**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*, tariff 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.
# Table of Contents

Revision History .......................................................................................................................... 5

Introduction ................................................................................................................................. 13

What’s New ................................................................................................................................. 17

Referenced Documents .............................................................................................................. 21

## Chapter One: Setting Up FSMS

Overview ........................................................................................................................................ 23

- Systems Requirements .............................................................................................................. 23

Installing FSMS ........................................................................................................................... 25

- Pre-Installation Checklist ........................................................................................................ 25

- Performing a New FSMS Install .............................................................................................. 26

- Uninstalling FSMS v 8.0 .......................................................................................................... 41

Configuring FSMS ...................................................................................................................... 43

- Shipper Settings ..................................................................................................................... 43

- Report Settings ....................................................................................................................... 52

- Label Settings ......................................................................................................................... 58

- Doc-Tab Settings .................................................................................................................... 61

- System Settings ...................................................................................................................... 66

- IPD/IDF/IED Settings .............................................................................................................. 68

- Tracking Numbers Settings .................................................................................................... 68

- Meter Settings ......................................................................................................................... 70

- Advanced Settings .................................................................................................................. 76

Transactional Meter Configuration ............................................................................................ 78

Printer Set-Up ............................................................................................................................ 79

- Adding a Local Printer ............................................................................................................. 79

- Adding a Local TCP/IP Printer ............................................................................................... 88

- Adding a Windows Network Printer ....................................................................................... 100

- Printing to a Windows-Based Print Share Network ............................................................... 102

Troubleshooting Your FSMS Application ............................................................................... 104

- Close Monitor ......................................................................................................................... 104

## Chapter Two: FSMS Transaction Coding

Overview ........................................................................................................................................ 107

- FSMS Transaction Types ....................................................................................................... 107

Coding Guidelines ..................................................................................................................... 110

- Transaction Formatting ......................................................................................................... 110

- Required Fields ...................................................................................................................... 110

- Shipment Level vs. Package Level ......................................................................................... 112

- Multiple Occurrence Fields ................................................................................................. 113

- Field Editing Guidelines ........................................................................................................ 114

- Batch Processing ................................................................................................................... 115

Preparing a Shipping Transaction ............................................................................................ 116

- Basic FedEx Express Shipping Transaction (020) ................................................................. 116

- Basic FedEx Ground Shipping Transaction (020) ............................................................... 119

- Basic FedEx International Shipping Transaction (020) ...................................................... 119

- Rating, Routing, and Time-in-Transit (020) ......................................................................... 124

- Pre-Ship Validation (020) ...................................................................................................... 127

- Multiple-Piece Shipment Transaction (020) ........................................................................ 129

Special Shipping Options .......................................................................................................... 130

- Alcohol Shipping ................................................................................................................... 130

- B13A: Canada Export Shipping ............................................................................................. 131

- Bill Recipient/Bill Third Party ............................................................................................... 131

- Collect On Delivery (COD) ................................................................................................... 132

- Freight Shipping – FedEx Express ......................................................................................... 133

- Freight Shipping – FedEx Freight (Create/Print a Bill of Lading) ......................................... 133

- Future Day Shipping ............................................................................................................. 134

- Hold at Location (HAL) .......................................................................................................... 134

- Inside Pickup and Delivery .................................................................................................... 134
**Table of Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broker Select Option (BSO)</td>
<td>134</td>
</tr>
<tr>
<td>Dangerous Goods (DG)/Hazardous Materials (HazMat)</td>
<td>135</td>
</tr>
<tr>
<td>Dry Ice Shipping</td>
<td>136</td>
</tr>
<tr>
<td>FedEx InSightSM</td>
<td>136</td>
</tr>
<tr>
<td>FedEx Priority AlertSM</td>
<td>137</td>
</tr>
<tr>
<td>FedEx ShipAlertSM Notifications – Outbound, Delivery (POD), and Exception</td>
<td>137</td>
</tr>
<tr>
<td>Shipper’s Export Declaration (SED/EEI)</td>
<td>137</td>
</tr>
<tr>
<td>Third Party Consignee (TPC)</td>
<td>139</td>
</tr>
<tr>
<td>Signature Services</td>
<td>140</td>
</tr>
<tr>
<td>Returns Shipping</td>
<td>144</td>
</tr>
<tr>
<td>Global Delete Request/Reply (023/123)</td>
<td>152</td>
</tr>
<tr>
<td>Pre-Assigning Tracking Number Request/Reply (004/104)</td>
<td>153</td>
</tr>
<tr>
<td>End-of-Day Close Request/Reply (007/107)</td>
<td>153</td>
</tr>
<tr>
<td>Shipments Query Request/Reply (024/124)</td>
<td>153</td>
</tr>
<tr>
<td>Rate Available Services Request/Reply (025/125)</td>
<td>154</td>
</tr>
<tr>
<td>Demand Download Request/Reply (057/157)</td>
<td>155</td>
</tr>
<tr>
<td>Meter Query Request/Reply (070/170)</td>
<td>155</td>
</tr>
<tr>
<td>Tracking Request/Reply (404/504)</td>
<td>156</td>
</tr>
<tr>
<td>Open Shipping</td>
<td>158</td>
</tr>
<tr>
<td>Basic Open Ship Rules</td>
<td>158</td>
</tr>
<tr>
<td>Setting Up Open Shipping</td>
<td>158</td>
</tr>
<tr>
<td>Creating an Open Shipment</td>
<td>159</td>
</tr>
<tr>
<td>Adding or Editing Shipment-Level Data</td>
<td>159</td>
</tr>
<tr>
<td>Receiving a Route or Time-in-Transit</td>
<td>159</td>
</tr>
<tr>
<td>Deleting the Open Shipment</td>
<td>160</td>
</tr>
<tr>
<td>Rating the Open Shipment</td>
<td>160</td>
</tr>
<tr>
<td>Adding a Piece to the Open Shipment</td>
<td>160</td>
</tr>
<tr>
<td>Editing Piece-Level Information</td>
<td>161</td>
</tr>
<tr>
<td>Deleting a Piece</td>
<td>161</td>
</tr>
<tr>
<td>Confirming a Piece and Printing a Label</td>
<td>161</td>
</tr>
<tr>
<td>Confirming a Shipment</td>
<td>162</td>
</tr>
<tr>
<td>Pre-Ship Validation for Open Ship</td>
<td>162</td>
</tr>
<tr>
<td>Sample Open Ship Transactions</td>
<td>163</td>
</tr>
<tr>
<td>Open Ship Table</td>
<td>166</td>
</tr>
<tr>
<td><strong>Chapter Three: FSMS Shipping Labels</strong></td>
<td>171</td>
</tr>
<tr>
<td>Overview</td>
<td>171</td>
</tr>
<tr>
<td>FSMS Label Formats</td>
<td>171</td>
</tr>
<tr>
<td>Thermal Labels</td>
<td>172</td>
</tr>
<tr>
<td>Laser Labels</td>
<td>172</td>
</tr>
<tr>
<td>*.PNG Labels</td>
<td>172</td>
</tr>
<tr>
<td>4 X 6 *.PNG Labels</td>
<td>172</td>
</tr>
<tr>
<td>Deferred Labels</td>
<td>173</td>
</tr>
<tr>
<td>Multi-Ply Air Waybills</td>
<td>173</td>
</tr>
<tr>
<td>Printing Labels to a File</td>
<td>174</td>
</tr>
<tr>
<td>Creating Custom Labels</td>
<td>174</td>
</tr>
<tr>
<td>Submitting Custom Labels for FedEx Approval</td>
<td>177</td>
</tr>
<tr>
<td>Doc-Tabs</td>
<td>178</td>
</tr>
<tr>
<td>Label Reprint</td>
<td>178</td>
</tr>
<tr>
<td><strong>Chapter Four: FSMS Revenue Management</strong></td>
<td>179</td>
</tr>
<tr>
<td>Overview</td>
<td>179</td>
</tr>
<tr>
<td>Revenue Options Set-Up</td>
<td>179</td>
</tr>
<tr>
<td>No Upload/No Ship (NUNS)</td>
<td>179</td>
</tr>
<tr>
<td>Force Close</td>
<td>180</td>
</tr>
<tr>
<td>Rates Management</td>
<td>180</td>
</tr>
<tr>
<td>List/Base Rates for FedEx Express and FedEx Ground Shipping</td>
<td>180</td>
</tr>
<tr>
<td>Net Charges for FedEx Express and FedEx Ground Shipping</td>
<td>180</td>
</tr>
<tr>
<td>Providing Dimensions for FedEx International Shipments</td>
<td>180</td>
</tr>
<tr>
<td>Dim Weight Calculations for Non-Rated Countries</td>
<td>181</td>
</tr>
<tr>
<td>International Courtesy Rating (FedEx Express Only)</td>
<td>182</td>
</tr>
<tr>
<td>Bundling Rules (FedEx Express Only)</td>
<td>182</td>
</tr>
<tr>
<td>Multiweight Discounting (FedEx Ground Only)</td>
<td>182</td>
</tr>
</tbody>
</table>
# Table of Contents

Chapter Five: Using FSMS Utilities ............................................................................................................................. 183
- Overview ........................................................................................................................................................................... 183
- Meter Registration Utility ................................................................................................................................................. 183
- Demand Download Utility ............................................................................................................................................... 187
- Label Reprint Utility .......................................................................................................................................................... 189
- Ground EPDI File Reader Utility .................................................................................................................................... 190
- Express Hourly Upload File Reader ................................................................................................................................. 190
- Ground Rates and Discounts Utility ................................................................................................................................. 191
- Retrieve, Retain, Restore (R3) ........................................................................................................................................... 200
- Report Viewer Utility .......................................................................................................................................................... 206
- FedEx Ship Manager Server Console ............................................................................................................................ 211
- GoToAssist™ .................................................................................................................................................................... 215

Chapter Six: FSMS Reports .............................................................................................................................................. 217
- Overview .............................................................................................................................................................................. 217
- Producing FSMS Reports .................................................................................................................................................. 217
- End-of-Day (EOD) Reports ............................................................................................................................................... 218
- FSMS Report Details ........................................................................................................................................................ 219
- FSMS Report Fields .......................................................................................................................................................... 220
  - FedEx Shipment Summary Report .................................................................................................................................. 220
  - Domestic Courier Report - FedEx Express ......................................................................................................................... 220
  - Domestic Shipment Report - FedEx Express ....................................................................................................................... 221
  - Domestic Invoice Report - FedEx Express ......................................................................................................................... 221
  - Domestic EOD TransOut Report - FedEx Express .............................................................................................................. 221
  - Dangerous Goods: Shipper’s Declaration Form (1421C) - FedEx Express .......................................................................... 221
  - Domestic Shipping History - FedEx Express ..................................................................................................................... 222
  - International Courier Report - FedEx Express .................................................................................................................. 222
  - International Shipment Report - FedEx Express ............................................................................................................... 222
  - International Invoice Report - FedEx Express .................................................................................................................. 223
  - International EOD TransOut Report - FedEx Express ..................................................................................................... 223
  - International Commercial Invoice (CI) - FedEx Express ................................................................................................ 223
  - International Proforma Invoice ......................................................................................................................................... 223
  - International Shipping History - FedEx Express ................................................................................................................ 223
  - Express International Visa Manifest Report .................................................................................................................... 224
  - International Dangerous Goods (4121C) - FedEx Express ................................................................................................ 224
  - Certificate of Origin – FedEx Express and FedEx Ground ................................................................................................ 224
  - Ground Pickup Manifest .................................................................................................................................................... 225
  - Multiweight Package Detail - FedEx Ground ................................................................................................................... 225
  - Multiweight Shipment Detail by Postal Code - FedEx Ground ........................................................................................ 226
  - Multiweight Shipment Detail by Zone - FedEx Ground .................................................................................................. 226
  - Multiweight Shipment COD Detail - FedEx Ground ....................................................................................................... 227
  - Multiweight Shipment Declared Value Detail - FedEx Ground ........................................................................................ 227
  - Ground COD Report ......................................................................................................................................................... 228
  - Ground Commercial Invoice .......................................................................................................................................... 228
  - FedEx Freight Bill of Lading (BOL) ................................................................................................................................ 228
  - Report Reproduction ........................................................................................................................................................ 228
  - Custom Reports ............................................................................................................................................................... 228

Appendix A: Value Reference Tables ............................................................................................................................. 229
- Overview .............................................................................................................................................................................. 229
- Unit of Measure Code Table (Harmonized Tariff Schedule) ............................................................................................ 230
- Currency Code Table .......................................................................................................................................................... 232
- Country Code Table ............................................................................................................................................................ 233
- U.S. State Code Table ......................................................................................................................................................... 237
- Canadian Province Table ..................................................................................................................................................... 238
- Mexican State Codes ........................................................................................................................................................... 239
- Maximum Allowable Weights ............................................................................................................................................. 240
- Vague Commodity Descriptions ....................................................................................................................................... 241

Glossary .................................................................................................................................................................................. 245

Index .................................................................................................................................................................................... 249
## Revision History

The following revisions have been made to the FedEx Ship Manager® Server (FSMS) User Guide since v. 7.6. These revisions are chronologically sequenced.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
</table>
| Referenced Documents | Removed "FedEx Service Reference Guide" and location. (This is the same as [FedEx Service Guide](http://fedex.com).)
| Chapter 1: Setting up FSMS | In "Performing a New FSMS Install", step 2: Changed example from FXRS0720 to FXRS0780
| Chapter 1: Setting up FSMS | In "Performing a New FSMS Install", step 18: Changed "Yes, I would like to launch Auto Configuration after the reboot..." to "Yes, I would like to launch the Meter Registration utility after the reboot..."
| Chapter 1: Setting up FSMS | In "Upgrading from a Previous Version of FSMS", step 2: Changed example from FXRS0720 to FXRS0780
| Chapter 1: Setting up FSMS | In Field Name under Express Options section of Meter Settings: Changed "Label Customs Value Suppression to Canada" to "Canada Label Customs Value Suppression"
| Chapter 1: Setting up FSMS | In Field Name under Ground Options section of Meter Settings: Deleted "EPDI Code" and description
| Chapter 1: Setting up FSMS | Added the following before the table of Advanced Settings: "Although you cannot make changes to the Advance Settings 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."
| Chapter 1: Setting up FSMS | In the table of Field Names and descriptions: Deleted "Express" from "Express Hourly Upload Retention Period" Deleted "unicatin" from "Communication Logging Retention Period"
| Chapter 2: FSMS Transaction Coding | Throughout chapter, changed any samples which had "21" as the field ID for package weight to "1670"
| Chapter 2: FSMS Transaction Coding | Under "Weights" in Field Editing Guidelines: Deleted the following paragraph: "Previously, FSMS weights were entered in field 21 (Package/Shipment Weight) that required U.S. FedEx Express and all FedEx Ground shipments to be entered in pounds with no decimal point (implied or physical) and all FedEx International Express shipments to be entered in kilograms with a single implied decimal."
| Chapter 2: FSMS Transaction Coding | Changed "FSMS has introduced a new weight field, field 1670, which allows for two implied decimals for all shipments regardless of the weight type entered in field 75, LBS or KGS. Thus, 25 pounds and 25 kilograms are entered as 2500. Any fractional value, e.g. 25.5 pounds, will be rounded up to the next highest whole pound, e.g. 26 pounds, or half kilogram for rating purposes."
| Chapter 2: FSMS Transaction Coding | Added the following: "The weight field, field 1670, allows for two implied decimals for all shipments regardless of the weight type entered in field 75, LBS or KGS. Thus, 25 pounds and 25 kilograms are entered as 2500. Any fractional value, e.g. 25.5 pounds (entered as 2550), will be rounded up to the next highest whole pound, e.g. 26 pounds, or half kilogram for rating purposes."
| Chapter 2: FSMS Transaction Coding | In "Basic FedEx Express Shipping Transaction (020), under the sample table, changed: "In the sample above, field ID 28 is valid for both Domestic and International shipping, which is indicated by "All." Field 28 is also used by both FedEx Express and FedEx Ground shipments."
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
</table>
| Chapter 2: FSMS Transaction Coding | In "FedEx International Express Shipping", in the table with service types:  
  Changed "05 – International First" to "06 – International First"  
  Added "57 – FedEx First Europe" |
| Chapter 2: FSMS Transaction Coding | In "Freight Shipping – FedEx Express", deleted "Reference" from "FedEx Service Reference Guide" |
| Chapter 2: FSMS Transaction Coding | In "Dry Ice Shipping", changed Note message from  
  "Previously, dry ice weight was required to be in kilograms only and entered in  
  field 43 (Dry Ice Weight). A new weight field for package weight, field 1670  
  (Package/ Shipment Weight), allows for two implied decimals for all weight entries  
  regardless of weight type (pounds or kilograms). To provide transactional  
  consistency, a new Dry Ice Weight field (field 1684), was also introduced with  
  the same two implied decimal parameters. This new field also accepts dry ice weight  
  in either pounds or kilograms depending on the weight type chosen for the  
  shipment itself in field 75 (Weight Type)."  
  to  
  "To provide transactional consistency, the Dry Ice Weight field (field 1684), has  
  two implied decimal parameters and also accepts dry ice weight in either pounds  
  or kilograms depending on the weight type chosen for the shipment itself in field  
  75 (Weight Type)." |
| Chapter 2: FSMS Transaction Coding | In "Signature Services", in description of Direct Signature Required, changed  
  "Current AutoPOD option for FedEx Ground will be renamed Direct Signature  
  Required."  
  to  
  "Direct Signature Required replaces AutoPOD." |
| Chapter 2: FSMS Transaction Coding | In "Special Handling" table under "Returns Shipping":  
  Deleted "Signature Proof of Delivery" and indices  
  Changed "Signature Release" to "Signature Services" and indicated "Yes" to  
  Ground index |
| Chapter 2: FSMS Transaction Coding | In "Tie and Outbound and Return together – Track by RMA number", second  
  paragraph changed from:  
  "Existing field 1538 Search relationship type code is modified to allow a new field  
  for RMA number. The value for RMA Number on this field should be 10. The  
  actual RMA number shall be passed in existing field 1537 Search Relationship  
  string."  
  to  
  "Field 1538 Search/Relationship type code allows a value for RMA number. The  
  value for RMA Number on this field should be 10. The actual RMA number shall  
  be passed in existing field 1537 Search/Relationship Type string." |
| Chapter 2: FSMS Transaction Coding | In "Meter Query Request/Reply (070/170)", changed Field 556 name from  
  "Process Request Code" to "Process Request Type" |
| Chapter 2: FSMS Transaction Coding | In "Adding a Piece to the Open Shipment", changed "21 – Package Weight"  
  to  
  "1670 – Package Weight" |
| Chapter 2: FSMS Transaction Coding | In Note under "Confirming a Piece and Printing a Label", corrected spelling of  
  shipment from "shiment" |
| Chapter 2: FSMS Transaction Coding | In "Open Ship Table":  
  Changed Dry Ice Weight field ID from 43 to 1684  
  Deleted 3008 (AutoPOD flag)  
  Deleted 3009 (AOD flag)  
  Changed 3059 field name from "Shipment Integrity Number" to "Shipment  
  Identifier Number" |
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 3: FSMS Shipping Labels</td>
<td>In the Note under &quot;Creating Custom Labels&quot;, deleted &quot;new&quot; and &quot;existing&quot; from &quot;FSMS includes the new 2D label format which standardized the appearance and data content for FedEx Ground and FedEx Express labels. The 2D label format replaces the existing ASTRA barcode with the PDF-417 barcode for all shipping types.&quot;</td>
</tr>
<tr>
<td>Chapter 4: FSMS Revenue Management</td>
<td>In second bulleted paragraph under &quot;List/Base Rates for FedEx Express and FedEx Ground Shipping&quot;, deleted the &quot;d&quot; from &quot;used&quot;</td>
</tr>
<tr>
<td>Chapter 4: FSMS Revenue Management</td>
<td>Under &quot;Bundling Rules&quot;, changed last sentence from &quot;Recipient Name is not used in the bundling logic; therefore, if you are shipping to an individual, enter the name as the &quot;Recipient Company.&quot; to &quot;Recipient Name is not used in the bundling logic; therefore, if you are shipping to an individual, enter the company name as the &quot;Recipient Company.&quot;&quot;</td>
</tr>
<tr>
<td>Chapter 5: Using FSMS Utilities</td>
<td>Under &quot;Ground EPDI File Reader Utility&quot;, changed from &quot;With FSMS v 7.6, the task of creating Ground EPDI (Electronic Package Detail Information) files has been transferred from FSMS to FedEx backend systems. FedEx Ground package data is now uploaded on the same Hourly Upload interval as Express package data.&quot; to &quot;The Ground EPDI (Electronic Package Detail Information) files are created by the FedEx backend systems instead of by FSMS. FedEx Ground package data is uploaded on the same Hourly Upload interval as Express package data.&quot;</td>
</tr>
<tr>
<td>Chapter 5: Using FSMS Utilities</td>
<td>Under &quot;GoToAssist&quot;, changed from &quot;To enhance the remote access repair process for FSMS, beginning with FSMS v 7.6, FedEx has replaced pcAnywhere with GOTOAssist™. As with pcAnywhere, FedEx Help Desk representatives will initiate and execute the GoTOAssist process when needed to remotely access an FSMS system.&quot; to &quot;For the remote access repair process for FSMS, FedEx has the GoToAssist™ tool. FedEx Help Desk representatives will initiate and execute the GoToAssist process when needed to remotely access an FSMS system.&quot;</td>
</tr>
<tr>
<td>Chapter 5: Using FSMS Utilities</td>
<td>Under &quot;GoToAssist&quot;, removed &quot;r&quot; from &quot;User&quot; under the Overview bullets for &quot;User the draw, highlight, and laser pointer tools on the shared desktop&quot;</td>
</tr>
<tr>
<td>Glossary</td>
<td>In description of &quot;Accessorial Charges&quot;: Deleted &quot;Acknowledgement of Delivery (AOD)&quot; Changed &quot;Insurance&quot; to &quot;Declared Value&quot;</td>
</tr>
<tr>
<td>Glossary</td>
<td>In description of &quot;Girth&quot;, changed &quot;Girth = (2&quot; Width + 2&quot; Height)&quot; to &quot;Girth = (2\ast Width + 2\ast Height)&quot;</td>
</tr>
<tr>
<td>Country Codes</td>
<td>Changed &quot;Nambia&quot; to Namibia&quot;.</td>
</tr>
<tr>
<td>Entire Document</td>
<td>Changed references of v. 7.8 to 8.0 (except in What’s New)</td>
</tr>
<tr>
<td>Entire Document</td>
<td>Changed all remaining references to &quot;FedEx Service Reference Guide&quot; to &quot;FedEx Service Guide&quot;</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>In field 17 comments, changed &quot;See Note 9 in Appendix E of the FSMS TCR Version 8.0 for a list of Postal Aware Countries.&quot; To &quot;See Note 8 in Appendix E of the FSMS TCR Version 8.0 for a list of Postal Aware Countries.&quot;</td>
</tr>
<tr>
<td>Appendix A – Currency Code Table</td>
<td>Changed from &quot;Brazilian Cruzado – BRC&quot; to &quot;Brazilian Real – BRL&quot;</td>
</tr>
<tr>
<td>Appendix A – Currency Code Table</td>
<td>Changed from &quot;Patacas&quot; to &quot;Pataca&quot;</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding, COD (FedEx Ground)</td>
<td>In field 186 (COD Add Freight Charges Indicator), changed values to &quot;Y or 1 = Add discounted net charge 2 = Add list net charge 3 = Add discounted COD charge 4 = Add list COD surcharge 5 = Add discounted Customer Total Charge 6 = Add list Customer Total Charge&quot;</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>In Numeric Fields section, added Note with following verbiage, &quot;Do not add leading zeroes to the beginning of a numeric field data value unless specifically specified within the data definition.&quot; Also, changed from: &quot;Only significant digits need to be included, however, the value may have leading zeroes.&quot; to &quot;Only significant digits need to be included.&quot; In example, changed from: &quot;If a field has a 6 as the Max Length, you must enter $1234 as either 001234 or 1234.&quot; to &quot;If a field has a 6 as the Max Length, you must enter $1234 as 1234.&quot;</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding, End-of-Day Close Request/Reply</td>
<td>Added the following sentence to paragraph: &quot;You can also close all meters with the one 007 transaction when you use field 2413 (Close All Meters Flag).&quot;</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding, Commercial Invoice</td>
<td>Added the following sentence to paragraph: &quot;With FSMS you can customize the CI to print on your company letterhead (field 2398).&quot;</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>Added section under Special Shipping Options entitled &quot;Third Party Consignee (TPC)&quot;</td>
</tr>
<tr>
<td>Glossary</td>
<td>Added TPC – Third Party Consignee</td>
</tr>
<tr>
<td>Chapter 3: FSMS Shipping Labels</td>
<td>Added following label types to table: 4 x 6 *.png image Deferred Label</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>In Pre-Ship Validation section, added new value of P and new paragraph for differentiating the values In Open Shipping section, Pre-Ship Validation for Open Ship, changed the value of 184 from Y to P</td>
</tr>
<tr>
<td>Chapter 4: FSMS Revenue Management</td>
<td>Added section called &quot;Net Charges for FedEx Express and FedEx Ground Shipping&quot;</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>Changed name of section entitled &quot;FedEx ShipAlert℠ Delivery (POD) Notification&quot; to &quot;FedEx ShipAlert® Notifications – Outbound, Delivery (POD), and Exception&quot;</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>In the &quot;FedEx ShipAlert® Notifications – Outbound, Delivery (POD), and Exception&quot; section, removed all previous information and replaced it with new to indicate the expansion of this feature.</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>In the table of Shipper Settings fields, removed Fax Number as an available field. (Screen shots should also not show Fax Number field.)</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>In Returns Shipping section, made the following changes: Changed heading of first column of table special services and their options for returns from &quot;Special Handling&quot; to &quot;Special Service&quot;. Added &quot;Exception notification&quot; in row under &quot;Delivery notification&quot; Changed value under Ground and Home delivery for Delivery notification to Yes.</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>Removed field 3035 (ShipAlert/Predelivery Alert Fax Number) from Open Ship Table.</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>In FedEx Ground Shipping Transaction section, removed FedEx Signature Home Delivery as service since that is no longer an option. Signature service options for both Express and Ground replaced it.</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>Added new section, &quot;Freight Shipping – FedEx Freight (Create/Print a Bill of Lading)&quot;, after &quot;Freight Shipping – FedEx Express&quot;</td>
</tr>
<tr>
<td>What’s New</td>
<td>Added the following features: System Level Close Demand Download Transaction</td>
</tr>
<tr>
<td>What’s New</td>
<td>Added the following features: Demand Download Transaction COD Amount Enhancements Minimum Package Size Requirement New Postal Routing Countries (maintenance) Sequence Number Added to Dangerous Goods Transaction</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Chapter 3: FSMS Shipping Labels | Download Ground Rates by Meter  
| | 4 X 6 PNG Label  
| | Recipient Location Number |
| What’s New | Just below "*.PNG Labels", added new section:  
| | 4 X 6 *.PNG Labels |
| Chapter 2: FSMS Transaction Coding, B13A: Canada Export Shipping | Revised this section to include new requirements for B13A and new field value for  
| | 1651 (B13A Filing Options) |
| What’s New | Added the following features:  
| | IPD/IDF/IED CCI Format  
| | Canada B13A Enhancements |
| Chapter 2: FSMS Transaction Coding | Under Shipment Level vs. Package Level section added a subsection called  
| | "Guidelines for using shipment level/package level fields"  
| What’s New | Added the following new features:  
| | Shipment data saved when upgrading  
| | SED/EEI Final Rule Implementation  
| | Shipment Tracking Enhancements  
| | Shipment Notification Enhancements  
| | SmartPost  
| | Allow Commercial Invoice to Print on Company Letterhead  
| | Third Party Consignee Service from APAC Countries  
| | Common Rate Server (CRS) Downloadable Ground Fuel Surcharge  
| | Support for Ground Rate Tables other than Prepaid  
| | CRS/Enable Ground Surcharge Discount  
| | Deferred Labels |
| What’s New | Added Open Ship Pre-ship Validation  
| | Create and Print Bill of Lading (BOL) |
| Chapter 2: FSMS Transaction Coding | Added Download Request/Reply transactions 057/157 |
| Chapter 1: Setting up FSMS | Added the following sentence in the Ground Doc-Tab Configuration section:  
| | "One of the values available for the Doc-Tab and the reference section of the label is Recipient Location Number."  
| Chapter 1: Setting up FSMS | Added "Systems Requirements" section to this chapter immediately after the  
| | Overview  
| Chapter 2: FSMS Transaction Coding | Added a new section, Document Shipments, in the International Shipping portion of  
| | chapter 2  
| What’s New | Added the following features:  
| | Improved Document Shipping Process (International)  
| | Purpose of Shipment (International)  
| | Expanded Commodity Description  
| | Tracking Number/Bar Code on Customs Documents  
| | Multiple Countries of Manufacture |
| Chapter 2: FSMS Transaction Coding | In the Commercial Invoice section of international shipping, added info for field  
| | 2397 (Purpose of Shipment Code) |
| Chapter 2: FSMS Transaction Coding | In the International portion, added a section, International Shipment Support  
| | Documents, to show that FMS can print not only CI but Proforma Invoice,  
| | Certificate of Origin, and Shipment Detail. |
| What’s New | Added the following feature:  
<p>| | Additional International Documents |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 6: FSMS Reports</td>
<td>Added the following as types of reports FSMS can generate: Proforma Invoice, Certificate of Origin, Shipment Detail Report</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>Added a section, Prohibited Commodities, in the international shipping portion with a referral to <a href="http://fedex.com">fedex.com</a></td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>To the Shipper’s Export Declaration (SED) section, added new information update per new FTR rules. Changed SED to SED/EEI throughout.</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>Added Revised Invoice Format feature</td>
</tr>
<tr>
<td>Chapter 5: Using FSMS Utilities</td>
<td>Removed the following note regarding R3 in Chapter 5: &quot;Do NOT use R3 to export/import tracking numbers from a version below v 7.2 to v 7.2. Prior to v 7.2, a single range of tracking numbers was shared by all meters on a server. With FSMS v 7.2 and higher, tracking numbers are assigned at the meter level. After importing data from below v 7.2 to v 7.2, a Demand Download must be performed to obtain new tracking numbers.&quot;</td>
</tr>
<tr>
<td>Appendix A</td>
<td>Updated the Currency Code table to show all currencies 8.0 will now accept</td>
</tr>
<tr>
<td>Appendix A</td>
<td>Added Nunavut (NU) as new province code to Canadian province table</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>For Upgrading from a Previous Version of FSMS, replaced screen shots and added new step to process to include query regarding saving shipping data.</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>For Uninstalling FSMS 8.0, replaced all screens captures</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>For Performing a New FSMS Install, replaced old screens with those that had v. 8.0 on the screens.</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>In Configuring FSMS, Doc-Tab Settings, step 6 was changed from &quot;To save your input, click OK&quot; to &quot;To save your input, click Apply or Apply &amp; Exit&quot;.</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding, Open Shipping</td>
<td>Added samples of Create and Add for 5 Piece Shipment for both Express and Ground to sample list</td>
</tr>
<tr>
<td>Introduction</td>
<td>Updated chapter summaries</td>
</tr>
<tr>
<td>Chapter 6: FSMS Reports</td>
<td>Added FedEx Shipment Summary Report, Proforma Invoice, and Certificate of Origin to eligible reports and associated table</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>Replaced Report Settings screen in Configuring FSMS. Also captured new portions of the screen for the table under it. Notated regarding Shipment Summary and Freight reports.</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>Replaced Label Settings screen in Configuring FSMS. Added Freight Report Printer ID info to this section of chapter, including capture of screen.</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>Replaced Meter Settings screen in Configuring FSMS section.</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>In Meter Settings section of Configuring FSMS, changed non rated description from &quot;If Non Rated is selected, FSMS will not a rate download Express rates.&quot; to &quot;If Non Rated is selected, FSMS will not download Express rates.&quot;</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>In Meter Settings section of Configuring FSMS, added Third Party Consignee to Express Options table.</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>In Meter Settings section of Configuring FSMS, added &quot;and FedEx Home Delivery&quot; to the Ground Enabled description of Ground Options table</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>In Meter Settings section of Configuring FSMS, Ground Options table, removed Home Delivery and Cycle Count options from table</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>In Meter Settings section of Configuring FSMS, changed verbiage for Software ID Data Capture to indicate it was a button and added the screen the button launches</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>In Advanced Settings section of Configuring FSMS, replaced screen; removed from the table under Advanced Settings: Revenue Retention Interval, Purge Time, Backup Directory (The Revenue Settings section does not display on v.8.0.)</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>In Troubleshooting Your FSMS Application section, added a screen capture of the icon for Close Monitor and replaced the Close Monitor screen.</td>
</tr>
<tr>
<td>Chapter 5: Using FSMS Utilities</td>
<td>Replaced the Demand Download screen in the Demand Download Utility section</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Chapter 5: Using FSMS Utilities</td>
<td>In Ground Rates and Discounts section, replaced the Extra Services/Discounted Accessorials screen</td>
</tr>
<tr>
<td>Chapter 5: Using FSMS Utilities</td>
<td>Under Reports Viewer Utility, added to list of reports available for Intl, IPD, IDF, and Ground</td>
</tr>
<tr>
<td>Chapter 5: Using FSMS Utilities</td>
<td>In the FedEx Ship Manager Server Console section, replaced the initial screen</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>Removed AOD and AutoPOD since these were replaced with Signature Service Options</td>
</tr>
<tr>
<td>Chapter 5: Using FSMS Utilities</td>
<td>Added a section on Meter Registration Utility. This was formerly called ACU (Automatic Configuration Utility) and was in previous software versions, but not discussed as thoroughly in the User Guide. It is also noted in Chapter 1 for the install process.</td>
</tr>
<tr>
<td>What’s New</td>
<td>Added &quot;Customer Bar Code on Doc-Tab&quot; feature with indication of field 1621 (Doc-Tab Bar Code)</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>Under Commodity Rules, Adding Commodities, and Document Shipments, removed references to field 78. This is for depreciated status of field 78. Customers are encouraged to use fields 82 and 1030 instead.</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>Removed field 1208 (Signature Release) from the Open Ship Table</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>Updated or added the following in the Setting Up Printers section:</td>
</tr>
<tr>
<td></td>
<td>Adding a Local Printer</td>
</tr>
<tr>
<td></td>
<td>Adding a Local TCP/IP Printer</td>
</tr>
<tr>
<td></td>
<td>Adding a Windows Network Printer</td>
</tr>
<tr>
<td>Entire document</td>
<td>Added Revision History</td>
</tr>
<tr>
<td>Chapter 1: Setting up FSMS</td>
<td>Added the following note to Label Settings section of Chapter 1 and to the hazardous materials reports in Chapter 6:</td>
</tr>
<tr>
<td>Chapter 6: FSMS Reports</td>
<td>&quot;If printing the FedEx Ground Hazardous Materials form OP-900, please use the Windows Generic/Text only printer driver and not the Lexmark printer driver. This will allow the custom form OP-900, defined in the Windows Print Server, to be used.&quot;</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>In the Field Editing Guidelines section and the Alphanumeric Fields and Special Characters section, added warning about the use of quotation marks (&quot;), apostrophe (‘), and caret (^) in transactions</td>
</tr>
<tr>
<td>Introduction, Glossary</td>
<td>Added reference to FedEx Service Guide for an understanding of shipping, FedEx services, and more definitions of terms</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>In the FedEx Express International Shipping section, changed the description for field 68 (Currency Type) from &quot;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.&quot; to &quot;If the customs value is of a currency type other than USD, the currency type must be added as part of the transaction.&quot;</td>
</tr>
<tr>
<td>Entire document</td>
<td>• Changed field 68 name from &quot;Currency Type&quot; to &quot;Customs Currency Type&quot;</td>
</tr>
<tr>
<td></td>
<td>• Changed field 1090 name from &quot;Rate Currency&quot; to &quot;Declared Value/Rate Currency Type&quot;</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>Added note to Delete a Commodity section: &quot;One commodity is always required to exist within an Open Shipment. A commodity may not be deleted if it is the only commodity in the shipment. To delete a commodity, another commodity must first be added.&quot;</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>Deleted &quot;Domestic FedEx Ground MPS&quot; from the 023/123 Global Delete Request/Reply section</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>In BSO section, changed &quot;BSO is also known as IPBSO (International Priority Broker Select).&quot; To &quot;BSO is also known as FedEx International Broker Select&quot;.</td>
</tr>
<tr>
<td>Chapter 2: FSMS Transaction Coding</td>
<td>Added new transaction, Rate Available Services (025/125)</td>
</tr>
</tbody>
</table>
### Revision History

#### What's New
- Added the following features:
  - Economy Service from IN, AE, and DE
  - Algeria Destination

#### Appendix A
- Changed Algeria in Country Code Table to "Y" for available as destination shipping country

#### Chapter 1: Setting Up FSMS
- In "Printing to a Windows-Based Print Share Network", step 4, deleted Windows NT and added 2003.
- In "Adding the FEDEXUSER Account",
  - Replaced screens with Windows 2000
  - Changed from "Windows NT 4.0" to "Windows 2000" in Note box

#### Chapter 2: FSMS Transaction Coding
- In Shipper’s Export Declaration section, added note indicating that though ready for governmental changes for SED/EEI, FSMS v8.0 has relaxed edits to accept XTN, ITN, and FTR as previously entered in field 1358 (FTR, ITN, and XTN Entry) with v7.6.

#### Chapter 3: FSMS Shipping Labels
- In the table of label types, added row to separate PNG label from laser label

#### Appendix A: Value Reference Tables
- Changed status of Switzerland in Country Code Table to "Y" for eligible shipping destination

#### Chapter 2: FSMS Transaction Coding
- In the B13A Canada Export Shipping section,
  - Reduced currency type in to one (CAD) in first paragraph
  - Deleted value of "B13A – FedEx to stamp" from values for field 1651
  - Deleted verbiage in Note box and replaced with all new verbiage

#### Chapter 2: FSMS Transaction Coding
- In the guidelines section, added explanation of implied vs. explicit decimals

#### Chapter 1: Setting Up FSMS
- In the Configuring FSMS section, added a note box with warning regarding opening FSMS Configuration Utility while shipping

#### Appendix A, Canadian Province Table
- Changed province codes for the following:
  - Newfoundland = NL (from NF)
  - Quebec = QC (from PQ)

#### Chapter 1: Setting Up FSMS
- In the Configuring FSMS section, replaced the following screens:
  - Shipper Settings
  - System Settings
  - Report Settings
  - Meter Settings
  - Advanced Settings
  - Tracking Numbers
Introduction

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 functionalities:

- Shipping to and from any FedEx service location
- Tracking any packages shipped with FedEx including those shipped with FSMS or any other FedEx automation solution as well as manual or pre-printed air waybills
- Routing using Universal Routing and Sorting Aid (URSA) for FedEx Express shipments and ZIP/postal codes for FedEx Ground shipping
- Rating for any U.S. 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.

See the FedEx Service Guide to learn more about shipping and the array of FedEx services available to meet all your shipping needs.

Features of the User Guide

To help you use FSMS to automate your shipping operations, the following sections are provided as part of this FSMS 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 functionalities 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 8.0 Transaction Coding Reference (FSMS TCR Version 8.0).

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 system requirements for FSMS. In addition, it provides steps for:

- Installing FSMS
- Using the Meter Registration utility
- Entering configuration information to personalize FSMS for your operations
- Setting up printers
- Troubleshooting advice

Setting up your FSMS software correctly will provide shortcuts for shipping and will help make your FSMS implementation seamless and efficient.
Introduction

Chapter Two: FSMS Transaction Coding
FSMS is a transaction-based shipping solution. Therefore, you can build your own transaction set based on all of the transactions supported by FedEx in the FSMS software. In this section of the User Guide you will find:

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

Chapter Three: FSMS Shipping Labels
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 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 includes several utilities designed to facilitate management of tracking numbers, labels, invoices, revenue, and reports. Chapter Five of the User Guide details the procedures for using the following utilities:

- 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)
- Report Viewer Utility
- Ship Manager Server Console
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

Appendix A contains several tables of FedEx shipping rules which are useful for creating shipping transactions. These tables are:

- Unit of Measure Code Table – Harmonized Tariff Schedule (HTS)
- Currency Code Table
- Country Code Table
- U.S. State Code Table
- Canadian Province Code Table
- Mexican State Code Table
- Maximum Allowable Weights per Packaging/Service Table
- Vague Commodity Descriptions

**NOTE:**
The reference tables provided in Appendix A are not a complete reference of all available information. Complete FedEx Express and FedEx Ground business rules are contained in the FedEx Service Guide, which is available free of charge by contacting 1.800.Go.FedEx (1.800.463.3339) or your FedEx Account Executive. The FedEx Service Guide is also available online in .pdf format at fedex.com.

Glossary

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

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Level Close</td>
<td>Now you can close all meters with just one transaction. A new optional field (Close All Meters Flag) has been added to the 007 transaction (End-of-Day Close Request). Used in conjunction with Carrier Code, you can close all meters for a specific carrier or all carriers.</td>
</tr>
<tr>
<td>Demand Download Transaction</td>
<td>A new Demand Download transaction provides all the functionalities offered by the Demand Download Utility.</td>
</tr>
<tr>
<td>Reference Number on Express DG 1421C Form</td>
<td>When shipping Dangerous Goods via FedEx Express, the reference number will now print on the Dangerous Goods form 1421C.</td>
</tr>
<tr>
<td>COD Amount Enhancements</td>
<td>This enhancement offers additional, accumulated charges into a COD amount for a single package: discounted net, list net, discounted COD, list COD, discounted customer total charge, list customer total charge.</td>
</tr>
<tr>
<td>Shipment data saved when upgrading</td>
<td>When upgrading FSMS software, you can save shipment data in the current software to the database for access with the new software. An option is provided during the install process to save or discard the shipping data.</td>
</tr>
<tr>
<td>Minimum Package Size Requirement</td>
<td>Previously, when using your own packaging, the minimum accepted package size was 7x4x2 (LxWxH) for inches and 18x11x6 (LxWxH) for centimeters. Now the minimum package size accepted by FSMS is 1x1x1 for both inches and centimeters.</td>
</tr>
</tbody>
</table>
| New Postal Routing Countries (maintenance) | The following three countries are now considered postal aware and will require entry of a correct postal code to complete routing and successfully process the shipment:  
  - Luxembourg  
  - Portugal  
  - Finland  
  If the correct postal code is not provided, the shipment will fail, and an error message will be provided indicating that the postal code is incorrect. |
| Sequence Number Added to Dangerous Goods Transaction | An optional field, DG IATA Sequence Number, is now available to make processing of Dangerous Goods transactions easier when there are multiple dangerous goods in the same shipment with the same UN number. |
| Download Ground Rates by Meter | FedEx Ground discount rates may now be downloaded by meter number at reconcile time. Previously, these rates were only available via the Demand Download Utility and by unique account number. |
| 4 X 6 PNG Label | FSMS v 8.0 now supports a *.png label image that is the same size as the thermal label, 4" X 6". This file can be saved to a local directory by default or to the one that you indicate. |
| Recipient Location Number | The new Recipient Location Number field is available for FedEx Ground and Home Delivery shipping to input a store number that will be embedded within the bar code. The location number will be available to print on the doc-tab and the label. |
| IPD/IDF/IED CCI Format | For IPD, IDF, and IED shippers, a format is now available to print a Consolidated Commercial Invoice (CCI) that will expedite clearance and reduce time for FTN. |
| Canada B13A Enhancements | Canadian exporters to non-US destinations now have new features with FSMS v. 8.0:  
  - A new value to B13A Filing Options to request FedEx Canada to stamp the B13A on their behalf  
  - Incorporation of Canada’s rule for shipments with customs value of $2000 CAD or more  
  - Opportunity to enter B13A Exemption # to the Export Statement Data field to help prevent customs delays  
  - Printing of the B13A information on the shipping label |
| Shipment Summary Report | This new report provides a total package count by service for all FedEx Express and FedEx Ground shipping within a given cycle. In addition, the Summary Report will provide subtotals by  
  - Domestic Express |
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Feature</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>• Domestic Express Freight</td>
<td></td>
</tr>
<tr>
<td>• International Express</td>
<td></td>
</tr>
<tr>
<td>• International Express Freight</td>
<td></td>
</tr>
<tr>
<td>• Ground</td>
<td></td>
</tr>
<tr>
<td>• Home Delivery</td>
<td></td>
</tr>
<tr>
<td><strong>SED/EEI Final Rule Implementation</strong></td>
<td>Shippers who export goods out of the U.S. valued at greater than $2500 USD, or that contain commodities requiring an export license or permit, or that are subject to International Trade in Arms Regulations (ITAR) have had to file a Shipper’s Export Declaration (SED) with the U.S. Government’s Automated Export (AES) System. The SED has changed to EEI (Electronic Export Information). To be compliant with export laws and regulations, FSMS v. 8.0 provides the shipper opportunity to provide an SED/EEI exemption or AES Proof of Filing Citation and print it on the label and shipment manifest.</td>
</tr>
<tr>
<td><strong>Shipment Notification Enhancements</strong></td>
<td>Previously, e-mail notifications were restricted to outbound (FedEx ShipAlert) and delivery notifications, and these could only be in English or French. Now FSMS has added Exception Notifications, e.g., general delivery exceptions, incorrect address, customs delay, and international shipment release. Also, now there is an array of eighteen languages that can be used for notifications. Some languages can be further defined by locale codes for more specific dialects. Notifications can be sent to Shipper, Recipient, Broker, and up to three other e-mail addresses you choose to provide.</td>
</tr>
<tr>
<td><strong>Shipments Tracking Enhancements</strong></td>
<td>A new tracking transaction has been added. With the 404/504 tracking request/reply, FSMS v. 8.0 users can: Track shipments on multiple carriers, including: FedEx Express, FedEx Ground and Home Delivery, FedEx Freight, FedEx Custom Critical®, FedEx Cargo. Track shipments not only using a tracking number, but also using multiple references depending on the carrier. These may include: Customer reference, PO number, Invoice number, TCN, Bill of Lading (BOL), Department, Customer Authorization Number, RMA number, Part number, Partner Carrier number. These carrier and reference options are not exhaustive. Receive tracking status descriptions in a language other than English.</td>
</tr>
<tr>
<td><strong>SmartPost</strong></td>
<td>FSMS supports FedEx SmartPost, which specializes in the consolidation and delivery of high volumes of low-weight, time-sensitive business-to-consumer packages using the U.S. Postal Service (USPS) for final delivery. This service provides delivery Monday through Saturday to all residential addresses in the U.S., including P.O. boxes and military APO and FPO destinations. SmartPost is a contract service. Please contact your FedEx Account Executive for more information.</td>
</tr>
<tr>
<td><strong>Allow Commercial Invoice to Print on Company Letterhead</strong></td>
<td>Certain countries do not accept Commercial Invoices unless they are on company letterhead. With the addition of a new field (CI Company Letterhead Header), FSMS v. 8.0 can now customize the top margin of the Commercial Invoice so that you can print it on company letterhead.</td>
</tr>
<tr>
<td><strong>Third Party Consignee Service from APAC Countries</strong></td>
<td>Third Party Consignee (TPC) is a service offered to shippers who do not want their recipients to know the commercial value of the shipment. This service enables deliveries of shipments to end recipients at destinations without a commercial invoice attached.</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>International Consignee Thermal Label Print Generation</td>
<td>FSMS v. 8.0 will now print one consignee thermal label instead of two for International Express shipments.</td>
</tr>
<tr>
<td>Common Rate Server (CRS) Downloadable Ground Fuel Surcharge</td>
<td>FSMS will now systematically receive any updated Ground Fuel rates during the nightly reconcile process.</td>
</tr>
<tr>
<td>Support for Ground Rate Tables other than Prepaid</td>
<td>Previously, when the Ground portion of the rate table was downloaded, only the Prepaid was received. Now rates other than Ground Prepaid, such as FedEx Home Delivery®, are downloaded.</td>
</tr>
<tr>
<td>CRS/Enable Ground Surcharge Discount</td>
<td>With enhancements to the Common Rate Server (CRS), FSMS will now be able to download discounts for FedEx Ground surcharges/accessorials that were formerly unavailable.</td>
</tr>
<tr>
<td>Deferred Labels</td>
<td>Labels can now be saved to be printed at a later date. A new value for Label Format Field has been added to support this feature as well as a new field (Deferred Label Flag). The label can be printed as the original label using the 095 transaction.</td>
</tr>
<tr>
<td>Open Ship Pre-ship Validation</td>
<td>A new functionality has been added to field 184 (Pre-Ship Validation Flag) which allows shipment validation at the time of the Create transaction rather than during the Confirm. This enables any errors to be corrected without having to do an Edit transaction and before the shipment is committed to the database. Validation includes: • Service availability to destination • Weight limit with Service Type • Special Service availability with Service Type or package weight</td>
</tr>
<tr>
<td>Create and Print Bill of Lading (BOL)</td>
<td>For shippers who use FedEx Freight, FSMS will now create and print a Bill of Lading (BOL) to go with their freight shipment. FSMS will also handle the bar-coding of the Freight PRO number used for tracking purposes in Freight. To support this feature, several new fields have been added.</td>
</tr>
<tr>
<td>Improved Document Shipping Process (International)</td>
<td>Document shipments can now be shipped with a customs and carriage value as well as having customs paperwork printed. A new field (Document Description) can be used to input approved descriptions of documents and reduce customs delays.</td>
</tr>
<tr>
<td>Purpose of Shipment (International)</td>
<td>With the new Purpose of Shipment Code field, exporters can now identify in defined values the purpose of each shipment. This purpose will print on the Commercial Invoice.</td>
</tr>
<tr>
<td>Expanded Commodity Description</td>
<td>The field length of Commodity Description has been expanded from 148 characters to 450 characters. The area on the Commercial Invoice has been adjusted to accommodate the expansion.</td>
</tr>
<tr>
<td>Tracking Number/Bar Code on Customs Documents</td>
<td>With FSMS 8.0, the master tracking number and 128 bar code will now print on all customs paperwork (Commercial Invoice, Proforma Invoice, Certificate of Origin) in the upper right hand corner of the document.</td>
</tr>
<tr>
<td>Multiple Countries of Manufacture</td>
<td>For international shipments of a single commodity when customs documentation is unnecessary, you can now use XX for the Country of Manufacture field if multiple countries of manufacture apply.</td>
</tr>
<tr>
<td>Additional International Documents</td>
<td>A new field, Shipment Documentation Flag, has been added to indicate your request for support documents when exporting shipments. The documents you can request are: • Commercial Invoice (default) • Proforma Invoice • Certificate of Origin • Shipment Detail These documents can also be saved to reprint later using the 095 reprint transaction or Report Viewer Utility.</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Revised Invoice Format</td>
<td>FSMS now supports additional reference fields (PO number and Invoice number) for Express shipments on the paper invoice. When these fields (e.g., 3001, 3002, 3056, 3057) are used, the information populates as reference for the shipment or package on the invoice. Purchase Order Number and Invoice Number have also been added to the doc-tab value fields for Express doc-tabs. In the FSMS Configuration utility, Doc-Tab Settings, select either or both to print on the Express doc-tab.</td>
</tr>
<tr>
<td>Customer Bar Code on Doc-Tab</td>
<td>A new field, Doc-Tab Bar Code (1621), can now be used to print a bar code on the doc-tab instead of the reference information. An optional Doc-Tab Bar Code Header field (1959) is also available to identify and print in text the information encoded in the bar code.</td>
</tr>
<tr>
<td>Rate Available Services</td>
<td>With the new 025/125 Rate Available Services Request/Reply transactions, you can send in a single Request to receive FedEx services available and corresponding rate quotes for your shipment.</td>
</tr>
<tr>
<td>Transactions</td>
<td></td>
</tr>
<tr>
<td>Economy Service from IN, AE,</td>
<td>Shipments originating from India, United Arab Emirates, and Germany may now be economy service. Shippers from these countries can enter 03 (International Economy) or 86 (International Economy Freight) in field 1274 (Service Type) for this service.</td>
</tr>
<tr>
<td>and DE</td>
<td></td>
</tr>
<tr>
<td>Algeria Destination</td>
<td>Algeria (DZ) has been added as a destination eligible for receipt of shipments.</td>
</tr>
</tbody>
</table>
## Referenced Documents

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>FedEx Ship Manager Server Transaction Coding Reference (TCR), Version 8.0</td>
<td>Contact your CIC.</td>
</tr>
</tbody>
</table>
Chapter One: Setting Up FSMS

Overview

This chapter of the FSMS User Guide contains step-by-step instructions for configuring the FSMS software on a server, including:

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

Systems Requirements

Minimum Systems Requirements

- Windows 2000 SPK4 or 2003 SPK1 Server operating systems
- 256 MB RAM
- 1.133 GHz processor
- 4 GB hard drive (minimum)
- Hayes compatible 56k modem
- 10/100 Mbps Network Adapter
- Windows compatible CD ROM drive

Recommended Systems Requirements

- Windows 2000 SPK4 or 2003 SPK1 Server operating systems
- 1 GB or more of RAM
- 2.5 GHz or higher XEON processor
- 10 GB or larger hard drive
- Hayes compatible 56k modem
- 100 Mbps Network Adapter
- Windows compatible CD ROM drive

Supported Thermal Printers

- Eltron LP2348
- Eltron LP2443
- Unimark U550
- Zebra DA402
- Any ZPL supported Zebra printer
Supported Dot Matrix Printers

- Lexmark 2480
- IBM 2488

Recommended Servers (Other models are not supported by the FedEx Hotline.)

- Compact ProLiant ML310/330
- Compact ProLiant ML350
- Compact ProLiant DL360
- Dell PowerEdge 1650
- Dell PowerEdge 2650
- Gateway 920C
- Gateway 935C
- HP LP 110R
- HP TC2110
- IBM 205 Xserver
- IBM 220 Xserver

Since FedEx Ship Manager Server software offers the ability to communicate with FedEx directly through a network connection, the following items are required for network connectivity:

- GoToAssist is used for support.
- The server running the software application must be configured to TCP/IP protocol.
- WinSocket must be loaded on the server.
- The server must have a network connection.
- A dedicated IP address is required.

To integrate FedEx Ship Manager server software with your enterprise resource planning, warehouse management, scanning, or third-party systems, etc., you will need dedicated IT resources to program shipping transactions and network these systems. Visit fedex.com for more information.
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 exists 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.

✓ If you are running FSMS Version 6.1.X 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:

- Before you can install FSMS software, an **Administrator account** must be established. 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 File Transfer Protocol (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 Customer Service 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.
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.

2. Click the Browse button on the Run window to locate FSMS. The directory path is:
   `FXRS0XXX/InstallFXRS0XXX` ("XXX" indicates the software version. For example: FXRS0800).

3. Double click the FSMS v 8.0 icon on the Run window to start the FSMS installation program. The following screen displays:

4. Click Next to start the installation process. Your server will need to be rebooted once at the end of the installation process.
5. Select the folder or drive where FSMS will be installed. The default location is `C:\FedEx`. Click **Change** to select an alternate folder or drive location. Click **Next** to continue.
6. Select the type of installation to be performed.

   Installation types:
   - **Full** – select Full to install all FSMS shipping components and all FSMS utilities.
   - **Custom** – select Custom to select which program features you want to install.

   Click **Next** to continue.
7. Review the installation settings. Click **Next** to proceed or **Back** to change.

**NOTE:**

*For "software only" installations, a FedEx End User License Agreement will display. Only after accepting the agreement will the installation proceed.*
8. Enter the account **Password** and **Confirm**.
   Click **Next** to continue.
9. 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.
10. To configure a Network Connection through the public Internet, select **Network**.

   Click **Next** to continue.

11. To configure a Network Connection through a virtual private network, select **Private**.

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

13. If your Company’s network configuration requires that you use a proxy to access networks outside your firewall:
   a. Check Connect through a Proxy Server.
   b. Enter the proxy Address for your network.

14. To check the connection to FedEx, click the Test Internet Connection to FedEx button. The message below indicates successful communications with FedEx.
15. To set a Proxy password, click the **Set Proxy Password** button. Otherwise, click **Finish**.

![Set/Change Proxy User & Password](image)

16. Enter the required proxy information. Click **OK**.

17. Click **Finish**. This step completes the communication setup part of the installation.

![FedEx Ship Manager Server v 8.0 - InstallShield Wizard](image)

18. To launch the Meter Registration utility immediately after reboot to reconfigure existing meter(s), check the **Yes, I would like to launch the Meter Registration utility after the reboot** checkbox, and click **Next** to proceed.

If the Meter Registration utility is to be manually launched after the installation to obtain a new meter, or to reconfigure existing meter(s), or if it will not be used, click **Next** and proceed to step 24.
19. Choosing to launch the Meter Registration utility after the reboot will cause the following screen to be presented:

![FedEx Installation FSMS v 8.0](image)

Please enter the required information below:

FedEx Acct. Number:  

Country:  

Postal Code:  

If you have an existing meter number for this device, please enter it below then click Next to continue. If you do not, please click Next to request a new meter from FedEx.

Meter Number:  

(Facet Only)

This meter has also been assigned child meters:  

Next  
Cancel

20. Enter all information then click **Next**.

a. If no meter number is entered, the following screen is displayed:

![Warning](image)

A meter number was not entered. Do you wish to obtain a new meter number?

Yes  
No
b. If you are requesting a new meter number, click Yes. The following screen then displays with your account number and postal code:

![FedEx Installation FSMS v 8.0](image)

Please enter the information below
(Except for Address 2, all information is required)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>FedEx Acct Number</td>
<td>199084747</td>
</tr>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Address 1</td>
<td></td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>US</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td></td>
</tr>
<tr>
<td>Postal</td>
<td>38017</td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Shipper Email Address</td>
<td></td>
</tr>
</tbody>
</table>

[Next] [Cancel]

c. Enter information and click Next.

21. If Child meters are to be reconfigured, after entering the master meter, check the **This meter has also been assigned Child meters** checkbox, then click Next.
22. 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**.

23. When entry is complete, click **Next** to continue.

   See "Meter Registration Utility" in Chapter Five: Using FSMS Utilities for more information about using the utility.
24. Your computer will need to be restarted to continue the process. Click **Finish**. After your server reboots, FSMS resumes the install process. When the processing is completed, you are asked to enter your Windows **Admin** password.
Upgrading from a Previous Version of FSMS

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: FXRS0780).

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 upgrade process.

5. During the process, you will be asked if you want to save your shipping data (from the older version). Make your selection.
6. After the final reboot is completed, the system will initiate a **Demand Download** to retrieve any data not retained during the upgrade.
Uninstalling FSMS v 8.0

Completely uninstalling FSMS v 8.0 will require two uninstalls: 1) the uninstall of FSMS, and 2) the uninstall of SQL Anywhere Studio 9, the FSMS database.

1. To uninstall FSMS v 8.0, use the Windows uninstaller accessed from the Control Panel menu.
2. Select FSMS from the Programs menu.
3. Select Change/Remove.
4. Click Yes to remove FSMS.
5. Click Finish to complete the uninstall and to reboot the server.
Chapter One: Setting Up FSMS

It is not required to remove Sybase if a reinstall of FSMS will be performed. FSMS cleans the database as part of the FSMS uninstall. However, if Sybase is to be removed, repeat the above steps with SQL Anywhere Studio 9 as the selected application.
Chapter One: Setting Up FSMS

Configuring FSMS

This section of the FSMS User Guide contains step-by-step instructions for configuring the FSMS software on a server.

Before using FSMS, the application must be properly configured using the FSMS Configuration Utility, which allows you to enter and store user and system specific data. The FSMS Configuration Utility has nine tabs used to enter function level data:

- Shipper Settings
- Report Settings
- Label Settings
- Doc-Tab Settings
- System Settings
- IPD/IED/IDF Settings (International Priority Distribution Configuration)
- Tracking Numbers
- 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 function buttons 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 FSMS Configuration Utility by using the X will NOT save the data you entered. You must click the Apply or the Apply & Exit button to save your entries.

If you are making configuration changes in an existing version of FSMS, you must be sure to perform a Close before changing any information.

NOTE:

If the FSMS Configuration Utility is open while shipping or executing transactions, an error may occur on FSMS. While this usage is not recommended, if it is necessary to open the FSMS Configuration Utility while shipping (including shipping by others on your server), contact your FedEx representative for steps to eliminate processing errors.

Shipper Settings

The Shipper Settings tab is used to enter information about the shipping origin location. FSMS supports the configuration and use of an unlimited number of shipping locations. A unique meter number is needed to establish and identify each shipping location. The unique meter number established and assigned to a shipping location is used for many FSMS functions such as meter level report generation, revenue data upload, and tracking number assignment. Meter numbers are unique to FedEx account numbers and may not be used with any account number other than the one to which it has been assigned. However, a single account number or a single location can be assigned many meter numbers.

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.
Chapter One: Setting Up FSMS

Adding a New Meter in the Shipper Settings window:
Select the **Shipper Settings** tab in the **FSMS Configuration** window. The following is a sample **Shipper Settings** window:

![FedEx Configuration window](image)

All required information on the **Shipper Settings** window must be entered prior to configuring any other information in the FSMS Configuration Utility. Required information is **bolded**. The **Shipper Settings** window allows you to add meters (both Master and Child) for shipping from your specified locations. 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.

When the FSMS Configuration Utility is launched, only the tabs that can be edited without entering a password into the **Access Privileges** box will be displayed. The remaining tabs can be viewed without editing capabilities by clicking the **Access Privileges** button and typing “**View**” (capital V) into the **Access Privileges** box. Editing information on the hidden tabs requires a higher level password. Contact your FedEx Customer Service Representative for assistance if access to these tabs is required.
If a correct password is entered into the **Access Privileges** window, all available tabs will be displayed as below:
Adding an Existing Meter to a new installation of FSMS:

**NOTE:**

This procedure is used to add existing meters to a new installation of FSMS via communications with FedEx. New meters should be requested using the FSMS Meter Registration utility accessed from the following desktop icon:

1. Click the **Access Privileges** button. The **Access Privileges** password window is displayed:

   ![Access Privileges Window](image)

2. Enter the password provided by your FedEx Customer Support Representative.
3. Click the **Add New** button. The **Add a Meter** window is displayed:

   ![Add a Meter Window](image)

4. Enter the **Meter Number** to be added.
5. Enter the **Account Number** of the associated meter number.
6. Select the origin **Country** for the meter number.
7. Enter the **Postal Code** for the meter number.
8. Click OK.

9. FSMS will attempt to retrieve meter information from FedEx systems. During this process, the following message will be displayed:

![Communicating with backend system please wait...]

10. If successful, the Shipper Settings and Meter Settings tabs of the FSMS Configuration Utility will be populated with the correct information for FedEx systems.

11. If unsuccessful, an error will be returned and the user will be prompted to enter the information manually.

Deleting a Meter:
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 Settings window. The Master meter may not be deleted. An attempt to delete the Master meter will result in the following error:

![Error -- Attempt to delete the master meter]

To delete a Master meter, another meter must first be designated as the Master. Contact your FedEx Customer Support Representative if deletion of a Master meter is required.

If the meter selected for deletion is not the Master meter, the following window will be displayed:

![Confirm Delete Current]

Are you sure you wish to Permanently Delete the current meter?

[Yes] [No]
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>Check this box to prevent multiple meters from using the same 9-digit FedEx account number. This will allow a Close Request transaction using the account number only.</td>
</tr>
<tr>
<td>Contact Name*</td>
<td>Enter the contact name. This can be a company name.</td>
</tr>
<tr>
<td>Company*</td>
<td>Enter the company name.</td>
</tr>
<tr>
<td>Department*</td>
<td>Enter the name of the department shipping from the assigned meter. This entry will print in the <strong>Sender</strong> section of the label. The <strong>Department</strong> field value can be overridden by using field 38 in the shipping transaction.</td>
</tr>
<tr>
<td>Address Line 1*</td>
<td>Enter the primary address for your location. This address usually includes the street name and number.</td>
</tr>
<tr>
<td>Address Line 2*</td>
<td>Enter any secondary address information, such as Suite #, for your location.</td>
</tr>
<tr>
<td>City*</td>
<td>Enter the city name from which shipping will originate.</td>
</tr>
<tr>
<td>Country*</td>
<td>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.</td>
</tr>
<tr>
<td>State/Province*</td>
<td>If you are located in the U.S., Canada, or Puerto Rico, select your state or province from the pull-down list.</td>
</tr>
<tr>
<td>Postal Code*</td>
<td>Enter the postal code for your shipping origin location.</td>
</tr>
<tr>
<td>Cleaned Postal</td>
<td>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 code found. If you want to revert to your original entry, click the <strong>Revert</strong> button. FSMS will change the postal code back to your original entry.</td>
</tr>
<tr>
<td>Revert</td>
<td>FSMS will attempt to provide a cleaned postal code for the entered postal code. If there is no cleaned postal code, Revert can be used to use the manually entered postal code.</td>
</tr>
<tr>
<td>Phone Number*</td>
<td>Enter your company phone number. No special characters, such as dashes, are allowed.</td>
</tr>
<tr>
<td>OriginLocID</td>
<td>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. The OriginLocID may be overridden with FedEx assistance.</td>
</tr>
<tr>
<td>Meter Time Zone</td>
<td>FSMS allows you to select a time zone for each meter (both Master and Child) configured on your server. This functionality allows you to designate Close Times, etc. for each meter by its specific time zone.</td>
</tr>
<tr>
<td>Force Close Time</td>
<td>Enter the most convenient time for FSMS to close your shipping day. Force 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: 1:00 PM = 1300). Force Close Time is a meter level setting. Force Close time is defaulted to the nearest hour at the time the Master meter is added. For example, if a meter is added at 3:37 PM, the Force Close Time will default to 1500. Child meters will default to the same time as the Master meter.</td>
</tr>
<tr>
<td>Email Address</td>
<td>Enter the e-mail address for the shipping contact in your company.</td>
</tr>
<tr>
<td>Pager Number</td>
<td>Enter the pager number for the shipping contact in your company.</td>
</tr>
</tbody>
</table>

* These elements will be printed on the shipping label. See the *FSMS Transaction Coding Reference (FSMS TCR Version 8.0)* for instructions on how to override the configured information.
To save changes to the FSMS Configuration Utility, click **Apply** to save changes without closing the FSMS Configuration Utility, or click **Apply & Exit** to save changes and exit the FSMS Configuration Utility.

To exit without saving any changes, click **Exit**.

**Remote Configuration**

The FSMS Configuration Utility can be installed independently of the FSMS application to allow for remote network configuration of the FSMS application. To install the FSMS Configuration Utility, run the FSMS installation, select **Custom** install and **Configuration Utility** from the install options menu.

By default, the FSMS Configuration Utility will attempt to connect to the local installation of FSMS (IP 127.0.0.0) when launched. If the FSMS Configuration Utility was installed for remote use, no local connection will be established.

To connect to the FSMS application on another server on the network, click the **Network** button at the bottom of the FSMS Configuration Utility. The following window will be displayed:

![IP Address Configuration](image)

**Adding an IP Address:**

To add an IP address, click the **Add** button. The following window will be displayed:
12. Enter the **IP Address** of the FSMS server to be remotely configured.

13. Enter the system **Server Name** if available.

14. Enter the **Port Number** through which the FSMS server is to be accessed. Ensure this port is open on the server to be remotely configured. FSMS defaults to port **1098**.

**Editing an IP Address:**

To edit an IP address, click the **Edit/View** button. The following window will be displayed:
1. Make desired changes.
2. Click **OK** to accept changes or **Cancel** to exit without saving or making any changes.

**Deleting an IP Address:**
1. Select the IP address to be deleted.
2. Click the **Delete** button.

**Connecting to an IP Address:**
1. Select an IP address in which to connect.
2. Click the **Connect** button.
3. The connection status will be displayed at the top of the FSMS Configuration Utility.
**Report Settings**

The **Report Settings** window is used to configure output for FSMS-supported reports.

- Choose the report format: PDF, DOC, RTF, TXT (do not use .txt for Ground or IED/IPD/IDF reports).
- The report format is a system level setting and will apply to all reports on all meters.
- Reports can be sent to a printer OR to a directory, but not both. If a printer and a directory are configured, the reports will be saved to the specified directory.
- End-of-Day (EOD) reports cannot be printed and can only be saved to a directory.
- Multiple copies are available for selected International reports.
- The FedEx Express Dangerous Goods 1421C can be printed on multi-ply forms or on plain paper. If printed on plain paper, the form can be printed on 8-1/2x11 or A4 paper.
- All International reports can be printed on 8-1/2x11 or A4 paper.

When you click the **Report Settings** tab, the following is displayed (ex. U.S. origin, all services enabled):
### U.S. origin, FedEx Express only

The **Freight** folder has the Bill of Lading report for FedEx Freight service.  
The **Shipment Summary** report provides a summary of all shipping.

### U.S. origin, FedEx Express and FedEx Ground

### U.S. origin, all services enabled

- FedEx Ground reports will be enabled when the **Ground** checkbox on the **Meter Settings** tab is checked. After enabling **Ground**, click the **Apply and Exit** button, and then re-launch the FSMS Configuration Utility to configure Ground reports.

- The IPD and IDF reports will be enabled when IPD is manually configured or after a download of the rate file if the account is a valid IPD or IDF account. If the account is manually configured, click the **Apply and Exit** button, and then re-launch the FSMS Configuration Utility to configure IPD and/or IDF reports.

- The Transborder Distribution (TD) reports will be enabled only if the account is a TD qualified account. The TD flag that enables the TD reports downloads as part of the Express rate download.
### Reports

- **Domestic**
- **International**
- **DG**
- **Ground**

#### CA origin, FedEx Express only

- FedEx Ground reports will be enabled when the Ground checkbox on the **Meter Settings** tab is checked. After enabling **Ground**, click the **Apply and Exit** button and then re-launch the FSMS Configuration Utility to configure Ground reports.

#### CA origin, FedEx Express and FedEx Ground

- The IPD and IDF reports will be enabled when IPD is manually configured or after a download of the rate file if the account is a valid IPD or IDF account. If the account is manually configured, click the **Apply and Exit** button and then re-launch the FSMS Configuration Utility to configure IPD and/or IDF reports.

#### CA origin, all services enabled

- FedEx Ground reports will be enabled when the Ground checkbox on the **Meter Settings** tab is checked. After enabling **Ground**, click the **Apply and Exit** button and then re-launch the FSMS Configuration Utility to configure Ground reports.

- The IPD and IDF reports will be enabled when IPD is manually configured or after a download of the rate file if the account is a valid IPD or IDF account. If the account is manually configured, click the **Apply and Exit** button and then re-launch the FSMS Configuration Utility to configure IPD and/or IDF reports.

- The TD reports, not shown, will be enabled only if the account is a TD qualified account. The TD flag that enables the TD reports downloads as part of the Express rate download.
Non-U.S. or CA origin, FedEx Express only

- The IPD and IDF reports will be enabled when IPD is manually configured or after a download of the rate file if the account is a valid IPD or IDF account. If the account is manually configured, click the Apply and Exit button and then re-launch the FSMS Configuration Utility to configure IPD and/or IDF reports.

Non-U.S. or CA origin, all services enabled

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

**NOTE:**

IPD/IDF and TD are contract services provided for FedEx 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]

4. Choose the printer you have previously installed by choosing it from the **Name** drop-down list.

**NOTE:**

You must have the printer(s) you want to select for printing FSMS reports configured as part of your operating 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.
4. Select the report folder and click 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 Reports** to copy the printer or report path for a selected report to all reports within the active meter. This will not copy any report information to any other meter. To copy report information to other meters, use the **Copy To All Meters** button.

2. 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.

3. Click **OK** at the bottom of the Printer Settings window to save your selections.
Chapter One: Setting Up FSMS

Label Settings

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

1. Laser and Thermal Air Waybill Defaults
2. Additional Laser and Thermal Copies
3. Multi-ply Printer Defaults
4. Freight Report Printer

The following **Label Settings** screen displays for non-CA origin:
The following **Copy To All Meters** section appears on the **Label Settings** tab for CA origin:

| Copy To All Meters | [ ] No Account Number | Suppress Consignee Labels | [ ] Do Not Ship Labels |

**Laser and Thermal Air Waybill Defaults**

To designate printers to print laser and/or thermal air waybills:

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 or the folder icon to specify the directory to which thermal label buffers should be saved.

**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 FedEx International services.

**NOTE:**

The IPD/IDF/IED section will only be active if one of the Distribution services is enabled in the IPD/IDF/IED tab.

If you ship internationally, select the number of labels to be printed for Shipper, Customs, and 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 FedEx International shipping requirements. For more information regarding IPD, contact 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.

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.
Chapter One: Setting Up FSMS

Freight Report Printer ID

Below the Multi-ply Printer Defaults section, the Freight Report Printer ID may be indicated by clicking the Printer icon and selecting the printer type from the Printer Selection window. When you create and print a Bill of Lading (BOL) for FedEx Freight, the BOL will print on your selected printer.

<table>
<thead>
<tr>
<th>Freight Report Printer ID</th>
</tr>
</thead>
</table>

**NOTE:**

Dangerous Goods and Hazardous Materials reports are configured under the Reports Settings tab. More information regarding the configuration of FSMS reports are provided in the "Report Settings" section earlier in this chapter.

If printing the FedEx Ground Hazardous Materials form OP-900, please use the Windows Generic/Text only printer driver and not the Lexmark printer driver. This will allow the custom form OP-900, defined in the Windows Print Server, to be used.

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 checkbox 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 Apply or Apply & Exit.

**Doc-Tab Settings**

FSMS allows for the printing of a Document Tab (Doc-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 FedEx Express and FedEx 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 FedEx International), click the Doc-Tab Settings tab to display the following window:
### CA origin, FedEx Express and FedEx Ground

Ground Doc-Tab options will be enabled when the **Ground** checkbox on the **Meter Settings** tab is checked. After enabling **Ground**, click the **Apply and Exit** button, and then re-launch the FSMS Configuration Utility to configure Ground doc-tabs.

The TD Doc-Tab options, not shown, will be enabled only if the account is a TD qualified account.

### Non-U.S. or CA origin

For non-U.S. or CA origins, only the **Export Express** option will be enabled.
1. In the **Shipping Type** section of the **Doc-Tab Settings** window, click the shipping type for which you are configuring Doc-Tab settings. If you click Export Express, you will configure Doc-Tab settings for FedEx International Express. Clicking Ground allows you to designate Doc-Tab items for FedEx Ground shipping, both U.S. Domestic and FedEx 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.*

   After you select the **Doc-Tab Orientation**, the setting applies to both FedEx Express and FedEx 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: FSMS Transaction Coding* in 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 for 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 in the shipping transaction 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 Apply or Apply & Exit.

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 FedEx Ground shipping as they are for FedEx Express shipping. However, the Ground Doc-Tab configuration screen provides an additional field, **Reference**. When you click the checkbox in the **Reference** field next to a Doc-Tab value, this value prints on the FedEx Ground shipping label in the reference section of the label that is below the recipient information. One of the values available for the Doc-Tab and the reference section of the label is Recipient Location Number. If no selections are made, the following default fields are displayed:

- Reference Fields 25 or 3003
- PO Number
- Fields 3056 or 3001
- Invoice Number Fields 3057 or 3002
- 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 FedEx 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 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.). The Reconcile Time defaults to <strong>0300</strong>. Recommendation: Configure the reconcile time to a time when no server activity is occurring.</td>
</tr>
<tr>
<td>CTS Port Number</td>
<td>The port used to send standard FedEx transactions to FSMS.</td>
</tr>
<tr>
<td>XML Port Number</td>
<td>The port used to send XML transactions to FSMS. <strong>Not yet available.</strong></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>Use Dynamic Surcharging</td>
<td>Check this box to use the Dynamic Surcharging feature. See the “Rating, Routing, Time-In-Transit – Dynamic Surcharging” section in Chapter Two: <strong>FSMS Transaction Coding</strong> in this User Guide for details on Dynamic Surcharging. Note: When switching between standard and dynamic surcharging, the Open Shipping service must be stopped and then restarted for the change to take effect.</td>
</tr>
<tr>
<td>Receive Rates</td>
<td>Checking this will enable the download of non-U.S., CA, or PR origin discount rates. This checkbox is a system level setting and will only be visible and active for FedEx International (non-U.S. or CA) Master meters.</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>
<tr>
<td>Ship History Purge Time</td>
<td>Time at which the Ship History files are purged after the retention interval has elapsed.</td>
</tr>
<tr>
<td>Ship History Export Time</td>
<td>Time at which Ship History files are exported to the files specified for Domestic Express, International Express, International Multiple-Piece Shipment (MPS) Express, Ground, Freight, and SmartPost after the retention interval has elapsed.</td>
</tr>
</tbody>
</table>

If you need to make changes to any of these settings, please contact your FedEx Customer Support Representative.
Chapter One: Setting Up FSMS

IPD/IDF/IED Settings

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

Tracking Numbers Settings

The Tracking Numbers window provides information for FedEx Express and FedEx 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:

- FedEx Express tracking numbers require a Demand Download to acquire the initial range. Subsequent tracking numbers 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 Tracking Numbers window. Once the current tracking number range has been used, the future range is displayed in the ETN Express section of this window.

- FedEx Express tracking numbers will also be downloaded during the meter registration process if the Meter Registration Utility is used.

- FedEx Express tracking numbers are stored in the FSMS database.

- When the FedEx Ground tracking number range is depleted, the range automatically rolls over and begins again at 7010001. No customer or FedEx Customer Support action is necessary to download FedEx Ground tracking numbers. The complete FedEx Ground tracking number is composed of three parts: the customer's 7-digit FedEx Ground account number, the 7-digit 'tracking number' visible in the Tracking Numbers tab above, and a check digit. This complete 15-digit number is the tracking number used to track FedEx Ground packages.

- The SmartPost Delivery Confirmation Number section will only be valid if you are enrolled in the FedEx SmartPost program.
Meter Settings

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

The following **Meter Settings** window is for U.S. origin:
The following **Express Options** section of the **Meter Settings** window appears for CA origin:

![Express Options Window for CA Origin]

The following **Express Options** section of the **Meter Settings** window appears for non-U.S. or CA origin:

![Express Options Window for Non-US Origin]
Although you cannot make changes to the **Meter Settings** 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>
<tr>
<td>No Upload/No Ship (NUNS)</td>
<td>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 Chapter Four: FSMS Revenue Management in this User Guide.</td>
</tr>
<tr>
<td>List Rates</td>
<td>If <strong>List Rates</strong> is checked, List Rates are available for the meter(s) on your server. U.S. origins only.</td>
</tr>
<tr>
<td>Non Rated</td>
<td>If <strong>Non Rated</strong> is selected, FSMS will not download Express rates.</td>
</tr>
<tr>
<td>Intl Rating</td>
<td>This box must be checked to receive discounted rate quotes for non-U.S. or CA origins.</td>
</tr>
<tr>
<td>Canada Label Customs Value Suppression</td>
<td>This option, if selected, prevents the customs value for a Canada-origin FedEx International shipment from printing on the shipping label.</td>
</tr>
<tr>
<td>Third Party Consignee</td>
<td>When this option is selected, the Commercial Invoice for international shipments will not be attached to the shipment upon delivery.</td>
</tr>
<tr>
<td>Late Drop Off Time</td>
<td>If your shipping site has an extended shipping day agreement with FedEx (for example: you have a late drop-off time of 1:00 AM), you may set this parameter to have your shipping labels display the extended day date instead of rolling to the next shipping day.</td>
</tr>
<tr>
<td>Code Page</td>
<td>Selecting <strong>Use Microsoft Extended Characters Page</strong> allows you to enter extended characters in the shipping transaction, specifically to support International language requirements.</td>
</tr>
</tbody>
</table>
Ground Options:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Enabled</td>
<td>If this box is checked, you are configured for FedEx Ground® and FedEx Home Delivery® shipping.</td>
</tr>
<tr>
<td>List Rates</td>
<td>If this box is checked, list rates are available to the meter(s) on your server.</td>
</tr>
<tr>
<td>Account</td>
<td>Your seven-digit FedEx Ground account number is not displayed in the User Level – View.</td>
</tr>
<tr>
<td>HazMat</td>
<td>If you have contracted to ship Hazardous Materials using FedEx Ground, this box must be checked to process these shipments on FSMS.</td>
</tr>
<tr>
<td>ECOD</td>
<td>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.</td>
</tr>
<tr>
<td>Label Multi Pack Piece Count</td>
<td>Selecting this option causes the package piece count to appear on FedEx 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 Labels of this User Guide.</td>
</tr>
<tr>
<td>SCNC</td>
<td>This pull-down list provides the Serial Container Numeric Code (SCNC) formats for FedEx Ground Labels. The SCNC option is explained in detail in Chapter Three: Shipping Labels of this User Guide.</td>
</tr>
<tr>
<td>Rates/Discounts</td>
<td>The Rates/Discounts button opens up a dialog box for entering FedEx Ground discount rates. FedEx Ground discount rates must be entered by your FedEx Customer Support Representative. Downloading FedEx Ground discounts is the preferred method for enabling FedEx Ground discounts.</td>
</tr>
</tbody>
</table>

SmartPost Options

The SmartPost Options section of the Meter Settings window can only be modified by FedEx personnel. SmartPost is a contract service for shippers of high volume, low weight, and less time sensitive packages using the U.S. Postal Service for final delivery. See the FSMS SmartPost User Guide for more information.

Software ID Data Capture

The Software ID Data Capture button of the Meter Settings window launches another screen that 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:
Variable Handling Configuration

If your shipping operation charges handling fees in addition to shipping/insurance charges, FSMS allows you to add these handling fees to your total shipment charge. The handling charges can be configured using the following utility or can be included in the shipping. See the *FSMS TCR Version 8.0* for transaction coding requirements if assessing handling charges in the transaction. These fees can also be printed on the Doc-Tab portion of the "4x6" shipping label.

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

<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 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 enter 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>

The Handling Charge screen consists of options for both FedEx Express and FedEx 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:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Amount</td>
<td>Click this selection to add a predetermined handling charge to each package/shipment. For example, select <strong>Fixed Amount</strong> if you charge $5.00 handling for all packages regardless of the package value or shipping charge.</td>
</tr>
<tr>
<td>Percent of Freight Charge</td>
<td>Click this selection if you want FSMS to calculate a fixed percentage of the list rate (undiscounted) shipping charge to be applied as a handling fee. For example, if you select this option, you may enter 3.00 (%) to be calculated from the shipping charge for the package to be assessed as the handling charge for the shipment.</td>
</tr>
<tr>
<td>Percent of Net Charge</td>
<td>Click this selection if you want FSMS to calculate a fixed percentage of the net freight charges (including discounts) to be applied as a handling fee. For example, if you select this option, you may enter 3.00 (%) to be calculated from the discounted shipping charges for the package to be assessed as the handling charge for the shipment.</td>
</tr>
<tr>
<td>Percent of Net Charge – Taxes</td>
<td>This feature is available for Canadian customers shipping intra-Canada packages only. If you choose this option, you may include Canadian taxes as part of the net charge used to calculate a handling charge. For example, your shipment price is $100.00 and Canadian taxes are $5.00. If you configure 5.00 (%) for your handling fee, the actual handling fee accessed the shipment is $5.25.</td>
</tr>
</tbody>
</table>

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.

If you select **Package** and configure a $5.00 handling charge, $5.00 will be applied to each package in a multiple-piece shipment. Therefore, if you have 10 packages in a single multiple-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 multiple-piece shipment, the total handling charge, in this scenario, is $50.00.

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

Managing Your Handling Charge Entries:

The **Variable Handling** window allows you to enter handling charges for both FedEx Express and FedEx Ground shipments for each meter number configured on your server. If you have a Master 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 **Master Meter** pull-down list at the top of the **Variable Handling** window. If you configure the Master meter and want to save that configuration for all meters on your server, click the **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 its fields can only be adjusted by a FedEx Customer Support Representative.
Although you cannot make changes to the **Advance Settings** 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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Force Close Active</td>
<td>Checking this box will force each configured meter to close at the time entered on the <strong>Shipper Settings</strong> tab. See the &quot;Shipper Settings&quot; section previously in this chapter. <strong>Note:</strong> This setting is system level, which means that each meter configured on your server will undergo a Force Close at the time specified for each meter on the <strong>Shipper Settings</strong> tab.</td>
</tr>
<tr>
<td>Express Hourly Upload Interval</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. This applies to both FedEx Express and Ground HU files.</td>
</tr>
<tr>
<td>Hourly Upload Retention Period</td>
<td>Number of days the Express Hourly Upload data is retained. Can be set from 7-14 days.</td>
</tr>
<tr>
<td>Communication Check Interval</td>
<td>Can be set from 24-72 hours.</td>
</tr>
<tr>
<td>Comm Logging Retention Period</td>
<td>Number of days the communication log is retained.</td>
</tr>
<tr>
<td>Ground Hourly Upload Retention Period</td>
<td>Number of days the Ground Hourly Upload is retained. Can be set from 7-14 days.</td>
</tr>
</tbody>
</table>
Transactional Meter Configuration

The FSMS 070 Meter Query Request transaction was enhanced in FSMS to allow configuration changes to the
FSMS Configuration Utility using a transaction. This feature reduces the need to access the FSMS 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/Master
  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 TCR
Version 8.0.
Printer Set-Up

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

1. Local Printer
2. Local TCP-IP Printer
3. Windows-based Print Share Network

Adding a Local Printer

To add a local printer:

1. Click Start>Settings>Printers
2. Double click the **Add Printer** icon.

3. Click **Next** to start the **Add Print Wizard** function.
The **Local or Network Printer** window is displayed.

4. Select **Local Printer**.

5. Uncheck **Automatically detect and install my Plug and Play printer** box.

6. Click **Next** to continue local printer installation.
The **Select the Printer Port** window is displayed.

![Select the Printer Port Window](image)

Most systems have several types of ports that are used for printer communications. **LPT1** will be used in this example. This is a Parallel port.

7. Select **Use the following port**.

8. Select the LPT1 or the LPT port to which your printer is connected.

9. Click **Next** to continue.
The printer model window is displayed.

10. To install the drivers for the Zebra printer, click Have Disk.

11. Click Browse.

12. Browse to C:\>W2K Drivers>Printer>Zebra>2348
Chapter One: Setting Up FSMS

This window should now be updated to show the path to the 2348 folder.

![Install From Disk window](image)

13. Click **OK**.

This window shows a list of printers the driver supports.

![Add Printer Wizard window](image)

14. Click once on **Eltron LP2348**.

15. Click **Next**.

**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.*
This screen allows the printer to be named.

16. After providing a name, click **Next**.

The **Printer Sharing** window is displayed.

17. The printer must be shared to print via FSMS. Share the printer by clicking **Share As**. Then type a name or use the default name that appears.
18. Click **Next**.

The **Location and Comment** window allows the printer to be identified with a location.

19. Enter the Location and/or Comment, or leave blank.

20. Click **Next**.

The **Print Test Page** window is displayed.
Printing a test page is not necessary and, in the case of some label printers, may not work.

21. Select **No**.

22. Click **Next**.

In this window, the information you added during printer installation is recapped.

23. 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 with TCP/IP port:

1. Perform steps 1-6 as seen in the "Adding a Local Printer" section above.

The Select the Printer Port screen displays.

2. Select Create a new port.

3. Select Standard TCP/IP Port from the port Type list.

4. Click Next.
The Add Standard TCP/IP Printer Port Wizard start-up window is displayed.

5. 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:

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

7. 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.
8. Click **Next** to continue.

The **Additional Port Information Required** window is displayed.

9. Select the port type from the **Device Port** pull-down list. For example, we have selected **Port 1 (Parallel)** as the sample port type. Click **Next** to continue.
10. 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 **Add Printer Wizard** window is displayed.

11. Click **Have Disk**.
12. Click **Browse**.

13. Navigate to the folder where the printer drivers are stored.

14. Click **Open**.

The **Install From Disk** screen will appear with the path where the drivers are located.

15. Click **OK**.
16. In the left pane, select the manufacturer of the printer.
17. In the right pane, select the printer model.
18. Click Next.

19. The printer name is defaulted. You can re-name it, if desired.
20. In the section, "Do you want your Windows-based programs to use this printer as the default printer?" select Yes or No. Then click Next.
Chapter One: Setting Up FSMS

21. Click Share as.

22. Enter a share name or leave the default.

**NOTE:**

This name becomes part of the UNC name. The UNC name consists of Computer Name or Computer IP Address and the Printer Share Name. (\computer\zebra234 or \192.168.0.5\zebra234). If you use more than 12 characters, or you use spaces in the name, the following splash screen will appear:

23. If the splash screen appears, click Yes. Otherwise, click Next.
24. This window allows the printer to be identified with a location. Enter the Location and/or Comment, or leave blank.

25. Click Next.

26. Printing a test page is not necessary and, in the case of some label printers, may not work. Select No.

27. Click Next.
Once the printer has been added, the above window will appear indicating the printer has been added and all the information about the settings.

28. To make changes to the configuration, click **Back**. To accept the settings, click **Finish**.

29. If the above screen shows, you will have to navigate to the WinNT for the driver file. Click **Browse**.
30. When the Locate File screen shows, double click on the WinNT folder.

31. Click Open.

32. The above screen will show the NEW path, which includes WinNT at the end. Click OK.

Once finished, the Printers screen should show the printer you just added. Also, there should be a hand under the printer icon that indicates it is being shared.
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:

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:
3. In the **Ports** tab, the printer you installed is selected. Click **Configure Port**. The **Port Settings** window is displayed.

4. In the **Port Settings** 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.
Chapter One: Setting Up FSMS

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

**Adding a Windows Network Printer**

To add a network printer:

1. Complete steps 1-3 found in the "Adding a Local Printer" section of this chapter. The Local or Network Printer screen displays.

   ![Add Printer Wizard]

   **Local or Network Printer**
   
   Is the printer attached to your computer?

   - [ ] Local printer
   - [ ] Automatically detect and install my Plug and Play printer
   - [ ] Network printer

2. Select **Network printer**.

3. Click **Next**.
4. Select **Type the printer name, or click Next to browse for a printer**.

5. In the **Name** field, enter the UNC name for the printer. Use the IP address of the PC to which the printer is connected. Format: `\xxxx.xxx.xxx.xxx\printer share name`

Once the printer has been added, the above window will appear indicating the printer has been successfully added.

6. Click **Finish**.
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 2000, 2003, 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” previously in this chapter.

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 **Printers** window.
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.
Chapter One: Setting Up FSMS

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 2000. If you have any questions regarding any printer functionality for your operating system, consult the Windows Help option.*

Troubleshooting Your FSMS Application

FSMS provides a tool, Close Monitor, for troubleshooting any problems with your FSMS application.

**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**, simply click on the **Close Monitor** icon on your desktop. The **Close Monitor** window is displayed:
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>
<tr>
<td>6</td>
<td>Assign International invoice numbers</td>
</tr>
<tr>
<td>7</td>
<td>Build U.S. Domestic Shipment Revenue File</td>
</tr>
<tr>
<td>8</td>
<td>Build Delete Shipment Revenue File (U.S. Domestic Only)</td>
</tr>
<tr>
<td>9</td>
<td>Build International Shipment Revenue File</td>
</tr>
<tr>
<td>10</td>
<td>Build Ground EPDI File</td>
</tr>
<tr>
<td>11</td>
<td>Move Closing shipments from the ship close table to the ship history table</td>
</tr>
<tr>
<td>12</td>
<td>Print Close Reports</td>
</tr>
</tbody>
</table>

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 quickly between polling periods.
Chapter Two: FSMS Transaction Coding

Overview

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

FSMS Transaction Types

FSMS transactions are divided into two categories: **Online** and **Offline**.

**Online** transactions are passed through FSMS to FedEx backend systems for processing and require constant network connectivity.

**Offline** transactions are processed locally within the FSMS application and require only periodic connectivity with FedEx systems to obtain data required for shipping, such as routing files, rate files, and tracking numbers.

Each transaction is composed of a transaction pair – the **Request** transaction and the **Reply** transaction. The **Request** transaction is used to make a Request to FSMS. The **Reply** is the response to the Request and will indicate successful transaction processing or will contain error messages if processing problems were encountered.
Online Transactions

FSMS supports the following Online transactions:

1. **200/300 Dispatch Request/Reply**: The 200 transaction is used to schedule pickups for FedEx Express or FedEx Ground shipments for those customers without a scheduled pickup time. *(Available upon request. Please contact your local Sales or Automation Representative.)*

2. **202/302 Cancel Dispatch Request/Reply**: Use this transaction when you need to cancel a previously scheduled pickup for FedEx Express or FedEx Ground. *(Available upon request. Please contact your local Sales or Automation Representative.)*

3. **403/503 Tracking Request/Reply**: The 403 transaction is used to obtain real-time tracking information for FedEx Express, FedEx Ground or FedEx Home Delivery. This transaction handles tracking numbers individually. Batch tracking is not an option with this solution. You may also track by using a reference number.

4. **404/504 Tracking Request/Reply**: The 404 transaction is used to obtain real-time tracking information for FedEx Express, FedEx Ground or FedEx Home Delivery. If the shipment reference data is known, it can also track FedEx Freight, FedEx Cargo, and FedEx Custom Critical®. This transaction handles tracking numbers individually. Batch tracking is not an option with this solution. You may also track by using a reference number, e.g., PO number, customer reference, invoice, BOL, part number, TCN, etc.

5. **410/510 Drop Off Locator Request/Reply**: The 410 transaction is used to obtain the 4 nearest drop-off locations based on the origin address for both FedEx Express and FedEx Ground.

6. **415/515 Address Verification Request/Reply**: The 415 transaction is used to validate an address down to the street level. Results of this transaction are not guaranteed to be valid service areas for FedEx Express or FedEx Ground. *(Available upon request. Please contact your local Sales or Automation Representative.)*

7. **033/133 Cancel E-Mail Label Request/Reply**: This transaction cancels an E-mail Label Request. This transaction will be invalid if the customer has already generated the label.

8. **044/144 Ground Call Tag Request/Reply**: The 044 transaction is used for merchants that need to schedule a FedEx Ground pickup from a return shipper. The information for this shipment is sent to the local FedEx Ground station. The label is created at the station and sent with the courier to be used at pickup time.

9. **045/145 Ground Call Tag Cancel Request/Reply**: The 045 transaction is used when needing to cancel a previous Ground Call Tag Request.

10. **046/146 Express Call Tag Request/Reply**: The 046 transaction is used for merchants that need to schedule a FedEx Express pickup from a return shipper. The information is sent directly to the FedEx Express courier. The courier then has the ability to produce the label at the time of pickup.

11. **047/147 Express Call Tag Cancel Request/Reply**: The 047 transaction is used to cancel a previously scheduled Express Tag Request.
Offline Transactions

FSMS supports the following Offline or Local transactions:

1. **004/104 – Assign Next Tracking Number Request/Reply**: FedEx Express, FedEx Ground, and FedEx 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 FedEx 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 FedEx Express, FedEx Ground/Home Delivery or both simultaneously. This transaction is **REQUIRED** to be performed daily.

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 FedEx Express, FedEx Ground/Home Delivery rating (U.S. and Canada), FedEx Express routing, and FedEx 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 FedEx Express shipping only.

6. **025/125 – Rate Available Services Request/Reply**: With the 025 transaction you can request rates as well as service options for particular origin/destination combinations.

7. **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).

8. **037/137 – Online Return Label Request/Reply**: The 037 transaction is used to request an online Return label be provided to a customer returning goods. Access to the label is provided via a URL sent in an e-mail message to the returning party.

9. **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 has expanded the functionality of the 070 transaction to include the ability to configure a meter via a transaction rather than via the **FSMS Configuration Utility**. See the **FSMS TCR Version 8.0** for more information.

10. **095/195 – Label Reprint Transaction Request/Reply**: 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. This can also be used to print deferred labels that were not originally printed. Besides labels, the 095 transaction can be used to reprint customs documents such as Commercial Invoice, Proforma Invoice, Certificate of Origin, and Shipment Detail Report.

11. **057/157 – Demand Download Request/Reply**: The 057 transaction is used to perform the same functionality as the Demand Download Utility. The 16 position Download Flag (1053) field allows you to indicate which download or downloads you wish to perform. If updates have been staged for the selected flag, they will be provided by FedEx.
Coding Guidelines

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

- Transaction formatting
- Required field numbers
- Implied vs. explicit decimals
- Shipment level vs. package level fields
- Multiple occurrence fields
- Field editing guidelines
- Reply transaction fields 2 and 3 (error code and error message text)
- Reply transaction fields 557, 558, and 559 (error type code, error code, and error message)

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 consist of field-related pairs separated by a comma. Each pair consists of the:

- Field ID number
- Field 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 Fields

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 TCR in bold and are listed as Required. 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.

Field indicators:

- E = Express
- G = Ground
- A superscript S indicates the field is to be used at the shipment level for a single transaction MPS or to be included in an Open Ship Create transaction.
- Required indicates a mandatory field.
- Required* indicates a ‘required if’ condition.
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>13</td>
<td>Recipient Address 1</td>
<td>32</td>
<td>Required</td>
<td>All</td>
<td>E/G</td>
<td>The first address line of the recipient address.</td>
</tr>
<tr>
<td>14</td>
<td>Recipient Address 2</td>
<td>35</td>
<td>Optional</td>
<td>All</td>
<td>E/G</td>
<td>The second address line of the recipient address.</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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Required for postal aware countries. See Note 8 in Appendix E of the FSMS TCR Version 8.0 for a list of Postal Aware Countries. FedEx 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 U.S to Canada, the postal code is required for this field. If you are shipping from the U.S. to Venezuela, 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:

```
0,"2","FedEx2","10","197448300","16","OH","17","44907","1670","500","22","1","99",""
```

**Implied vs. Explicit Decimals**

Some fields are fractional fields that allow entry in decimal format. The format may be in either implied decimals or explicit decimals. An example of an implied decimal would be "500" for $5 when the field has two implied decimals. The explicit decimal format displays the actual decimal, e.g., "256.5" for 256 ½ when the field has one explicit decimal.
**Shipment Level vs. Package Level**

In the *FSMS TCR*, you will find fields that are marked with 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.

**Field indicators:**
- **E** = Express
- **G** = Ground
- **Required** indicates a mandatory field
- **Required*** indicates a 'required if' condition
- A superscript **S** indicates the field is to be used at the shipment level for a single transaction MPS or to be included in an Open Ship Create transaction.
- A superscript **P** indicates the field is to be used at the package level for a single transaction MPS or to be included in an Open Ship Create for the first piece and in an Add for subsequent pieces.

<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>Declared Value/Rate Currency Type&lt;sup&gt;S&lt;/sup&gt;</td>
<td>3</td>
<td>Required Or Defaulted</td>
<td>All</td>
<td>E</td>
<td>Default for U.S. Domestic shipping: USD U.S. Export shipping requires USD to be entered.</td>
</tr>
<tr>
<td>1273</td>
<td>Packaging Type&lt;sup&gt;P&lt;/sup&gt;</td>
<td>2</td>
<td>Required</td>
<td>All</td>
<td>E</td>
<td>Available for all: 01 – Customer Packaging 02 – FedEx Pak 03 – FedEx Box 04 – FedEx Tube 06 – FedEx Envelope FedEx International Only (including U.S. export): 15 – FedEx 10KG Box 25 – FedEx 25KG Box</td>
</tr>
</tbody>
</table>

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.

**Guidelines for using shipment level/package level fields:**
- For Open Shipping, if using shipment level fields, the shipment level fields should be part of the Create transaction.
- For Open Shipping, if using package level fields, one each should be part of the Create and each Add transaction.
- For single transaction MPS shipments, one occurrence of each shipment level field should be in the transaction. Additional occurrences will be ignored.
- For single transaction MPS shipments, one occurrence of each package level field corresponding to the package occurrence should be in the transaction.
- All the above scenarios are applicable to all shipping services: All US domestic and export services, all CA domestic and export services, and International Express services.
- Open Shipping scenarios also apply to IPD/IED/IDF and TD shipments.
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 \texttt{X-\#}. This format means that:

- \texttt{X} = The field number that is to be used multiple times
- \texttt{-} = Dash is used as a separator
- \texttt{\#} = 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:

\begin{verbatim}
  1670-1,"200"1670-2,"300"1670-3,"500"
\end{verbatim}

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 \texttt{1670, "200"} or \texttt{1670-1, "200"}.

\begin{tabular}{|p{\textwidth}|}
  \hline
  Field 1670 has two implied decimals. In the above example, 200 is 2 pounds.  
  \hline
\end{tabular}

\begin{tabular}{|p{\textwidth}|}
  \hline
  When coding a multiple occurrence field, do not use any leading zeros. For example, one occurrence is coded as \texttt{"X-1"}; 25 occurrences of the field are coded as \texttt{"X-25"}; 999 occurrences of the field are coded as \texttt{"X-999"}.  
  \hline
\end{tabular}
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. Quotation marks (""") cannot be part of the field values. For example, you may not format field 12 (Recipient Contact Name) as "12,"Bob "Bubba" Shipper".
3. If an apostrophe (') is needed, it is recommended to use the accent mark (`) instead.
4. 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.
5. The caret (^) should not be passed through any FSMS transaction.

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, 2005 as "20050301"

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 99999999999.

Only significant digits need to be included. 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 1234.

NOTE: Do not add leading zeroes to the beginning of a numeric field data value unless specifically specified within the data definition.

Alphanumeric Fields and Special Characters

Alphanumeric fields may allow letters, numbers, blank spaces, and most special characters. However, you must remove all embedded quotes (""), single quotes/apostrophes (''), and carets (^) 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.

Weights
The weight field, field 1670, allows for two implied decimals for all shipments regardless of the weight type entered in field 75, LBS or KGS. Thus, 25 pounds and 25 kilograms are entered as 2500. Any fractional value, e.g. 25.5 pounds (entered as 2550), will be rounded up to the next highest whole pound, e.g. 26 pounds, or half kilogram for rating purposes.
U.S. origin shipments will default to a weight type of LBS for FedEx Express and FedEx Ground. Non-U.S. origins will default to KGS for FedEx Express and FedEx 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 the given directory is 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 to 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.

**NOTE:**

*Before you can use batch processing, you must add the following user account to your system:*

- **User ID:** FEDEXUSER
- **Password:** Provided by your FedEx Customer Support Representative
- **Writes/Permissions:** Create, Write & Read

## Preparing a Shipping Transaction

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 FedEx Express and FedEx Ground/Home Delivery shipments
- Receiving a FedEx Express service commitment
- Retrieving FedEx Express package routing information
- Requesting a FedEx Ground/Home Delivery "Time-in-Transit" information

This section of the User Guide includes basic instructions for coding the 020 transactions. Once you have a basic overview of how these transactions work, you may use the FSMS TCR Version 8.0 to create transactions for your specific shipping requirements.

## Basic FedEx Express Shipping Transaction (020)

After reviewing the "Field Editing Guidelines" section previously in this chapter, 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 FedEx Express shipping data to FedEx
Using the FSMS TCR

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

Field indicators:
- **E** = Express
- **G** = Ground
- Required indicates a mandatory field
- Required* indicates a ‘required if’ condition
- A superscript S indicates the field is to be used at the shipment level for a single transaction MPS or to be included in an Open Ship Create transaction.

<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>26</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 FedEx International shipments. The declared or carriage value of the shipment. There are no implied decimals. See the FedEx Service Guide for allowable limits.</td>
</tr>
<tr>
<td>68</td>
<td>Customs Currency Type&lt;sup&gt;S&lt;/sup&gt;</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 26 is valid for both Domestic and International shipping, which is indicated by "All." Field 26 is also used by both FedEx Express and FedEx Ground shipments.

For Customs Currency Type (field 68), entry is required for FedEx Express International shipments only; otherwise, FSMS defaults to USD.

Creating a Basic FedEx 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 FedEx Express shipment is U.S. to U.S. only. For more information regarding International transactions, see the "Basic FedEx International Shipping Transaction (020)" section later in this chapter.
The basic required shipping fields for any FedEx Express Domestic transaction are:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field ID</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 a FedEx Express shipment. You may also enter Recipient Address 2, 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/Shipment Weight</td>
<td>1670</td>
<td>The weight of the package.</td>
</tr>
<tr>
<td>Payment Code</td>
<td>23</td>
<td>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 a to a third party account number, the Payor Account Number (field 20) is also required.</td>
</tr>
<tr>
<td>Recipient Country Code</td>
<td>50</td>
<td>The two character country designation is always required to ship. For a U.S. Domestic shipment, US is required in field 50.</td>
</tr>
<tr>
<td>Meter Number</td>
<td>498</td>
<td>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.</td>
</tr>
<tr>
<td>Packaging Type</td>
<td>1273</td>
<td>FSMS requires that you select the type of packaging used for the shipment. For example, if you use a FedEx Box for your shipment, enter 03 as the package type.</td>
</tr>
<tr>
<td>Service Type</td>
<td>1274</td>
<td>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.</td>
</tr>
<tr>
<td>End of Transaction</td>
<td>99</td>
<td>This field is required for all shipment types (Express, Ground) and signifies the end of the transaction.</td>
</tr>
</tbody>
</table>

Once you have created a basic FedEx 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 FedEx Ground Shipping Transaction (020)**

The basic FedEx Ground shipping transaction uses the same information outlined in the table above for FedEx Express shipments.

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field ID</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 FedEx 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 FedEx 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 (FHD)**

As part of FedEx Ground shipping, you may also ship packages using FedEx Home Delivery to residential addresses. Although the basic FedEx Ground transaction can be used for FedEx Home Delivery shipments, you may also use the following FedEx Home Delivery Types (in field 3020) for your shipping needs:

- **FedEx Date Certain Home Delivery℠**: Date Certain Home Delivery allows you to select a specific delivery date for FedEx Home Delivery. For example, if your recipient is available to accept packages on Thursdays, you may enter Thursday as the delivery date in your shipping transaction.
- **FedEx Evening Home Delivery℠**: If you enter this service option in the 020 transaction, the package will be delivered between 5 PM and 8 PM, 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 FedEx International Shipping Transaction (020)**

FSMS allows FedEx 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 FedEx International Ground shipping, you may ship from the U.S. to Canada and Puerto Rico and vice versa.
FedEx International Express Shipping

The basic FedEx International Express shipping transaction uses the same information that is outlined in the table in the "Creating a Basic FedEx Express Transaction" section for FedEx Express shipments previously in this chapter. However, there are several additional required fields that are used specifically for International shipping.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field ID</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>Customs Currency Type</td>
<td>68</td>
<td>If the customs value is of a currency type 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 U.S. 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. For multiple countries of manufacture, XX may be entered. XX is not valid for: • IPD/IDF/IED shipments, TD shipments, and document shipments. • Requests for any customs documentation • Multiple commodities</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>Carriage Value/Rate Currency Type</td>
<td>1090</td>
<td>The currency type (for example: USD) is required.</td>
</tr>
<tr>
<td>Packaging Type</td>
<td>1273</td>
<td>The packaging types that may be used for FedEx International Express shipping are: 01 – Customer Packaging 02 – FedEx Pak 03 – FedEx Box 04 – FedEx Tube 06 – FedEx Envelope 15 – FedEx 10KG Box 25 – FedEx 25KG Box</td>
</tr>
</tbody>
</table>
### Service Type

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Type</td>
<td>1274</td>
<td>Valid FedEx 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>06 – International First</td>
</tr>
<tr>
<td></td>
<td></td>
<td>57 – FedEx Europe 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 www.fedex.com website.

### International Shipment Support Documents

FSMS is able to provide support documents to enhance export shipping. When the Shipment Documentation Flag (2404) is used, you can select from this list of documents:

- Commercial Invoice (default)
- Proforma Invoice
- Certificate of Origin
- Shipment Detail

These are applicable for Express and Ground international shipments with the following exceptions:

- TD, IPD, IED, and IDF shipments are not included.
- Proforma Invoice is not allowed for Ground shipments.
- The Commercial Invoice and Proforma Invoice are mutually exclusive. Only the CI will print if both are requested.

See the *FSMS TCR v. 8.0* for more information.

### 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. With FSMS you can customize the CI to print on your company letterhead (field 2398). FSMS also 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. 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 in the Create transaction, even if it is inaccurate, if commodity fields 82 and 1030 are not
Chapter Two: FSMS Transaction Coding

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 re-entered. The TCV can be edited at any time prior to the Confirm transaction if provided in the Create transaction.

- If the customer is creating and filing the CI (field 113 = N) and field 119 (TCV) was not included in the Create transaction, and fields 82 and 1030 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
  - 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

- The following fields are optional:
  - 120 – Marks and Numbers
  - 601 – International Traffic in Arms (ITAR) Exemption
  - 1678 – Commodity Index Number
  - 2397 – Purpose of Shipment Code

- If FedEx is creating and filing the CI (field 113 = Y), field 119 (TCV) is derived from the product of (field 82 x field 1030) or (Quantity x 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. \((82-1*1030-1)+(82-2*1030-2)\) 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.

Adding a Commodity:

1. Provide the Master tracking number if FedEx Express or the tracking number of the first piece for FedEx Ground.
2. Set field 541 to NNNNNNNNN.
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.

Field 1678 is optional and may be set to any value when adding.

Input all commodity level fields:
• 77 – Commodity Line Item Weight
• 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

The following fields are optional:
• 120 – Marks and Numbers
• 601 – ITAR Exemption
• 1678 – Commodity Index Number
• 2397 – Purpose of Shipment Code

**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. The assigned number is returned in the 120 Reply transaction. 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.

**Note:**

One commodity is always required to exist within an Open Shipment. A commodity may not be deleted if it is the only commodity in the shipment. To delete a commodity, another commodity must first be added.

**Document Shipments**

Options that support commodity shipments, e.g., customs value, carriage value, and printing customs paperwork, are available for document shipments also. A Document Description field (2396) is available to enter the value for predetermined document descriptions. It should be used each time field 190 (Document Shipment Flag) is used. In addition, the following current fields used for commodities are available for document shipments:

• 82 (Commodity Quantity)
• 1030 (Commodity Line Item Value)
• 119 (Total Commodity Customs Value)
• 69 or 26 (Declared Value for Carriage)
• 2397 (Purpose of Shipment Code)

Approved document descriptions may be found in *FSMS TCR Version 8.0.*

**Note:**

Destination countries that require a $1 minimum customs value will not accept a Document Description of ‘Correspondence/No Commercial Value’.

**Carriage Value**

Carriage Value is the insurable value of the product being shipped. Field 69 indicates the Carriage Value and is a package level field that requires multiple occurrences equal to the number of packages shipped. For example, if shipping five packages, then field 69 is repeated five times …69,"20000"69-2,"21500"69-3,"30000"69-4,"32000"69-
5,”40500”… The shipment Carriage Value becomes the sum of each occurrence. This total value is uploaded to FedEx systems.

### Vague Commodity Edits

U.S. and Canadian Customs require that commodity descriptions be clear as to the contents of a shipment. Appendix A contains a "Vague Commodity Description" list of the most common commodity descriptions considered ‘vague’ by U.S. and Canadian Customs. It is required that all commodity descriptions be checked against the table to ensure that known vague descriptions are not used. Be advised that not performing these edits may result in clearance delays. This list is not exhaustive. A clear description of the contents of the package should always be provided in order to avoid any clearance delays. FSMS will NOT perform the edits, because doing so would negatively impact the transaction processing throughout of International transactions. Therefore, it is the responsibility of FSMS clients to ensure that the edits are performed.

### Prohibited Commodities

Countries have restrictions for some commodities to be transported into them. For prohibited commodities to destination countries, go to the Global Trade Manager website at www.fedex.com.

### 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 FedEx Express, FedEx Ground, or FedEx Home Delivery shipments originating in the U.S. or Canada.
- Route to and from any origin and destination pair for any FedEx Express shipment. A Route Request also returns the service commitment.
- Time-in-Transit from origin to destination for any FedEx Ground or FedEx Home Delivery shipment.

#### NOTE:

Performing a Route Request for a FedEx Express shipment or a Time-in-Transit (FedEx Ground) Request provides all of the necessary information needed 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 requesting a Rate Quote, a Route, or a Time-in-Transit:

- Passing the appropriate flag within an Open Shipment. (More information on Open Ship is provided in the "Open Shipping" section later in this chapter.)
- Using field 1234 (Rate/Route Flag) within a regular (non-Open Ship) 020 transaction. Field 1234 has three possible values per shipping type (FedEx Express and FedEx 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 (FedEx Express Only)**: Requesting a Route returns:
     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 Guide.
     b. **ASTRA Bar Code** (Reply field 65): Required for routing. The ASTRA Bar Code field is 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 for single piece shipments if a tracking number is pre-assigned at the time of the Route Request.*

3. **3 – Time-in-Transit (FedEx Ground/Home Delivery Only):** Requesting a Time-in-Transit returns:

a. **Transit Time** (Reply field 3058): The transit time 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 (TN) 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 FedEx Ground or FedEx 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.
Rating Options
FSMS provides both List or Base rates and Discount rates for most shipments.

List Rates are available for:
- U.S. Domestic FedEx Express
- U.S. Domestic FedEx Ground
- U.S. to CA FedEx Ground
- CA FedEx Ground
- CA to U.S. FedEx Express

List Rates will be returned only if the **List Rates** checkboxes are checked in the FSMS Configuration Utility for both FedEx Express and FedEx Ground on each meter that will require List Rates and field 3062 (Rate Quote Type) has a value of 2.

List Rates are available for the following billing options:
- Bill Sender
- Bill Recipient
- Bill 3rd Party

Discount Rates are available for:
- U.S. Domestic FedEx Express
- U.S. Domestic FedEx Ground
- U.S. Export FedEx Express
- U.S. to CA FedEx Ground
- CA FedEx Ground
- CA to U.S. FedEx Express
- All other origins

Dynamic Surcharging
FSMS provides two formats for receiving surcharges in the 120 and 125 Reply transactions. Surcharges can be returned in individually identified fields (see the 120 and 125 sections of the **FSMS TCR Version 8.0**), or as multiple occurrence fields with codes indicating the applicable surcharge. The latter method is called Dynamic Surcharging.

With Dynamic Surcharging enabled, FedEx can support new surcharges within FSMS without the need to upgrade to newer versions of FSMS. This ability is not supported with individual field surcharging. New surcharges will show up as another occurrence of the dynamic surcharge multiple occurrence field with the new code. Dynamic Surcharging is enabled by checking the **Dynamic Surcharge** checkbox on the **System Settings** tab of the FSMS Configuration Utility. The following fields are returned in the 120 and 125 transactions when using the Dynamic Surcharging feature.
Field indicators:
- # in the Field Number column indicates that the field is used for multiple occurrence fields.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dynamic Surcharge Code</td>
<td>1947-#</td>
<td>For a list of 3-digit surcharge codes, see the <em>FSMS TCR Version 8.0</em>.</td>
</tr>
<tr>
<td>Surcharge Value</td>
<td>1948-#</td>
<td>The value of the returned surcharge. The occurrence number is associated with the occurrence number for field 1947-#.</td>
</tr>
<tr>
<td>List Dynamic Surcharge Code</td>
<td>1945-#</td>
<td>The comments are the same as for field 1947 above.</td>
</tr>
<tr>
<td>List Surcharge Value</td>
<td>1946-#</td>
<td>The comments are the same as for field 1948 above.</td>
</tr>
</tbody>
</table>

**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 a 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)**

Prior to shipping a package, a transaction can be validated by FSMS to ensure that the shipment will process correctly. This may also be used in place of a Route transaction to obtain routing information as well as verify the shipment.

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

- Field 184 (Pre-Ship Validation Flag) with a value of Y

  OR

- Field 184 (Pre-Ship Validation Flag) with a value of P

Y can be used with any shipping method. However, for Open Ship, the validation will occur after the shipment has been committed to the database. It is recommended that the value of P be used for Open Ship pre-ship validation. This will allow validation to occur before the shipment is committed to the database.

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

- Field 184 to N
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 or P.
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 YNNNNNNNY.

**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 YNNNNNNNY.

Below are sample transactions with a pre-assigned tracking number for different cases and their Replies. The case type is noted in field 1.

1227,03"1274,03"99,""1235,"1393,"0"1394,0"
"409,31May05"1136,"SE"99,""1273,"03"1274,03"99,""1235,"1393,"0"1394,0"

1"1273,03"1274,03"99,""1235,"1393,"0"1394,0"
**Reply:** 0,"120"1,"Validate and Rate"30,"SE BNOA 
"409,31May05"431,"N"1086,""1125,"0"1136,"SE"1393,"3"99,""1235,"1393,"0"1394,0"

2"1273,03"1274,03"99,""1235,"1393,"0"1394,0"
**Reply:** 0,"120"1,"Validate and Route"30,"SE BNOA 
"409,31May05"552,199542320"553,71154 Elm Lane"1136,SE"99,""1235,"1393,"0"1394,0"

3"1273,03"1274,03"99,""1235,"1393,"0"1394,0"
**Reply:** 0,"120"1,"Validate, Rate, and Route"30,"SE BNOA 
"409,31May05"431,"N"552,199542320"553,71154 Elm Lane"1086,""1125,"0"1136,"SE"1393,"3"99,""1235,"1393,"0"1394,0"

**Request:** 0,"20"1,"Rate Only"11,"Recipient Company"13,"1154 Elm Lane"15,"Portland"16,"OR" 
1"1273,03"1274,03"99,""1235,"1393,"0"1394,0"
**Reply:** 0,"120"1,"Rate Only"34,"1450"35,"3"36,"800"37,653"60,"4"65,"N"1086,""1125,"0"1393,"3"99,""1235,"1393,"0"1394,0"

**Request:** 0,"20"1,"Route Only"11,"Recipient Company"13,"1154 Elm Lane"15,"Portland"16,"OR" 
2"1273,03"1274,03"99,""1235,"1393,"0"1394,0"
**Reply:** 0,"120"1,"Route Only"30,"SE BNOA "33,"A2"65,"397006523100004012027501572011 
194,"FR"195,"PDX"198,"BNOA "409,31May05"552,199542320"553,71154 Elm Lane"1136,SE"99,""1235,"1393,"0"1394,0"
Chapter Two: FSMS Transaction Coding


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 "Open Shipping" later in this chapter.

Multiple-Piece Shipment Transaction (020)

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

- Domestic FedEx Express
- International FedEx Express
- FedEx Ground/Home Delivery

Following is a description of each of these MPS shipping types.

Domestic FedEx Express (U.S./CA)

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

FedEx International Express (including U.S. export)

FedEx 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 have a piece count (for example: 1 of 3, 2 of 3, and 3 of 3). FedEx 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.

FedEx Ground/Home Delivery

Like FedEx Express Domestic shipments, FedEx Ground/Home Delivery shipments (including International FedEx Ground) are not considered true MPS shipments because there is no Master tracking number used to link the packages together. You can label the packages with the piece count (1 of 3, etc.). The appearance of the MPS piece count is optional for FedEx Ground and may be disabled by unchecking the Multi-Pack Piece Count checkbox in the Meter Settings tab of the FSMS Configuration Utility. If checked, the piece count will always appear on a FedEx 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 a FedEx Express or FedEx Ground/Home Delivery shipment, the 020 Transaction also provides a variety of special services to meet your shipping needs. This section of the *FSMS User Guide* contains the basic business rules for using each of the special services offered by FSMS.

Coding instructions for all special services are provided in the *FSMS TCR Version 8.0*.

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 allowed for alcohol shipments.

**NOTE:**

When shipping alcohol via FedEx Express, any value in field 25 (Reference Notes) will be ignored, and FedEx Ship Manager will populate the reference field on the shipping label with a twelve character combination of the values from fields 40, 41, 52, and 42. This value will also be uploaded to FedEx and will be indicated on the customer invoice.

The composition of the Alcohol Reference field, in order, is as follows:

1 character for Alcohol Type (field 40)
2 characters for Alcohol Packaging (field 41)
6 characters for Alcohol Packages (field 52)
3 characters for Alcohol Volume (field 42)

If you have questions regarding your eligibility to ship alcohol, please contact your FedEx Customer Support Representative.
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 U.S. Virgin Islands. For shipments of documents and commodities, it is required when a shipment 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

If you declare that a B13A is not required for your shipment, the associated ‘B13A Exemption Number’ must also be provided in field 1652 (Export Data Statement). Visit www.fedex.ca/customs to view the list of exemptions and identify the B13A exemption number that is applicable to your shipment, then enter the B13A exemption number in field 1652. Failure to provide the B13A exemption number may result in a delay of your shipment due to Customs examination.

NOTE:

For Product/Commodity Shipments:

The B13A Filing Option and associated fields must be provided for shipments of any value that are consigned to countries other than the United States, Puerto Rico, or the U.S. Virgin Islands.

For Document Shipments:

The B13A Filing Option and associated fields must be provided for shipments consigned to countries other than the United States, Puerto Rico, or the U.S. Virgin Islands and if the value exceeds:

- $1999.99 CAD
- $999.99 USD
- $0.00 for any other currency type

The B13A information will display in B13A handling codes on the shipping label.

For more information regarding the field requirements for B13A filing options, please see the FSMS TCR Version 8.0.

Bill Recipient/Bill Third Party

For both FedEx Express and FedEx Ground shipments, you may choose to bill shipping costs to either the package recipient or a third party account in addition to the Sender/Shipper. 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.

When shipping Bill Recipient or Third Party, only List Rates will be provided if indicated. Discounted rate quotes are only available for Bill Sender shipments.
Collect On Delivery (COD)

COD shipping is allowed for both FedEx Express and FedEx Ground shipping (but is not allowed for FedEx 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) 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 U.S. 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 U.S. 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:

- Signature Services
- Prepaid or third party billing ONLY
- Declared Value
- Hazardous Materials
- 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:  
  Y or 1 = Add discounted net charge  
  2 = Add list net charge  
  3 = Add discounted COD charge  
  4 = Add list COD surcharge  
  5 = Add discounted Customer Total Charge  
  6 = Add list Customer Total Charge  
  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.  
  **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 1 should be affixed to the outside shipping container and labels 2 and 3 should be placed in a FedEx Ground COD pouch (OP-013POUCH), 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. You can send this information via fax, e-mail, U.S. mail, or FedEx Ground ACCESS. Enrollment is required for this service.

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

Available services with FedEx Ground ECOD:

- Signature Services
- Prepaid or third party billing ONLY
- Declared Value
- Hazardous Materials
- Residential Surcharge
- Additional Handling

Three labels are required when shipping a FedEx Ground ECOD package using thermal labels. Label 1 should be affixed to the outside shipping container and labels 2 and 3 should be placed in a FedEx Ground COD pouch (OP-013 POUCH), which is also affixed to the outside shipping container.

**Freight Shipping – FedEx Express**

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

**Domestic Freight:**

- FedEx 1Day Freight – Next Business Day Delivery
- FedEx 2Day Freight – Delivery within 2 business days
- FedEx 3Day Freight – Delivery by 3 PM within 3 business days for most shipments

**FedEx 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 www.fedex.com and in the *FedEx Service Guide* available from your FedEx Customer Service Representative.

**Freight Shipping – FedEx Freight (Create/Print a Bill of Lading)**

FSMS can create and print a Bill of Lading (BOL) for FedEx Freight service. Used with the 020 transaction, you can input data to be filled in on the printed BOL. If there are multiple freight items to be shipped to the same recipient, FSMS will print the necessary number of BOL pages. Subsequent pages will be populated with the information from the first page and additional items described will populate the description fields. When dimension fields are used, FSMS will calculate the cube volume for you and enter it on the BOL.

This service is only valid for the following pairs of countries: US to US, US to CA, CA to US, US to PR, PR to US, US to MX and MX to US. The only valid intra-country pair is US to US.

See the *FSMS TCR 8.0* for fields and more information for this service.
**Future Day Shipping**

Future Day shipping allows you to prepare a FedEx Express shipment up to ten (10) days from the actual ship date and a FedEx 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. A FedEx Express label displays the Future Ship date, but will not appear on the FedEx Ground label. To ship Future Day shipments, include field 24 (Ship Date) in the transaction with the desired shipping date.

**Hold at Location (HAL)**

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

**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 are no more than 50 feet inside the outermost door. FedEx Inside Pickup and Delivery is for the FedEx 1Day®, FedEx 2Day®, and FedEx 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 FedEx International Broker Select®.

The basic business rules for using BSO are as follows:

- 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, PNG (Portable Network Graphic), 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 TCR Version 8.0* under Global Ship Request – Transaction Code 020: Broker Select Option (BSO, FedEx Express only).
Dangerous Goods (DG)/Hazardous Materials (HazMat)

FSMS supports the shipping of Dangerous Goods for FedEx Express under International Air Transport Association (IATA) and 49CFR Air regulations, (ORM-D) and FedEx Ground HazMat shipping under 49CFR – FedEx Ground regulations. Any FedEx Express DG shipment can be shipped under IATA regulations, but only shipments that are intra-U.S., to or from Puerto Rico, or to or from U.S. territories can be shipped under ORM-D regulations. FedEx Express DG shipments require the submission of much more information per transaction than a FedEx Ground HazMat shipment, which requires only the DG/HazMat flag (field 1331), unless using FSMS to print the FedEx Ground OP-900 HazMat label and the OP-950 HazMat Certification Report. If using FSMS to print these documents, additional fields are required. See the FSMS TCR Version 8.0 for required fields.

To assist in the shipping of FedEx Express Dangerous Goods shipments, the IATA table used by FSMS is provided in spreadsheet format in the FedEx_Tables file in the FedEx directory. Use this table as reference in preparing FedEx Express Dangerous Goods shipments.

The input requirements for non-U.S. origin FedEx Express shipments containing Dangerous Goods were recently relaxed. Only the setting of the DG Flag (field 1331) and specification of the DG Class (field 492) are required.

FSMS supports the printing of the 1421C Shipper’s Declaration of Dangerous Goods, OP-900 FedEx 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 and is a summary of all HazMat packages processed prior to the Close.

For U.S. and CA Domestic FedEx 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 FedEx Ground HazMat shipments only, a single HazMat commodity is allowed per tracking number if printing the OP-900 and/or OP-950.

Shipping FedEx Express Dangerous Goods in Excepted Quantities

If shipping Dangerous Goods in quantities defined by the IATA as Excepted Quantities, full Dangerous Goods validation is not required. If shipping Excepted Quantities, only field 1331 (Dangerous Goods Flag) and field 1669 (Excepted Quantities Flag) are required. Field 1331 should be set to a value of E and field 1669 set to a value of Y. Excepted Quantities shipments will not be assessed a DG surcharge and no 1421C, Shippers Declaration of Dangerous Goods, will be printed.

Field indicators:

- E = Express
- G = Ground

<table>
<thead>
<tr>
<th>Field ID</th>
<th>Field Name</th>
<th>Max Length</th>
<th>Valid For</th>
<th>Exp/Gnd</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1331</td>
<td>Dangerous Goods Flag</td>
<td>1</td>
<td>All</td>
<td>E</td>
<td>Valid values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A – ADG</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>I – IDG</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E – Excepted Quantities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y – Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N – No</td>
</tr>
</tbody>
</table>

| 1669     | Excepted Quantities Flag | 1          | Optional  | E       | Valid values:             |
|          |                  |            |           |         | Y                       |
|          |                  |            |           |         | N                       |
|          |                  |            |           |         | Default: N               |
Chapter Two: FSMS Transaction Coding

Allowed combinations of fields 1331 and 1629:

<table>
<thead>
<tr>
<th>1331</th>
<th>1669</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Y</td>
<td>Error</td>
</tr>
<tr>
<td>I</td>
<td>Y</td>
<td>Error</td>
</tr>
<tr>
<td>A</td>
<td>Y</td>
<td>Error</td>
</tr>
<tr>
<td>N</td>
<td>Y</td>
<td>No Error</td>
</tr>
<tr>
<td>I</td>
<td>N</td>
<td>No Error</td>
</tr>
<tr>
<td>A</td>
<td>N</td>
<td>No Error</td>
</tr>
<tr>
<td>E</td>
<td>Y or N</td>
<td>No Error</td>
</tr>
</tbody>
</table>

Limitations for FedEx Express DG and FedEx Ground HazMat shipping

1. You must prepare Domestic U.S. and CA FedEx Express DG shipments as single piece shipments only. If using Open Shipping, any DG information entered after the Create transaction is ignored. If printing the 1421C, Shippers Declaration of Dangerous Goods, only the DG information associated with the Create prints and the remaining forms are blank.

2. HazMat shipments can only contain a single HazMat commodity if using FSMS to print the OP-900 Shipping Label and the OP-950 HazMat Certification Report. If more than a single HazMat commodity is supplied in the transaction, an OP-900 prints for the first commodity only, and only the first commodity prints 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 FedEx International Express shipments.
- Dry ice weight is measured 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 a packing material and does not require any Dangerous Goods fields for shipping.

**NOTE:**

To provide transactional consistency, the Dry Ice Weight field (field 1684), has two implied decimal parameters and also accepts dry ice weight in either pounds or kilograms 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 FedEx Express shipments without a tracking number. FedEx InSight also provides actionable status information about shipments, displays consolidated multiple-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℠

FedEx Priority Alert is a FedEx 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. FedEx Priority Alert is for critical medical Domestic shipments and requires enrollment by the customer.

FedEx ShipAlert® Notifications – Outbound, Delivery (POD), and Exception

FedEx ShipAlert® is available for FedEx Express and FedEx Ground shipments for three notification types:

• Outbound (notification that a shipment is on the way)
• Delivery (notification that a delivery has been made)
• Exception (notification of an exception, e.g., incorrect address, clearance delay, general delivery exception)

These notifications have several features with FSMS:

• You can submit up to six e-mail addresses for each notification (Shipper/Sender, Recipient, Broker, and three other e-mail addresses.)
• You can set the notification language to each e-mail address for one of many language selections.
• You can set the format of the notification to be in HTML, text, or wireless.
• You can add an optional personal message up to 120 characters in length to the notification by adding field 1203 (Personal Message) to the transaction.

NOTE:

Some languages require locale codes to more clearly differentiate dialects. Formatting of some languages may be restricted. For more information regarding the fields required for ShipAlert language, locale, and format designation, please see the FSMS TCR Version 8.0.

Shipper’s Export Declaration (SED/EEI)

The Shipper’s Export Declaration (SED), now called Electronic Export Information (EEI), 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 apply:

• You ship merchandise under the same Schedule B commodity number that 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, that 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/EEI 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/EEI 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/EEI process, you must file your SED/EEI information with AESDirect. This Government-supported website facilitates your filing requirements and provides you with the appropriate shipper identification for your packages. FedEx will apply this information with your shipment but will no longer file this information for you.

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

- **Global Trade Manager at [www.fedex.com](http://www.fedex.com/us/international):** www.fedex.com/us/international
- **AESDirect:** www.aesdirect.gov
- **U.S. Census Bureau:** www.census.gov/foreign-trade/

FSMS requires indication of SED/EEI filing status for each SED qualifying shipment. To indicate the SED/EEI status, use field 1349 with a value of S. U.S. Customs further requires that either a Foreign Trade Regulations (FTR) exemption or Internal Transaction Number (ITN) number be provided for each SED/EEI qualifying shipment. Use field 1358 (FTR, XTN, or ITN Entry) to provide the FTR exemption number, the Pre-Departure ITN, the Post Departure Citation, or the AES Downtime Citation.

**NOTE:**

*FSMS v8.0 is staged to process the changes pending U.S. government’s implementation of final rules for SED/EEI. Until then, edits have been relaxed to accept XTN, ITN, and FTR entries in field 1358 as previously performed in FSMS 7.6.*
Third Party Consignee (TPC)

Third Party Consignee is a service that is offered to shippers who do not want their recipients to know the commercial value of the shipment. This service enables deliveries of shipments to end recipients at destinations without a commercial invoice attached. TPC is only allowed for certain origin/destination countries. There is a surcharge associated with this service. To indicate TPC, use field 3309 (TPC Flag) in the 020 transaction.

Supported services:
- International Priority (IP)
- International Priority Freight (IPF)

Payment types allowed:
- Bill Sender
- Bill Third Party

Countries allowed:

<table>
<thead>
<tr>
<th>Origin (Outbound from)</th>
<th>Destination (Inbound to)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Australia</td>
</tr>
<tr>
<td>China</td>
<td>Indonesia</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>Japan</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Korea</td>
</tr>
<tr>
<td>Japan</td>
<td>Malaysia</td>
</tr>
<tr>
<td>Korea</td>
<td>New Zealand</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Singapore</td>
</tr>
<tr>
<td>New Zealand</td>
<td>United States (excluding Puerto Rico)</td>
</tr>
<tr>
<td>Philippines</td>
<td></td>
</tr>
<tr>
<td>Singapore</td>
<td></td>
</tr>
<tr>
<td>Taiwan</td>
<td></td>
</tr>
<tr>
<td>Thailand</td>
<td></td>
</tr>
</tbody>
</table>
Signature Services

Signature Services offer customers the ability to offer varying levels of signature collection services:

- **No Signature Required** – No signature is required for delivery. For residential deliveries, the shipment will be left without collecting a signature if no Signature Service option is selected. This is the default for all residential deliveries.

- **Indirect Signature Required** – Signature can be obtained from any individual at the address specified on the package, a signed door tag or neighboring address. For fee for residential deliveries. This service option will be available for FedEx Express and FedEx Ground. Address corrections are permitted.

- **Direct Signature Required** – Signature will be obtained from any individual at the address specified on the package. For fee. This service option will be available for FedEx Express and FedEx Ground. Direct Signature Required replaces AutoPOD. Address corrections are permitted.

- **Adult Signature Required** – Signature can only be obtained from an individual at the address specified on the package and the recipient must be 21 years of age or older. Government-issued, photo ID is required for age verification. For fee. Service option available for FedEx Express and FedEx Ground. Address corrections are not permitted.

Supported Services:

- FedEx Priority Overnight
- FedEx 2Day
- FedEx Standard Overnight
- FedEx Express Saver®
- FedEx Ground
- FedEx Home Delivery

Signature Services are supported at the package level for all FedEx Express and FedEx Ground services except FedEx Express COD, where they are supported at the shipment level.

When creating a FedEx Express MPS COD shipment using Open Shipping, use field 2399 (Signature Option) in the Create transaction.

When creating a FedEx Express MPS COD shipment using single transaction multiple occurrence fields, use only a single occurrence of field 2399 (Signature Option).
**NOTE:**

- Alcohol shipments always require an Adult Signature and a surcharge is applied. No other signature option is available for alcohol shipments.
- No signature option is available for Hold at Location shipments.
- COD, Dangerous Goods, Ground HazMat, FedEx Home Delivery with Appointment Delivery and shipments with an insurance value greater than $499 USD require a Direct Signature, and a surcharge is not applied. Adult Signature is available as an upgrade for U.S. Domestic FedEx Ground and FedEx Express shipments, and a surcharge is applied if Adult Signature is selected. Indirect Signature and Deliver without Signature are not available for these types of shipments.
- All other non-residential U.S. Domestic FedEx Express and FedEx Ground shipments and all International shipments require an Indirect Signature. Direct Signature and Adult Signature are available as an upgrade for U.S. Domestic FedEx Express shipments. Direct Signature is available as an upgrade for U.S. Domestic and International FedEx Ground shipments. A surcharge will be applied if an upgrade is selected. Deliver without Signature is also available for U.S. Domestic FedEx Express shipments only.
- All other residential U.S. Domestic FedEx Express and FedEx Ground shipments are handled as Deliver without Signature. Indirect Signature, Direct Signature, and Adult Signature are available as an upgrade for U.S. Domestic FedEx Express shipments, and a surcharge will be applied if an upgrade is selected. Indirect Signature and Direct Signature are available as an upgrade for U.S. Domestic FedEx Ground shipments, and a surcharge will be applied if an upgrade is selected.
- Direct Signature is the only signature option available for FedEx 1Day and 2Day Freight Services (U.S. Domestic FedEx Express Freight services).

See the table below for service combinations allowed with Signature Services.

**NOTE:**

*If multiple Special Services are indicated, Special Services rules listed in the chart first precede over rules listed later (e.g., HAL rules precede COD rules).*

Use these codes for the following Signature Service Choices charts.

**Special handling codes (10, 34 & 35) included in the label bar code:**

- The DEFAULT is the first item indicated.
- Other signature service choices available to the shipper
- IF only one choice listed, the customer MUST have that signature service.
- Underlined options – no fee or fee is waived
- ($) Fee is applied
- N/S No signature requirement has been selected or signature requirement is not available.
- NO label changes (nothing in the bar code, no human readable prompts and no release number).
- * Available only for specific FSMS or WebAPI shippers
- ^ Declared Value (carriage) defaults for automation only
- ~ Suppress release number printing on label
- No Declared Value PUP prompts
- + = NOT supported in automation for Ground products
- % Deliver with signature will not be available for Ground shipments – this option will be available at a later date.
- Italic Not all special services are allowed for TD and IPD/IED
### Signature Service Choices Available WITH Residential Surcharge and/or Home Delivery

<table>
<thead>
<tr>
<th>Special Service</th>
<th>U.S. Domestic Ground &amp; Express (TD)</th>
<th>International Ground</th>
<th>International Express</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Inbound US (50 states) PR to US, CA to US</td>
<td>All Others, including intra-CA, intra – PR, US to PR, US to CA</td>
</tr>
<tr>
<td>Alcohol+ -</td>
<td>➢ Adult ($) 0 - 4 = 4</td>
<td>Not supported in Automation</td>
<td>N/S 0 – 4 = 0</td>
</tr>
<tr>
<td>HAL+</td>
<td>N/S 0 - 4 = 0</td>
<td>Not Available</td>
<td>N/S 0 – 4 = 0</td>
</tr>
<tr>
<td>COD, ECOD, or Express DG</td>
<td>N/S 0 - 3 = 0</td>
<td>N/S 0.2 - 4 = 0</td>
<td>N/S 0.2 - 4 = 0</td>
</tr>
<tr>
<td>Ground Appt. Delivery</td>
<td>N/S 0,2,3 = 0</td>
<td>Not Available</td>
<td>Not Available</td>
</tr>
<tr>
<td>Ground HazMat or DV ≥ $500^ USD</td>
<td>Direct 0 - 3 = 3</td>
<td>Direct 0.2 - 4 = 3</td>
<td>Direct 0.2 - 4 = 3</td>
</tr>
<tr>
<td>ALL OTHER CASES i.e any other special services or scenarios (no special services selected)</td>
<td>N/S 0.1 = 0</td>
<td>Indirect 0.2 = 2</td>
<td>N/S 0.2 = 0</td>
</tr>
</tbody>
</table>

**KEY for Transactions:**

Numeric codes in charts indicate appropriate overrides if invalid codes are received:

- 0 = Not Specified
- 1 = Deliver w/o Signature
- 2 = Indirect
- 3 = Direct
- 4 = Adult

For example, 0 - 4 =4 means that code 4 (Adult) will override all other codes (0, 1, 2, 3 or 4) if they should be received by a transactional client.
## Signature Service Choices Available WITHOUT Residential Surcharge and/or Home Delivery

<table>
<thead>
<tr>
<th>Special Service</th>
<th>U.S. Domestic Ground &amp; Express (TD)</th>
<th>International Ground</th>
<th>International Express (IPD/IED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol+ -</td>
<td>Adult ($) 0 - 4 = 4</td>
<td>Not supported in Automation</td>
<td>Adult 0 - 4 = 4</td>
</tr>
<tr>
<td>HAL+</td>
<td>N/S 0 - 4 = 0</td>
<td>Not Available</td>
<td>N/S 0 - 4 = 0</td>
</tr>
<tr>
<td>COD, ECOD, or Express DG</td>
<td>N/S 0 - 3 = 0</td>
<td>• Adult ($) 4 % 1 = error for Ground</td>
<td>N/S 0,2 - 4 = 0 1 = error</td>
</tr>
<tr>
<td>Ground HazMat or DV ≥ $500^ USD</td>
<td>N/S 0,2 - 4 = 0</td>
<td>• Direct (S) 3 • Adult ($) 4 % 1 = error for Ground</td>
<td>N/S 0,2 - 4 = 3 1 = error</td>
</tr>
<tr>
<td>ALL OTHER CASES</td>
<td>N/S 0,2 = 0</td>
<td>• Direct (S) 3 • Adult ($) 4 • Deliver w/o signature% 1</td>
<td>N/S 0,2 = 0 3,4 = 3 1 = error</td>
</tr>
</tbody>
</table>

### KEY for Transactions:

Numeric codes in charts indicate appropriate overrides if invalid codes are received:

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Not Specified</td>
</tr>
<tr>
<td>1</td>
<td>Deliver w/o Signature</td>
</tr>
<tr>
<td>2</td>
<td>Indirect</td>
</tr>
<tr>
<td>3</td>
<td>Direct</td>
</tr>
<tr>
<td>4</td>
<td>Adult</td>
</tr>
</tbody>
</table>

For example, 0 - 4 = 4 means that code 4 (Adult) will override all other codes (0, 1, 2, 3 or 4) if they should be received by a transactional client.
Returns Shipping

FSMS provides two methods for processing Returns Shipments:

- **Print Return Label (FedEx Express, FedEx Express Freight, and FedEx Ground)** can be included in either the original shipment or in a separate correspondence to your customer. This label can be used at a future time.

  Shipping services available for this return option are:
  - FedEx Express (FO, PO, SO, 2Day)
  - FedEx Express Freight (F2 and F3)
  - FedEx Ground
  - FedEx Home Delivery

- **E-mail Return Label (FedEx Express, FedEx Express Freight, and FedEx Ground)** allow you to e-mail a return label to your customer, which can be printed directly from your customer’s printer. An additional link to find the closest drop-off location is also available for your customer’s convenience.

  Shipping services available for this return option are:
  - FedEx Express (FO, PO, SO, 2Day)
  - FedEx Express Freight (F2 and F3)

### Special Services Allowed for Returns Options

The following table displays the Special Services allowed for Parcel and Freight Returns. Special Services allowed are shown as Yes in bold type.

<table>
<thead>
<tr>
<th>Special Service</th>
<th>Parcel Return Print and E-mail Label FO,PO,SO, 2DAY</th>
<th>Express Freight Return Print and E-mail Label 2DAY 3DAY</th>
<th>Ground Print and E-mail Label Ground and Home Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold at Location</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Deliver Weekday</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Saturday Delivery</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Inaccessible Dangerous Goods</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Electronic Surveillance Service</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Dry Ice</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Saturday Pickup</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>COD</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Accessible Dangerous Goods</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Priority Alert</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Additional Handling Surcharge</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Residential Delivery</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Saturday Hold</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>OFS/F2 Inside Pickup</td>
<td>N/A</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>OFS/F2 Inside Delivery</td>
<td>N/A</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>H3 Pickup</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Special Service</td>
<td>Parcel Return Print and E-mail Label FO, PO, SO, 2DAY</td>
<td>Express Freight Return Print and E-mail Label 2DAY 3DAY</td>
<td>Ground Print and E-mail Label and Home Delivery</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>H3 Delivery</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>OFS/F2 Single Shipment</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>OFS/F2 Delivery Reattempt</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>OFS/F2 Extra Labor</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>OFS/F2 Residential Pickup</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>OFS/F2 Residential Delivery</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Liftgate</td>
<td>N/A</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>InSight Content (Pack. Content)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>IV Shipment blocking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Alcohol</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Signature Services</td>
<td>Yes</td>
<td>Yes</td>
<td>YES</td>
</tr>
<tr>
<td>No Indirect Delivery</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Variable Handling</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>ShipAlert</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Delivery notification</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Exception notification</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Alternate Sender</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>POD</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td>Non Standard Packaging</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>HD – Date Certain</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>HazMat</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Maximum Declared Value</td>
<td>Max DV $1,000</td>
<td>Max DV $50,000</td>
<td>Max DV $100</td>
</tr>
</tbody>
</table>
Print Return Label

Return label creation using the 020 transaction allows you to make minor changes to a standard outbound 020 shipment transaction to create a Return label.

The following business rules are applicable to FedEx Returns shipping:

- Special Services vary for Return shipments. Please use the following Special Services chart for reference of allowed Special Services.
- Returns shipments are only available for U.S. Domestic shipping, including Alaska and Hawaii.
- Return shipments are not rated. However, they can be rated via online applications, such as FSM API or rating at www.fedex.com.

The following business rules are applicable to Returns shipments prepared via FSMS:

- Return labels do not expire. When a FedEx Express return label is created, a ship date will be printed on the label, but it is not a true commitment date.
- If the ship date differs from the printed ship date, the FedEx courier will re-label the package. This is standard FedEx operating procedure.
- Returns shipments are not billed until a possession scan is initiated by FedEx and the package moves.
- Returns packages are visible in Insight after the possession scan is received by FedEx systems.
- You can use the 023 transaction to delete a Return shipment any time prior to executing a Close. After a Close has been performed, the shipment may no longer be deleted.
- Individual pieces within a multiple-piece shipment may be deleted via the 023 Delete transaction without requiring deletion of the entire shipment.
- The 095/195 Label Reprint transaction is available for the reprinting of Returns labels.
- Returns shipment information will not print on any FSMS produced report. For Returns package information, a custom report will have to be created with information from the FSMS database.
- All label formats supported by FSMS for outbound labels are available for Return shipping labels.
- A Return shipping instructions example is included in your transaction guide. You can include this with the label to let your customer know how to schedule pickups or find the closest drop-off location.
- A Return Materials Authorization (RMA) Number field is available for use in either the 020 or 037 Return transactions that you can use to track a Return shipment and is also provided on the FedEx invoice.
- You can tie Outbound and Return shipments together to track both shipments at the same time and to obtain cross reference information on the invoice by using the RMA Number field in both the outbound and return shipment transactions.
<table>
<thead>
<tr>
<th>Return Label Type</th>
<th>Availability</th>
<th>Services &amp; Shipping Types</th>
<th>MPS</th>
<th>Printing</th>
<th>Delete &amp; Reporting</th>
</tr>
</thead>
</table>
| **Print Return Label** (Express & Ground) | Available for U.S. Domestic shipping. Ability to tie Outbound and Return shipment together for tracking purposes and Invoice reference. | First Overnight® (FO)  
Priority Overnight (PO)  
Standard Overnight (SO)  
FedEx 2Day (2DAY)  
FedEx Freight 2Day (F2)  
FedEx Freight 3Day (F3)  
FedEx Ground Service Codes:  
131 – Ground, 3rd Party, Return Manager Printed Label  
137 – Ground, Pre-paid, Return Manager Printed Label  
836 – Home Delivery, 3rd Party, Return Manager Printed Label  
842 – Home Delivery, Pre-paid, Return Manager Printed Label | Maximum is 999 pieces per Request. RMA number the same on all shipments. Dimensions, weight, and declared value can be different for each package. | Available label formats are Thermal and Paper. Customer account number is not printed. A FedEx Ground Manifest is not required for FedEx Ground Return shipments. For FedEx Ground Return shipments, ‘RETURN MGR’ prints on both the paper and thermal formats. This is used by FedEx Ground contractors to identify Return Packages. The RMA number will be printed in human readable on the Paper and Thermal format. The RMA number will be bar-coded (linear) on the paper format only. | Customers can cancel Print Return Label shipments. Customer reporting is available through Insight. Packing instructions are available and can be printed only when paper format is setup as default printing option. Returns shipment information will not print on any FSMS produced report. For Returns package information, a custom report must be created with information from the FSMS database. |
E-mail Return Label

Return label creation using the 037 transaction will create an 'online' label which is picked up by the returning party online at a URL sent via e-mail. The 037 transaction is a Request that is uploaded at the Hourly Upload (HU) interval established in the FSMS Configuration Utility made to FedEx backend systems to create an online label. When the Requests are received by FedEx, a Return label is created for the e-mail recipient, and the recipient is provided a URL from which the Return label is accessed. The label is printed from a browser to a standard ink jet or laser printer.

The following FedEx business rules apply to Online Return labels:

- Special services vary for Return shipments. Please use the following Special Services chart for reference of allowed Special Services.
- Returns shipments are only available for U.S. Domestic shipping, including Alaska and Hawaii.
- Return shipments are not rated. However, they can be rated via online applications, such as FSM API or rating at www.fedex.com.

The following rules are applicable to Online Return Label shipments prepared via FSMS:

- E-mail labels may only be deleted using the 033/133 E-mail Label Delete.
- E-mail label Requests are uploaded to FedEx during the Hourly Upload process, which can be set to occur at an interval between 30 and 120 minutes.
- If the e-mail label deletion Request occurs prior to the HU interval, the Request is deleted from the FSMS database. If the e-mail label deletion Request occurs after the HU interval, the delete Request is uploaded during the next HU interval.
- MPS Returns shipments may be prepared using the single transaction multiple occurrence method or via Open Shipping. A maximum of 10 labels may be requested per MPS shipment.
- Returns shipment information will not print on any FSMS produced report.
## Email Label (Express & Ground)

Email Label is available for Passkey and Passkey Admin. It is available for U.S. Domestic shipping and no ITB shipments. Additional fields required are:
- Item description
- Return shipper e-mail address
- URL expiration date – up to 30 days
- Return Contact telephone number – typically the customer service department number

### Additional Services & Shipping Types

- First Overnight (FO)
- Priority Overnight (PO)
- Standard Overnight (SO)
- FedEx 2Day (2Day)
- FedEx Ground
- FedEx Home Delivery
- FedEx Ground Service Codes: 136: Ground, Prepaid, Email Label
- 140: Ground, 3rd Party, Email Label
- 847: Home Delivery, 3rd Party, Email Label
- 848: Home Delivery, Prepaid, Email Label

### Access & Retention

The E-mail Label URL can be accessed for 30 calendar days from the day when the label was requested. The Merchant (FedEx customer) needs to select the day at the moment of request. After access, the label can be reprinted for up to 5 days. Label is good after printed for indefinite time.

### Printing

With E-mail Label, a label is not printed by the FedEx customer. Instead a URL is sent to the Return shipper via e-mail. This URL will contain access for the label.

The FedEx customer will receive a list of the tracking numbers as a confirmation of the shipment. Available Label format is Paper ONLY. The Merchant (FedEx customer) can cancel E-mail/Online Label shipments. Customer reporting is available through Insight.

Returns shipment information will not print on any FSMS produced report. For Returns package information, a custom report will have to be created with information from the FSMS database.

Customers can cancel E-mail/Online Label shipments. Customer reporting is available through Insight.

Returns shipment information will not print on any FSMS produced report. For Returns package information, a custom report will have to be created with information from the FSMS database.
**Tie an Outbound and Return together – Track by RMA Number**

You can also tie Outbound and Return shipments together to track both shipments at the same time and to obtain cross reference information on the invoice.

Field 1538 Search/Relationship type code allows a value for RMA number. The value for RMA Number on this field should be 10. The actual RMA number shall be passed in existing field 1537 Search/Relationship Type string.

Customers can pass in an RMA number on a REGULAR NON-Returns ship in the Global 020 transaction. Then the customer can process a Return shipment and put in the same RMA number. Finally, when the customer tracks by this particular RMA number, all tracking numbers are returned.

**Customer Scenarios**

This section contains examples of return shipments being used through different channels:

- Packout Process Example
- Call Center Example
- Self-Service Website Example

**Packout Process Example**

1. **Order or Request for Part Taken**
2. **Customer system generates shipment paperwork including Pre-Printed Return Label**
3. **Product, Document, or Service Part is packed for shipment**
   - **Pre-Printed Return Label** and Return instructions included
4. **Return Shipper receives shipment. Decides what needs to be sent back. Repacks and places Pre-Printed Return Label on Package**
5. **Package is tendered to FedEx via dropoff or pick-up**
6. **Shipments arrive at FedEx customer’s returns facility**

**Primary Users:**
- Retailers
- Service Parts
- Manufacturers
- Repair Return
- Financial/Legal Services
- Reusable Envelope
Chapter Two: FSMS Transaction Coding

Call Center Example

1. Return shipper calls FedEx Customers Call Center requesting Return

2. Call Center Rep determines best labeling option depending on Return Shippers need. Selects best option from Customer System

RMA (Return Material Authorization) Issued

Primary Users:
Retailers
Service Parts
Manufacturer Repair
Return

Email Label
Rapid, inexpensive Label delivery. Requires Email Access

Driver Brings Label /w Pickup
Premium Service where driver is dispatched with label for pickup

Mail Pre-Printed Label
Option for customers not wanting premium service, and Return Shippers do not have email

3. Return Shipper receives email with FedEx.com URL

4. Return Shipper logs into FedEx.com and prints label, prepares shipment

5. Package Tendered to FedEx via drop-off or pickup

6. Shipments arrive at FedEx customer’s returns facility

3. Customer system requests driver and label dispatch

4. Return Shipper prepares shipment before driver arrives

5. Driver arrives, labels and picks up package

3. FedEx Customer prints label and mails it to Return Shipper

4. Return Shipper receives label and packs shipment

5. Package Tendered to FedEx via drop-off or pickup
Self-Service Website Example

1. Return Shipper logs into website to process return
2. Return Shipper completes survey qualifying them for a return
3. If approved to make return Screen renders Pre-Printed label, Return Shipper prints

6. Shipments arrive at FedEx customer’s returns facility
5. Package is tendered to FedEx via dropoff or pickup
4. Return Shipper packs shipment and applies label

Primary Users:
Retailers
Service Parts

Global Delete Request/Reply (023/123)

The Global Delete Request function allows you to delete a single package or all packages in a multiple-piece shipment. The following types of multiple-piece shipments (MPS) are included in the Global Delete Request:

- FedEx International Express or FedEx Ground MPS
- Domestic FedEx Express or FedEx Ground COD MPS

**NOTE:**

If you enter any tracking number associated with a multiple-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/IED User Guide*. 
Pre-Assigning Tracking Number Request/Reply (004/104)

Using the Tracking Number Request (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 (FedEx Express):
0,"004"1,"004-010 Assign Tracking # Express"498,"123456"499,"1"99,""

Assign Tracking Number Request (FedEx Ground):
0,"004"1,"004-020 Assign Tracking # Ground"498,"123456"499,"1"99,""

Assign Tracking Number Request (FedEx International):
0,"004"1,"004-030 Assign Tracking # International"498,"123456"499,"1"99,""

When submitting the 020 transaction with a pre-assigned tracking number, there are three fields that you can use:

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

**NOTE:**

*When using the 004 transaction to Request a tracking number, the meter number requesting the tracking number MUST be in the transaction. Tracking numbers are assigned at the meter level, and therefore the meter number is required for both the 004 Tracking Number Request. You MUST use the same meter number when shipping the obtained tracking number in the 020 transaction. This measure ensures accurate billing in the event the revenue data is not uploaded.*

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

When you are ready to end your shipping day, you **MUST** perform a Close transaction to transmit shipping data to FedEx. You can use the End-of-Day Close transaction 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). You can perform a separate Close Request for FedEx Ground and FedEx Express shipments. You can also close all meters with the one 007 transaction when you use field 2413 (Close All Meters Flag).

Below is a sample 007 transaction Request:

```
0,"007"1,"FedEx7"498,"4147"3025,"FDXG"99,""
```

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

The 107 Reply transaction for the sample 007 transaction Request is:

```
0,"107"1,"FedEx799,""
```

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 fields to further identify the shipment for which you are searching, such as Ship Date, Service Type, Recipient Name, etc. to speed up the query.

2. Search for all packages processed for a specific meter. In this transaction, you enter the meter number of the shipment instead of the tracking number.
   
   You can enter both the meter number and tracking number 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 TCR Version 8.0.

Rate Available Services Request/Reply (025/125)

The 025 Rate Available Services transaction enables you to request rates as well as service options for particular origin/destination combinations. This applies to FedEx Express and FedEx Ground shipments for origins within US, CA, and PR only.

There are 5 scenarios available for the 025/125 transactions. When more specific information is passed in the Request transaction, the 125 Reply transaction is more streamlined in response. Thus, the last scenario returns a shorter reply than the first. The 5 scenarios are:

1. Origin/destination input only. This will result in multiple occurrences of services/rates returned by service and package type, but rates will be zero, null, or not present when weight is not in the input.
2. Origin/destination with weight only. This will result in multiple occurrences of service/rates returned by service and packaging type.
3. Origin/destination with service type and weight. This will result in a specific service with multiple occurrence package types.
4. Origin/destination with package type and weight. This will result in a specific package type with a multiple occurrence of service types.
5. Origin/destination with service type, package type, and weight. This will result in a specific service and for a specific package type with a specific weight.

For more details and sample transactions, see the FSMS TCR Version 8.0.
Demand Download Request/Reply (057/157)

FSMS offers you a demand download that provides all the functionality of the Demand Download Utility. In the
Download Flag (field 1053), enter the type of download(s) you are requesting. Each position of the 16 position field
has an associated download type. With Y in the selected positions, the client will be provided any updates that have
been staged by FedEx for the download types selected.

Required fields:
- Transaction Type (0)
- Meter Number (498)
- Download Flag (1053)
- End of Transaction (99)

See the 057 transaction in FSMS TCR Version 8.0 for the download type represented by each of the positions in
Download Flag (1053).

Meter Query Request/Reply (070/170)

The Meter Query Request (070) 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 Type). 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 Type). 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 TCR Version 8.0.
Tracking Request/Reply (404/504)

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. With the 404/504 transaction you can also track by reference and track shipments handled by other FedEx carriers besides Express and Ground, e.g., FedEx Freight®, FedEx Cargo, and FedEx Custom Critical®.

Below are the tracking options available in FSMS via the 404 Tracking transaction:

<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</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, but are recommended. It is also recommended that you provide the Carrier Code to ensure the desired results for your request.</td>
</tr>
<tr>
<td></td>
<td>Ground</td>
<td>ocoply Track packages by reference information entered during the shipping transaction.</td>
</tr>
<tr>
<td></td>
<td>Freight</td>
<td>To limit the number of tracking replies for a specific reference, you may enter a date range for this search.</td>
</tr>
<tr>
<td></td>
<td>Custom Critical</td>
<td>To refine the Track by Reference, you may also add the following fields to your request to further narrow your search:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shipment Account Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Recipient Country Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Recipient Postal Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Some of the possible references for tracking are:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shipper/Customer Reference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Invoice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• PO (Purchase Order)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Department</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Part Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Partner Carrier Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• TCN (for government shippers)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• BOL (Bill of Lading)</td>
</tr>
<tr>
<td>By Reference</td>
<td>Express</td>
<td><strong>Note:</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>Ground</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Freight</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Custom Critical</td>
<td></td>
</tr>
<tr>
<td>Reply Language</td>
<td>ALL</td>
<td>With the combined use of Language Code and Locale code, you can control the response language and many error conditions.</td>
</tr>
<tr>
<td>MPS Tracking</td>
<td>International Express</td>
<td>This feature allows you to track FedEx International Express MPS shipments by the master tracking number. Tracking by the master tracking number returns tracking data for all the child tracking numbers associated with that master.</td>
</tr>
</tbody>
</table>
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 there 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:

- You can use some of the Open Ship flags 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.
- You can open several Open Ship shipments 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" later in this section.
- 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. You can create multiple Open Ships and open them simultaneously by using the Open Ship Index (field 542) and setting this field to a unique number. You can reuse this number 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>
</tr>
</thead>
<tbody>
<tr>
<td>Create the Shipment</td>
<td>1</td>
</tr>
<tr>
<td>Route/Time-in-Transit</td>
<td>2</td>
</tr>
<tr>
<td>Rate the Shipment</td>
<td>3</td>
</tr>
<tr>
<td>Edit the Shipment</td>
<td>6</td>
</tr>
<tr>
<td>Delete the Shipment</td>
<td>8</td>
</tr>
<tr>
<td>Confirm the Shipment</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Piece Level Function</th>
<th>Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a Piece</td>
<td>4</td>
</tr>
<tr>
<td>Edit a Piece</td>
<td>5</td>
</tr>
<tr>
<td>Delete a Piece</td>
<td>7</td>
</tr>
<tr>
<td>Confirm the Piece</td>
<td>9</td>
</tr>
</tbody>
</table>
Creating an Open Shipment

- **541** position 1 set to Y (YNYYNNNNN)
- **542** set to the unique number passed in the Create

For Open 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 is returned and should be used to refer to this piece in the future in order to add or edit information for this piece. For FedEx 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 (NNNNYNYY)
- **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 you want to add or edit with the new or corrected information. For a list of fields that may be added or edited at the shipment level, see the "Open Shipment Table" provided later in this section.

**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

FedEx 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 (YNYYNNNNN)
- **542** – set to the unique number passed in the Create (E/G).
  *Not required if not simultaneously performing a Create or an Add (e.g. YYNYYNNNN, NYNYYNNNN).*
- **17** – Recipient Postal Code (E/G)
- **1222** – Pre-assign Tracking Number (E/G). You can omit this field if:
  - A Route/Time-in-Transit transaction is performed simultaneously with a Create or an Add transaction (e.g. YYNYYNNNN or NYNYYNNNN), and a pre-assigned tracking number is not being used.
  - The bar code string data is not required and a Route/Time-in-Transit transaction is not performed simultaneously with a Create or an Add (e.g. NYNYYNNNN).
- **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 (NNNINNNYN)
- **542** – set to the unique number passed in the Create for this shipment

Rating the Open Shipment

To Request a Rate for an Open Shipment, the following fields are required:

- **541** – position 3 set to Y (NNYNINNNN)
- **542** – for the unique number passed in the Create (YNYYNNNNN, NNNYYNNNN)
  *Not required if not simultaneously performing a Create or an Add.

Adding a Piece to the Open Shipment

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

- **1670** – Package Weight
- **50** – Recipient Country
- **541** – position 4 set to Y (NNNYNNNNN)
- **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 as follows:

- **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 (NNNYNNNN)
- **29** – the tracking number of the piece to be edited
- **1274** – Service Type
- Pass in the field number to edit 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:

- **541** – position 7 set to Y (NNNNNNNYN)
- **29** – the tracking number of the piece to delete
- **1274** – Service Type

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 print the label before Confirming the whole shipment by sending a Piece Confirm transaction. The following fields are required:

- **541** – position 9 set to Y (NNNNNNNNY)
- Do **NOT** pass in field 542 – if you do, the entire shipment is Confirmed.
- **29** – the tracking number of the piece for which you want to print the label
- 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 is the only piece in the shipment, the entire shipment is Confirmed and you can not add any more pieces to the shipment. To print and Confirm pieces and maintain the ability to add more pieces, perform the following recommended procedure:

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 are added to the Open Shipment, and the appropriate information has been passed, you may Confirm the shipment as follows:

- **541** – position 9 set to Y (NNNNNNNNY)
- **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

You can verify a FedEx Express shipment prior to label preparation and shipping. This will ensure that all package and shipment information is correctly uploaded to FedEx. The Pre-Ship Validation is the same transaction as a Create shipment with the following exceptions:

- **541** – set ALL positions to N (NNNNNNNNN)
- **542** – should be blank
- **184** – set to P
Sample Open Ship Transactions

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

FedEx Ground Sample Open Shipment:

Create Request:

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

Add 2 Request:

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

Add 3 Request:

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

Add 4 Request:

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

Add 5 Request:

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

Confirm Request:

Confirm Reply:
Create and Add for 5 Piece Shipment:


FedEx Express Sample Open Shipment:
Create Request:

Create Reply:
0,"1201","Create Shipment and Add First"29,"619069531504"526,"0201"542,"14"99",""

Add 2 Request:

Add 2 Reply:
0,"1201","Add Second Package"1670",1500"","26",0,"29",619069531515"43",0"57",0"58",0"59",0"116",2,"526","0201"542,"14"1117","299",""

Add 3 Request:

Add 3 Reply:
0,"1201","Add Third Package"1670",1000"","26",0,"29",619069531525"43",0"57",0"58",0"59",0"116",3,"526","0201"542,"14"1117","399",""

Add 4 Request:
Chapter Two: FSMS Transaction Coding

Add 4 Reply:
0,"120","Add Fourth Package","1670","1200","25","619069531537","43","0","57","0","58","0","59","0"
116,"4","526","0201","542","14","1117","4","99",""

Add 5 Request:
0,"020","Add Fifth Package","1670","2300","50","US","541","NNYNNNNNN","542","14","1273","03","1274","01","99",""

Add 5 Reply:
0,"120","Add Fifth Package","1670","2300","25","619069531548","43","0","57","0","58","0","59","0"
116,"5","526","0201","542","14","1117","5","99",""

Confirm Request:
0,"020","Confirm Open Shipment","50","US","187","N","537","541","NNNNNNNNY","542","14","99",""

Confirm Reply:
0,"120","Confirm Open Shipment","30","XJ GSHA","33","A1","9100","182","0","37","9282","60","100"
65,"34629058110000016190695315042010"
65-2,"34629058110000016190695315201014"
65-3,"3462905811000001619069531526018"
65-4,"34629058110000016190695315372012"
65-5,"34629058110000016190695315482016"
194,"MON","195","IND","198","GSHA","409","0605431","N","542","14","552","9000496980035009"",
553,"7201 West 103rd St","1086","1129","0","1136","XJ","1274","1393","182","99"

Create and Add for 5 Piece Shipment:
0,"020","Express 5 Piece Open Shipment: Create and Add First Package","11","Sam's Publishing","12","Recipient Name","13","201 West 103rd St","15","Indianapolis","16","IN","17","46290","18","1234567890","21","35","1","25","Package CR001","50","US","440","Y","498","541","NYNNNNNNN","542","200","1273","01","1274","01","3001","Shipment PO10001","3057","Package IN001","299",""
0,"020","Add/Rate Second Package","21","20","25","Package CR002","50","US","498","541","NNYNNNNN","542","200","1273","01","1274","01","3057","Package IN002","3062","299",""
0,"020","Add/Rate Third Package","21","15","25","Package CR003","50","US","498","541","NNYYNNN","542","200","1273","01","1274","01","3057","Package IN003","3062","299",""
0,"020","Add/Rate Fourth Package","21","25","25","Package CR004","50","US","498","541","NNYNNNNNN","542","200","1273","01","1274","01","3057","Package IN004","3062","299",""
0,"020","Add/Rate Fifth Package","21","10","25","Package CR005","50","US","498","541","NNYNNNNNN","542","200","1273","01","1274","01","3057","Package IN005","3062","299",""
0,"020","Confirm Open Shipment","21","23","50","US","187","199","498","537","\printserver\eltronlp","541","NNNNNNNNY","542","200","1274","92","1282","T","99"
### Open Ship Table

The Open Ship table below indicates which fields are used for each Open Ship flag.

Flag field indicators:
- **R** = Required
- **O** = Optional
- **I** = Ignored (If a field is listed as Ignored, there is no need to pass in that field with the corresponding flag set to **Y**.)
- **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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<tr>
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<th>Add Piece</th>
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### Chapter Two: FSMS Transaction Coding

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Chapter Three: FSMS Shipping Labels

Overview

FedEx Ship Manager Server 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 the following:

- 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 allowed for each label type.

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<tr>
<th>Label Type</th>
<th>Valid Services</th>
<th>Label Buffer</th>
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<td>Unimark U550 4x6 Doc-Tab (thermal)</td>
<td>Express</td>
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<tr>
<td>Unimark U550 4x6 Non Doc-Tab (thermal)</td>
<td>Express</td>
<td>Y</td>
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<tr>
<td>Eltron LP2348 4x6 Doc-Tab (thermal)</td>
<td>Express/Ground</td>
<td>Y</td>
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<tr>
<td>Eltron LP2443 4x6 Doc-Tab (thermal)</td>
<td>Express/Ground</td>
<td>Y</td>
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<td>Eltron LP2348 4x6 Non Doc-Tab (thermal)</td>
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<td>Zebra DA402 4x6 Doc-Tab (thermal)</td>
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<td>Zebra DA402 4x6 Non Doc Tab (thermal)</td>
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<td>Deferred Label (any type)</td>
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<td>4 x 6 *.png image</td>
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<tr>
<td>PNG (Portable Network Graphic)</td>
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</tr>
<tr>
<td>Laser Label</td>
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</table>
Thermal Labels

You can configure a thermal printer in the FSMS Configuration Utility, or you can specify the printer within the shipping transaction. If the printer is set up in the FSMS Configuration Utility, 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 (Label Format Value/Printer Type Indicator)
- Field 537 (Label Printer ID)

For more information on fields 187 and 537, please see the FSMS TCR Version 8.0.

Laser Labels

FSMS supports printing labels on a laser printer. You can set up a laser printer in the FSMS Configuration Utility (see “Label Settings” in Chapter One: Setting Up FSMS), or you can specify the printer within the shipping transaction. If the printer is set up in the FSMS Configuration Utility, 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 TCR Version 8.0.

*.PNG Labels

FSMS provides .PNG (Portal Network Graphic) images for FedEx Express and FedEx 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).

4 X 6 *.PNG Labels

FSMS v 8.0 provides a *.png image with a 4" X 6" format. Whereas the *.png label image replicates the size of a laser label, the 4 X 6 *.png image replicates the size of the thermal label. Field 187 (Label Format Value/Printer Type Indicator) should be set to 46L. 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).
Deferred Labels

When it is beneficial to defer printing labels, labels can be saved to a label table to be printed later. Field 2406 (Deferred Label Flag) should be set to Y and the Label Format Value/Printer Type Indicator (field 187) should be set to CLS. If a printer path (field 537) is sent along with field 187 set to CLS, the printer path will be ignored. To print the label later, use the 095 transaction.

Multi-Ply Air Waybills

FSMS supports printing preprinted multi-ply labels for FedEx 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 – with preprinted tracking numbers
- 307 – without preprinted tracking numbers
- 362 – a French language air waybill without tracking numbers

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

If you specify the printer in the shipping transaction, the following 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 cannot track the package using the tracking number printed on Form 306.

For more information regarding the printer transaction fields, see the FSMS TCR Version 8.0. More information regarding pre-assigning tracking numbers is provided in "Pre-Assigning Tracking Number Request/Reply (004/104)" in Chapter Two: FSMS Transaction Coding in this User Guide.

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

1. Set up 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.
Chapter Three: FSMS Shipping Labels

Printing Labels to a File

FSMS allows you to have the label file for FedEx Express, FedEx Ground and FedEx International multiple-piece shipments returned to a specific file instead of in the transaction Reply. This feature allows the customer to control label printing and eliminates the need for printing labels on a network.

**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) request additional label copies (for example, if these labels are needed for International shipping compliance).
- Field 1282 (Printer Type Indicator) requests that the shipping label print to a file.
- You must use field 537 (Thermal Label Printer ID) to designate the directory to which the label will be saved. 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 multiple-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.

You can obtain all label data required to create a custom FedEx Express, FedEx Ground, or FedEx Home Delivery label prior to performing a Ship transaction or at the time of shipment. The following instructions outline the label data retrieval process.

**NOTE:**
FSMS includes the 2D label format which standardized the appearance and data content for FedEx Ground and FedEx Express labels. The 2D label format replaces the ASTRA barcode with the PDF-417 barcode for all shipping types.

To receive the 2D barcode to create a custom label, the use of two fields is required:
- Field 1282 (Thermal Label Indicator)
- Field 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 is saved to the default or specified file. These bar code strings are NOT automatically purged and are saved in the file until purged by the user.
Open Shipping

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

1. A Create transaction (541 = YNNNNNNNN) is submitted with 1282 = B, 1660 = Y, and the Route flag is set to Y. A pre-assigned TN in 1222 is optional.

2. An Add (541 = NNNYNNNNN) transaction is submitted with 1282 = B, 1660 = Y, and the Route flag is set to Y. A pre-assigned 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 pre-assigned tracking number in this case is required to receive bar code data; otherwise, only routing data (Express) or a Time-in-Transit (Ground) is returned.

4. An Edit Piece transaction (541 = NNNYNNNNN) with 1282 = B, 1660 = Y, and 29 = to the tracking number of the piece being edited. This allows 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. FedEx Express COD return bar codes are 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) can also be returned in the Reply to the Confirm IF the COD return tracking number is pre-assigned in field 1224, 1282 = Y, 1660 = B, and the Route flag of the Confirm transaction is set to Y (541 = YNNNNNNNY). FedEx Express only.

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

8. This is valid for FedEx Ground, FedEx Express, FedEx International, and U.S. and CA Domestic.

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

Sample Transactions:


FedEx Ship Manager® Server User Guide, Version 8.0 175
Chapter Three: FSMS Shipping Labels


Single Shot Transactions:

ALL bar code strings required for creating custom FedEx Express or FedEx Ground labels are 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 pre-assigned tracking number.

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

3. Single piece transactions only. For single shot MPS shipments, the bar code strings are 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 FedEx Ground, FedEx Express, FedEx International, and U.S. and CA Domestic.
Submitting Custom Labels for FedEx Approval

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

FedEx Express Label Approval
Submit custom FedEx Express labels to:

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

You must submit one label sample for each FedEx service (Priority Overnight, International Priority, etc.). After your labels have been approved, your FedEx Customer Support Representative will contact you so that you can proceed with custom label deployment.

FedEx Ground/FHD Label Approval
Submit custom FedEx Ground/FHD labels to:

FedEx Ground
Attention: Bar Code Analyst
1000 FedEx Drive
Moon Township, PA 15108

You must submit five label samples for each FedEx Ground and/or FedEx Home Delivery service type you want to use. Additionally, ten consecutive incremented labels are required from each production printer you want to use. After your labels are approved, your FedEx Customer Support Representative will contact you so that 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. You can configure this shipment information 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 "Doc-Tab Settings" in Chapter One: Setting Up FSMS for instructions). From this window, you may choose to set up Doc-Tab information for FedEx Express, FedEx International, and FedEx Ground/FHD labels.

Label Reprint

FSMS allows you to reprint MPS labels using either the Label Reprint Utility or the 095 Label Reprint transaction. The Label Reprint function follows these rules:

1. The package for which you are requesting a Label Reprint must be part of an MPS shipment (either FedEx Express International or FedEx Ground). FedEx 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 FedEx International package on 12/15/05 at 16:30 (4:30 PM). You have until 22:59 (10:59 PM) of the entire next day (12/16/05) 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.

Use the following fields (as part of the 095 transaction) 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 TCR Version 8.0.

**NOTE:**

For more information regarding label reprint using the FSMS Label Reprint Utility, please see the "Label Reprint Utility" section in Chapter Five: Using FSMS Utilities.
Chapter Four: FSMS Revenue Management

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

Revenue Options Set-Up

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

- No Upload/No Ship (NUNS)
- Force Close

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 is disabled until you contact FedEx Customer Support. Your FedEx Customer Support Representative can help you reinstate communication with FedEx and will provide you with a password to continue shipping.

**NOTE:**

*NUNS is automatically activated for customers in the U.S., Canada, and Puerto Rico. Off-shore servers (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 "Meter Settings – Express Options" in *Chapter One: Setting Up FSMS*. 
Chapter Four: FSMS Revenue Management

**Force Close**

FedEx requires that you perform a Close procedure 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 Force Close time (which is configured in the Meter Settings window of the FSMS Configuration Utility), FSMS performs a Close procedure for you.

To prevent interruption in your shipping activities, choose a Force Close time that will occur after your shipping day is completed. For more information regarding the Force Close time setting, please see "Shipper Settings" in Chapter One: Setting Up FSMS.

**Rates Management**

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

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

**List/Base Rates for FedEx Express and FedEx Ground Shipping**

The List Rates feature provides for the downloading and maintenance of both List Rates and Discounted Rates. Express List Rates must be downloaded in the same manner as Discounted Rates. Ground List/Base Rates are included with FSMS and do not require a download. After Express List Rates are downloaded to the FSMS server, you may use these rates to perform rate quotes.

To download Express List Rates:

- In the Meter Settings window of the FSMS Configuration Utility, List Rates checkboxes display for both FedEx Express and FedEx Ground shipping. To enable List Rates for FedEx Express and/or FedEx Ground shipments, click the appropriate checkbox. A sample Meter Settings window is provided in the "Meter Settings" section in Chapter One: Setting Up FSMS.
- To have list rates returned in the 120 Reply transaction, use 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 TCR Version 8.0.

**Net Charges for FedEx Express and FedEx Ground Shipping**

The net charges for shipping are calculated in the following manner:

- **Express shipment =** Base charge (34) -Total Discount (36) + Total Surcharges + Declared Value charge (421) if applicable.
- **Ground shipment =** Base charge (34) -Total Discount (36) + Total Surcharges + Declared Value charge (421) if applicable.

**Providing Dimensions for FedEx International Shipments**

For FedEx International Express shipments, the dimensions used to calculate the Dimensional Weight for a shipment can be passed in at the package level or at the shipment level for standard FedEx International shipments. For
IPD/IDF/IED and TD shipments, dimensions (if provided) should only be provided at the package level. Provision of dimensions is optional for all non-Freight shipments. If dimensions are provided, field 1686 defaults to P to indicate dimensions are to be applied at the package level.

**Standard FedEx International MPS shipments – Shipment Level Dimensions**

- **Single Transaction MPS** – Provide a single occurrence of dimension fields 57, 58, and 59 and field 1686 with a value of S.

  **NOTE:**
  
  *When providing shipment level dimensions in the above scenario, the use of Total Weight and Total Packages is also required (i.e. provide the Total Shipment Weight in field 1670 and not individual package weights and provide the Total Package Count in field 116).*

- **Open Shipping** – In the Create transaction, provide a single occurrence of dimension fields 57, 58, and 59 and field 1686 with a value of S.

**Standard FedEx International MPS shipments – Package Level Dimensions**

- **Single Transaction MPS** – Provide an occurrence of fields 57, 58, and 59 for each occurrence of field 1670 (Package Weight).
- **Open Shipping** – In the Create and Add transactions, provide a single occurrence of dimension fields 57, 58, and 59 and field 1686 with a value of P.

**IPD/IDF/IED and TD – Package Level Dimensions**

- **Open Shipping** – In the Create and Add transactions, provide a single occurrence of dimension fields 57, 58, and 59 and field 1686 with a value of P.

This feature is valid for the following services:

- International Priority (IP)
- International Economy (IE)
- International First (IF)
- International Priority Freight (IPF)
- International Economy Freight (IEF)
- International Priority Distribution (IPD)
- International Distribution Freight (IDF)
- Transborder Distribution Canada (TD CA)
- Transborder Distribution Mexico (TD MX)
  
  **Note:** Thermal ONLY for Master Label
- International Economy Distribution (IED)
- Early Bird (FedEx Europe First)

**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 (FedEx 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 rating (for example: London, England to Birmingham, England). For non-U.S. and non-Canadian origin meters, two checkboxes are provided in the Meter Settings window of the FSMS Configuration Utility to allow the receipt of FedEx International courtesy rates to rate shipments. A sample Meter Settings window is provided in the "Meter Settings" section in Chapter One: Setting Up FSMS.

Bundling Rules (FedEx 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 bundled in order to receive the discount:

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

**NOTE:**

*FedEx Letters and Paks cannot be bundled.*

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

Multiweight Discounting (FedEx 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 FedEx 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.
Overview

FSMS is packaged with several utilities designed to assist in the management of the FSMS database, tracking numbers, labels, invoices, revenue, and reports. A complete description of each of these utilities and how to use them is provided in this chapter of the FSMS User Guide.

These utilities are:

- Meter Registration Utility
- 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)
- Report Viewer Utility
- Ship Manager Server Console
- GoToAssist™ – Remote Access Tool

Meter Registration Utility

The Meter Registration utility is helpful for obtaining new meter numbers for your FSMS software. Also known as ACU (Automatic Configuration Utility), the Meter Registration utility can serve to download the following:

- Tracking numbers (Express)
- Rates (Express Domestic)
- Rates (Express International)
- URSA
- List Rates
- Shipping Tables
- Ground Discount Rates

The Meter Registration utility is the preferred way to obtain a new meter number, but the 035 transaction (Child Meter Registration Request) may also be used to obtain a new child meter.

1. To obtain a new meter number, the Meter Registration utility must be manually launched by double clicking the Meter Registration icon on your desktop.
2. Once the Meter Registration utility is launched, the screen below will display with the information for your account and zip code already entered. If this is correct, click **Next** to proceed with obtaining a new meter.
3. If a master meter already exists and a new child meter is to be obtained, double-clicking the FSMS Meter Registration icon will cause the screen below to display with your account number and master meter number.

To obtain a new child meter, fill in the required information and click **Next**.
4. The next screen to display is the activity window for Meter Registration utility.

The activity window is dynamic and has markers to indicate status for each component. The markers and associated descriptions are:

- • (Yellow dot) = a request for a component download is in progress.
- ✓ (Checkmark) = the component successfully downloaded.
- X (Red X) = failure of the component to download

**Notes:**

A failure of the Meter Registration utility to register or re-register a meter does not mean FSMS did not install properly.

Meter Registration will attempt to download the eight components shown on the screen, but only the Configuration Data (data provided during the install process or in the fdxinstall.dat file) is required to complete a successful registration. If any other component fails to download, a reattempt option is provided after the registration process is completed or the component can be downloaded via the Demand Download.
Demand Download Utility

FSMS requires several data files for routing, rating, and 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 initiate the request.

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 downloadable components are:
   a. Express Domestic Rates/Discounts
   b. Express International Rates/Discounts
   c. Express List Rates (U.S. Domestic only) – downloaded for U.S. Master meter only
   d. URSA Table– downloaded for Master meter only
   e. Software – downloaded for Master meter only
   f. Express Tracking Numbers
   g. Shipping Tables – downloaded for Master meter only
   h. Maintenance – downloaded for Master meter only
   i. Ground Discount Rates – downloaded at the Master meter level for all meters

**NOTE:**

Items that are downloaded for the Master meter only are system level components and are not meter specific.
Chapter Five: Using FSMS Utilities

188                                       FedEx Ship Manager® Server User Guide, Version 8.0

NOTE:
Tracking numbers and URSA tables are downloaded for FedEx Express shipping only.

3. In the Meter/Account list at the bottom of the Demand Download Utility, you may also select the meter (if multiple meters area available) 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 Demand 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 labels using either the Label Reprint Utility or the 095 Reprint Label transaction. The reprint function follows these business rules:

1. 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 FedEx International package on 12/15/05 at 16:30 (4:30 PM), you have up to 22:59 (11:00 PM) of the entire next day (12/16/05) to reprint the label.

2. 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.
Chapter Five: Using FSMS Utilities

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 wish to reprint by clicking the number in the **Reprint Label** 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 4x6 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
   - **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 **Label Reprint Utility** without printing a label, click **Cancel**.

   **NOTE:**

   You may also reprint labels using the 095 Transaction. The required fields for using the Reprint Label transaction are provided in the FSMS TCR Version 8.0.

**Ground EPDI File Reader Utility**

The Ground EPDI (Electronic Package Detail Information) files are created by the FedEx backend systems instead of by FSMS. FedEx Ground package data is uploaded on the same Hourly Upload interval as Express package data. The Hourly Upload interval is set on the **Advanced Settings** tab of the FSMS Configuration Utility. Ground Hourly Upload files are XML files and can be read using any text editor or any available XML readers.

**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 **FSMS Configuration Utility**.
Ground Rates and Discounts Utility

Use the Ground Rates and Discounts Utility only if downloaded Ground Discount rates need to be modified.

Use the Ground Rates and Discounts Utility to configure discount rates for FedEx Ground and FedEx 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, in the event multiple meters share an account number. You only need to enter the discounts for that account a single time.
- You should only configure rates with the assistance or knowledge of the FedEx Account Executive.

Select the table to update. Available operations are: **Add**, **View/Modify**, or **Delete**.
1. Configuring the **Base Discount**

- **Account Number** – The account number displayed is the account number for which discounts are configured. This is not an editable field.
- **Service Code** – The service code for which discounts are 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 applies.
- **Country Code** – The origin country code. This defaults to the country code of the meter and does not need 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.
2. Configuring the **Matrix Discount**

- **Account Number** – The account number displayed is the account number for which discounts are configured. This is not an editable field.

- **Service Code** – The service code for which discounts are 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 applies.

- **Country Code** – The origin country code. This defaults to the country code of the meter and does not need to be changed.

- **From Weight and To Weight** – Matrix discounts are applied across weight bands (e.g. From 0 pounds To 10 pounds, From 11 pounds To 20 pounds, 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 have a single decimal place, e.g. 10.5%.

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

**NOTE:**

*The MultiWeight screen now combines the previously separate Customer Header and Customer Detail screens that existed before.*

- **Account Number** – The account number displayed is the account number for which discounts are configured. This is not an editable field.
- **Service Code** – The service code for which discounts are 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 defaults to the country code of the meter and does not need to be changed.
- **From Weight and To Weight** – Matrix discounts are applied across weight bands (e.g. From 0 pounds To 10 pounds, From 11 pounds To 20 pounds, 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 pounds.
- **Net Rate** – The per 100 Lb rate to apply to the shipment, e.g. $14.00 indicates that the Net Rate is $14/100 pounds.

Click **OK** to accept and exit or **Cancel** to cancel and exit.
4. Configuring the Ground Customer Profile

The Ground 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 configured. This is not an editable field.
- **Ship Country Code** – The origin country for the shipment. This defaults 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 add (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.
5. Configuring the Minimum Charge

Minimum Charge is a pricing program independent of the configurable discounts. 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 configured. This is not an editable field.
- **Service Code** – The service code for which discounts are 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 defaults to the country code of the meter and does not need to be changed.
- **Rate** – Enter the minimum rate to apply to all shipments within the specified Zone.

Click **OK** to accept and exit or **Cancel** to cancel and exit.
6. 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 are applied to the custom Base Rate.

- **Account Number** – The account number displayed is the account number for which discounts are 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** – The origin country code. This defaults to the country code of the meter and does not need to be changed.
- **Destination Country Code** – The destination country code.
- **Zone Number** – The zone for which the discount applies.
- **Weight** – Enter the weight for which the custom Base Rate applies.
- **Base Rate** – The rate to apply to packages of the given weight.

Click **OK** to accept and exit or **Cancel** to cancel and exit.
7. 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 changed: OV1 (OS I), OV2 (OS II), or OV3 (OS III).
- **Oversize Lbs** – The new weight in pounds at which the specified oversize condition applies.
- **Oversize Kgs** – The new weight in kilograms at which the specified oversize condition applies.

Click **OK** to accept and exit or **Cancel** to cancel and exit.
8. Configuring the Extra Services/Discounted Accessorials

Only FedEx Ground OR FedEx Home Delivery discounts may be configured in a single session. They cannot be configured simultaneously. To configure accessorials for a second account or service (FedEx Ground or FedEx Home Delivery), accept or cancel the configured discounts and then add a new record to configure additional accounts or services (FedEx Ground or FedEx 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** – The origin country code. This defaults to the country code of the meter and does not need to be changed.
- **Destination Country Code** – The destination country code.
- **Operating Company** – Select G(round) or H(ome Delivery).
- **Enter the rate or the percentage to apply to the accessorial.**

There are three screens to view the various services/accessorials. Click More Accessorials to move to the next screen. When you are finished, click OK to accept and exit or Cancel to cancel and exit.
Chapter Five: Using FSMS Utilities

Retrieve, Retain, Restore (R3)

The R3 (Retrieve, Retain, Restore) application is a software utility that assists in reconfigurations of the 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 that the FSMS Configuration Utility is closed prior to launching R3. Double click the R3 icon located on the desktop as pictured below.

   ![R3 Icon](image)

   **NOTE:**

   *R3 will not launch if FSMS is not installed. If the FSMS Configuration Utility is open when an attempt to launch R3 is made, the following error message displays:*

   ![Error Message](image)
2. When R3 is successfully launched, the following screen displays:

![R3 Retrieve Retain Restore](image1)

**Backing up data**

1. If performing a backup, select the data to back up, and then click the **Backup** button.

![R3 Retrieve Retain Restore](image2)
2. After clicking the **Backup** button, select the folder where you want the data backed up. Click **Select** to back up data to selected folder.

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

1. If restoring data, select the data you want to restore, then click the **Restore** button.

2. Select the folder where the data to be restored.

   **NOTE:**
   
   *Do NOT select individual files. All files in the folder are 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 FSMS Configuration Utility, the following error displays after you click **Restore**:

3. After selecting the folder where you want data to be restored, click **Select**.
Chapter Five: Using FSMS Utilities

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.

4. After the selected data has been restored, the following message displays:
5. After successfully restoring your data, click **Exit** to exit the R3 utility.
Report Viewer Utility

The Report Viewer Utility allows you to generate various FSMS reports from two categories: Close Reports and Shipment Reports. The Report Viewer does not view reports that have been created and saved to a file, but rather generates a ‘view’ of the report directly from information in the FSMS database. When the Report Viewer Utility is started, it reads data from the local Sybase database and builds a Tree View for each meter configured on the user’s system. You can only generate the Close Reports after an End-of-Day (007) transaction has run.

Report Viewer Utility Features

- **View Report**: Double clicking on a report name in Tree View opens the report in the Report Viewer window.
- **Export Report**: Export a single or multiple reports from a selected category to a directory. Selected report(s) are exported in the format specified in the Report Settings tab of the FSMS Configuration Utility to the specified report directory. If no directory is specified, reports are exported to `\FedEx\FedEx_Temp`.
- **Print Report**: Print single or multiple reports from a selected category. You need to select the printer for printing reports, since there is no default printer.
- **Refresh**: If the Report Viewer Utility has been started and you process a shipment or execute an End-of-Day transaction, you should refresh the Tree View to include any recent activity.
Chapter Five: Using FSMS Utilities

Toolbar Buttons

- **Open**: Opens a report template, i.e. .rpt file.
- **Refresh**: Use to refresh the report trees with current data.
- **Export**: Use to export selected report(s) to the directory specified in the FSMS Configuration Utility or to the default directory. All reports in a category may be exported simultaneously by selecting the category, e.g. Domestic, or may be exported individually by selecting the specific report, e.g. Invoice.
- **Print**: Send selected report(s) to currently specified printer. By default, no printer is selected.
- **About**
- **Select Printer**: Allows the user to select a printer to print reports.
- **Select Export Directory**: Allows the user to select an export directory. The currently selected export directory displays on status bar.

Crystal Report Toolbar

Once a report is generated, the following toolbar displays at top of the Report window and has the following functions:

- Navigation through report pages
- Print currently displayed report
- Export currently displayed report to disk file in different formats
- Zoom in and out of currently displayed report

Tree View Nodes

- **Meter Number**: Each meter loaded in the FSMS system is associated with this icon (M) in the Tree control. Each meter node has two other nodes, Close Reports (CL) and Shipment Reports (S).
- **Close Reports**: All Close register IDs are listed in order by process date: CL 2005-01-07 16:00:04 (year-month-day and time). Some of the reports available under each ID are:
  - **Domestic**
    - Courier
    - Invoice
    - Shipments
    - EOD
Chapter Five: Using FSMS Utilities

- **International**
  - Courier
  - Invoice (Not for CA meter)
  - Shipments
  - Visa
  - U.S. IE Only Manifest (Only for CA meter)
  - U.S. All Other Manifest (Only for CA meter)
  - EOD

- **IPD**
  - Visa Manifest
  - Consolidated Commercial Invoice
  - CRN
  - Packing List
IDF

IDF Consolidated Commercial Invoice
IDF CRN Report
IDF Customs Packing List

Ground

Manifest
MWGT Package Detail
MWGT Shipment Detail/Postal
MWGT C.O.D. Detail
MWGT DCV Detail
Hazmat Certification Report
Ground COD Report

A Shipment Summary Report is also available. It provides a total package count by service and subtotals for all FedEx Express and FedEx Ground shipping within a given cycle.
Chapter Five: Using FSMS Utilities

Shipment Reports

**International**
- Commercial Invoice
- Tracking Number
- History Tracking Number (Tracking Number for shipments moved to history)
- Pro-forma Invoice
- Certificate of Origin
- Shipment Detail

**Ground**
- Commercial Invoice
- Certificate of Origin
- Shipment Detail

**Freight** (FedEx Freight Bill of Lading)
- Express 1421C
- Ground OP900
FedEx Ship Manager Server Console

The FedEx Ship Manager Server Console is a multipurpose utility used to view information about FSMS and to configure alert messages for delivery via e-mail or via TCP/IP port.

To launch the Console, navigate to the FSMS Console in the Programs menu under FedEx Ship Manager Server v 8.0>Utilities>Ship Manager Console.

The System Information tab provides basic information about the currently installed version of FSMS.
Chapter Five: Using FSMS Utilities

The **Component Information** tab provides service level detail about the FSMS services including the base version, the patch number if any, and the upgrade date or date the patch or service pack was received.

The **Services** tab is similar in function to the Windows Services utility that contains all Windows services. To change a FedEx service's parameter, right click on the selected service. Any function available from the Windows Services application is available via the **Services** tab (start, stop, etc.).
The **Broadcast** tab is used to set up alerts to be received by the customer via a listening application or via e-mail.

**NOTE:**

*The FedEx Listener is preconfigured in the event software evaluation by FedEx Production Support and/or Development is required. Permission from Production Support MUST be obtained prior to configuring the FedEx Listener. When permission is obtained, only then will configuration information be provided to enable the FedEx Listener. The only parameter available for the FedEx Listener is 'Unhandled Exception'.*
To configure an IP broadcast listener:

Provide a Listener ID/Name.

**NOTE:**

When e-mail functionality is available, the TCP/IP Broadcast box will be available to be unchecked. It is currently defaulted to checked because it is the only functionality available.

Enter the **IP Address** of the client that will receive the IP broadcast message.

Enter the **DNS** if required.

Select the parameters to be monitored and reported on (limited to NUNS, URSA, Rates, and Unhandled Exceptions). Click **OK**.
GoToAssist™

Remote Access Tool

For the remote access repair process for FSMS, FedEx has the GoToAssist™ tool. FedEx Help Desk representatives will initiate and execute the GoToAssist process when needed to remotely access an FSMS system. Customers will use the new Red Cross Van icon that say HelpMe FedEx on the FSMS desktop when a Help Desk representative needs to establish a GoToAssist connection.

Overview

Citrix Online’s GoToAssist is an Internet-based technology that enables Help Desk representatives to deliver live technical support anywhere in real time. With this technology, a representative has the ability to:

- Communicate with the customer via a Chat box
- View the customer’s desktop and/or allow the customer to view the Help Desk representative’s desktop
- Use the draw, highlight, and laser pointer tools on the shared desktop
- Share control of the mouse and keyboard
- Use a Whiteboard feature for real-time collaboration
- Push Web pages
- Send and receive files
- Reboot and reconnect to the customer’s computer
- Transfer a session to an escalation desk
- Use Diagnostic Tools to retrieve key information on the status of the customer’s computer

System Requirements

Customer’s System

- **Required:** Internet Explorer or Netscape Browser 4.0 or higher
- **Required:** 28.8Kbps or greater connection, 56K recommended
- **Recommended:** Ability to make direct outgoing TCP connections or availability of an HTTP proxy or a SOCKS server
- **Recommended:** Pentium-class PC running Windows 95, 98, 2000, Me, NT 4.0 or XP

For GoToAssist with Local Screen Sharing/Viewing enabled:

- **Required:** Windows 95 (WinSock 2 recommended), 98, 2000, Me, NT 4.0 or XP
- **Recommended:** Minimum of Pentium 300 with 64MB of RAM
- **Recommended:** Stable Internet connection with 56K or better
- **Recommended:** Ability to make direct outgoing TCP connections or availability of an HTTP proxy or a SOCKS server
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 FedEx Express, FedEx Ground, and FedEx International shipments. These reports are:

**FedEx Shipment Summary Report:**
A summary of all shipping activity

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

**International FedEx Express:**
- Courier Report
- Invoice Report
- International End-of-Day (EOD) TransOut Report
- Commercial Invoice (CI)
- Express International Visa Manifest
- International Dangerous Goods (1421C)
- Proforma Invoice
- Certificate of Origin
- Shipment Detail Report
FedEx 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
- Ground COD Report
- Certificate of Origin
- Shipment Detail Report

FedEx Freight Bill of Lading (BOL)
For US, CA, MX, and PR, the Bill of Lading option is available in the Reports. Generated using the 020/120 transaction, a Bill of Lading (BOL) will print on the laser printer configured to FSMS. It is also available for reprint.

Custom Reports
You can individually configure each report and save it to any directory and, with the exception of the EOD Report, to print on any printer. Instructions for configuring a printer for FSMS reports are provided in the "Report Settings" section in Chapter One: Setting Up FSMS.

NOTE:
You can generate reports in an .rtf (the default), .doc, .pdf, or .txt output format. To change the report export default, please contact your FedEx Customer Support Representative.

NOTE:
FSMS supports both "8-1/2 x 11" and "A4" paper format for International report printing. "A4" paper format, however, is not available for Canada.

End-of-Day (EOD) Reports
FSMS generates a group of End-of-Day reports when you Close your shipping day. These reports are stored in an output directory destination (of your choice) and print once Close is completed. (Information for indicating an output directory for EOD reports is provided in the "Report Settings" section in Chapter One: Setting Up FSMS.)
## FSMS Report Details

The following table lists 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 Shipment Report</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 Report</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 TransOut Report</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 Detail 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 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 EOD TransOut 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>No</td>
<td>8.5x11, A4</td>
</tr>
<tr>
<td>International Proforma 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>International Certificate of Origin</td>
<td>Ship Time</td>
<td>RTF, PDF, DOC, TXT</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11, A4</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>
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<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>
<tr>
<td>Ground Multiweight Shipment Detail by Zone</td>
<td>Close</td>
<td>RTF, PDF, DOC</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11</td>
</tr>
<tr>
<td>Ground Multiweight Shipment COD Detail</td>
<td>Close</td>
<td>RTF, PDF, DOC</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11</td>
</tr>
<tr>
<td>Ground Multiweight Shipment Declared Value Detail</td>
<td>Close</td>
<td>RTF, PDF, DOC</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11</td>
</tr>
<tr>
<td>Ground Hazardous Materials Certification Report</td>
<td>Close</td>
<td>RTF, PDF, DOC</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11</td>
</tr>
<tr>
<td>Commercial Invoice</td>
<td>Ship Time</td>
<td>RTF, PDF, DOC</td>
<td>Yes</td>
<td>Yes</td>
<td>8.5x11</td>
</tr>
</tbody>
</table>
Chapter Six: FSMS Reports

<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>Ground COD Report</td>
<td>Close</td>
<td>RTF, PDF, DOC</td>
<td>Yes</td>
<td>No</td>
<td>8.5x11</td>
</tr>
<tr>
<td>Shipment Summary Report</td>
<td>Close</td>
<td>RTF, PDF, DOC, TXT</td>
<td>Yes</td>
<td>Yes</td>
<td>8.5x11</td>
</tr>
<tr>
<td>FedEx Freight Bill of Lading (BOL)</td>
<td>020</td>
<td>RTF, PDF, DOC, TXT</td>
<td>Yes</td>
<td>Yes</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.

**FedEx Shipment Summary Report**

This report provides a total package count by service for all FedEx Express and FedEx Ground shipping within a given cycle. In addition, the Summary Report provides Total Packages Shipped and subtotals in the following categories:

- Domestic Express
- Domestic Express Freight
- International Express
- International Express Freight
- Ground
- Home Delivery

**Domestic Courier Report - FedEx Express**

The Domestic Courier Report lists the individual U.S. Domestic FedEx 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 pickup. This report provides the following information for each U.S. Domestic FedEx 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 - FedEx Express

The Domestic Shipment Report lists the individual U.S. FedEx 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 print at the end of the report:

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

Domestic Invoice Report - FedEx Express

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

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

Domestic EOD TransOut Report - FedEx Express

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

NOTE:

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

Dangerous Goods: Shipper’s Declaration Form (1421C) - FedEx Express

FSMS provides the ability to print the FedEx Express Dangerous Goods 1421C multi-ply form. This form is required for all dangerous goods shipping (both Domestic and FedEx 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 - FedEx Express**

The Domestic Shipping History is a file named EXPORT1.TXT that is saved by FSMS. This file captures 70 days of U.S. FedEx 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 - FedEx Express**

The International Courier Report lists the individual FedEx International packages, categorized by service type, that were shipped for a specific invoice number. This report provides the following information for each FedEx 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 - FedEx Express**

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

- Recipient address information
- Tracking number
- Service type
- Carriage value
- Package shipping weight
- Payment type
- Reference notes
Chapter Six: FSMS Reports

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 - FedEx Express**

The International Invoice Report provides the net charges for a specific invoice number for FedEx 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 EOD TransOut Report - FedEx Express**

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

**International Commercial Invoice (CI) - FedEx Express**

The International Commercial Invoice is generated by FSMS (if you choose) for all non-document FedEx 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 FedEx International shipping transaction.

**International Proforma Invoice**

The International Proforma Invoice is an option instead of the Commercial Invoice. The Commercial Invoice and Proforma Invoice are mutually exclusive. Though multiple copies can be generated, only one of these invoice types can apply. Shipments to Canada require a Commercial Invoice. See field 2404 (Shipment Documentation Flag) in the FSMS TCR v. 8.0 for generating a Proforma Invoice.

**International Shipping History - FedEx Express**

The International Shipping History is a file named EXPORT2.TXT that is saved by FSMS. This file captures 70 days of U.S. FedEx 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 FedEx International packages that are shipped and must be given to the FedEx courier when packages are picked up. The Express International Visa Manifest Report provides the following information for each FedEx 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

International Dangerous Goods (4121C) - FedEx Express

FSMS provides the ability to print the FedEx Express International Dangerous Goods 1421C 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.

Certificate of Origin – FedEx Express and FedEx Ground

A Certificate of Origin may be generated by FSMS upon request. This additional document for customs may be flagged in the 2404 (Shipment Documentation Flag) field. See FSMS TCR v. 8.0 for use of this field.
Ground Pickup Manifest

The Ground Pickup Manifest provides a summary of the packages picked up on a given day to the FedEx Ground courier. 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 residential delivery packages
- Total number of packages
- Pickup number

Multiweight Package Detail - FedEx Ground

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)
- Oversize Flag – displayed if the package was Oversize
- Hazardous Materials (HazMat) – displayed if the package contains Hazardous Materials
Multiweight Shipment Detail by Postal Code - FedEx Ground

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 (FedEx Ground or FedEx 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 - FedEx Ground

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

- Zone (a group of ZIP codes that share the first three digits)
- # of Shipments
- Service (FedEx Ground or FedEx 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 - FedEx Ground

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

Multiweight Shipment Declared Value Detail - FedEx Ground

The Multiweight Shipment Declared Value Detail provides package level Declared Value (DV) 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.
- DV Amount
- DV Charge

Hazardous Materials Certification Report - FedEx Ground

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 FedEx Ground HazMat label. This label is placed on the package with the FedEx 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.*

*If printing the OP-900 label, please use the Windows Generic/Text only printer driver and not the Lexmark printer driver. This will allow form OP-900, defined in the Windows Print Server, to be used.*

*More information regarding the printer configuration for this label is provided in the "Label Settings" section in Chapter One: Setting Up FSMS.*
Ground COD Report

The Ground COD Report provides comprehensive information for all FedEx 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 FedEx Ground COD shipments in the Close Cycle.

Ground Commercial Invoice

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

FedEx Freight Bill of Lading (BOL)

FSMS supports the Bill of Lading (BOL) document for your FedEx Freight shipping needs. This report is available for reprint also. See the *FSMS TCR v. 8.0* for further information about creating and printing a Bill of Lading.

Report Reproduction

FSMS allows you to reprint reports using the Report Viewer Utility, which is included as part of the FSMS software installation. For more information regarding the Report Viewer Utility, please see Chapter Five: Using FSMS Utilities.

Custom Reports

You can create custom reports 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 fedexcustomer. 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
- U.S. State Code Table
- Canadian Province Code Table
- Mexican State Code Table
- Maximum Allowable Weights per Packaging/Service Table
- Vague Commodity Descriptions
## 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>
</tr>
</thead>
<tbody>
<tr>
<td>3 MI</td>
<td>3 Thousand Square Inches</td>
</tr>
<tr>
<td>ADJ</td>
<td>Adjustments</td>
</tr>
<tr>
<td>B56</td>
<td>56 Pound Bushel</td>
</tr>
<tr>
<td>BBL</td>
<td>Barrel</td>
</tr>
<tr>
<td>BFT</td>
<td>Board Feet</td>
</tr>
<tr>
<td>BTU</td>
<td>British Thermal Unit</td>
</tr>
<tr>
<td>BU</td>
<td>Bushel</td>
</tr>
<tr>
<td>C</td>
<td>One Hundred or Celsius</td>
</tr>
<tr>
<td>CAR</td>
<td>Carat</td>
</tr>
<tr>
<td>CD</td>
<td>Cord</td>
</tr>
<tr>
<td>CFT</td>
<td>Cubic Foot/Feet</td>
</tr>
<tr>
<td>CG</td>
<td>Centigrams</td>
</tr>
<tr>
<td>CGM</td>
<td>Content Gram</td>
</tr>
<tr>
<td>CKG</td>
<td>Content Kilogram</td>
</tr>
<tr>
<td>CLB</td>
<td>Content Pound</td>
</tr>
<tr>
<td>CLF</td>
<td>One Hundred Leaves</td>
</tr>
<tr>
<td>CM</td>
<td>Centimeter</td>
</tr>
<tr>
<td>CM3</td>
<td>Cubic Centimeters</td>
</tr>
<tr>
<td>CRT</td>
<td>Crate</td>
</tr>
<tr>
<td>CSI</td>
<td>100 Square Inches</td>
</tr>
<tr>
<td>CTN</td>
<td>Content Ton</td>
</tr>
<tr>
<td>CUR</td>
<td>Curie</td>
</tr>
<tr>
<td>CWT</td>
<td>Hundred Weight</td>
</tr>
<tr>
<td>CY</td>
<td>Clean Yield</td>
</tr>
<tr>
<td>CYD</td>
<td>Cubic Yard</td>
</tr>
<tr>
<td>CYG</td>
<td>Clean Yield Gram</td>
</tr>
<tr>
<td>KSB</td>
<td>1,000 Standard Brick</td>
</tr>
<tr>
<td>KW</td>
<td>Kilowatts</td>
</tr>
<tr>
<td>KWH</td>
<td>Kilowatt-hours</td>
</tr>
<tr>
<td>L</td>
<td>Liter</td>
</tr>
<tr>
<td>LB</td>
<td>Pound</td>
</tr>
<tr>
<td>LBC</td>
<td>Pound Including Container</td>
</tr>
<tr>
<td>LF</td>
<td>Leaf</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>CYK</td>
<td>Clean Yield Kilogram</td>
</tr>
<tr>
<td>DEG</td>
<td>Degree</td>
</tr>
<tr>
<td>DOZ</td>
<td>Dozen</td>
</tr>
<tr>
<td>DPC</td>
<td>Dozen Pieces</td>
</tr>
<tr>
<td>DPR</td>
<td>Dozen Pair</td>
</tr>
<tr>
<td>E</td>
<td>Each</td>
</tr>
<tr>
<td>F</td>
<td>Fahrenheit</td>
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<tr>
<td>FT</td>
<td>Feet</td>
</tr>
<tr>
<td>G</td>
<td>Grams</td>
</tr>
<tr>
<td>GAL</td>
<td>Gallon</td>
</tr>
<tr>
<td>GR</td>
<td>Gross</td>
</tr>
<tr>
<td>GRL</td>
<td>Gross Lines</td>
</tr>
<tr>
<td>GRM</td>
<td>Gram</td>
</tr>
<tr>
<td>GRO</td>
<td>Gross</td>
</tr>
<tr>
<td>HUN</td>
<td>Hundreds</td>
</tr>
<tr>
<td>HZ</td>
<td>Hertz</td>
</tr>
<tr>
<td>JWL</td>
<td>Jewels</td>
</tr>
<tr>
<td>K</td>
<td>1,000</td>
</tr>
<tr>
<td>KG</td>
<td>Kilogram</td>
</tr>
<tr>
<td>KGM</td>
<td>Kilogram</td>
</tr>
<tr>
<td>KHZ</td>
<td>Kilohertz</td>
</tr>
<tr>
<td>KM</td>
<td>1,000 Meters</td>
</tr>
<tr>
<td>KM2</td>
<td>1,000 Square Meters</td>
</tr>
<tr>
<td>KM3</td>
<td>1,000 Cubic Meters</td>
</tr>
<tr>
<td>KN</td>
<td>Kilo Newton</td>
</tr>
<tr>
<td>KPA</td>
<td>Kilopascal</td>
</tr>
<tr>
<td>MYD</td>
<td>Thousand Yards</td>
</tr>
<tr>
<td>NO</td>
<td>Number</td>
</tr>
<tr>
<td>OZ</td>
<td>Ounces</td>
</tr>
<tr>
<td>PAR</td>
<td>Pair</td>
</tr>
<tr>
<td>PC</td>
<td>Piece</td>
</tr>
<tr>
<td>PCS</td>
<td>Pieces</td>
</tr>
<tr>
<td>PFG</td>
<td>Proof Gallon</td>
</tr>
</tbody>
</table>
### Appendix A: Value Reference Tables

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LFT</td>
<td>Linear Foot</td>
</tr>
<tr>
<td>LIN</td>
<td>Linear</td>
</tr>
<tr>
<td>LNM</td>
<td>Linear Meters</td>
</tr>
<tr>
<td>LTR</td>
<td>Liters</td>
</tr>
<tr>
<td>LYD</td>
<td>Linear Yard</td>
</tr>
<tr>
<td>M</td>
<td>Meters</td>
</tr>
<tr>
<td>M2</td>
<td>Square Meters</td>
</tr>
<tr>
<td>M3</td>
<td>Cubic Meters</td>
</tr>
<tr>
<td>MBE</td>
<td>Thousand Std Brick Equivalent</td>
</tr>
<tr>
<td>MBF</td>
<td>Thousand Board Feet</td>
</tr>
<tr>
<td>MBQ</td>
<td>Megabacquerel</td>
</tr>
<tr>
<td>MC</td>
<td>Millicurie</td>
</tr>
<tr>
<td>MCF</td>
<td>Thousand Cubic Feet</td>
</tr>
<tr>
<td>MET</td>
<td>Meters</td>
</tr>
<tr>
<td>MFT</td>
<td>Thousand Feet</td>
</tr>
<tr>
<td>MG</td>
<td>Milligram</td>
</tr>
<tr>
<td>ML</td>
<td>Milliliter</td>
</tr>
<tr>
<td>MLF</td>
<td>Thousand Linear Feet</td>
</tr>
<tr>
<td>MPA</td>
<td>Millipascal</td>
</tr>
<tr>
<td>MSF</td>
<td>Thousand Square Feet</td>
</tr>
<tr>
<td>MSI</td>
<td>Thousand Square Inches</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFL</td>
<td>Proof Liter</td>
</tr>
<tr>
<td>PK</td>
<td>Pack (Cards)</td>
</tr>
<tr>
<td>PR</td>
<td>Pair</td>
</tr>
<tr>
<td>PRS</td>
<td>Pair or Pairs</td>
</tr>
<tr>
<td>PSI</td>
<td>Pounds Per Square Inch</td>
</tr>
<tr>
<td>QT</td>
<td>Quart</td>
</tr>
<tr>
<td>ROL</td>
<td>Roll</td>
</tr>
<tr>
<td>SBE</td>
<td>Standard Brick Equivalent</td>
</tr>
<tr>
<td>SFT</td>
<td>Square Foot</td>
</tr>
<tr>
<td>SQ</td>
<td>Square(s)</td>
</tr>
<tr>
<td>SQI</td>
<td>Square Inch</td>
</tr>
<tr>
<td>STN</td>
<td>Short Ton</td>
</tr>
<tr>
<td>SYD</td>
<td>Square Yard</td>
</tr>
<tr>
<td>TOZ</td>
<td>Troy Ounce</td>
</tr>
<tr>
<td>X</td>
<td>Quantity Not Required</td>
</tr>
<tr>
<td>YD</td>
<td>Yard</td>
</tr>
<tr>
<td>YN</td>
<td>Yarn</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>
<th>Currency</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antilles Guilder</td>
<td>ANG</td>
<td>Japanese Yen</td>
<td>JYE</td>
</tr>
<tr>
<td>Argentina Austral</td>
<td>ARA</td>
<td>Kuwaiti Dinars</td>
<td>KUD</td>
</tr>
<tr>
<td>Argentina Peso</td>
<td>ARN</td>
<td>Macau Patacas</td>
<td>MOP</td>
</tr>
<tr>
<td>Aruban Florins</td>
<td>AWG</td>
<td>Malaysian Ringgits</td>
<td>MYR</td>
</tr>
<tr>
<td>Australian Dollars</td>
<td>AUD</td>
<td>Mexican Pesos</td>
<td>NMP</td>
</tr>
<tr>
<td>Bahraini Dinars</td>
<td>BHD</td>
<td>New Taiwan Dollars</td>
<td>NTD</td>
</tr>
<tr>
<td>Barbados Dollars</td>
<td>BBD</td>
<td>New Zealand Dollars</td>
<td>NZD</td>
</tr>
<tr>
<td>Bermuda Dollars</td>
<td>BMD</td>
<td>Norwegian Kronen</td>
<td>NOK</td>
</tr>
<tr>
<td>Brazil Real</td>
<td>BRL</td>
<td>Pakistan Rupee</td>
<td>PKR</td>
</tr>
<tr>
<td>British Pounds</td>
<td>UKL</td>
<td>Philippine Pesos</td>
<td>PHP</td>
</tr>
<tr>
<td>Brunei Dollar</td>
<td>BND</td>
<td>Saudi Arabian Riyals</td>
<td>SAR</td>
</tr>
<tr>
<td>Canadian Dollars</td>
<td>CAD</td>
<td>Singapore Dollars</td>
<td>SID</td>
</tr>
<tr>
<td>Chilean Pesos</td>
<td>CHP</td>
<td>South African Rand</td>
<td>ZAR</td>
</tr>
<tr>
<td>Chinese Renminbi</td>
<td>CNY</td>
<td>South Korea Won</td>
<td>WON</td>
</tr>
<tr>
<td>Cyprus Pounds</td>
<td>CYL</td>
<td>Swedish Krona</td>
<td>SEK</td>
</tr>
<tr>
<td>Denmark Krone</td>
<td>DKK</td>
<td>Swiss Francs</td>
<td>SFR</td>
</tr>
<tr>
<td>Dominican Peso</td>
<td>RDD</td>
<td>Thailand Baht</td>
<td>THB</td>
</tr>
<tr>
<td>E. Caribbean Dollars</td>
<td>ECD</td>
<td>Trinidad &amp; Tobago Dollars</td>
<td>TTD</td>
</tr>
<tr>
<td>Egyptian Pound</td>
<td>EGP</td>
<td>Turkish Lira</td>
<td>TRL</td>
</tr>
<tr>
<td>European Currency Unit</td>
<td>EUR</td>
<td>UAE Dirhams</td>
<td>DHS</td>
</tr>
<tr>
<td>Hong Kong Dollars</td>
<td>HKD</td>
<td>Uruguay New Pesos</td>
<td>UYP</td>
</tr>
<tr>
<td>Indian Rupees</td>
<td>INR</td>
<td>US Dollar</td>
<td>USD</td>
</tr>
<tr>
<td>Jamaican Dollars</td>
<td>JAD</td>
<td>Venezuela Bolivar</td>
<td>VEB</td>
</tr>
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</table>
## Country Code Table

The following table lists the codes for each country:

<table>
<thead>
<tr>
<th>Country</th>
<th>Code</th>
<th>Ship to</th>
<th>Country</th>
<th>Code</th>
<th>Ship to</th>
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</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td>AF</td>
<td>Y</td>
<td>British Virgin Islands</td>
<td>VG</td>
<td>Y</td>
</tr>
<tr>
<td>Albania</td>
<td>AL</td>
<td>Y</td>
<td>Brunei</td>
<td>BN</td>
<td>Y</td>
</tr>
<tr>
<td>Algeria</td>
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<td>Y</td>
<td>Bulgaria</td>
<td>BG</td>
<td>Y</td>
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<td>Y</td>
<td>Burkina Faso</td>
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<td>Y</td>
<td>Burundi</td>
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<td>Y</td>
<td>Canary Islands</td>
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<td>Y</td>
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<td>Y</td>
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<td>AM</td>
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<td>Cayman Islands</td>
<td>KY</td>
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<td>Central African Republic</td>
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<td>Chile</td>
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<td>Y</td>
<td>Cocos (Keeling) Islands</td>
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<td>N</td>
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<td>Barbados</td>
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<td>Y</td>
<td>Colombia</td>
<td>CO</td>
<td>Y</td>
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<tr>
<td>Barbuda</td>
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<td>Y</td>
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# U.S. State Code Table

The following table lists valid abbreviations for each state:

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<th>State</th>
<th>Code</th>
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<table>
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<td>Wyoming</td>
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## Canadian Province Table

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

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<tr>
<td>British Columbia</td>
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<tr>
<td>Manitoba</td>
<td>MB</td>
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<tr>
<td>New Brunswick</td>
<td>NB</td>
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<td>Northwest Territories</td>
<td>NT</td>
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<td>Nova Scotia</td>
<td>NS</td>
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## Mexican State Codes

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

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<th>State</th>
<th>Code</th>
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<td>BC</td>
<td>Nayarit</td>
<td>NA</td>
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<td>BS</td>
<td>Nuevo Leon</td>
<td>NL</td>
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<td>CM</td>
<td>Oaxaca</td>
<td>OA</td>
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<td>CS</td>
<td>Puebla</td>
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<td>Quintana Roo</td>
<td>QR</td>
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<td>CL</td>
<td>San Luis Potosi</td>
<td>SL</td>
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<td>Sinaloa</td>
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<td>Sonora</td>
<td>SO</td>
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<td>GT</td>
<td>Tabasco</td>
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<td>Zacatecas</td>
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# Maximum Allowable Weights

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

<table>
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<tr>
<th>Packaging</th>
<th>Single Piece Maximum Weight</th>
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<td>FedEx Letter</td>
<td>1 LB/.4 KG</td>
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<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, FedEx 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>
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Vague Commodity Descriptions

The following table is a list of commodity descriptions considered vague by U.S. Customs:

<table>
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<th>Vague Commodity Description</th>
<th>Vague Commodity Description</th>
<th>Vague Commodity Description</th>
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<td>&quot;A/C Parts&quot;</td>
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<td>&quot;Accessories&quot;</td>
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<td>&quot;Advertising Material&quot;</td>
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<td>&quot;Aircraft Spare Parts&quot;</td>
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<td>&quot;Aircraft spares&quot;</td>
<td>&quot;Antibodies&quot;</td>
<td>&quot;Antibody&quot;</td>
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<tr>
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<td>&quot;Aircraft Spare Parts&quot;</td>
<td>&quot;Art&quot;</td>
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<tr>
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<td>&quot;Auto Parts&quot;</td>
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<td>&quot;Carton&quot;</td>
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<td>&quot;Christmas Gifts&quot;</td>
<td>&quot;CI Attached&quot;</td>
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<td>&quot;Connector&quot;</td>
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<td>&quot;General Cargo&quot;</td>
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<td>&quot;Various Goods&quot;</td>
<td>&quot;Video&quot;</td>
<td>&quot;Videotape&quot;</td>
</tr>
<tr>
<td>&quot;Videotapes&quot;</td>
<td>&quot;Video Tape&quot;</td>
<td>&quot;Video Tapes&quot;</td>
</tr>
<tr>
<td>&quot;VISA MDR Table&quot;</td>
<td>&quot;Wafer&quot;</td>
<td>&quot;Waste&quot;</td>
</tr>
<tr>
<td>&quot;Wearing Apparel&quot;</td>
<td>&quot;Wire&quot;</td>
<td>&quot;Wires&quot;</td>
</tr>
</tbody>
</table>
The following terms may be found in this user guide or are associated with FedEx services and shipping. For more definitions of terms or services, see the FedEx Service Guide.

**Accessorial Charges:** FedEx Ground and FedEx Home Delivery services charge extra for certain value-added delivery services. These value-added services include: Collect on Delivery (COD), Call Tags, Hazardous Material (HazMat), Guaranteed Delivery, Declared Value, 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.

**ACU:** Auto Configuration Utility

**AES:** 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)/Electronic Export Information (EEI) 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)

**APAC:** Asia/Pacific

**API:** Application Programming Interface

**ARI:** Advanced Regulatory Information

**ASTRA:** Advanced Sorting Tracking Routing Assistance

**AWB:** Air Waybill

**Base Discount (FedEx 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 (FedEx 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

**CAD:** Canadian Dollars (also $CAD)

**CCI:** Consolidated Commercial 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.

**CLF:** Common Look and Feel

**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.

CR: Customer Reference

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.

DG: Dangerous Goods

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

DVU: Declared Value Units

ECI: Electronic Commercial Invoice

ECOD: Electronic Collect on Delivery

EEI: Electronic Export Information

EIN: Employer Identification Number

EMEA: Europe, Middle East and Africa

EOD: End-of-Day

EPDI: Electronic Package Detail Interchange

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

FTP: File Transfer Protocol

FTR: Foreign Trade Regulations (formerly FTSR – Federal Trade Statistics Regulations)

GCIU: Ground Commercial Invoice Upload

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

HAL: Hold at Location

HazMat: Hazardous Materials

HTS: Harmonized Tariff Schedule
Glossary

HU: Hourly Upload
IATA: International Air Transport Association
IDF: FedEx International Priority DirectDistribution® Freight
IE: FedEx International Economy®
IED: FedEx International Economy DirectDistribution™ Service
IEF: FedEx International Economy® Freight
IF: FedEx International First®
IIS: Internet Information Service
IN: Invoice
INCO: International Commercial
IP: FedEx International Priority®
IPBSO: FedEx International Broker Select®, also called International Priority Broker Select Option
IPD: FedEx International Priority DirectDistribution®
IPF: FedEx International Priority DirectDistribution® Freight
IPFS: FedEx International Priority® Freight
IRS: Internal Revenue System
ITAR: International Traffic in Arms
ITN: Internal Transaction Number
IXF: FedEx International Express Freight®
JRE: Java Runtime Environment
JVM: Java Virtual Machine
KGS: Kilograms
LAC: Latin America-Caribbean
LBS: Pounds
MAWB: Master Air Waybill

Matrix Discount (FedEx 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: Multiple-Piece Shipment

Multiweight Shipment – FedEx 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.

NAFTA: North American Free Trade Agreement

NSC: Non-Standard Container

NUNS: No Upload/No Ship

OS: Oversize OR Operating System

Oversize Packages (FedEx 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 (FedEx Ground):—The simplest and smallest item that can be shipped via FedEx Ground.

PNG: Portable Network Graphic

PO: Priority Overnight OR Purchase Order

POD: Proof of Delivery

RIC: Revenue Interface Controls

RMA: Return Materials Authorization

SED: Shipper’s Export Declaration

SCNC: Serial Carrier Numeric Codes

SOP: Standard Operating Procedure

TAWB: Thermal Air Waybill

TCV: Total Customs Value

TD: Transborder Distribution

TN: Tracking Number

TPC: Third Party Consignee

URSA: Universal Routing and Sorting Aid

USD: U.S. Dollars (also $USD)

USPPI: U.S. Principal Party in Interest

XTN: External Transaction Number

ZIP (code): Zone Improvement Plan code
Index

0
004/104 Tracking Number Request/Reply, 109, 153
007/107 End-of-Day Close Request/Reply, 109, 153
020 Global Ship, 116
    create/print bill of lading, 133
    Express transaction, 116
    Ground transaction, 119
    International transaction, 119
    Multiple-Piece Shipment (MPS), 129
    Open Shipping, 158
    Pre-Ship Validation, 127
    Rating, Routing, and Time-in-Transit, 124
020/120 Global Ship Request/Reply, 109
023/123 Global Delete Request/Reply, 109, 152
024/124 Shipment Query Request/Reply, 109, 154
025/125 Rate Available Services Request/Reply, 154
033/133 Cancel E-Mail Label Request/Reply, 108
035/135 Child Meter Registration Request/Reply, 109
037/137 Online Return Label Request/Reply, 109
044/144 Ground Call Tag Request/Reply, 108
045/145 Ground Call Tag Cancel Request/Reply, 108
046/146 Express Call Tag Request/Reply, 108
047/147 Express Call Tag Cancel Request/Reply, 108
070/170 Meter Query Request/Reply, 109, 155
095/195 Label Reprint Transaction Request/Reply, 109
200/300 Dispatch Request/Reply, 108
202/302 Cancel Dispatch Request/Reply, 108
4
4 x 6 *.PNG labels, 172
403/503 Tracking Request/Reply, 108
404/504 Tracking Request/Reply, 108, 156
410/510 Drop Off Locator Request/Reply, 108
415/515 Address Verification Request/Reply, 108
A
ACU, 183
Address Verification Request/Reply (415/515), 108
Advanced Settings, 76
    alcohol, 130
    Open Shipping, 166, 167
    Returns, 145
    alphanumeric fields, 114
B
B13A, Canada Export Shipping, 131
Base Discount, configuring, 192
Base Rate, configuring, 197
batch processing, 115
    bill of lading, 210
Bill of Lading (BOL), 61, 133, 218, 220, 228
Bill Recipient/Bill Third Party, 131
Broker Select Option (BSO), 134
    bundling rules, Express only, 182
C
Canada Export shipping, B13A, 131
Canadian Province table, 238
Cancel Dispatch Request/Reply (202/302), 108
Cancel E-Mail Label Request/Reply (033/133), 108
Carriage Value, 123
Certificate of Origin, 219, 224
Child Meter Registration Request/Reply (035/135), 109
Child meters, 37
Close Monitor, 104
Close Reports, 207
coding guidelines, 110
Collect On Delivery (COD), 132
    ECOD Ground, 133
    Express, 132
    Ground, 132
    Ground COD Report, 220, 228
    Ground Multiweight Shipment COD Detail, 219, 227
    Open Shipping, 167, 168
    Returns, 144
    Signature Services, 140
Commercial Invoice
    commodity rules, 121
    Express, 219, 223
    Ground, 219, 228
    rules for creating, 121
commodities
    adding, editing, deleting, 122
    rules, 121
    vague commodity edits, 124
configuring FSMS, 43
    Advanced Settings, 76
    Doc-Tab Settings, 61
    IPD/IDF Settings, 68
    Label Settings, 58
    Meter Settings, 70
    remote configuration, 49
    Report Settings, 52
    Shipper Settings, 43
    System Settings, 66
    Tracking Number Settings, 68
Console utility, 211
Country Code table, 233
Create/Print a Bill of Lading (BOL), 133
Currency Code table, 232
D
Dangerous Goods (DG), 135
    1421C Report, Domestic Express, 219, 221
    1421C Report, International Express, 219, 224
Excepted Quantities, 135
managing entries, 75
Variable Handling configuration, 74
Harmonized Tariff Schedule table, 230
Hazardous Materials (HazMat), 135
Certification Report, Ground, 219, 227
Ground COD service, 132
Ground ECOD service, 133
label settings, 58
limitations, 136
meter settings, 73
regulations, 135
Returns, 145
vague commodity description, 242
Help Desk, 215
Hold at Location (HAL), 134
Open Shipping, 166, 167
Returns, 144

index, 249
Inside Pickup and Delivery, 134, 144, 168
installing FSMS, 25
installation types, 28
modem dialup, 31
network connection, 32
new install, 26, 69
pre-installation checklist, 25
proxy server, 3
uninstalling FSMS, 41
upgrading from previous version, 39
International Air Transport Association (IATA), 135
International Commercial Invoice, Express, 219, 223
International Courier Report, Express, 219, 222
International Courtesy Rating, Express only, 182
International Dangerous Goods (1421C), Express, 224
International EOD TransOut Report, Express, 219, 223
International Express Dangerous Goods 1421C, 219
International Express Visa Manifest Report, 224
International Freight shipping, 133
International Invoice Report, Express, 219, 223
International Proforma Invoice, 219, 223
International Shipment Report, Express, 219, 222
International shipping
adding, editing, and deleting commodities, 122
basic transaction, 119
Broker Select Option (BSO), 134
Carriage Value, 123
Commercial Invoice, 121
commodity rules, 121
document shipments, 123
Electronic Export Information (EEI), 137
Express, 120
International Shipment Support Documents, 121
prohibited commodities, 124
providing dimensions, 180
Shipper’s Export Declaration (SED/EEI), 137
Third Party Consignee (TPC), 139
vague commodity edits, 124
International Shipping History, Express, 223
International Visa Manifest, Express, 219
Introduction, 13
IP address
adding, 49
connecting to, 51
deleting, 51
ing, 50
IPD/IDF Settings, 68
Label Reprint Transaction Request/Reply (095/195), 109
labels
4 x 6 *.PNG, 172
custom labels, 174, 177
Deferred, 173
Doc-Tab Settings, 178
formats, 171
Label Reprint Utility, 178, 189
Label Settings, 58
additional laser and thermal copies, 60
laser/thermal air waybill defaults, 59
multi-ply printer defaults, 60
laser, 172
multi-ply air waybills, 173
Open Shipping, 175
PNG, 172
printing to a file, 174
thermal, 172
laser labels, 172
laser/thermal air waybill defaults, 59
List/Base Rates, 180
Matrix Discount, configuring, 193
Maximum Allowable Weights table, 240
meter
adding a new meter, 44
adding an existing meter, 46
deleting a meter, 47
Meter Settings, 70
Express options, 72
Ground options, 73
Handling Charge Amount, 75
Handling Charge Calculation, 75
Handling Charge Level, 75
managing Handling Charge entries, 75
Software ID Data Capture, 73
Variable Handling Configuration, 74
requirements to configure a meter, 48
Meter Query Request (070), configuration changes, 78
Meter Query Request/Reply (070/170), 109, 155
Meter Registration utility, 183
Meter Registration utility, 34
Mexican State Codes table, 239
Minimum Charge, configuring, 196
modem dialup, 31
multiple countries of manufacture, 120
multiple occurrence fields, 113
multiple-piece shipment (MPS), 129
multi-ply air waybills, 173
multi-ply printer defaults, 60
Multiweight Discount, configuring, 194
Multiweight Discounting, Ground only, 182
Multiweight Package Detail, Ground, 219, 225
Multiweight Shipment COD Detail, Ground, 219, 227
Multiweight Shipment Declared Value Detail, Ground, 219, 227
Multiweight Shipment Detail by Postal Code, Ground, 219, 226
Multiweight Shipment Detail by Zone, Ground, 219, 226
Net Charges, 180
network connection, 32
No Upload/No Ship (NUNS), 72, 179
numeric fields, 114
Offline transaction types, 109
Online Return Label Request/Reply (037/137), 109
Online transaction types, 108
Open Shipping, 158
adding a piece, 160
adding/editing shipment level data, 159
basic rules, 158
confirming a piece, 161
confirming a shipment, 162
creating, 159
deleting a piece, 161
deleting the shipment, 160
ingothing piece-level info, 161
Express sample, 164
Ground sample, 163
labels, 175
Open Ship table, 166
Pre-Ship Validation, 162
printing a label, 161
rating the shipment, 160
receiving a Route or Time-In-Transit, 159
setting up, 158
Oversize Exceptions, configuring, 198
package level fields, 112
package level guidelines, 112
Pickup Manifest, Ground, 219, 225
PNG labels, 172
postal codes, 115
preparing a shipping transaction, 116
Express transaction, 116
Ground transaction, 119
International transaction, 119
Pre-Ship Validation, 127, 162
Print Return Label, 144, 146
printer ID fields, 115
printer set-up, 79
adding a local printer, 79
adding a local TCP/IP printer, 88
adding a windows network printer, 100
adding the FEDEXUSER account, 102
additional installation steps for Windows 2000, 98
printing to a network, 102
printing labels to a file, 174
Priority Alert, 137, 144
Proforma Invoice, 219, 223
prohibited commodities, 124
Rate Available Services Request/Reply (025/125), 154
Rates Management, 180
bundling rules, Express only, 182
Dim Weight Calculations, non-rated countries, 181
dimensions for International shipping, 180
International Courtesy Rating, Express only, 182
List/Base Rates, 180
Multiweight Discounting, Ground only, 182
Net Charges, 180
Rating, Routing, and Time-in-Transit, 124
Dynamic Surcharging, 126
Open Shipping, 160
processing the shipment, 127
Rating options, 126
Referenced Documents, 21
remote configuration, 49
adding an IP address, 49
connecting to an IP address, 51
deleting an IP address, 51
editing an IP address, 50
Report
Bill of Lading (BOL), 220
Report Viewer Utility, 206, 228
Reports, 217
Bill of Lading, 218
Certificate of Origin, 224
Close reports, 207
custom reports, 218, 228
details, 219
End-of-Day reports, 218
Domestic Express, 219, 221
International, 223
International EOD TransOut, Express, 219
Express
Domestic Courier Report, 219, 220
Domestic Dangerous Goods (1421C), 219, 221
Domestic EOD TransOut Report, 219, 221
Domestic Invoice Report, 219, 221
Domestic Shipment Report, 219, 221
International Commercial Invoice, 219, 223
International Courier Report, 219, 222
International Dangerous Goods (1421C), 219, 224
International EOD TransOut Report, 219, 223
International Invoice Report, 219, 223
International Shipment Report, 219, 222
International Visa Manifest, 219
International Visa Manifest Report, 224
Proforma Invoice, 219
FedEx Freight Bill of Lading, 228
fields, 220
freight printer ID, 61
Ground
COD Report, 220, 228
Commercial Invoice, 219, 228
Hazardous Materials Certification Report, 219, 227
Multiweight Package Detail, 219, 225
Multiweight Shipment COD Detail, 219, 227
Multiweight Shipment Declared Value Detail, 219, 227
Multiweight Shipment Detail by Postal Code, 219, 226
Multiweight Shipment Detail by Zone, 219, 226
Pickup Manifest, 219, 225
International Certificate of Origin, 219
producing reports, 217
Proforma Invoice, 223
report reproduction, 228
Report Settings, 52
changing paper size & number of copies, 57
save your entries, 57
select a printer, 55
select a report directory, 56
Report Viewer Utility, 206, 228
Shipment Summary, 220
Shipment Summary Report, 220
supported reports, 219
Residential Delivery
Open Shipping, 167
Returns, 144
Signature Services, 140
Retrieve, Retain, Restore (R3), 200
backing up data, 201
restoring data, 203
Returns, 144
Call Center example, 151
e-mail return label, 144, 148
Packout Process example, 150
print return label, 144
Print Return Label, 146
Return Merchandise Authorization (RMA), 146
Self-Service website example, 152
Special Services allowed, 144
tie with Outbound, 150
track by RMA number, 150
Revenue Management, 179
Force Close, 180
No Upload/No Ship (NUNS), 179
options set-up, 179
revision history, 5
Route, 159, 166
Routing, 124
Open Shipping, 159

S
Saturday Pickup & Delivery
Open Shipping, 168
Returns, 144
Setting Up FSMS, 23
configuring FSMS, 43
installation types, 28
installing, 25
Meter Query Request (070), 78
new install, 26
pre-installation checklist, 25
printer set-up, 79
systems requirements, 23
transactional meter configuration, 78
troubleshooting, 104
uninstalling, 41
upgrading from previous version, 39
Ship Manager Server Console, 211
shipment level fields, 112
shipment level guidelines, 112
Shipments Query Request/Reply (024/124), 109, 154
Shipment Summary Report, 220
Shipper Settings, 43
adding a new meter, 44
adding an existing meter, 46
deleting a meter, 47
remote configuration, 49
requirements to configure a meter, 48
Shipper’s Export Declaration (SED/EEI), 137
Shipping History
Domestic, 222
International, 223
shipping labels. See labels
Signature Services, 140
SmartPost, 69, 73
Software ID Data Capture, 73
special characters, 114
special shipping options, 130
alcohol, 130
B13A, Canada Export Shipping, 131
Bill Recipient/Bill Third Party, 131
Broker Select Option (BSO), 134
COD, 132
ECOD Ground, 133
Express, 132
Ground, 132
Signature Services, 140
delivery notification, 137
DG/HazMat, 135
dry ice, 136
exception notification, 137
FedEx InSight, 136
FedEx Priority Alert, 137
FedEx ShipAlert, 137
Freight shipping, 133
Future Day, 134
HAL, 134
Inside Pickup and Delivery, 134
Returns, 144
Shipper’s Export Declaration (SED/EEI), 137
Signature Services, 140
third party consignee (TPC), 139
Summary Report, 220
System Settings, 66
Dynamic Surcharging, 67, 126
field descriptions, 67
Index

systems requirements, 23

T

table of contents, 1
thermal labels, 172
thermal/laser and thermal air waybill defaults, 59
Third Party Consignee, 139
Time-in-Transit, 124, 159
Tracking Number Request/Reply (004/104), 109, 153
Tracking Numbers Settings, 68
Tracking Request/Reply (403/503), 108
Tracking Request/Reply (404/504), 108, 156
transaction coding, 107
  batch processing, 115
  Express transaction, 116
  field editing guidelines, 114
  formatting, 110
  Ground transaction, 119
  guidelines, 110
  implied vs. explicit decimals, 111
  International transaction, 119
  multiple occurrence fields, 113
  Offline transaction types, 109
  Online transaction types, 108
  preparing a shipping transaction, 116
  required fields, 110
  shipment level vs. package level, 112
  shipment level/package level guidelines, 112
  Transaction Coding Reference (TCR), 117
  transaction types, 107
  transactional meter configuration, 78
  troubleshooting your application, 104

U

U.S. State Code table, 237
uninstalling FSMS, 41
Unit of Measure Code table, 230
upgrading from previous version of FSMS, 39
Utilities, 183
  Demand Download Utility, 187
  Express Hourly Upload File Reader, 190
  Ground EPDI File Reader Utility, 190
  Ground Rates and Discounts Utility, 191
  Label Reprint Utility, 189
  Report Viewer Utility, 206
  Retrieve, Retain, Restore (R3), 200
  Ship Manager Server Console, 211

V

Vague Commodity Descriptions, 241
vague commodity edits, 124
Value Reference Tables, 229

W

weights, 115
What’s New, 17