How to Process a Multiple-Piece Shipment Using FedEx Ship Manager Software™.

To learn how to process your FedEx Express® and FedEx Ground® multiple-piece shipment and obtain a rate quote using the Multiple-Piece Shipment feature, review the following steps:

1. Complete the Shipment Details screen.
   For the weight field:
   - If your shipment contains more than one package and all packages are identical, please check the Identical Packages box and enter the individual per package weight (Figure A).

   ![Figure A](image)

   - If your shipment contains more than one package and all packages are not identical, please enter the Total weight of all packages.
   Please note that you must enter more than one package in the Number of Packages field before the Multiple-Piece Shipment feature will be accessible.

2. If any special services are required, please complete the Options tab.

3. If you are processing an intra-Canada shipment, please proceed to step 5.

4. If you are processing an international shipment, please proceed to both the Commodity/Merchandise and Customs tabs.
5. If you selected the **Identical Packages** option, you may view the rate quote on the bottom of the screen. To process the shipment click the **Ship** button at the bottom of the screen. Otherwise, please continue to step 6.

6. Click the **Multiple-Piece Shipment** button on the bottom right of your screen (Figure B).

7. The **Multiple-Piece Shipment Information** window will display (Figure C). Please check **Print labels after I have completed this shipment** and select **Information for each package** (if not already selected).

8. Enter the **Package Weight, Package Dimensions** (if applicable), **Carriage Value** (if applicable) for the first package in your shipment.

9. If you have multiple packages that are identical to your first package, check the **Identical Packages** box and enter the number of identical packages you have in the **Number of Packages** field that appears. If they are not identical in weight and size, proceed to step 10.

10. Click the **Add** button.

11. Repeat steps 8 through 10 for each package in your shipment.

12. Your shipment rate quote will appear under the heading **Shipment Summary** in the top right corner of the **Multiple-Piece Shipment Information** window. You can view a breakdown of the quoted rate by clicking the **Rate Quote** button at the bottom of the screen.

13. If you would like to view or edit the information on the shipping tabs before you complete your shipment, click the **Save & Exit** button and make the required changes. To return to the **Multiple-Piece Shipment Information** window, click the **Multiple-Piece Shipment** button at the bottom of your screen.

14. To process your multiple-piece shipment, click the **Ship** button on the bottom right of the **Multiple-Piece Shipment Information** window.

For more information on processing multiple-piece shipments, see the Multiple-Piece Shipments section of the FedEx Ship Manager™ User Guide or contact the FedEx Ship Manager Technical Support Center at **1.877.339.2774**.