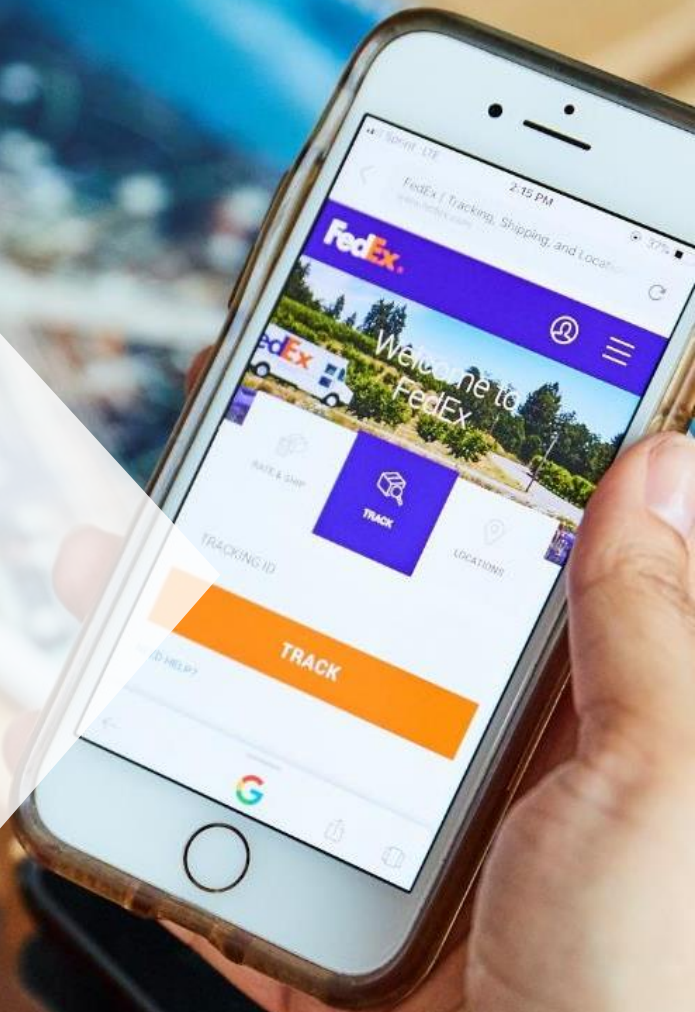




The new FedEx Ship Manager™ at fedex.com

User guide



Introduction	Page 3
- What is FedEx Ship Manager?	
- Benefits of FedEx Ship Manager	
- Get Started	
<u>Comfortable View</u>	Page 4
Left Navigation Menu	Page 5
Create a shipment	Page 8
Manage shipments	Page 9
Support Section	Page 11
<u>Compact View</u>	
Left Navigation Menu	Page 10
Create a shipment	Page 11
Manage shipments	Page 15
Support Section	Page 16

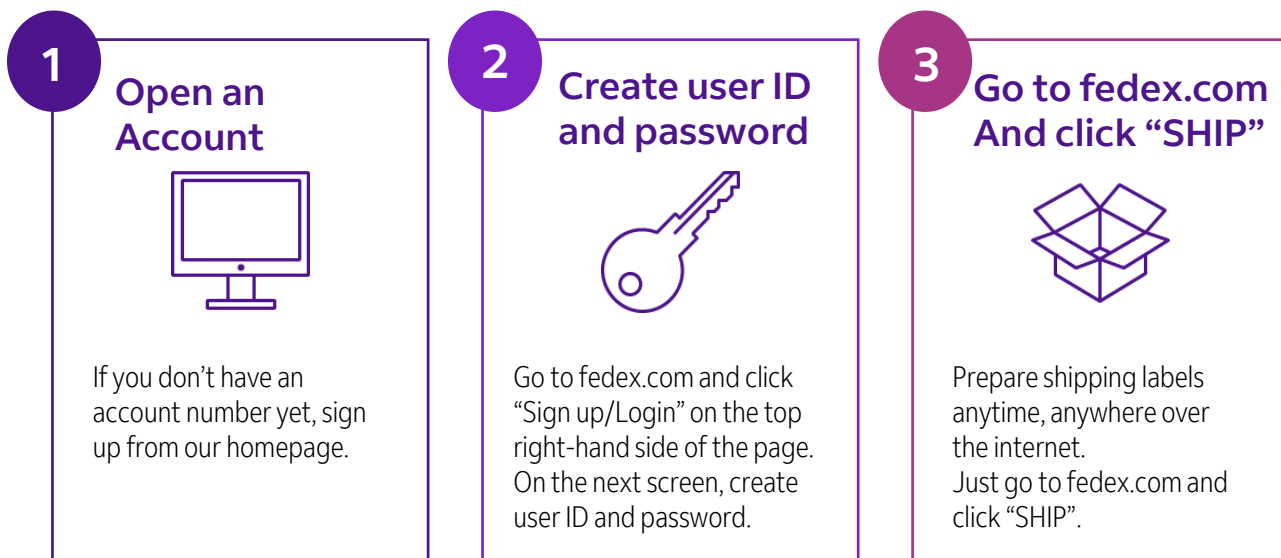
What is FedEx Ship Manager at fedex.com?

The new FedEx Ship Manager at fedex.com offers a tailored solution for your shipping process. It is an easy to follow and accessible tool, designed with customer needs in mind, to ensure a pleasant shipping experience.

Benefits of FedEx Ship Manager at fedex.com

- Accessible from any desktop and by multiple users
- Intuitive and user-friendly interface based on customer feedback
- All the standard features, plus advanced ones to make shipping easier
- Automatic updates, so you get new features and services as soon as they're released

Get started



There are two views for FedEx Ship manager TM at fedex.com
Comfortable View & Compact View



Comfortable View

Follow the step-by-step screens – from air waybill creation to pickup reservation

Compact View

Find everything on a single screen – from air waybill creation to pickup reservation

Left Navigation Menu of Comfortable View

Comfortable View was especially designed for those shippers who would like a step-by-step approach. You'll be walked through every step of the shipping process, to ensure you will not miss anything.

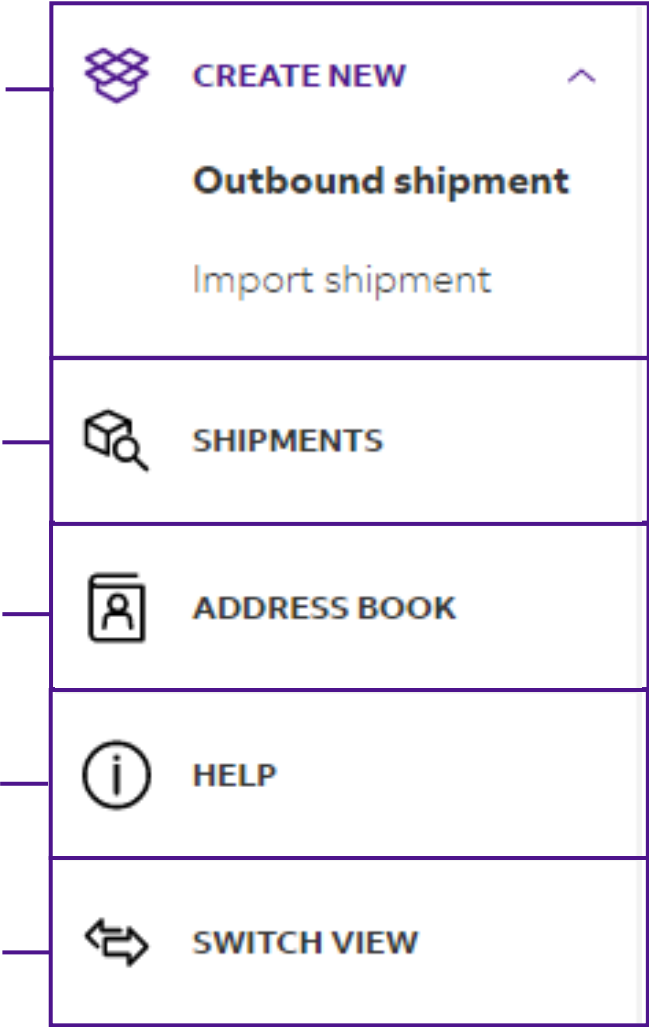
Use this section to create a new shipment. You can choose for an outbound shipment or an import shipment. Fill in the address details, package weight and dimensions, select a FedEx service for your shipment, and other required shipment information.

View a list of all the shipments you created. In this section, you can see the shipping status of your shipments and check for any updates. It also allows you to cancel shipments or reprint the labels.

View and edit your FedEx address book.

Click the Help section to find out more information about FedEx Ship Manager and its features.

Select which FedEx Ship Manager View you want to use. You can switch between the Comfortable View and the Compact View.



Create a new shipment with Comfortable View

1. Click "CREATE NEW" to open the shipment form.

2. Provide the address details of the recipient.

You can select the address from your address book or add a new address. To save the new address in your address book, click the checkbox at the bottom.

You can also choose to receive Shipment Notifications.

Who are you shipping to?

CONTACT NAME Testing		ADDRESS BOOK
COMPANY (OPTIONAL)		
COUNTRY/TERRITORY United States		
ADDRESS LINE 1 test		
ADDRESS LINE 2 (OPTIONAL)		
ADDRESS LINE 3 (OPTIONAL)		
ZIP CODE 52240	STATE Iowa	
CITY IOWA CITY		
PHONE NUMBER		

- ☐ This is a residential address
- ☐ Save as new recipient in address book

Shipment notifications

EMAIL (OPTIONAL)	LANGUAGE English
------------------	---------------------

3. Provide the package details.

Specify the package weight and dimensions of your shipment. This information is required to calculate the correct cost for your shipment. Once you have filled in your dimensions, you can select whether you ship a document or items and provide the item description.

Shipment purpose only needs to be filled in if this is a customs-controlled shipment. For shipments that are not customs controlled, the goods description is enough.

4. Select a service for your shipping.

Choose a service for shipping. The service availability depends on the origin and destination of the shipment. The rates shown are linked to your account setup.

✓ Packaging

Package details

PACKAGING

Your Packaging

Do you want to purchase a higher limit of liability from FedEx for this shipment? If yes, include a declared value for carriage.

kg/cm

NO. OF PACKAGES Max. 40	WEIGHT PER PACKAGE Max. weight 1000 kg	DIMENSIONS PER PACKAGE L x W x H (Optional)
1	kg	x x cm

+ ADD ANOTHER PACKAGE

CONTINUE

✓ Packaging

Your Packaging

EDIT

QUANTITY	SHIPMENT WEIGHT	DIMENSIONS
1	20 kg	10 x 10 x 10 cm

TOTALS

Quantity: 1 Packages Shipment weight: 20 kg

What are you shipping?

Documents

Items

SHIPMENT PURPOSE

Commercial

CONTINUE

✓ Service

HELP

Rate and delivery options

SHIP DATE

Thursday, 27 January 2022

☐ View signature options

☐ I'm shipping non-standard packages

ARRIVES ON	DELIVERED BY	CONTINUE
28 Jan 2022	10:00 FedEx Europe First®	
	DELIVERED BY	CONTINUE
	12:00 NEW FedEx International Priority® Express	
	DELIVERED BY	CONTINUE
	18:00 FedEx International Priority®	
ARRIVES ON	DELIVERED BY	CONTINUE
31 Jan 2022	18:00 FedEx International Economy®	

Your final rate is determined by the actual weight and dimensions of your shipment, as measured by FedEx. Rates are not shown since your account administrator has disabled this.

5. Select the pickup time and date.

Here you can select the pickup time and date. You can use an existing pickup, or create a new time and date. Depending on your location, you can also choose to drop off your shipment at a FedEx location.

Pickup or drop off

Drop off package at FedEx location

Use an already scheduled pickup at my location

Schedule a pickup

Create a separate pickup for this package

PICKUP DATE Tuesday, February 8, 2022	
READY TIME 9:30 AM	LATEST TIME AVAILABLE 6:00 PM
PICKUP INSTRUCTIONS No Instructions	

CONTINUE

Shipment details

Tell us about your item.

6. Additional item information*

If you are sending a customs-controlled shipment, we need to know additional information about your shipment, which you can fill in here.

*Only applies to customs-controlled shipments

Customs requires that you detail each item in your shipment separately. For example, t-shirts and socks need to be added separately even if they are in the same package. In order to receive a valid transit time quote, the item descriptions must be in English.

SAVED ITEMS (OPTIONAL)		
ITEM DESCRIPTION (IN ENGLISH)		
HARMONIZED CODE (RECOMMENDED)		
COUNTRY/TERRITORY OF MANUFACTURE		
QUANTITY	UNIT pieces	

Total Per item

WEIGHT	WEIGHT UNIT OF MEASURE KG
CUSTOMS VALUE	CURRENCY EUR

Shipment details

Shipping items

Harmonized customs code:
Manufactured in: AR
Quantity: 1 PCS
Weight of items: 20 KG
Customs value: € 250

EDIT

Customs documentation

Documentation is required for your shipment to clear customs.

HOW WOULD YOU LIKE TO PROVIDE THIS DOCUMENT?

I will create my own invoice.

Should FedEx send the invoice to customs for you?

☒ Yes, I want to send my invoice electronically (recommended)
☐ No, I will print and attach the invoice to my package

Upload customs invoice

UPLOAD

No File Chosen

Additional documents

+ ADD ADDITIONAL DOCUMENT

7. Customs Documentation*

If you are sending a customs-controlled shipment, you can upload your commercial invoice here. If you do not have a commercial invoice, FedEx can help you with creating one.

*Only applies to customs-controlled shipments

8. Creating an invoice*

If you want FedEx to assist you with creating a commercial invoice, you can fill in the details here.

*Only applies to customs-controlled shipments

9. Specify the billing information.

You can also select who you would like FedEx to bill for duties, taxes and fees (when applicable.) Note that if the requested party does not pay FedEx, we will charge these costs to the shipper.

10. Printing

Once you have filled in the billing information, you can choose how to print the labels.

Invoice details

Letterhead (Optional)
[UPDATE](#)

Example Letterhead

1 Yonge Street

Toronto, On CANADA M1M 1M1

Signature (Optional)
[UPDATE](#)

TERMS OF SALE (OPTIONAL)

Delivered Duty Paid

ADDITIONAL INVOICE INFO 1 (OPTIONAL)

Billing

Transportation costs

BILL TO

My account

REFERENCE (OPTIONAL)

1111

P.O. NO. (OPTIONAL)

2222

INVOICE NO. (OPTIONAL)

3333

DEPARTMENT NO. (OPTIONAL)

4444

Duties, taxes and fees

BILL TO

My account

Tax ID

RECIPIENT TAX ID/EORI (OPTIONAL)

SENDER TAX ID/EORI (OPTIONAL)

Transportation

Bill To: My account

Reference: 1111

P.O. no.: 2222

Invoice no.: 3333

Department no.: 4444

Shipping Labels

☐ Email a copy of the shipping label (PDF)

Print labels on my:

☐ Laser/Inkjet printer

☒ Thermal printer



11. Summary

Lastly you will see a summary of your shipment. You can make any changes if necessary. If the shipment is exactly how you like it, you can agree to the terms and conditions and finalize it.

Summary

From and To

German Shipper
TESTDE
Please hand over the package to your FedEx courier at the pickup that's already scheduled.

ADDRESS DETAILS

Shipment details

Your Packaging
1 package
20 kg
10x10x10 cm

Description
testing

Your Service
FedEx International Economy®

Transportation
Bill To My account

Reference
1111

P.O. no.
2222

Invoice no.
3333

Department no.
4444

By clicking the "Finalize shipment" button, I agree to:

- The [terms of use of the FedEx Ship Manager® at fedex.com](#), the terms of shipping in the applicable FedEx Service Guide, and the [terms and conditions for FedEx Express International Shipments](#).
- Only using this shipping platform for goods that are already traveling in free circulation within the EU. To ship goods that are not in free circulation within the EU, please contact FedEx Customer Service.

FINALIZE SHIPMENT

MAKE CHANGES

Manage shipments Comfortable View

Manage your shipments

CREATE NEW

Outbound shipment

Import shipment

SHIPMENTS

ADDRESS BOOK

HELP

Your Shipment History

Showing Last 90 Days

7 SHIPMENTS

Search

SHIP DATE	CONTACT NAME	DESTINATION	TRACKING ID	COMPANY
3 Nov 2021	George Kousvantelos	Nieuwstraat 242 Rotterdam, 3011GM, NL	775102401055	George Kousvantelos
3 Nov 2021	Franco Bonifetto	Mariscal Antonio Jose de Sucre 3055 6A Capital Federal, 1428, AR	775102401250	Franco Bonifetto
3 Nov 2021	Mila Weber	442 N. SHIRLEY DRIVE BRUSSELS, 1030, BE	775102931224 (1 of 2 packages)	MNOP
3 Nov 2021	Mila Weber	442 N. SHIRLEY DRIVE BRUSSELS, 1030, BE	775102931235 (2 of 2 packages)	MNOP
3 Nov 2021	Arno Hoogenhuizen	Jaap ter Haarsingel 21 BERKEL EN RODENRIJS, 2652GK, NL	775105384459	Product Owners Inc.

Page 1 of 1

To view a list of all your shipments and shipment information, click SHIPMENTS.

You can click individual shipments to check their details and shipping status. It also allows you to repeat the shipment if you need to send it again.

If you click on the Tracking ID number, you can see the current status of the shipment.

Support Section

There is an extensive “help” section which can be accessed via the application from the left navigation menu.

For an overview, key benefits and the FAQ of the New FedEx Ship Manager, please visit the “Shipping Tools” page on fedex.com.

You can always contact your local FedEx support via customer service if you have any further questions. The number for your local customer service can be found on your local fedex.com website.



How can we help?



Sender and recipient
 How to enter and edit contact details for the sender and recipient
[VIEW TOPICS](#)



Shipment details
 How to enter shipment details and what customs documentation to include
[VIEW TOPICS](#)



FedEx services
 How to schedule a pickup and get rates and transit times
[VIEW TOPICS](#)



Billing
 How you'll be billed, as well as information on duties, taxes and fees
[VIEW TOPICS](#)



TNT is now FedEx
 Specific information for TNT customers now shipping with FedEx
[VIEW TOPICS](#)

Left Navigation Menu of Compact View

Compact View was designed for those shippers who would like a clear overview in one page. Everything regarding your shipment is located in one screen.

Use this section to create a new shipment. Fill in the address details, package weight and dimensions, select a FedEx service for your shipment, and other required shipment information.

View a list of all the shipments you created. In this section, you can see the shipping status of your shipments and check for any updates. It also allows you to cancel shipments or reprint the labels.

View and edit your FedEx address book.

Create shipment profiles to save information that can be reused when creating new shipments. Select the shipment profile when you create a new shipment and the information will be filled in automatically.

Change the default settings for shipping and printing

Select which FedEx Ship Manager View you want to use. You can switch between the Comfortable View and the Compact View.

Click the Help section to find out more information about FedEx Ship Manager and its features.

	CREATE SHIPMENT
	SHIPMENTS
	ADDRESS BOOK
	SHIPMENT PROFILES
	SETTINGS
	SWITCH VIEW
	HELP

Create a new shipment with Compact View

The screenshot shows the 'FedEx Ship Manager' interface. On the left, a sidebar contains navigation links: 'CREATE SHIPMENT' (highlighted with a red box and a red line), 'BATCH SHIPPING', 'SHIPMENTS', 'E-COMMERCE', 'ADDRESS BOOK', 'SHIPMENT PROFILES', 'SETTINGS', 'SWITCH VIEW', and 'HELP'. The main area is titled 'FedEx Ship Manager' and 'Shipment: Create a shipment'. It features a 'SELECT SHIPMENT PROFILE' dropdown, a 'From' address field, a 'To' address field with a search bar, and a 'Package details' table. The table has columns for 'PACKAGES', 'WEIGHT PER PACKAGE', and 'DIMENSIONS'. The right sidebar contains service options like 'Service', 'Pickup/drop off', 'Billing and Tax IDs', and 'Add service options'. At the bottom, there are buttons for 'SAVE AS DRAFT', 'FINALISE', and 'CLEAR ALL'.

1. Click "CREATE SHIPMENT" to open the shipment form.

2. Provide the address details of the recipient.

You can select the address from your address book or add a new address. To save the new address in your address book, click the checkbox on the right.

The screenshot shows the 'To' address section of the form. It includes a search bar for the address book. Below it, there are two main sections: 'Address' and 'Contact'. The 'Address' section has fields for 'COUNTRY/TERRITORY', 'ADDRESS LINE 1', 'ADDRESS LINE 2', 'ADDRESS LINE 3', 'POSTAL CODE', 'STATE OR PROVINCE', and 'CITY'. The 'Contact' section has fields for 'CONTACT NAME', 'COMPANY', 'CONTACT REFERENCE', 'PHONE NUMBER', and 'EMAIL'. At the bottom right, there is a checkbox labeled 'Save as new recipient in address book'.

3. Provide the package details.

Specify the package weight and dimensions of your shipment. This information is required to calculate the correct cost for your shipment.

The screenshot shows the 'Package details' section of the form. It includes a table with columns for 'PACKAGES', 'WEIGHT PER PACKAGE', and 'DIMENSIONS'. The table has one row with values: 1 package, 20 kg weight, and dimensions 30 x 30 x 30 cm. At the bottom right, there is a checkbox labeled 'Save as new recipient in address book'.

4. Select a service for your shipping.

Choose a service for shipping. These are adjusted to your FedEx account and may vary between accounts.

Service

SHIP DATE *

Wed, 29 Dec

▼

SERVICE *

International Economy

▼

5. Select the pickup time and date.

Here you can select the pickup time and date. You can use an existing pickup, or create a new time and date.

Pickup/drop off

PICKUP/DROP OFF *

Use an already scheduled pickup at my location

▼

6. Specify the billing information.

You can also select who you would like FedEx to bill for duties, taxes and fees (when applicable.) Note that if the requested party does not pay FedEx, we will charge these costs to the shipper.

Billing and Tax IDs

BILL TRANSPORTATION COST TO *

My account

▼

BILL DUTIES, TAXES AND FEES TO *

Recipient

▼

FEDEX ACCOUNT NO.

SENDER TAX ID/EORI NO.

RECIPIENT TAX ID/EORI NO.

7. Select extra service options.

This section allows for extra options for shipping. If you check any of the boxes, the menu will drop down and show you all available extras.

Signature options allow you to let us know if a shipment needs to be signed for.

If you or the importer want to use your own broker for clearance, you can let us know here.

Rather have the recipient pickup your shipment from a FedEx location? Here you can select this option.

If you have a special reference for your shipment, fill it in here.

☐ Add service options

☐ Add references

☐ Email tracking notifications

☐ Include a return label

☒ Add service options

☐ Signature options ?
 ☐ Broker select ?
 ☐ Hold at location ?

☒ Add references

SHIPMENT REFERENCE

P.O. NO.

INVOICE NO.

DEPARTMENT NO.

☒ Email tracking notifications

EMAIL *

example@example.com

▼

LANGUAGE *

English

▼

ALERTS

- ☒ Created
 ☒ Picked up
- ☒ Estimated delivery
 ☒ Delivered
- ☒ Exception

[+ ADD ANOTHER EMAIL](#)

Do you want to receive emails with up-to-date tracking information? Check this box and we will let you know what is happening with your shipment. You can also fill in the recipient's email address to keep them up to date.

8. Shipping rate

Once you filled in all information, a detailed shipping rate will appear.

Expected delivery: Monday, Dec 20 before 12:00	
Shipping costs	PLN463.99 ^
+ Base rate	PLN312.12
+ FUEL SURCHARGE	PLN60.87
+ Peak Surcharge	PLN4.24
+ Poland VAT	PLN86.76
Total	PLN463.99

9. You can either click SAVE AS DRAFT or click FINALISE and print the label.

Once you are done with filling in all information about your shipment, you can choose to save it as a draft or to finalize it. When you finalize a shipment, the label will be created, and the pickup order will be forwarded to FedEx.

You can agree to the terms and conditions and finalize it.

By clicking the "Finalize shipment" button, I agree to:

- The [terms of use of the FedEx Ship Manager® at fedex.com](#), the terms of shipping in the applicable FedEx Service Guide, and the [terms and conditions](#) for FedEx Express International Shipments.
- Only using this shipping platform for goods that are already traveling in free circulation within the EU. To ship goods that are not in free circulation within the EU, please contact FedEx Customer Service.

FINALIZE SHIPMENT

[MAKE CHANGES](#)

Support Section

FedEx Ship Manager

Getting started

Creating shipments

- Sender and recipient
- Shipment details & customs
- Special services
- Service and pickup
- Billing
- Include a return label

Batch shipping

- Upload shipments from a file
- Supported file extensions
- Dealing with packages and commodities
- Overview of supported headers
- Batch upload options

E-commerce

Getting started

New and improved FedEx Ship Manager®

An upgraded version of FedEx Ship Manager is now available with multiple enhancements and improvements. This 'Help' section guides you through the new features and how to use them.

Shipment profiles

You can create and use shipment profiles when you need to send the same type of shipment often. All the information in a shipment profile is pre-filled, so you do not need to enter the details each time you ship.

The following are examples of shipment profiles that you can create:

- For your regular outbound business. You can save and reuse the collection address, for example, from your warehouse or your office, and the default service type.
- For your recurring shipments. You can save the sender and recipient address and also the shipment weight and dimensions.
- For specific requirements. For example, you can save the **Recipient pays** option or you can enable notifications.

For more information on how to set up a shipment profile, see [here](#).

Print & Integration

For installation instructions, see [Get started with the Print & Integration app](#)

The Print & Integration app connects your printer directly to FedEx Ship Manager and allows you to send labels and other documents directly to your printer.

You can use the Print & Integration app instead of manually downloading the labels and sending them to the printer. You can also finalise shipments in batches and send them to the printer.

After you connect to Print & Integration, go to the **Settings** menu, and in **Printing**, configure your printers. Make sure you select the correct paper size for your documents.

You can now book a shipment faster in FedEx Ship Manager with your created shipment profiles and configured printing options.

There is an extensive “help” section which can be accessed via the application from the left navigation menu.

For an overview, key benefits and the FAQ of the New FedEx Ship Manager, please visit the “Shipping Tools” page on fedex.com.

You can always contact your local FedEx support via customer service if you have any further questions. The number for your local customer service can be found on your local fedex.com website.