FedEx Ship Manager® Server

The Network Shipping Solution

User Guide

Version 7.2
Payment
You must remit payment in accordance with the FedEx Service Guide, tariff, service agreement or other terms or instructions provided to you by FedEx from time to time. You may not withhold payment or any shipments because of equipment failure or for the failure of FedEx to repair or replace any equipment.

Inaccurate Invoices
If you generate an inaccurate invoice, FedEx may bill or refund to you the difference according to the FedEx Service Guide, service agreement or other terms or instructions provided to you by FedEx from time to time. A request for refund on a FedEx shipment must be made in accordance with the applicable Service Guide, or terms or instructions provided by FedEx from time to time. A shipment given to FedEx with incorrect information is not eligible for refund under any FedEx money-back guarantees. FedEx may suspend any applicable money-back guarantees in the event of equipment failure or if it becomes inoperative.
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## Revision History

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<th>Description</th>
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<tr>
<td>Rev 1.1</td>
<td>03/23/00</td>
<td>Entire document</td>
<td>Updated Field Descriptions, International Priority Direct Distribution (IPD) information, transactions 020 and 051, chapter 2 title, About This Manual section, and Batch Processing section. Created ‘Creating Labels’ chapter. Added ‘Multi-Ply Label’ information and payment information disclosure.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>07/05/04</td>
<td>Appendix A</td>
<td>Updated the Canadian Province Table as follows: added QC for Quebec, added NL for Newfoundland, added Nunavut to Northwest Territories and added NU code.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>07/06/04</td>
<td>Open Ship Commodities</td>
<td>Added note: A known issue exists in FSMS v 7.2 that requires at least a single commodity be placed in the Open Ship ‘Create’ transaction before additional commodities may be added using the Add commodities functionality. If no commodity is included in the ‘Create’ an error message, “error inserting record into database”, will be returned when an Add commodity transaction is attempted. This is only applicable to Open Shipping transactions.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>07/07/04</td>
<td>Appendix A – State Code Table</td>
<td>Changed state code for Rhode Island from IR to RI.</td>
</tr>
</tbody>
</table>
FedEx Ship Manager® Server (FSMS) is a network shipping solution for high volume customers who want to integrate FedEx Express and FedEx Ground shipping capabilities into their own shipping operation. FSMS provides the following shipping functionality:

- Shipping to and from any FedEx service location
- Tracking packages shipped on FSMS or using any other FedEx automation platform or pre-printed air waybill
- Routing using Universal Routing and Sorting Aid (URSA) for Express shipments and ZIP/postal codes for Ground shipping
- Rating for any US or Canada-based account number

FSMS is a transaction-based shipping solution, which means that FedEx supplies you with the transactions you need to streamline your shipping operations and allows you to build your own user interface that is customized to your business needs.

Features of the User Guide

To help you use FSMS to automate your shipping operations, the following sections are provided as part of the FSMS User Guide:

Revision History
The Revision History is a record of all changes made to this User Guide.

What’s New
The What’s New section describes the new features, transactions, and transaction fields that will be required to take advantage of the new functionality for this release. This section is NOT intended for use as a coding reference nor as a detailed technical specification of the new features. Details will be provided in the FedEx Ship Manager Server v 7.2 Transaction Coding Reference.

Referenced Documents
The Referenced Documents section provides details about each document mentioned in this User Guide.

Chapter One: Setting Up FSMS
Chapter One of this User Guide provides steps for:

- Entering configuration information to personalize FSMS for your operations.
- Setting up printers.
- Troubleshooting advice.

Setting up your FSMS software correctly will provide short cuts for shipping and will make start-up seamless and efficient.
Chapter Two: FSMS Transaction Coding
Because FSMS is a transaction-based shipping solution, you can build your own transaction set from the transactions supported by FedEx in the FSMS software. In this section of the User Guide, you will find:

- FSMS Transactions Types
- FedEx Shipping Overview (Ground, Express, International, etc.)
- Transaction Editing Guidelines
- Transaction Coding Instructions
- Functionality for Coding Special Services and Open Ship

Chapter Three: FSMS Shipping Labels
Since FSMS provides flexibility in creating both standard and custom labels, Chapter Three of the User Guide includes instructions for producing accurate labels that can be scanned by FedEx Ground Operations to provide optimal routing and shipping. In this chapter are:

- Label formats supported by FSMS
- Label creation and printing rules
- Information for custom label creation and obtaining approval by FedEx Operations
- Label Matrix providing information for the type of labels that are required for each FedEx shipping service

Chapter Four: FSMS Revenue Management
FSMS offers powerful revenue upload and management functionality to provide accurate billing and reporting of your shipping costs. In this section of the User Guide, you will find:

- Revenue Options Set-up
- Rates Management

Chapter Five: Using FSMS Utilities
FSMS comes with several utilities designed to assist in the management of tracking numbers, labels, invoices, revenue, and reports. In this chapter of the User Guide, we will review the steps for using:

- Demand Download Utility.
- Label Reprint Utility
- Commercial Invoice (CI) Reprint Utility
- Report Generator/Revenue Generator
- Electronic Package Data Interchange (EPDI) File Reader

Chapter Six: FSMS Reports
FSMS provides the option of producing, saving, and printing a variety of reports to assist in the management of your shipping operations. In this chapter of the User Guide we will review:

- Producing FSMS standard reports
- FSMS report field definitions
- Creating customized reports
Appendix A: Value Reference Tables
In Appendix A, you will find several tables with FedEx shipping rules, which are useful when creating shipping transactions. These tables are:

- Unit of Measure Code Table - Harmonized Tariff Schedule (HTS)
- Currency Code Table
- Country Code Table
- State Code Table
- Province Code Table
- Maximum Allowable Weights per Packaging/Service Table

**NOTE:**
The tables provided in Appendix A are only some of the shipping reference information available for creating FSMS shipping transactions. For additional Express and Ground business rules, please see the FedEx Service Reference Guide available through 1.800.Go.FedEx.

Glossary
This section provides the description of terms and acronyms used throughout this User Guide.
What’s New

New features designators:

- **C** Denotes customer feature
- **F** Denotes feature that benefits FedEx internally
- **I** Denotes international feature
- **R** Denotes a regulatory feature
- **_*_** Denotes an FSMS v 7.0 introduced feature

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<thead>
<tr>
<th>Version</th>
<th>Feature</th>
<th>Description</th>
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</table>
| v. 7.2 | Meter Level Tracking Number**F** | Prior to FSMS v 7.0 a single Express tracking number range was used by all meters on an installation of FSMS. This feature provides a range of Express tracking numbers for each meter on a server. Tracking numbers will be downloaded for each meter as required. This feature only applies to meters in North America. Offshore meters will continue to utilize only a single range assigned to the master meter. 

**Coding changes:** the meter number, field 498, is a **required** field when performing an '004' TN request transaction. This ensures that the tracking number requested is taken from the appropriate range. If not pre-assigning a Tracking Number (TN) the TN will automatically be taken from the correct range depending upon the child meter number. |
| v. 7.2 | Label Reprint Transaction**C** | A new transaction, Label Reprint Request – 095, is now available. This transaction provides the ability to reprint any international MPS label. Labels from the following shipment types can be reprinted:
- MPS (Express)
- IPD (Express)
- IPD SPOC (Express)
- IDF (Express)
- IDF SPOC (Express)
- TD (Express and Ground)

Neither labels from single piece Express or Ground shipments nor MPS Ground shipments are available for reprint. 

See the *FSM TCR* for field descriptions for transactions 095 and 195. |
| v. 7.2 | Online Registration for FXRS Child Meters**C** | This feature provides a new transaction, Child Meter Registration Request – 035, for requesting new child meters. The reply transaction will populate the new meters data into the customer table of the database and the data will be auto populated into the configuration utility. Meter information not available via the registration transaction will require manual entry. This feature should **not** be used by proprietary customers but is reserved for use by FSME and CSP partner applications. 

See the *FSMS TCR* for field descriptions for transactions 035 and 135. |
<table>
<thead>
<tr>
<th>Version</th>
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<th>Description</th>
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<tbody>
<tr>
<td>v. 7.2</td>
<td>Increase MPS Package Limit to 9998</td>
<td>The previous limit of 999 on the number of packages that could be in a single international MPS shipment has been increased to 9998. This increase is available for the following services: IP, IE, IF, IPF, IEF. This increase is available for the following packaging types: Customer packaging, FedEx Pak, FedEx Tube.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>Support Multiple Time Zones for Child Meters</td>
<td>FSMS currently supports only a single time zone for all meters. All meters are in the same time zone as the master meter. With FSMS v 7.0 all meters will operate within their own time zones independent of the time zone of the master meter. Force Close will be based on meter time zone. Reconcile time will be based on the system or master meter time zone.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>Late Drop Off</td>
<td>This feature enables authorized shippers to extend the current business day and process shipments until 3 a.m. Late Drop Off Time is a meter level configurable setting accessed from the Meter Settings tab of the Configuration utility. The late drop off time can be extended in thirty-minute increments up to 3 a.m. If the Late Drop Off Time box is checked any shipment processed on that meter before the established late drop off time will reflect the previous calendar day as the shipment date. Customers that begin a new shipping day at midnight should not enable this feature.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>Download Ground HazMat Flag</td>
<td>The Ground HazMat checkbox will automatically be checked during a rate download or at meter reconcile if the customer is an authorized HazMat shipper. After an upgrade or a Clean Install the check box will be unchecked and remain unchecked until the flag is set at download for an authorized HazMat shipper. The HazMat flag is a component of the cust.tbl.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>Automation Anti-Virus McAfee</td>
<td>McAfee antivirus will be included with FSMS v 7.0 and will be automatically updated as new updates are made available.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>SED Enhancements – Disable FedEx Filing; Ground Label Support</td>
<td>Beginning with FSMS v 7.0 U.S. customs regulation changes will not permit FedEx to file the SED on the customer’s behalf. This option has been removed from FSMS. Also beginning in FSMS v 7.0 the AES FTFSR exemption statement will be printed on Ground labels for US to CA shipments. <strong>Coding changes</strong>: remove ability for FedEx to file SED the SED. C is no longer a valid value for field 1349, AES Filing Status.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>Download Tables</td>
<td>This feature further enhances the table download initiative begun in FSMS v 6.8 with the downloading of the country.dat table. The feature has been expanded to support downloading of the following tables: Srgcountrylist, Singleroute, Postalinfo, Cityinfo, currency.dat, IATA.tbl, Nuclide.tbl, Iataloadingchart.txt, ISvcLimits.dat, Intlserv.dat, Domserv.dat, Ground.dat, Clearance.tbl</td>
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<tr>
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|         |                          | ▪ CFS_dat1.txt  
▪ CFS-dat2.txt  
▪ SpocUtilDest.tbl  
▪ POE-Ground.dat  
▪ POU-Express-UStoPR.dat  
▪ POE-Express.dat  
Tables, if available, will be downloaded when the “Maintenance” check box of the Demand Download utility is checked or during nightly reconcile.                                                                                                               |
| v. 7.2  | Handling Charges  
**c** | FSMS v 7.0 adds the ability to allow a customer to add fixed or variable handling charges to the cost of their shipments and receive this charge in a rate quote or at ship time rate. Three new input and four new output fields support this feature. In addition to new transaction fields the handling charges can also be input into the configuration via a new ‘Handling Charges’ Utility that can be found on the Meter Settings tab of the Configuration Utility.  
**Coding changes:**  
New fields added to 020 transaction:  
▪ 1588  
▪ 1595  
▪ 1606  
New fields added to 120 transaction:  
▪ 1606  
▪ 1596  
▪ 1597  
▪ 1598  
▪ 1599  
See the FSMS TCR for field definitions.                                                                                                                                                                                                                           |
| v. 7.2  | Ground COD Enhancements  
**c** | This feature serves two functions. First it enables Ground to add Freight charges to the COD amount by flagging field 186 as has always been allowed with Express. Second it expands the capabilities of field 186 for Ground by allowing the addition of COD charges only or COD charges, Freight charges, and any Handling charges that the customer chooses to levy as described in feature number 11 above. The feature also allows, for Ground MPS shipments only, all charges to be ‘accumulated’ and applied to any piece in the shipment rather than spread among each individual piece.  
**Coding changes:**  
020 transaction:  
▪ 1593 - new field  
▪ 186 - enhanced field  
120 transaction:  
▪ 543 - enhanced field  
See the FSMS TCR for field descriptions for transactions 020 and 120.                                                                                                                                                                                             |
<table>
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<tr>
<th>Version</th>
<th>Feature</th>
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</table>
| v. 7.2 | DG/HazMat Forms Enhancement<sup>c</sup> | The Express Dangerous Goods (DG) Form 1421-C, Shipper's Declaration of Dangerous Goods, can now be printed on a laser form in addition to the multi-ply dot-matrix form. Blank 1421-C's preprinted with red has markings must be ordered for use in printing of laser 1421-C's. This form is configured from the Report Settings tab of the Configuration utility. A new transaction field is now available to specify the UNC printer ID of the printer to be used to print the Express 1421-C and Ground OP-900.  
**Coding changes:**  
New fields for transaction 020:  
- 1679  
- 1680 |
| v. 7.2 | Configurable Doc Tab<sup>c</sup> | This feature allows the doc tab setup in the configuration utility to be accomplished via the existing 070 transaction which has been enhanced for this purpose. This feature should **not** be used by proprietary customers; it is reserved for use by FSME and CSP partner applications. |
| v. 7.2 | Ground Commercial Invoice (CI)<sup>c</sup> | FSMS will provide for a Ground CI to be printed if field 113 is set to Y and the shipment origin is US with a destination of CA, MX, or PR. The Ground CI will be supported in the *.doc, *.rtf, and *.pdf formats. *.txt will **not** be supported. Coding for the Ground CI should be the same as for the Express CI. |
| v. 7.2 | Alternate Return Address (CI)<sup>c</sup> | |
| v. 7.2 | Open Ship Commodities Enhancements<sup>c</sup> | FSMS v 7.0 introduces the ability to Add, Edit, or Delete commodities in an international Open Shipment after the Create transaction has been submitted. Prior to FSMS v 7.0 all commodity information had to be present in the Open Ship 'Create' transaction and once this transaction had been sent to the server commodity information could no longer be added, edited, or deleted. If changes were required to commodity information the entire shipment had to be deleted and recreated.  
**Note:** A known issue exists in FSMS v 7.2 that requires at least a single commodity be placed in the Open Ship 'Create' transaction before additional commodities may be added using the Add commodities functionality. If no commodity is included in the 'Create' an error message, "error inserting record into the database", will be returned when and Add commodity transaction is attempted.  
**Coding changes:**  
New fields for transaction 020:  
- 1677  
- 1678  
See the **FSMS TCR** for field descriptions for transaction 020. |
| v. 7.2 | Postal Code Validation for IDF Postal Aware Destination Countries<sup>c</sup> | Postal Code validation will take place for International Priority Distribution, Freight (IDF) shipments to postal aware countries to ensure correct routing. If the postal code is incorrect an error will be returned and the shipment will fail until the postal code is corrected. |
| v. 7.2 | 2004 Pricing Initiatives: Express Oversize Charge<sup>f</sup> | With this feature FSMS will begin assessing a surcharge for Express Oversize packages. The Express Oversize criteria are applied if a customer is using their own packaging and the dimensions meet one of the following conditions:  
- Length greater than 108" and less than 120"  
- Length + girth greater than 130" and less than 166" |
<table>
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<tr>
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<tbody>
<tr>
<td>v. 7.2</td>
<td>2004 Pricing Initiatives: Delivery Area Surcharge to Alaska</td>
<td>FSMS will now support the Alaska surcharge for deliveries to the 0# delivery area.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>2004 Pricing Initiatives: Domestic Dims &lt; 1 Cubic Foot</td>
<td>Dim weighting will now be supported for all US origin Express shipments with volumes less than 1 cu. ft. if the following conditions apply:  - Customer packaging is used – packaging type 01  - Package dimensions are provided in the transaction – fields 57, 58, and 59.  - Service is not Express Freight</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>IAE B13A Canada Export Declaration/Export Permit #</td>
<td>Coding changes for fields:  - 1651  - 1652  - 1653  See the FSM TCR for complete field descriptions.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>IAE French Language Support</td>
<td>FSMS v 6.8 introduced French language support for the Proof of Delivery (POD) e-mail. FSMS v 7.2 extends the French language support to the ShipAlert notification e-mails. If both a ShipAlert and POD e-mail notification request are made to the same person in the same transaction the language code will apply to both e-mails, e.g. if the Recipient Language Code is set to ‘fr’ for the Recipient e-mail and the Recipient is to receive both a ShipAlert e-mail and a POD e-mail both will be in French.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>Saturday Freight Delivery</td>
<td>Saturday Delivery is now available for 1Day, 2Day, and International Priority Freight services to allowed destinations.</td>
</tr>
</tbody>
</table>
This feature represents one of the biggest changes to FSMS since the introduction of Ground and FHD. Beginning with FSMS v 7.2 use of the current labels for both Express and Ground will be discontinued and a new “Common” label will be used. As a result of this initiative the Prodigy printer will no longer be supported since it is incapable of printing the new 2D bar code. Also support of 5” labels will be discontinued. Printers that do not currently support printing of Ground labels, the Unimark U-550 and the Zebra DA-402, will now support Ground.

The following coding changes will be required to adopt the new labels:

- A new field, field 1660 – Custom Label Flag, will have to be set to ‘N’ or ‘Y’ to indicate if a custom label or FXRS default label is being produced. Setting this field to a value of ‘Y’ will prevent a label buffer from being returned in the reply and will only return the required bar code strings and routing information required to build a custom label. A value of ‘N’ will cause FSMS to generate a thermal label buffer and return the buffer in field 188 for single piece shipments.

- Field 1282 will no longer be required for printing of a label. Field 187 has had values added to identify whether the label to be printed is a thermal label, a laser label, or a *.png image. Field 1282 will now only be used if a thermal label buffer is to: designate that a thermal label buffer is to be generated rather than an actual label and to designate whether MPS labels are to be saved in a single file or in individual files. The only remaining valid values for field 1282 are ’F’ and ’S’. See the FSMS TCR for value definition.

- Field 544, Laser Printer ID, will no longer be used to designate the Laser Label UNC path for printing laser labels. Field 537, Thermal Label Printer ID, will assume this function. However, applications that are currently coded to field 544 will continue to be supported. FSMS will insert values from field 544 into field 537 during transaction processing.

- Field 187, Label Format Value, has had a value added to indicate that Laser labels are to be generated and printed. The new value is “DIB”.

- Field 3064, Ground PDF-417 Bar Code String, will be increased in size to support the new 2D bar code, which has more data (500 bytes). The field will also now be used for both Ground and Express.
<table>
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<tr>
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</table>
| v. 7.2  | Single Shot Support for Domestic Express Shipping<sup>c</sup> | This feature closes a gap created with the introduction of Ground MPS shipping in FSMS v 6.1. In FSMS v 6.1 Ground/FHD MPS shipments could be created using either single transactions with multiple occurrence fields or via Open Shipping. Express was limited to using Open Shipping for creating domestic shipments with multiple pieces. This feature allows a single coding methodology for both domestic Express and Ground, Open Shipping or single transactions. The following fields are now supported as multiple occurrence fields for Express:  
  - 21 - Package Weight  
  - 1670 - Fractional Package Weight  
  - 25 - Reference Information  
  - 26 - Declared Value  
  - 43 - Dry Ice Weight  
  - 1268 - Dry Ice Flag  
  - 57 - Package Height  
  - 58 - Package Width  
  - 59 - Package Length  
  - 1222 - Pre-assigned TN  
  - 1223 - Pre-assigned Form ID  
  - 1588 - Handling Charge Type  
  - 1595 - Handling Charge Amount or Percentage  
  - 1606 - Handling Charge Application Point  
  
  Reply/output fields will be multiple occurrences as required to return information at the package level. |
| v. 7.2  | Supply Label Buffer on OpenShip Piece Confirm<sup>c</sup> | Currently a label buffer for US domestic Express and Ground shipments is only returned if the package was shipped via single transaction methodology rather than via Open Shipping. This enhancement allows for the return of the label buffer if a package is shipped via Open Shipping and the pieces are confirmed individually rather than as a group. To receive a label buffer the following steps are required:  
  1. Create a shipment  
  2. Add a piece  
  3. Confirm a piece, ensuring the proper label values are set per the TCR.  
  4. Add a piece  
  5. Confirm a piece,  
  6. Repeat steps 4 and 5 as needed.  
  7. Confirm shipment.  
  
  Previously this would not have returned a label buffer for the confirmed piece. Now, provided all label values are properly set, a label buffer will be returned in field 188.  
  
  **Note:** US Express Dangerous Goods and Ground HazMat shipping MUST be done via Open Shipping if multiple pieces are shipped. DG/HazMat shipments are not allowed via multiple occurrence, single transaction shipping.  
  
  **Coding changes:** Optional. If a label is desired at piece confirm the appropriate label fields should be in the piece confirm transaction. |
<table>
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<tbody>
<tr>
<td>v. 7.2</td>
<td>Support DP Qualifier in Ground EPDI File</td>
<td>This feature adds support for the DP, or Department, qualifier and field in the Ground EPDI file. This allows Ground/FHD shipments to be segregated by Department for billing and internal record keeping. Field 38, Origin Department, is now active for both Express and Ground. If no value is provided in field 38 the value in the Configuration will be the default value. This feature works at Close by segregating all Ground/FHD packages in the FSMS database into groups determined by their department. A separate ‘H’ record within the EPDI file will be created for each department and all packages with the same value for Department will be in the same ‘H’ record. <strong>Coding changes:</strong> Optional. Add field 38 for any shipment for which Department is a desired input. Field 38 is a package level field.</td>
</tr>
</tbody>
</table>
| v. 7.2  | Accept KGS for Ground Shipments | Previous versions of FSMS did not allow for the acceptance of KGS or CM as valid values for Ground/FHD shipments. Thus customers shipping both Ground and Express to CA or from CA to the US had to use KGS/CM for their Express shipments and LBS/IN for their Ground/FHD shipments. This feature expands the use of field 75, Weight Type, for use by both Ground and Express. The default value for US origins is LBS/IN and the default value for CA origins is KGS/CM. Any value in field 1116, Dim Units, will be ignored. Field 1090, currency type, will now be included in the ‘120’ reply transaction. **Note:** The previous default value for CA was LBS. Make sure customers are aware of this change as it affects backward compatibility. **Note:** Although FSMS will rate in KGS/CM, FSMS will convert all weights to LBS and all dimensions to IN prior to writing the values to the EPDI file. The customer has no visibility into this conversion and this has no customer impact. In addition to supporting KGS, CA origin Ground shipments will be rated in $CAD and not USD. FSMS v 7.2 also, as part of this feature, introduces a new weight entry field to replace field 21, Package Weight. This new field, field 1670, has a total length of 10 with two implied decimals for ALL services for all origins and destinations. This eliminates the need to:  
- Code to accept decimals for KGS shipments  
- Code whole numbers for US origin LBS shipments  
- Round Ground shipments to the nearest whole number. This is standard practice for Express shipments but was an issue for customers migrating from PPE specs to FXRS for their Ground shipping  
All shipment values should include fractional weights. Thus an Express shipment of 25 LBS should be passed in field 1670 as 2500 regardless of service (Express or Ground) or destination (US or Export). Ground shipments may include fractional weights, e.g. 25.25 LBS should be passed in as 2525. This shipment will be rated as 26 LBS. Express shipments should be rounded up to the nearest whole pound or kilogram as is current practice. Ground requires the transmitted weight (not rated weight) be the actual package weight. **Coding changes:** If using the new weight field, field 1670, ensure all weights include two places for the implicit decimal. |
<table>
<thead>
<tr>
<th>Version</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>v. 7.2</td>
<td>ECOD Service Code Expansion to Include Cash &amp; Guaranteed Funds&lt;sup&gt;C&lt;/sup&gt;</td>
<td>The Ground ECOD service has been expanded to allow the acceptance of Cash and Guaranteed Funds as valid payment types. This is a US only service. <strong>Coding changes:</strong> All values in field 3000, COD/ECOD Collection Type, should be available for both COD and ECOD equally.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>Label Exception Special Movement/Clearance (Canada)&lt;sup&gt;C&lt;/sup&gt;</td>
<td>This feature will allow the printing of the ASTRA label only instead of the ASTRA, Consignee, and Customs labels now printed for each CA-US package. This functionality is configured from within the Configuration Utility for CA meters only.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>Smart Reinstall&lt;sup&gt;C&lt;/sup&gt;</td>
<td>The Smart Reinstall feature will allow the customer table (Configuration data) and Ground Discount rates to be saved in the event a reinstall or clean load of FSMS is performed. The option to retain the Configuration and Ground rate data is presented as part of the reinstall script after a reinstall is selected. <strong>No other information will be retained.</strong> After the completion of the reinstall FSMS will initiate a demand download to obtain URSA, Express rates, and tracking numbers.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>Download McAfee Executable&lt;sup&gt;C,F&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>v. 7.2</td>
<td>IPD Multiple Port Clearance Table Update&lt;sup&gt;C,F&lt;/sup&gt;</td>
<td>The following CA locations have been added to the IPD clearance table as valid IPD clearance locations: - Calgary - Vancouver - Montreal - Toronto - Ottawa - Winnipeg</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>Ground Oversize III&lt;sup&gt;F&lt;/sup&gt;</td>
<td>This feature adds an additional Oversize category and redefines the OS I and OS II criteria. The new criteria for Oversize conditions are: <strong>A Ground package is considered:</strong> - OS I if length+girth is &gt; 84” and &lt;109” and weight is &gt; 30 Lbs - OS II if length+girth is &gt;108” and &lt;131” and weight is &lt;50 Lbs - OSIII if length+girth is &gt;130” and &lt;166” and weight is &lt;150 Lbs <strong>A Home Delivery Package is considered:</strong> - OS I if length+girth is &gt; 84” and &lt;109” and weight is ≥ 30 Lbs - OS II if length+girth is &gt;108” and &lt;131” and weight is ≥50 Lbs - OSIII if length+girth is ≥130” and ≥166” and weight is ≥70 Lbs</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>Request Child Meter via Auto Configuration Utility&lt;sup&gt;C,F&lt;/sup&gt;</td>
<td>The functionality of the Auto Configuration Utility has been expanded to allow the request for new child meters in addition to the request for a master meter. The ACU has been provided desktop access via a new ACU icon.</td>
</tr>
<tr>
<td>v. 7.2</td>
<td>Enhanced Express and Ground Surcharge Support&lt;sup&gt;C&lt;/sup&gt;</td>
<td>FSMS v 7.2 introduces the Express Residential Surcharge. The Express residential surcharge will now be applied to and returned for all US domestic Express shipments flagged as residential using field 440, Residential Surcharge. In addition to the Residential Surcharge the following list of surcharges will be returned when appropriate:</td>
</tr>
<tr>
<td><strong>Field Name</strong></td>
<td>ID</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Gross Charge</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>Total Surcharge Amount</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Total Discount Amount</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Net Charge</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Declared Value Charges</td>
<td>421</td>
<td></td>
</tr>
<tr>
<td>Offshore Surcharge</td>
<td>422</td>
<td></td>
</tr>
<tr>
<td>Version</td>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>423</td>
<td>Outside Delivery Area Surcharge</td>
<td></td>
</tr>
<tr>
<td>424</td>
<td>Alaska Surcharge</td>
<td></td>
</tr>
<tr>
<td>425</td>
<td>Hawaii Surcharge</td>
<td></td>
</tr>
<tr>
<td>426</td>
<td>Saturday Pickup Surcharge</td>
<td></td>
</tr>
<tr>
<td>427</td>
<td>Saturday Delivery Surcharge</td>
<td></td>
</tr>
<tr>
<td>428</td>
<td>Dangerous Goods/HazMat Surcharge</td>
<td></td>
</tr>
<tr>
<td>429</td>
<td>Residential Surcharge</td>
<td></td>
</tr>
<tr>
<td>430</td>
<td>COD/ECOD Surcharge</td>
<td></td>
</tr>
<tr>
<td>493</td>
<td>Outside Pickup Area Surcharge</td>
<td></td>
</tr>
<tr>
<td>494</td>
<td>Inside Pickup Surcharge</td>
<td></td>
</tr>
<tr>
<td>495</td>
<td>Inside Delivery Surcharge</td>
<td></td>
</tr>
<tr>
<td>554</td>
<td>Delivery Area Surcharge</td>
<td></td>
</tr>
<tr>
<td>1338</td>
<td>Priority Alert Surcharge</td>
<td></td>
</tr>
<tr>
<td>1393</td>
<td>Dynamic Fuel Surcharge</td>
<td></td>
</tr>
<tr>
<td>3013</td>
<td>Non-Standard Container Surcharge</td>
<td></td>
</tr>
<tr>
<td>3038</td>
<td>Signature Service Surcharge</td>
<td></td>
</tr>
<tr>
<td>3041</td>
<td>Evening Delivery Surcharge</td>
<td></td>
</tr>
<tr>
<td>3039</td>
<td>Date Certain Delivery Surcharge</td>
<td></td>
</tr>
<tr>
<td>3004</td>
<td>AutoPOD Surcharge</td>
<td></td>
</tr>
<tr>
<td>3040</td>
<td>Appointment Delivery Surcharge</td>
<td></td>
</tr>
<tr>
<td>3005</td>
<td>AOD Surcharge</td>
<td></td>
</tr>
<tr>
<td>3027</td>
<td>Residential Rural Surcharge</td>
<td></td>
</tr>
<tr>
<td>1519</td>
<td>List Gross Charge</td>
<td></td>
</tr>
<tr>
<td>1507</td>
<td>List Total Surcharge Amount</td>
<td></td>
</tr>
<tr>
<td>1525</td>
<td>Courtesy Effective Discount</td>
<td></td>
</tr>
<tr>
<td>1528</td>
<td>List Net Charge</td>
<td></td>
</tr>
<tr>
<td>1523</td>
<td>List Declared Value Charge</td>
<td></td>
</tr>
<tr>
<td>1518</td>
<td>List Outside Delivery Area Surcharge</td>
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<td>1521</td>
<td>List Alaska Surcharge</td>
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</tr>
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<td>1524</td>
<td>List Hawaii Surcharge</td>
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</tr>
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<td>1513</td>
<td>List Saturday Pickup Surcharge</td>
<td></td>
</tr>
<tr>
<td>1509</td>
<td>List Saturday Delivery Surcharge</td>
<td></td>
</tr>
<tr>
<td>1526</td>
<td>List Dangerous Goods/HazMat Surcharge</td>
<td></td>
</tr>
<tr>
<td>1510</td>
<td>List Residential Surcharge</td>
<td></td>
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<tr>
<td>1516</td>
<td>List COD/ECOD Surcharge</td>
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</tr>
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<td>1517</td>
<td>List Outside Pickup Area Surcharge</td>
<td></td>
</tr>
<tr>
<td>1514</td>
<td>List Inside Pickup Surcharge</td>
<td></td>
</tr>
<tr>
<td>1515</td>
<td>List Inside Delivery Surcharge</td>
<td></td>
</tr>
<tr>
<td>1522</td>
<td>List Delivery Area Surcharge</td>
<td></td>
</tr>
<tr>
<td>1512</td>
<td>List Priority Alert Surcharge</td>
<td></td>
</tr>
<tr>
<td>1520</td>
<td>List Fuel Surcharge</td>
<td></td>
</tr>
<tr>
<td>1508</td>
<td>List Shipment Notify Surcharge</td>
<td></td>
</tr>
<tr>
<td>3076</td>
<td>List Non-Standard Container Surcharge</td>
<td></td>
</tr>
<tr>
<td>Version</td>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>3078</td>
<td>List Signature Service Surcharge</td>
</tr>
<tr>
<td></td>
<td>3079</td>
<td>List Evening Delivery Surcharge</td>
</tr>
<tr>
<td></td>
<td>3080</td>
<td>List Date Certain Delivery Surcharge</td>
</tr>
<tr>
<td></td>
<td>3081</td>
<td>List AutoPOD Surcharge</td>
</tr>
<tr>
<td></td>
<td>3082</td>
<td>List Appointment Delivery Surcharge</td>
</tr>
<tr>
<td></td>
<td>3083</td>
<td>List AOD Surcharge</td>
</tr>
<tr>
<td></td>
<td>3084</td>
<td>List Residential Rural Surcharge</td>
</tr>
</tbody>
</table>

See the FSMS TCR for service applicability.

v. 7.2 Discounted Ground Accessorial Support

The Ground Rate Entry Utility, within the FSMS Configuration Utility, has been enhanced to allow the entry of discounts for Ground and FHD Accessorial, or Special Service, charges. Discounts will be reflected in the ‘120’ reply transaction.
<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Version/Revision</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>FedEx Service Reference Guide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FedEx Ship Manager Server Transaction Coding Reference</td>
<td>FSMS Department</td>
<td>v 7.2</td>
<td>Contact your CIC</td>
</tr>
<tr>
<td>FedEx Service Guide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FedEx IPD/IDF User Guide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FedEx Express ASTRA Bar Code and Label Format Specification</td>
<td></td>
<td></td>
<td>Contact your CIC</td>
</tr>
</tbody>
</table>
Chapter One: Setting Up FSMS

Overview

In this chapter of the FSMS User Guide are step-by-step instructions for configuring the FSMS software on a server. In this chapter, you will find:

- Configuring FSMS
- Setting Up Printers
- Retrieving URSA (Universal Routing and Sorting Aid), Rates, and Tracking Numbers
- Troubleshooting Steps

Installing FSMS

Important Notes for Installs, Upgrades, and Uninstalls

- All applications MUST be closed before installation begins. These applications include Windows® Explorer. Use the Windows START>RUN option to locate SETUP.EXE on the FSMS Installation CD.
- Always select Yes if the installation script asks if a file should be overwritten at the Read Only File Detected prompt.
- Always reboot when prompted.
- Before beginning an Upgrade, ensure that the shipping day has been Closed and that there are no revenue files in the FedEx\FedEx_Admin\Close and/or FedEx\FedEx_admn\HourlyUpload files. If revenue data exists in either of these files, you are prompted to upload all revenue files and Hourly Upload files before continuing the upgrade.

**NOTE:**

If “live” revenue files exist on your server before you attempt an upgrade, you must upload these files to FedEx before upgrading begins. If you have “test” revenue files on your server, these files can be deleted.

- Always write down the current Ground Cycle Count number on the FSMS Configuration Utility Meter Settings window in the event the number needs to be restored.
- If you are running FSMS Version 5.6 or lower, you cannot upgrade; the previous version of FSMS must be uninstalled from the system and a new Install must be performed.

Pre-Installation Checklist

Before you install FSMS for the first time on your server, some basic system requirements must be met:

- If you are running Windows NT 4.0:
  1. Microsoft Service Pack 6a must be installed. Microsoft Service Packs can be downloaded from the Microsoft website or you can contact your FedEx® representative for assistance.
  2. Remote Access Service (RAS) must be installed. RAS is also provided on the Microsoft
Before you can install FSMS software, an **Administrator account** must be established on either Windows NT 4.0 or Windows 2000 (or greater). The Administrator account must be granted the “**Log On as a Service**” user right.

If you need additional information for creating an Administrator account on your server’s operating system, please access the Microsoft Help option or access the Microsoft website at www.microsoft.com.

If you need FTP functionality (for transferring reporting data to another system, for example), install Internet Information Service (IIS) before you install FSMS. **IIS download files are provided on the Microsoft website or you may contact your FedEx® representative for assistance.**

**NOTE:**

**IIS should be installed ONLY if you need FTP functionality.**

Set up your network connection with a static IP address. Instructions for setting up a static IP address are provided as part of the Microsoft Help option. If you need additional assistance, access the Microsoft website at www.microsoft.com.

The Java Runtime Environment (JRE) **MUST** be installed prior to the installation of FSMS. If you are unsure whether JRE has been installed on your server, check the **Add/Remove Software** list (located on the operating system’s **Control Panel**). If “Java Runtime Environment” is not displayed, install the software before installing FSMS. JRE is included as part of your FSMS software CD in the **FXRSUTIL** folder.

To install, click the JRE icon and follow the installation instructions.

**Installing pcANYWHERE**

To open up communication with FedEx® for troubleshooting your FSMS installation, you must install pcANYWHERE. A licensed version of pcANYWHERE is included as part of the FSMS software CD. Instructions for installing pcANYWHERE are provided as part of the software’s installation wizard.

To configure pcANYWHERE to be compatible with FSMS, complete the following steps:

1. Launch pcANYWHERE.
2. From the **Tools** menu, select **Options**.
3. Change the Video Mode Selection from Default (Accelerator Enabled) to Compatibility.
4. Click **OK** to save the configuration change.
Performing a New FSMS Install

To perform a new FSMS install, follow the steps provided below:

1. Insert the FSMS software CD in your CD drive and select RUN from the Windows Start menu.

   **NOTE:**
   *If Java Runtime Environment (JRE) is not installed on your server, an error message is displayed advising you to install JRE before FXRS installation is allowed. The FSMS installation is aborted when you click OK. You must install JRE before you can continue installing FSMS on your server.*

2. Click the BROWSE button on the RUN window to locate the FSMS install directory. The directory path is: FXRS0XXX/Install_FXRS0XXX (“XXX” indicates the software version. For example: FXRS0720).

3. Double click the Setup icon. Click OK in the RUN window to start the FSMS installation program.

4. Click **Next** to start the installation process. Your server will need to be rebooted twice during the installation process.
5. Select the folder or drive where FSMS will be installed. The default location is C:\FedEx. Click **Next** to continue.

6. Select the type of installation to be performed.

   **Installation types:**
**Standard – FedEx Server**: select if you are installing the FSMS software on a FedEx owned server.

**Standard – Customer Server**: select if you are installing FSMS on customer owned hardware.

**FedEx Ship Manager Enterprise**: If you are installing FSMS as part of Enterprise, an Internet browser interface provided by FedEx, select this install type.

Click **Next** to continue.

7. If you have selected the **Standard – Customer Server** the install type you must accept the End User License Agreement (EULA) to continue the installation. Click **Print** to print the EULA and
8. To configure a Modem Dialup:

   a. Select **FedEx Dialup**

   b. **Dial Prefix**: If your location requires a number to be dialed to access an outside phone line, enter this number in the **Dial Prefix** field.

   c. **Dial Suffix**: If an access code is required by your location to be dialed after a phone number is dialed, enter this number in the **Dial Suffix** field.

Click **Next** to continue. *Go to step 13.*
9. To configure a Network Connection: select **Network**.

Click **Next** to continue.
10. If you are not required to set a proxy to connect to networks outside your Company’s firewall, click Next to continue installation.

11. If your Company’s network configuration requires that you use a proxy to access networks outside your firewall:
   
a. Click **Connect through a proxy server** on the Direct Access Setup Window. The Address and Port fields become active.

b. Enter the proxy address and port for your network.

If authorization is not required click **Next** to continue.

12. If authorization is required:
   
a. Click **My proxy requires Authorization Information**.

b. Enter the **User ID** and **Password** for your network.

Click **Next** to continue.
13. Select a report format for FSMS produced reports.

Click **Next** to continue.

**NOTE:**
*Do not choose *.txt if shipping Ground, International Priority Direct/International Direct Distribution Freight (IPD/IDF), or Transborder Distribution (TD).*
Chapter One: Setting Up FSMS

NOTE:
The information gathered on the next three screens is for reconfiguring existing meters or for obtaining a new master or child meter via the Auto Configuration Utility. To launch the Auto Configuration Utility double click the below icon after the final reboot.

14. Enter the nine-digit FedEx Account Number, select the origin country for the account, and enter the Postal Code for the account.

15. Enter the system Master meter if a meter number is assigned. If the system has Child meters check the This meter has also been assigned Child meters box. Click Next to continue. Go to step 18. If the system has no child meters go to step 19.

16. If no master meter number has been assigned click Next to continue. The below message will be presented. Click Yes to continue. A new master meter number will be obtained when the ACU is launched.

NOTE:
"Standard – FedEx Hardware" installation types may not request new master meters via the Auto Configuration Utility (ACU) but are restricted to child meter requests only. All other installation types may request new master meters and new child meters.
17. Complete the required information to register for a new master meter.

Click **Next** to Continue.
18. If the system has been assigned Child meters:

a. Enter the child meter number in the **Meter Number** field.

b. Enter the associated FedEx Account number for the child meter. The child meter and master meter are not required to have the same account number.

c. Select the Country location of the child meter number. The default selection is US.

d. Enter the Postal Code for this meter number.

e. To save the child meter number, click Add to move your entry to the list on the right side of the window. If you enter a child meter number in error, highlight the meter number in the list and click Delete.

When entry is complete, click **Next** to continue.
19. Click **OK** to reboot the server.

20. After your server reboots, FSMS continues the install process automatically. When the processing completed, you are asked to enter your Windows Admin password.

21. Enter the account password and confirm, click **Next** to continue.
22. The server must be rebooted before using the FSMS application, select **Yes, I want to restart my computer now**, and click **Finish**.

23. To reconfigure existing meters or to obtain a new master meter or new child meters launch the ACU by double clicking the following icon after the system has rebooted:
Upgrading from a Previous Version of FSMS

**NOTE:**
Before you upgrade from a previous version or attempt to reinstall FSMS, please be sure to review the Pre-Install Checklist on page 8 before you begin.

If there are no pre-install issues, follow these steps to complete your upgrade/reinstall:

1. Insert the FSMS software CD in your CD drive and select Run from the Windows Start menu.
2. Click the Browse button on the Run window to locate the FSMS install directory. The directory path is: FXRS0XXX/Install_FXRS0XXX ("XXX indicates the software version; for example: FXRS0720).
3. Double click the Setup icon. Click OK in the RUN window to start the FSMS installation program. The FSMS Installation Welcome window is displayed.
4. Click Next to start the installation process. Your server will need to be rebooted twice during the installation process.
Chapter One: Setting Up FSMS

5. Select **Upgrade**, and click **Next** to continue.

During the **Upgrade** process, FSMS backs up and restores the following data:

- Tracking Numbers
- URSA Files (any file in the FedEx\FedEx_Ursa directory that does not have an extension).
- URSA File Setup in Server.ini
- All data from the Customer and IOR tables in the database.
- The master meter number designation
- FedEx Ground account information (if applicable)
- Report Format
- Batch File Processing Information (if applicable)
- Ground Discount Rates
- LDS Data (if available)
- Reconcile Time
6. Select **Yes, I want to restart my computer now**, and click **OK** to continue.

7. Click **Finish** to complete the upgrade.

After the reboot is completed the system will initiate a Demand Download to retrieve any data not retained during the upgrade.
1. Click **Next** to start the installation process. Your server will need to be rebooted twice during the installation process.

2. Select **Reinstall**, and click **Next** to continue.
3. Click **Yes** to continue or **No** to abort.

4. Click **Yes** to save FSMS Configuration data and ground Discount Rates (if configured). Click **No** to reinstall without saving any data.

5. Select **Yes, I want to restart my computer now**, and click **OK**. After your server reboots, FSMS continues the install process automatically. When the processing completed, you are asked to enter your Windows Admin password.
Chapter One: Setting Up FSMS

6. Enter the account password and confirm, click **Next** to continue.

7. The server must be rebooted before using the FSMS application, click **Finish** to continue.
Configuring FSMS

To optimize your shipping operation using FSMS, we have provided the **FSMS Configuration Utility**, which allows you to enter and store the following data:

- Shipper Settings
- Report Settings
- Label Settings
- Doc-Tab Configuration
- System Settings
- International Priority Distribution Configuration
- Tracking Number Management
- Meter Settings
- Advanced Settings

Before you begin configuration of your FSMS installation, the following entry tips are provided to make input easy:

- **Always** tab out of a text field on any of the **Configuration** windows; otherwise the **OK** button on the window may not be enabled.
- If a text field is displayed in red prior to or after tabbing out of the field, an invalid field value has been entered and should be corrected before exiting the window.
- Holding the mouse cursor over a field introduces a **Tip** that provides the valid data entry for the field, as well as the access level required to edit the field.
- Closing the **Configuration Utility** by using the **X** will **NOT** save the data you entered. You must click the **OK** button to save your entry.
- If you are making configuration changes in an existing version of FSMS, you must be sure to perform a **Close** before changing any information.

**Shipper Settings**

The **Shipper Settings** tab contains the basic information needed to ship using FSMS, and is used to enter meters to the FSMS configuration for shipping from a specified location. Shipper settings should be configured before any other configuration information is added. The first meter added to this configuration should be the Master meter; all subsequent meters to be added are child meters that are associated with the Master meter.

To add a new meter in the **Shipper Settings** window:

1. Select the **Shipper Settings** tab in the **FSMS Configuration Window** unless it is already the tab displayed. The following is a sample **Shipping Settings** window:
All information on the Shipper Settings window should be entered prior to configuring any other information in the FSMS Configuration Utility. The Shipper Settings window allows you to add meters (both Master and Child) for shipping from your specified location. The first meter to be entered in this window is the Master meter; all subsequent meters entered added to the FSMS configuration are Child meters associated with the Master meter.

To add a new meter:

1. Press the Access Privileges button. The Access Privileges Password window is displayed:
2. Enter the password provided by your FedEx Customer Support representative.

NOTE: The Account Number field is not visible with User Level access.

3. Enter a valid nine digit FedEx account number.

4. If you are entering a master meter to be associated with the account number, click the Master Meter checkbox. If you are entering meter information for a new installation of FSMS, you should enter the master meter number data first before entering child meter information.

5. To enter a new meter, click the Add New button at the top of the Shipper Settings window. The Meter Number window is displayed; enter the meter number you want to configure in this window.

You may also delete a child meter from your FSMS Configuration by selecting the child meter number you want to remove from the Meter Number pull-down list at the top of the Shipper Settings window and clicking Delete Current.

NOTE: Only a child meter may be deleted from the Shipper Setting window. The Master Meter may not be deleted.

All Bold fields on the Shipper Settings window are required to configure a meter. Below are the field requirements for all fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do Not Allow Multiple Meters per Account Number</td>
<td>If this box is checked, and a meter has been configured for your account number already, you will not be allowed to request a child meter using the Auto Configuration Utility or to configure a new meter in the Shipper Settings window. This checkbox can be set by FedEx support personnel only.</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Enter the contact to be printed on your shipping label</td>
</tr>
<tr>
<td>Company</td>
<td>Enter the company name</td>
</tr>
<tr>
<td>Department</td>
<td>The name of the department shipping from the assigned meter.</td>
</tr>
</tbody>
</table>
### Field Name | Description
--- | ---
Address Line 1 | Enter the primary address for your location. This address usually includes the street name and number.
Address Line 2 | Enter any secondary address information, such as Suite #, for your location.
City | Enter the city name from which shipping will originate.
Country | FSMS defaults to US; to select another country, click on the pull-down list and highlight the appropriate choice.
  
If your country is postal aware, this means that a verifiable postal/ZIP code must be supplied as part of your shipper record. This designation is supplied by FSMS after you select the country from which you are shipping.
  
If shipping from a country that is not postal aware, the postal code you enter is not validated and any routing information supplied on your package label is determined from the FedEx location designated for your country.
State/Province | If you are located in either the US, Canada, or Puerto Rico, select your state or province from the pull-down list.
Postal Code | Enter the postal code for your shipping origin location.
Cleaned Postal | When you enter your shipper address, including your postal code, FSMS checks the URSA file to ensure that the postal code is correct and displays the matched postal found. If you want to revert to your original entry, click the “Revert” button. FSMS will change the postal code back to your original entry.
OriginLocID | The FedEx location identification (if your shipper address is postal aware, which means that your address is supported in the FedEx URSA file) of your shipping origin location. This information is not entered, but comes from the URSA file located on your server.
Phone Number | Enter your company phone number. No special characters, such as a dash, are allowed.
Meter Time Zone | FSMS allows you to select a time zone for each meter (both parent and child) configured on your server. This functionality allows you to designate Close Times, etc. for each meter by its specific time zone.
Force Close Time | Enter the most convenient time for FSMS to close your shipping day. Forced close is activated only if you have not closed your shipping day 24 hours before the Force Close Time entered.
  
The Force Close Time is entered in military time (for example: 1 p.m. = 1300).
  
Force Close Time is a meter level setting.
Email Address | Enter the e-mail address for the shipping contact in your company
Fax Number | Enter the fax number for the shipping contact in your company
Pager Number | Enter the pager number for the shipping contact in your company.

Click **OK** to save your entries. You may continue to enter meter numbers in this window until you have configured all of your master and child meters associated with your account number.

### Report Settings

The **Report Settings** window is used to configure output for FSMS-supported reports. In this window, you can:
Choose the output selection (printer or file) for each report.
Select the number of copies to be printed for select reports.
Choose paper size for International reports.

When you click the Report Settings tab, the following window is displayed:

![FSMS Report Settings Window](image)

**Figure 4 - FSMS Report Settings Window**

The following reports can be configured in the Report Settings window.

**Domestic Express:**
- Courier Report
- Invoice
- Shipments Report
- EOD Report

**International Express:**
- Courier Report
Chapter One: Setting Up FSMS

- Invoice
- Shipments Report
- Commercial Invoice
- Visa Manifest
- EOD Report

**Ground (Domestic and International):**
- Manifest
- Multiweight Package Detail
- Multiweight Shipment Detail/Postal
- Multiweight Shipment Detail/Zone
- Multiweight COD Detail
- Multiweight DCV Detail
- Ground Hazardous Materials
- Ground Commercial Invoice

Detailed information regarding the configuration options for each FSMS report is provided in **Chapter Six: FSMS Reports** in this User Guide.

**NOTE:**
You may configure all reports (with the exception of End of Day (EOD) reports) to be sent to either a printer or to an output file, but not to both destinations. EOD reports must be directed to a file output source only.

**NOTE:**
*International Priority Direct (IPD)/International Direct Distribution Freight (IDF) and Transborder Distribution (TD) are contract services provided for international shipping; please contact your FedEx Account Executive for more information.*

To select a printer for an FSMS report:

1. Click on the + (plus) indicator next to the report type (Express, International, Ground, etc.) to expand the report list.

2. Highlight the report for which you want to select a printer.

3. Click the Printer icon button in the Printer field. The Printer Selection window is displayed:

   ![Printer Selection Window](image)

   **Figure 5 - Printer Selection Window**
4. Choose the printer you have previously installed in your operation system by clicking the Properties button.

**NOTE:**

You must have the printer(s) you want to select for printing FSMS reports configured as part of your operation system BEFORE making any selection in the Report Settings window.

5. Click OK to save the printer selection. You are returned to the Printer Settings window and the printer you chose is displayed in the Printer field.

To select a report directory:

1. Click on the + (plus) indicator next to the report type (Express, International, Ground, etc.) to expand the report list.

2. Highlight the report for which you want to select a directory.

3. Click the Directory icon button in the Directory field. The Directory Selection window is displayed:

![Directory Selection Window](image)

**Figure 6 - Directory Selection Window**

4. Select the report folder and press Open. You are returned to the Printer Settings window and the directory you chose is displayed in the Directory field.

**Changing Paper Size and Number of Copies:**

If you choose a report (for example, International Commercial Invoice), and the Paper Size and/or Number of Copies field is displayed, you may change designations for these fields as follows:

- Paper Size is allowed for International reports only. You may select either 8-1/2” x 11” or A4 from the pull-down list.
- Number of Copies is provided for select reports in the Reports list. This field is displayed by FSMS when a report is selected that allows a variable number of printed copies to be chosen. For example, if you select “Commercial Invoice” from the International reports list, FSMS allows you to choose up to 9 copies of this document.

To save your entries on the Printer Settings Tab:
1. Click **Copy To All Meters** if you want to configure your printer settings for all of the meters configured on your server. If you are configuring different printers for each meter (if you have more than one meter assigned for your shipping operation), you must repeat the install procedures.

2. Click **OK** at the bottom of the **Printer Settings** window to save your selections.

**NOTE:**

*Reports may be generated in an .rtf (the default), .doc, .pdf, or .txt format. To change the report format default, please contact your FedEx Customer Support Representative.*
**Label Settings**

The **Label Settings** window is used to configure printers for printing laser and thermal shipping labels as well as for multi-ply airwaybills, Dangerous Goods forms (for Express shipping), and Hazardous Materials (HazMat) forms (for Ground shipping). The **Label Settings** window is divided into three sections:

- Laser and Thermal Air Waybill Defaults
- Additional Laser and Thermal Copies
- Multi-ply Printer Defaults

Below are instructions for configuring each section of the **Label Settings** window.

**Laser and Thermal Air Waybill Defaults**
To designate printers to print laser and/or thermal airwaybills:

1. In the **Laser and Thermal Air Waybill Defaults** section of the **Label Settings** window, click the printer icon next to the label type you want to configure.

**NOTE:**
To configure a laser and/or thermal printer in the **Label Settings** window, you must first install the printer in your operating system.

2. The **Printer Selection** window is displayed with the printer you have set as a default in your operating system. If you want to select this printer as either your laser printer or thermal printer, click **OK**. To select another printer that has been installed on your operating system, click **Properties** in the **Printer Selection** window to display the list of printers from which you may choose.

3. When you click **OK**, the printer you selected is displayed in either the **Laser Printer ID** or **Thermal Printer ID** fields (depending on the printer type you chose to configure).

4. If you select a thermal printer in the **Thermal Printer ID** field, you must also select the **Thermal Type** and **Label Stock**. To choose entries in these fields, select the pull-down list for each field and highlight the appropriate choice.
**Additional Laser and Thermal Copies**
In this section of the Label Settings window, you may select the number of labels to be printed for International services.

![Figure 8 - Label Settings Window - Additional Laser/Thermal Copies](image)

If you ship internationally, select the number of labels to be printed for Shipper, Customs, and for the Manifest. You may select to print up to 3 copies from the pull-down lists.

**NOTE:**
*IPD (International Priority Direct Distribution) is a contract service offered by FedEx to customers with specific international shipping requirements. For more information regarding IPD, please see the FSMS IPD/IDF User Guide provided by your FedEx Customer Support representative.*

**Multi-Ply Printer Defaults**
In the Multi-ply Printer Defaults section of the Label Settings window, you may select the pin-feed printer for these forms by clicking the Printer icon and selecting the printer type from the Printer Selection window.

![Figure 9 - Label Settings Window - Multi-Ply Printer Defaults](image)

If you choose to print multi-ply air waybills, you must select the form type associated with this label stock. Valid form types are:

- **306:** Form 306 is an international air waybill with a preprinted tracking number.
- **307:** Form 307 is an international air waybill without a preprinted tracking number.
- **362:** Form 362 is a French-language international air waybill without a preprinted tracking number.

**NOTE:**
*Dangerous Goods and Hazardous Materials reports are configured under the Reports Settings tab. More information regarding the configuration of FSMS reports are provided on page 49 of this User Guide.*
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After you have selected printers for the labels included as part of the Label Settings window, you may make the following configuration choices before you save the information on this window:

- **Mask Account Number**: To prevent your shipper account number from printing on your shipping labels, click the Mask Account Number checkbox.
- **Do Not Ship Labels**: Checking the Do Not Ship Labels box causes labels with the text “Do Not Ship” to print in the event that a shipping transaction fails. This feature is best used for batch processing so label printing is not interrupted if a shipment transaction fails. This feature is not available for single piece labels, but can be configured if you process multiple piece shipments.
- **Copy To All Meters**: To copy the printer selections you entered to all meters configured on your server, click the Copy To All Meters button. An action box is displayed which asks: “Do you want to copy all of the label settings for this meter to all meters?” Click Yes to copy your input to all configured meters; click No to dismiss the action box.

To save your input in the Label Settings window, click OK.

**Doc-Tab Settings**

FSMS allows for the printing of a Document Tab on the 6” doc-tab label. Document Tabs allow you to choose shipping information to be printed on a separate tab at the bottom of your labels that can be removed and kept for your shipping records. Doc-Tabs can be configured for both Express and Ground shipping; below are steps for configuring Doc-Tabs for both of these shipping services.

**Express Doc-Tab Configuration**
To configure Express Doc-Tabs (both domestic and International), click the Doc-Tab Settings tab to display the following window:
1. In the **Shipping Type** section of the **Doc-Tab Settings** window, click the shipping type for which you are configuring Doc-Tab settings. In the sample above, we have selected **Domestic** Express shipping. If you click **International**, you will configure Doc-Tab settings for International Express. Clicking **Ground** allows you to designate Doc-Tab items for Ground shipping – both US Domestic and International.

2. Depending on your printer and the label stock you are using, select either **Top** or **Bottom** to designate how the Doc-Tab portion of the label exits the printer. **Top** means the Doc-Tab exits the printer last, after the rest of the label has printed; **Bottom** means that the Doc-Tab exits the printer first, before the rest of the label.

**NOTE:**

*FSMS prints the Doc-Tab information at the bottom of the label regardless of the orientation.*
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After you select the **Doc-Tab Orientation**, the setting applies to both Express and Ground labels. These settings can be overridden in your shipping transaction by passing a value for **Top** or **Bottom** in Field 1370. For more information regarding FSMS shipping transactions, see Chapter Two of this *User Guide*.

3. Shipping information to be printed on the Doc-Tab may be selected in two ways. You may:

   - Choose from the list of pre-configured shipping information that can be accessed by clicking the pull-down list of **Values**. The information for these pre-configured choices is supplied from your shipping transaction. You may also choose to default to the configured **Heading** or you may override the heading by typing in your own text.
   
   - Choose **Custom Doc-Tab Field #** to configure your own Doc-Tab information. This method of configuring a Doc-Tab lets you enter your own Doc-Tab Heading and allows you to supply the data you want to print in the Doc-Tab field in your shipping transaction.

   **To Select a Pre-Configured Doc-Tab Item:**
   
   a. Click the pull-down list under the **Values** column. Click the pre-configured Doc-Tab item in the list.
   
   b. The value you selected is displayed in the **Values** column. The corresponding heading for this value is displayed in the **Headings** column. You may override this heading by typing in your own text. Up to 12 characters (including spaces) will print on the doc-tab.

   **To Configure a Custom Doc-Tab Item:**

   a. Click the pull-down list under the **Values** column. You may select up to 12 custom Doc-Tab values from this list. Click the custom Doc-Tab field value to select.
   
   b. When you select a custom Doc-Tab field value, the corresponding **Heading** field becomes active. In this field, enter the title for the custom Doc-Tab field you selected. Up to 12 characters (including spaces) will print on the doc-tab.

4. When you code your shipping transaction, you must enter the data you want to appear on the label Doc-Tab for the Custom Doc-Tab field you selected in the **Doc-Tab Settings** window. For example: you selected **Doc-Tab Field 1-Tag 581** from the **Values** pull-down list. You enter “**Handling**” as the **Heading**. In your shipping transaction, you include Field 581 and the value “**5.00.**” On the label Doc-Tab, the item: “**Handling: 5.00**” is displayed.

   **NOTE:**
   
   *If you configure a Custom Doc-Tab value, you must provide the corresponding data to be printed on the Doc-Tab label; otherwise, the heading field you entered will print on the label with no corresponding data.*

5. Before you save your entries in the **Doc-Tab Settings** window, you may click “**Copy To All Meters**” to copy your Doc-Tab configuration to all meters configured on your server.

6. To save your input, click **OK**.

**Ground Doc-Tab Configuration**

To configure Ground Doc-Tabs, click the **Doc-Tab Settings** Tab to display the following window:
Doc-Tab Headings and Values are configured the same for Ground shipping as they are for Express shipping. However, the Ground Doc-Tab configuration screen provides an additional field, Reference. When you click the check box in the Reference field next to a Doc-Tab value, this value prints on the Ground shipping label in the reference section of the label that is below the recipient information. If no selections are made the default fields displayed are: Reference Fields 25 or 3003, PO Number, fields 3056 or 3001, Invoice Number fields 3057 or 3002, and Department, field 38. This feature allows you to select up to four Doc-Tab fields to display additional shipment information to your recipient on the Ground shipping label.

System Settings
The **System Settings** window is used to set important system level parameters. These settings are global and apply to all meters on the server. The following is a sample **System Setting** window:

![System Settings Window](image_url)

**Figure 12 - FSMS System Settings Window**

All fields on the **System Settings** window are password protected and can only be accessed by your FedEx representative. Although you cannot make changes to this window, provided below is a description of each field to help you understand how your system is configured:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconcile Time</td>
<td>The time your server communicates with the FedEx mainframe systems to download any new components (rates, URSA, etc.).</td>
</tr>
<tr>
<td>Port Number</td>
<td>The port used to communicate with the FSMS application.</td>
</tr>
<tr>
<td>Origin Phone Number</td>
<td>Your system modem number.</td>
</tr>
<tr>
<td>Enable Configuration Password</td>
<td>Used to set an administrative password for User level access tabs.</td>
</tr>
<tr>
<td>Database Backup Time</td>
<td>Time the FSMS database is backed up.</td>
</tr>
<tr>
<td>Ship History Retention Interval</td>
<td>Length of time your Express shipping history information is stored by FSMS. Up to 90 days may be selected.</td>
</tr>
</tbody>
</table>
Field Name | Description
--- | ---
Ship History Purge Time | Time at which the Ship History files are purged after the retention interval has elapsed.
Ship History Export Time | Time at which Ship History files are exported to the files specified for Domestic, International, and International Multi Piece Shipment (MPS) after the retention interval has elapsed.

If you need to make changes to any of these settings, please contact your FedEx Customer Support representative.

**IPD/IDF Settings**

IPD (International Priority Direct Distribution) and IDF (International Direct Distribution Freight) are contract services offered by FedEx to customers with specific international shipping requirements. For more information regarding IPD/IDF, please see the FSMS IPD/IDF User Guide provided by your FedEx Customer Support representative.

**Tracking Numbers Settings**

The Tracking Numbers window provides information for Express and Ground tracking number management. No entries are required in this window; this tab is also password protected and can only be accessed by your FedEx Customer Support Representative.
For a new installation of FSMS:

- Express tracking numbers (ETN) require a **Demand Download** to acquire the initial range. Subsequent tracking number are staged and automatically downloaded once the current range has been depleted by 50%; this tracking number range is displayed in the **ETN Future** section of the window. Once the current tracking number range has been used, the future range is displayed in the **ETN Express** section of this window.

- When the Ground tracking number range is depleted, the range automatically rolls over and begins again at **7000001**. No customer or FedEx Customer Support action is necessary to download Ground tracking numbers. The complete Ground tracking number is composed of three parts: the customer's 7-digit Ground account number, the 7-digit 'tracking number' visible in the Tracking Number tab above, and a check digit. This complete 15-digit number is the tracking number used to track Ground packages.
**Meter Settings**

The **Meter Settings** window is used to set special options for Express, International, and Ground shipping. This window is password protected and can only be accessed by a FedEx Customer Support Representative.

![FedEx Configuration](image)

**Figure 14 - Meter Settings Tab**

Although you cannot make changes to this tab without the assistance of FedEx Customer Support, provided below is a description of each field to help you understand how your system is configured:

**Express Options:**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle Count</td>
<td>Displays the current invoicing cycle count. This number is incremented after each Close and is transmitted to the FedEx revenue systems after the Close process is complete.</td>
</tr>
</tbody>
</table>
Field Name | Description
---|---
No Upload, No Ship (NUNS) | If this option is checked, the system will not allow shipping to continue if revenue files have not been uploaded for 72 hours. For more information regarding NUNS, please see page 132 of this User Guide.
List Rates | If this box is checked, List Rates are available for the meter(s) on your server.
Non-Rated | If this box is checked, rates provided by FSMS are courtesy rates only and no rated invoice will print during the Close process. If Non-Rated is selected, FSMS will not perform a rate download during Reconcile.
Label Customs Value Suppression to Canada | This option, if selected, prevents the customs value for a Canada-origin international shipment from printing on the shipping label. **Note: for CA origins this field will be displayed as "Label Customs Value Suppression to US"**
Late Drop Off Time | If your shipping site has an extended shipping day agreement with FedEx (for example: you have a late drop-off time of 1:00AM), you may set this parameter to have your shipping labels display the extended day date instead of rolling to the next shipping day.
Code Page | Selecting this field (Use Microsoft Extended Chars Page) allows you to enter extended characters in the shipping transaction, specifically to support International language requirements.

**Ground Options:**

Field Name | Description
---|---
Ground Enabled | If this box is checked, you are configured for FedEx Ground shipping.
List Rates | If this box is checked, list rates are available to the meter(s) on your server.
Account | Your seven digit Ground account number is displayed in this field.
Home Delivery | This box must be checked if the Ground Enabled box is checked and shipping FHD.
Cycle Count | The current cycle count for Ground shipments is displayed in this field. If you reinstall or clean load FSMS, this field will be reset to zero. If a clean load is required ensure the number is reset to its previous value.
HazMat | If you have contracted to ship hazardous materials using FedEx Ground, this box must be checked to process these shipments on FSMS.
ECOD | If you have contracted to ship Electronic Collect On Delivery (ECOD) using FedEx Ground, this box must be checked to process these shipments on FSMS.
EPDI Code | The Electronic Package Data Information (EPDI) code is a system-level setting and should be the same for all meters.
Label Multi Pack Piece Count | Selecting this option causes the package piece count to appear on Ground MPS labels in the 1/X, 2/X, and etc. format. The Label Multi Pack Piece Count option is explained in detail in Chapter Three: Shipping Label and Bar Code of this User Guide.
SCNC | This pull-down list provides the (Serial Container Numeric Codes) formats supports for Ground Labels.
Rates and Discounts | The Rates and Discounts button opens up a dialog box for entering Ground discount rates. Ground discount rates must be entered by your FedEx Support Representative.

**Software ID Data Capture**
The Software ID Data Capture section of the Meter Settings window contains further identification information for CSP/SSP, middleware, and client software that is associated with your FSMS installation. The following fields are included in this section of the Meter Settings window:
### International Settings:
If you set up a meter with an International address (non U.S.), the following additional settings are displayed in the **Meter Settings** window:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Name</td>
<td>This field is provided for the entry of a CSP/SSP interface or for customers who use FedEx Ship Manager Enterprise with the FSMS server application.</td>
</tr>
<tr>
<td>Client Version</td>
<td>The software version associated with the Client Name is entered in this field.</td>
</tr>
<tr>
<td>Middleware Name</td>
<td>If you use a middleware application with the FSMS server, the middleware identification is entered in this field.</td>
</tr>
<tr>
<td>Middleware Version</td>
<td>The software version associated with the Middleware Name is entered in this field.</td>
</tr>
</tbody>
</table>

*Figure 15 - Meter Screen for International Meter*
The International Rating selection on the Meter Settings screen above is displayed only if you have configured a non-U.S. origin meter. This setting, when checked, provides courtesy list rates for International shipments.

**Variable Handling Configuration**

If your shipping operation charges handling fees in addition to shipping/insurance charges, FSMS now allows you to configure these handling costs to be calculated and displayed as part of the shipping rate quote. These fees can also be printed on the Doc Tab portion of the 4”x6” shipping label.

To display the Variable Handling Charges window, click the Handling Charges button on the FSMS Configuration Utility Meter screen:

![Variable Handling Dialog](image)

The Handling Charge screen is divided between Express and Ground shipping. If you want to configure a Handling Charge for both shipping types, you must make entries in each section of the screen. The Handling Charge Calculation section of the Handling Charge screen let you select the type of handling charge to be configured. The fields required to designate a handling charge calculation are defined as follows:

**Handling Charge Calculation:**
Handling Charge Level:
In addition to providing the ability to add Handling Charges via a transaction FSMS also provides the ability to set up handling charges within the configuration. Any handling charge provided via a transaction will override the configured handling charges. The Handling Charge Level section of the Variable Handling window allows you to select whether you want the handling charge calculated on the package level or on the shipment level. This setting applies only if you are shipping Ground or International Express packages. If you select “Package” and configure a $5.00 handling charge, $5.00 will be applied to each package in a multi-piece shipment. Therefore, if you have 10 packages in a single multi-piece shipment, the total handling charge is $50.00. If you select “Shipment” and configure a $5.00 handling charge, the $5.00 handling charge is applied to the entire shipment. Therefore, if you have 10 packages in a single multi-piece shipment, the total handling charge, in this scenario, is $5.00.

Handling Charge Amount:
The Handling Charge Amount field allows you to enter either the actual dollar amount (if you selected “Fixed Amount” in the Handling Charge Calculation section) or the percent amount if you choose any “Percent” option as a Handling Charge Calculation. Field entry requirements are as follows:

- Dollar amounts are entered in the Handling Charge Amount field as \textit{XXXXX.XX}. For example, a handling charge of five dollars is entered as \textit{5.00}.
- Percent amounts are entered in the Handling Charge Amount field as \textit{XXXXX.XX}. For example, a handling charge of ten percent is entered as \textit{10.00}.

Managing Your Handling Charge Entries
The Variable Handling window allows you to enter handling charges for both Express and Ground shipments for each meter number configured on your server. If you have a parent meter and three child meters, you may make up to four Express and four Ground Handling Charge configuration settings by selecting the meter you want to configure from the Meter pull-down list at the top of the Variable Handling window. If you configure the parent meter and want to save that configuration for all meters on your server, click the \textit{Copy to All Meters} button at the bottom of the Variable Handling window.
To save your entries, click OK. The Variable Handling window is dismissed. If you want to exit this window without saving your configuration entries, click Cancel.

**Advanced Settings**

The **Advanced Settings** window is used to set communications and revenue parameters. This window is password protected and can only be accessed by a FedEx Customer Support Representative.

![FedEx Configuration Window](image)

Figure 17 - Advanced Settings Window

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Upload Interval [minutes]</td>
<td>This field is used to set the frequency of the hourly upload of Express package data to the FedEx backend systems and can be set from 30-120 minutes.</td>
</tr>
<tr>
<td>Hourly Upload Retention Period [days]</td>
<td>Number of days the hourly upload data is retained.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Communication Check Interval</td>
<td>Can be set from 24-72 hours.</td>
</tr>
<tr>
<td>Communication Logging Retention Period</td>
<td>Number of days the communication log is retained.</td>
</tr>
</tbody>
</table>
| Force Close Active                     | Checking this box will force each configured meter to close at the time entered on the Shipper Settings Tab (see page 46 of this guide).  
**Note:** This setting is meter level, which means that each meter configured on your server can have a different Force Close time. |
| Revenue Retention Interval             | Can be set from 1-7 days.                                                   |
| Purge Time                             | Sets the time the database will be purged at the end of the retention interval. |
| Backup Directory                       | Displays the directory to which backup revenue files are saved.             |
Remote Configuration

The FSMS Transaction Type 070 (Meter Query Request) has been enhanced in FSMS v 7.2 to allow configuration changes to the FSMS Configuration Utility using a transaction. This feature reduces the need to access the Configuration Utility directly and allows the ability to make changes remotely. The following business rules apply:

- The new configuration transaction does not allow adding or deleting a meter.
- Each meter must send a separate 070 transaction for configuration. For example if you have one parent meter and three child meters, then four separate 070 transactions must be entered to make configuration changes for all meters.
- The following fields from the FSMS Configuration Utility can be configured using the 070 Transaction:
  - All fields on the Doc Tab screen
  - Express DG Printer ID
  - Express DG Printer Form Type
  - Ground Hazmat Printer ID
  - Express/Ground Commercial Invoice
  - Ground Hazardous Materials Certification
  - Client Name
  - Client Version
  - Middleware Name
  - Middleware Version
  - Time Zone
  - Late Drop-Off
  - Sender E-mail ID
  - Variable Handling Fields

For more information regarding Remote Configuration using the 070 Transaction set, please see the FSMS Transaction Coding Reference.

Printer Set-Up

FSMS allows you to set up printers for both label and report printing in three different ways:

- Local Printer
- Local TCP-IP Printer
- Windows®-based Print Share Network

Instructions for setting up each of these printing methods follow.

Adding a Local Printer

To add a local printer, start up the Windows® Add Printer Wizard. This wizard is usually located on the Windows Start menu. The Windows Printer Wizard start up window is displayed.

1. Click Next to start the Add Print Wizard function. The Local or Network Printer is displayed.
2. **Local Printer** is selected as the default in this window. Click **Next** to continue local printer installation. The **Select Printer Port** window is displayed.

3. Select the printer port to which your printer is connected by scrolling through the Port list provided. In the sample **Select Printer Port** Window, LPT1 (parallel port) is selected. Click **Next** to continue. The **Printer Model** window is displayed:
4. Highlight the printer you are installing in the Manufacturers list. A list of available printers for that manufacturer displays in the Printers list.

5. Highlight the appropriate printer and click Have Disk to install the printer driver for this printer provided on the FSMS Installation CD. The Install From Disk window is displayed.

6. In the Install from Disk window, click Browse to locate the printer driver on the FSMS Installation CD. After you have selected the driver, click OK to start installation.

7. Because FSMS includes printer drivers for a variety of supported printers, the Select Printer Model window is displayed to allow you to choose the appropriate printer.
8. Highlight your printer from the Printer list in the Select Printer Model window. Click Next to continue. The Name Your Printer window is displayed.

NOTE:  
If the printer you are installing has already been installed on your server, and you are attempting to reinstall the printer, a window may be displayed which asks if you want to use the new driver or retain the existing driver. Always select “Use New Driver.” This entry ensures that you are loading the most recent driver provided by FSMS.

9. In the Name Your Printer folder, type in the name of the printer you are installing. This will be the printer name you will use to set up your Label and Report configurations and/or to enter in the 020 shipping transaction. If this printer is to be used by FSMS only, click No to make this printer unavailable as the Windows default printer; otherwise, click Yes. Click Next to continue. The Printer Sharing window is displayed.
10. Select **Share as** to share your printer. The defaulted share name is the same as the printer name you entered in the **Name Your Printer** window. Click **Next** to continue. The **Location and Comment** window is displayed.

11. The **Location and Comment** window asks for information that is useful when trying to locate your printer. In the sample window above, the printer is located on **Shipping Lane 1** and is an **Eltron LP (label printer)**. This window can be left blank if you choose. Click **Next** to continue. The **Print Test Page** window is displayed.
12. To print a test page, click Yes; otherwise, select No. Click Next to continue. The Add Printer Completed window is displayed.

13. In this window, the information you added during printer installation is recapped. If you want to make changes to this configuration, click Back. To end printer installation, click Finish.

You may continue to add local printers using the steps described above. After you have installed printers for all of your shipping applications (labels, reports, etc.), you are ready to start coding your shipping transactions.

**Adding a Local TCP/IP Printer**

To add a local printer, start up the Windows® Add Printer Wizard. This wizard is usually located on the Windows Start menu. The Windows Printer Wizard start-up window is displayed.

1. Click Next to start the Add Print Wizard function. The Local or Network Printer window is displayed.
Chapter One: Setting Up FSMS

2. **Local Printer** is selected as the default in this window. Click **Next** to continue local printer installation. The **Select Printer Port** window is displayed.

3. To configure a TCP/IP Port, click **Create a new port** and select **Standard TCP/IP Port** from the Port Type list. Click **Next**. The **Add Standard TCP/IP Printer Port Wizard** start-up window is displayed.
4. Confirm that the printer is turned on and you are connected to a configured network. To continue, click Next. The Add Port window is displayed.

![Add Standard TCP/IP Printer Port Wizard](image)

**Figure 28 - Add Port Window**

5. In the Add Port window, enter the name of the printer or the IP address for the printer you are adding in the Printer Name or IP Address field.

6. Enter the Port Name for the printer port you are adding. The Port Name is the queue name for the port your printer is connected to on the TCP/IP Print Server. Click Next to continue. The Additional Port Information Window is displayed.

![Additional Port Information Required](image)
7. Select the port type from the pull-down list; for example, we have selected **Port 1 (Parallel)** as the sample port type. Click **Next** to continue. The **Add Port Completed** window is displayed.

8. In this window, the information you added during port installation is recapped. If you want to make changes to this configuration, click **Back**. To accept the port installation as displayed in this window, click **Finish**. The **Select Printer Model** window is displayed.

After you have successfully configured a TCP/IP port for printer installation, you may install a specific printer for this port. Step-by-step instructions for installing a local printer are provided on page 70 of this User Guide.

**Additional Installation Steps for Windows 2000®**

If you are running Windows 2000 as your operating system, you must switch the TCP/IP port to LPR after the printer is added. To perform this action, select **Printers** from the Windows **Start** menu. The following window is displayed.

![Figure 30 - Windows Printer Control Panel](image)

1. Right click the printer icon of the TCP/IP printer you installed. Select **Properties** from the right-click menu. The **Printer Properties** window for the printer you selected is displayed.
2. In the **Printer Properties** window, select the **Ports** tab. The following window is displayed:

![Figure 32 - Printer Properties - Ports Tab](image)

3. In the **Ports** tab, the printer you installed is selected. Click **Configure Port**. The **Port Settings** window is displayed.
4. In the **Configure Port** Window, select **LPR** in the **Protocol** section.

5. Enter the **Queue Name** in the **LPR Settings** section. Click **OK** to continue. You are returned to the **Printer Properties** Tab.

6. Click **Close** to save your entries. This action completes switching the printer to LPR.

### Printing to a Windows-Based Print Share Network

If your label printer is connected to a Windows-based PC, you can print a label to the printer without adding the printer driver to your FSMS server. This action will require a field to be added to your FSMS transactions. Below are the steps for this print feature.

1. Connect the label printer to the Windows-based system.

2. Configure the printer using the standard Windows steps for printer configuration.

3. Share the printer.

4. If your server is running Windows NT, 2000, or XP, you will need to add the FEDEXUSER account to this system. The password must be the same as it is on the FSMS Server.

5. Add the FEDEXUSER rights to this printer.

6. In the 020 shipping transaction, for either Field 544 (Laser) or Field 537 (Thermal), enter code as follows: 5XX (indicates the printer type fields – either 544 or 537), \x.x.x.x\label3
NOTE:

‘x.x.x.x’ is the IP address of the Windows-based system and ‘label 3’ is the share name for this printer. Adding this field allows the labels to be sent over the network and printed on the printer.

Instructions for adding the FEDEXUSER account and access rights are provided below.

NOTE:

Each operating system (OS) is slightly different in their methods of adding a printer. If this system is a Windows 2000 OS, follow the instructions for adding a Local Printer on page 27 of this User Guide.

After the printer is configured, follow the steps below to add the FEDEXUSER account and to allow the FEDEXUSER print rights.

Adding the FEDEXUSER Account

To add the FEDEXUSER account to allow FEDEXUSER print rights, select the printer you have installed for FSMS from the Windows Printer window.

![Figure 34 - Windows Printer Window](image)

1. Right click on the printer to be configured. From the right-click menu, select Properties.
2. In the Properties window, select the Security Tab. The following window is displayed:
3. Select **FEDEXUSER** from the **Select Users or Groups** section of the window. Click **Add** to save your selection. **FEDEXUSER** is displayed in the bottom portion of the window. Click **OK** to save your selection.

4. Select the **Security** Tab in the **Printer Properties** window. The **Security** window is displayed.

5. You will see that the **FEDEXUSER** account has been added to the **Label Properties** list. Click **OK** to exit the **Printer Properties** window. You are now ready to print labels to this network printer.
**NOTE:**

There may be some differences in the steps required to set permissions for network printers depending on your operating system. The steps included above are for Windows NT 4.0. If you have any questions regarding any printer functionality for your operating system, consult the Windows Help option.

---

Troubleshooting Your FSMS Application

FSMS provides two tools for troubleshooting any problems with your FSMS application. These tools are:

- Close Monitor
- pcANYWHERE®

Provided below are instructions for using each of these tools.

**Close Monitor**

The Close Monitor program is part of FSMS and monitors what step a meter is on during the Close process. To access the Close Monitor, click the Start menu and select FedEx Ship Manager Server>Utilities>Close Monitor. The Close Monitor window is displayed:

![Close Monitor Window](image)

**Figure 37 - FSMS Close Monitor**

The Meter # field lists each meter configured on your server. The Step field lists the current step in the Close process for that meter. Below is a list of each possible step in the Close process.

<table>
<thead>
<tr>
<th>Step ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-1</td>
<td>Idle</td>
</tr>
<tr>
<td>1</td>
<td>Move closing shipments from the ship tables to the ship close tables</td>
</tr>
<tr>
<td>2</td>
<td>Rate packages which have not been rated</td>
</tr>
<tr>
<td>3</td>
<td>Bundle packages</td>
</tr>
<tr>
<td>4</td>
<td>Assign U.S. Domestic invoice numbers</td>
</tr>
<tr>
<td>5</td>
<td>Assign deleted invoice numbers</td>
</tr>
</tbody>
</table>
### Chapter One: Setting Up FSMS

#### Step ID | Description
---|---
6 | Assign International invoice numbers
7 | Build U.S. Domestic Shipment Revenue File
8 | Build Delete Shipment Revenue File (U.S. Domestic Only)
9 | Build International Shipment Revenue File
10 | Build Ground EPDI File
11 | Move Closing shipments from the ship close table to the ship history table
12 | Print Close Reports

The **Polling Frequency** field displays the time (in milliseconds) between the last and the next time the Close process is polled for each meters’ status.

Polling of the Close process can be forced by clicking the **Update Now** button. Since polling is done on a timed interval, some steps may appear to be skipped because they happen so fast between polling periods.

**pcANYWHERE**

The PCANYWHERE program allows your FedEx Customer Support representative to determine and resolve problems by providing access to the server running FSMS. A pcANYWHERE session requires connection by modem.

**To access pcANYWHERE:**

1. Click Start>Programs>pcANYWHERE32>pcANYWHERE. The pcANYWHERE Folder window appears.

   ![Figure 38 - PC Anywhere Folder Window](image)

2. Double-click the **FSMS** icon. The **pcANYWHERE Waiting** bar is displayed in the tool bar next to the **Start Menu** button at the bottom of your Windows application screen.

Your FedEx Customer Support representative can now research any problems you are having with the FSMS application. Any activity they perform can be seen on your screen.
Overview

Chapter Two: FSMS Transaction Coding provides a brief description of the FSMS transactions used to complete all of your shipping activities. In addition to standard Express, International, and Ground shipping transactions, we will also provide instructions for performing Open Ship transactions.

FSMS Transaction Types

FSMS uses seven different transaction types to perform various shipping functionality. As you can see in the list below, each transaction type has two identifying numbers. For example, the Global Shipping transaction (used to create the shipping data needed to ship any type of FedEx package) is identified by two numbers, 020 and 120. This identification means that the transaction used to send a request to have shipping information processed by the FSMS server is known as the 020 transaction; after the 020 transaction has been processed, the information returned to show that the transaction has been completed is known as the 120 reply transaction. Each transaction type listed below has both a request and reply transaction type.

1. **004/104 - Assign Next Tracking Number Request/Reply**: Express, Ground, and Home Delivery tracking numbers will be assigned by the server at the time a shipment request is submitted with the ‘020’ transaction or they can be requested in advance if needed using the ‘004’ transaction. The ‘004’ transaction provides the ability to request and receive a tracking number that can then be pre-assigned in the ‘020’ shipping transaction. This is useful if a tracking number is needed prior to a shipment being prepared. The ‘104’ reply will contain the requested tracking number and also the Form ID required for Express shipments.

2. **007/107 - End-of-Day Close Request/Reply**: The ‘007’ transaction is used to perform an ‘End-of-day Close’ function or to request the status of the ‘Close’. A ‘Close’ request will cause the server to upload all package and revenue data to FedEx and will generate End-of-Day reports. A ‘Close’ status request will return the status of the ‘Close’ request but will not cause a ‘Close’. A ‘Close’ can be performed on Express, Ground/Home Delivery or both simultaneously.

3. **020/120 - Global Ship Request/Reply**: The ‘020’ transaction is the primary server transaction. The ‘020’ transaction is used to ship as well as to request Express, Ground/Home Delivery rating (US and Canada), Express routing, and Ground/Home Delivery time in transit information for shipments.

4. **023/123 - Global Delete Request/Reply**: The ‘023’ transaction is used to delete a package or an entire shipment.

5. **024/124 - Shipment Query Request/Reply**: The ‘024’ transaction is used to locate a package in the server database. This feature is allowed for Express shipping only.

6. **035/135 – Child Meter Registration Request/Reply**: The ‘035’ transaction is used to request a new child meter via a transaction rather than via the Auto Configuration Utility (preferred method). See the Transaction Coding reference Addendum for more information.

7. **042/142, 043/143 – Tracking Request/Reply**: The ‘042’ and ‘043’ transactions are used to track Express, Ground, and Home Delivery packages. Express shipments can be tracked by Tracking Number or Reference Number, Ground and Home Delivery shipments can be tracked by Tracking Number, PO Number, Invoice Number, or Customer Reference Number. This transaction requires
real time communication with FedEx mainframe systems and is most efficient if communications with FedEx are via the Internet rather than via modem.

8. **070/170 - Meter Query Request/Reply or Meter Configuration:** The '070' transaction is used to determine all the meter numbers on the server for a given account number or to determine the sender information for a given meter. FSMS v 7.2 enhancements have expanded the functionality of the '070' transaction to include the ability to configure a meter via a transaction rather than via the Configuration Utility. See the Transaction Coding reference Addendum for more information.

9. **095/195 – Label Reprint Transaction:** The 095 transaction is used to reprint any label previously printed after a successful shipment transaction. The labels are available for reprint for up to twenty-four hours after the shipment was processed.

**Coding Guidelines**

To help you create your shipping transactions using FSMS, we have provided some guidelines for:

- Transaction formatting
- Required field numbers
- Shipment level vs. package level fields
- Multiple occurrence fields
- Field editing guidelines
- Reply transaction fields 2 and 3 (error code and error message text)

These guidelines should be reviewed before you begin any transaction coding.

**Transaction Formatting**

The transaction records are null terminated strings that do not contain carriage returns or line feeds. The strings are made up of field-related pairs separated by a comma; each pair consists of the:

- Field’s ID number.
- Field’s value enclosed in double quotation marks.

For example, if you are coding Field 15 (Recipient City) and you want to assign *Memphis* as the value, the transaction string for this field is formatted as:

15, "Memphis"

**Required Field Numbers**

Some fields are required in all transactions. Other fields are required under specific conditions, and still others are optional. Required fields are denoted in the *FSMS Transaction Coding Reference (TCR)* in **Bold**. Fields conditionally required are marked with an asterisk (*) next to the requirement field (for example: Required*). Optional fields are listed as **Optional**.

The following is a sample table entry from the *FSMS TCR* for each of these field requirement types:

<table>
<thead>
<tr>
<th>Field ID</th>
<th>Field Name</th>
<th>Max Length</th>
<th>Required/Optional</th>
<th>Valid For</th>
<th>Exp/Gnd</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Recipient Address</td>
<td>32</td>
<td>Required</td>
<td>All</td>
<td>E/G</td>
<td></td>
</tr>
</tbody>
</table>
Chapter Two: FSMS Transaction Coding

<table>
<thead>
<tr>
<th>Field ID</th>
<th>Field Name</th>
<th>Max Length</th>
<th>Required/Optional</th>
<th>Valid For</th>
<th>Exp/Gnd</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Recipient Address</td>
<td>35</td>
<td>Optional</td>
<td>All</td>
<td>E/G</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Recipient Postal Code</td>
<td>10</td>
<td>Required*</td>
<td>All</td>
<td>E/G</td>
<td>Required for postal aware countries. See Note 10 for a list of Postal Aware Countries. Ground/FHD does NOT accept ZIP+4 and no postal code validation is performed.</td>
</tr>
</tbody>
</table>

In our sample table from the FSMS TCR:

- Field 13 is **Required** to process the shipment.
- Field 14 is **Optional**; a second recipient address line is used only if the recipient has an apartment number, suite number, or any other type of identifier in addition to the primary address.
- Field 17 is **Conditional**; the recipient postal code is required only if you are shipping to a postal aware country. Therefore, if you are shipping from the US to Canada, the postal code is required for this field. If you are shipping from the US to Brazil, no postal code is required.

For every transaction, there are two fields which are always required:

1. The **first field** of any transaction is **Field 0, Transaction Type**. When creating a new transaction, begin with **0,"2"**
2. The **last field** of any transaction is **Field 99, Transaction End**. When creating a new transaction, end the transaction with **99,""**. There are no spaces between the quotation marks and no information is needed within the quotes.

These fields allow FSMS to recognize that a new transaction is to be processed and where the transaction ends. A complete request transaction, therefore, would be formatted as:

```
```

**Shipment Level vs. Package Level**

In the FSMS Transaction Coding Reference Guide, you will find fields that are marked with a subscript or either an **S** or a **P**, which indicates that this field is either a **shipment** level or **package** level field.

**Shipment** level means that if the field is used as part of an MPS shipment the field affects all of the packages in the shipment and it isn’t necessary to repeat the field for each package in a single transaction MPS shipment or to place the field in each 'Add' transaction of an Open Shipment.

**Package** level means that if the field is used as part of an MPS shipment the field's value is specific to a particular package and the value must be repeated for subsequent packages in a single transaction MPS shipment or included in each 'Add' transaction of an Open Shipment.

<table>
<thead>
<tr>
<th>Field ID</th>
<th>Field Name</th>
<th>Max Length</th>
<th>Required/Optional</th>
<th>Valid For</th>
<th>Exp/Gnd</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1090</td>
<td>Rate Currency</td>
<td>3</td>
<td>Required Or</td>
<td>All</td>
<td>E</td>
<td>Default for U.S. domestic shipping: USD</td>
</tr>
</tbody>
</table>
Chapter Two: FSMS Transaction Coding

Defaulted U.S. Export shipping requires USD to be entered.

| 1273 | Packaging Type | 2 | Required | All | E | Available for all: 01 – Customer Packaging 02 – FedEx Pak 03 – FedEx Box 04 – FedEx Tube 06 – FedEx Envelope International Only (including US export): 15 – FedEx 10KG Box 25 – FedEx 25KG Box |

As you can see in the sample table from the FSMS TCR, Field 1090 is a shipment level field; Field 1273 is a package level field.

Multiple Occurrence Fields

Multiple occurrence fields may be used several times within a single transaction. Each occurrence may have a different value. Using multiple occurrence fields eliminates the need to code the same field over and over simply because the input values change.

The format for a multiple occurrence field is X-#. This format means that:

‘X’ = The field number that is to be used multiple times
‘-’ = Dash is used as a separator
‘#’ = The number of the occurrence. The maximum number of field occurrences is 999 unless otherwise noted within a specific transaction’s format. If you use more than 500 occurrences, please contact your FedEx Customer Support Representative.

For example, Field 1670 (Package Weight) is a multiple occurrence field. If the first package in an MPS shipment weighs 2 pounds, the second weighs 3 pounds, and a third package weighs 5 pounds, Field 1670 is used as follows:

1670-1,"200"1670-2,"300"1670-3,"5"

This entry allows three different packages to be entered using the same field number with an occurrence indicator. You may choose to eliminate the dash and the number value for the first occurrence field in any transaction. In the example above, the first package could have been represented as 1670, “200” or 1670-1, “200”. Note: Field 1670 has two implied decimals. In the above example 200 is 2 Lbs.

NOTE:

When coding a multiple occurrence field, do not use any leading zeros; for example, one occurrence is coded as “X-1”; 25 occurrences of the field are coded as “X-25”; 999 occurrences of the field are coded as “X-999”.

Field Editing Guidelines

When editing fields within an FSMS transaction, the following editing rules apply to all transaction types:

1. Field values must be left justified within double quotation marks (“”).
2. Blank spaces between fields are not allowed. For example, you may format Field 12 (Recipient Contact Name) as **Bob Shipper**, with a space. However, when you add Field 13 (Recipient Address 1) to the transaction string, there must be no spaces between the end of Field 12 and the beginning of Field 13.

In addition to these two global transaction rules, the following field types have specific editing rules:

- Date fields
- Numeric fields
- Alphanumeric fields
- Postal Codes
- Weights
- Printer ID fields

**Date Fields**
Date fields should be eight digits in length, zero filled, in **CCYYMMDD** format.

For example: Format March 1, 2004 as **20040301**.

**Numeric Fields**
Numeric fields must not contain commas, decimals, blanks, or other formatting characters. Field lengths are displayed in the **FSMS TCR** as the total number of characters in the field plus any implied decimal places. For example, Field 119 (Total Customs Value) allows a field length of **14.2** “14” means that the total field length is 14 numeric characters; “.2” means that two characters of the total 14 characters may be designated as a decimal value. Therefore, Total Customs Value for a shipment may be entered as **999999999.99**.

Only significant digits need to be included; however, the value may have leading zeros. Blanks are not allowed.

For example: If a field has **6.2** as the **Max Length**, you must enter **1234.56** as **123456**.
If a field has a **6** as the **Max Length**, you must enter **$1234** as either **001234** or **1234**.

**Alphanumeric Fields**
Alphanumeric fields may allow letters, numbers, blank spaces, and most special characters. However, you must remove all embedded quotes and single quotes/apostrophes from your data.

**NOTE:**
The accent key (usually located on the extreme left of the keyboard above the Tab key) may be used as a substitute for words that require an apostrophe.

For example: Bob O’Brien (with apostrophe) is coded as Bob O`Brien (with accent).

**Postal Codes**
Postal codes may be five, six, or ten alphanumeric characters, depending on the destination country, with no formatting characters.

For example: L5N-5R6 is coded as L5N5R6.
38115-1096 is coded as 381151096

**NOTE:**
All postal codes for postal aware countries will be validated prior to shipment confirmation. If the postal code is invalid, an error will be returned. See Note 10 in Appendix E of the FSMS TCR for a list of postal aware countries.
Weights
Prior to FSMS v 7.2 weights were entered in field 21, Package/Shipmen Weight that required US Express and all Ground shipments to be entered in LBS with no decimal point (implied or physical) and all international Express shipments to be entered in KGS with a single implied decimal.

FSMS v 7.2 introduces a new weight field, filed 1670, that allows for two implied decimals for all shipments regardless of the weight type entered in field 75, LBS or KGS. Thus 25 LBS and 25 KGS are entered as 2500. Any fractional value, e.g. 25.5 LBS will be rounded up to the next highest whole pound, e.g. 26 LBS, or half kilogram for rating purposes.

US origin shipments will default to a weight type of LBS for Express and Ground. Non-US origins will default to KGS for Express and Ground (CA and MX).

Printer ID Fields
Printer IDs (Fields 537, 544, and 545) must not contain spaces. Underscores are allowed.

For example: A correct printer ID entry = FedEx_162\FSMS
An incorrect printer ID entry = FedEx_162\FSMS Printer

Batch Processing
To process batch files, follow these steps:

1. Edit the client.ini file (in the WINNT directory).
2. In the Transfile section, enter the full path name of the directory (for example: c:\batch) in which the transaction files will be stored. The actual name of the transaction file is not necessary, only the directory path. The name of the transaction file that is placed in this directory can be any file name designated by the customer, but MUST have an .in extension (for example: Trans.in). The input batch file can reside either on the FSMS server or on any system you designate.
3. Save the changes made to the client.ini.
4. Edit the server.ini file.
5. In the [DNLD] section, change the value of the interval entry to 10000 (this value represents the number of milliseconds that the given directory will be checked for *.in files).
6. Save the changes to the server.ini.
7. Stop and start the FedEx Admin Service in the Windows Control Panel/Services window.

Once these steps have been completed, the FedEx Admin service monitors the designated directory in the client.ini every 10 seconds for any input transaction files (i.e. *.in) to be automatically processed. When an input batch file is detected and processed, an output file is created in the same directory. The output file name is *.out (for example: batch1.in → batch1.out) and the input file is renamed to *.old (for example: batch1.in → batch1.old).

NOTE:
Make sure that the input files do not contain an extra line or space at the end of the transactions; this will cause problems with processing. The last characters at the end of the input file should be 99, ""
To disable batch functionality, return the server.ini and change the Interval entry in the DNLD section back to 0000. Save the changes to the server.ini, then stop and start the ADMNSERVICE.

<table>
<thead>
<tr>
<th>NOTE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before you can use batch processing, you must add the following user account to your system:</td>
</tr>
<tr>
<td>User ID: FEDEXUSER</td>
</tr>
<tr>
<td>Password: Provided by your FedEx Customer Support Representative</td>
</tr>
<tr>
<td>Writes/Permissions: Create, Write, &amp; Read</td>
</tr>
</tbody>
</table>

Preparing a Shipping Transaction (020)

The 020 transaction set is the transaction format you will use for all of the shipping methods supported by FedEx. In addition to Express, Ground, and International shipping fields, the 020 transaction also provides functionality for:

- Rating Express and Ground/Home Delivery shipments
- Receiving an Express service commitment
- Retrieving Express package routing information
- Requesting a Ground/Home Delivery “Time-in-Transit” information

In this section of the FSMS User Guide are basic instructions for coding the 020 transactions. Once you have a basic overview of how this transaction works, you may use the FSMS Transaction Coding Reference (TCR) to create transactions for your specific shipping requirements.

Basic Express Shipping Transaction (020)

After reviewing the Field Editing Guidelines section on page 89 of this User Guide, you are already familiar with the basic coding format for the 020 Transaction. In this section, we will review:

- The basic elements of an Express Transaction
- Using the FSMS TCR to determine which fields you need
- Uploading Express shipping data to FedEx

Using the FSMS TCR

The FSMS Transaction Coding Reference is a companion to the FSMS User Guide and provides all of the transaction types and fields required for coding FSMS transactions. In the TCR, you can easily identify the fields that can be used for Express, Ground, or International shipping. The following table is a sample entry from the TCR:
Chapter Two: FSMS Transaction Coding

<table>
<thead>
<tr>
<th>Field ID</th>
<th>Field Name</th>
<th>Max Length</th>
<th>Required/Optional</th>
<th>Valid For</th>
<th>Exp/Gnd</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Declared/Carriage Value</td>
<td>11</td>
<td>Required*</td>
<td>All</td>
<td>E/G</td>
<td>Required for all U.S. domestic freight services and all International shipments. The declared or carriage value of the shipment. There are no implied decimals. See the FedEx Service Reference Guide for allowable limits.</td>
</tr>
<tr>
<td>68</td>
<td>Currency Type(^{1})</td>
<td>3</td>
<td>Required Or defaulted</td>
<td>Intl</td>
<td>E</td>
<td>Default is USD,</td>
</tr>
</tbody>
</table>

In the sample above, Field ID 28 is valid for both domestic and international shipping, which is indicated by "all." Field ID 28 is also used by both **Express** and **Ground** shipments.

For Currency Type (Field ID 68), entry is required for Express international shipments only; otherwise, FSMS defaults to U.S. Dollars.

**Creating a Basic Express Transaction**

For any transaction processed by FSMS, you must include basic shipping information fields. After these fields have been coded as part of your shipping transaction, you may also add any "Special Option" fields as needed for your shipment. In the sample transaction and field descriptions below, we assume that the Express shipment is US to US only. Information regarding International transactions is provided on page 95 of this guide.

The basic required shipping fields for any Express **domestic** transaction are:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Type</td>
<td>0</td>
<td>This field describes the functionality you are coding to the FSMS server. For any 020 transaction functionality, the variable '020' is included in this field.</td>
</tr>
<tr>
<td>Recipient Company or Recipient Contact Name</td>
<td>11, 12</td>
<td>Either the Company name (if you are shipping to a company and not an individual) or the Contact Name is required. You may enter both fields, but you must include at least one of these fields.</td>
</tr>
<tr>
<td>Recipient Address 1</td>
<td>13</td>
<td>At least one address line is required for an Express shipment. You may also enter <strong>Recipient Address 2</strong>, if your address requires additional information (Suite #, etc.), but a second address field is not required.</td>
</tr>
<tr>
<td>Recipient City</td>
<td>15</td>
<td>Recipient city is required.</td>
</tr>
<tr>
<td>Recipient State</td>
<td>16</td>
<td>Recipient state is required.</td>
</tr>
<tr>
<td>Recipient Postal Code</td>
<td>17</td>
<td>Recipient ZIP code is required – FSMS verifies the ZIP/state combination and returns an error if they do not match.</td>
</tr>
<tr>
<td>Recipient Phone Number</td>
<td>18</td>
<td>Recipient phone number is required.</td>
</tr>
<tr>
<td>Package/Shipement Weight</td>
<td>1670</td>
<td>The weight of the package.</td>
</tr>
</tbody>
</table>
### Field Name | Field Number | Description
--- | --- | ---
Payment Code | 23 | The payment type of the shipment (Bill Sender, Bill Recipient, Bill Third Party) is included with the shipment. If you bill your shipment to your recipient or to a third party account number, the Payor Account Number (Field 20) is also required.
Recipient Country Code | 50 | The two character country designation is always required to ship. For a U.S. domestic shipment, “US” is required in Field 50.
Meter Number | 498 | This field is required only if you are shipping using a child meter. FSMS assumes that the package is being created for the master meter unless you indicate otherwise.
Packaging Type | 1273 | FSMS requires that you select the type of packaging used for the shipment. For example, if you use a FedEx Box for your shipment, you enter ‘03’ as the package type.
Service Type | 1274 | FSMS requires that you enter a service type for your shipment. For example, if you want to ship the package using FedEx Priority Overnight, enter ‘01’ as the service type.
End of Transaction | 99 | This field is required for all shipment types (Express, Ground) and signifies the end of the transaction.

Once you have created a basic Express shipping transaction using the fields described above, you can choose to add any FedEx special services that are applicable to your shipping needs to the basic transaction.

### Basic Ground Shipping Transaction (020)

The basic Ground shipping transaction uses the same information that is outlined in the table on page 93 of this User Guide for Express shipments.

However, there are several fields that require different field tags. These fields are:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payor Account Number</td>
<td>20</td>
<td>FedEx Ground shipments require that you provide the 9 digit FedEx account number if you want to bill your recipient or a third-party account number for the Ground shipment.</td>
</tr>
<tr>
<td>Packaging Type</td>
<td>1273</td>
<td>The only packaging type that is valid for FedEx Ground shipments is 01 – Customer Packaging.</td>
</tr>
<tr>
<td>Service Type</td>
<td>1274</td>
<td>Valid service types for FedEx Ground shipments are: 90 – FedEx Home Delivery 92 – FedEx Ground</td>
</tr>
</tbody>
</table>

These fields are required (under the circumstances described) for both FedEx Domestic Ground and International Ground shipments. Additional optional fields that you may use to format your FedEx Ground transactions are included in the FSMS TCR.

**FedEx Home Delivery**

As part of FedEx Ground shipping, you may also ship packages using FedEx Home Delivery to residential addresses. Although the basic Ground Transaction can be used for Home Delivery shipments, you may also use the following FedEx Home Delivery Types (in Field 3020) for your shipping needs:
FedEx Signature Home Delivery: A signature from someone at the recipient address is required for package delivery.

FedEx Date Certain Home Delivery: Date Certain Delivery allows you to select a specific delivery date for home delivery. For example, if your recipient is available to accept packages on Thursdays, you may enter Thursday as the delivery data in your shipping transaction.

FedEx Evening Home Delivery: If you enter this service option in the 020 Transaction, the package will be delivered between 5pm and 8pm, based on the recipient's local time zone.

FedEx Appointment Home Delivery: If you choose FedEx Appointment Home Delivery as a Ground delivery type, your recipient is contacted by their local FedEx Home Delivery terminal when their shipment arrives to set up a date and time for delivery.

Basic International Shipping Transaction (020)

FSMS allows international Express shipping from “anywhere-to-anywhere,” which means that you can create shipping transactions both to and from any proscribed country, whose service is supported by FedEx. For international Ground shipping, you may ship from the U.S. to Canada and Puerto Rico and vice versa.

International Express Shipping

The basic Express international shipping transaction uses the same information that is outlined in the table on page 93 of this User Guide for Express shipments. However, there are several additional required fields that are specifically for international shipping.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient Country Code</td>
<td>50</td>
<td>The default is US; if you are shipping to a different country, the country code must be included as part of the ship transaction.</td>
</tr>
<tr>
<td>Currency Type</td>
<td>68</td>
<td>If you are paying for the shipment (including duties, taxes, etc.) with a currency other than USD, the currency type must be added as part of the transaction.</td>
</tr>
<tr>
<td>Terms of Sale</td>
<td>72</td>
<td>Terms of Sale indicate how duties, taxes, insurance, etc. are handled for the international shipment.</td>
</tr>
<tr>
<td>Country of Ultimate Destination</td>
<td>74</td>
<td>U.S. Customs requires that you enter the ultimate destination for all packages that you ship internationally.</td>
</tr>
<tr>
<td>Weight Type</td>
<td>75</td>
<td>If your shipment is calculated in kilograms (kgs) instead of pounds (lbs), this field is required. The defaults are: Lbs. for shipments originating in the US and Puerto Rico; kgs. for shipments originating in all other countries.</td>
</tr>
<tr>
<td>Description</td>
<td>79</td>
<td>A description for each commodity in an international shipment is required, regardless of whether FedEx files Customs forms for you or not.</td>
</tr>
<tr>
<td>Country of Manufacture</td>
<td>80</td>
<td>The country of manufacture for each commodity in an international shipment is required, regardless of whether FedEx files Customs forms for you or not.</td>
</tr>
<tr>
<td>Quantity</td>
<td>82</td>
<td>The number of pieces of each commodity is required for international shipments. For example, if you are shipping pencils, you must enter '6' if you are shipping 6 pencils.</td>
</tr>
<tr>
<td>Rate Currency</td>
<td>1090</td>
<td>The currency type (for example: USD) is required.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field Number</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Packaging Type</td>
<td>1273</td>
<td>The packaging types that may be used for international Express shipping are:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 01 – Customer Packaging</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 02 – FedEx Pak</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 03 – FedEx Box</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 04 – FedEx Tube</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 06 – FedEx Envelope</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 15 – FedEx 10KG Box</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 25 – FedEx 25KG Box</td>
</tr>
<tr>
<td>Service Type</td>
<td>1274</td>
<td>Valid International Express services are:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 01 – International Priority</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 03 – International Economy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 05 – International First</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 70 – International Priority Freight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 86 – International Economy Freight</td>
</tr>
</tbody>
</table>

These fields are required (under the circumstances described) for FedEx International Express shipments. Because international shipments can require a variety of Customs forms, FedEx provides the information you need on the fedex.com website.

**Commodity Rules**

In FSMS, commodity information is created on the shipment level and not the package level. Therefore, if the same commodity is in multiple packages, the commodity quantity is the sum of that commodity in all packages. For example, you are shipping three packages containing 5 books. The total number of books for the shipment is 15; “15” is entered in Field 82 (Commodity Quantity).

**Commercial Invoice**

The Commercial Invoice (CI) is the most common document required to clear non-document packages through Customs. Typically, three copies of the CI are required for package clearance. FSMS allows you to create your own CI and file the information with the appropriate Customs office (by submitting Field 113 as “N”) or you may have FSMS create and upload the CI information for you (Field 113 = Y). If you create your own CI, the following business rules apply:

**Commodity Rules: (Total Customs Value = TCV)**

- Commodity information is shipment level information and NOT package level information. FedEx only requires commodity information for the shipment as a whole and does not require per package commodity information. Thus for example if the same commodity is in multiple packages the commodity quantity would be the sum of that commodity in all packages, e.g. three packages with 10 commodities in each is a total of thirty commodities and the entry in field 82, for that specific commodity, should be 30.
- If the customer is creating and filing the CI (Field 113 = N) the following commodity fields are the minimum required:
  - 79 - Commodity Description
  - 80 - Country of Manufacture
- If the customer is creating and filing the CI (Field 113 = N) and not processing the shipment via Open Shipping, field 119, TCV, is required if fields 82 and 1030 are not used.
- If the customer is creating and filing the CI (Field 113 = N) and processing the shipment via Open Shipping field 119, TCV, is required to be in the ‘Create’ transaction, even if it is inaccurate, if
commodity fields 82 and 1030 are not being used. If field 119 was not included in the ‘Create’ transaction and fields 82 and 1030 were not used the transaction will fail at ‘Confirm’ and the shipment will have to be deleted and reentered. The TCV can be edited at any time prior to the ‘Confirm’ transaction if provided in the ‘Create’.

- If the customer is creating and filing the CI (Field 113 = N) and field 119 was not included in the ‘Create’ and fields 82 and 1030 or field 78 are being used to derive TCV the TCV cannot be overridden in the ‘Confirm’ transaction. The TCV can only be overridden in Open Shipping IF it was included in the ‘Create’ transaction.

- If FedEx is creating and filing the CI (Field 113 = Y) the following commodity fields are required:
  - 77 - Commodity Line Item Weight
  - 78* - Commodity Customs Value
  - 79 - Commodity Description
  - 80 - Country of Manufacture
  - 81 - Harmonized Tariff Code
  - 82* - Commodity Unit Quantity
  - 414 - Unit of Measure
  - 1030* - Commodity Line Item Unit Value

  **NOTE:** Either field 78 OR fields 82 and 1030 MUST be used. Field 78 = 82*1030.

- The following fields are optional:
  - 120 - Marks and Numbers
  - 601 - ITAR Exemption
  - 1678 – Commodity Index Number

- If FedEx is creating and filing the CI (Field 113 = Y) Field 119, TCV, is derived from the product of (Field 82* Field 1030) or (Quantity * Unit Value) OR from the sum of all occurrences of field 78-#, Commodity Customs Value. In this case Field 119, TCV, is an optional input field. If a shipment has multiple commodities and thus multiple occurrences of fields (82 and 1030) OR 78 then the Total Customs Value will be the sum of the Customs Value of each line item, i.e. \((82-1*1030-1)+(82-2*1030-2)+(82-X*1030-X)) OR from the sum of the occurrences of field 78. This derived value will be returned in Field 119, “Total Customs Value” in the ‘120’ reply transaction.

- If FedEx is creating and filing the CI (Field 113 = Y) and Field 119, TCV, is provided in the ‘020’ request transaction the inputted value will override the derived value if and only if it is greater than the derived value. Otherwise it will be ignored.

- If FedEx is filing the CI (Field 113 = Y) it is recommended to include field 119, TCV, in the Create if it may be necessary to override the derived TCV.

**Adding, Editing, and Deleting commodities**

Commodities may be edited, added to, or deleted from a shipment that is prepared via Open Shipping **after** the Create transaction has been processed by using fields 1677 and 1678. Field 1677, Commodity Action Code, is required and the valid values for this field are Add, Edit, and Delete. When editing or deleting a commodity field 1678, Commodity Index Number, is also required. This field is optional when adding a commodity. Fields 1677 and 1678 are to be used to perform an action on a commodity after commodities are added during the Open Ship Create.
NOTE:

A known issue exists in FSMS v 7.2 that requires at least a single commodity be placed in the Open Ship 'Create' transaction before additional commodities may be added using the Add commodities functionality. If no commodity is included in the 'Create' an error message, “error inserting record into database”, will be returned when an Add commodity transaction is attempted. This is only applicable to Open Shipping transactions.

Adding a commodity:
1. Provide the Master tracking number if Express or the tracking number of the first piece for Ground.
2. Set field 541 to ‘NNNNNNNN’
3. Set field 542 to the same Open Ship Index Number being used for the shipment.
4. Set field 1274 to the appropriate Service Type for the shipment.
5. Set field 1677 to ‘1’ to add a commodity
6. Field 1678 is optional and may be set to any value when adding

Input all commodity level fields:
- 77 - Commodity Line Item Weight
- 78* - Commodity Customs Value
- 79 - Commodity Description
- 80 - Country of Manufacture
- 81 - Harmonized Tariff Code
- 82* - Commodity Unit Quantity
- 414 - Unit of Measure
- 1030* - Commodity Line Item Unit Value

NOTE:
Either field 78 OR fields 82 and 1030 MUST be used. Field 78 = 82*1030.

The following fields are optional:
- 120 - Marks and Numbers
- 601 - ITAR Exemption
- 1678 – Commodity Index Number

Editing a commodity:
Editing a commodity requires the use of field 1678, Commodity Index Number. Each commodity is assigned a value either by FSMS or by the user. If the user does not assign an index number during the Create transaction or Add Commodity transaction FSMS will assign a default value and it will be of the form FDX0, FDX1, etc. When editing a commodity field 1677 is required with a value of ‘2’ to specify that an Edit is desired, field 1678 is required so the desired edit can take place on the specified commodity, and the commodity value to be edited is required.

Deleting a commodity:
Deleting a commodity requires field 1677 with a value of ‘3’ and field 1678 to specify the commodity to be deleted.

**Uploading International Ground Shipments**

Ground/Home Delivery shipment data are written to an Electronic Package Data Information (EPDI) file during Close and the file is uploaded after the Close is completed. Details on the EPDI file format can be found at [http://grd.fedex.com/online/epdi.htm](http://grd.fedex.com/online/epdi.htm). There are no different upload requirements for Ground Domestic and International shipments.

**Rating, Routing and Time-in-Transit (020)**

In addition to the creation of shipping transactions, the 020 Transaction is also used to receive a:

- Rate quote for Express, Ground, or Home Delivery shipments originating in the US or Canada.
- Route to and from any origin and destination pair for any Express shipment. A Route request also returns the service commitment.
- Time-in-Transit from origin to destination for any Ground or Home Delivery shipment.

**NOTE:**

Performing a Route request for an Express shipment or a Time-in-Transit (Ground) request provides all of the necessary information to build a custom label if a pre-assigned tracking number is sent in the Route/Time-in-Transit request transaction.

**Requesting a Rate Quote, Route, and Time-in-Transit**

There are two methods for receiving a Rate Quote, a Route, and a Time-in-Transit:

- Passing the appropriate flag within an Open Shipment (more information on Open Ship is provided on page 116 of this *User Guide*).
- Using Field 1234 (Rate/Route Flag) within a regular (non-Open Ship) 020 transaction. Field 1234 has three possible values per shipping type (Express and Ground shipping have different routing types):
  1. ‘1’ – **Rate Quote**: Requesting a rate quote returns the rate for the shipment including any discounts and surcharges that apply.
  2. ‘2’ – **Route (Express Only)**: Requesting a Route will return:
     a. **Service Commitment** (Reply Field 33): Indicates when a package is to be delivered. For more information regarding service commitments, please see the [FedEx Service Reference Guide](#).
     b. **ASTRA Bar Code** (Reply Field 65): Required for routing. The Advanced Sorting Tracking Routing Assistance (ASTRA) Bar Code field will be returned blank unless a pre-assigned tracking number is passed in the transaction in Field 1222 (Pre-assigned Tracking Number).
     c. **Delivery Day** (Reply Field 194): Supplies the package’s delivery day.
     d. **Ramp ID** (Reply Field 195): Supplies the destination ramp printed on the ASTRA label.
     e. **Destination Location ID** (Reply Field 198): Provides the FedEx destination location ID (LOCID).
     f. **Delivery Date** (Reply Field 409): The package(s)’s delivery date, as printed on the ASTRA label.
g. **Revenue Bar Code** (Reply Field 552): The bar code string for the package charge.

h. **Address Bar Code** (Reply Field 553): The bar code string for the recipient address.

i. **URSA Prefix** (Reply Field 1136): The 2 character prefix of the FedEx destination location.

j. **PDF-417 Bar Code** (Reply Field 3064): The bar code string for the PDF-417 bar code.

**NOTE:**

*This field will only be returned if a tracking number is pre-assigned at the time of the Route request.*

3. ‘2’ Time-in-Transit (Ground/Home Delivery Only): Requesting a Time-in-Transit returns:
   a. **Transit Time** (Reply Field 3058) in days.
   c. **PDF-417 Bar Code** (Reply Field 3064): The bar code string for the PDF-417 bar code.

**NOTE:**

*This field will only be returned if a tracking number is pre-assigned at the time of the Route request.*

d. **Zip Code Bar Code** (Reply Field 3065): The bar code string for the delivery ZIP code (for *.png labels only).

e. **Ground/FHD Service Code** (Reply Field 3073): The three digit Service Code for the selected Ground or Home Delivery service combination.

f. ‘3’ – **Rate and Route/Time-in-Transit**: Returns the results of both the ‘1’ and ‘2’ options in a single reply.

**Processing the Shipment**

Once you have received a Rate and/or Route/Time-in-Transit reply, you can process the shipment using either of the following steps:

- If you use Field 1234 to obtain a Rate and/or Route/Time-in-Transit request, change Field 1234 to a null (empty) value (for example: 1234,””) to ship the package.
- If you use Open Ship to obtain and Rate and/or Route/Time-in-Transit request, set the Shipment Confirm flag in Field 541 (Flag 9) to ‘Y’ and include Field 542.

**Pre-Ship Validation (020) (Express Only)**

Prior to shipping a package, a transaction can be validated by FSMS to ensure that the shipment will process correctly.

To validate a transaction, include the following fields in the ship transaction:

- Field 184 (Pre-Ship Validation Flag) with a value of ‘Y’.
- Field 541 (Open Ship Flag) with value of ‘N’.
- Field 542 (Open Ship Index)

If the shipment validates correctly, you may then process the transaction by changing:

- Field 184 to ‘N’.
- Field 541 to ‘Y’
You can code a single ship transaction with Field 184 (Pre-Ship Validation Flag), Field 541 (Open Ship Flag), and Field 1234 (Rate, Route/Time in Transit Flag) to receive Rates, Routing/Time-in-Transit and shipping validation prior to processing the shipment. However, a Rate/Route/Time-in-Transit request cannot be performed simultaneously if pre-assigning a tracking number and the ASTRA barcode information is required in the reply. To perform a pre-ship validation and then a Rate/Route/Time-in-Transit, make the following changes to the shipping transaction:

**Step 1: Pre-ship validation:**

- Add Field 184 – value of ‘Y’
- Add Field 541 – value of ‘NNNNNNNN’

**Step 2: Rate/Route/Time in Transit:**

- Add Field 1234 – value of 1, 2, or 3
- Send Field 184 with no value, i.e. 184,”” or with a value of ‘N’
- Send Field 541 with value of ‘YNINNNNYN’

**Step 3: Ship the package:**

- Send Field 1234 with no value, i.e. 1234,””
- Send Field 184 with no value, i.e. 184,”” or with a value of ‘N’
- Send Field 541 with value of ‘YNINNNNYN’

Below are sample transactions with a pre-assigned Tracking Number for different cases and their replies; the case type is noted in Field ‘1’.


Chapter Two: FSMS Transaction Coding

Request: 0,"20"1,"Rate Only"11,"Recipient Company"13,"1154 Elm Lane"15,"Portland"16,"OR"


Request: 0,"20"1,"Rate and Route"11,"Recipient Company"13,"1154 Elm Lane"15,"Portland"16,"OR"


NOTE:
Pre-Ship Validation can be accomplished with a single ship transaction or in an Open Ship transaction. For more information regarding Open Shipping functionality, see the Open Shipping section later in this chapter.

Multi-Piece Transaction (020)

A multi-piece shipment (MPS) consists of two or more pieces (packages) going to the same recipient/consignee. An MPS shipment is prepared using a single transaction (with multiple occurrence fields) or in a single Open Ship transaction. There are three types of MPS shipments:

- Domestic Express
- International Express
- Ground/Home Delivery

Below is a description of each of these MPS shipping types:

**Domestic Express (US/CA)**

A domestic Express MPS is not considered a true multi-piece shipment because there is no Master tracking number to link packages together. In addition, Domestic Express packages do not have an MPS piece count on the label (for example: Package 1 of 3, 2 of 3 and 3 of 3). US and CA domestic MPS shipments may be prepared via Open Shipping or through the use of multiple occurrence fields.

**International Express (including US export)**

International Express shipments are considered "true" MPS shipments because they are linked by a Master tracking number and the shipping labels for each piece of an MPS shipment are indicated by piece count (for example: 1 of 3, 2 of 3, and 3 of 3). International Express shipments are created by using
a single 020 transaction with multiple occurrence fields or can be created using the Open Ship option. You may ship a single shipment with up to 9,998 packages as an MPS shipment.

**Ground/Home Delivery**

Like Express domestic shipments, Ground/Home Delivery shipments (including international Ground) are not considered true MPS shipments because there is no master tracking number used to link them together. Packages may however be labeled with the piece count (1 of 3, etc.). The appearance of the MPS piece count is optional for Ground and may be disabled by un-checking the **Multi-Pack Piece Count** box in Meter Settings tab of the Configuration Utility. If checked, the piece count will always appear on a Ground/Home Delivery MPS label if the shipment was either created using a single transaction with multiple occurrence fields or in an Open Ship transaction if no labels were printed prior to the **Confirm Shipment** transaction. If any label of an Open Ship transaction is printed prior to **Shipment Confirm**, piece counts are removed because the final package total is unknown.

**Special Shipping Options**

In addition to the basic shipping fields required to ship an Express or Ground/Home Delivery shipment, the 020 Transaction also provides a variety of special services to meet your shipping needs. In this section of the *FSMS User Guide* are basic business rules for using each of the special services offered by FSMS.

Coding instructions for all special services are provided in the *FSMS Transaction Coding Reference*.

**Alcohol Shipping**

FedEx accepts shipments of alcohol (beer, wine, and spirits) within the U.S. and both U.S. import and export when the shipper and the recipient are licensed to import/export alcohol. To ship packages containing alcohol, the following business rules apply:

- The shipment must be clearly designated as an alcohol shipment by including the following fields in the 020 shipping transaction:
  - Field 1332 (Alcohol Flag)
  - Field 40 (Alcohol Type)
  - Field 41 (Alcohol Packaging)
  - Field 42 (Alcohol Volume)
  - Field 52 (Alcohol Packages)
- Signature Release (Field 51) is not allowed for alcohol shipments.
- FedEx Packaging is not allows for alcohol shipments.

If you have questions regarding your eligibility to ship alcohol, please contact your FedEx representative.

**AutoPOD (FedEx Ground)**

The Automatic Proof of Delivery (AutoPOD) product is designed for shippers that desire the additional security of preventing driver releases, forwarding and indirect deliveries, or who regularly request PODs for large quantities of packages. AutoPOD is available for both prepaid and collect shippers within the US and Canada only.

Available services with AutoPOD:

- COD
• ECOD
• Declared Value
• Hazardous Materials
• Ground Prepaid and COLLECT
• AOD
• Residential Surcharge
• Additional Handling

AOD (FedEx Ground)

A shipper may request recipient acknowledgment of delivery by using a FedEx Ground-provided Acknowledgment of Delivery (AOD) form. Shipper must prepare a self-addressed AOD form and attach the form to the package at the time it is tendered to FedEx Ground for delivery. FedEx Ground will obtain the recipient's signature acknowledging receipt of the package and mail the recipient-signed AOD form to shipper. An additional charge will be assessed for each package bearing an AOD form. No AOD service is available between the United States and Canada. Enrollment is not required.

B13A: Canada Export Shipping

The B13A is an export declaration form filed with Canada Customs by the Canadian exporter for all outbound shipments consigned to countries other than the United States, Puerto Rico, or the US Virgin Islands that exceeds a customs value of $1999.99 CAD. The B13A is also required for shipments of controlled commodities, as defined by Revenue Canada Customs and related agencies, regardless of the value.

FSMS provides Field 1651 (B13A Filing Options) for Canada export shipments. The values for this field are:

• No B13A Required
• Manual B13A Required
• B13A Filing Electronically
• B13A Summary Reporting

This field is not required for shipments originating in countries other than Canada or for Canadian document shipments. For more information regarding the field requirements for B13A filing options, please see the FSMS 07.2 Transaction Coding Reference.

Bill Recipient/Bill Third Party

For both Express and Ground shipments, you may choose to bill shipping costs to either the package recipient or a third-party account. For U.S. origin shipments, you must include the recipient's FedEx account number if you chose Bill Recipient as a shipping option. A FedEx account number should also be supplied for the Bill Third Party option. For non-U.S. origins, the recipient account number is not required.

Collect-On-Delivery (COD)

COD shipping is allowed for both FedEx Express and FedEx Ground shipping (but is not allowed for International or FedEx Home Delivery shipments).
**COD (FedEx Express)**
COD allows the shipper to designate the amount of money that the FedEx Express courier should collect from the consignee when a package is delivered. Enrollment is not required; COD checks are returned to the shipper via FedEx Standard Overnight plus 90-minutes. Two labels (1 outbound & 1 inbound) should print at the time of shipping for automation customers.

Acceptable payment options include:
- Secured - cashier's checks, official check or money order
- Unsecured - personal check, certified check, cashier's check, official check, money order, or company check

**COD (FedEx Ground)**
COD allows the shipper to designate the amount of money that the FedEx Ground contractor should collect from the consignee when a package is delivered. If the FedEx Ground contractor collects guaranteed funds, or a company/personal check, the payment is sent directly to the shipper via US mail. If cash is collected, on the next business day FedEx Ground will cut a check to the shipper in the amount of the cash collected. The FedEx issued check will be sent to the shipper via US mail. The shipper must designate the type of payment that should be collected by FedEx Ground. FedEx Ground COD is not available with FedEx Home Delivery service. FedEx Ship Manager Server can be enabled to ship either COD and/or ECOD per meter number; however, both services cannot be used simultaneously under the same meter number.

Available services with FedEx Ground COD:
- AutoPOD
- Prepaid or third party billing ONLY
- Declared Value
- Hazardous Materials
- AOD
- Residential Surcharge
- Additional Handling

FSMS allows you to configure how COD charges are assessed using the 020 shipping transaction. The following fields are use to assess COD charges:

<table>
<thead>
<tr>
<th>Field Number/Name</th>
<th>Definition</th>
</tr>
</thead>
</table>
| Field 186 – COD Add Freight Charges Indicator | The following settings are allowed:  
1 = Add Net Freight Charge Only  
3 = Add COD Surcharge Only  
5 = Add Net Freight Charge + All Handling Charges (includes Variable Handling Charges, if this setting is included in the 020 shipping transaction or is configured in the FSMS Configuration Utility).  
If this field is not populated, no charges are added to the COD amount. |
| Field 1593 – Accumulate Shipment Charges Indicator | If this field is set to “Y,” all transportation charges, surcharges, and handling charges for all packages in the COD shipment are added to the COD amount of the Master. If you also choose to add a Variable Handling Charge (includes Variable Handling Charges, if this setting is included in the 020 shipping transaction or is configured in the FSMS Configuration Utility).  
**Note:** This feature is allowed for multiple piece shipments only. |
When shipping a FedEx Ground COD package using thermal labels, 3 labels are required. Label one should be affixed to the outside shipping container and labels two and three should be placed in a FedEx Ground COD pouch (OP-013 POUCH) which is also affixed to the outside shipping container.

**ECOD (FedEx Ground)**
Electronic Collect On Delivery (ECOD) is an expedited COD product that allows the shipper to receive the COD funds in 24 to 48 hours after delivery of the package. The shipper receives the monies via an electronic funds transfer. Once the money is sent to the shipper's bank account, a statement is sent from FedEx Ground detailing the deposits made for that day. This information can be sent via fax, e-mail, US mail, or FedEx Ground ACCESS. Enrollment is required for this service.

FedEx Ground E.C.O.D is not available with FedEx Home Delivery service. FedEx Ship Manager Server can be enabled to ship either COD and/or ECOD; however, both services cannot be used simultaneously under the same FedEx meter number.

Available services with FedEx Ground ECOD:
- AutoPOD
- Prepaid or third party billing ONLY
- Declared Value
- Hazardous Materials
- AOD
- Residential Surcharge
- Additional Handling

When shipping a FedEx Ground ECOD package using thermal labels, 3 labels are required. Label one should be affixed to the outside shipping container and labels two and three should be placed in a FedEx Ground COD pouch (OP-013 POUCH) that is also affixed to the outside shipping container.

**Freight Shipping - Express**

FSMS supports Express Freight shipping to and from both Domestic and International locations with the following service types:

**Domestic Freight:**
- FedEx Express 1Day Freight – Next Business Day Delivery
- FedEx Express 2Day Freight – Delivery within 2 business days.
- FedEx Express 3Day Freight – Delivery by 3 PM in 3 business days for most shipments.

**International Freight:**
- FedEx International Priority Freight – Delivery within 1 to 3 business days.
- FedEx International Economy Freight – Delivery within 5 business days.

Size and service restrictions for FedEx Express Freight shipping are provided on fedex.com and in the FedEx Service Reference Guide available from your FedEx representative.

**Future Day Shipping**

Future Day shipping allows you to prepare an Express shipment up to ten (10) days from the actual ship date and a Ground shipment up to ninety (90) days from the actual ship date. A label prints when the shipment is processed, but the shipment may be held until the Future Day becomes current before
tendering the package to the Courier. The future ship date prints on an Express label, but will not print on a Ground label.

**Hold at Location (HAL)**

Express packages may be designated as Hold at Location (HAL) shipments. With this designation, the package will be kept at a designated FedEx distribution facility until it is picked up by the recipient/consignee. Express labels will display “Hold at Location” to indicate that this package will not be delivered by a FedEx Courier. After a HAL package is received at the FedEx station, the recipient will be notified by FedEx station personnel that the package is available for pick up.

**Inside Pickup and Delivery**

FedEx offers this service for customers who do not have the necessary equipment to move shipments to the loading area. FedEx will move shipments from positions beyond the pickup or delivery site which are directly accessible from the curb and is no more than 50 feet inside the outermost door. FedEx Inside Pickup and Delivery is for the FedEx 1Day, 2Day, and 3Day freight services and does not require a special service contract with FedEx. If a shipment breakdown is necessary to fit a shipment through a doorway, additional charges may be assessed. FedEx does not provide piece count or piece verification when a breakdown of a freight shipment occurs at the delivery site.

**Broker Select Option (BSO)**

The Broker Select Option (BSO) is a service offered by FedEx where you can choose to use a non-FedEx broker for customs clearance. Once cleared, FedEx delivers the shipment to its final destination, or you may choose to have your non-FedEx broker make arrangements for final delivery. BSO is available to more than 121 countries. BSO is also known as International Priority Broker Select Option (IPBSO).

The basic business rules for using BSO are:

- BSO is available for FedEx International Priority and FedEx International Economy Express services only.
- You must enter the broker’s name, city, state, postal code, and phone number on every FedEx International waybill for which you want to use the BSO option.
- All FSMS label formats support BSO. These formats are: Laser Air Waybill, Thermal Air Waybill, Portable Network Graphic (PNG), and Multi-ply Air Waybill.

Transaction fields for BSO are part of the 020 Transaction set. All transaction fields required for BSO are provided in the *FSMS Transaction Coding Reference* under **020 Transaction – Special Services**.

**Dangerous Goods/Hazardous Materials**

FSMS supports the shipping of dangerous goods for Express under IATA and 49CFR Air regulations, (ORM-D) and Ground Hazardous Materials (HazMat) shipping under 49CFR – Ground regulations. Any Express DG shipment can be shipped under International Air Transport Association (IATA) regulations but only shipments that are intra-US, to or from Puerto Rico, or to or from US territories can be shipped under ORM-D regulations. Express Dangerous Goods (DG) shipments require the submission of much more information per transaction than a Ground HazMat shipment, which requires only the DG/HazMat
flag, Field 1331, unless using FSMS to print the Ground OP-900 Ground HazMat label and the OP-950 HazMat Certification Report. If using FSMS to print these documents additional fields are required. See the FSMS Transaction Coding Reference for required fields.

As part of FSMS 7.2, the input requirements for non-US origin FedEx Express shipments containing Dangerous Goods have been relaxed; only the setting of the DG Flag, Field 1331, and specification of the DG Class, field 492, are required.

FSMS 7.2 supports the printing of the 1421C Shipper’s Declaration of Dangerous Goods, OP-900 Ground HazMat label, and the OP-950 HazMat Certification Report. The 1421C can be printed as a multi-ply form using a dot matrix printer or you may print this form on a laser printer using special 1421C paper (plain paper with a border of red cross-hatches). The 1421C plain paper form may be obtained from your FedEx supply source. The 1421C is produced at the time of shipment confirmation.

The OP-900 is a multi-ply form and requires the use of a dot matrix printer. The OP-950 prints on plain paper using a laser printer. The OP-900 is produced at the time of shipment confirmation and the OP-950 is produced after a Close is completed.

For US and CA domestic Express DG shipments up to five unique UN ID#s may be shipped under a single Tracking Number. Thus a shipment may be prepared as a single transaction with the required multiple occurrence fields repeated up to five times. For Ground HazMat shipments only a single HazMat commodity is allowed per Tracking Number if printing the OP-900 and/or OP-950.

Limitations for Express DG and Ground HazMat shipping

1. Domestic US and CA Express DG shipments must be prepared as single piece shipments only. If using Open Shipping any DG information entered after the Create transaction will be ignored and if printing the 1421C, Shippers Declaration of Dangerous Goods, only the DG information associated with the Create will be printed and the remaining forms will be blank.

2. HazMat shipments can only contain a single HazMat commodity if using FSMS to print the OP-900 Shipping Label and OP-950 HazMat certification Report. If more than a single HazMat commodity is supplied in the transaction an OP-900 will print for the first commodity only and only the first commodity will be printed on the OP-950.

Dry Ice Shipping

FSMS allows you to ship packages containing dry ice, as long as the specifics for the dry ice shipment are included in the shipping transaction. The following shipping rules apply to dry ice shipments:

- Dry ice shipping is allowed for both U.S. domestic, intra-Canadian, and International Express shipments.
- Dry Ice weight will be in the same weight units as the package weight set in field 75, Weight Type.
- The weight entered for dry ice must be less than the total weight of the shipment.
- Dry ice is considered as a packing material and does not require any Dangerous Goods fields for shipping.

NOTE:

Prior to FSMS v. 7.2, dry ice weight was required to be in KGS only and entered in field 43 – Dry Ice Weight. FSMS v. 7.2 introduces a new weight field for package weight, field 1670 – Package/Shipment Weight, which provides for two implied decimals for all weight entries regardless of weight type, LBS or KGS. To provide transactional consistency a new Dry Ice Weight field - field 1684 was introduced, also with the two implied decimal parameter. This new field also accepts dry ice weight in either LBS or KGS depending on the weight type chosen for the shipment itself in field 75 – Weight Type.
**FedEx InSight**

FedEx InSight is a Web-based application that enables customers to view the status of inbound, outbound, and third party payer Express shipments without a tracking number. InSight also provides actionable status information about shipments, displays consolidated multi-piece shipment status information, provides package level content information (shipper input required), and proactively notifies by e-mail, fax and wireless of critical shipment events.

**FedEx Priority Alert**

Priority Alert is an Express service that works in conjunction with the FedEx InSight service to provide proactive notification for FedEx medical customers in the event a shipment is delayed. Priority Alert is for critical medical domestic shipments and requires enrollment by the customer.

**FedEx ShipAlert<sup>SM</sup> Delivery (POD) Notification**

ShipAlert is available for Express and Ground shipments with these differences:

For Express shipments, up to three e-mail addresses can be submitted to provide both outbound shipment notification and Proof of Delivery (POD) notification to the recipient. Up to six addresses can be requested for shipment and delivery notification for: Shipper/Sender, Recipient, Broker, and three additional e-mail addresses. The POD e-mail may also be delivered in either English or French.

For Ground shipments, one e-mail address OR one fax number can be submitted to provide shipment notification to the recipient.

**NOTE:**

If you want to send a Ship Alert e-mail notification (for an Express shipment only) in French the FSMS 020 Transaction set supports field designation for both 'en' (English) and 'fr' (French) text. For more information regarding the fields required for Ship Alert language designation, please see the FSMS Transaction Coding Reference.
Shipper’s Export Declaration

The Shipper’s Export Declaration (SED) must be submitted on shipments from the U.S., Puerto Rico, or the U.S. Virgin Islands to International destinations, between the U.S. and Puerto Rico, and from the U.S. or Puerto Rico to the U.S. Virgin Islands if any of the following conditions applies:

- You ship merchandise under the same Schedule B commodity number is valued at more than $2,500 USD and is sent from the same exporter to the same consignee on the same day.

**NOTE:**
Shipments to Canada are exempt from this requirement.

- The shipment contains merchandise, regardless of the values, which requires an export license/permit.
- The merchandise is subject to the International Traffic and Arms Regulations (ITAR).
- The shipment contains items other than personal, interoffice, or business correspondence, regardless of value, being sent to Cuba, Iran, Iraq, Libya, North Korea, Serbia (excluding Kosovo), Sudan, or Syria.

The SED is not required for shipments from the U.S. to Canada unless the merchandise is subject to ITAR or requires an export license or permit. An SED is not required for shipment to other U.S. possessions (American Samoa, Baker Island, Commonwealth or the Northern Mariana Islands, Guam, Howland Islands, Jarvis Island, Johnston Atoll, Kingmen Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Island) or from the U.S. Virgin Islands to the U.S. or Puerto Rico.

Because of U.S. Government changes in the SED process, you must file your SED information with Automatic Export System Direct (AESDirect), a Government-supported website facilitates your filing requirements and provides you with the appropriate shipper identification for your packages. FedEx will pass this information with your shipment but will not longer file this information for you.

For more information regarding SED filing, the following locations are available:

- Global Trade Manager at fedex.com: www.fedex.com/us/international
- AESDirect: www.aesdirect.gov
- U.S. Census Bureau: www.census.gov/foreign-trade/www

Signature Release/Signature Required

FSMS provides both Signature Release and Signature Required functionality for Express shipping. For Signature Release, you may choose to have a package delivered to your recipient which will be left at the recipient’s location without a confirmation signature. To use this functionality, your recipient must have a Signature Release waiver on file with FedEx. With this release, the recipient will receive a Signature Release Confirmation number that must be passed in the 020 transaction (in Field 1118) with the Signature Release flag (Field 51). Signature Release is allowed for all Express shipment types with the exception of Alcohol shipments.

The Signature Required functionality provides a label indicator that tells the FedEx Courier that the package cannot be left at the recipient’s location without a signature regardless of the existence of a Signature Release agreement. The Signature Required flag (Field 1208) is allowed for all Express shipments and is required for Express Freight shipments.
Ground Returns

If your shipping operation allows your customers to return shipments to a designated facility, you may use FSMS to create a Ground or FHD return label either at the time of the original shipment (which may be either an Express or Ground/FHD package) or when the customer calls in to arrange for a return. This functionality will allow you to provide a reliable, trackable shipping method for your customer returns operation.

The business rules to keep in mind when you are creating a return label are:

1. The Ground Return label generation does not create a billable shipment until the package is actually picked up by the FedEx Ground courier. This safeguard prevents you from being charged for a shipment that your customer does not tender to FedEx.

2. A Ground Return label does not have to be associated with another FedEx shipment. For example, your customer wants to send a Personal Digital Assistant (PDA) to you for repair. You may generate a Ground Return label for this customer to use to send you the PDA.

3. The Ground Services allowed for a Ground Return package are:
   - Ground Prepaid
   - Ground 3rd Party
   - Home Delivery Prepaid
   - Home Delivery 3rd Party

4. The only packaging type available for this service is “Customer Packaging.”

5. The return label may be created for both FedEx Ground and Home Delivery services.

6. Special Services are not allowed.

7. Returns shipments do not print on the Ground Pickup Manifest.

8. Oversize I and II are allowed for Ground/FHD Returns.

9. Returns labels are allowed as single piece shipments only. No MPS Ground Returns Manager transactions will be processed. Attempting to process more than a single return package in a single transaction will result in an error.

10. If using Open Shipping to process a Returns Manager package both the Create (flag 1) and Confirm (flag 9) flags must be set to ‘Y’ simultaneously.

11. Returns packages will not be rated.

The 020 Transaction fields required for creating a Ground/FHD Return label are provided in the FSMS Transaction Coding Reference.

Global Delete Request (023/123)

The Global Delete function allows you to delete a single package or all packages in a multiple piece shipment. The following types of multiple piece shipments are included in the global delete request:

- International Express or Ground multiple piece shipment
- Domestic Ground multiple piece shipment
Domestic Express or Ground COD (Collect on Delivery) shipment

**NOTE:**
If you enter any tracking number associated with a multi-piece shipment in the Global Delete Request transaction, ALL packages in this shipment are deleted.

The 023 Global Delete Request cannot be used with IPD/IDF (International Priority Distribution/Freight) shipments. More information regarding IPD/IDF is provided in the FSMS IPD/IDF User Guide.

**Pre-assigning Tracking Numbers (004/104)**

Using the FSMS 004 Transaction, you can choose to pre-assign tracking numbers to a shipment before the shipment is processed. Pre-assignment is usually used by customers who want to create a custom label or to provide tracking information to their recipient before the package is created. Below are sample transactions for a Tracking Number request.

**Assign Tracking Number Request (Express):**
0,"004"1,"004-010 Assign Tracking # Express"499,"1"99,""

**Assign Tracking Number Request (Ground):**
0,"004"1,"004-020 Assign Tracking # Ground"499,"1"99,""

**Assign Tracking Number Request (International):**
0,"004"1,"004-030 Assign Tracking # International"499,"1"99,""

When submitting the 020 Transaction with a pre-assigned tracking number, there are three fields that may be used:

- **Field 1221 (Preassign Flag):** Required for Express only if Field 1223 is used.
- **Field 1222 (Preassigned Tracking Number):** Always required if pre-assigning a tracking number. Required for Express and Ground.
- **Field 1223 (Preassigned Form ID):** Recommended for Express only if pre-assigning tracking numbers frequently. This field is used for Express shipments only.

**End-of-Day Close/Reply (007/107)**

When you are ready to end your shipping day, you must perform a “Close” transaction to transmit shipping data to FedEx. The End-of-Day Close transaction can be used to either start the Close operation for a meter or to query the meter's Close status, depending on the value of Field 548 (Close Status Request Flag). A separate Close request can be performed for Ground and Express shipments.

Below is a sample 007 Transaction request:
07"1,"FedEx7"498,"4147"3025,"FDXG"99,""

In this request, we have asked FSMS to perform a Close for Ground shipments.

The 107 Reply Transaction for the sample 007 Transaction request is:
0,"107"1,"FedEx7"99,""

In this reply, FSMS has responded that the Ground close has been requested.
Chapter Two: FSMS Transaction Coding

Shipment Query Request/Reply (024/124)

The Shipment Query Request Transaction (024) allows you to search for shipments in the FSMS Ship History Database in two ways:

1. Search for a specific package by its tracking number. To perform this search, you will need the following fields:
   - All required fields (Field 0 (Transaction Type), Field 1 (Transaction ID), and Field 99 (End of Transaction))
   - Field 29 (Tracking Number)

   The 024 Transaction provides additional options fields to further identify the shipment for which you are searching so that you can speed up the query.

2. Search for all packages that have been processed for a specific meter. In this transaction, you will enter the meter number instead of the tracking number.

   Both the meter number and tracking number can be entered in a Shipment Query Transaction to narrow the search query. The 124 Reply will return either the specific tracking number you requested or all tracking numbers for the meter you entered, along with the recipient contact name, recipient address line 1, recipient state, reference information, and shipper contact name for each tracking number (using multiple occurrence fields).

   The search fields provided for the 024 Transaction are listed in the FSMS Transaction Coding Reference.

Meter Query Request/Reply (070/170)

The 070 Meter Query Transaction allows you to search for meter specific information. Two queries are possible with this transaction:

1. Search for all meter numbers with a given account number. The fields required for this search are:
   a. All required fields (Field 0, Field 1, and Field 99)
   b. Field 556 (Process Request Code). This field should be set to ‘1’ (List Meter Numbers for an account).

2. Search for all sender information for a given meter number. The fields required for this search are:
   a. All required fields (Field 0, Field 1, and Field 99)
   b. Field 498 (Meter Number)
   c. Field 556 (Process Request Code). This field should be set to ‘2’ (List Meter Information for a meter number).

   Depending on the request type, either all meter numbers associated with an account number or all sender information for a specific meter number is returned in the 170 Meter Query Reply.

   For more information regarding the 070 Meter Query Transaction, see the FSMS Transaction Coding Reference.

Tracking Request/Reply (042/142 and 043/143)

FSMS allows you to track packages that have either been shipped on FSMS (by searching the Ship History Database) or packages shipped on any FedEx automation device or manual airbill as long as you
have the tracking number for the package you want to track. Below are the tracking options available in FSMS:

<table>
<thead>
<tr>
<th>Tracking Type</th>
<th>Available For</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Tracking Number</td>
<td>Express/Ground</td>
<td>You may track any package shipped by FedEx using this tracking method. No extra qualifiers (date range, etc.) are required for this method.</td>
</tr>
</tbody>
</table>
| By Reference        | Express/Ground         | Track packages by reference information entered during the shipping transaction. This tracking method is limited to only those shipments in the FSMS Ship History Database, unless you enter a tracking number from another shipping source with the reference qualifier. To limit the number of tracking requests returned for a specific reference, you may enter a date range for this search. In addition to tracking by Reference data, you may also add the following fields to your Track by Shipper Info request to further narrow your search:  
  - Recipient Data
  - Scan Exception Type
  - Shipper Data

Note: If you enter a tracking number as part of this request, the tracking number always takes precedence over the Reference field. Therefore, if you enter a tracking number for a shipment that does not include the Reference data you requested, the tracking scans for the tracking number are returned with no error message. |
| MPS Tracking        | International Express  | This feature allows you to track international Express MPS shipments by the master tracking number. Tracking by the master tracking number returns tracking data for all of the child tracking numbers associated with that master. |
| By Shipper Information | Express/Ground        | This feature allows you to search the FSMS Ship History Database for specific shipper information to track by without having to enter the shipment tracking number. For example, you submit a tracking transaction requesting tracking information for the Shipper Contact Name = Bob Jones. Tracking numbers/scans for all shipments shipped by Bob Jones on the FSMS server are returned in the 104 reply. You may search by:  
  - Company Name
  - Contact Name
  - Account Number

To limit the number of tracking requests returned for specific shipper data, you may enter a date range for this search. In addition to tracking by Shipper data, you may also add the following fields to your Track by Shipper Info request to further narrow your search: |
### Tracking Type

<table>
<thead>
<tr>
<th>Tracking Type</th>
<th>Available For</th>
<th>Options</th>
</tr>
</thead>
</table>
|               |               | - Recipient Data  
|               |               | - Scan Exception Type  
|               |               | - Reference |

**Note:** If you enter a tracking number as part of this request, the tracking number always takes precedence over the Shipper field. Therefore, if you enter a tracking number for a shipment that does not include the Shipper data you requested, the tracking scans for the tracking number are returned with no error message.

#### By Recipient

Express/Ground  
This feature allows you to search the FSMS Ship History Database for specific recipient information to track by without having to enter the shipment tracking number. For example, you submit a tracking transaction requesting tracking information for the Recipient Contact Name = Bob Jones. Tracking numbers/scans for all shipments shipped to Bob Jones on the FSMS server are returned in the 104 reply. You may search by any recipient-related field that is part of the 020 transaction.

To limit the number of tracking requests returned for specific recipient information, you may enter a date range for this search.

In addition to tracking by Recipient data, you may also add the following fields to your Track by Recipient Info request to further narrow your search:

- Shipper Data  
- Scan Exception Type  
- Reference  

**Note:** If you enter a tracking number as part of this request, the tracking number always takes precedence over the Recipient field. Therefore, if you enter a tracking number for a shipment that does not include the Recipient data you requested, the tracking scans for the tracking number are returned with no error message.

#### By Exception

Express/Ground  
This feature allows you to request tracking information for a specific exception scan. For example, you want tracking scans returned for all packages shipped on February 24, 2003 with the exception scan of “03 – Incorrect Address.” When you submit the Tracking Transaction with the Exception qualifier (03) and the date range of 02/24/03, all tracking scans for packages with an attempted delivery that failed because of an incorrect address is returned.

To limit the number of tracking requests returned for a specific exception scan, you may enter a date range for this search.

In addition to tracking by Exception scan, you may also add the following fields to your Track by Exception request to further narrow your search:
<table>
<thead>
<tr>
<th>Tracking Type</th>
<th>Available For</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Shipper Data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recipient Data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reference</td>
</tr>
</tbody>
</table>

**Note:** If you enter a tracking number as part of this request, the tracking number always takes precedence over the Exception field. Therefore, if you enter a tracking number for a shipment that does not include the exception scan you requested, the tracking scans for the tracking number are returned with no error message.

| By Door Tag Number | Domestic Express | This option allows you to track by a FedEx Door Tag number. A Door Tag is left at the recipient's shipping address if the recipient is not in to receive the package. A Door Tag number is linked at FedEx with the package's original tracking number; this tracking functionality allows you to track using only the Door Tag number without requiring the associated tracking number.

No additional search fields are required to track by Door Tag. Like the Track by Tracking Number option above, you may request tracking scan information for any packages shipped by FedEx by entering a valid Door Tag number.

**Open Shipping**

Open Shipping is a highly flexible shipping option unique to FSMS. Open Shipping allows you to enter information for a particular shipment as it is received throughout the day, rather than entering all of the shipping information only when the shipment is ready to be processed. The shipment remains “open,” accepting each piece as it is entered and closing only when you confirm the shipment.
Basic Open Ship Rules

Below are the basic rules for creating an Open Ship transaction:

- Some of the Open Ship flags can be used in conjunction with each other. For example, you can open a shipment and confirm the shipment with one transaction (assuming all required information to ship a package is received), or add a piece and confirm, or even edit data, add a piece, and confirm.
- Several Open shipments can be opened within the same day, but each must contain its own unique shipment index number in Field 542. This number is used to access the shipment for future editing. Once the shipment is confirmed, the Open Ship ID number loses its association with the shipment and may be reused.
- Shipments that remain open after a Close/EOD transaction has been performed will remain available for 7 days. After the 7th day, the entire shipment will be deleted if it has not been confirmed.
- If a shipment is not confirmed on the day it was created, or if a Future Day ship date was not specified during the “Create,” the Ship Date must be edited to the current day or later.
- All available fields, along with an indication of which Open Ship flags they apply to, are found in the Open Ship Table on page 117 of this User Guide.
- To ship a multiple piece shipment to a single consignee, use Open Ship to add individual pieces to the shipment.

Setting Up Open Shipping

Open Shipping uses the 020 Global Ship Transaction. Typically, Open Shipping requires multiple transactions: one to “Create” the shipment, one or more to “Add” or “Edit” the pieces of the shipment, and one to “Confirm” the shipment. The Open Ship Flags (Field 541) tell the server what each transaction will accomplish. By setting these flags, you instruct the server to perform a function at either the shipment level or the piece level. Multiple Open Ships may be created and open simultaneously by using the Open Ship Index (Field 542) and setting this Field to a unique number. This number may be reused once the shipment has been confirmed. In the following table are the Open Ship Flags that are used in Field 541:

<table>
<thead>
<tr>
<th>Shipment Level Function</th>
<th>Flag</th>
<th>Piece Level Function</th>
<th>Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create the Shipment</td>
<td>1</td>
<td>Add a Piece</td>
<td>4</td>
</tr>
<tr>
<td>Route/Time-in-Transit</td>
<td>2</td>
<td>Edit a Piece</td>
<td>5</td>
</tr>
<tr>
<td>Rate the Shipment</td>
<td>3</td>
<td>Delete a Piece</td>
<td>7</td>
</tr>
<tr>
<td>Edit the Shipment</td>
<td>6</td>
<td>Confirm the Piece</td>
<td>9</td>
</tr>
<tr>
<td>Delete the Shipment</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm the Shipment</td>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Creating an Open Shipment

- 541 position ‘1’ set to ‘Y’ (YNNNNNNNN)
- 542 set to the unique number passed in the “Create”

For Opening Shipping, the first piece is added during the “Create” transaction. All shipment level information should be added at this point, as well as information specific to the first piece. Shipment level information includes Recipient fields, Packaging Type, Service Type, and any other information common to all packages in the shipment. A tracking number will be returned and should be used to refer to this piece in the future so that you can add or edit information to this piece. For International Express shipments, the returned tracking number will be the “Master” tracking number.
Adding or Editing Shipment-Level Data

- 541 position ‘6’ set to ‘Y’ (NNNNNYNNN)
- 542 set to the unique number passed in the “Create”

In addition to the two fields listed above, to add or edit shipment-level data, include the fields to be added or edited with the new or corrected information. For a list of fields that may be added or edited at the shipment level, see the Open Ship Table provided later in this chapter.

**NOTE:**

When performing an Open Shipment, send all common shipment level information in the “Create” transaction and only “Add” information unique to each piece with each “Add” transaction. This method eliminates duplication of existing data and increases the processing speed for the transaction.

Receiving a Route or Time-in-Transit

Express Routing information or Ground Time-in-Transit is returned in an Open Ship transaction provided you have entered the minimum information required to process a route. The minimum fields are:

- 541 position ‘2’ set to ‘Y’. (NYNNNNNNN)
- 542* to the unique number passed in the ‘Create’ (E/G). *Not required if not simultaneously performing a ‘Create’ or an ‘Add’, e.g. (YYNNNNNNN, NYNYNNNNN)
- 17 - Recipient Postal Code (E/G)
- 1222 – Preassign Tracking Number (E/G). This field may be omitted if:
  - A Route/Time in Transit transaction is performed simultaneously with a ‘Create’ or an ‘Add’ transaction, e.g. (YYNNNNNNN or NYNYNNNNN), and a preassigned tracking number is not being used.
  - The bar code string data are not required and a ‘Route/Time in Transit’ transaction is not performed simultaneously with a ‘Create’ or an ‘Add’, e.g. (NYYNNNNNN).
- 50 – Recipient Country Code (E/G)
- 498 - Meter Number (E/G) – if other than default
- 1274 - Service Type (E/G)

A Route/Time-in-Transit Reply will return the information detailed in the Rating, Routing/Time-in-Transit section earlier in this chapter.

Deleting the Open Shipment

Open Shipments can be deleted before they are “Confirmed.” The following fields are required:

- 541 position ‘8’ set to ‘Y’ (NNNNNNYNNY)
- 542 set to the unique number passed in the “Create” for this shipment

Rating the Shipment

To request a rate for an Open Shipment, the following fields are required:
Adding a Piece to the Shipment

To add a piece to an Open Shipment, the following fields are required:

- 21 - Package Weight
- 50 – Recipient Country
- 541 position ‘4’ set to ‘Y’. (NNYNNNNNN)
- 542 set to the unique number passed in the ‘Create’
- 1274 – Service Type

The reply to this transaction includes the tracking number of the newly added piece. The only Fields for this piece that can differ from the shipment’s initial piece are:

- 1670 – Weight (E/G)
- 26 – Declared Value (E/G)
- 57 – Height (E/G)
- 58 – Width (E/G)
- 59 – Length (E/G)
- 25 – Reference Notes (E)
- 25 – Package Customer Reference Number (G)
- 1684 - Dry Ice Weight (E)
- 27 – COD Flag (G)
- 3014 – ECOD Flag (G)
- 3056 – Package P.O. Number (G)
- 3057 – Package Invoice Number (G)
- 53 – COD Amount (G)
- 3010 - Oversize I Flag (G)
- 3011 – Oversize II Flag (G)
- 1331 – HazMat Flag (G)
- 3018 – Non-standard Container Flag (G)

Editing Piece-Level Information

To edit information for any piece of an Open Shipment, including the Master, the following fields are required:

- 541 – position ‘5’ set to ‘Y’ (NNNNYNYYYY)
- 29 – the tracking number of the piece to be edited
- 1274 – Service Type
- Pass in the Field number to be edited with the new value.

To determine which fields may be edited at the piece level, see the Open Ship Table later in this chapter.

Deleting a Piece

To delete a piece of an Open Shipment before the shipment has been confirmed, the following pieces are required:
To delete a piece after the shipment has been confirmed, use the 023 Transaction as you would for any non-Open Ship package.

**Confirming a Piece and Printing a Label**

For U.S. Domestic shipments only, you may confirm an individual piece of an Open Shipment and printer the label before confirming the whole shipment by sending a “Piece Confirm” transaction. The following fields are required:

- **541** – position ‘9’ set to ‘Y’ (NNNNNNNYY)
- Do **NOT** pass in Field 542; doing so will confirm the entire shipment.
- **29** – the tracking number of the piece to have its label printed
- Enter required printer information into Fields 187, 537, and 1282 if not using the default configuration printer.

**NOTE:**

An Open Shipment must have at least one piece at all times prior to Confirm. If a piece is confirmed and it is the only piece in the shipment, the entire shipment will be confirmed and no subsequent pieces may be added. To print and confirm pieces and maintain the ability to add more pieces, the following procedure is recommended:

Create shipment (and Add 1), Add 2, Confirm 1, Add 3, Confirm 2, Add 4, Confirm 3, Add X, Confirm X…Confirm Shipment

**Confirming a Shipment**

Once all pieces have been added to the Open Shipment, and the appropriate information has been passed in, you may confirm the shipment as follows:

- **541** - position ‘9’ set to ‘Y’. (NNNNNNNYY)
- **542** set to the unique number passed in the ‘Create’
- **1274** – Service Type

Include Field 187 ‘Label Format Value’, Field 537 ‘Thermal Printer ID’ OR Field 544 ‘Laser Printer ID’, and Field 1282 ‘Printer Type Indicator’ if using a printer other than the configured default printer.
Pre-Ship Validation for Open Ship

An Express shipment may be verified prior to label preparation and shipping to ensure all package and shipment information will be correctly uploaded to FedEx®. The Pre-ship Validation is the same transaction as for a shipment ‘Create’ with the following exceptions:

- 541 – set ALL positions to ‘N’ (NNNNNNNNN).
- 542 – should be blank
- 184 – set to ‘Y’

Sample Open Ship Transactions

To help you understand how an Open Ship transaction is created, we have provided both Ground and Express Open Ship transaction samples:

Ground Sample Open Shipment:

Create Request:

Create Reply:
0,"120"1,"Create Shipment and Add First"29,"123456770002179"542,"300"99,""

Add 2 Request:

Add 2 Reply:
0,"120"1,"Add Second Package"29,"123456770002186"99,""

Add 3 Request:

Add 3 Reply:
0,"120"1,"Add Third Package"29,"123456770002193"99,""

Add 4 Request:

Add 4 Reply:
0,"120"1,"Add Fourth Package"29,"123456770002209"99,""

Add 5 Request:

Add 5 Reply:
0,"120"1,"Add Fifth Package"29,"123456770002216"99,""

Confirm Request:

Confirm Reply:
Chapter Two: FSMS Transaction Coding

Express Sample Open Shipment:

Create Request:

Create Reply:
0,"120","Create Shipment and Add First"29,"619069531504"526,"0201"542,"14"99",""

Add 2 Request:

Add 2 Reply:

Add 3 Request:

Add 3 Reply:

Add 4 Request:

Add 4 Reply:

Add 5 Request:

Add 5 Reply:

Confirm Request:

Confirm Reply:
# Open Ship Table

The *Open Ship Table* indicates which fields are used for each Open Ship flag. These fields are categorized as either **Required** for a particular flag, **Optional**, **Ignored**, or **Required Before a Confirm** flag is passed in. If a field is listed as **Ignored**, there is no need to pass in that field with the corresponding flag set to 'Y'.

**Field identifiers:**
E – Express  
G – Ground/Home Delivery

**Flag identifiers:**
R – Required  
O – Optional  
I – Ignored  
RBC – Required Before Confirm  
* - Required Before Confirm for COD, HAL, and alcohol  
** - Required Before Confirm for Bill Recipient or Bill 3rd party.  
*** - Required Before Confirm for Future Day Shipments  
† - Required Before Confirm for Freight Services

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Chapter Three: FSMS Shipping Labels

Overview

FedEx Ship Manager Server (FSMS) supports a variety of shipping label types, label stock sizes, and label printers to provide flexibility in creating the appropriate label for your shipping needs. In this section of the FSMS User Guide, we will discuss:

- Label types supported by FSMS, including thermal and laser printer labels.
- Custom label creation and certification.
- Label printers supported by FSMS.

FSMS Label Formats

The following table provides a list of the printers and label output types supported by FSMS. In addition to printer support, this table also lists the services and features that are allowed for each label type.

<table>
<thead>
<tr>
<th>Printer</th>
<th>Valid Services</th>
<th>Label Buffer</th>
<th>Restrictions</th>
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<tbody>
<tr>
<td>Unimark U550 4x6 Doc-Tab (thermal)</td>
<td>Express</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Unimark U550 4x6 Non Doc-Tab (thermal)</td>
<td>Express</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Eltron LP2348 4x6 Doc-Tab (thermal)</td>
<td>Express/Ground</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Eltron LP2443 4x6 Doc-Tab (thermal)</td>
<td>Express/Ground</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Eltron LP2348 4x6 Non Doc-Tab (thermal)</td>
<td>Express/Ground</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Eltron LP2443 4x6 Non Doc-Tab (thermal)</td>
<td>Express/Ground</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Zebra DA402 4x6 Doc-Tab (thermal)</td>
<td>Express/Ground</td>
<td>Y</td>
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</tr>
<tr>
<td>Zebra DA402 4x6 Non Doc Tab (thermal)</td>
<td>Express/Ground</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>PNG (Portable Network Graphic) (Laser)</td>
<td>Express/Ground</td>
<td>Y</td>
<td></td>
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</tbody>
</table>

Thermal Labels

A thermal printer can be set up in the FSMS Configuration Utility or the printer can be specified within the shipping transaction. If the printer is set up in the Configuration, this printer becomes the default for all thermal labels printed on the meter for which it was configured. If the printer is specified in the transaction, two fields are required to be passed in the transaction:

- Field 187 Field 187 Label Format Value/Printer Type Indicator
- Field 537 Label Printer ID

For more information on Fields 187 and 537, please see the FSMS Transaction Coding Reference.

Laser Labels

FSMS 7.2 supports the printing of labels on a laser printer. A laser printer can be set up in the FSMS Configuration (see page 54 of this User Guide) or the printer can be specified within the shipping transaction. If the printer is set up in the Configuration, this printer is the default for all laser labels produced for the configured meter. If the printer is specified in the transaction, two fields are required:
Field 187 Label Format Value/Printer Type Indicator
Field 537 Printer ID

For more information regarding these fields, including the input requirements, please see the **FSMS Transaction Coding Reference**.

### *.png Labels

FSMS provides .PNG (Portal Network Graphic) images for Express and Ground labels by passing a value of “PNG” in Field 187 (Label Format Value). This format replaces the previously supported .GIF format. These images are saved in the `C:/FedEx/FedEx_Temp` directory (as the default location). To change this location, you can override with another valid directory path in Field 537 (Thermal Label Printer ID).

### Multi-Ply Air Waybills

FSMS supports the printing of a preprinted multi-ply label for Express International shipping. This feature is supported by FSMS because some countries do not allow a thermal or laser air waybill package to be processed through their Customs Clearance. The multi-ply air waybill is available in three types:

- “306,” which has preprinted tracking numbers
- “307,” without preprinted tracking numbers
- “362,” a French language air waybill without tracking numbers.

When using the multi-ply air waybill, the printer can be set up in the FSMS Configuration, or the printer can be specified within the transaction. If the printer is set up in the Configuration, this printer becomes the default for all multi-ply air waybills produced on the configured meter.

If the printer is specified in the shipping transaction, three fields are required:

- Field 545 (Form Printer ID)
- Field 546 (Paper Waybill Format)
- Field 547 (Multi-ply Waybill Print Flag)

If you use multi-ply Form 306 with preprinted tracking numbers, you are also required to pass this tracking number in your shipping transaction using Field 1222 (Pre-assigned Tracking Number). If you do not include the Form 306 tracking number in your ship transaction, FSMS assigns another tracking number for the package. Since the FSMS-assigned tracking number is uploaded with your shipping transaction, you will be unable to track the package using the tracking number printed on Form 306.

For more information regarding the printer transaction fields, see the **FSMS Transaction Coding Reference**. More information regarding pre-assigning tracking numbers is provided on page 112 of this User Guide.

Before you print multi-ply air waybills, you must configure the printer in the FSMS Configuration Utility. Follow these steps:

1. Setup IBM® 2380 Printer.
2. Create a FedEx Form for the IBM 2380 Plus printer driver.
3. Configure the document properties for the IBM 2380 Plus printer driver.
Printing Labels to a File

FSMS allows you to have the label file for Express, Ground and International multiple piece shipments returned to a specific file instead of in the transaction reply. This feature allows label printing to be controlled by the customer and eliminates the need for network printing of labels.

**NOTE:**
The Print-to-File label feature applies to Thermal Air Waybills (TAWB) only.

Fields 1311 (Number of Shipper Label Copies), 1312 (Number of Customs Label Copies), and 1313 (Number of Manifest Copies) are used to request additional label copies (for example, if these labels are needed for International shipping compliance) and Field 1282 (Printer Type Indicator) is used to request that the shipping label prints to a file. You must use Field 537 (Thermal Label Printer ID) to designate the directory to which the label will be “printed.” The file name for the label is the master air waybill tracking number. All labels associated with a Master air waybill are written to the same file name; for example, if you have a Master shipment with 20 associated packages, all labels for this multi-piece shipment are written to the same file.

Creating Custom Labels

If you need more flexibility for your label format (for example, if you need a packing list and shipping label to print on one document), you may use FSMS to create custom labels.

All label data required to create a custom Express, Ground, or Home Delivery label can be obtained prior to performing a Ship transaction or at the time of shipment. The following instructions outline the label data retrieval process:

**NOTE:**
FSMS 7.2 includes the new 2D label format which standardized the appearance and data content for Ground and Express labels. The 2D label format replaces the existing Advanced Sorting Tracking Routing Assistance (ASTRA) bar code with for all shipping types.

To receive the 2D bar code to create a custom label the use of two fields is required, field 1282, Thermal Label Indicator, and 1660, Custom Label Flag. Field 537, Label Printer ID, Thermal Label Buffer file path, *.png image file path, or 2D bar code file path, is required to save the 2D bar code string to a location other than the default location, C:/FedEx/FedEx_Temp. Whenever field 1282 = B and field 1660 = Y the 2D bar code string will be saved to the default or specified file. These bar code strings are NOT automatically purged and will be saved in the file until purged by the user.

Open Shipping

ALL bar code strings required for creating custom Express or Ground labels will be returned in the 120 reply for each transaction under the following conditions:

1. A *Create* transaction (541 = YNNNHNHNNN) is submitted with 1282 = B, 1660 = Y, and the Route flag is set to Y. A preassigned TN in 1222 is optional.

2. An *Add* (541 = NNNYNNNNNN) transaction is submitted with 1282 = B, 1660 = Y, and the Route flag is set to Y. A preassigned tracking number in 1222 is optional.
3. A Route transaction (541 = NYNNNNNNN) is submitted with 1282 = B, 1660 = Y, and 1222 = a valid tracking number. A preassigned tracking number in this case is required to receive bar code data otherwise only routing data (Express) or a Time in Transit (Ground) will be returned.

4. An Edit Piece transaction (541 = NNNNYNNNN) with 1282 = B, 1660 = Y, the Route flag set to Y, and 29 = to the tracking number of the piece being edited. This will allow the bar code data to be returned AFTER a Create or an Add in the event any data encoded in the bar codes may have changed, i.e. package weight.

5. Express COD return bar codes shall be returned in the 120 reply of the Confirm. These are the only bar codes returned in a Confirm.

6. The COD return label bar codes (535 COD Return ASTRA) may also be returned in the reply to the Confirm IF the COD return tracking number is preassigned in field 1224, 1282 = Y, 1660 = B, and the Route flag of the Confirm transaction is set to Y (541 = NYNNNNNNY). Express only.

7. Bar codes for Ground Return labels will be returned applies if the Create, Route, and Confirm flags are set simultaneously to Y, (541 = YYNNNNNN).

8. This is valid for Ground, Express, international, and US and CA domestic.

9. 1282 and 1660 must be in the Confirm transaction.

Sample Transactions:

```


```
Chapter Three: FSMS Shipping Labels


0,"020"1,"Add/Rate Second Package"25,"Package

0,"020"1,"Confirm Open

Single Shot Transactions

ALL bar code strings required for creating custom Express or Ground labels will be returned in the 120 reply for each transaction under the following conditions:

1. A Route transaction, field 1234 = 2 or 3, is submitted with 1282 = B, 1660 = Y, and 1222 = a valid preassigned tracking number.

2. A ship transaction is submitted with 1282 = B and 1660 = Y. A preassigned tracking number in 1222 is optional.

3. Single piece transactions only. For single shot MPS shipments the bar code strings will be returned for the first piece only and the remaining 2D bar codes will be saved to the specified, field 537, or default location.

4. This is valid for Ground, Express, international, and US and CA domestic.

Submitting Custom Labels for FedEx Approval

Before you can produce custom labels in a production environment, FedEx must test these labels to ensure that they can be scanned for routing and delivery. The following process is provided for label approval:

Express Label Approval
Custom FedEx Express labels should be submitted to:

FedEx World Headquarters
Attention: Bar Code/Label Analyst
3630 Hacks Cross Road, Building C
Memphis, TN 38125

One label sample for each FedEx service (Priority Overnight, International Priority, etc.) must be submitted. After your labels have been approved, you will be contacted by your FedEx Customer Support representative so you can proceed with custom label deployment.

Ground/FHD Label Approval
Custom Ground/FHD labels should be submitted to:

FedEx Ground
Attention: Bar Code Analyst
1000 FedEx Drive
Moon Township, PA 15108
Five label samples are required for each Ground and/or Home Delivery service type to be used. Additionally, ten consecutive incremented labels are required from each production printer to be used. After your labels have been approved, you will be contacted by your FedEx Customer Support representative so you can proceed with custom label deployment.

**Doc-Tabs**

If you use the 4x6 label format supported by FSMS, you may choose label stock that includes a document tab (doc-tab) to print additional shipment information on a removable sticky tab. This shipment information may be configured from your shipping data or you may choose to print configurable data that is specific to your shipping needs. Doc-Tabs are set up in the FSMS Configuration Utility in the Doc-Tab window (see page 56 of this *User Guide* for instructions). From this window, you may choose to set up Doc-Tab information for Express, International, and Ground/FHD labels.

**Label Reprint**

FSMS allows the reprinting of MPS (multi-piece shipment) labels using either the Label Reprint Utility or the Label Reprint Transaction (Transaction Type 095). The reprint function follows these business rules:

1. The package for which you are requesting a label reprint must be part of an MPS shipment (either Express International or Ground). Express Domestic shipments are not MPS and therefore cannot be reprinted using either the utility or the transaction.

2. You may reprint a label up to a maximum of 48 hours from the ship date, but the calendar day for the reprint must be no greater than the day after the ship date. For example, you ship a 2 piece International package on 12/15/03 at 16:30 (4:30 PM). You have up to 22:59 (10:59 PM) of the entire next day (12/16/03) to reprint the label.

3. Future day shipments may be reprinted using the same reprint time frame. You may reprint a future day shipment label until the ship date. Then, you still have up to a maximum of 48 hours from the ship date/time (up to the next calendar day from the ship date) to reprint the label.

The following fields (as part of the 095 Transaction) are used to reprint an MPS label:

- Field 29 (Tracking Number)
- Field 537 (Thermal Label Printer ID) or Field 544 (Laser Printer ID)

**NOTE:**

*For more information regarding Transaction Type 095, please see the FSMS 7.2 Transaction Coding Reference.*

**NOTE:**

*For more information regarding label reprint using the FSMS Label Reprint Utility, please see the Label Reprint Utility section in Chapter 5 of this User Guide.*
Overview

FSMS offers revenue upload and management functionality to provide accurate billing and reporting of your shipping costs. In this section of the FSMS User Guide, we will discuss:

- Revenue Options Set-Up
- Rating Management
- Invoicing Workflow

Revenue Options Set-Up

When you install or upgrade FSMS, there are several revenue set-up options (for both Express and Ground shipping) that must be checked and/or configured before you start shipping. These options are:

- No Upload/No Ship (NUNS)
- Forced Close
- Rating Set-Up
- Cycle Count Management

No Upload/No Ship (NUNS)

To monitor communication conditions that prevent the hourly upload of revenue data to FedEx®, FSMS is installed with an option called No Upload/No Ship (or NUNS). NUNS checks your modem or network connectivity for any failures and eventually disables shipping if connectivity is not restored.

To perform this check, FSMS verifies (during the first hourly upload each day) to ensure that there are no outstanding revenue files (not active shipping records) on your server that have not been uploaded to FedEx, and that reconciliation has occurred in the past 24 hours. If either of these checks fails, this failure counts as one communication failure. Next, FSMS checks again for modem or network connectivity at a predetermined time (set up in the FSMS Configuration Utility) on the same day. If connectivity is still disabled, this failure counts as a second communication failure. After six consecutive checks in a 72-hour period (one at the start of the shipping day and one at the predetermined NUNS set-up time each day for three days) have confirmed that communication is disabled, the ability to produce shipments will be disabled until you contact FedEx Customer Support. Your FedEx Customer Support representative will be able to help you reinstate communication with FedEx and will provide you with a password to continue shipping.

NOTE:

NUNS is automatically activated for customer in the US, CANADA, and Puerto Rico. Off-shore server (EMEA, APAC, and LAC) are defaulted to “Off” for NUNS functionality.

NUNS configuration is controlled by the FSMS Configuration Utility. This setting may be changed by FedEx Customer Support only. For more information regarding this setting, please see page 63 of this User Guide.
Chapter Four: FSMS Revenue Management

Force Close

FedEx requires that a Close procedure be performed at least once a day to upload any revenue files that have not been sent to FedEx at the end of your shipping day and to produce all end-of-day reports. If a Close is not performed at least 24 hours prior to the Forced Close time (which is configured in the Meter window of the FSMS Configuration Utility), FSMS performs a Close procedure for you.

To prevent interruption in your shipping activities, it is best to choose a Forced Close time that will occur after your shipping day is completed. For more information regarding the Forced Close time setting, please see page 63 of this User Guide.

Rates Management

As part of its revenue management functionality, FSMS supports a variety of rating options:

- List Rates for Express and Ground Shipping
- Dim Weight Calculations for Non-Rated Countries
- International Courtesy Rating
- Bundling Rules
- Multiweight Discounting

List Rates for Express and Ground Shipping

The List Rates feature provides for the downloading and maintenance of both List Rates and Discounted Rates. After List Rates are downloaded to the FSMS server, you may use these rates to perform rate quotes. To download List Rates:

In the Meter Settings window of the FSMS Configuration Utility, List Rates checkboxes are displayed for both Express and Ground shipping. To enable list rates for Express and/or Ground shipments, click the appropriate checkbox. A sample Meter Settings window is provided on page 63 of this User Guide. To have list rates returned in the 120 Reply Transaction, used Field 3062 to support a List Rates field for every Discounted field. For more information regarding the Rate Quote fields supporting List Rates, see the FSMS Transaction Coding Reference.

Dim Weight Calculations for Non-Rated Countries

The Dim Weight Calculations feature allows non-rated countries to receive the dimensional weight of their shipments. The Dim Weight Calculation feature does not provide the dim weighted charges. If dimensions are entered on multiple pieces in the shipment, then the dimensions for each piece are calculated by adding all of the length dimensions together, width dimensions together, and height dimensions together. This calculation results in a total length dimension, total width dimension, and total height dimension which will be used for a Total dimensional weight to be returned in the 120 Reply Transaction in Field 1086.
International Courtesy Rating (Express Only)

The International Courtesy Rating feature is available for non-U.S. and non-Canadian origin meters and provides courtesy rates for export from the country of origin. This feature does not support intra-country (for example: London, England to Birmingham, England) rating. For non-U.S. and non-Canadian origin meters, two check boxes are provided in the **Meter Settings** window of the FSMS Configuration Utility to allow the receipt of international courtesy rates to rate shipments. A sample **Meter Settings** window is provided on page 63 of this *User Guide*.

Bundling Rules (Express Only)

To qualify for bundling discounts, which are applied to multiple packages shipped to the same address and on the same date, the following fields must be an exact match on any packages that may be bundled to receive the discount:

- Recipient Company (first 4 characters only)
- Recipient Address Line 1
- Recipient City
- Recipient State
- Recipient Postal Code
- Service
- Special Service Code
- Ship Date (not Close Date)

Bundling is available for U.S. Express shipping only. Recipient Name is not used in the bundling logic; therefore, if you are shipping to an individual, enter the name as the “Recipient Company.”

Multiweight Discounting (Ground Only)

Multiweight Discounting is a weight break discount structure that provides discounts to packages/shipments shipped from the same origin and going to the same recipient on the same day. Both MPS and single piece Ground shipments may qualify for a Multiweight discount if the piece count/total weight criteria are met. For more information regarding Multiweight Discounts, see the *FedEx Service Guide* for details on qualifying shipments.
Chapter Five: Using FSMS Utilities

Overview

FSMS is packaged with utilities designed to assist in the management of tracking numbers labels, invoices, revenue, and reports. These utilities are:

- Demand Download Utility
- Label Reprint Utility
- Ground EPDI File Reader Utility
- Express Hourly Upload File Reader
- Ground Rates and Discounts Utility
- Retrieve, Retain, Restore (R3)

A complete description of each of these utilities and how to use them is provided in this chapter of the FSMS User Guide.

Demand Download Utility

FSMS requires several data files for routing, rating, tracking number management, as well as software updates that must be transmitted as changes are made to these files. These files are automatically updated and downloaded to your server during Reconcile, if they have been staged by FedEx. If you need to have files updated prior to system Reconcile (for example, if you need a new tracking number range), you may use the Demand Download utility to facilitate this download request and receipt.

To launch the Demand Download utility:

1. Double click the Demand Download icon on your Windows® desktop or, from the Windows® Start Menu, select Programs>Ship Manager Server>FSMS Demand Download.

2. From the Demand Download window, select the files you want to download by clicking the checkbox next to the appropriate item. The Download Types are defined as:
   a. Express Domestic Rates/Discounts
   b. Express International Rates/Discounts
   c. Express List Rates
   d. URSA
   e. FSMS Software Updates
   f. Express Tracking Numbers
   g. FSMS Shipping Tables (containing Domestic and International business requirements)
   h. Maintenance (includes new contract services, such as International Priority Distribution)
NOTE:

*Rates, Tracking Number, and URSA Tables are downloaded for FedEx Express shipping only.*

When selecting rates, either select both Domestic and International, or if selection only one type of rates file, always select Domestic rates first.

3. In the Meter/Account list at the bottom of the Demand Download utility, you may also select the meter for which you want to activate a download. URSA, Software Updates, Shipping Tables, and Maintenance items are loaded for the Master meter only; you may choose to download Express rates and tracking numbers if necessary for each individual meter in your list (both Master and Child).

4. Click **Start** to begin the download process. FSMS displays a Download Status window so that you may monitor the progress of your download.
5. When the download is completed, the **Download Status** window closes automatically. To exit the **FSMS Download Utility**, click the **Exit** button on the utility window.

**NOTE:**

*Implementation of the data you downloaded does not take effect until the Demand Download Utility window is exited.*

---

**Label Reprint Utility**

FSMS allows the reprinting of MPS (multi-piece shipment) labels using either the Label Reprint Utility or the Label Reprint Transaction (Transaction Type 095). The reprint function follows these business rules:

1. The package for which you are requesting a label reprint must be part of an MPS shipment (either Express International or Ground). Express Domestic shipments are not MPS and therefore cannot be reprinted using either the utility or the transaction.

2. You may reprint a label up to a maximum of 48 hours from the ship date, but the calendar day for the reprint must be no greater than the day after the ship date. For example, you ship a 2 piece International package on 12/15/03 at 16:30 (4:30 PM). You have up to 22:59 (11:00 PM) of the entire next day (12/16/03) to reprint the label.

3. Future day shipments may be reprinted using the same reprint time frame. You may reprint a future day shipment label until the ship date. Then, you still have up to a maximum of 48 hours from the ship date/time (up to the next calendar day from the ship date) to reprint the label.

Below is a sample Label Reprint Utility window.

![Figure 41 - Label Reprint Utility](image)

The Label Reprint Utility window displays, by tracking number, all shipments available for label reprint. To reprint a label:
1. Highlight the tracking number of the shipment you want to reprint by clicking the number in the Label Reprint window.

2. Select the output source for the label. The following sources are available:
   a. Click the printer icon in the Laser field to reprint a plain paper (non-thermal) label.
   b. Click the printer icon in the Thermal field to reprint a 4”x6” thermal label.
   c. To reprint a multi-ply air waybill (on a preprinted FedEx form), click the printer icon in the MAWB field to designate a pin-feed printer. In the Type field, select the label type by clicking on the pull-down list. Appropriate label types are: 306, with preprinted tracking number; 307, without preprinted tracking number; and 362, a French-language label without preprinted tracking number.

3. When the appropriate printer/label type selection has been made, click OK to print. To exit the Reprint Utility without printing a label, click Cancel.

**NOTE:**
You may also reprint MPS labels using the 095 Transaction. The required fields for using the Label Reprint transaction are provided in the FSMS Transaction Coding Reference.

**Ground EPDI File Reader Utility**

The EPDI File Reader utility is used to read EPDI files to monitor the shipping data uploaded to FedEx. The EPDI file reader can be found in the Utilities folder on the FSMS software CD. EPDI files can be found in the FedEx>FedEx_Admin>Backup_epdi> folder. The files are deleted at the interval set in the Ship History section of the System Settings tab in the Configuration utility. An EPDI file is made up of various records. Each record contains information about the shipment and is arranged in a hierarchical structure as shown below:

| H | Header Record |
| S | Shipment Record (for MPS Shipments Only) |
| C | Consignee Record |
| Q | Additional Consignee Data Record (for FHD Shipments Only) |
| A | Additional Package Data Record (optional for Date Certain FHD) |
| P | Package Level Additional Consignee Data Record |
| D | Detail Package Record |

The first record is the Header or H record in the EPDI file. This record contains the information in the following screen sample:
Figure 43 - EPDI File Utility – Header Record

The next significant record in the EPDI File utility is the Shipment or S record; this record is only used in multiple piece shipments. This record contains the information in the following window:

Figure 43 - EPDI File Utility – Shipment Record

The next record type to be viewed is the Consignee or C record. The consignee, in this instance, refers to the recipient of the package or packages in the shipment. The following is a sample Consignee record in the EPDI File Reader.
If you ship FedEx Home Delivery (FHD) packages, an **Additional Consignee**, or **Q** record, is inserted into the EPDI file. The **Q** record contains the information in the sample window below:

**Figure 46 - EPDI File Utility - Additional Consignee Record**

The most significant record in the EPDI file is the **Package Detail** or **D** record. This record contains all of the information about a particular package, as shown in the following sample window:
In addition to the EPDI file types we have reviewed above, you may also see the following records:

- Additional Package Data, “A” record
- Package Level Additional Package Data, “P” record

The Additional Package Data, or A record, is used for Date Certain FHD shipments. The Package Level Additional Package Data, or P record, is used for pre-delivery alert shipments only. These two records, if used, have a one-to-one relationship with the Detail, or D record.

**Express Hourly Upload File Reader**

The Hourly Upload (HU) File Reader utility is used to read Express data files to monitor the shipping data uploaded to FedEx. The HU file reader can be found in the Utilities folder on the FSMS software. Hourly Upload files can be found in the FedEx>FedEx_Admin>hourlyupload>history folder. The files are deleted at the interval set in the Ship History section of the System Settings tab in the Configuration utility.

**Ground Rates and Discounts Utility**

The Ground discount rate entry utility is used to configure discount rates for Ground and Home Delivery shipping. Rates can be configured for Base, Matrix, and Multiweight discounts as well as discounts for Accessorial surcharges.

Only fields in **bold** are required.

Discounts are account and not meter specific so in the event multiple meters share an account number the discounts for that account only need to be entered a single time.

All rates should be configured with the assistance or knowledge of the Account Executive.
1. Select the table to perform an operation on. Available operations are: Add, View/Modify, or Delete.
2. Configuring the Base Discount

- **Account Number** - The Account number displayed is the account number for which discounts are to be configured. This is not an editable field.
- **Service Code** – the service code for which discounts are to be configured. This code is composed of three parts: the origin, the destination, and the service.
  - Valid origin and destinations are US, CA, MX, PR, HI, and AK.
  - Valid services are G(round) and H(ome Delivery)
- **Zone** – the zone for which the discount is to apply.
- **Country Code** – The origin country code. This will default to the country code of the meter and need not be changed.
- **Discount Percentage** – enter the discount percentage. The percentage can accept a single decimal place, e.g. 10.5%

Click **OK** to accept and exit or **Cancel** to cancel and exit.
3. Configuring the Matrix Discount

- **Account Number** - The Account number displayed is the account number for which discounts are to be configured. This is not an editable field.
- **Service Code** – the service code for which discounts are to be configured. This code is composed of three parts: the origin, the destination, and the service.
  - Valid origin and destinations are US, CA, MX, PR, HI, and AK.
  - Valid services are G(round) and H(ome Delivery)
- **Zone** – the zone for which the discount is to apply.
- **Country Code** – The origin country code. This will default to the country code of the meter and need not be changed.
- **From Weight and To Weight** – Matrix discounts are applied across weight bands, e.g., From 0 LBS To 10 Lbs, 11 Lbs To 20 Lbs, etc. Different discount percentages may be configured for a single zone for each From/To pair.
- **Discount Percentage** – enter the discount percentage for the weight band. The percentage can accept a single decimal place, e.g. 10.5%

Click **OK** to accept and exit or **Cancel** to cancel and exit.
4. Configuring the Multiweight Discount

**NOTE:**

*The Multiweight screen in FSMS v. 7.2 combines the previously separate Customer Header and the Customer Detail screens that existed before FSMS v. 7.2.*

- **Account Number** - The Account number displayed is the account number for which discounts are to be configured. This is not an editable field.
- **Service Code** – the service code for which discounts are to be configured. This code is composed of three parts: the origin, the destination, and the service.
  - Valid origin and destinations are US, CA, MX, PR, HI, and AK.
  - Valid services are G(round) and H(ome Delivery)
- **Zone** – the zone for which the discount is to apply.
- **Country Code** – The origin country code. This will default to the country code of the meter and need not be changed.
- **From Weight and To Weight** – Matrix discounts are applied across weight bands, e.g., From 0 LBS To 10 Lbs, 11 Lbs To 20 Lbs, etc. Different discount percentages may be configured for a single zone for each From/To pair.
- **Deficit Weight** – The weight at which a shipment qualifies for a Multiweight discount if different from the default weight of 200 Lbs.
- **Net Rate** – The per 100 Lb rate to be applied to the shipment, e.g. $14.00 would indicate that the Net Rate would be $14/100 Lbs.
Click **OK** to accept and exit or **Cancel** to cancel and exit.

### 5. Configuring the Customer Profile

The Customer Profile table provides a means to link together the Base Rate and Extra Services tables within the discount rates database. If it is not configured the account will not receive discounted rates in the rate quote.

- **Account Number** - The Account number displayed is the account number for which discounts are to be configured. This is not an editable field.
- **Ship Country Code** – The origin country for the shipment. This will default to the origin country of the meter.
- **Rating, Ground Extra Services and Home Delivery Extra Services Table Codes** – these are unique numbers assigned to each account number. Select these in sequential order for each account to be added, i.e. for the first account number select R001, G001, H001, for the second select R002, G001, H001, etc. Selecting R001 will automatically select G001 and H001. Rates are Account and not meter specific thus if an account is shared by multiple meters the discounts only need to be configured once.

Click **OK** to accept and exit or **Cancel** to cancel and exit.
6. Configuring the Minimum Charge

Minimum charge is a pricing program independent of the configurable discounts and this table does not need to be configured to receive discounts. Do not configure this table unless the customer is on this pricing program.

- **Account Number** - The Account number displayed is the account number for which minimum charges are to be configured. This is not an editable field.
- **Service Code** – the service code for which discounts are to be configured. This code is composed of three parts: the origin, the destination, and the service.
  - Valid origin and destinations are US, CA, MX, PR, HI, and AK.
  - Valid services are G(round) and H(ome Delivery)
- **Zone** – the zone for which the discount is to apply.
- **Country Code** – The origin country code. This will default to the country code of the meter and need not be changed.
- **Rate** – enter the minimum rate that will be applied to all shipments within the specified Zone.

Click **OK** to accept and exit or **Cancel** to cancel and exit.
7. Configuring the Base Rate

The Base Rate screen is used to enter custom Base Rates that differ from the standard FedEx Ground rates provided with FSMS. All discounts will be applied to the custom Base Rate.

- **Account Number** - The Account number displayed is the account number for which discounts are to be configured. This is not an editable field.
- **Rating Table Code** – this is carried over from the Customer Profile table. Do not change this value.
- **Origin Country Code**
- **Destination Country Code**
- **Zone Number** – the zone for which the discount is to apply
- **Weight** – enter the weight for which the custom Base Rate is to apply
- **Base Rate** – the rate to be applied to packages of the given weight.

Click **OK** to accept and exit or **Cancel** to cancel and exit.
8. Configuring the Oversize Exceptions

This table is used to override the default weight at which the Oversize conditions will apply.

- **Account Number** - The Account number displayed is the account number for which discounts are to be configured. This is not an editable field.
- **Oversize Type** – the Oversize condition for which the default value is to be changed: OV1 (OS I), OV2 (OS II), or OV3 (OS III)
- **Oversize Lbs** – the new weight in Lbs at which the specified oversize condition is to apply.
- **Oversize Kgs** - the new weight in Kgs at which the specified oversize condition is to apply.

Click **OK** to accept and exit or **Cancel** to cancel and exit.
9. Configuring the Accessorial Discounts

Only Ground OR Home Delivery discounts may be configured in a single session. They cannot be configured simultaneously. To configure accessorials for a second account or service (Ground or Home Delivery) accept or cancel the configured discounts and the Add a new record to configure additional accounts or services (Ground or Home Delivery).

- **Account Number** - The Account number displayed is the account number for which discounts are to be configured. This is not an editable field.
- **Extra Services Code** – this is carried over from the Customer Profile table. Do not change this value.
- **Origin Country Code**
- **Destination Country Code**
- **Operating Company** - Select G(round) or H(ome Delivery)
- Enter the rate, or for COD Percent Rate, the percentage that will be applied to the accessorial.

Click **OK** to accept and exit or **Cancel** to cancel and exit.

**Retrieve, Retain, Restore (R3)**
Chapter Five: Using FSMS Utilities

The R3 (Retrieve, Retain, Restore) application is a software utility that assists in reconfigurations of the FedEx Ship Manager Server (FSMS) software. R3 is especially useful when performing clean loads and/or software migrations for FSMS customers as the utility exports and saves customer data before an uninstall so that the data may be imported to the newer installation of the FSMS software. The R3 utility retrieves, retains and restores the following data:

- **Customer Configuration Data** – the customer table (FSMS Configuration Utility data), the IOR table, and the config.ini file
- **Express Tracking Numbers** – both Current and Future ranges
- **URSA**
- **Ground Discount Rates**
- **Express List and Discount Rates**

R3 may be used as part of the clean load process, when migrating a customer to new server hardware, or when migrating a customer from a lower version to a higher version of FSMS software in the event an upgrade is not possible.

**Using R3**

1. Ensure the FSMS Configuration Utility is closed prior to launching R3. Double click the R3 icon located on the desktop as pictured below.

   ![Desktop Icon](image)

   **Desktop Icon**

   **NOTE:**
   
   **R3 will NOT launch if FSMS is not installed.**

   If the Configuration Utility is open when an attempt to launch R3 is made the following error message will appear:

   ![Launch error message](image)

   **Launch error message**

   2. When R3 is successfully launched the following screen will appear:
Chapter Five: Using FSMS Utilities

Back up data
3. If performing a backup select the data to be backed up and then press the 'Backup' button.
4. After pressing the 'Backup' button select the folder to which the data is to be backed up. Press 'Select' to back up data to selected folder.

**NOTE:**
Data may be saved to a floppy however; URSA is too large to save to floppy and should be downloaded after files are restored.
Successful backup message

Restoring Data

3. If restoring data select the data to be restored and then press the ‘Restore’ button.
4. Select the folder from which the data is to be restored.

**NOTE:**

Do NOT select individual files; all files in the folder will be automatically selected. R3 will only restore Configuration data to clean loads of FSMS. All other data CAN be restored.

If any FSMS data exists in the Configuration Utility the following error will display after Restore is pressed.

5. After selecting the folder from which data is to be restored press Select.
NOTE: This message refers to all data with the exception of Configuration data which will NOT overwrite existing data. All other data can be overwritten.

6. After the selected data has been restored the following message will appear:

![R3 Utility Screenshot]

R3 Utility

2 meter(s) configured.
Components(s) restored:
Tracking nosconfig.ini ExpressListRates

OK

Restoration Complete

7. After successful restoration of data press ‘Exit’ to exit the R3 utility.

![R3 Retrieve Retain Restore Screenshot]

R3 Retrieve Retain Restore

Backup/Restore
- Backup
- Restore

Select File(s) to Backup/Restore
- Customer Configuration Data
- Express Tracking Numbers
- URSA Files
- Ground Discount Rates
- Express Discount and List Rates

Restore  Help  Exit

Exit
Chapter Six: FSMS Reports

Overview

FSMS provides a variety of standardized reports to streamline the management of your shipping operations. In addition to standard FSMS reports, you may also use the Ship History Database to create customized reports. In this section of the FSMS User Guide, you will find information for:

- Producing standard FSMS reports
- FSMS report field definitions
- Creating customized reports

Producing FSMS reports

FSMS supports standardized reports that provide the documentation you need to ship Express, Ground, and International shipments. These reports are:

**Domestic Express:**
- Courier Report
- Shipment Report
- Invoice
- End of Day (EOD) Report
- Dangerous Goods (1421C)

**International Express:**
- Courier Report
- Shipment Report
- Invoice
- End of Day (EOD) Report
- Commercial Invoice (CI)
- Visa Manifest
- International Dangerous Goods (1421C)

**Ground (Domestic and International):**
- Pickup Manifest
- Multiweight Package Detail
- Multiweight Shipment Detail by Postal Code
- Multiweight Shipment Detail by Zone
- Multiweight Shipment COD Detail
- Multiweight Shipment Declared Value Detail
- Hazardous Materials Certification Report
- Commercial Invoice

Each report may be configured individually to be saved in any directory and, with the exception of the EOD Report, to print on any printer. Instructions for configuring a printer for FSMS reports is provided on page 49 of this User Guide.
### End of Day Reports

FSMS generates a group of End of Day reports when you close your shipping day that is stored in an output directory destination (of your choice) to be printed once close is completed (information for indicating an output directory for EOD reports is provided on page 49.

### FSMS Report Details

The following table lists all of the reports that are supported by FSMS:

<table>
<thead>
<tr>
<th>Title</th>
<th>Creation Time</th>
<th>Print Formats</th>
<th>Export to Directory</th>
<th>Multiple Copies</th>
<th>Paper Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Courier Report</td>
<td>Close</td>
<td>RTF, PDF, DOC, TXT</td>
<td>Yes</td>
<td>Yes</td>
<td>8.5x11</td>
</tr>
<tr>
<td>Domestic Shipments</td>
<td>Close</td>
<td>RTF, PDF, DOC, TXT</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11</td>
</tr>
<tr>
<td>Domestic Invoice</td>
<td>Close</td>
<td>RTF, PDF, DOC, TXT</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11</td>
</tr>
<tr>
<td>Domestic EOD</td>
<td>Close</td>
<td>Export to File Only</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11</td>
</tr>
<tr>
<td>Domestic Express Dangerous Goods 1421C</td>
<td>Ship Time</td>
<td>Multi-ply Form Only</td>
<td>No</td>
<td>Multi-ply copies only</td>
<td>8.5x11</td>
</tr>
<tr>
<td>International Courier Report</td>
<td>Close</td>
<td>RTF, PDF, DOC, TXT</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11, A4</td>
</tr>
<tr>
<td>International Shipment Report</td>
<td>Close</td>
<td>RTF, PDF, DOC, TXT</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11, A4</td>
</tr>
<tr>
<td>International Invoice</td>
<td>Close</td>
<td>RTF, PDF, DOC, TXT</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11, A4</td>
</tr>
<tr>
<td>International End-of-Day Report</td>
<td>Close</td>
<td>RTF, PDF, DOC, TXT</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11, A4</td>
</tr>
<tr>
<td>International Commercial Invoice</td>
<td>Ship Time</td>
<td>RTF, PDF, DOC, TXT</td>
<td>Yes</td>
<td>Yes</td>
<td>8.5x11, A4</td>
</tr>
<tr>
<td>International Visa Manifest</td>
<td>Close</td>
<td>RTF, PDF, DOC, TXT</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11, A4</td>
</tr>
<tr>
<td>International Express Dangerous Goods 1421C</td>
<td>Ship Time</td>
<td>Multi-ply Form Only</td>
<td>No</td>
<td>Multi-ply copies only</td>
<td>8.5x11</td>
</tr>
<tr>
<td>Ground Pickup Manifest</td>
<td>Close</td>
<td>RTF, PDF, DOC</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11</td>
</tr>
<tr>
<td>Ground Multiweight Package Detail</td>
<td>Close</td>
<td>RTD, PDF, DOC</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11</td>
</tr>
<tr>
<td>Ground Multiweight Shipment Detail by Postal Code</td>
<td>Close</td>
<td>RTF, PDF, DOC</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11</td>
</tr>
</tbody>
</table>
### FSMS Report Fields

The following list of FSMS reports provides a list of field and field definitions for each report.

#### Domestic Courier Report

The Domestic Courier report lists the individual U.S. Domestic Express packages, categorized by service type and weight, which were shipped for a specific invoice number. The Domestic Courier report is signed and given to the FedEx courier during package pick-up. This report provides the following information for each U.S. Domestic Express package shipped:

- Ship Date
- Tracking Number
- Service Type
- Billing Weight
- Destination ZIP Code
- Package Charge Amount
- Declared Value Amount
- Surcharge Amount
- Bundling Number
- Payment Type
- Hold At Location Flag
- Saturday Delivery Flag
- Dangerous Goods Flag
- Billed Account Number

The billing weights, package counts, and package charge amounts are subtotaled for each service type, and totaled for the entire invoice.

#### Domestic Shipment Report

The Domestic Shipment report lists the individual U.S. Express Domestic packages that were shipped for a specific invoice number. This report provides the following information for each U.S. Domestic package shipped:

- Recipient address information
- Tracking number
- Service type
- Payment type
### Declared value amount
### Package shipping weight
### Reference notes

The following totals appear at the end of the report:

- Package count
- Package charges
- Discounts received
- Declared value surcharges
- Total charges
- Total weight

### Domestic Invoice Report

The Domestic Invoice report provides the net U.S. Express Domestic charges for a specific invoice number. The following totals are included in this report. The following fields are included:

- Metered package count
- Invoiced package count
- Package charges
- Special fees
- Declared value surcharges
- Fuel surcharges
- Total before discount
- Discounts received

### Domestic EODTransOut Report

The Domestic EODTransOut report is actually a text file that is saved by FSMS. This report provides a snapshot of U.S. Express Domestic transactions that were processed and closed.

**NOTE:**

On the Domestic OEDTransOut Report, field 55 provides a bundle number and field 56 provides the invoice number for the given shipment.

### Dangerous Goods- Shipper’s Declaration Form

FSMS provides the ability to print the FedEx Express Dangerous Goods 1421 multi-ply form. This form is required for all dangerous goods shipping (both domestic and International) and is printed on a pin-feed printer. The 1421-C is configured in the Labels window of the FSMS Configuration Utility. The DG 1421-C is produced at the time the shipment is confirmed/processed by FSMS.

### Domestic Shipping History

The Domestic Shipping History is a file named EXPORT1.TXT that is saved by FSMS. This file captures 70 days of U.S. Express Domestic shipping transactions and provides definitions for the fields in the FSMS Ship History database, including the field name and field type. This field is an excellent resource for understanding and locating information in the Ship History database.
International Courier Report

The International Courier report lists the individual International packages, categorized by service type, that were shipped for a specific invoice number. This report provides the following information for each International package shipped:

- Ship date
- Tracking number
- Service type
- Billing weight
- Shipped to city name
- Shipped to country code
- Package charge amount
- Hold at Location (HAL) flag
- Saturday Delivery flag
- Dangerous Goods flag
- Payment type
- Billed account number
- Reference notes

The package counts and package charge amounts are subtotaled for each service type, and totaled for the entire invoice.

International Shipment Report

The International Shipment report lists the individual International packages that were shipped for a specific invoice number. This report provides the following information for each International package shipped:

- Recipient address information
- Tracking number
- Service type
- Carriage value
- Package shipping weight
- Payment type
- Reference notes

The following information appears for MPS packages:

- Master tracking number
- MPS tracking number

The following totals appear at the end of the report:

- Package count
- Package charges
- Discounts received
- Total charges
International Invoice Report

The International Invoice report provides the net charges for a specific invoice number for international shipments. The following totals are included in this report:

- Metered shipment count
- Invoiced shipment count
- Package charges
- Special fees
- Total before discount
- Discounts received

International EODTransOut Report

The International EODTransOut report is actually a text file that is saved by FSMS. This report provides a snapshot of International transactions that were processed and closed.

International Commercial Invoice

The Commercial Invoice is generated by FSMS (if you choose) for all non-document International shipments. You may choose to print and upload the International Commercial Invoice by including Field 113 (Commercial Invoice Print and Upload Flag) in your International shipping transaction.

International Shipping History

The International Shipping History is a file named EXPORT2.TXT that is saved by FSMS. This file captures 70 days of U.S. Express International shipping transactions and provides definitions for the fields in the FSMS Ship History database, including the field name and field type. This field is an excellent resource for understanding and locating information in the Ship History database.

Express International Visa Manifest Report

The Express International Visa Manifest report provides information for all International packages that are shipped and must be given to the FedEx courier when packages are picked up. The Visa Manifest report provides the following information for each International package that is shipped:

- Sender’s account number
- Reference information
- Origin
- Destination
- Recipient’s account number, phone number, name, company, address, city, state/province, country, and postal code
- Broker’s name, city, country, phone number, and postal code
- Service type
- Special handling codes (Hold at Location, Saturday Delivery, Dangerous Goods)
- Billing information
- Account number
- Country code
- Weight
• Manufacturing code
• Currency type
• Carriage value
• Customs value
• Exporter’s License and Date
• Description(s)
• MPS information

The following totals appear at the end of the report:

• Single shipments
• MPS shipments
• Shipments
• Pieces

**Ground Pickup Manifest**

The Ground Pickup Manifest provides to the Ground courier a summary of the packages picked up on a given day. The report provides the courier with the following information:

• Sender’s account number
• Sender’s meter number
• Tracking number for all packages
• COD amount (if applicable)
• Declared value (if applicable)
• Number of Oversize I packages
• Number of Oversize II packages
• Number of packages requiring additional handling
• Number of packages requiring Acknowledgement of Delivery (AOD)
• Number of residential delivery packages
• Total number of packages
• Pickup number

**Multiweight Package Detail**

The Multiweight Package Detail provides package level information for all packages that qualify for Multiweight discounts. This report provides the following information:

• Tracking number
• Package ID – Either the PO, IN, or CR number designated in the shipping transaction to be used as the package ID for reporting purposes.
• Zone – a zone is a group of ZIP codes that share the first three digits
• Actual Weight
• Weight Type (LBS or KGS)
• Multiweight Rated Weight
• COD amount (if applicable)
• Declared value amount (if applicable)
• AOD Flag – displayed if the package was shipped with an Acknowledgement of Delivery
• Oversize Flag – displayed if the package was Oversize
• Hazardous Materials – displayed if the package contains Hazardous Materials (HazMat)
Multiweight Shipment Detail by Postal Code

The Multiweight Shipment Detail by Postal Code provides shipment level information for all packages qualify for Multiweight discounts. This report provides:

- Postal code
- Zone (a zone is a group of ZIP codes that share the first three digits)
- Service (Ground or Home Delivery)
- # of Packages (indicates that number of packages shipped to a specific ZIP code)
- Actual weight
- Weight Type (LBS or KGS)
- Multiweight Rated Flag
- Oversize Package Flag (displayed if the package is an Oversize)
- COD Package Flag (displayed if the package was shipped as a COD)
- COD Charge (if applicable)
- Declared Value Units (DVU) – displays the number of DVUs associated with the package (1 DVU for each $100 above $101).
- Declared Value Charge (if applicable)
- Other Charges (displays the sum of any ancillary charges to the package)
- Multiweight Shipping Charge (displays the weight break charge for the shipment to the applicable Zone).
- Total Charge (sum of all charges)

Multiweight Shipment Detail by Zone

The Multiweight Shipment Detail by Zone provides shipment level information for all packages that quality for Multiweight discounts. This report provides the following information:

- Zone (a zone is a group of ZIP codes that share the first three digits)
- # of Shipments
- Service (Ground or Home Delivery)
- Actual Weight
- Multiweight Rated Weight
- Oversize Package (displayed if the package is an Oversize)
- COD Package Flag (displayed if the package was shipped as a COD)
- COD Charge (if applicable)
- Declared Value Units (DVU) – display the number of DVUs associated with the package (1 DVU for each $100 above $101).
- Declared Value Charge (if applicable)
- Other Charges (displays the sum of any ancillary charges to the package)
- Multiweight Shipping Charge (displays the weight break charge for the shipment to the applicable Zone).
- Total Charge (sum of all charges)
**Multiweight Shipment COD Detail**

The Multiweight Shipment COD Detail provides package level COD information for all packages that qualify for Multiweight discounts. This report provides:

- Postal Code
- Package ID - Either the PO, IN, or CR number designated in the shipping transaction to be used as the package ID for reporting purposes.
- COD Amount
- COD Charge

**Hazardous Materials Report**

To facilitate the shipping of hazardous materials using FedEx Ground, FSMS supports the OP-950 FedEx Ground HazMat Report. This report is configured in the Reports window of the FSMS Configuration utility. This report is generated at Close.

**NOTE:**

*FSMS also supports the OP-900 Ground HazMat label. This label is placed on the package with the Ground shipping label. The printing of the OP-900 is configured in the Labels window of the FSMS Configuration Utility and is produced at the time the HazMat shipment is confirmed.*

*More information regarding the printer configuration for this label is provided in Chapter One: Setting Up FSMS in the Label Settings section of this User Guide.*

**Ground COD Report**

The Ground COD Report provides comprehensive information for all Ground COD shipments and is printed during End of Day processing. This report contains the following information:

- Sender Name and Address
- Package Ship Date
- Account Number
- Tracking Number
- Recipient Name and Address
- Total Pieces
- COD Type
- COD Return Amount
- COD Tracking #
- Reference
- Actual Weight
- Charges

Both COD and ECOD shipments are included in this report. The Ground COD Report will not print during close if there are no Ground COD shipments in the Close Cycle.
Custom Reports

Custom reports can be created using any ODBC connections to the FSMS database to retrieve data. To view the available information in the database, use the Sybase Central Utility. To access this utility from the Windows® Start menu, select Programs>Ship Manager Server>Sybase SQL Anywhere 7.0>Sybase Central 4.0. After Sybase is launched, you may view the FSMS databases from Tools>Connect. The username is fedexcustome; the password is fxrs.
Appendix A: Value Reference Tables

Overview

Appendix A provides the following tables that provide reference information used during the shipping process:

- Unit of Measure Code Table (Harmonized Tariff Schedule)
- Currency Code Table
- Country Code Table
- US State Code Table
- Canadian Province Code Table
- Mexican State Code Table
- Maximum Allowable Weights per Packaging/Service Table
### Unit of Measure Code Table (Harmonized Tariff Schedule)

The following table lists the standard codes for the Harmonized Tariff Schedule (HTS) units of measure and a brief description of each code. These codes are used for the Harmonized Code fields in the International Shipping transaction (020).

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 MI</td>
<td>3 Thousand Square Inches</td>
<td>DPC</td>
<td>Dozen Pieces</td>
</tr>
<tr>
<td>ADJ</td>
<td>Adjustments</td>
<td>DPR</td>
<td>Dozen Pair</td>
</tr>
<tr>
<td>B56</td>
<td>56 Pound Bushel</td>
<td>E</td>
<td>Each</td>
</tr>
<tr>
<td>BBL</td>
<td>Barrel</td>
<td>F</td>
<td>Fahrenheit</td>
</tr>
<tr>
<td>BFT</td>
<td>Board Feet</td>
<td>FT</td>
<td>Feet</td>
</tr>
<tr>
<td>BTU</td>
<td>British Thermal Unit</td>
<td>G</td>
<td>Grams</td>
</tr>
<tr>
<td>BU</td>
<td>Bushel</td>
<td>GAL</td>
<td>Gallon</td>
</tr>
<tr>
<td>C</td>
<td>One Hundred or Celsius</td>
<td>GR</td>
<td>Gross</td>
</tr>
<tr>
<td>CAR</td>
<td>Carat</td>
<td>GRL</td>
<td>Gross Lines</td>
</tr>
<tr>
<td>CD</td>
<td>Cord</td>
<td>GRO</td>
<td>Gross</td>
</tr>
<tr>
<td>CFT</td>
<td>Cubic Foot/Feet</td>
<td>HUN</td>
<td>Hundreds</td>
</tr>
<tr>
<td>CG</td>
<td>Centigrams</td>
<td>HZ</td>
<td>Hertz</td>
</tr>
<tr>
<td>CGM</td>
<td>Content Gram</td>
<td>JWL</td>
<td>Jewels</td>
</tr>
<tr>
<td>CKG</td>
<td>Content Kilogram</td>
<td>K</td>
<td>1,000</td>
</tr>
<tr>
<td>CLB</td>
<td>Content Pound</td>
<td>KG</td>
<td>Kilogram</td>
</tr>
<tr>
<td>CLF</td>
<td>One Hundred Leaves</td>
<td>KGM</td>
<td>Kilogram</td>
</tr>
<tr>
<td>CM</td>
<td>Centimeter</td>
<td>KHZ</td>
<td>Kilo hertz</td>
</tr>
<tr>
<td>CM3</td>
<td>Cubic Centimeters</td>
<td>KM</td>
<td>1,000 Meters</td>
</tr>
<tr>
<td>CRT</td>
<td>Crate</td>
<td>KM2</td>
<td>1,000 Square Meters</td>
</tr>
<tr>
<td>CSI</td>
<td>100 Square Inches</td>
<td>KM3</td>
<td>1,000 Cubic Meters</td>
</tr>
<tr>
<td>CTN</td>
<td>Content Ton</td>
<td>KN</td>
<td>Kilo Newton</td>
</tr>
<tr>
<td>CUR</td>
<td>Curie</td>
<td>KPA</td>
<td>Kilopascal</td>
</tr>
<tr>
<td>CWT</td>
<td>Hundred Weight</td>
<td>KSB</td>
<td>1,000 Standard Brick</td>
</tr>
<tr>
<td>CY</td>
<td>Clean Yield</td>
<td>KW</td>
<td>Kilowatts</td>
</tr>
<tr>
<td>CYD</td>
<td>Cubic Yard</td>
<td>KWH</td>
<td>Kilowatt-hours</td>
</tr>
<tr>
<td>CYG</td>
<td>Clean Yield Gram</td>
<td>L</td>
<td>Liter</td>
</tr>
<tr>
<td>CYK</td>
<td>Clean Yield Kilogram</td>
<td>LB</td>
<td>Pound</td>
</tr>
<tr>
<td>DEG</td>
<td>Degree</td>
<td>LBC</td>
<td>Pound Including Container</td>
</tr>
<tr>
<td>DOZ</td>
<td>Dozen</td>
<td>PFG</td>
<td>Proof Gallon</td>
</tr>
<tr>
<td>LF</td>
<td>Leaf</td>
<td>PFL</td>
<td>Proof Liter</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>----------------------</td>
<td>------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>LIN</td>
<td>Linear</td>
<td>PK</td>
<td>Pack (Cards)</td>
</tr>
<tr>
<td>LNM</td>
<td>Linear Meters</td>
<td>PR</td>
<td>Pair</td>
</tr>
<tr>
<td>LTR</td>
<td>Liters</td>
<td>PRS</td>
<td>Pair or Pairs</td>
</tr>
<tr>
<td>LYD</td>
<td>Linear Yard</td>
<td>PSI</td>
<td>Pounds Per Square Inch</td>
</tr>
<tr>
<td>M</td>
<td>Meters</td>
<td>QT</td>
<td>Quart</td>
</tr>
<tr>
<td>M2</td>
<td>Square Meters</td>
<td>ROL</td>
<td>Roll</td>
</tr>
<tr>
<td>M3</td>
<td>Cubic Meters</td>
<td>SBE</td>
<td>Standard Brick Equivalent</td>
</tr>
<tr>
<td>MBE</td>
<td>Thousand Std Brick Equivalent</td>
<td>SFT</td>
<td>Square Foot</td>
</tr>
<tr>
<td>MBF</td>
<td>Thousand Board Feet</td>
<td>SQ</td>
<td>Square(s)</td>
</tr>
<tr>
<td>MBQ</td>
<td>Megabacquerel</td>
<td>SQI</td>
<td>Square Inch</td>
</tr>
<tr>
<td>MC</td>
<td>Millicurie</td>
<td>STN</td>
<td>Short Ton</td>
</tr>
<tr>
<td>MCF</td>
<td>Thousand Cubic Feet</td>
<td>SYD</td>
<td>Square Yard</td>
</tr>
<tr>
<td>MET</td>
<td>Meters</td>
<td>TOZ</td>
<td>Troy Ounce</td>
</tr>
<tr>
<td>MFT</td>
<td>Thousand Feet</td>
<td>X</td>
<td>Quantity Not Required</td>
</tr>
<tr>
<td>MG</td>
<td>Milligram</td>
<td>YD</td>
<td>Yard</td>
</tr>
<tr>
<td>ML</td>
<td>Milliliter</td>
<td>YN</td>
<td>Yarn</td>
</tr>
<tr>
<td>MLF</td>
<td>Thousand Linear Feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPA</td>
<td>Millipascal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSF</td>
<td>Thousand Square Feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSI</td>
<td>Thousand Square Inches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MYD</td>
<td>Thousand Yards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td>Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OZ</td>
<td>Ounces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAR</td>
<td>Pair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC</td>
<td>Piece</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCS</td>
<td>Pieces</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Currency Code Table

The following table lists the currency codes for each country:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Dollar</td>
<td>AUD</td>
</tr>
<tr>
<td>Austrian Schilling</td>
<td>AUS</td>
</tr>
<tr>
<td>Bahrain Dinar</td>
<td>BHD</td>
</tr>
<tr>
<td>Brazilian Cruzado</td>
<td>BRC</td>
</tr>
<tr>
<td>British Pound Sterling</td>
<td>UKL</td>
</tr>
<tr>
<td>Canadian Dollar</td>
<td>CAD</td>
</tr>
<tr>
<td>Chilean Peso</td>
<td>CHP</td>
</tr>
<tr>
<td>Argentina Astral</td>
<td>ARA</td>
</tr>
<tr>
<td>EURO</td>
<td>EUR</td>
</tr>
<tr>
<td>Hong Kong Dollar</td>
<td>HKD</td>
</tr>
<tr>
<td>Japanese Yen</td>
<td>JYE</td>
</tr>
<tr>
<td>Italian Lire</td>
<td>LIT</td>
</tr>
<tr>
<td>Kuwait Dinar</td>
<td>KUD</td>
</tr>
<tr>
<td>Macau Patacas</td>
<td>MOP</td>
</tr>
<tr>
<td>Malaysian Ringgits</td>
<td>MYR</td>
</tr>
<tr>
<td>Mexican Peso</td>
<td>NMP</td>
</tr>
<tr>
<td>New Taiwan Dollar</td>
<td>NTD</td>
</tr>
<tr>
<td>New Zealand Dollar</td>
<td>NZD</td>
</tr>
<tr>
<td>Philippine Peso</td>
<td>PHP</td>
</tr>
<tr>
<td>Portuguese Escudo</td>
<td>ESC</td>
</tr>
<tr>
<td>Saudi Arabian Riyal</td>
<td>ARI</td>
</tr>
<tr>
<td>Singapore Dollar</td>
<td>SID</td>
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<td>South Carolina</td>
<td>SC</td>
</tr>
<tr>
<td>South Dakota</td>
<td>SD</td>
</tr>
<tr>
<td>Tennessee</td>
<td>TN</td>
</tr>
<tr>
<td>Texas</td>
<td>TX</td>
</tr>
<tr>
<td>Utah</td>
<td>UT</td>
</tr>
<tr>
<td>Vermont</td>
<td>VT</td>
</tr>
<tr>
<td>Virginia</td>
<td>VA</td>
</tr>
<tr>
<td>Washington State</td>
<td>WA</td>
</tr>
<tr>
<td>West Virginia</td>
<td>WV</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>WI</td>
</tr>
<tr>
<td>Wyoming</td>
<td>WY</td>
</tr>
<tr>
<td>Puerto Rico</td>
<td>PR</td>
</tr>
</tbody>
</table>
### Canadian Province Table

The following table lists the approved abbreviation codes for Canadian provinces:

<table>
<thead>
<tr>
<th>Province</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta</td>
<td>AB</td>
</tr>
<tr>
<td>British Columbia</td>
<td>BC</td>
</tr>
<tr>
<td>Manitoba</td>
<td>MB</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>NB</td>
</tr>
<tr>
<td>Newfoundland</td>
<td>NF, NL</td>
</tr>
<tr>
<td>Northwest Territories / Nunavut</td>
<td>NT, NU</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>NS</td>
</tr>
<tr>
<td>Ontario</td>
<td>ON</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>PE</td>
</tr>
<tr>
<td>Quebec</td>
<td>PQ, QC</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>SK</td>
</tr>
<tr>
<td>Yukon</td>
<td>YT</td>
</tr>
</tbody>
</table>
Mexican State Codes

The following table lists the approved abbreviation codes for each Mexican state:

<table>
<thead>
<tr>
<th>State</th>
<th>Code</th>
<th>State</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aguasealientes</td>
<td>AG</td>
<td>Morelos</td>
<td>MO</td>
</tr>
<tr>
<td>Baja California</td>
<td>BC</td>
<td>Navarit</td>
<td>NA</td>
</tr>
<tr>
<td>Baja California Sur</td>
<td>BS</td>
<td>Nuevo Leon</td>
<td>NL</td>
</tr>
<tr>
<td>Campeche</td>
<td>CM</td>
<td>Oaxaca</td>
<td>OA</td>
</tr>
<tr>
<td>Chiapas</td>
<td>CS</td>
<td>Puebla</td>
<td>PU</td>
</tr>
<tr>
<td>Chihuahua</td>
<td>CH</td>
<td>Queretaro</td>
<td>QT</td>
</tr>
<tr>
<td>Coahuila</td>
<td>CO</td>
<td>Quintana Roo</td>
<td>QR</td>
</tr>
<tr>
<td>Colima</td>
<td>CL</td>
<td>San Luis Potosi</td>
<td>SL</td>
</tr>
<tr>
<td>Distrito Federal</td>
<td>DF</td>
<td>Sinaloa</td>
<td>SI</td>
</tr>
<tr>
<td>Durango</td>
<td>DG</td>
<td>Sonora</td>
<td>SO</td>
</tr>
<tr>
<td>Guanajuanto</td>
<td>GT</td>
<td>Tabasco</td>
<td>TB</td>
</tr>
<tr>
<td>Guerrero</td>
<td>GR</td>
<td>Tamaulipas</td>
<td>TM</td>
</tr>
<tr>
<td>Hidalgo</td>
<td>HG</td>
<td>Tlaxcala</td>
<td>TL</td>
</tr>
<tr>
<td>Jalisco</td>
<td>JA</td>
<td>Veracruz</td>
<td>VE</td>
</tr>
<tr>
<td>Mexico</td>
<td>MX</td>
<td>Yucatan</td>
<td>YU</td>
</tr>
<tr>
<td>Michoacan</td>
<td>MI</td>
<td>Zacatacas</td>
<td>ZA</td>
</tr>
</tbody>
</table>
Maximum Allowable Weights

The following table lists the maximum allowable weights for a single FedEx package or service:

<table>
<thead>
<tr>
<th>Packaging</th>
<th>Single Piece Maximum Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>FedEx Letter</td>
<td>1 LB/ .4 KG</td>
</tr>
<tr>
<td>FedEx Pak</td>
<td>20 LB/9.1 KG</td>
</tr>
<tr>
<td>FedEx Box</td>
<td>20 LB/9.1 KG</td>
</tr>
<tr>
<td>FedEx Tube</td>
<td>20 LB/9.1 KG</td>
</tr>
<tr>
<td>FedEx 10kg Box</td>
<td>150 LB/68.1 KG</td>
</tr>
<tr>
<td>FedEx 25kg Box</td>
<td>150 LB/68.1 KG</td>
</tr>
<tr>
<td>Customer Packaging, Express Services</td>
<td>150 LB/68.1 KG</td>
</tr>
<tr>
<td>Customer Packaging, Freight Services</td>
<td>1500 LB/681.8 KG</td>
</tr>
</tbody>
</table>
**Glossary**

**Accessorial Charges:** FedEx Ground and FedEx Home Delivery services charge extra for certain value-added delivery services. These value-added services include: Acknowledgement of Delivery, COD, Call Tags, Hazardous Material (HazMat), Guaranteed Delivery, Insurance, and many others. Most of these accessorial charges are prepackage. Accessorial charges are not discounted and are added to the final package charge after any discounts and/or to the final Multiweight charge.

**AES:** An acronym for Automatic Export System. See also AESDirect.

**AESDirect:** AESDirect is the U.S. Census Bureau's free, internet based system for filing Shipper's Export Declaration (SED) information to the Automated Export System (AES). It is the electronic alternative to filing a paper SED, and can be used by U.S. Principal Parties in Interest (USPPIs), forwarders, or anyone else responsible for export reporting. www.aesdirect.gov is the URL link to AESDirect.

**AOD:** Acknowledgement of Delivery

**ASTRA:** Advanced Sorting Tracking Routing Assistance

**AutoPOD:** Auto Proof of Delivery

**Base Discount (Ground):** This is a straight “across the board” percentage discount. For example, a customer with a 3% Base Discount received 3% off the actual rate of the package. A Base Discount would be combined with any Matrix Discount, but is not combined with Multiweight rates.

**Base Rate (Ground):** This is the package rate based on the standard FedEx Ground or FedEx Home Delivery Package Rate Table. FedEx Ground currently supports package weight up to 150 lbs. and FedEx Home Delivery currently supports package weights up to 70 lbs. Weights are always rounded up to the next highest whole pound.

**BSO:** Broker Select Option

**CCI:** Canada Customs Invoice

**CFR (Cost and Freight):** (Destination port-paid to arrival at destination port) Title, risk and insurance cost pass to buyer when delivered on board the ship by seller who pays the transportation cost to the destination port. Used for sea or inland waterway transportation.

**CI:** Commercial Invoice

**CIF (Cost, Insurance and Freight):** (Destination port-same as CFR, but includes insurance) Title and risk pass to buyer when delivered on board the ship by seller who pays transportation and insurance cost to destination port. Used for sea or inland waterway transportation.

**CIP (Carriage and Insurance Paid To):** (Place at destination – CPT, but insurance). Title and risk pass to buyer when delivered to carrier by seller who pays transportation and insurance cost to destination. Used for any mode of transportation.

**COD:** Collect on Delivery
CPT (Carriage Paid To): (Place at destination – includes all destination port charges). Title, risk, and insurance cost pass to buyer when delivered to carrier or seller who pays transportation and insurance cost to destination. Used for any mode of transportation.

CSP: Certified Solutions Provider or Certified Solutions Program

DDU (Delivered Duty Unpaid): (Consignee door-excluding duties and taxes). Title, risk and responsibility for vessel discharge and import clearance pass to buyer when seller delivers goods on board the ship to destination port. Used for sea or inland waterway transportation.

DDP (Delivered Duty Paid): (Consignee door – includes all charges origin to destination). Title and risk pass to buyer when seller delivers goods to named destination point cleared for import. Used for any mode of transportation.

Discount (Ground): A customer-negotiated percentage off amount that applies ONLY to an individual package. Discounts do not apply to Multiweight Shipments.

ECOD: Electronic Collect on Delivery

EIN: Employer Identification Number

EDPI: Electronic Package Detail Information

ETN: Express Tracking Numbers

EXW (Ex Works): (Factory, mill, warehouse: your door) Title and risk pass to buyer including payment of all transportation and insurance cost from the seller's door. Used for any mode of transportation.

FCA (Free Carrier): (Pick a place after your origin to start) Title and risk pass to buyer including transportation and insurance cost when the seller delivers goods cleared for export to the carrier. Seller is obligated to load the goods on the Buyer's collecting vehicle; it is the Buyer's obligation to receive the Seller's arriving vehicle unloaded.

FHD: FedEx Home Delivery

FOB (Free On Board): (Port-same as FAS) Risk pass to buyer including payment of all transportation and insurance cost once delivered on board the ship by the seller. Used for sea or inland waterway transportation.

FSMS: FedEx Ship Manager Server

FTSR: Foreign Trade Statistics Regulations

Girth: Girth is the sum of the four smallest dimensions of a package. Girth = (2” Width + 2” Height).

IATA: International Air Transport Association

IE: International Economy

IEFS: International Economy Freight Service

IDF: International Direct Distribution Freight

IP: International Priority
IPBSO: International Priority Broker Select Option

IPD: International Priority Direct Distribution

IPFS: International Priority Freight Service

IRS: Internal Revenue System

MAWB: Master Air Waybill

**Matrix Discount (Ground):** This is a percentage discount that is based on the weight and destination of a package. For example, a customer may receive 5% discount for package that weighs from 10 – 25 pounds shipping in destination Zone 5 (see chart below).

<table>
<thead>
<tr>
<th>From Weight (lbs.)</th>
<th>To Weight (lbs.)</th>
<th>Zone 2</th>
<th>Zone 3</th>
<th>Zone 4</th>
<th>Zone 5</th>
<th>Zone 6</th>
<th>Zone 7</th>
<th>Zone 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>25</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5%</td>
<td>5%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>26</td>
<td>50</td>
<td>2%</td>
<td>0</td>
<td>0</td>
<td>6%</td>
<td>5%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>51</td>
<td>75</td>
<td>4%</td>
<td>0</td>
<td>0</td>
<td>6%</td>
<td>8%</td>
<td>0</td>
<td>5%</td>
</tr>
</tbody>
</table>

MPS: Multi-piece Shipment

**Multiweight Shipment (Ground):** A group of packages shipped on the same day from the same location to the same destination. These packages are considered a "shipment" for Multiweight purposes only. Each package in a Multiweight Shipment has its own unique tracking number and is not guaranteed to be picked up or delivered at the same time as the other packages in the Multiweight Shipment.

**Oversize Packages (Ground):** A package whose Length plus Girth is greater than 84 inches is considered to be Oversize. Oversize packages are considered to have a minimum weight of 30 lbs. (or 50 lbs. if the Length plus the Girth is greater than 108 inches) for U.S. shipments and 50 lbs. for Canadian shipments. There is also a maximum allowable size of “Length plus Girth less than or equal to 130 inches”, as well as a maximum allowable single dimension of 108 inches.

**Package (Ground):** The simplest and smallest item that can be shipped via FedEx Ground.

PNG: Portable Network Graphic

POD: Proof of Delivery

SED: Shipper’s Export Declaration

SCNC: Serial Carrier Numeric Codes

TD: Trans-border Distribution

URSA: Universal Routing and Sorting Aid

ZIP (code): Zone Improvement Plan code
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