping information. Allow 3 to 4 business days for the account to be set up and linked to the University of Minnesota discounts. FedEx will send back the new account number via email.

Who will use the form?

University departments, clusters, and Controller's Office.

Routing and General Instructions:

Complete the form below, print, scan and email to controller@umn.edu. Once the account is established, the requester will receive an email confirmation.

Questions:

Email controller@umn.edu or call 612-624-1617.

Department Name:			
Address:			
Contact Name:		Contact Phone:	
Email:		Fax Number:	

Please check one option:

Add FedEx account Change default chartfields Remove account

Provide 9 Digit FedEx Account Number:

Provide default chartfields for FedEx charges (account 720318 will apply to all).

PLEASE NOTE: Each FedEx transaction is assigned this default account (CFS). If you wish to override the default by entering a Fund, DeptID, and Program into the Internal Billing Reference Information field on airbills, the new chart string must be in the **exact format** required (16 digits: Fund, DeptID and Program, including dashes, XXXX-XXXX-XXXX). If this format is not followed, the charges will go to the default account. Note: Sponsored accounts may NOT be used to override a default account.

Fund		DeptID		Program		Account	720318
Project		CF1		CF2		Fin EmplID	

Dept ID Approver Name:			
Dept ID Approver Signature:		Date:	