

# FedEx® Reporting Online

**Giving you the information you need to make informed business decisions.**

FedEx Reporting Online is an application on **fedex.com** that enables you to request, view and download summarized and detailed shipping reports for single or multiple FedEx accounts. By providing you with a consolidated view of your FedEx Express® and FedEx Ground® shipments based on invoiced shipment information, FedEx Reporting Online can give you greater control over your day-to-day shipping activities and help you make more-informed business decisions.

## What You Can Do With FedEx Reporting Online

**Request Reports:** You can request different types of reports for your FedEx® shipments. You can view these reports online in both summary and graph format, or download them in a detailed format.

**Schedule Reports:** You can schedule reports to run automatically every week or every month. We will notify you via e-mail when the reports are ready.

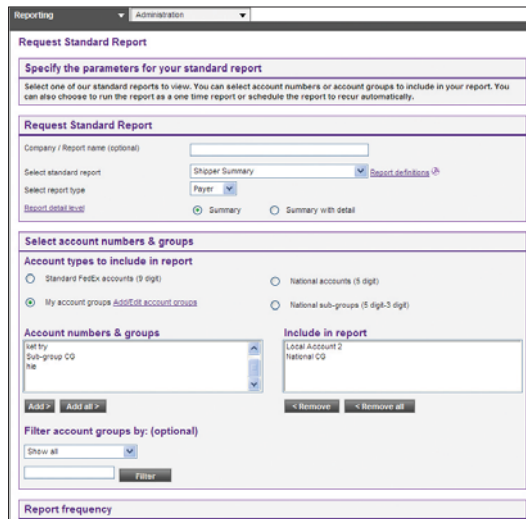
**Download Reports:** You can download your summary reports in Microsoft® Excel® format and your detailed reports in comma-separated variable (CSV) format.

**Schedule Reports Calendar:** You can view and download scheduled reports through a monthly calendar. When scheduled reports are ready for download, you can link to them from the calendar.

**Invite Other Users:** You can invite other employees within your company to share access and request reports. In addition, you can view a list of all of your invited users and edit or delete the access rights of those invited users.

**Add Accounts:** You can add multiple FedEx accounts to your profile for reporting. This gives you the ability to view reports for single accounts or to create a consolidated report with a group of accounts.

**Create Account Groups:** For reporting on multiple accounts, you can create and save account groupings to generate consolidated reports.



The screenshot shows the 'Request Standard Report' form in the FedEx Reporting Online interface. The form is titled 'Request Standard Report' and has a sub-header 'Specify the parameters for your standard report'. Below this, there is a section for 'Request Standard Report' with fields for 'Company / Report name (optional)', 'Select standard report' (set to 'Shipper Summary'), 'Select report type' (set to 'Payer'), and radio buttons for 'Summary' and 'Summary with detail'. There is also a 'Report definitions' link. Below that is a section for 'Select account numbers & groups' with radio buttons for 'Standard FedEx accounts (9 digit)', 'National accounts (5 digit)', 'My account groups Add/Edit account groups', and 'National sub-groups (5 digit-3 digit)'. There are two lists: 'Account numbers & groups' and 'Include in report'. The 'Filter account groups by: (optional)' section has a 'Show all' dropdown and a 'Filter' button. At the bottom, there is a 'Report frequency' section.

*A look at the screen for requesting a standard report.*

## What Types of Reports You Can Generate

**Service Summary Report:** This report provides a high-level summary of your shipping volumes, shipping charges, weights, surcharges and discounts for FedEx Express and FedEx Ground shipments.

**Shipment Detail Report:** This report complements the service summary report by providing all the elements associated with your individual shipments. Use it to research certain specifics regarding a shipment.

**Dimensional Weight Package Detail Report:** This report provides details on FedEx Express shipments that were subject to dimensional weight rating. Report information may help you determine potential changes to your current packaging material to reduce the chance of being charged dimensional weight rating.

**Pay Type Summary Report:** This report enables you to see the mix of packages you've paid for with your account, whether they were shipped by you, billed to you by a third party or billed to you as the recipient.

**Shipper Summary Report:** This report is designed specifically for customers who are frequently billed for inbound shipments. The information in this report clearly identifies who is shipping and billing to you, helping you ensure costs associated with inbound shipments are being accurately allocated.

**Address Correction Detail Report:** This report provides information on surcharges assessed to your account due to incorrect shipment addresses. Use this report to correct your electronic shipping solution's address book to prevent future surcharges.

## Getting Started

Go to <https://www.fedex.com/reporting/MainPage.do>.

If you are not already registered as a **fedex.com** user, you will need to sign up for a **fedex.com** user ID and password. If you are a registered **fedex.com** user, enter the log-in information you use for accessing other **fedex.com** online resources.

For more information about FedEx Reporting Online, contact your FedEx account executive or go to the above url to view the online demo and read the frequently asked questions.

The screenshot shows the 'Service Summary' report in the FedEx Reporting Online system. The report is for 'All Account Groups' and covers the period from October 2006 to January 2007. The table below summarizes the data shown in the report.

Service	Dom	Int	SVC Type	Transportation	Surcharges	Discount	Net Charges	Pieces	Shipments	Weight	Avg. Cost
Express Domestic	8,218,599.95	356,377.52		(4,227,379.27)	2,347,598.20	84,352	83,339	1,531,858	25.15		
ES	4,899,869.84	360,747.52		(2,834,967.89)	2,281,748.67	129,228	129,863	2,100,370	17.72		
SO	4,672,714.89	285,396.96		(2,548,899.95)	1,931,162.86	82,849	81,667	1,301,003	21.36		
F1	3,165,557.61	177,015.90		(1,566,429.64)	1,338,943.87	2,672	2,400	1,014,409	556.92		
F2	1,834,812.38	113,204.08		(913,448.62)	854,567.84	3,163	3,155	792,448	264.52		
ESP	1,131,132.70	115,330.10		(878,725.88)	986,942.77	37,440	36,862	592,059	19.31		
F3	281,822.21	21,263.56		(188,113.60)	122,981.37	433	436	148,647	294.21		
FD	57,754.06	8,970.00		0.00	66,724.06	678	660	9,905	99.01		
NonTrans	0.00	0.00		0.00	1,729.50	0	0	0	0.00		
<b>Domestic Total</b>	<b>822,015,462.84</b>	<b>81,420,526.11</b>		<b>(8,114,120,878.42)</b>	<b>38,316,824.13</b>	<b>360,250</b>	<b>347,758</b>	<b>7,541,297</b>	<b>828.70</b>		
International	FF	5,851,214.83	517,700.84		(2,261,303.48)	4,188,948.06	2,907	959	1,583,719	4,440.64	
		3,549,828.05	312,909.05		(1,462,178.21)	2,842,496.81	33,166	12,564	726,029	822.00	

A look at the results of a service summary report.