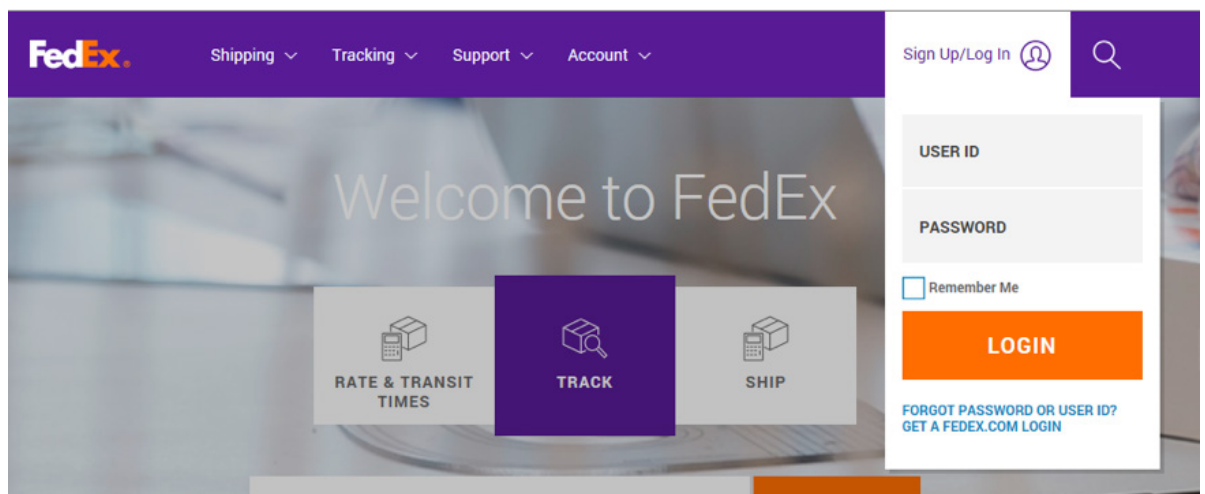


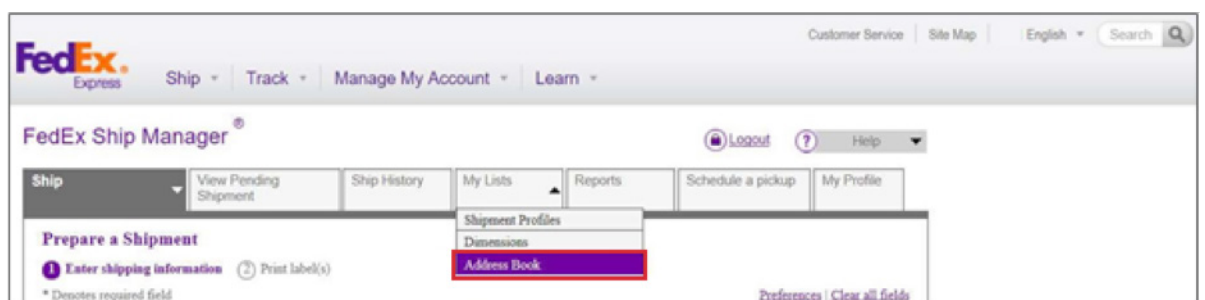
How to check and correct your recipients' addresses

Before starting to use FedEx Ship Manager, you need to check and amend your recipients' addresses that FedEx Express migrated from your myTNT account to make your shipping with FedEx Express accurate. You must also fix any invalid or missing information in imported addresses. Here's how:

Click [here to access the FedEx Express website](#). Then login with your User ID and Password.



To open your address book, click on the drop-down menu **Account** in the top navigation and click on **Address Book**. Each recipient record is displayed.



Checking and amending your recipients' addresses

For each recipient record you want to check, click the box beside it and the **Edit** button. The recipient's full information is displayed. Modify it accordingly and click on the **Save** button.

The screenshot shows the FedEx Address Book interface. At the top, there is a navigation bar with the FedEx logo and links for Ship, Track, Manage My Account, and Learn. Below this, the page title is "Address Book" with a Logout button and a Help icon. The main content area has a header with "Addresses" and tabs for Groups, Import / Export, Customize, and Administration. A welcome message states "Your Address Book contains: 472 addresses (4%) of a maximum 10000". There is a search bar and a "Go" button. Below the search bar is a list of addresses. The first address is selected, and the "Edit" button is highlighted in red. At the bottom, there are buttons for "Create address", "Duplicate", "Edit", "Delete", "Check address", and "Go".

Contact name	Address 1	City	Country/Location	Contact ID	Checked
<input checked="" type="checkbox"/> Repair Center	3422 Prescott	COLLIERVILLE	United States	Repair Center	

The screenshot shows the "Create / Edit Address" form in the FedEx Address Book. The form is divided into several sections: "Contact Information", "Shipping Specific (optional)", "Billing Details (optional)", "Shipment Notifications (optional)", and "Complete Your Entry".

Contact Information: Contact ID: Repair Center; Country/Location: United States; Company: Federal Express Corporation; First name: Repair; Last name: Center; Contact name: Repair Center; Address 1: 3422 Prescott; Address 2: ; ZIP: 38000; City: COLLIERVILLE; State: Tennessee; Phone no.: 9012345678; Fax no.: ; Department: ; Perform detailed address check; This is a residential address; Save as: Recipient; Add to: Group.

Shipping Specific (optional): Service Type: Select; Package Type: Select; Currency: U.S. Dollars; Your reference: ; Recipient Tax ID: ; Broker Contact ID: Select.

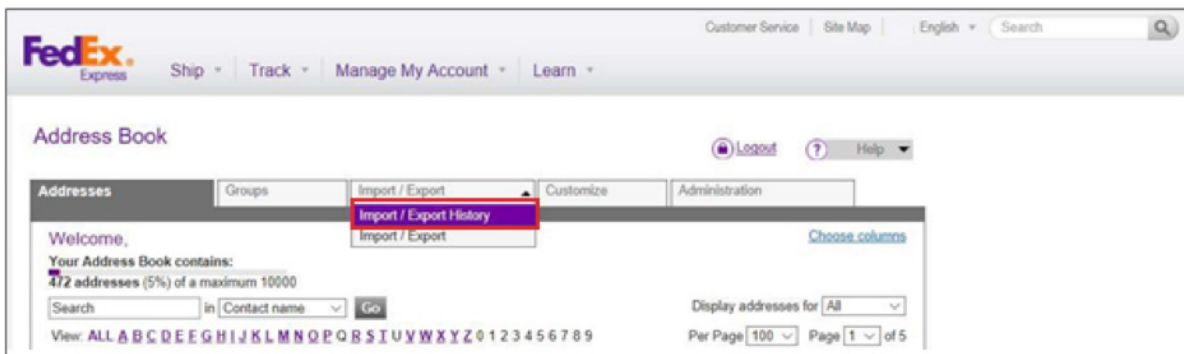
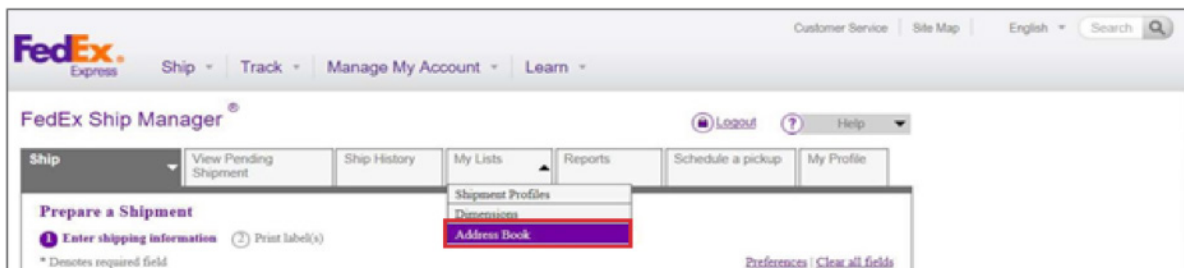
Billing Details (optional): Enter billing defaults for this recipient.

Shipment Notifications (optional): Email: English; Notification type: Ship, Pickup, Tendered, Exception, Estimated Delivery, Delivery.

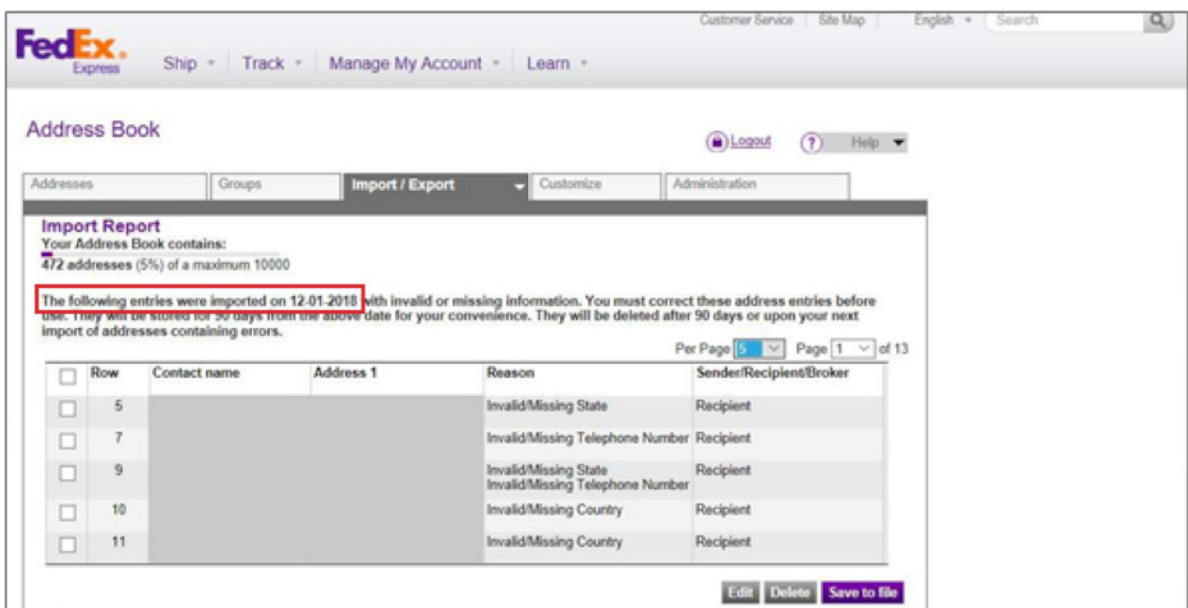
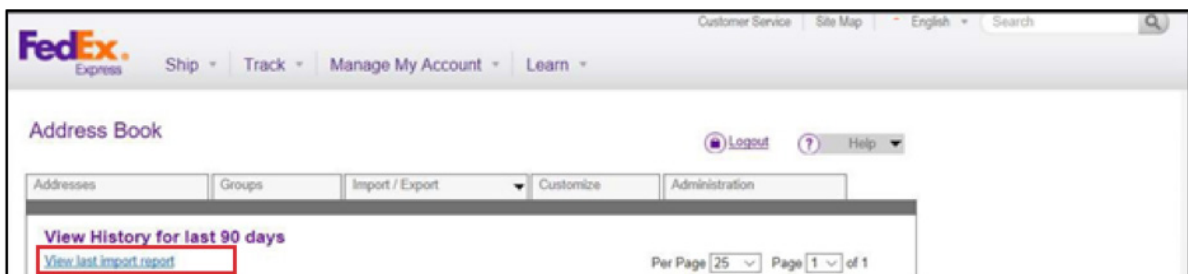
Complete Your Entry: Cancel, Save.

Fixing errors in imported addresses

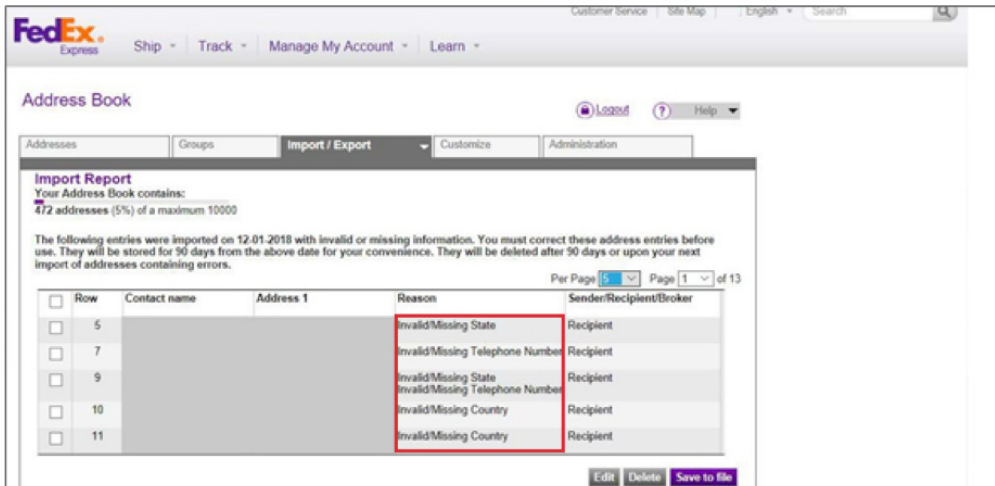
With your **Address Book** open, click on the drop-down menu **Import/Export** on the top navigation and click on **Import/Export History**.



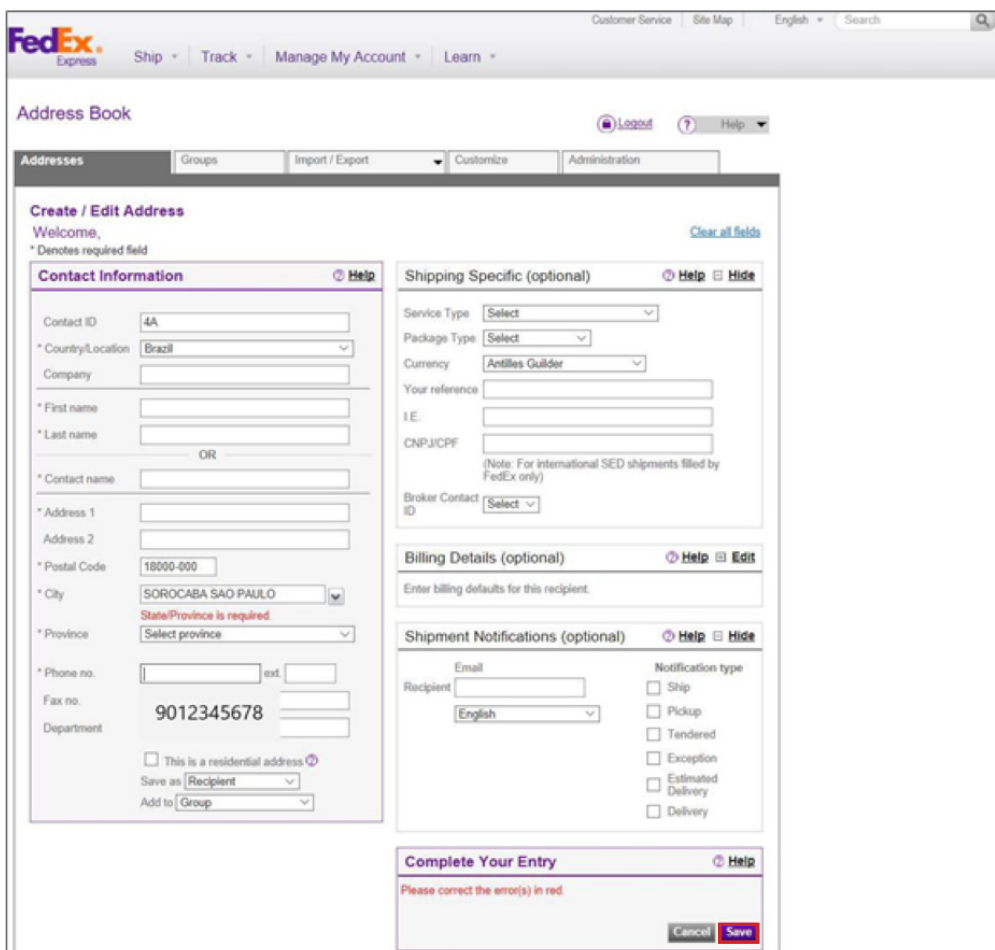
Click on **View last import report** in left-hand menu. Imported recipient addresses with invalid or missing information fields are shown and stored for 90 days. After 90 days these addresses are deleted.



You need to correct these addresses before creating a shipment. The invalid or missing information that needs fixing is shown in the **Reason** column.



For each recipient record you want to fix, click the box beside it and the **Edit** button. Recipient's full information is displayed. Modify accordingly and click on the **Save** button.



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