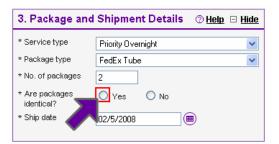


How to prepare an intra-Canada shipment using FedEx Ship Manager™ at fedex.ca

Step by step instructions

- 1. Verify the address you are shipping from. Click the *Edit* link if you would like to change it.
- Enter the recipient information or choose an address from your FedEx address book or your Microsoft Outlook[®] address book.
- Indicate whether or not you want to save the new recipient address or any address changes to your FedEx address book.
- 4. Indicate the service type.
- 5. Indicate the package type.
- 6. Enter the number of packages.
- 7. If shipping more than one package, indicate whether or not the packages are identical.
- 8. Enter the total shipment weight.
- 9. Although not required, you can enter the shipment's declared value (for carriage).
- 10. Verify the ship date or change it by clicking on the calendar icon.
- 11. Verify the account number you would like to bill your transportation charges to.
- 12. Although not required, you can enter reference information related to your shipment.
- 13. Click the *Edit* link in Special Services to view and/or choose any special services related to your shipment.
- 14. Indicate your selection from the Pickup/Drop-off section.
- 15. Click the *Edit* link in E-mail Notifications to send shipment, exception and/or delivery notifications to yourself, the recipient and/or two others.
- 16. Click *Calculate* to view rates and transit times related to your shipment.





* Bill transportation	123456789	
to		
Your reference		
More reference More	fields	
Special Service	s (ontional)	⊘ Help ⊞ E
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Select additional serv	vices for your shipment.	
Pickup/Drop-off		🤊 Help 🗄 Hi
<u> </u>		
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Use an already :	scheduled pickup at my lo	cation
E-mail Notificati	ons (optional)	⊘ <u>Help</u> ± E
	urself, the recipient or oth ent, delayed or delivered.	ers indicating that thi



- 17. Indicate if you would like to save this shipment for future use as a Shipment Profile, and then click the *Ship* button.
- 18. View and then *Print* the label. You can also view and print a receipt for this transaction.

dEx Ship Manage	r®				? Help
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Prepare a Shipment D Enter shipping information	 Enter product/c 	ommodity information	3 Print label(s)	(4) Complete custom	s documentation
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