FedEx Online eShipping Registration Form

(To be completed by the local administrator who wishes to grant shipping rights to a departmental user)

Department User Information

Department Administrator*:

Last   *First*

E-mail Address:

User Name:

Last   *First*

User ID
(GWU email address **without** ".edu"):

Phone :   **( )**

Department Information

Department Name:

Department Address:

Street Address   *Suite #*

City   *State*   *ZIP Code*

Phone: **( )**   Fax Phone: **( )**

Approver Information

Financial Director:

Last   *First*   *.*

E-mail Address:

Department Oracle Number:

Phone: **( )**

Signature:

Current Account Information

Current Account Information:
If you currently have a shipping account but it is not under the University FedEx Ship Manager Program, please list the account number(s) below. Balances on existing accounts will be brought over with the accounts. Note that existing account(s) will be rolled up to the FedEx Ship Manager Program.

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____

*The Department Administrator is responsible for ensuring that all required information for the department is completed before submitting the form to Procurement. (Please note that Procurement will periodically purge the user list to keep it current, but it is the responsibility of the Department Administrator to notify Procurement when an individual user in their department must be added or removed.)