FedEx Overview Paper Invoices Business Unit Campus Fiscal Officer Fiscal Officer Payment reviews DV and disputes charges via approved? invoice attached FedEx Online Tool **NOTE: Only shipping** charges can be paid Federal Express through the EDI Accounts Payable Accounts sends paper invoices Accounts Payable Payable system, duty taxes/ FedEx notified and Specialist creates DV Specialist searches for supplies, duty customs and supplies to pay invoice and Invoice coded as **START END** DV. PCDO to see if taxes, or custom will result in a paper routes to duplicate and no fees directly to invoice has already invoice department for further action. Accounts Payable been paid. being issued and approval mailed to dept. Federal Express Invoice Paid?

http://www.fedex.com/us/

University of Arizona business units maintain Federal Express billing and may contact Federal Express directly for services such as:

- 1. Disputing inappropriate charges.
- 2. Obtain paper invoice(s) if required.
- 3. Obtain password information or password changes.

NOTE: EDI (Electronic Data Interface) files contain Domestic and International shipping charges only.

Paper invoices are submitted to Accounts Payable for merchandise supplies, duty taxes/custom charges, etc.