

**DOWNLOAD
CARRIER
INVOICES IN
CSV**



Ship, manage, track, deliver

RATE & SHIP **TRACK** **LOCATIONS**

TRACK

MULTIPLE TRACKING NUMBERS | NEED HELP?

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Ship, manage, track, deliver

RATE & SHIP TRACK LOCATIONS

TRACKING ID TRACK

MULTIPLE TRACKING NUMBERS | NEED HELP?

Manage your shipments and returns

JT [Profile Icon] [Search Icon]

- My profile
- Administrative tools
- Email preferences
- Address book
- View & pay bill ←
- Reporting

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SELECT "VIEW & PAY BILL" USING THE DROPDOWN

Account Summary | Search/Download ▼ | My Options ▼ | Message Center

New Search or Download
Download Center
Search & Download Settings



Welcome, JT Nixon

Account Summary

 [Help](#)

Primary Account

Original Charges	\$18,528.74
Past Due	\$0.00
In dispute	\$0.00
Payments and Adjustments	\$0.00
Current Account Balance	\$18,528.74

-  [You have 2 download file\(s\) ready in the download center.](#)
-  [You have 4 messages in the message center.](#)

**SELECT "NEW SEARCH OR
DOWNLOAD" USING THE
SEARCH/DOWNLOAD
DROPDOWN**

* Denotes required field

Search

[Help](#)

You must execute a search to generate a [download file](#). Use a previously saved search or create a new search that you have the option to save. Note: Results will not include "non-standard" invoices.

Select a saved search Change values as needed in the fields below.

Select Saved Search ▼

Select values to search Search results will be limited to 100 invoices or Tracking IDs per search.

* Search for Please select

* Account number Invoices (Search multiple accounts)

Invoices

Tracking ID

Transaction IDs

Ground Multiweight shipments

Payment Reference

Select All

No - Store ID

69

55

62

* Select date range

From



To



*Results include only invoices up to 180 days from paid/closed date.

* Status



Save this search

Enter a saved search title (30 char max)

Download data

Search

SELECT "INVOICES" USING THE SEARCH FOR DROPDOWN


* Denotes required field

Search

[Help](#)

You must execute a search to generate a [download file](#). Use a previously saved search or create a new search that you have the option to save. Note: Results will not include "non-standard" invoices.

Select a saved search Change values as needed in the fields below.

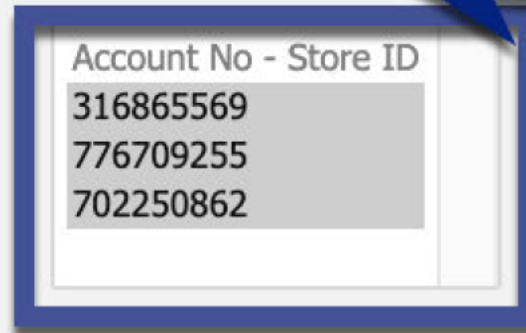
Select Saved Search 

Select values to search Search results will be limited to 10000 Invoices or Tracking IDs per search.

* Search for 

* Account number and Store ID (CTRL + select to search multiple accounts)

Select All



Account No - Store ID
316865569
776709255
702250862

* Select date range

From  To 

*Results include only invoices up to 180 days from paid/closed date.

* Status 

Save this search

Enter a saved search title (30 char max)

Download data

Search

**ENSURE ALL ACCOUNT
NUMBERS ARE SELECTED**

* Select date range

From To **1**

*Results include only invoices up to 180 days from paid/closed date.

* Status **▼**

Save this search

Enter a saved search title (30 char max)

Download data Search

2 * Name of download file

[Create new custom template](#)

3 * Template **▼**

* File Type **4**

Place Surcharges in fixed columns **5**

Cancel Create Download

6

- 1.SET DATE PARAMETERS
- 2.NAME FILE
- 3.FEDEX STANDARD TEMPLATE
- 4.CSV FORMAT
- 5.LEAVE BOX UNCHECKED
- 6.SELECT CREATE DOWNLOAD

My Files Ready for Download or Viewing

[Help](#)

Files will expire 14 days after creation date.

The following files have been created for download. Click on the file name to save it to your system.

Please click refresh list to see the files you selected. If they do not appear immediately, please wait a few minutes and try again.

<u>Name of download file</u>	<u>File type</u>	<u>Template</u>	<u>Status</u>	<u>Generated by</u>	<u>Created on</u>	<u>Expires on</u>	<u>Action</u>
CSVDownload	CSV	FedEx Standard Template	Pending		11/08/2021	11/23/2021	Remove
2021-11-01-7-0	CSV	FedEx Standard Template	Complete		11/02/2021	11/17/2021	Remove
2021-10-26-8-0	CSV	FedEx Standard Template	Complete		10/26/2021	11/10/2021	Remove



Remove all

Refresh

**CLICK PURPLE HYPERLINK
WHEN INVOICE IS READY FOR
DOWNLOAD**