

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

Step by Step Instructions

- 1. Either click the *Add Department* button from the Admin Home tab, or select the Departments tab and then click the *Add* button.
- 2. Enter the appropriate information in the Department Details module.
- 3. Add an existing or a new FedEx account to the department.
- 4. Click the Continue button.
- 5. Select the desired options under each module.
- 6. If you choose to enable the Process return shipments option (available for intra-U.S. shipments only), click the *Edit* button next to this option in order to enter the return contact information.
- 7. Click the Continue button.
- 8. Select the desired validation, list display, and reference for this department.
- 9. Click the Continue button.
- 10. Select the desired options under the Default Shipping information, Pickup/Drop-off,
- 11. and Customize Options modules.
- 12. Click the Save button.

edEx Ship M	lanager® Shippi	ng Administratio	ı
dmin Home	Departments	Users	1
Welcome to S	hipping Administ	ration	Ī
Users		@ <u>Help</u>	
You have 1217 us	ers		1
Create new use	Create user		
Invite new user	Invite user		
Update user		Go	
View by dept	Select Dept	🖌 Go	
Departments	5	A 🛛 🖉 Help]
You have register	ed 1157 departments		1
Add department	Add departme	nt	
one			

inistratio	n		Log out ?) Help
	References	Admin Reports	Company Info)
ults			Test	Company
@ <u>He.</u>	Pickup/Dro	poff	0	@ <u>Help</u>
*	VVIII use sch	eduled pickup at my locati	n	
*	Vvill drop off	at FedEx location		
~	O Will contact	FedEx to request a pickup		
	Customize	Options	6	© <u>Help</u>
~	Always ren	nind user to print pending :	shipments	
	Always sho	ow shipment confirmation	window	

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