

University of New Mexico / FedEx Shipping Program Revised 2008

This new program requires **NEW** account numbers be opened. Therefore please destroy any previous pre printer FedEx air way bills that you may have on hand. **Do not use** any existing account numbers and call them into your local FedEx Account Representative to view and possibly have deleted.

Attached is a form that you must send via email to FedEx Account Representative Kelly Amy at kelly.amy@fedex.com, **NOTE:** On the form there is a **PCard/Billing Information Box. This information must be called into the FedEx Account Representative's cell# 505-453-6835 for security reasons.** Please leave a call back number with any extension numbers if the call is not picked up and the FedEx Representative will return your call to retrieve the PCard information. You will receive your new FedEx Account number within 24 hours excluding weekends.

DO NOT CALL FEDEX CUSTOMER SERVICE TO SET UP A NEW FEDEX ACCOUNT NUMBER.

ALL NEW ACCOUNTS WILL REQUIRE YOUR PCARD NUMBER, THE 3-Digit Security Code on the back of the PCARD, the expiration date and the Name on the PCard along with the PCard Billing address.

You will receive a FedEx Welcome Kit usually within several business days of receiving your new FedEx Account Number. It will contain a small quantity of shipping materials with your FedEx Account Number printed on them. These supplies will be Department Specific; therefore do not give these pre printed air way bills to other Departments.

PLEASE NOTE: IF YOU NEED ASSISTANCE AND/OR TRAINING TO REGISTER AND TRAIN ON fedex.com: (Email me your request on what services)

- 1. fedex.com in order to process your shipping labels**
- 2. FedEx Insight- Tracking tool that emails you location of all Inbound or Outbound FedEx packages to your account address.**
- 3. FOB-FedEx Online Billing for Visibility to your detail on what is being billed to your PCard. For visibility only.**

I will submit a request for our SSC Group (Software Solutions Group) to contact you and set an appointment that you will give them (Time and Date). They will then call back at that date and help you with the items you choose.

For help in registering and training on any of the fedex.com tools listed above call Or email FedEx Account Representative Kelly Amy at kelly.amy@fedex.com or Cell# 505-453-6835. FEDEX REGULAR PICK UP REQUESTS CAN BE SET UP THROUGH FedEx Representative Kelly Amy please call cell# 505-453-6835 or email kelly.amy@fedex.com . For Will Call In please call FedEx Customer Service at 1-800-463-3339 or request via fedex.com.