

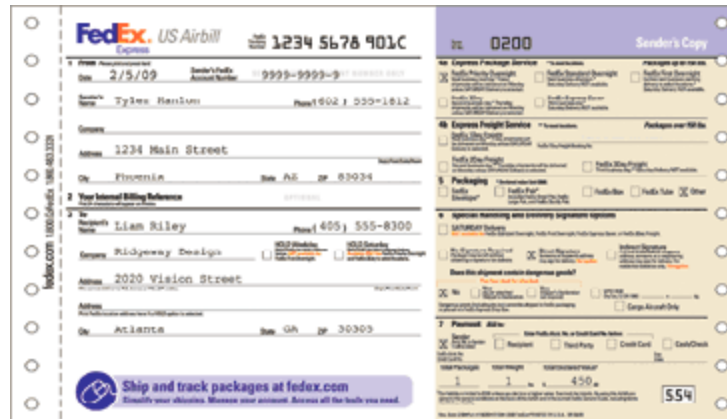
FED EX Shipping/Billing Instructions (US and International)

IMPORTANT:

A WHOI PROJECT OR COST CENTER NUMBER MUST APPEAR ON THE AIRBILL WHEN USING THE WHOI FEDEX ACCOUNT. PLEASE COMPLETE THE "INTERNAL BILLING REFERENCE" FIELD WITH THE APPROPRIATE PROJECT OR COST CENTER NUMBER. THIS NUMBER WILL APPEAR ON THE INVOICE.

US Shipments

Use the FedEx US Airbill for all FedEx Express shipments within the US except FedEx Same Day and FedEx Collect on Delivery (C.O.D.), which have their own airbills.



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|-------------------------------|----------------------------------|
| 1. Sender Information | 5. Packaging |
| 2. Internal Billing Reference | 6. Special Handling and Delivery |
| 3. Recipient Information | 7. Signature Options |
| 4. Service | |

1. **Sender Information**

Enter your shipping information. This includes the address you are shipping from, your name, your phone number and your FedEx account number.

2. **Internal Billing Reference**

IMPORTANT: Please enter WHOI Project or Cost Center number here. The first 24 characters will appear in your invoice.

3. **Recipient Information**

Complete the details for your shipping destination. This includes recipient name, address and phone number. FedEx cannot deliver to P.O. boxes or to P.O. box ZIP codes in the U.S., including U.S. military P.O. box addresses such as APO and FPO.

4. **Service**

Indicate which service you are using.

5. **Packaging**

Indicate the FedEx Express packaging you are using, or mark "other" if you are using your own packaging.

6. **Special Handling and Delivery Signature Options**

Mark "Yes" or "No" to indicate whether your shipment contains dangerous goods. If "Yes, as per attached Shipper's Declaration," include three copies of a Shipper's Declaration for Dangerous Goods. Dangerous goods (including dry ice) cannot be shipped in FedEx packaging (except Biological Substance, Category B, which can be shipped in the FedEx UN 3373 Pak) or placed in a FedEx Express Drop Box.

This is also where you can choose other special handling options including Saturday service (when available) or delivery signature options. Select from these signature options: No Signature Required, Direct Signature or Indirect Signature. [Click here for more information on FedEx Delivery Signature Options.](#)

7. **Payment**

Bill To: If billing to sender, recipient or third party, include the payer's FedEx account number.

Credit Card: If paying by credit card, write the credit card number and expiration date. FedEx accepts American Express[®], Carte Blanche[®], Diners Club[®], Discover Card[®], MasterCard[®], Optima[®] and Visa[®].

Cash: If paying by cash or check, payment is requested at time of shipment.

For International Shipments

The air waybill is for most FedEx Express U.S. export package shipments up to 150 lbs., including shipments to and from Puerto Rico.

The image shows a FedEx International Air Waybill form. It is divided into several sections, each numbered with a purple circle. The sections are: 1. Sender Information (top left), 2. Recipient Information (middle left), 3. Shipment Information (bottom left), 4. Service Packaging (top right), 5. Packing (middle right), 6. Special Handling (bottom right), 7. Payment (bottom right), 8. Internal Billing Information (bottom right), and 9. Required Signature (bottom right). The form contains various fields for addresses, phone numbers, and shipment details. The FedEx logo is at the top left. The form is titled 'FedEx International Air Waybill'.

Section	Description
1	Sender Information
2	Recipient Information
3	Shipment Information
4	Service Packaging
5	Packing
6	Special Handling
7	Payment
8	Internal Billing Information
9	Required Signature

1. Sender Information

Enter your shipping information. This includes the address you are shipping from, your name, your phone number and your FedEx account number.

2. Recipient Information

Complete the details for your shipping destination. This includes recipient name, address and phone number. You may send certain international shipments (including Puerto Rico shipments) to P.O. box addresses, if you include a telephone, fax or telex number. FedEx cannot deliver to U.S. military P.O. box addresses such as APO and FPO.

3. Shipment Information

- Commodity Description.
- Harmonized Code.
- Total Value for Customs.
- Total Declared Value for Carriage.
- U.S. Export Section.

4. **Service**

Indicate your choice of international service. If no service is marked, shipment via FedEx International Priority

5. **Packaging**

Indicate the type of FedEx Express packaging you are using, or mark "other" if you are using your own packaging.

6. **Special Handling**

Choose special handling options including Saturday service (when available) or Hold at FedEx Location.

7. **Payment**

Select a method of payment and provide the appropriate FedEx Express account number or credit card number.

- If billing to sender, recipient or third party, include the payer's FedEx account number.
- If the recipient or third party fails to pay shipping charges, duties and taxes, the sender is responsible for payment.

8. **Internal Billing Information**

IMPORTANT: Please enter WHOI Project or Cost Center numbers here.

9. **Required Signature**

Sign your air waybill here.

Billing Note:

"Bill Sender" means charges will be billed to the sender. The sender's FedEx account number must appear on the airbill.

"Bill Recipient" means charges will be billed to the recipient. (This is not C.O.D. service.) The recipient's FedEx account number must appear on the airbill and the account must be in good credit standing, or the recipient must pay for the shipment at the time of delivery.

"Bill Third Party" means charges will be billed to someone other than the sender or recipient. Charges for shipments within the U.S. may be billed only to a third party in the U.S. In order to choose this billing option, the FedEx account number of the third party must appear on the airbill at the time it is tendered and the account must be in good credit standing.