

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

Note: Below instructions only apply to FedEx Ship Manager[™] Software Version 10 and above. For version 9 and below, please contact technical hotline for migration support.

Manager Software _ × File Edit Ship Track / History Pickup Databases Reports Setup Message Help Track/History Pickup Export Documents Databases Preferences Reports 🖂 Message Ship Return Shipments in Progress Shipment History Upload Data ? Quick Help ntDet * Sender ID Testing Sende Shipping Date 29/07/2020 Shipment # 911110683009 ... Edit Company Name Testing Company Contact Name Testing Contact Special Handling * Service Select Service * Packaging Select Packa First Phone # 1234567890 Packages 1 ¢ ountry/Territory Hong Kong SAR, Chi FedEx Account # 202702848 * Total Weight 0.00 Kilograms **RecipientInforma** Select Currency Carriage Value 0.00 O Group Single * Customs Value 0.00 * Pumose of Shi -----Recipient ID Edit Shipment Reference Include Return Label Company Name Department/Notes Contact Nam ShipmentCon * Country/Territory ect Country/Territory Address Address Address 3 * City / Postal code Post-Shipment Electronic Trade Docs Ext ____ * First Phone VAT/Customs ID/EIN # ShipAlert email to Billing Details Save in/Update Address Book * Bill shipment to (None) Account # * Bill Duties and Taxes to (None) Account # * Please Complete the Mandatory Fields
Carry info over to next shipment Documents Save Preview Cancel Ship

STEP 1. Launch FedEx Ship Manager[™] Software

STEP 2. [Version 12 and above] Select File tab in Top Menu and Select "Export to FSM@fedex.com"

[Version 10 and 11] Select File tab in Top Menu and Select "Import/ Export template"

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File Edit Ship Track	/History Pickup Databases Repo	orts Setup Message							Help
Import / Export te	mplates								
Export to FSM@fe	dex.com	skup Evport P		toboood R	rafaranaaa	Banarta			
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Message St	ip Return Shipments in Progre	ss Shipment Histor	y Upload Data					(?) <u>Q</u>	ick Help
Sender Information			Shipment Details						
* Sender ID	Testing Sender	Edit	Shipping Date	29/07/2020]	Shipment #	91111068300	9	
Company Name	Testing Company		* Service	Select Service		\sim	Special	l Handlin	9
Contact Name	Testing Contact Name		* Packaging	Select Packaging .		\sim	Shi	pAlert	
First Phone #	1234567890		Packages	1 🖨					
Country/Territory	Hong Kong SAR, China								
FedEx Account #	202702848					-			
PaginiantInformation			* Total Weight	0.00	Kilograms ~				
recipientinomatori	Single Group		Carriage Value	0.00	Select Currency	~			
Desiriest ID		Edit	* Customs Value	0.00	* Purpose of S	hipment Sold			~
Redpient ID			Shipment Reference				Include I	Return La	ibel 🗌
Company Name			Department/Notes				J		
Contact Name	Colored Country (Territory)		ShipmentContent	3					
* Address 1	Select Country/ renitory			Shipmer	nt contains (ocuments Only () Co	mmodities	-	
Address 2			Description				^ L		
Address 3									
* Chu / Pantal anda									
City / Postal Code							\sim		
		E .	Electronic Trade	Docs	Post-	Shipment	Add Docum	ents	
First Phone		Ext							
Ship Alert email to									
	Save in/Undate	Address Book	Billing Details			_			
	ouro in opula			Bill shipment to	lone)	 Account # 			
			* Bill Duti	es and Taxes to 🛛 🕅	lone)	 Account # 			
* Please Complete the Mar	ndatory Fields shipment	Documents	Save	F	Preview	Cancel		Ship	



STEP 3. [Version 12 and above] Click on the arrow next to the Select Template field and choose a category from the drop-down menu. For example: "FSM@fedex.com - Export Sender Template for Sender" [Version 13 and above] 3rd address line is not able to export in the template

💀 Export to FSM@fedex.com		×
Template		
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:		Browse
Records Exported =	0 Records Unsuccessful = 0	
	Log	
	View Execute Close	

[Version 10 and 11] Click on the arrow next to the Select Template field and choose "FedEx Recipient Export Recipient export template"

Select Template:	Select template Select template	×
1900.	redEx Recipient Export Recipient export	template
	Skip	
	Overwrite	
	O Delete	
File Name:		Browse
atus Report		
Records Exported =	Records Unsuccessful = 0	
Records Added =		
Records Updated =	8	
Records Skipped =	· · · · · · · · · · · · · · · · · · ·	Helpdesk Phone Number :
		Log (800) 820 1336



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 V		
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.com and select "Account -> Address Book" from main tab to enter Address Book page



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STEP 7. Select "Import/Export -> Import/Export" from main tab

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ar	ess Book				<u> </u>	gout ? Help	•
dre	sses	Groups	Import / Export	Customize	Administratio	n	
			Import / Export			Choose colum	ins
our	Address Book contai	ns:	mipore / Expore				
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	Contact name	Contact ID	Company	Address 1	<u>City</u>	Checked	
		Full Name	Company	Add1	NEW YORK		
		Macau	Company	Add1	NEW YORK		L.
-		US Recpient 100	Jaymee Company	Add1	NEW YORK		
-		US Recpient	Company	Add1	NEW YORK		
	20200207 US Name	20200207 US Name 20		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 20		Address 1	DARWIN		
	AU Recipient	AU Recipient 2019110	AU Company	AU Address	DARWIN		
	Carel Kries	Carol Krine 2020226, 1	CK Enterprises	8720 Otterburn Cove	Mamphie		

STEP 8. 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

resses	Groups Import / Export	Customize	Administration	
/elcome, MAGI	СНК QA			
our Address Book of addresses (1%) of	ontains: a maximum 10000			
Denotes required fiel	d			Clear all fields
* Choose action	Import M			
Choose action				
	View last import report			
Import as	EadEx com CSV file to use as a template			
* File to import	Choose File sender.csv			
* Select file type	fedex.com Address Book (.CSV file)			
I can not find my fi	Man mu file fields to the Field unsertitementate			
			Ca	nce Import



STEP 9. The alert message appears on screen while the software is transferring your address files

Address Book				Logout	? Help 🔻
Addresses	Groups	Import / Export	Customize	Administration	
Welcome, MAGI	CHK QA				
Your Address Book c	a maximum 10000				
* Denotes required field	d				Clear all fields
* Choose action	Import Replace address bo <u>View last import report</u>	iok			
Import as <u>Download a sample</u> * File to import	Recipient ✓ e FedEx.com .CSV file to to Choose File No file] use as a template chosen			
* Select file type	fedex.com Address Bo	ok (.CSV file)]		
I can not find my fil	e type Map my file fields t	o the FedEx Import template	3		Cancel Import
() Alert: Your im	port request is being pro	ocessed.			
() Alert: If you had of addresses w	ave imported addresses with errors if they have no	with errors within the last ot been corrected.	90 days, this import w	vill overwrite your previous	s import report
Please Note: • Importing a lat • Please click th	rge address book may tak ne Import button only once	e several minutes depending and do not click any other b	upon your connection uttons in your browser	speed. while the import is being pro	ocessed.

STEP 10. When your address files have transferred successfully to FedEx Ship Manager[™] at fedex.com, the alert message indicates "Your last import process is complete"

Idresses	Groups	Import / Export	- Customize	Administration		
our Address Book c	ontains:					
8 addresses (1%) of	a maximum 10000					
Denotes required field	1				Clea	r all fiel
	(
 Choose action 	import 🗸					
	Replace address b	ook				
	View last import report					
		_				
Import as	Recipient	 Image: A set of the set of the				
Download a sample	e FedEx.com .CSV file to	use as a template				
* File to import	Choose File No file	chosen				
* Select file type	fedex.com Address B	ook (.CSV file)	•			
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r can not into my in		to the FodForland description	_			
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(!) Alert: Your las	st import process is con	nplete.				
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Remarks – If you have imported address with errors, please click on "View last import report link" and follow on screen instructions

	•	Groups	Import / Export	Customize	Administration
nport R	eport				
our Addre	ss Book contai	ns:			
addresse	s (0%) of a max	mum 10000		Rejected Reason	
he followi efore use our next ir	ng entries wer They will be s nport of addre	e imported on 18- tored for 90 days sses containing e	04-2020 with invalid or from the above date for rrors.	missing information. You must or your convertience. They will l	t correct these address entries be deleted after 90 days or upon
Row	Contact r	ame Ad	Idress 1	Reason	Sender/Recipient/Broker
7	Sample Us	er Ro	om B, 123 Main Street	Invalid/Missing Telephone Numbe Duplicate Address ID - MODIFIED	r Recipient
rh .	2 Sample Us	er Ro	om B, 123 Main Street	Duplicate Address ID - MODIFIED	Recipient
Edit th	e record imme	diately			Edit Delete Save to file
10000 March 100 M	te:				
Please no	tacts that you hi	ave imported with en rs in this Import Repo	rors appear in this Import ort so that the contacts ca	Report but not in the Address Book an be displayed in your Address Bo	. It is strongly recommended that ok.
Please no • Cor	correct the erro		um number of entries, vo	u will not be able to correct an addr	ress from the import report until
Please no • Cor you • If y add	correct the erro our address boo iresses are delet	contains the maxim ed from your addres	s book.		eas nomine inport report and
Please no Cor you If y add Total addu Total addu Total addu	correct the error our address boo resses are delet esses succes esses accepte esses rejecte	c contains the maxim ed from your addres sfully imported: 0 ed with errors: 2 d: 0	 book. Custome Possible 	er can also amend the data ir e reject reason	the csv and perform import proces

Step 11. Repeat the steps to complete transfer of saved addresses for recipients and broker.