

A person wearing a maroon sweater is holding a cardboard box. The background is a blurred office or warehouse setting with a window.

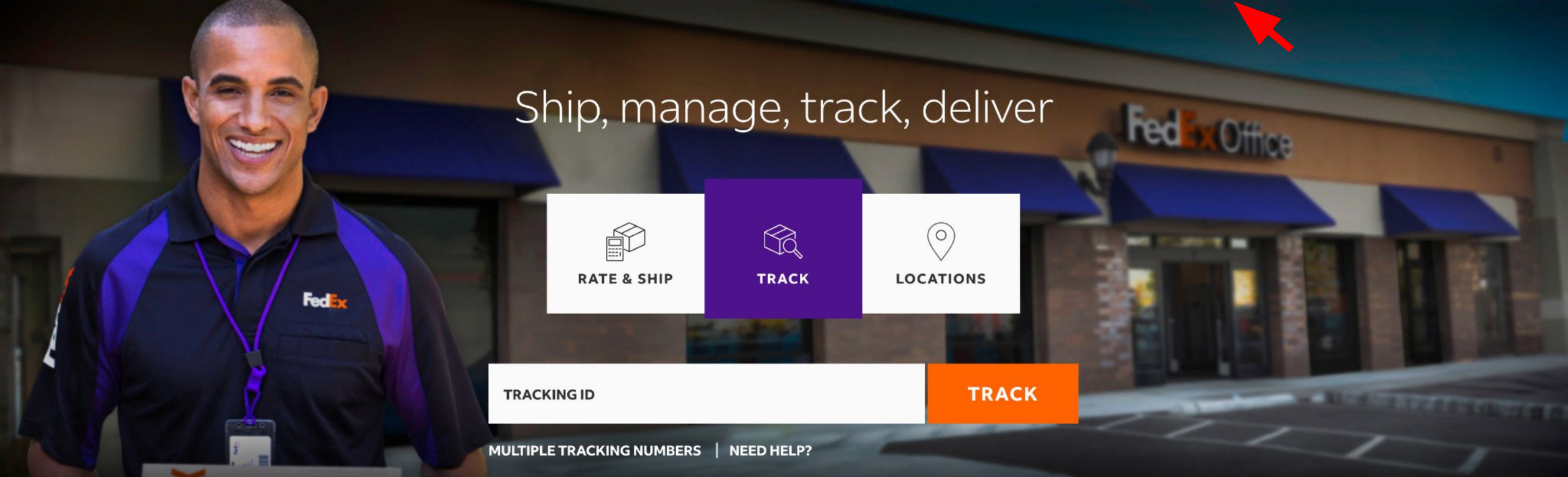
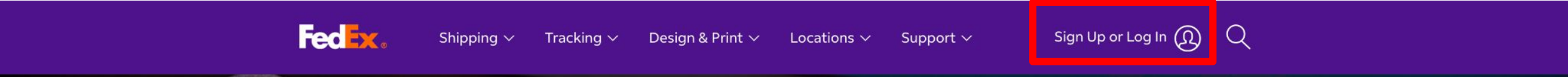
FedEx Data Retrieval

Instructional Walkthrough



www.splgroup.com

1. Navigate to FedEx.com and log in.



DROP OFF A PACKAGE



REDIRECT A PACKAGE



STORE HOURS AND SERVICES

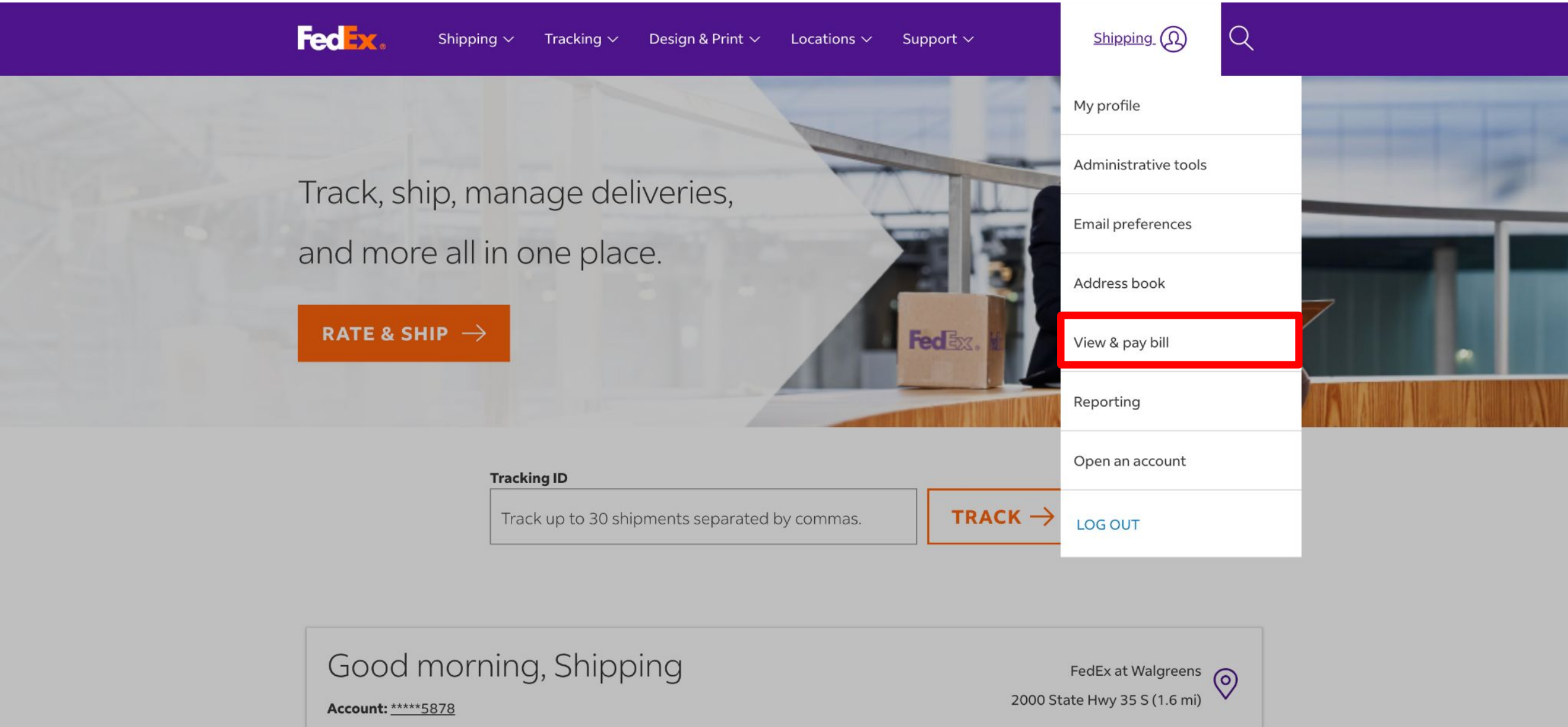


SERVICE ALERTS



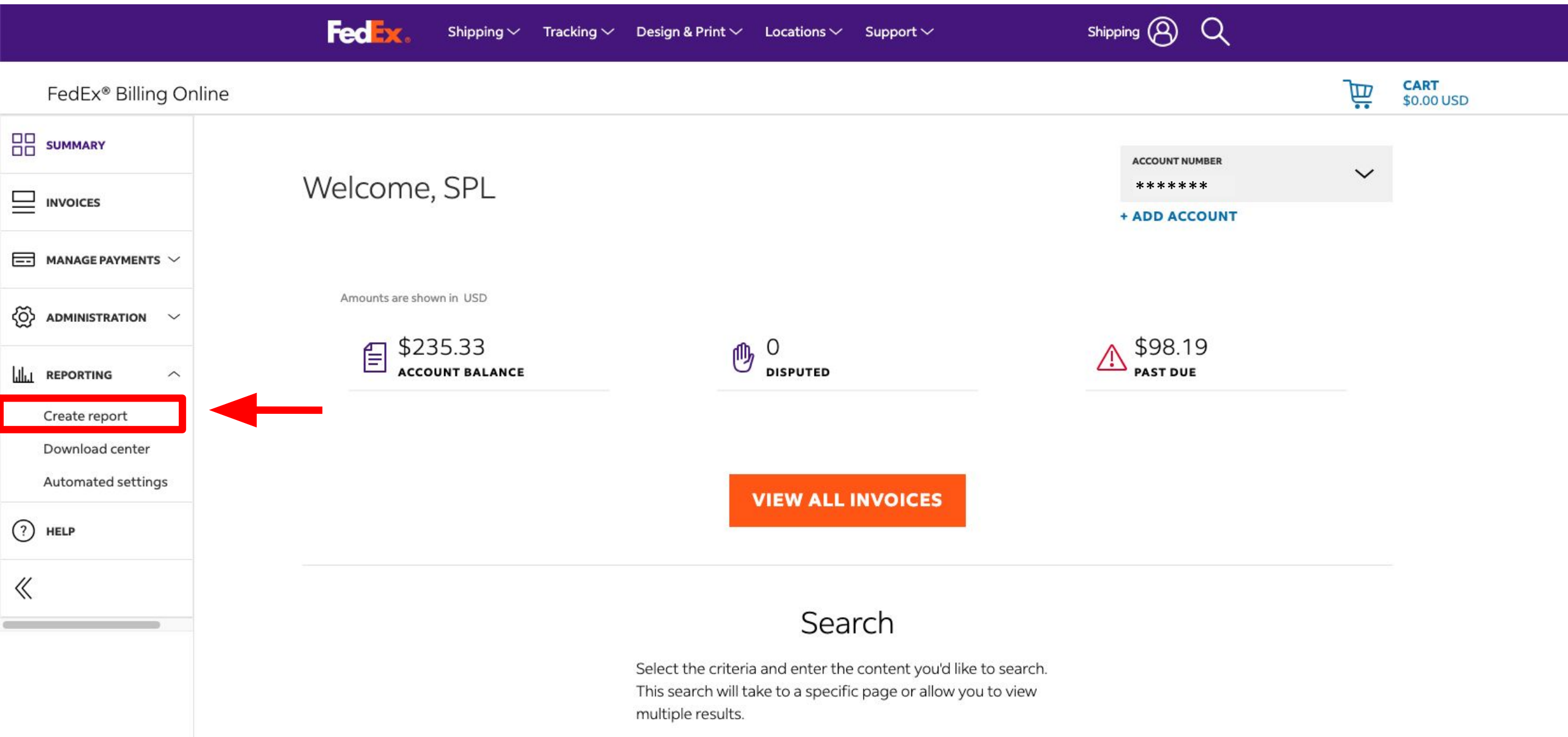
RETURN A PACKAGE

2. Once logged in, select “view & pay bill” from the user dropdown.



The screenshot shows the FedEx website interface. At the top, there is a purple navigation bar with the FedEx logo and several menu items: Shipping, Tracking, Design & Print, Locations, and Support. A user profile icon is visible in the top right corner, with a dropdown menu open. The dropdown menu contains the following items: My profile, Administrative tools, Email preferences, Address book, View & pay bill (highlighted with a red box), Reporting, Open an account, and LOG OUT. Below the navigation bar, there is a large banner area with the text "Track, ship, manage deliveries, and more all in one place." and a button labeled "RATE & SHIP →". Below the banner, there is a "Tracking ID" section with a text input field containing "Track up to 30 shipments separated by commas." and a "TRACK →" button. At the bottom of the page, there is a footer area with the text "Good morning, Shipping" and "Account: ****5878" on the left, and "FedEx at Walgreens" with a location pin icon and "2000 State Hwy 35 S (1.6 mi)" on the right.

3. Select “reporting” on the billing menu, and click “create report”.



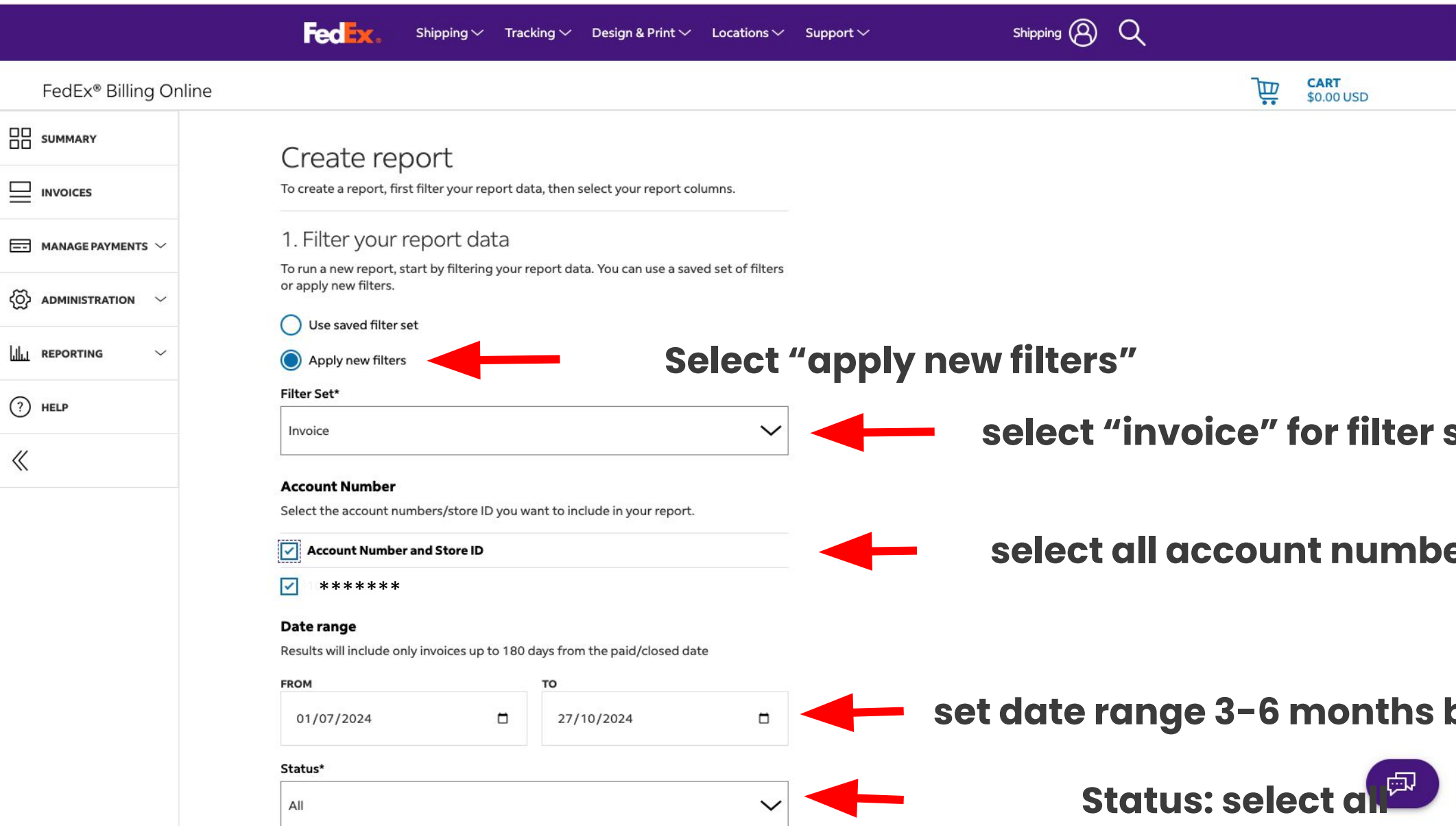
The screenshot shows the FedEx Billing Online interface. At the top, there is a purple navigation bar with the FedEx logo and menu items: Shipping, Tracking, Design & Print, Locations, and Support. On the right side of this bar are icons for Shipping, a user profile, and a search icon. Below the navigation bar, the page title is "FedEx® Billing Online". On the right side, there is a shopping cart icon and the text "CART \$0.00 USD".

The main content area is divided into a left sidebar and a main panel. The sidebar contains the following menu items: SUMMARY, INVOICES, MANAGE PAYMENTS, ADMINISTRATION, REPORTING, and HELP. The "REPORTING" menu item is expanded, showing three sub-items: "Create report", "Download center", and "Automated settings". A red arrow points to the "Create report" item.

The main panel displays a welcome message "Welcome, SPL". Below this, it states "Amounts are shown in USD". There are three key metrics displayed: "ACCOUNT BALANCE" of \$235.33, "DISPUTED" of 0, and "PAST DUE" of \$98.19. A red warning triangle icon is next to the "PAST DUE" value. Below these metrics is an orange button labeled "VIEW ALL INVOICES".

At the bottom of the page, there is a search section with the heading "Search" and the text: "Select the criteria and enter the content you'd like to search. This search will take to a specific page or allow you to view multiple results."

4. Fill out the “create report” form with the following information:



The screenshot shows the FedEx Billing Online interface. The top navigation bar includes the FedEx logo and links for Shipping, Tracking, Design & Print, Locations, and Support. The main content area is titled 'Create report' and contains the following sections:

- 1. Filter your report data**
 - Use saved filter set
 - Apply new filters
- Filter Set***
 - Invoice
- Account Number**
 - Select the account numbers/store ID you want to include in your report.
 - Account Number and Store ID
 - *****
- Date range**
 - Results will include only invoices up to 180 days from the paid/closed date
 - FROM: 01/07/2024
 - TO: 27/10/2024
- Status***
 - All

Red arrows point to the 'Apply new filters' radio button, the 'Invoice' dropdown, the 'Account Number and Store ID' checkbox, the '*****' checkbox, the date range fields, and the 'All' status dropdown. Text annotations provide instructions for each selection.

Select “apply new filters”

select “invoice” for filter set.

select all account numbers

set date range 3-6 months back

Status: select all

5. Click "prepare download" (you can leave the "saving option" and "select your report columns" sections blank.)

FedEx. Shipping Tracking Design & Print Locations Support Shipping

All

Saving Option
 Save Filter Set

2. Select your report columns

“Templates” is now “Columns”
In earlier versions of FedEx Billing Online, this reporting feature was called **Templates**. We are now using Columns to identify this feature.

Saved custom columns
These are saved column sets that you have already selected and ordered.

Saved custom columns*
Select

[MANAGE CUSTOM COLUMN SETS](#)

All columns
Include all available columns in your report.
PREPARE DOWNLOAD

Invoice columns
Columns include detailed account-based invoice information, charges, balance due and due date.
PREPARE DOWNLOAD
[PREVIEW REPORTS](#)

New custom column
Select and order the columns you want to include in a new report.
SELECT COLUMNS

[ASK FEDEX](#)

6. Give your file a name. Select file type: "csv". Click download and your report will download immediately.



FedEx. Shipping ▾ Tracking ▾ Design & Print ▾ Locations ▾ Support ▾ Shipping

Report Details EDIT

Data Set	Invoice
Account number(s)	*****
Date	2024-07-01 - 2024-10-27
Invoice Status	All
Payment Status	All
Column Set	All columns

Prepare your report for download
Get your download a file name, then select a file type.

File name*

File type*

DOWNLOAD

- MANAGE PAYMENTS ▾
- ADMINISTRATION ▾
- REPORTING ▾
- HELP

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LANGUAGE

