

## TriHealth: How to set up a TriHealth OptiFreight Account (FedEx)

Below are instructions on how to register for the OptiFreight customer shipping portal. Once you are registered on the portal (link provided below), you will be able to create shipping labels just as you do through FEDEX.com as OptiFreight functions almost identical to FEDEX.com and will ensure that a deep discount is applied to every outbound shipment you make, and all dollars spent qualify for the Cardinal 360 rebate program.

Questions about your account? Please contact: **Customer Care 866-457-4579, option 5**

*\*\*Please note, if outside companies are sending you airbills for TriHealth to use and their account # is on the airbill, please continue to use the provided airbills. This means that the outside company is paying for the shipping charges vs. TriHealth. If you are calling FedEx for airbills, that means TriHealth is paying, and we need to move to OptiFreight, and the OptiFreight Shipping Portal is the best method to use for shipping.*

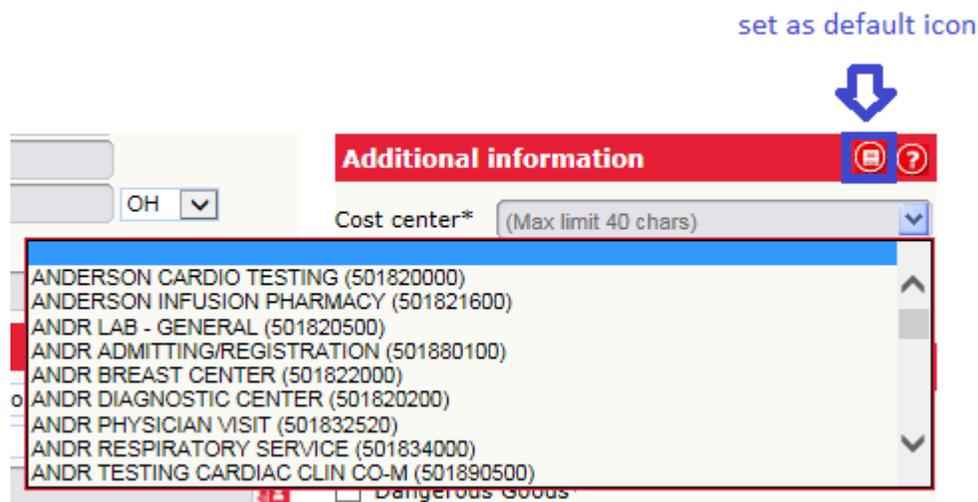
### **OptiFreight Customer Portal for outbound shipments:**

- Here is the link to request portal access <https://optifreight.cardinalhealth.com>
- Click on "Register" in the top right portion of the screen and fill in required cells (including cost center information)

Once set up, you will receive an email from [GMB-EIT-IdentityManagement@cardinalhealth.com](mailto:GMB-EIT-IdentityManagement@cardinalhealth.com) with your username and a temporary password. The first time you login, you will create a password and complete security questions. Training information will be provided when you receive your login credentials.

### **How to set up default cost center or multiple cost centers:**

Once you have a portal account you need to set up your respective cost center as a default. You can simply type in the cost center (remember it is a 9-digit number with no period) or you can drop down and scroll through to find your cost center, they are set up like the COA from Finance. They be sure to select the "set as default" icon that's shown in the print screen below in the "prepare a shipment" screen.



# Start shipping now

## Request an OptiFreight® Logistics website account

To request a log in, go to [optifreight.cardinalhealth.com](http://optifreight.cardinalhealth.com), click on **New User**, and fill out the form using your company's information. You should receive an email from Customer Care with a case number, for reference.

## Activate your account

Reference the email you received from [GMB-MyAccess@cardinalhealth.com](mailto:GMB-MyAccess@cardinalhealth.com) for a link to the OptiFreight® Logistics website, your new username and a temporary password. You will need to log in and change your password within 48 hours. If you cannot locate the email, check your junk or spam folder.

1. Click the hyperlink in the email to get to the OptiFreight® Logistics website. You may want to bookmark or save this website as a favorite for easy future access.
2. Type in your new username and temporary password.
3. Reset your password, then sign in again with your new password to confirm.
4. Set up a security question and accept the Terms and Agreement.
5. Once you confirm your contact information, you can start shipping.



Tip:

Once you are logged in, check out our **Training Videos** link on the left main menu to help you get started.

Quick and easy videos on topics such as:

- Intro to OptiFreight® Logistics
- Shipping
- Receiving
- Reports
- Program management

## OptiFreight® Logistics website

[optifreight.cardinalhealth.com](http://optifreight.cardinalhealth.com)

## Customer Care

For assistance with password resets, website assistance or general questions, please contact Customer Care at **1.866.457.4579** or [OptiFreightWebCustomerCare@cardinalhealth.com](mailto:OptiFreightWebCustomerCare@cardinalhealth.com)

## Large freight shipments (over 150 lbs.)

Call Logistics Solutions at **1.866.457.4579 ext. 2**  
[optifreightLTL@cardinalhealth.com](mailto:optifreightLTL@cardinalhealth.com)



## Create a shipping label

- From the **Outbound Shipments** menu, click **Prepare Shipment**. Enter your address in the *Ship from address* section. Review your name and address as it appears and edit as needed.
  - Complete the *Ship to address* section by typing in the required fields (\*), searching your **Address Book** or selecting from the **My Favorites** drop-down menu.
  - In the *Package details* section, choose your **Package type** and estimate the **Weight** of your shipment in pounds.  
**Note:** Ground shipping is not a service option when using FedEx packaging.
  - Select the shipping date and drop-off type from the drop-down lists in the *Shipping details* section. Verify the phrase "OptiFreight Account #" appears in the **Bill charges to** field. This guarantees that you will receive your discounted rates.  
**Note:** You will need to confirm that FedEx pickup is available at your location.
  - In the *Additional information* section, enter the appropriate **Cost center**, **Reference** and **PO number** for your company or your package.
  - The *Additional services* section is optional. Select the services you require for this shipment. Note: These services can incur an additional fee.
  - Click **Next** to go to the **Rates** page.
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- The **Rates** page provides a list of all available **Service modes** with rate quotes and estimated delivery dates.
  - After the **Service mode** is selected, the **Shipping Advice** screen may appear, offering advice on how to save more.
  - Make your final selection and click **Next**.
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- Review your label and click **Print label(s)**.
  - The label will print on a regular piece of paper through a normal office printer. Use an airbill pouch to attach the label to the package.
  - Other options available on this page include creating a return label and editing, repeating or canceling the shipment.

DELIVERY DATE	ZONE	SERVICE	TOTAL (USD) RATE
1 business day	3	FedEx Ground®	10.07
Thu, April 25, 2013 4:30 PM	3	FedEx Express Saver®	12.66
Wed, April 24, 2013 4:30 PM	3	FedEx 2Day®	13.36
Tue, April 23, 2013 3:00 PM	3	FedEx Standard Overnight®	20.79
Tue, April 23, 2013 10:30 AM	3	FedEx Priority Overnight®	24.26
Tue, April 23, 2013 9:00 AM	3	FedEx First Overnight®	72.21

## Ordering FedEx supplies

You can order FedEx shipping supplies free of charge right from the OptiFreight® Logistics website. Orders are fulfilled by FedEx and will arrive within 2-5 business days of the order date.

You can also order FedEx shipping supplies from **fedex.com** directly.

For questions or more information, contact Customer Care at **866.457.4579** or **OptiFreightWebCustomerCare@cardinalhealth.com**

