



How to prepare a FedEx International Ground™ shipment using FedEx Ship Manager™ at fedex.ca

Step by step instructions

1. Verify the address you are shipping from or 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 should enter the dimensions of the package(s) you are shipping.
11. Although not required, you can indicate whether you want to save the dimensions entered as a dimensions profile that you could recall for future shipments.
12. Although not required, you can enter the shipment's carriage value (declared value for carriage).
13. Verify the ship date or change it by clicking on the calendar icon.
14. Indicate whether you would like to create a **Commercial Invoice for FedEx Ground** or whether you would like to use your own customs documentation.
15. Indicate the shipment purpose.
16. Enter the total customs value (declared value for customs).

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 Ground

* Package type: Box

* No. of packages: 2

* Weight unit: lbs

* Carriage currency: U.S. Dollars

Multiple Piece Shipment Details (per package)

<input type="checkbox"/>	Qty	Weight (lbs)	Dimensions (in)			Declared value
<input type="checkbox"/>	2	5	10	6	3	<input type="text"/>

[Delete row](#) [Add row](#)

* Ship date: 02/07/2008 [Calendar](#)

Customs documentation may be required for this shipment. You may print the FedEx-generated documentation for Customs Clearance.

I want to use my own Commercial Invoice/Pro Forma Invoice

I want to create a Commercial Invoice for FedEx Ground

* Shipment purpose: Sold (Commercial)

* Total customs value: Canadian Dollars [\\$](#)



17. Verify the account number you would like to bill your transportation charges to.
18. Although not required, you can enter reference information related to your shipment.
19. Click the **Edit** link in Special Services to view and/or choose any special services related to your shipment.
20. If your shipment requires the use of a broker, indicate that you will be using the **Broker Select** special service and enter your broker's information.
21. Indicate your selection in the **Pickup/Drop-off** section.
22. Click the **Edit** link in E-mail Notifications to send shipment, exception and/or delivery notifications to yourself, the recipient and/or two others.
23. Click **Calculate** to view rates and transit times related to your shipment.
24. Indicate if you would like to save this shipment for future use as a Shipment Profile, and then click the **Continue** button.

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

Special Services

Saturday delivery

Hold at FedEx location [Find a location](#)

Broker Select [Edit broker details](#)

* Broker phone no. ext.

* Broker country

* Broker company name

* Broker contact name

Broker address 1

Broker city

Broker postal code/ZIP

FedEx® Delivery Signature Options

Signature type

25. Enter your commodity information.
26. Select or create your commodity information.
27. If you are creating a new commodity, first enter the commodity description.
28. Select the unit of measure.
29. Enter the quantity.
30. Enter the commodity weight as totals or per unit.
31. Enter the customs value (declared value for customs) as totals or per unit.
32. Select the country of manufacture.
33. Indicate whether you would like to save/update this commodity profile.
34. Click the **Add this Commodity** button.
35. View the customs documentation that may be required for your shipment. Select which documentation you would like to print with your

[Check for prohibited commodities into United States](#)

Commodity Summary

<input type="checkbox"/> Commodity	Customs value (CAD\$)	Quantity	Weight (kgs)
<input checked="" type="checkbox"/> Laser printers	1000.00	2	10
<input type="checkbox"/> Laser printers			
Totals	1000.00	2	10

Commodity 1

* Commodity description

* Unit of measure

* Quantity

* Commodity weight

* Customs value

* Country of manufacture

Harmonized code [Find code](#)

[Additional commodity information \(optional\)](#)

Save/Update commodity profile

Product name

Add this commodity

Total Shipment Details

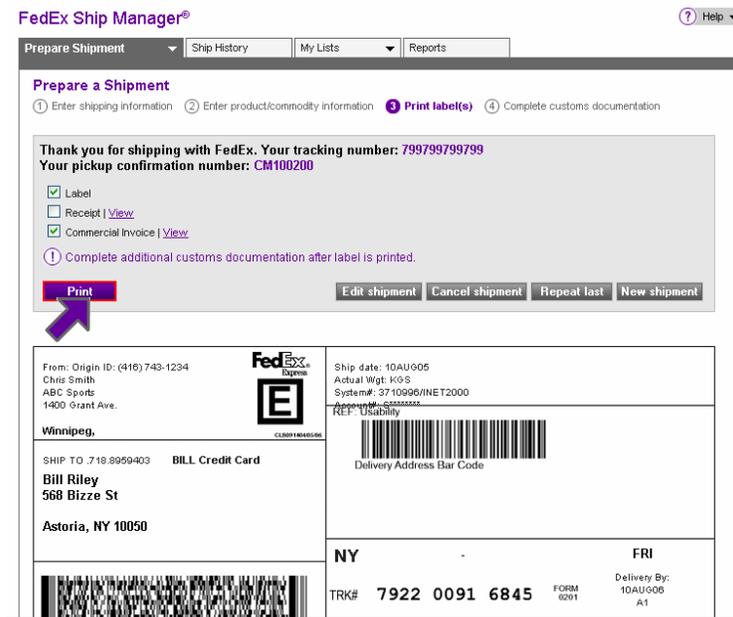
* Shipment weight kgs

Total carriage value Canadian Dollars



label.

36. Click the **Calculate** link in Rates and Transit Times to view rates and transit times related to your shipment. Scroll over the rate amount to view a breakdown of the charges.
37. Click the **Ship** button
38. 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.



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