

# Collaborative Shipping User Guide

*Pickup solution in FedEx Ship Manager®*



# Collaborative Shipping

## Step-by-step guide

- 1. First, the receiver goes to the **CREATE SHIPMENT** page
- 2. In the top left corner, the receiver then selects **Import shipment** from the dropdown menu
- 3. The receiver fills in the shipment details
- 4. To share the form with the shipper, the receiver clicks **SHARE**

2.

1.

3.

4.

FedEx Ship Manager | Create shipment

Import shipment

CREATE SHIPMENT

BATCH SHIPPING

SHIPMENTS

E-COMMERCE

PICKUPS

ADDRESS BOOK

SHIPMENT PROFILES

SETTINGS

HELP

SELECT SHIPMENT PROFILE

Service details

Ship date: Wednesday, August 20, 2025

Selected service: FedEx International Economy

Pickup/drop-off

PICKUP/DROP-OFF \*

Billing details

BILL TRANSPORTATION COST TO: My account

BILL DUTIES, TAXES AND FEES TO: My account

Add shipment notifications

Expected delivery:

Estimated total cost

Package details

| PACKAGING          | WEIGHT | DIMENSIONS | PACKAGE OPTIONS |
|--------------------|--------|------------|-----------------|
| 1 x Your packaging | 10 kg  | -          | -               |

Total packages: 1 Total weight: 10 kg

Package contents

| DESCRIPTION     | HS CODE | MADE IN | QUANTITY | WEIGHT | CUSTOMS VALUE |
|-----------------|---------|---------|----------|--------|---------------|
| Testing samples |         | CN      | 1 PCS    | 10 kg  | \$100.00      |

Shipment purpose: Invoice for customs

Commercial: Attach my own

By clicking "Finalize", I accept the Terms of Use of the FedEx website and the FedEx Express Terms and Conditions of Carriage. The FedEx Express Terms and Conditions of Carriage of the origin country apply to all shipments.

SAVE

FINALIZE

SHARE

SHOW MORE ABOUT FEDEX

NEW Share the import shipment

Instead of finalizing the shipment yourself, you can now share it with the sender. This allows them to complete the details and create a shipping label on their own.

# Collaborative Shipping

5. The receiver shares the URL link with the shipper through email
6. The shipper completes the shipment form and adds specific pickup details — bear in mind the shipper does not need to log in to do this
7. Once the shipment is finalized, the shipper can download the documents and get a tracking number

← Share this shipment

×

Create and share a secure link for this shipment. Receivers of the link can edit shipping information configured below, create, and download a shipping label on behalf of this shipping account. Estimated shipping costs will not be visible.

Sharing options

EMAIL OF LINK RECIPIENT \*

☐

**Include personal message**  
Include a personalised message to receiver of the link.

The receiver of the link is allowed to edit:

☒

**Pickup / drop-off details**  
Change details about the pickup or drop-off of the shipment.

☐

**Sender address**  
The address details from which the shipment is being sent.

☐

**Package details and contents**  
Change the package details and package contents of the shipment.

ENABLE SHARING

FedEx

to fedex.com



**Priya Patel from Shirts and Shorts**  
has shared this shipment with you and would like to collaborate.  
Please review and provide the missing shipment details listed below. By doing so, you can finalize this shipment, create a FedEx shipping label, and prepare your package(s) for transportation.

 **Personal message from Priya:**  
Hello John, we're looking forward to seeing some of your floral fleece samples!

● Ship from

John Green - Floral Fleece  
Sunstreet 12  
12345, Dallas, US

● Deliver to

Priya Patel - Shirts and Shorts  
Summestreet 123  
12345, Memphis, US

● Package details

| NO. OF PACKAGES | WEIGHT PER PACKAGE | DIMENSIONS (L X W X H) |
|-----------------|--------------------|------------------------|
| 1               | 115 kg             |                        |

● Pickup/drop off

Pickup/drop off:

Drop off package at FedEx location

FIND A FEDEX LOCATION

● Contact details

Please provide your contact details so we can reach out to you about this shipment if necessary.

Contact name \*

John Green

Contact email \*

jgreen@floralfleece.com

Contact phone number \*

+001 12 34 56 78

Need help?

For questions about this request, please contact Priya

Email

pupatel@shirtsandshorts.com

Phone number

+001 87 65 43 21

Once you click on "FINALIZE", a shipment will be created and invoiced under InterShipping's account. Please be aware that changing the pre-filled details could affect the estimated total shipment costs, which will be billed to InterShipping.

FINALIZE

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Shipment created successfully

Download FedEx shipping label

Print and attach the shipping label to the top of the package, making sure the barcode is clearly visible. Your shipment is now ready for shipping.

DOWNLOAD

We've sent a copy of the shipping label to j.patel@shirtsandshorts.tld.com

Shipment details

Tracking ID

12345678901

Ship from

John Green - Floral Fleece  
Sunstreet 12  
12345, Dallas, US

Deliver to

Priya Patel - Shirts and Shorts  
Summestreet 123  
12345, Memphis, US

Package details

1 x Your packaging - 115 kg -

Pickup/drop off

Drop off package at a FedEx location

Contact details

John Green  
jgreen@floralfleece.com  
+001 12 34 56 78

What happens next

Bring your shipment to a FedEx location and we'll make sure to transport it to Robin Smith in SCHIPHOL, RIJK, NL.

FIND A FEDEX LOCATION

Need help?

If you have questions about your pickup, please get in contact with FedEx Customer Service to assist you.

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