How to Buy Shipping [1]

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 [2]
- Government Customer/Revenue Service: E-mail Govtsupport@fedex.com [3]
- 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 [4] and e-mail to Govtsupport@fedex.com [3]
  - 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 [5] to verify proper rates are loaded

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

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.
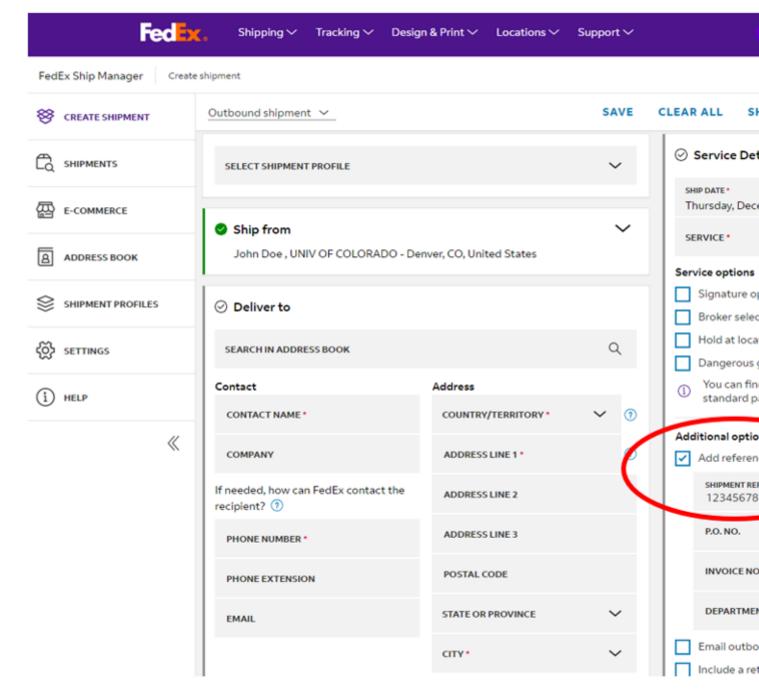
Correct Example:

12345678

Incorrect Examples:

ST-12345678
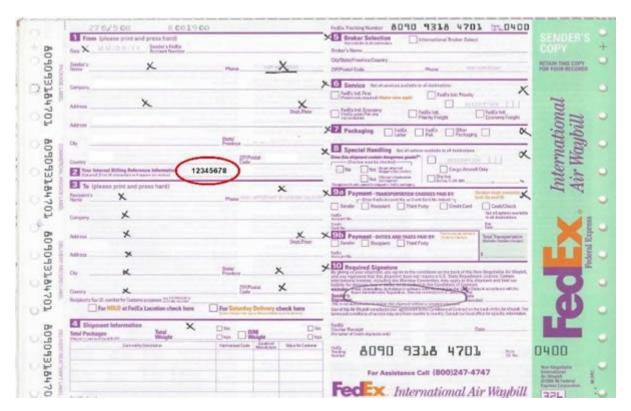SpdTyp: 12345678
SpeedType: 12345678

Electronic Airbill

Preferred method as FedEx website (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):

Enter your SpeedType in the Your Internal Billing Reference field (section #2) of the paper form.

International Waybill (paper)

Enter your SpeedType in the Your Internal Billing Reference Information field (section #2) of the paper form.

State Price Agreement

[State Price agreements](#) [9] are available online

- 174144?, valid through November 27, 2026

Purchasing Agent

Druselle May

- **Email:** Druselle.May@cu.edu [10]

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