



FEDEX

Quick Reference

Summary

The State of Wisconsin will begin paying FedEx via ACH in an effort to minimize account application errors and overall time committed to these accounts. The following will need to be used to make payments via ACH:

Supplier ID: **0000034991**

FedEx Express

Location ID: **Suffix-B**

Address ID: **3**

FedEx Ground

Location ID: **Suffix-E** (*default*)

Address ID: **5**

ACH payment Location/Address have been made the default for this supplier. All efforts should be made to use the correct default Location/Address combination.

Definitions

Examples of how the FedEx Invoice Number may be entered into the STAR voucher Invoice Number field.

- To avoid payments rejecting and to ensure proper posting, you must include the Invoice Number, excluding the dash or hyphen.

112312345

- You may include the billing date after the Invoice number to create a unique Invoice Number if needed. InvoiceNumberxMMDDYY

112312345x121124

Example of how a FedEx Account Number may be presented on an invoice.



FedEx ACH Payment Quick Reference

State Controller's Office

FedEx Ground Example:

Please note the highlighted areas indicating which Supplier ID should be chosen.

FedEx.

| Invoice Number | Invoice Date | Account Number |
|----------------|--------------|----------------|
| 1-123-12345 | Dec 11, 2024 | 9876-9876-9 |

FedEx Tax ID: 71-0427007

Billing Address:
WI DEPT
Address
MADISON WI

Shipping Address:
WI DEPT
Address
MADISON WI

Invoice Questions?
Contact FedEx Revenue Services
Phone: 800.645.9424
M-F 7-5 (CST)
Internet: fedex.com/usgovt

Invoice Summary

FedEx Ground Services

| | | |
|---------------------------|------------|-------------------|
| Total Charges | USD | \$1,505.72 |
| TOTAL THIS INVOICE | USD | \$1,505.72 |

Other discounts may apply.
To pay your FedEx invoice, please go to www.fedex.com/payment. Thank you for using FedEx.

Important Service Message:
Ensure the safety of your shipments by keeping your account information secure. Avoid sharing your FedEx account details with unauthorized personnel.

Detailed descriptions of surcharges can be located at fedex.com

| Invoice Number | Invoice Amount | Account Number |
|----------------|----------------|----------------|
| 1-123-12345 | USD \$1,505.72 | 9876-9876-9 |

Remittance Advice Your payment is due by Jan 25, 2025

To ensure proper credit, please return this portion with your payment to FedEx. Please do not staple or fold. Please make check payable to FedEx.

WI DEPT
Address
MADISON WI

FedEx
P.O. Box 371461
Pittsburgh PA 15250-7461



FedEx ACH Payment Quick Reference

State Controller's Office

FedEx Express Example:

Please note the highlighted areas indicating which Supplier ID should be chosen.



| Invoice Number | Invoice Date | Account Number | Page |
|----------------|--------------|----------------|--------|
| 1-123-12345 | Apr 03, 2024 | 9876-9876-9 | 1 of 2 |

Billing Address:

WISCONSIN

PO BOX

MADISON WI

Shipping Address:

WISCONSIN

MADISON WI

Invoice Questions?**Contact FedEx Revenue Services**

Phone: 800.622.1147

M-F 7 AM to 8 PM CST

Sa 7 AM to 6 PM CST

Internet: fedex.com

Invoice Summary**FedEx Express Services**

Total Charges USD \$98.39

TOTAL THIS INVOICE USD \$98.39

Other discounts may apply.

To pay your FedEx invoice, please go to www.fedex.com/payment. Thank you for using FedEx.

Account Summary as of Apr 03, 2024

Previous Balance 0.00

Payments 0.00

Adjustments 0.00

New Charges 98.39

New Account Balance \$98.39

Payments not received by Apr 18, 2024 are subject to a late fee.

Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx. Please do not staple or fold. Please make check payable to FedEx.

| Invoice Number | Invoice Amount | Account Number | Account Balance |
|----------------|----------------|----------------|-----------------|
| 1-123-12345 | USD \$98.39 | 9876-9876-9 | USD \$98.39 |

Remittance Advice

Your payment is due by Apr 18, 2024

Payments not received by this date are subject to a late fee.

WISCONSIN

PO BOX

MADISON WI



FedEx

P.O. Box 94515

PALATINE IL 60094-4515



FedEx ACH Payment Quick Reference

State Controller's Office

Procedures/Steps

STAR Voucher Entry: **Invoice Information** tab

Enter the following Supplier Information:

Supplier ID: **0000034991**

FedEx Express

Location ID: **Suffix-B**

Address ID: **3**

FedEx Ground

Location ID: **Suffix-E**(default)

Address ID: **5**

1. Enter the FedEx Account Number as the **Invoice Number** on the voucher.
2. Please **ATTACH** a copy of the invoice to the voucher

Invoice Information | Payments | Voucher Attributes

Business Unit: 50500
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice Date: 12/11/2024
Invoice Received:
Supplier ID: 0000034991
ShortName: FEDERAL EX-001
Location: SUFFIX-E
*Address: 5

1 Invoice No: 112312345
Accounting Date: 02/25/2025
*Pay Terms: NET30
Basis Date Type: Inv Date
Control Group:
☐ Incomplete Voucher

Invoice Total
Line Total: 1,505.72
*Currency: USD
Miscellaneous:
Freight:
Total: 1,505.72
Difference: 0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments(0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Payment Tab

3. Enter the Account Number and the Billing Date in the **Payment Message field**.
4. Verify the **Separate Payment** box has been checked (it should default as checked)

All other aspects of voucher entry would be the same as normal.

Invoice Information | **Payments** | Voucher Attributes

Business Unit: 50500
Voucher ID: NEXT
Voucher Style: Regular Voucher
Total Amount: 1,505.72
Supplier Name: Fedex

1 Invoice No: 112312345
Invoice Date: 12/11/2024
*Pay Terms: NET30
Action:
Run
Schedule Payments

Payment Information
Payment 1
*Remit to: 0000034991
Location: SUFFIX-E
*Address: 5
Gross Amount: 0.00 USD
Discount: 0.00 USD
Scheduled Due:
Net Due:
Discount Due:
Accounting Date:
Federal Express Corp
PO Box 371461
Pittsburgh, PA 15250-7461

Payment Options
*Bank: US022
*Account: 1401
*Method: ACH
Pay Group:
*Handling: Centrally Mailed
Hold Reason:
*Netting: Not Applicable
L/C ID:
3 Message: ACT# 9876-9876-9
4 ☒ Separate Payment