



How to prepare a FedEx Express® international document 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 need to change it.
2. Enter the recipient's information or choose an address from your FedEx address book or your Microsoft Outlook® address book.
3. 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 you are shipping more than one package, indicate whether or not the packages are identical.
8. Enter the total shipment weight.
9. Indicate the weight unit of measure.
10. Although not required, you can enter the shipment's carriage value (declared value for carriage).
11. Verify the ship date or change it by clicking on the calendar icon.
12. Indicate the package contents as **Documents**.
13. Indicate the document description.
14. Indicate the shipment purpose.
15. Enter the total customs value (declared value for customs).
16. Verify the account number you would like to bill your transportation charges to.
17. Verify the account number you would like to bill your duties/taxes/fees to.
18. Click the **Edit** link in Special Services to view and/or choose any special services related to your shipment.

2. To [Help](#) [Hide](#)

* Country: Canada

Company: Please select

* Contact name: Please select

Select Address from Microsoft Outlook@

* Address 1:

Address 2:

* City:

* Province: Please select

* Postal code: Postal code information

* Phone no:

3. Package and Shipment Details [Help](#) [Hide](#)

* Service type: International Priority

* Package type: FedEx Envelope

* No. of packages: 1

* Weight unit: lbs

Carriage value: Canadian Dollars

* Ship date: 02/07/2008

* Package contents: Documents

* Document description: Contracts

* Shipment purpose: Commercial

* Total customs value: Canadian Dollars

Export documentation: Additional invoice information

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to: 123456789

* Bill duties/taxes/fees to: Sender (Prepaid)

Your reference:

[More references](#)

Special Services (optional) [Help](#) [Edit](#)

Select additional services for your shipment.



19. Indicate your selection in the Pickup/Drop-off section.
20. Click the **Edit** link in E-mail Notifications to send shipment, exception, and/or delivery notifications to yourself, the recipient, and/or two others.
21. Click **Calculate Rates and Transit Times** to view rates and transit times related to your shipment.

Pickup/Drop-off [Help](#) [Hide](#)

Schedule a pickup

Drop off a package at a FedEx location

Use an already scheduled pickup at my location

E-mail Notifications (optional) [Help](#) [Edit](#)

Send an e-mail to yourself, the recipient or others indicating that this package has been sent, delayed or delivered.

22. Indicate whether you would like to save this shipment for future use as a Shipment Profile.
23. A **commercial invoice** may be required with your shipment. Please indicate whether you would like to print one with your label.
24. If you are printing a commercial invoice, indicate the terms of sale.
25. Click the **Ship** button to print your label.
26. View and then **Print** the label(s). You can also view and print a receipt for this transaction and/or the customs documentation you have selected.

9. Complete your Shipment [Help](#)

Create a **Shipment Profile** to store recipient, package and other details of this shipment for future use.

[Save for later](#) [Ship](#)

FedEx Ship Manager® [Help](#)

Prepare Shipment Ship History My Lists Reports

Prepare a Shipment



1 Enter shipping information 2 Enter product/commodity information 3 **Print label(s)** 4 Complete customs documentation

Thank you for shipping with FedEx. Your tracking number: **799799799799**
Your pickup confirmation number: **CM100200**

Label
 Receipt | [View](#)
 Commercial Invoice | [View](#)

1 Complete additional customs documentation after label is printed.

[Print](#) [Edit shipment](#) [Cancel shipment](#) [Repeat last](#) [New shipment](#)

From: Origin ID: (416) 743-1234 Chris Smith ABC Sports 1400 Grant Ave. Winnipeg, CM100200	FedEx Signature SHIP date: 10AU05 Actual Wgt: K9S System#: 3710996/NET2000 System#: 6222222 REF: Usability
SHIP TO 418-383-0393 BILL Credit Card Robert Erikson 6 Plankengase Vienna, Please select 1010	 Delivery Address Bar Code
	PLEASE SELECT TRK# 7922 0091 6845 FORM 6201 FRI Delivery By: 10AU-05 A1

Done

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