University of Michigan Procurement Services

How to Register your New FedEx Account Number With E&I Discount Pricing
Before you begin:

• Make sure you have the following:
  
  a) Your *NEW* 9 digit FedEx customer account number
  
  b) The P-Card holder name exactly as it appears on the P-Card
  
  c) The address associated with your P-Card (this is the address on the card stock received with your P-Card). Your new FedEx account address (billing address) must match your P-Card address

• If you need help finding your P-Card address contact Procurement Services at 734-764-8212 option 1 or 2

**Note:** Only P-Card accounts qualify for E&I Pricing. Do not use this registration form for ShortCode accounts
FedEx/E&I Account Enrollment Screen

1. Navigate your web browser to
   https://www.eandi.org/fedex/application_goblue.aspx

   • This is the screen as it appears on the custom E&I/University of Michigan registration site
   • This form has been approved by U-M Procurement Services for departmental use
   • The P-Card holder should complete this form. See the following page for specific instructions
2. Fill out the form with the same information assigned to your P-Card
3. Fields with * are required fields
4. Enter your NEW 9 digit FedEx customer account number and select the button. Repeat for each NEW FedEx P-Card account number
5. Enter the words you see in the box, in order and separated by a space
6. If you are not sure what the words are, enter your best guess or click the button next to the distorted words to display different words
7. Submit the form by selecting the button
DO NOT USE YOUR NEW ACCOUNT YET. You must wait until you receive the confirmation email from FedEx informing you that your account has been linked to the E&I contract. This may take 2-5 business days. If you use your account before it is linked to E&I, FedEx will charge full list rate.

More information and additional job aids are available on Procurement Services’ FedEx contract web page:
http://www.finance.umich.edu/procurement/howtobuy/universitycontracts/fedex