



How to prepare an intra-Canada shipment using FedEx Ship Manager™ at fedex.ca

Step by step instructions

1. Verify the address you are shipping from. Click the **Edit** link if you would like to change it.
2. Enter the recipient information or choose an address from your FedEx address book or your Microsoft Outlook® address book.
3. Indicate whether or not you want to save the new recipient address or any address changes to your FedEx address book.
4. Indicate the service type.
5. Indicate the package type.
6. Enter the number of packages.
7. If shipping more than one package, indicate whether or not the packages are identical.
8. Enter the total shipment weight.
9. Although not required, you can enter the shipment's declared value (for carriage).
10. Verify the ship date or change it by clicking on the calendar icon.
11. Verify the account number you would like to bill your transportation charges to.
12. Although not required, you can enter reference information related to your shipment.
13. Click the **Edit** link in Special Services to view and/or choose any special services related to your shipment.
14. Indicate your selection from the Pickup/Drop-off section.
15. Click the **Edit** link in E-mail Notifications to send shipment, exception and/or delivery notifications to yourself, the recipient and/or two others.
16. Click **Calculate** to view rates and transit times related to your shipment.

2. To [Help](#) [Hide](#)

* Country: Canada

Company: Please select

* Contact name: Please select

Select Address from [Soft Outlook®](#)

* Address 1:

Address 2:

* City:

* Province: Please select

* Postal code: Postal code information

* Phone no:

3. Package and Shipment Details [Help](#) [Hide](#)

* Service type: Priority Overnight

* Package type: FedEx Tube

* No. of packages: 2

* Are packages identical? Yes No

* Ship date: 02/5/2008

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to: 123456789

Your reference:

[More reference fields](#)

Special Services (optional) [Help](#) [Edit](#)

Select additional services for your shipment.

Pickup/Drop-off [Help](#) [Hide](#)

Schedule a pickup

Drop off a package at a FedEx location

Use an already scheduled pickup at my location

E-mail Notifications (optional) [Help](#) [Edit](#)

Send an e-mail to yourself, the recipient or others indicating that this package has been sent, delayed or delivered.

Rates & Transit Times (optional) [Help](#) [Hide](#)

Amounts are shown in Canadian Dollars



17. Indicate if you would like to save this shipment for future use as a Shipment Profile, and then click the **Ship** button.
18. View and then **Print** the label. You can also view and print a receipt for this transaction.

FedEx Ship Manager® ? Help

Prepare Shipment | Ship History | My Lists | Reports

Prepare a Shipment

1 Enter shipping information 2 Enter product/commodity information **3 Print label(s)** 4 Complete customs documentation




Thank you for shipping with FedEx. Your tracking number: **799799799799**
Your pickup confirmation number: **CM100200**

All labels
 Displayed label
 Receipt | [View](#)
 Commercial Invoice | [View](#)

! Complete additional customs documentation after label is printed.

Print | Edit shipment | Cancel shipment | Repeat last | New shipment

Label 1 of 2

From: Origin ID: (416) 743-1234 Chris Smith ABC Sports 1400 Grant Ave. Winnipeg,	 CL5091040550	Ship date: 10AU005 Actual Wgt: KGS System#: 3710990/INET2000 REF: Usability  Delivery Address Bar Code
SHIP TO .416.330.3495 BILL Credit Card Amy Andrews 3478 Explorer Drive Mississauga, Ontario L4W5K6	ONTARIO	FRI Delivery By: 10AU005
	TDK# 7922 0091 6845	FORM Delivery By: 10AU005

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