

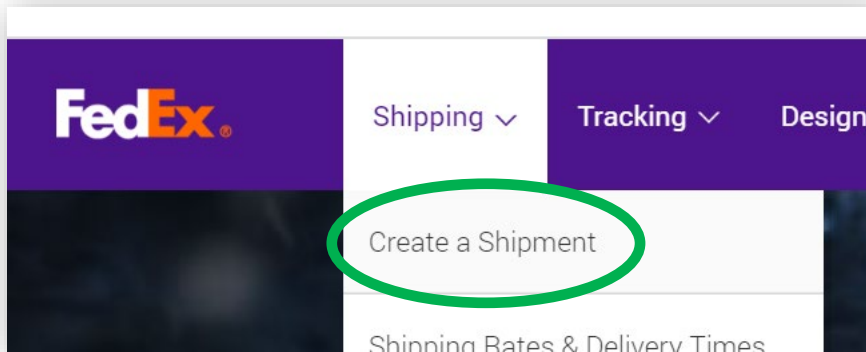
How to create a **FedEx** return label for Florida State University business.

***The University Account Number is for official use only. Do not share or use for personal shipping.**

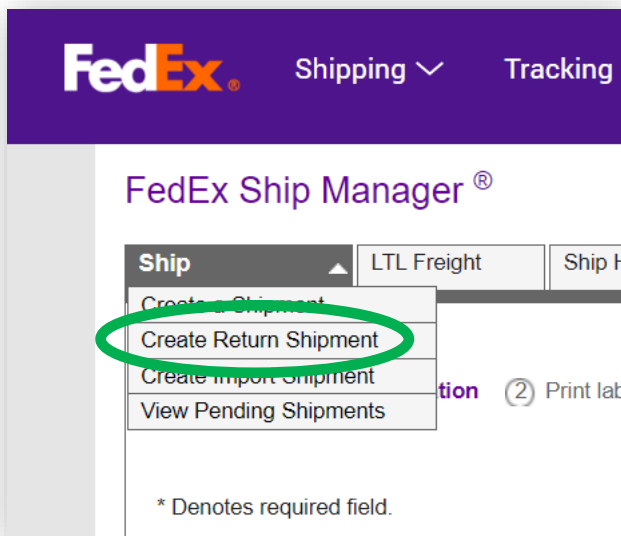
For correct billing, remember to include the *Purchase Order (PO) number AND DeptIdFund.

Step 1: Log in to your University FedEx account. <https://www.fedex.com/secure-login/>

- At the top of the page, click **Shipping** and choose the first item: **Create a Shipment**.



Step 2: On the next page, click **Ship** to expand the sub-menu and choose **Create Return Shipment**.



Step 3: In box **1. Return Package To** (you may need to click + **Edit** to expand the section),

- Here you will enter **your address** or the **address you want the package returned to**.

1. Return Package To Help Hide

* Country/Territory

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

* Phone no. ext.

[Perform detailed address check](#)

This is a residential address ?

Save new address in address book

Save as default return address

Step 4: In the second box labeled **2. Return Package From**,

- Enter the address **from which the package is being returned**.

2. Return Package From Help Hide

* Country/Territory

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

* Phone no. ext.

This is a residential address

Step 5: Enter the returning package information.

3. Package & Shipment Details [Help](#) [Hide](#)

* Return label type

* No of returns

* Weight lbs

Declared Value U.S. Dollars

* Service type

* Package type

Dimensions in

Save dimensions profile

Step 6: In box **5. Billing Details**, remember to enter **your PO (Purchase Order) number** and **DeptIdFund**.

5. Billing Details [Help](#) [Hide](#)

* Bill transportation to

! Alert: Please remember to enter your reference information.

Project

RMA no.

More reference fields [Add an account](#)

* PO

Invoice no.

* DeptIdFund

Step 7: Once complete, click the **Ship** button in the lower right corner of box **6. Complete your Shipment**.

6. Complete your Shipment [Help](#)

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express international shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information.
- Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed.
- FedEx makes no warranties, express or implied, regarding Address Checker information.
- Correct completion of shipping documents is the responsibility of the customer.
- If the delivery address is later identified as residential, you could receive a residential surcharge.

Step 7: A window will open asking you to **Confirm the shipping details.**

- Click the **Edit** button in the lower right to make changes.
- Click the **Ship** button in the lower right to create the return label.

Confirm your shipment details

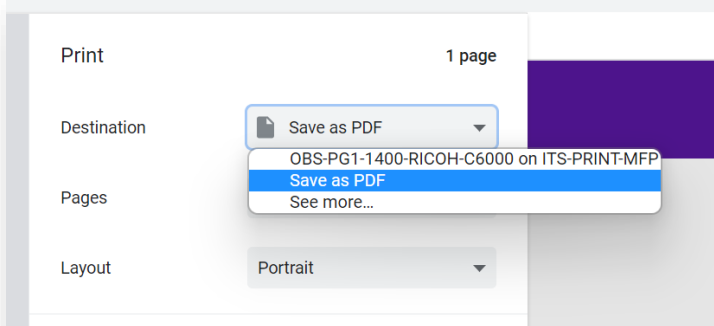
| Return Shipment | | Help | |
|-----------------|---|--|--|
| From | Derrick Mills Univeristy of South Florida 4202 E Fowler Ave Rm 4102 TAMPA FL United States 33620 (813)974-2011 | Date created Return label type Pricing option Service type Package type No of returns Total weight Dimensions Declared/Carriage Value Bill transportation to Project PO | 11/15/2022 Print FedEx Ground Your Packaging 1 1.00 lbs 4 x 4 x 4 in 0.0 USD 388321121-121 0001801442 |
| To | Christopher Broadus Florida State Univeristy 222 S Copeland St TALLAHASSEE FL United States 32306 8505551234 | Invoice no. DeptIdFund RMA no. Special Services | 020001320 |

By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express international shipments](#).

Edit **Ship**

Step 6: Send this label to the shipping party via:

- **Email** - Print the label but choose **Save as PDF**. Save the PDF and attach to an email.



- **OR Email** - Print the label and scan to your email, allowing you to forward the email.
- **OR Fax** - Print the label and fax to the recipient.

