



How to Create a Reference List Using FedEx Ship Manager™ at fedex.ca Shipping Administration

Step by Step Instructions

1. Select the References tab above.
2. Click the *Reference lists* button.
3. Click the *Create new reference list* button.
4. Enter the required Reference List information.
5. Select the reference(s) you want to add to the list, and then click the *Add* button.
6. To remove a reference from your list, select the reference and then click the *Remove* button.
7. Click the *Save* button.

The screenshot shows the 'References' tab in the FedEx Ship Manager interface. At the top, there are three tabs: 'References', 'Admin Reports', and 'Company Info'. Below the tabs, the text 'Test Company' is displayed. The main form area contains two input fields: '* Reference list ID' and '* Reference list name'. The 'ID' field is highlighted with a red box and a purple arrow pointing to it. Below the input fields is a section titled 'Select references to add' which contains a list of items: 'supplies', 'gifts', 'travel', 'meals', and 'rental'. The 'Add >>' button at the bottom right of this section is highlighted with a red box and a purple arrow pointing to it.

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