

FedEx Tip Sheet

Below are some items you should be aware of when shipping with Federal Express.

Types of Shipments - FedEx can ship envelopes up to 150 lbs per package. There are various shipping services to choose from:

- **FedEx Ground** shipments – this will be the most widely used shipping method. This is for regular shipments going by ground that can be delivered in 1-5 business days. See below for a map of deliveries by days with a Knoxville origin zip code.

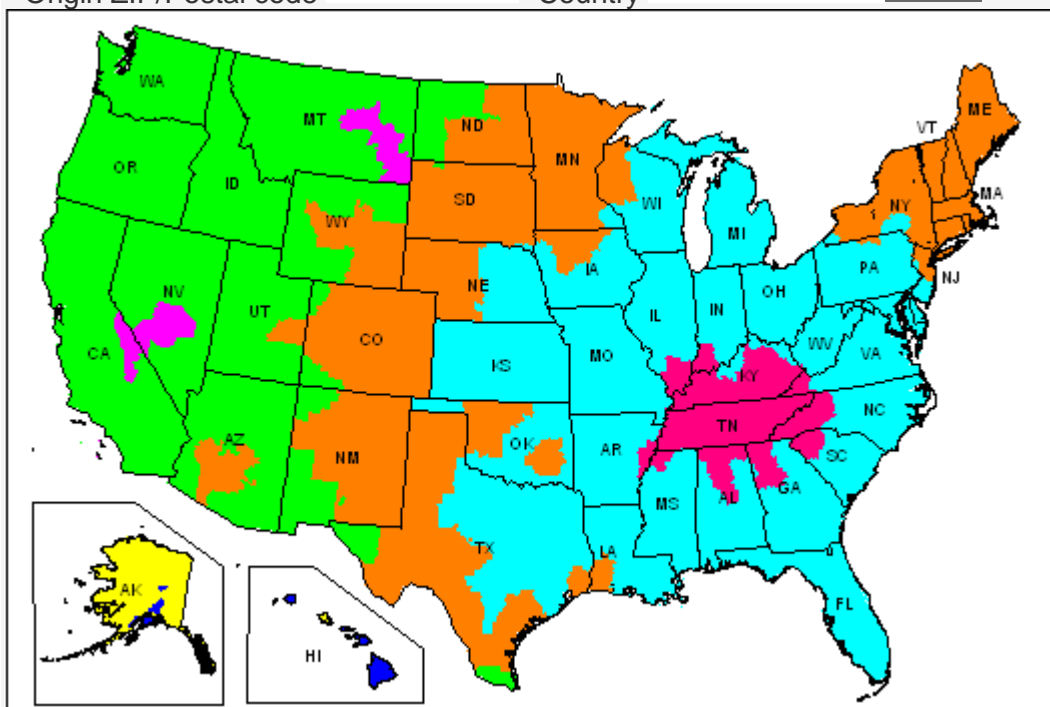
FedEx Ground® Service Maps

View the map of transit times from the origin ZIP/Postal code.

[Printable version](#)

View Maps

* Origin ZIP/Postal code * Country



1 Day 2 Days 3 Days 4 Days 5 Days 6 Days 7+ Days

- **FedEx Express**
 - Priority Overnight – delivery by 10:30 am next business day
 - Standard Overnight – delivery by 3 pm next business day
 - Economy Service – delivery by 2nd business day

- Express Saver Service – delivery by 3rd business day

Billing Options

It is highly recommended that you pay your FedEx charges with a procurement card. There are several options available to do this.

- a) If you have a paper invoice, you can go to www.fedex.com and under the heading “Manage” chose “View/Pay Bills”. This will take you to FedEx Billing Online. They have tutorials on how to set this up.
- b) If you have a paper invoice, you can call FedEx directly and give them your card number for payment.

There is an approximate two week billing cycle within FedEx so the charge may not appear until the next month’s statement.

Weekly Charges

Any time an employee of Federal Express comes to your office to pick up a letter, package, etc, for GROUND shipments you will be charged a weekly fee. The amount charged depends on the amount of your invoice charges for that week. Currently, if the charge is under \$60, then the fee is \$10 (was \$9) and if over \$60, the fee is \$20 (was \$13). If you want to avoid this charge, drop your Ground shipment at the nearest FedEx station or Kinkos location.

NOTE: If you use FedEx services at vendors like Kinko’s, etc, you will not receive the University’s contracted discount rate ***without*** using an account number linked to the University contract.

More information regarding the University’s contract with Federal Express can be found at <http://purchasing.tennessee.edu/>. Midway down the page is a bullet for Federal Express.