MarketPlace FedEx Account Setup Instructions

To use the MarketPlace FedEx account, have your supervisor email a request to the Business Office and ask to set up a MarketPlace shopper role and a MarketPlace shipper role in PeopleSoft for you. Once these roles have been set up, within 24 hours you will be able to update the My Profile section of MarketPlace with your Ship From Location and Billing Project ID for FedEx. To begin the My Profile setup process, follow the instructions below.

- Navigate to the My Profile section of MarketPlace in the MyPack Portal.
  - Financial System → MarketPlace → My Profile
- Scroll down to the section labeled FedEx.
- Verify the Contact Information and Order Details data and change any information that is incorrect.
- Click on the box labeled FedEx to expand the pickup location.
- Click on the magnifying glass after the field to search for your location.
- In the drop down box after the Search by, click to change to Description.
- Type in the name of your building and click the yellow look up button.
- Find the room number of your location and click to insert.
- Go to the next section to select your billing project IDs.
- Click on the magnifying glass after the field to select a project ID.
- To add more project IDs, click on the blue + sign at the end of the project ID.
- Continue to add the any additional project IDs.
- Save. Click here for additional instructions.

NOTE:

For new users, 2-4 days after the My Profile section has been updated, you will receive an email with your user name and password to begin using FedEx.

For updates or changes, 2-4 days after your My Profile section has been updated, the changes will be reflected in your FedEx profile.

Questions? Contact the DELTA Business Office at 5-4362