



How to Add a Reference Using FedEx Ship Manager™ at fedex.ca Shipping Administration

Step by Step Instructions

1. Select the References tab.
2. Click the *Create new reference* button.
3. Enter the required Reference Details information.
4. Specify the reference field(s) you want to assign.
5. Click the *Save* button to save the reference and complete the task, or click the *Save/Add another reference* button to continue adding references.

No	03	4567	3
Yes	03	5789	4
Yes	Yes	2569	5

Navigation bar: Import Export Reference lists **Create new reference**

Admin Home | Departments | Users | Reference Details

Reference Details Help

Please enter the following information for your new reference.

* Reference ID

* Reference description

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