

Sample FedEx Invoice

FedEx

Invoice Number: 8-171-24950
 Invoice Date: Dec 18, 2023
 Account Number: [REDACTED]
 Page 1 of 6
 FedEx Tax ID: 71-0427007

Billing Address:
 UCSF MAIL SVCS
 CONRAD CURTIS
 P O BOX 0896
 SAN FRANCISCO CA 94143-0001

Shipping Address:
 UCSF MAIL SVCS
 1816 FORBES BLVD
 SOUTH SAN FRANCISCO CA 94080-3069

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

Invoice Summary
 FedEx Express Services
 Total Charges USD \$35.15
TOTAL THIS INVOICE USD \$35.15

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 Jan 12, 2024
 Previous Balance 40.07
 Payments 0.00
 Adjustments 0.00
 New Charges 35.15
New Account Balance \$75.22

Sample BearBuy Payment Request

BearBuy UNIVERSITY OF CALIFORNIA, SAN FRANCISCO Supply Chain Management

Purchase Orders Search (Alt+Q) 0.00 USD

Form • Payment Request Form

Instructions

Use this form to request payment only for the activities specified in the Activity Type drop-down box of this form.

DO NOT use this form for:

- Buying goods and services not listed in the Activity Type drop-down box
- BearBuy PO Invoices
- Research Subjects
- Patient Refunds
- Petty Cash
- Subcontract Invoices

The Payment Request Form cannot be used to pay suppliers that accept purchase orders. If you have not created a purchase order for your expenses, please use After The Fact PO Form.

Sensitive, Confidential, or HIPAA Information: Attachments (documents, emails, invoices etc.) should not include any sensitive data (i.e. SSN, Bank Account numbers, etc.) or Protected Health Information (PHI) under HIPAA. You must redact this type of information before attaching documents to this form. For more details, read the [BearBuy Data Privacy guide](#).

Notes:

- If you cannot find the supplier or require a new remittance address, refer to ? (help) in the Request Info section for further instructions.
- A purchase order will not be sent to the supplier, but rather processed internally for approval workflow purposes only.
- Attach any invoice you have to this form. If you have multiple invoices, submit each invoice on a separate requisition.
- Include supporting backup documents (i.e. registration fee forms, subscription renewals, membership renewals, billing on official letterhead, etc.)
- Reimbursement requests to employees and guests should be submitted via [MyExpense](#). (Exception: Guest payment by wire: attach receipts and reimbursement breakdown on a [TEV](#).)
- For Meeting and Entertainment use the [BearBuy Meeting and Entertainment Payment Request Form](#).
- For patient refunds, use the paper [Check Request Form](#).

Request Information

Supplier * FEDEX

Fulfillment Address ****NOT accepting POs**
 PO BOX 371461
 PITTSBURGH, Pennsylvania 15250-7461 United States

Payee (if different from supplier name)

Commodity Code * 00005

Request Handling

An attachment to a payment can be included **only** if the payee **requires** it to process payment. Please select yes below if an attachment is required. Most payments do **not** require an attachment. Invoices do **not** need to be attached to payments.

Attachment to Check Required * No

A payment message can be included with the payment **only** if the payee **requires** additional information to process the payment (Ex: license number, member name/ID, account number, type of fee). Do **not** include invoice numbers. A message is usually **not** necessary.

Do you need to include a payment message? * No

If yes, type the message below.

Payment Message (70 char. max)

IMPORTANT: Confirm that the address below matches the address where the payment should be sent on your invoice/documentation. Click on the dropdown menu to see a complete list of available addresses for the supplier. If the specific address is not available, have the supplier complete the [Supplier Information Form](#) to add the address. Once the address is added, you can select the address and submit this form.

Remit To Address

No address assigned

PO BOX 371461, PITTSBURGH - PO BOX 371461, PITTSBURGH, Pennsylvania, 15250-7461, United States

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Payment Details

Activity Type * Postage / Small Package Courier

Please enter the description and reason for payment in the Product Description.

Product Description * FedEx shipping

240 characters remaining expand | clear

Enter the invoice number **exactly** as it appears on your invoice or document including special characters. Do **not** include spaces. If there is **NO** invoice number, enter the account number followed by the year, month, and day. If there is no account number, enter the invoice date and day only (Ex: 20201128).

Supplier Inv # * 8-171-24950

Enter the invoice date **exactly** as it appears on your invoice or document.

Invoice Date * 12/18/2023

mm/dd/yyyy

Amount * 35.15

Does your payment include sales tax? * No

Attachments

Please attach a copy of all supporting documentation and an invoice if available.

Internal Attachments *

Internal Attachments *	Date	Add
↓ FedEx invoice 8-171-24950.pdf	2/2/2024	...

Annotations:

- Enter the Invoice Number exactly as it appears on your FedEx invoice
- Enter only current charges from the invoice (no past due charges)
- Invoice required for internal UCSF processing; invoice will NOT be sent to FedEx

Total 35.15 USD