How to set preferences within FedEx Ship Manager™ at fedex.ca

Step by step instructions

Note that the setting of preferences is optional at all times. When a preference is set, the default you have selected will display each time you process a new shipment.

1. Click the *Preferences* link.

2. Your *Ship From* information will display.

3. Indicate whether or not you want the Sender Contact ID field to display.

4. Indicate whether or not you want enable the selection of sender addresses from your Microsoft Outlook® address book.

5. Indicate whether or not you want the *From* module to display in expanded mode.

6. Indicate whether or not you want the Recipient Contact ID field to display.

7. Indicate whether or not you want to automatically save new addresses to the FedEx address book.

8. Indicate whether or not you want to enable the selection of recipient addresses from your Microsoft Outlook® address book.

9. Select a default *Service type*.

10. Select a default *Package type*s.

11. Select a default *Currency*. For Canadian users, the default is automatically set to *Canadian Dollars*.

12. Enter a default *Total Customs Value* (declared value for customs) for FedEx International Ground™ shipments.

13. Change the default *Bill transportation to* selection. The default is automatically set to *Sender (Prepaid)*.

14. Change the default *Bill duties/taxes/fees to* selection for international shipments. The default is automatically set to *Recipient*.

15. Enter a default *Account no*. to display when the *Bill transportation to* and *Bill duties/taxes/fees to* fields are set to *Recipient* or *Third Party*.

16. Expand the *Reference Options* section by clicking on the **+** symbol.

17. Enter a default *Your reference* entry.

18. Enter a default *P.O. no.* entry.
19. Enter a default *Invoice no.* entry.

20. Enter a default *Department no.* entry.

21. Expand the *Enable additional handling charges* section by clicking on the **+** symbol.

22. Indicate whether or not you want to configure the display of *Express handling charges*. If yes, select either a *Fixed amount* or a *Variable amount* handling charge. If a Fixed amount is selected, enter the value. If a Variable amount is selected, enter the appropriate *percentage* and indicate whether this percentage will be calculated based upon *My shipping charges* or *My shipping charges and surcharges*.

23. Indicate whether or not you want to configure the display of *Ground handling charges*. If yes, select either a *Fixed amount* or a *Variable amount* handling charge. If a Fixed amount is selected, enter the value. If a Variable amount is selected, enter the appropriate *percentage* and indicate whether this percentage will be calculated based upon *My shipping charges* or *My shipping charges and surcharges*.

24. Indicate whether or not you want to be reminded of Saturday delivery options.

25. Indicate whether or not you want to *Show FedEx InSight*® *options.*

26. Indicate whether or not you want to always use the *Broker Select* option. If yes, click the **+** symbol and enter or select your broker information.

27. Indicate whether or not you want the *Special Services* module to display in expanded mode.

28. Indicate a Pickup/Drop-off selection.

29. Indicate whether or not you want the *Pickup/Drop-off* module to display in expanded mode.

30. Change the default *Sender* e-mail address for FedEx Ship Alert® e-mail notifications. Indicate whether or not you want any default *Ship*, *Exception* and/or *Delivery* notifications to be automatically sent to the Sender. Select the language in which you want the notifications to be sent to the Sender.

31. Expand the *Add additional recipients* section by clicking on the **+** symbol.

32. Enter a default *Other 1* e-mail address for FedEx Ship Alert notifications. Indicate whether or not you want any default *Ship*, *Exception* and/or *Delivery* notifications to be automatically sent to the *Other 1* notification e-mail address. Select the language in which you want the notifications to be sent to the *Other 1* notification e-mail address..

33. Enter a default *Other 2* e-mail address for FedEx Ship Alert e notifications. Indicate whether or not you want any default *Ship*, *Exception* or *Delivery* notifications to be automatically sent to the *Other 2* notification e-mail address. Select the language in which you want the notifications to be

sent to the *Other 2* notification e-mail address.

34. Select the default format in which you want FedEx Ship Alert e-mail notification sent. The default is automatically set to **HTML**.

35. Indicate whether or not you want the **Always show additional recipients** module to display in expanded mode.

36. Indicate whether or not you want to always provide the option to add a personal message to FedEx Ship Alert notifications.

37. Indicate whether or not you want the **E-mail Notifications** module to display in expanded mode.

38. Indicate whether or not you want standard list rates to display alongside your account-specific rates within the **Rates & Transit Time** module.

39. Indicate whether or not you want FedEx Ship Manager at fedex.ca to always display additional customs documentation.

40. Indicate whether or not you want to always create a commercial invoice or a pro forma invoice.

41. Indicate whether or not you want to always display advisories.

42. Select a default **Unit of measure** for international shipments.

43. Select a default **Document description**.

44. Expand the **Canada Customs Export Information** section by clicking on the **+** symbol.

45. Select a default B13A Export Declaration filing option. If you select **No B13A required**, you have the option of entering a default **B13A Exemption Number**.

46. Change the default label printer settings. The default is automatically set to **Laser/Inkjet Printer**. If you select **Thermal Printer**, you will need to select the Thermal Printer model you are using.

47. Indicate whether or not you want to use a scale in conjunction with FedEx Ship Manager at fedex.ca.

48. Indicate whether or not you want to be reminded to print pending shipments.

49. Indicate whether or not you want to be reminded to print FedEx Ground manifests.

50. Indicate whether or not you want to always display shipment confirmation information.

51. Click the **Save changes** button to save any changes that you have made.