

## FedEx Freight Charges

The following chart lists the freight scenarios and how each charge is to be applied.

<b>Freight Scenarios</b>		
<b>Purchase Order/Blanket Order Release</b>	<b>Goods/Service</b>	<b>Budget Year</b>
1. Buy product and freight is added to vendor invoice	Goods	PR Date
2. Buy product, using our account, info* on FedEx invoice	Goods	PR Date
3. Buy product, using our account, info* not on FedEx invoice	Goods	Shipment date
4. Buy product and subsequent invoice, such as custom charge	Goods	PR Date
<b>Non-PO</b>		
5. Employee/collaborator uses our account to send items to us	Service	Shipment Date
6. Transportation services using Request for Shipment Form	Service	Shipment Date
7. Employee takes a shipment to FedEx store, emergency only*	Service	Shipment Date

\*Info necessary to make determination is a project number and/or an order number (PO or blanket release).

### **Process**

- Inbound shipments: using fedex.com complete the form including PO and Internal Billing Reference (i.e. project number) fields as shown on the *Leidos Biomedical FedEx Account Guidelines* instructions (#1 - #5).
- Outbound shipments: complete and submit the *Request for Shipment* Form. As long as this occurs, the proper information is available (#6). For an emergency situation only and a shipment is taken to the FedEx store, ensure the project number is provided and entered in fedex.com (#7).

If this information is not entered, which may occur for multiple reasons, the shipment date will be used to determine the budget year.

The Federal Express electronic invoicing captures the Purchase Order number if the PO number is entered into the fedex.com website. The file created to load the invoice transactions to CostPoint will then contain the purchase order number; however, the PO number cannot be matched in CostPoint to fully automate the process due to the inability to transfer PO line numbers.

### **Solution**

Leidos Biomedical and DMS met with our FedEx technical representative on January 29, 2015 to review how shipment information is entered, transmitted and reported for inbound shipments to ensure the PO# and project number will be captured in the daily data transmissions between FedEx and Leidos. Software was updated, the data transfer process was tested and we were assured everything is in place for transfer of information if it is entered into the fedex.com website. There are no issues with outbound shipments that originate by submitting a Request for Shipment form.