

## Creating a FedEx Shipment Label

Before you begin, your lab must already be added to the Biological Sciences FedEx Shipping account. If your lab does not have a FedEx shipping account, you can request one by e-mailing Jasmine Martin ([jasmine.martin@biosci.gatech.edu](mailto:jasmine.martin@biosci.gatech.edu)). Please note that each lab will have only one login under the PI's name.

1. Login into your account at <http://www.fedex.com/us/>. If you cannot remember your password use the "forgot password or ID" link.
2. Once in the system you should land on the "Create a Shipment" page. If you did not land on this page you can find it under the "Shipping" tab.
3. Ensure the correct information is entered in boxes 1-3.
4. In box 4, Billing Details, list the business purpose in the field labeled "Your reference" (about 30 characters available). Click on "More reference fields" and enter the GT Project number to which the shipment should be charged in the field labeled "Department no." (please list the full project number not a description of the project).

**4. Billing Details** [Help](#) [Hide](#)

\* Bill transportation to

\* Your reference

[More reference fields](#)

P.O. no.

Invoice no.

Department no.

5. Complete the remaining optional fields as needed. Expand the Special Services box for dry ice and signature on delivery options.

**Special Services (optional)** [Help](#) [Hide](#)

COD (Collect on Delivery) [+](#)

Dry ice [+](#)

Dangerous goods [+](#)

Lithium Batteries/Cells [?](#) [+](#)

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**FedEx® Delivery Signature Options**

Signature type

Hold at FedEx location [+](#)

6. Review your entry and click "Ship" in box 5 when complete.