





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 FedEx Ground

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

Address ID: 3 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 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.

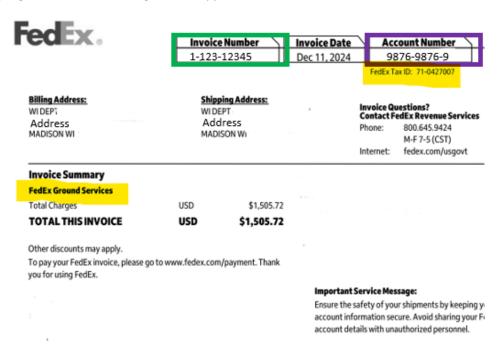


FedEx ACH Payment Quick Reference

State Controller's Office

FedEx Ground Example:

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



Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx	Invoice Number	Invoice Amount	Account Number
Please do not staple or fold. Please make cherk rayable to Ferffy	1-123-12345	USD \$1,505.72	9876-9876-9

Remittance Advice

Your payment is due by Jan 25, 2025

Address MADISON WI FedEx P.O. Box 371461 Pittsburgh PA 15250-7461

<u>:</u>



FedEx ACH Payment Quick Reference

State Controller's Office

FedEx Express Example:

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



Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx.	Invoice Number	Invoice Amount	Account Number	Account Balance
Please do not staple or fold. Please make check payable to FedEx.	1-123-12345	USD \$98.39	9876-9876-9	USD \$98.39
Prouse make check payable to reduct.				

Remittance Advice

WISCONSIN

MADISON WI

PO BOX .

Your payment is due by Apr 18, 2024

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

DEPARTMENT OF ADMINISTRATION

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

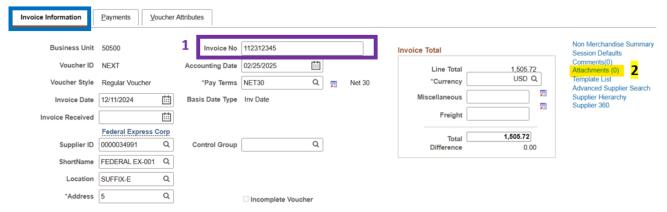
Address ID: 3

FedEx Ground

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

Address ID: 5

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



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.

