

## **How to Buy Shipping** <sup>[1]</sup>

**FedEx Express** provides next-day air delivery of letters and packages within the United States, as well as time-definite international service. **FedEx Ground** provides day-definite delivery of letters and packages within the United States and Canada at a cost savings as compared to time-definite FedEx Express.

### **Procurement Options and Procedures**

- Any dollar amount FedEx automatic billing procedures (see below)

### **Supplier Information**

#### **FedEx**

##### Contact Information

- Sales Representative: Chuck Wagner Phone: 503-347-4638 email: [Charles.wagner@fedex.com](mailto:Charles.wagner@fedex.com) <sup>[2]</sup>
- Government Customer/Revenue Service: E-mail [Govtsupport@fedex.com](mailto:Govtsupport@fedex.com) <sup>[3]</sup>
- International Shipping Phone: 800.247.4747
- Technical Support Phone: 800.339.2774
- Track Shipments Phone: 800.463.3339

### **Billing Procedures**

It is necessary to obtain a shipping account number and create a FedEx login prior to your first shipment.

#### **FedEx Account Set-up**

Follow this process to establish a new account with FedEx:

- Complete the New Account Request Spreadsheet [CU New Account Request Spreadsheet](#) <sup>[4]</sup> and e-mail to [Govtsupport@fedex.com](mailto:Govtsupport@fedex.com) <sup>[3]</sup>
  - In the body of your e-mail specify you are part of the State of Colorado
- **Once a new account number is supplied to you:**
  - E-mail Chuck Wagner [Charles.Wagner@fedex.com](mailto:Charles.Wagner@fedex.com) <sup>[5]</sup> to verify proper rates are loaded

- Enroll in CU PSC Invoice Payment by completing the FedEx New Account Set-up Request Form <sup>[6]</sup>. E-mail completed form to mai.ngo@cu.edu <sup>[7]</sup>

## **Processing a Shipment**

When filling out Airbills or Waybills (examples below), enter your SpeedType number in the appropriate reference field. For billing reasons, enter only your SpeedType in the field.

### **Correct Example:**

12345678

### **Incorrect Examples:**

ST-12345678

SpdTyp: 12345678

SpeedType: 12345678

## **Electronic Airbill**

Shipping
Tracking
Design & Print
Locations
Support

FedEx Ship Manager

Create shipment

CREATE SHIPMENT

SHIPMENTS

E-COMMERCE

ADDRESS BOOK

SHIPMENT PROFILES

SETTINGS

HELP

Outbound shipment

SELECT SHIPMENT PROFILE

Ship from

John Doe , UNIV OF COLORADO - Denver, CO, United States

Deliver to

SEARCH IN ADDRESS BOOK

Contact

CONTACT NAME

COMPANY

If needed, how can FedEx contact the recipient?

PHONE NUMBER

PHONE EXTENSION

EMAIL

Address

COUNTRY/TERRITORY

ADDRESS LINE 1

ADDRESS LINE 2

ADDRESS LINE 3

POSTAL CODE

STATE OR PROVINCE

CITY

Service Details

SHIP DATE

Thursday, Dec

SERVICE

Service options

Signature

Broker select

Hold at loca

Dangerous

You can fin

standard p

Additional options

Add referen

SHIPMENT REF

12345678

P.O. NO.

INVOICE NO

DEPARTMEN

Email outbo

Include a ret

Preferred method as FedEx website ([www.fedex.com](http://www.fedex.com) [8]) will automatically perform any necessary address corrections, thus minimizing potential shipping delays. Enter your SpeedType in the "Shipment Reference" field under "Additional options/Add references" in the "Service Details" section on the right side of the page.

### Domestic Airbill (paper):



State Price agreements <sup>[9]</sup> are available online

- 174144?, valid through November 27, 2026

## Purchasing Agent

**Druselle May**

- **Email:** Druselle.May@cu.edu <sup>[10]</sup>

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**Source URL:** <https://www.cu.edu/psc/how-buy-shipping>

### Links

[1] <https://www.cu.edu/psc/how-buy-shipping> [2] <mailto:Charles.wagner@fedex.com>  
[3] <mailto:Govtsupport@fedex.com> [4] <https://www.cu.edu/doc/cu-new-account-request-spreadsheet2022xlsx> [5] <mailto:Charles.Wagner@fedex.com> [6] <https://www.cu.edu/doc/fedex-new-account-set-request-form2022doc> [7] <mailto:mai.ngo@cu.edu> [8] <https://www.fedex.com/global/choose-location.html> [9] <https://www.bidscolorado.com/co/portal.nsf/xpPriceAgreementsByCategory.xsp>  
[10] <mailto:Druselle.May@cu.edu>