

Directions

1. Sign into FedEx.com and navigate to Reporting.
2. Request a new report.
3. Build your Shipment Detail report request:
 - Select Report Type = Shipment
 - Service Type = FedEx Express and FedEx Ground
 - Data View = Payer view
 - Group Shipments By: Invoice Date
 - Select All Accounts
 - Delivery Options: set date range (13 weeks) and CSV
4. Build your Surcharge Detail report request:
 - Select Report Type = Surcharge
 - Level of Detail = Detail
 - Service Type = FedEx Express and FedEx Ground
 - Data View = Payer view
 - Group Shipments By: Invoice Date
 - Select All Accounts
 - Delivery Options: set date range (13 weeks) and CSV
5. Download Your Report(s)
 - View Dashboard and Reports
 - Click your newly-created reports to download.

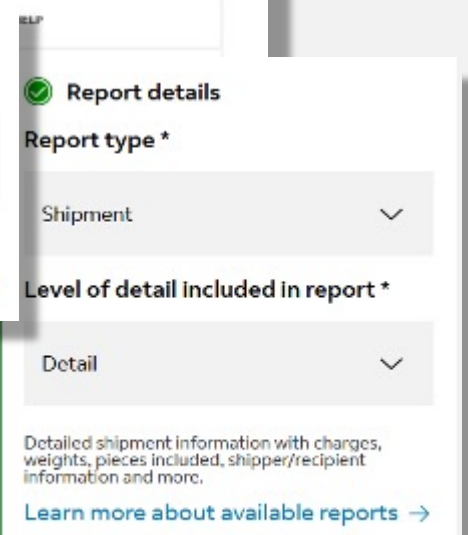
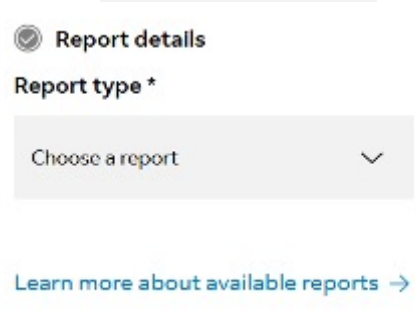
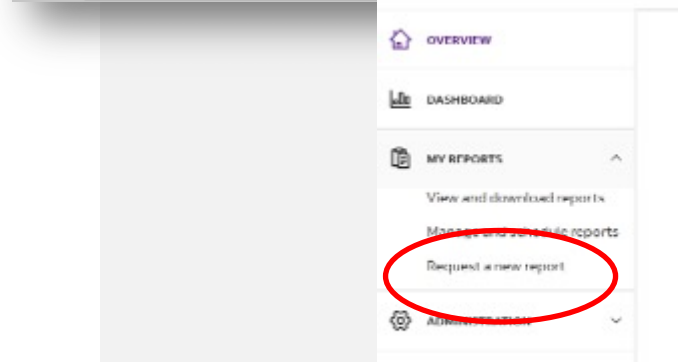
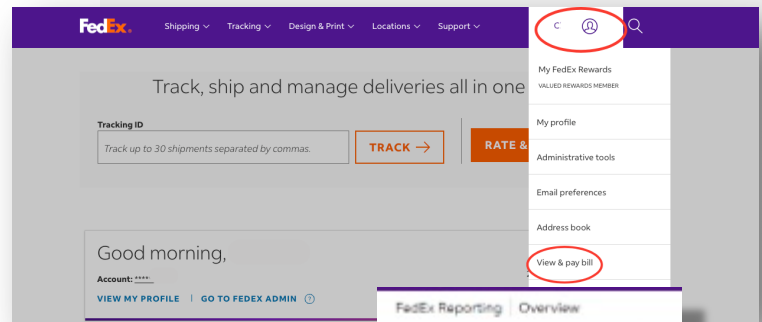
Detailed instructions with visuals on next page(s).

Step-by-Step Guide:

FedEx Invoices

Shipment Detail Reports

1. Login to your FedEx.com account, click on the Profile icon, and select "Reporting."
2. On the left side, click on the clipboard icon and select "Request a new report."
3. Enter in a name for the report and select "Choose a report" on the right hand side.
4. Select "Shipment", then select "Detail."
5. Under choose your service type select "FedEx Express and FedEx Ground". Then select "Payer View", then select "Invoice Date."



Choose your service type *

☒ FedEx Express® and FedEx Ground® ☐ FedEx Freight® (U.S., Canada, Mexico only)

Choose the data view for this report *

☒ **Payer view.** Include all shipments paid for by the account. Includes shipping charges.
☐ **Shipper view.** Include all shipments shipped by the account. Does not include any shipping charges.

Group shipments by *

☐ Shipment date ☒ Invoice date

All fields marked with an asterisk (*) are required.

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FedEx Invoices

5. Finally, select the date range and choose "CSV" as the data format for your report.

Select accounts

ACCOUNTS GROUPS

Select up to 200 accounts you would like to include in this report

Accounts 9 VIEWS FILTERS Search

ACCOUNT #	COMPANY NAME	BILLING ADDRESS	CITY	STATE	ZIP/POSTAL	COUNTRY
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6. You will be re-directed to the "Download Center". When the download is complete, you can click on it and save the file.

Delivery options

Report frequency* One-Time Recurring

Start date* 04/14/2026 End date* 04/14/2026

Choose a data format for your report* Total CSV

Date ranges are based on your bill cycle for the accounts you selected. For more up-to-date information, please contact your sales representative.

Surcharge Detail Reports

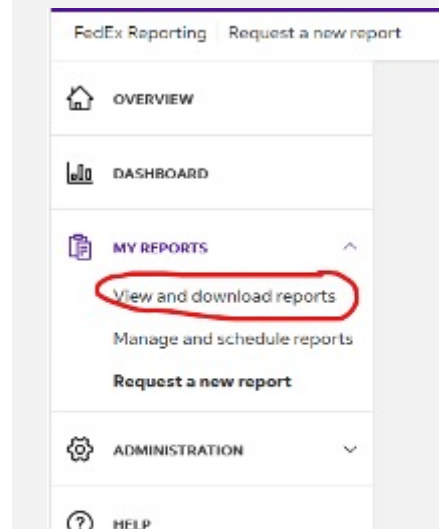
(Surcharge detail reports follow exactly the same flow, except in Report Details, select **Surcharges** instead of **Shipments**.)

Step-by-Step Guide:

FedEx Invoices

How to Download Reports

1. Hover over the clipboard icon on the left-hand side and go to "View and Download Reports".



2. Download both the "SHIPMENT DETAIL" and "SURCHARGE DETAIL" CSV and send to us. It will take time for these to download, you will likely have to come back to this portal and login again.

