

FedEx Automation Tool User Guide

How to edit and update the default sender's postal code

*Effective as of April 4, 2016

To find the 5-digit postal code based on the road name address or land-lot number address, please visit [Korea e-Post site](#) and search under the Postal Code Finder.

FedEx Ship Manager Software

1. Before you make a shipment from Korea, please click the 'Edit' button in the 'Sender information'.
2. Please change the current 6-digit postal code to a 5-digit postal code in the 'Details' popup window.
3. Please click the 'OK' button to complete the postal code update.

The screenshot displays the FedEx Ship Manager interface. At the top, there are two tabs: 'Sender Information' and 'Shipment Details'. The 'Sender Information' tab is active, showing a 'Sender ID' of 'FedEx-Meter-KR-1' and an 'Edit' button. A red arrow labeled '1' points to the 'Edit' button. Below this, a 'Details' popup window is open. It contains various fields for sender information, including 'FedEx Account #', 'Sender ID', 'Company Name', 'Contact Name', 'Country', 'Address Line 1', 'Address Line 2', 'City', 'Postal Code', 'First Phone #', and 'Signature'. The 'Postal Code' field currently contains '12345'. A red arrow labeled '2' points to this field. At the bottom of the 'Details' window, there are 'Defaults' and 'OK' buttons. A red arrow labeled '3' points to the 'OK' button.

For technical inquiries, please contact the FedEx Technical Support Helpdesk (02-324-8555).

FedEx Ship Manager at fedex.com/kr

1. For Korea addresses, please change the current 6-digit postal code to a 5-digit postal code in the 'From' section of the 'Prepare a Shipment' page under 'Ship'.
2. Please click 'Save as my default address' to complete the postal code update.

1. From [Help](#) [Hide](#)

Saved senders

* Country/Location

Company

* Contact name

* Address 1

Address 2

* Postal code [Postal code information](#)

* City

* Phone no. ext.

Save as my default address

Save new sender in address book

**** If you select a 'Schedule a pickup online' under Pickup/Drop-off (optional) in the 'Prepare a Shipment' page ****

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

Schedule a pickup online

Drop off a package at a FedEx location

Already scheduled a pickup or will contact FedEx to schedule a pickup

Pickup Address [Edit](#)

FedEx, FedEx, FedEx, Seoul, 121888, South Korea

Package Information [Edit](#)

3. Please click the 'Edit' button and change the current 6-digit postal code to a 5-digit postal code of the 'Pickup Address'.
4. Please click 'Save as my default pickup address' to complete the postal code update. (Note: If you have multiple shipping profiles stored in FedEx Ship Manager, the pickup address of all profiles may not be updated and saved at once.)

Pickup/Drop-off (optional) [? Help](#)

Schedule a pickup online
 Drop off a package at a FedEx location
 Already scheduled a pickup or will contact FedEx to schedule a pickup

Pickup Address [Hide](#)

[Clear all fields](#)

Alert:
 If this pickup request is scheduled on behalf of another shipper, please notify them that the request has been submitted.

* Country/Location: South Korea

Company: FedEx

* Contact name: FedEx

* Address 1: FedEx

Address 2 Suite/unit/floor/etc.: FedEx

* City: Seoul

* Postal code: 04027 [Postal code information](#)

* Phone no.: 0800238000 ext.

4 Save as my default pickup address

Package Information [Hide](#)

- Please make sure to confirm the 'Pickup confirmation number' at the top on the right of the 'Print label(s)' page so you ensure the online pickup arrangement is completed.

FedEx Ship Manager [Logout](#) [? Help](#)

[Ship](#) | [Ship History](#) | [My Lists](#) | [Reports](#) | [Schedule a pickup](#) | [My Profile](#)

Prepare a shipment

Enter shipping information **2** Print label(s)

Thank you for shipping with FedEx. Your tracking number: **776046680411** **5** Your pickup confirmation number: **SELA23**

Alert: Please select the checkboxes below to print ONE SET of shipping documentation which contains the following number of **2**

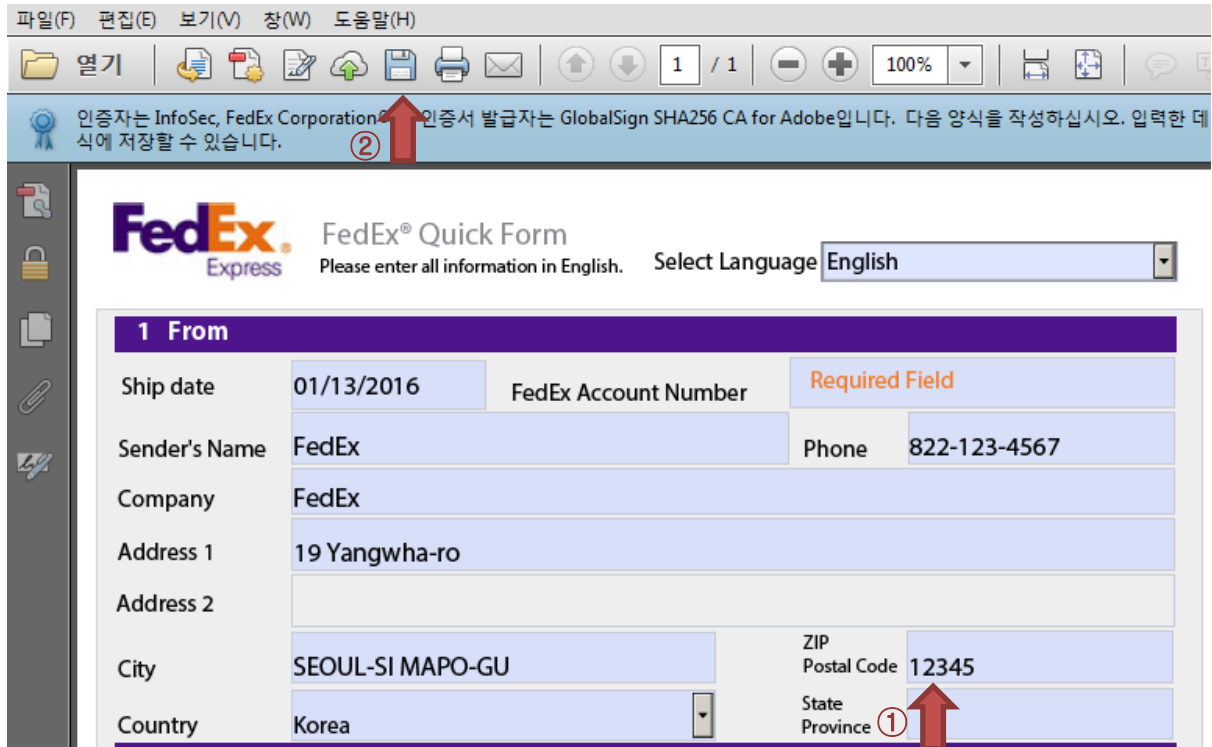
Air waybill/shipping label (4 copies for document shipment)
 Receipt | [View](#) (1 copy)

[Print](#) [Create Return Shipment](#) [Edit shipment](#) [Cancel shipment](#) [Repeat last](#) [Create New](#)
[Go to Global Trade Manager](#) [View pickup confirmation](#)

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FedEx Quick Form

1. For Korea addresses, please change the current 6-digit postal code to a 5-digit postal code in the 'From' section of 'FedEx Quick Form'.
2. Please click the 'Save' icon button to complete the postal code update.



The screenshot shows the FedEx Quick Form interface. The 'From' section is highlighted in purple. The fields are as follows:

1 From			
Ship date	01/13/2016	FedEx Account Number	Required Field
Sender's Name	FedEx	Phone	822-123-4567
Company	FedEx		
Address 1	19 Yangwha-ro		
Address 2			
City	SEOUL-SI MAPO-GU	ZIP Postal Code	12345
Country	Korea	State Province	① ↑

The browser toolbar shows a 'Save' icon (floppy disk) with a red arrow and a circled '2' pointing to it. The address bar shows a certificate warning for InfoSec, FedEx Corporation.

For technical inquiries, please contact the FedEx Technical Support Helpdesk (02-324-8555).