

Follow the instructions below to transfer shipment addresses from FedEx Ship Manager[™] Software to FedEx Ship Manager[™] at fedex.com

STEP 1. Launch FedEx Ship Manager [™] Software

Ship Track/History Pickup Export Documents Databases Preferences Reports	🔹 FedEx Ship Manager	Software	- 0	ı ×
all Message Ship Return Shipments in Progress Shipment History Upload Data	ile Edit Ship Track	/History Pickup Databases Reports Setup Messag	je	Hel
Signert Details *Sender ID Company Name Company Name Contract Name Packagen Contract Name Packagen Contract Name Packagen Single Contract Name Packagen Single Contract Name Packagen Single Contract Name Packagen		Ship Track/History Pickup Export	Documents Databases Preferences Reports	
* Sender ID Testing Sender	Message St	nip Return Shipments in Progress Shipment Histo	ory Upload Data	Quick H
Contact Name Testing Company Contact Name Testing Company Contact Name Testing Company Contact Name Testing Contact Name Park Prone # 1224567350 Pecipient Information ShpAlert Packages Image Name Company Name Image Name Pecipient Information Image Name Contract Name Image Name	ender Information			
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Country/Tentory Hong Kong SAR, China FedEx Account # 202702448 ecipient Information	Contact Name	Testing Contact Name	Terraphy becket advaging to	rt
FedEx Account # 202702848 ecipient Information 			Packages 1	
	Country/Territory	Hong Kong SAR, China		
eecipient Information	FedEx Account #	202702848		
Recipiert ID				
Company Name			* Customs Value 0.00 * Purpose of Shipment Sold)
Cortact Name Contact Name Supment Contents Supment Contains Description Contacts Supment Contains Description Descriptio	Contract Section of	Edit	Shipment Reference Include Return	n Label
* Country/Territory * Select Country/Territory * Address 1 Address 2 Address 3 * City / Postal code * Fint Phone Save in/Update Address Book * * Save in/Update Address Book * * Bill shipment to * * Bill shipment to * * * Bill shipment to *			Department/Notes	
* Address 1			Shipment Contents	
Addres 2 Addres 3 "City / Potal code "Fint Phone Est Description Trade Docs Post-Shipment Add Documents MAT/Customs ID/EIN # Save in/Update Address Book Billing Details Save in/Update Address Book Bill alignment to [None) Account # "Bill alignment to [None) Account # "Bill Dates and Taxes to [None) Account #		Select Country/Territory ~	Shipment contains	
Address 3 City / Postal code Fint Phone Save in/Update Address Book Billing Details 'Bill alignment to None) Account # Billing Details 'Billing D			* Description	
⁺ Fint Phone Ext Bitting Details Add Documents Add Documents Bitting Details Bitting De	Address 3			
Fint Phone Ext ATr/Customs ID/EllN # Save in/Update Address Book Billing Details Save in/Update Address Book	* City / Postal code			
Fint Phone Ext Ship-Mert email to Save in/Update Address Book Billing Details Billing Details Billing Details Billing Details Billing Details Billing Details Save in/Update Address Book Save in/Update Address Book Billing Details Save in/Update Address Book Save in/Update Address Save in/Update			Rectonic Trade Doce	
Ship Alert email to Save in/Update Address Book Billing Details 'Bill alignment to [None) Account # Bill Duties and Taxes to [None) Account # Please Complete the Mandatory Fields	* First Phone	Ext		
Save in/Update Address Book Billing Details Save in/Update Address Book Billing Details Plase Complete the Mandatory Fields Plase Complete the Mandatory Fields	VAT/Customs ID/EIN #			
Save in/Update Address Book* Bil ahpment to [None) ~ Account # * Bil Duties and Taxes to [None) ~ Account # Please Complete the Mandatory Fields	ShipAlert email to			
*Bill Duties and Taxes to [None) V Account #		Save in/Update Address Book		-
Please Complete the Mandatory Fields				-
			Bill Duties and Taxes to (None) V Account #	
			Save Preview Cancel Shin	

STEP 2. Select File tab in Top Menu and Select "Export to FSM@fedex.com"

🕶 FedEx Ship Manager	Software			- 🗆 X
File Edit Ship Track	/History Pickup Databases Reports Setup Messag	je		Help
Import / Export te	mplates			
Export to FSM@fe				
Exit	ck/History Pickup Export	Documents Da	tabases Preferences Reports	
Message Sh	ip Return Shipments in Progress Shipment Hist	ory Upload Data		(?) Quick Hel
Sender Information		Shipment Details		
* Sender ID	Testing Sender Edit	Shipping Date	29/07/2020 Shipment #	# 911110683009
Company Name	Testing Company	* Service	Select Service ~	Special Handling
Contact Name	Testing Contact Name	* Packaging	Select Packaging	ShipAlert
First Phone #	1234567890	Packages	1	
Country/Territory	Hong Kong SAR, China			
FedEx Account #	202702848			
		* Total Weight	0.00 Kilograms V	
Recipient Information	Single	Carriage Value	0.00 Select Currency	
		* Customs Value	0.00 * Purpose of Shipment Sold	~
Recipient ID	Edit	Shipment Reference		Include Return Label
Company Name		Department/Notes		
Contact Name		Shipment Contents	2 A second se	
* Country/Territory * Address 1	Select Country/Territory ~		Shipment contains	Commodities
Address 1 Address 2		* Description		^ L
Address 2 Address 3				
1.5000000000				
* City / Postal code				÷
		Electronic Trade I	Docs Post-Shipment	Add Documents
* First Phone	Ext			
VAT/Customs ID/EIN #				
ShipAlert email to		Billing Details		
	Save in/Update Address Book		Bill shipment to (None) V Account	#
		* Bill Duti	es and Taxes to (None) ~ Account	#
Please Complete the Mar				
Cany info over to next :	shipment Documents	Save	Preview Cancel	Ship



STEP 3. Click on the arrow next to the Select Template field and choose a category from the dron-down menu. For example: "FSM@fedex.com - Export Sender Template for Sender"

emplate		
Select Template: Type:	Select template Select template FSM@fedex.com - Export Recipient Template for Recipient FSM@fedex.com - Export Commodity Template for Commodity FSM@fedex.com - Export Sender Template for Sender FSM@fedex.com - Export Broker Template for Broker	
File Name:	В	rowse
Status Report		

STEP 4. Click Browse and Enter a new file name for exporting sender information.

Export to FSM@fedex.com		×
Template		
Select Template:	FSM@fedex.com - Export Sender Template for Sender	
Туре:	Export	
File Name:	D:\sender.csv	Browse
Status Report		
Records Exported =	0 Records Unsuccessful = 0	
	Log	
	View Execute Close	



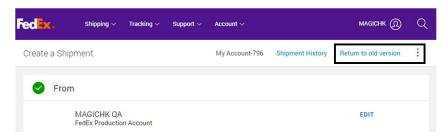
STEP 5. Once all data is exported, a pop-up message indicated "Records exported". Click OK.



STEP 6. Login to FedEx Ship Manager[™] at fedex.com

Express Ship - 1	rack 👻 Manage My Acco		ustomer Service Site Ma
FedEx Ship Manager [®]			t ? Help 🗸
Ship View Per Shipmen		My Lists	ckup My Profile
Prepare a Shipment Enter shipping information * Denotes required field My Shipment Profiles	Print label(s) ⑦ Help □ Hide	_	eferences <u>Clear all fields</u> ② <u>Help</u> ⊞ <u>Edit</u>
My Shipment Profiles Select	✓ Ship	Please select your Package Contents type in module prior to completing this step.	the Services
1. From	⑦ <u>Help</u> ⊕ Edit	Pickup/Drop-off (optional)	⑦ Help
MAGICHK QA, test, YAAN, 63600		Schedule a pickup online Drop off a package at a FedEx location	

Remarks – If you login to new version of FedEx Ship Manager[™] at fedex.com, please click "Return to old version" on top menu bar.





STEP 7. Select "My Lists > Address Book" from main tab to enter Address Book page

STEP 8. Select "Import/Export -> Import/Export" from main tab

dress Book					ogout ? Help 🔻
dresses	Groups	Import / Export	Customize	Administrati	on
Velcome, MAGICHI	K 0 4	Import / Export Hist Import / Export	bry		Choose columns
our Address Book conta		miporer Expore			
6 addresses (1%) of a ma					
Search	in Contact name 🗸	Go		Display a	ddresses for All 🗸
fiew: ALL A B C D E F G	HIJKLMNOPQ	<u>R S T U V W</u> X Y Z	0 1 <u>2 3</u> 4 5 6 7 8 9	Per Page	100 V Page 1 V of 1
Contact name	Contact ID	Company	Address 1	City	Checked
	Full Name	Company	Add1	NEW YORK	
	Macau	Company	Add1	NEW YORK	
	US Recpient 100	Jaymee Company	Add1	NEW YORK	
	US Recpient	Company	Add1	NEW YORK	
20200207 US Name	20200207 US Name 2		US Address 1	NEW YORK	
3216	3216	Company Name	15614561	NEW YORK	
AU 20200724	AU 20200724 2020724	AU COmpany	AU Address 1	DARWIN	
AU Name 20200227	AU Name 20200227 2	t.	Address 1	DARWIN	
AU Recipient	AU Recipient 2019110	AU Company	AU Address	DARWIN	
Carol Kriss	Carol Kriss 2020226_1	CK Enterprises	8720 Otterburn Cove	Memphis	

STEP 9. Enter or Select the data below

- a. "Import as" use the drop-down arrow to choose a type (example: Sender)
- b. "File to import" Select a file you exported previously (i.e.: sender.csv)
- c. Click "Import" button at the bottom right corner

					?	Help 🔻
esses	Groups	mport / Export	Customize	Administration		
elcome, MAGI						
addresses (1%) of						
enotes required field					Clear	all fields
* Choose action	Import V					
- Choose action	Replace address book					
	View last import report					
Import as	Sender 🗸					
Download a sample	FedEx.com .CSV file to use a	s a template				
* File to import	Choose File sender.csv					
* Select file type	fedex.com Address Book (.C	CSV file) 🗸				
I can not find my fil	e type					
	Map my file fields to the	FedEx Import template			_	
					Cancel	Import
					L	



STEP 10. The alert message appears on screen while the software is transferring your address files

dresses	Groups	Import / Export	Customize	Administration	
Velcome, MAGI					
6 addresses (1%) of	a maximum 10000				
Denotes required fiel	d				Clear all fie
* Choose action	Import Replace address book				
	View last import report				
Import as	Recipient				
	e FedEx.com .CSV file to use	and the second second second			
* File to import	Choose File No file ch		- -		
* Select file type	fedex.com Address Book	(.CSV file) V	J		
I can not find my fi	le type				
	Map my file fields to t	he FedEx Import template			
					Cancel Impo
() Alert: Your im	port request is being proce	essed.			
		- 14 C-0 2 1			
	ave imported addresses wi vith errors if they have not i		90 days, this import	will overwrite your previous	import report

STEP 11. When your address files have transferred successfully to FedEx Ship Manager at fedex.com, , the alert message indicates "Your last import process is complete"

		Import / Export			
Velcome, MAGI Your Address Book c					
addresses (1%) of					
Denotes required fiel	d			Clear	r all fie
* Choose action	Import V				
	Replace address <u>View last import repo</u>				
Import as	Recipient	✓			
Download a sampl	e FedEx.com .CSV file t	o use as a template			
* File to import	Choose File No fil	e chosen			
* Select file type	fedex.com Address	Book (.CSV file)	•		
I can not find my fi	le type				
	Map my file field	s to the FedEx Import templat	e		
				Cancel	Impo
(!) Alert: Your la	st import process is co	mplete.			



Remarks – If you have imported address with errors, please click on View last import report link and follow on screen instructions

ress	es	Groups	Import/Export	Customize	dministration	
	rt Rep	ort Book contains:				
		BOOK contains: 0%) of a maximum 1000	1	Rejected Reason		
a creat			s).	(tojotiou (todoti)		
				missing information. You must		
		ort of addresses cont		or your convenience. They will be	e deleted after 90 days or upon	
					Per Page 100 V Page 1 V of	f 1
	Row	Contact name	Address 1	Reason	Sender/Recipient/Broker	
	1	Sample User	Room B, 123 Main Street	Invalid/Missing Telephone Number	Recipient	
T				Duplicate Address ID - MODIFIED		
	2	Sample User	Room B, 123 Main Street	Duplicate Address ID - MODIFIED	Recipient	
				C	-	
			7			-11
E	dit the re	ecord immediately	·		→ Edit Delete Save to file	
A DECK	dit the re	2]		→ Edit Delete Save to file	
Plea	se note:		d with errors appear in this Import	Report but not in the Address Book.		
Plea	se note: • Contac	ts that you have importe		Report but not in the Address Book. an be displayed in your Address Boo	It is strongly recommended that	
Plea	 Contac you co If your 	ts that you have importe rrect the errors in this in address book contains	port Report so that the contacts c the maximum number of entries, yo		It is strongly recommended that k.	
Plea	 se note: Contac you co If your addres 	ts that you have importe rrect the errors in this in address book contains ses are deleted from yo	nport Report so that the contacts of the maximum number of entries, you ur address book.	an be displayed in your Address Boo ou will not be able to correct an addre	It is strongly recommended that k. ss from the import report until	
Plea	se note: • Contac you co • If your addres i addres	ts that you have imports rrect the errors in this in address book contains ses are deleted from yo ses successfully imp	port Report so that the contacts c the maximum number of entries, yo ur address book. worted: 0 • Custom	an be displayed in your Address Boo ou will not be able to correct an addre	It is strongly recommended that k.	
Plea: Total Total	 Contac you co If your addres i addres 	ts that you have importe rrect the errors in this in address book contains ses are deleted from yo ses successfully imp ses accepted with er	port Report so that the contacts c the maximum number of entries, yo ur address book. orted: 0 • Custom	an be displayed in your Address Boo ou will not be able to correct an addre	It is strongly recommended that k. ss from the import report until	
Plea: Total Total	 Contac you co If your addres i addres 	ts that you have imports rrect the errors in this in address book contains ses are deleted from yo ses successfully imp	nport Report so that the contacts c the maximum number of entries, yo ur address book. norted: 0 rors: 2 • Custom • Possible	an be displayed in your Address Boo ou will not be able to correct an addre er can also amend the data in e reject reason	It is strongly recommended that k; ss from the import report until the csv and perform import prov	
Plea: Total Total	 Contac you co If your addres i addres 	ts that you have importe rrect the errors in this in address book contains ses are deleted from yo ses successfully imp ses accepted with er	port Report so that the contacts of the maximum number of entries, you ur address book. orred: 0 rors: 2 Custom Possible Inv	an be displayed in your Address Boo u will not be able to correct an addre er can also amend the data in e reject reason valid/Missing State (required for U	It is strongly recommended that k: ss from the import report until the csv and perform import prov S, CA, BR, IN and AE)	ces
Plea: Total Total	 Contac you co If your addres i addres 	ts that you have importe rrect the errors in this in address book contains ses are deleted from yo ses successfully imp ses accepted with er	port Report so that the contacts c the maximum number of entries, you ur address book. rorted: 0 rors: 2 - Custom - Possible - Inv - Inv	an be displayed in your Address Boo u will not be able to correct an addre er can also amend the data in e reject reason valid/Missing State (required for U valid/Missing Telephone Number (It is strongly recommended that k; ss from the import report until the csv and perform import prov	ces
Plea: Total Total	 Contac you co If your addres i addres 	ts that you have importe rrect the errors in this in address book contains ses are deleted from yo ses successfully imp ses accepted with er	Iport Report so that the contacts c the maximum number of entries, you ur address book. Fors: 2 • Custom • Possible • Inv • Inv	an be displayed in your Address Boo u will not be able to correct an addre er can also amend the data in e reject reason valid/Missing State (required for U	It is strongly recommended that k; as from the import report until the csv and perform import prov S, CA, BR, IN and AE) US telephone number must be 10	ces

Step 12. Repeat the steps to complete transfer of saved addresses for recipients and broker.