

One-off collaborative shipping

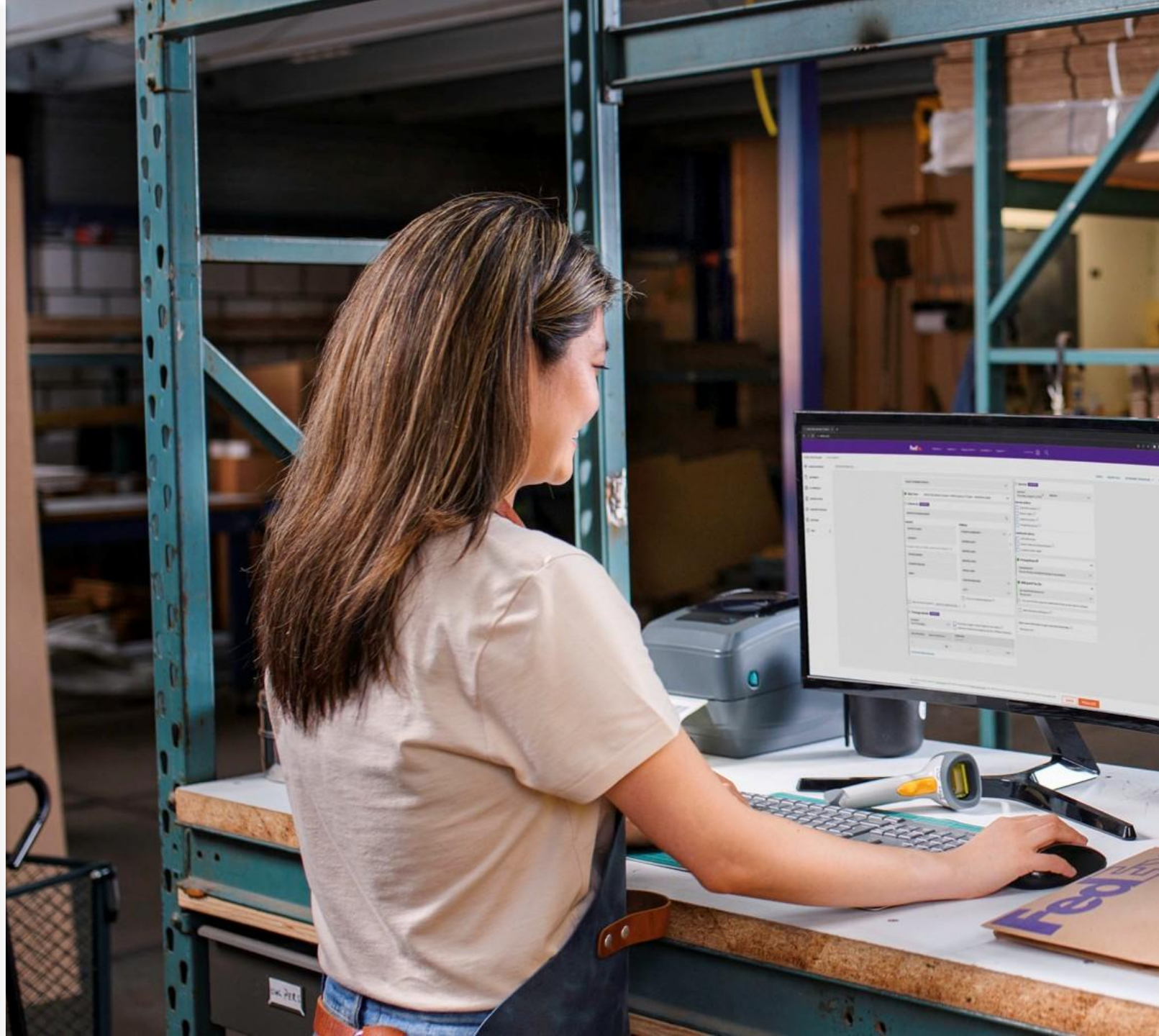
An elevated new pickup experience in FedEx Ship Manager™



What is it exactly?

One-off collaborative shipping is a feature in FedEx Ship Manager™. It's a way of scheduling pickups online where the receiver is usually a FedEx customer and the shipper may not be.

Essentially, it is a handy way to import shipments from different countries.



How does it work?

First, the receiver fills in the shipment form in the tool. This form is then shared with the shipper to complete.

The shipper fills in the remaining information, specifying how they want the shipment picked up. They can do all of this without a FedEx account, nor the receiver's account number.



Speeds up online pickups

You don't need to schedule a pickup by phone anymore. It can be done online in just a few clicks.



Reduces missed pickups

The shipper chooses exactly how and when they want the package picked up, which reduces the risk of missed pickups.

Step-by-step guide

1. First, the receiver goes to the **CREATE SHIPMENT** page
2. In the top left corner, the receiver then selects **Import shipment** from the dropdown menu
3. The receiver fills in the shipment details
4. To share the form with the shipper, the receiver clicks **Share**

The screenshot shows the FedEx Ship Manager interface. A blue line with the number '2.' points to the 'Import shipment' dropdown menu in the top navigation bar. A blue line with the number '1.' points to the 'CREATE SHIPMENT' button in the left sidebar. A blue line with the number '3.' points to the 'Package contents' section, which includes a table of items and a checkbox for 'Commercial invoice'. A blue line with the number '4.' points to the 'SHARE' button in the bottom right corner.

FedEx Shipping Tracking Support Account

FedEx Ship Manager Create shipment

Import shipment HCCTUS1-956 SAVE RESET FORM SHIPMENT PROFILES VIEWS

1. CREATE SHIPMENT

BATCH SHIPPING

SHIPMENTS

COLLABORATION

E-COMMERCE

PICKUPS

ADDRESS BOOK

SHIPMENT PROFILES

SETTINGS

HELP

To ship LTL freight, use the [LTL shipment form](#).

SELECT SHIPMENT PROFILE

Deliver to

Receive from
John Greene - ADDISON, TX, United States

Package details

PACKAGING	WEIGHT	DIMENSIONS	PACKAGE OPTIONS
1 x Your packaging	12 lb	10 x 10 x 10 in	-

Total packages: 1 Total weight: 12 lb

Package contents

DESCRIPTION	HS CODE	MADE IN	QUANTITY	WEIGHT	CUSTOMS VALUE
Umbrellas	6601.91.00.00	US	10 PCS	1 lb	US\$ 100.00

Shipment purpose: Commercial
Invoice for customs

I want FedEx to help me create a commercial invoice

Service details
Ship date: Thursday, 4 September 2025
Selected service: FedEx International Economy

Pickup/drop-off
Schedule a new pickup Thursday, 4 September 2025, 08:30:00 - 18:00:00
Pickup address

Billing details
Transportation costs: My account
Duties, taxes and fees: My account

Expected delivery: Wednesday, 10 September 2025 by 18:00

Estimated total cost: US\$ 97.87 [View breakdown](#)

Add shipment notifications

By clicking "Finalize", I accept the [Terms of Use](#) of the FedEx website and the [FedEx Express Terms and Conditions of Carriage](#). The FedEx Express Terms and Conditions of Carriage of the origin country apply to all shipments.

SAVE FINALIZE SHARE

SHOW MORE ABOUT FEDEX

5. The receiver shares the URL link with the shipper through email
6. The shipper completes the shipment form and adds specific pickup details — remember the shipper does not need to log in to do this
7. Once the shipment is finalized, the shipper can download the documents and get a tracking number

Share this shipment

Create and share a secure link for this shipment. Receivers of the link can edit shipping information configured below, create, and download a shipping label on behalf of this shipping account. Estimated shipping costs will not be visible.

Sharing options

☐

Include personal message
Include a personalised message to receiver of the link.

☐

Send timed email reminder
Set up a timed reminder if the shipper hasn't finalized the shipment yet.

☐

Set link expiration
Access to the link will expire after the selected calendar day(s).

The receiver of the link is allowed to edit:

☒

Pickup / drop-off details
Change details about the pickup or drop-off of the shipment.

☐

Sender address
The address details from which the shipment is being sent.

☐

Package details and contents
Change the package details and package contents of the shipment.

ENABLE SHARING

FedEx

to fedex.com

Priya Patel from Shirts and Shorts
has shared this shipment with you and would like to collaborate.
Please review and provide the missing shipment details listed below. By doing so, you can finalize this shipment, create a FedEx shipping label, and prepare your package(s) for transportation.

Personal message from Priya:
Hello John, we're looking forward to seeing some of your floral fleece samples!

Ship from

John Green - Floral Fleece
Sunstreet 12
12345, Dallas, US

Deliver to

Priya Patel - Shirts and Shorts
Sunmerstreet 123
12345, Memphis, US

Package details

NO. OF PACKAGES	WEIGHT PER PACKAGE	DIMENSIONS (L x W x H)
1	15 kg	

Pickup/drop off

Pickup/drop off:
Drop off package at FedEx location

FIND A FEDEX LOCATION

Contact details

Please provide your contact details so we can reach out to you about this shipment if necessary.

Contact name*

John Green

Contact email*

j.green@floralfleece.com

Contact phone number*

+001 12 34 56 78

Need help?

For questions about this request, please contact Priya

Email

p.patel@shirtsandshorts.com

Phone number

+001 87 65 43 21

Once you click on "FINALIZE", a shipment will be created and invoiced under Intershipping's account. Please be aware that changing the pre-filled details could affect the estimated total shipment costs, which will be billed to Intershipping.

FINALIZE

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FedEx

to fedex.com

Shipment created successfully

Download FedEx shipping label

Print and attach the shipping label to the top of the package, making sure the barcode is clearly visible. Your shipment is now ready for shipping.

DOWNLOAD

We've sent a copy of the shipping label to j.patel@shirtsandshorts.com

Shipment details

Tracking ID

123456789101

Ship from

John Green - Floral Fleece
Sunstreet 12
12345, Dallas, US

Deliver to

Priya Patel - Shirts and Shorts
Sunmerstreet 123
12345, Memphis, US

Package details

1 • Your packaging - 115 kg •

Pickup/drop off

Drop off package at a FedEx location

Contact details

John Green
j.green@floralfleece.com
+001 12 34 56 78

What happens next

Bring your shipment to a FedEx location and we'll make sure to transport it to Robin Smith in SC91PHOL-RJLJL-NL

FIND A FEDEX LOCATION

Need help?

If you have questions about your pickup, please get in contact with FedEx Customer Service to assist you.

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Want to learn more?

Contact your FedEx Sales representative for more information.

Please note

Shipments initiated through the 'Create Import Shipment' feature are governed by the terms and conditions of the country they're being shipped from — remember these conditions vary from country to country.

With regard to payment, the party who initiates the shipment is liable for all charges and fees, including any special handling fees and duties and taxes.

For more information, please take a look at the contract of carriage or reach out to your local FedEx office.

