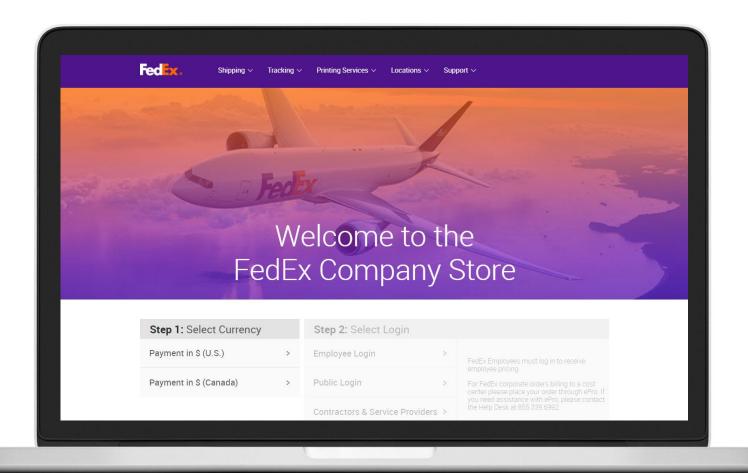


# Online Company Store Ordering

companystore.fedex.com

September 2022

## **Table of Contents**

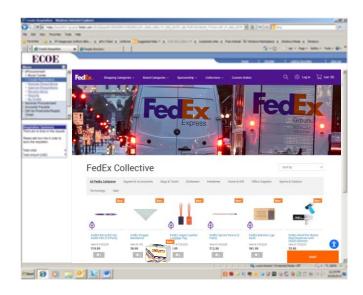


How to order

eProcurement (People Soft)

Website Direct

## How to Order – eProcurement (People Soft)



#### Order via eProcurement

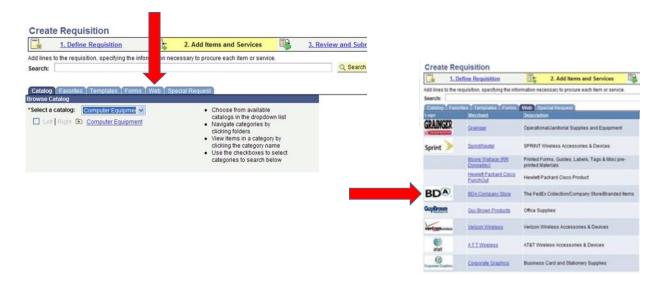
Payment Method: Cost Center

Shipping Method: FedEx Express Saver Only

(Unless in AK or HI, where the shipping method will be FedEx 2Day.)

Freight Table: Weight Based

ePro Help Desk: 855.339.6992



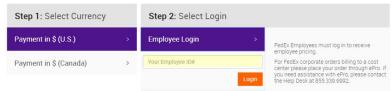
#### Login to ePro and Create a Requisition Internet Explorer is the preferred browser for ePro.

- Click on the Web Tab.
- Click on BDA Company Store Link.
- Arrive at the FedEx Company Store.
- Add items to cart and follow checkout process.
- Once the requisition is approved, the order will be confirmed.

### How to Order – Website Direct

companystore.fedex.com



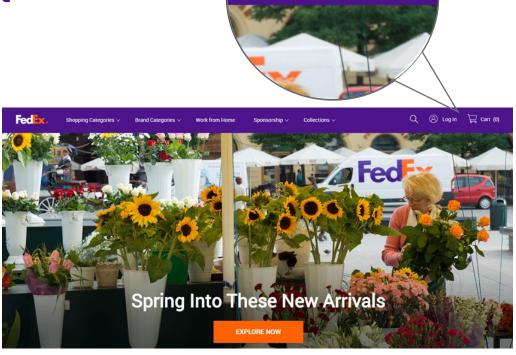


#### Select Currency

(AP merchandise is not available on the Canadian site at this time.)

#### Select Employee Login

Enter employee number to receive employee discount.



Cart (0)

Login to Your Express Account or Register as a New Customer

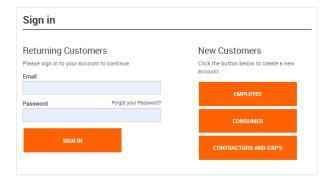
Payment Method: Credit Card

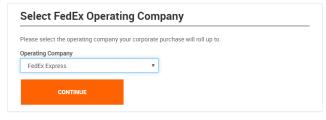
Shipping Method: Several FedEx Options

Freight Table: Weight Based

## How to Order – Website Direct

#### companystore.fedex.com



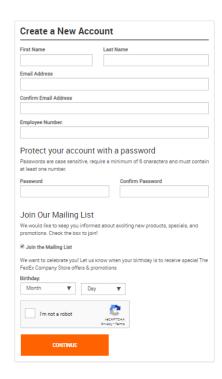


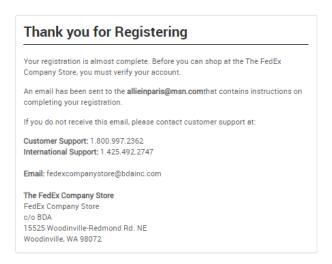
#### Sign In as a Returning Customer Enter your email and password to sign in.

OR

#### Create a new account

Select Employee account type, then select FedEx Express from the drop down.





#### Create a New Account

Fill in the form and create a password to keep your purchasing secure.

#### Complete Your Registration

An email will be sent to the address you provided with instructions to complete registration. Once your account is verified, you can start shopping!