

## FedEx Ship Manager<sup>®</sup> Software Help Guide



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Designed by:

FedEx Express Corporate Safety DG FedEx Express World Headquarters 3670 Hacks Cross Road Building G, 2nd Floor Memphis, TN 38125

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#### Purpose

This help guide is provided as a supplement to assist those locations equipped with FedEx Ship Manager<sup>®</sup> in performing the appropriate functions to process dangerous goods and hazardous materials shipments for transport.

#### Overview

#### FedEx Express

You can ship domestic and international dangerous goods from Canada and the U.S. In the U.S., you can also ship domestic and U.S. territories (e.g., Puerto Rico) commodities.

When you ship dangerous goods via FedEx Express using FedEx Ship Manager Software:

- Checks that the information complies with International Air Transport Association (IATA) Dangerous Goods regulations.
- With built-in IATA tables, the Dangerous Goods database saves you time and provides accurate information.
- Prints the Shipper's Declaration for Dangerous Goods.

Requirements and other important steps for shipping dangerous goods are as follows:

- 1. Create a FedEx Express<sup>®</sup> shipment.
- 2. Create a shipping profile.
- 3. Set up printer.
- 4. Create a dangerous goods database.

#### FedEx Ground

FedEx Ship Manager<sup>®</sup> Software helps you provide the proper paperwork and information required for FedEx Ground<sup>®</sup> hazardous materials shipments. Requirements and other important steps for shipping hazardous materials are as follows:

- 1. Create a FedEx Ground shipment.
- 2. Create a shipping profile.
- 3. Set up a printer.
- 4. Create a shipment for FedEx Ground.
- 5. Create a hazardous materials database.
- 6. Print OP950 Hazardous Materials Certification.



#### **Create a FedEx Express Shipment**

To ship dangerous goods using FedEx Express:

- 1. Select the "Ship" tab.
- On the "Shipment details" tab complete the "Recipient Information" fields. Note: Assign an ID number or

name to your recipients to save them in the database.

- 3. Ensure a check is in the "Save in/ Update my address book" box.
- 4. Complete the "Package and shipment details" section (Select from the dropdown menu).
- Complete the "Billing details" section.
- 6. In Special Services box, check "Dangerous Goods."

Regulations:	IATA 🗸		
Title of signatory:			
Name of signatory:			
Place of signatory:			
Emergency telephone:	() - Ext		
Additional handling			
Packing type of outer	container: of All Packed in One ompleted All Packed In One: 000	Responsible party telephone: ( ) - Ext.	
🔲 Overpacks used			
Consignment	of Overpacks per of completed Overpacks: 000		

- 7. Select tab "1-Other" and complete signatory fields.
- 8. On tab "2- Dangerous Goods entry" tab,complete either of two options:
  - Select the item of a previously saved DG ID from the drop down menu and proceed. or;
  - Complete the fields of the Dangerous Goods Details section.
- 9. Complete the "Packing Instruction, Net Quantity per package, unit of measure and type of packaging" fields. Hit Enter.
- 10. Select the appropriate Aircraft type.
- 11. Highlight and select the proper shipping name for your shipment.
- 12. Click "Add to Shipment" to add dangerous goods information to the "Dangerous Goods in shipment" section.
- 13. Click OK. The "Options" screen displays.

Deserves and ID:	Coloct an item	2				- Radioacti	ive information				
Dangerous goods ID:	LINE 1202					Ra	dionuclide:			Ŧ	
	UN 1263	9					Activity:			Ŧ	
# of packages:	252					Pac	ckaging type:			-	
Packing instruction:	1 00000	1				Tra	ansport index:		[		
Net quantity/closs mass.	0.00000	L V				Sur	face reading	0.0	mrem/h		
Technical name:	0.00000	X		*		Package	e dimensions	xW	/ xH	-	
Type of packing:	Church a need been					F	Physical form:			*	
Paraciting.	ribrebuard box						hemical form				
Percentage:	00 %					Ŭ	nomical form.			$\overline{\nabla}$	
Aircraft type Passenger and cargo Cargo aircraft only	Qualifying word mixture moltr 10	Except	e <mark>d Pkg</mark> Ra able quant	adioactive (RQ) ity		Criticality	safety index:				
Aircraft type  Passenger and cargo Cargo aircraft only Authorization:	Qualifying word mixture molt 10 solution stabilized	Except	ed Pkg Ra able quant ation A109	adioactive (RQ ity )		Criticality	safety index:				
Aircraft type Passenger and cargo Cargo aircraft only Authorization: Proper shipping name	aualifying word mixture molt 10 solution stabilized	Except Reporta A indica	ed Pkg Ra able quant ation A109 Sub risk	adioactive (RQ ity ) PG	1 pkg inst	Criticality 1 max qty	safety index: 1 pkg inst	1 max qty	2 pkg inst	2 max qty	
Aircraft type Passenger and cargo Cargo aircraft only Authorization: Proper shipping name Paint	Pualifying word mbture molt 10 solution stabilized	Class 3	ed Pkg Ra able quant stion A109 Sub risk	adioactive (RQ ity ) PG	1 pkg inst 351	Criticality 1 max qty 1 L	satety index: 1 pkg inst Forbidden	1 max qty	2 pkg inst 361	2 max qty 30 L	
Aircraft type Passenger and cargo Cargo aircraft only Authorization: Proper shipping name Paint Paint	Qualifying word mixture molt 10 solution stabilized	Except Report A indica	ed Pkg Ra able quant ation A105 Sub risk	edioactive (RQ ity PG I	1 pkg inst 351 353	Criticality 1 max qty 1 L 5 L	atety index: 1 pkg inst Forbidden Y341	1 max qty	2 pkg inst 361 364	2 max qty 30 L 12	
Aircraft type Passenger and cargo Cargo aircraft only Authorization: Proper shipping name Paint Paint Paint	Qualifying word mixture molt 10 stabilized tabilized	Except Report A indica Class 3 3 3 3	ed Pkg Ra able quant ation A109 Sub risk	edioactive (RQ ity) PG I III	1 pkg inst 351 353 355	Criticality 1 max qty 1 L 5 L 60 L	satety index: 1 pkg inst Forbidden Y341 Y344	1 max qty 1 L 10 L	2 pkg inst 361 364 366	2 max qty 30 L 12 220 L	
Aircraft type Passenger and cargo Cargo aircraft only Authorization: Proper shipping name Paint Paint Paint Paint related material	Qualifying word mixture molt 10 stabilized tabilized	Except Reporta A indica Class 3 3 3 3 3 3	ed Pkg Ra able quant tition A105	edioactive (RQ ity ) PG I III III I	1 pkg inst 351 353 355 355 351	Criticality 1 max qty 1 L 5 L 60 L 1 L	satety index: 1 pkg inst Forbidden Y341 Y344 Forbidden	1 max qty 1 L 10 L	2 pkg inst 361 364 366 361	2 max qty 30 L 12 220 L 30 L	
Aircraft type ( Passencer and cargo) Cargo aircraft only Authorization: Proper shipping name Paint Paint Paint Paint Paint related material Paint related material	Qualifying word mixture molt 10 stabilized stabilized	Except Report A indica Class 3 3 3 3 3 3 3 3 3	ed Pkg Raable quant able quant stion A105	edioactive (RQ ity ) PG I III III III I	1 pkg inst 351 353 355 351 353	Criticality 1 max qty 1 L 5 L 60 L 1 L 5 L	satety index: 1 pkg inst Forbidden Y341 Y344 Forbidden Y341	1 max qty 1L 10 L 11 L	2 pkg inst 361 364 366 361 364	2 max qty 30 L 12 220 L 30 L 60 L	
Aircraft type Passencer and cargo Cargo aircraft only Cargo aircraft only Authorization: Proper shipping name Paint Pain	Qualifying word mixture molt 10 solution stabilized	Except Report A indica Class 3 3 3 3 3 3 3 3 3	ad Pkg Ra able quant ation A109 Sub risk	edicactive (RQ ity PG I II III III II	1 pkg inst 351 353 355 351 353	Criticality 1 max qty 1 L 5 L 60 L 1 L 5 L	1 pkg       inst       Forbidden       Y341       Forbidden       Y341       Y341	1 max qty 1L 10 L 11L	2 pkg inst 361 364 366 361 364	2 max qty 30 L 220 L 30 L 60 L Add to shipme	ent
Aircraft type ( Passeneer and cargo) Cargo aircraft only Authorization: Proper shipping name Paint Paint Paint Paint related material Paint related material Dangerous goods in shipm	Aualifying word mixture molt 10 solution stabilized	Class 3 3 3 3 3 3	ed Pkg Ra able quant stion A105 Sub risk	edicactive (RQ ity ) PG I II III II II	1 pkg inst 351 353 355 351 353	1 max qty           1L           5L           60 L           1L           5 L	satety index: 1 pkg inst Forbidden Y341 Y344 Forbidden Y341	1 max qty 1 L 10 L 1 L	2 pkg inst 361 364 366 361 364	2 max qty 30 L 220 L 30 L 60 L Add to shipme	ent

#### **Explosive Shipment**

Per IATA Regulations 8.1.6.9.2 (i) the net quantity indicated for each package must be supplemented with the net explosive mass contained in the package followed by the unit of measurement. The abbreviations "NEW", "NEC", or "NEW" may be indicated in association with the value provided.

Other <u>2</u> · Dangerous goods	entry									
Dangerous goods details –						8 PT 12	. <u>.</u>			
Dangerous goods ID:	Select an item		•		ſ	- Hadioactive	e informatio	<b>n</b>		
UN#/ID#:	UN 0323					Radio	onucide:			*
# of packages:	1					12515	Activity:	-		*
Packing instruction:	134					Packa	aging type:			*
Net quantity/Gross mass:	1.00000	kg 👻		1.00		Trans	port index:			
Net explosive mass:	10.00000	g 🔻		-		Surfac	e reading:	0.0	mrem/h	
Technical name:			NEM - Net Explose NEC - Net Explose	ive Mass ive Contente	144	ed	imensions:	LXW	XH	*
Type of packing:			NEQ - Net Explos	ive Quantity		Phy	vsical form:			Ŧ
Percentage:	00 %		NEW - Net Explos	sive Weight		he	mical form:			*
Aircraft type	Jualifying word					Criticality sa	fety index:			
Passenger and cargo	mixture	Excepte	d Pkg Radioactive	e (RQ)						
Cargo aircratt only	solution	A indica	tion A109							
	stabilized									
Authorization:		=70								
		1022	Sub	2522	1 pkg	1 max	1 nka	1 may	2 pkg	2 max
Proper shipping name		Class	risk	PG	inst	qty	inst	qty	inst	qty
Cartridges, power device		1.4S			134	25 kg	Forbidde	n	134	100 kg
Dangerous goods in shipm	enit								Add	d t <mark>o shipment</mark>
Dangerous goods in shipm Proper shipping name	ent	UN	Class	1 pkg	Nu	mber of	Тур	e Net	Add	d to shipment
Dangerous goods in shipm Proper shipping name	ent	UN Numbe	er Class	1 pkg inst	Nu Pa	mber of ckages	Type of P	e Net kg Quar	<u>A</u> do	d to shipment easurement
Dangerous goods in shipm Proper shipping name	ent	UN Numbe	er Class	1 pkg inst	Nu Pa	mber of ckages	Typ- of P	e Net kg Quar	<u>A</u> dutity M	d to shipment easurement

## **Create a Shipping Profile**

Recipient Information       Package and shipment details       Shortcuts         Short to conce       Induce a Return Label       Hold         Recipient ID: TEST2       Addecest       Induce a Return Label       Hold         Country:       US - United State:       Versite       Control       Induce a Return Label       Hold         Country:       US - United State:       Versite       Induce a Return Label       Hold       Number of packages:       Induce a Return Label       One Option Op
Current sender Fedix 20 Fed 5x Provy Collerville, TN 38017 Chance return address Durrent sender <u>Viewy Edit</u> PedEx 20 Fed 5x Provy Collerville, TN 38017 Package conterns 2:

To set up a profile where information will be stored for future shipments, do the following:

- 1. Select "Shipping Profiles" from the Customize drop-down menu.
- 2. The "Shipping Profiles" window displays. Highlight Default Domestic Shipping Profile and click "View/Edit".

S	hip	ping Profil	es 🛛 🔁	K
		Code	Description	1
	<u>.</u>	DEFAULT	Default Domestic Shipping Profile	
	3	DEFAULT	Default International Shipping Profile	
	2	PASSPORT	Default Passport Shipping Profile	
			2	
		<u>o</u> k	Add Add by duplication View/Edit Delete	



#### **Create a Shipping Profile (continued)**

- The "1- Field Preferences" tab will display. Select the preference type you would like to set up. Continue to click on each preference that you want to save for your shipping profile.
- 4. In the "Behavior" section click on "Constant" to set up the default settings.
- 5. Depending on the preference type, the "Field Vaue" section may need to be completed (if applicable).
- 6. When all fields have been completed, click "OK".
- 7. The Shipping Profiles window will display, click "OK" to save preferences.

Code DEFAULT	Description	
DEFAULT	Default Domestic Shipping Profile	
DEFAULT	Default International Shipping Profile	
PASSPORT	Default Passport Shipping Profile	
6		
	Add Add by duplication View/Edit Delete	
	PASSPORT	DEFAULT       Default International Shipping Profile         PASSPORT       Default Passport Shipping Profile         QK       Add         Add       Add by duplication         View/Edit       Delete

## **Printer Setup**

🚯 FedEx Ship Manag	er   v.2468   78	0209					
<u>F</u> ile Dat <u>a</u> bases Cu	stomi <u>z</u> e <u>U</u> tilities	Integration	Inbound	fede <u>x</u> .com <u>H</u> elp			
Ship Track Ship	1 Address Bo	ok Reports	Close fe	fedex.com			
Desirient details Uptions    ShipAlett    Heturn shipment							
Recipient informat	tion			Package and shipment details			
	Ship to group		Hold				
Recipient ID:			44	Number of packages:			
Country:	Select country		~	Weight:			
Contact name:				Service type: Select service type			
Company name:				Package type: Select package type			
Address 1:			<ul> <li>✓</li> </ul>	Package dimensions: Select an item			
Address 2:				Ship date: 10/27/2010			
Postal code:	<u>å</u> ti	State/Provi	nce: 📃 🔽	Declared/Carriage Value: \$0.00			
City:			~				
Telephone:		Ext					
Tax ID/EIN:		Location #:					
l I	This is a residentia	l address					
	Save in/update m	y address book					
Sender informatio Current sender	n : MG Desians			Billing details Bill transportation to: Select an item			
	12136 S. Broadway						
	Los Angeles, CA 90	061					
<u>Uhange sender</u>	SENDER/80209-	Miguei Dent	~				
Linange return address			*				
⊆lear fields   D <u>e</u> lete/Moo	lify shipment   <u>R</u> epe	at shipment	O <u>v</u> erride pre	efs Rate guote Shipment Ship			
Comm Idle				Wednesday, October 27, 2010 8:30 AM 🛒			

To setup a printer for shipments, do the following:

- 1. Select "Forms" from the Customize drop-down menu.
- 2. The Forms Settings window will display. Highlight the Report or Label type you wish to setup.
- 3. Click "Change".

Form Settings						
<ul> <li>Form settings</li> </ul>						
Label/Report Type	Printer/Device					
Reports 2	SP4110DN-1-89500655					
FedEx Express Domestic Labels	SP4110DN-1-89500655					
FedEx Ground Domestic Labels	SP4110DN-1-89500655					
FedEx Express International Labels	SP4110DN-1-89500655					
Logs	SP4110DN-1-89500655					
FedEx LTL Freight Labels	SP4110DN-1-89500655					
FedEx LTL Freight Bill of Lading	SP4110DN-1-89500655 3					
	Change					
Commercial invoice letterhead settings Paper type Plain paper Letterhead used for all Commercial Invoices Letterhead used only for Commercial Invoices requiring						
Dangerous Goods 1421C Copies						
<ul> <li>Print one copy for the shipment</li> </ul>	Additional number of 1421C copies:					
Print one copy for each DG Packa	ge 0 📚 Additional number of copies to print					

## **Printer Setup (continued)**

Printer Settings	×
Reports Configuration SP4110DN-1-89500655	
Available devices          None       4         SP4110DN-1-89500655       4         SP4110-PS-89500655       Microsoft XPS Document Writer         Microsoft Office Document Image Writer       LD540c-1-85900511 - Patio Side         LD151-3-Far Copy Room       Adobe PDF	
<u> <u> </u> <u></u></u>	.::

- 4. Choose the printer where you would like your reports/labels to print and click "OK".
- 5. Repeat step(s) to specify printer for each form and click "OK".

F	Form Settings						
ſ	Form settings						
	Label/Report Type	Printer/Device					
	Reports	SP4110DN-1-89500655					
	FedEx Express Domestic Labels	SP4110DN-1-89500655					
	FedEx Ground Domestic Labels	SP4110DN-1-89500655					
	FedEx Express International Labels	SP4110DN-1-89500655					
	Logs	SP4110DN-1-89500655					
	FedEx LTL Freight Labels	SP4110DN-1-89500655					
	FedEx LTL Freight Bill of Lading	SP4110DN-1-89500655					
	Change						
	<ul> <li>Commercial invoice letterhead setting</li> <li>Paper type</li> </ul>	ngs					
	<ul> <li>Plain paper</li> </ul>						
	C Letterhead used for all Commerce	cial Invoices					
	C Letterhead used only for Comme	ercial Invoices requiring					
	Dangerous Goods 1421C Copies						
	Print one copy for the shipment	Additional number of 1421C copies:					
	5 int one copy for each DG Packa	ge 0 🗢 Additional number of copies to print					

#### **Create a Dangerous Goods Database**

🕏 FedEx 🚹 Manager   v. 2468   780209	
File Databases Customize Utilities Integration Inbound	fede <u>x</u> .com <u>H</u> elp
Ship Track Shipping list - Address Book Reports Close fe	dex.com
Shipment details Options ShipAlert Return shipment	
Recipient information	Package and shipment details
Ship to group 2 🗌 Hold	
Recipient ID:	Number of packages:
Country: Select country	Weight:
Contact name:	Select service type
Company name:	Package type: Select package type
Address 1:	Package dimensions: Select an item 💉
Address 2:	Ship date: 10/27/2010
Postal code: M State/Province: V	Declared/Carriage Value: \$0.00
City:	
Telephone: Ext:	
Tax ID/EIN: Location #:	
This is a residential address	🗖 Wauhill
Sender information	Billing details
Current sender: MG Designs	Bill transportation to: Select an item V Acct #:
12136 S. Broadway Los Angeles, CA 90061	Department notes:
Change sender: SENDER 780209 - Miguel Dent	Customer reference: Add'l handling
Change return address: Current sender	
Glear fields   Delete/Modify shipment   Repeat shipment   Override pref	s Rate guote Ship
Comm Idle	Wednesday, October 27, 2010 8:30 AM 🛒

- 1. Select "Dangerous Goods" from the Databases drop-down menu to add dangerous goods commodities to the database.
- 2. The View Dangerous goods box will display. There are two choices to add dangerous goods to the database:
  - Select dangerous goods from the drop-down list of previously saved shipments or
  - Complete the "Recipient Information" section.

View Dangerous Goods	)				X
🗖 D angerous goods list	Enter Dangerou	s Goods ID or select	from list to view details t	pelow:	Search
DGID	UN/ID#	Pkg Inst	Type of Packing		
Dangerous goods de	tails			- Dadioactivo information	
Regulatio	ns:		4	n autoactive ini uniauur	]
UN#/IL	D#: UN [			Hadionuciide:	 
# of packag	les:			Activity:	 
Packing instructi	on:			Packaging (ype:	
Net quantity/Gross ma	188:			I ransport index:	
l echnical nar	ne:			Pook and dimensione:	
i ype or packi	ng:			Package uniensions. Physical form:	
Aircraft type	d cargo	Excepted Pkg	Radioactive (RQ) antity	Chemical form:	
Authorizati	on:				 
	Add by (	duplication	⊻iew/Edit	elete <u>P</u> rint	
					Number of items: 0

#### Create a Dangerous Goods Database (continued)

- 3. Click "Add". The Add Dangerous Goods box will display
- 4. Complete the "Dangerous Goods details" section.
- 5. All applicable proper shipping names will display in the IATA Dangerous Goods Regulations box. Select the item you are shipping.
- Complete the number of packages, Packing Instruction, Net Quantity, unit of measurement, Technical name (if applicable) and type of packing. Select Aircraft type and click "OK".
- 7. The new item will display under "IATA Dangerous Goods Regulations" section.
- 8. Verify and click "OK".

5 5	l.								
Regulations:	IATA	*			Radioa	active informat	ion —		
UN#/ID#:	UN				R	adionuclide:			×
# of packages:						Activity:			~
Packing instruction:					P	ackaging type:			~
Net quantity/Gross	.00		~		T	ransport index:	L	abel type:	
Technical name:					Si	urface reading:	0.0	mrem/h	
Type of packing:					Packa	ge dimensions:	X	X	~
Percentage:	00	%				Physical form:			~
Passenger and c	argo Y	Excep	ted Pkg Radi table quantity ation	pactive (RQ)					~
Authorization:									
IATA Dangerous Goods	Regulation								
Propershipping Ci name Ci	ass ris	ib PG	1 pkg inst	1 max qty	1 pkg inst	1 max qty	2 pkg inst	2 max	qty
		7							

#### Create a FedEx Ground shipment 🌍 FedEx Ship Manager | v.2904 | 0499362 -<u>File</u> Dat<u>a</u>bases Customi<u>z</u>e <u>U</u>tilities Integration Inbound fedex.com <u>H</u>elp 1 Freight | Track | Shipping list + | Address Book | Reports | Close | fedex.com details Options ShipAlert Recipient information Package and shipment details hortcu 4 Special Services Battery COD Ship to group Include a Return Label Hold Number of packages: 1 Identical packages COD Dry Ice Only Hazardous Materials Hold at Location Non-Standard Packaging ORM-D/Limited Quantity Small Quantity Exception [SQE] Recipient ID: TEST2 Weight: 1 lbs 👻 Man Wt - # Service type: B-Fe Country: US - United States 2 Package type: 1 · Your Packaging Contact name: John Doe Package dimensions: Select an item... Company name: ABC Company Ship date; 12/09/2015 Address 1: 3875 Airways Blvd Declared value: \$ Address 2:



- 1. Select the "Ship" tab.
- On the "Shipment details" tab complete fields for "Recipient ID".
   Note: Assign an ID number or name to your recipients to save them in the
- database.3. Ensure a check is in the "Save in/Update my address book" box.
- 4. Complete the "Package and shipment details" (Select from the dropdown menu)
- 5. Complete the "Billing details" fields.
- Click the "Options" tab, Select Hazardous Materials and the Add Hazardous Materials box will display.

🕏 FedEx Ship Manager   v. 2471   780209		
File Databases Customize Utilities Integration	Inbound fede;	x.com <u>H</u> elp
Ship   Track   6 st -   Address Book   Reports	Close fedex.	FedEx.
Shipment details Options ShipAlert		
Special Services		FedEx InSight®
Dry Ice Only		Shipment contents
COD	View/E dit	(Shipment level detail for FedEx InSight customers only.)
Hazardous Materials	View/Edit	
Non-Standard Packaging		
Return Labels		
Ground ORM-D		Shipment receipt
Small Quantity Exception [SQE]		Print shipment receipt
Lithium Battery		
Signature Options: None		
Optional information		
Invoice number:	~	
Shipment ID:	~	
Delivery instructions:		
Gear fields   Dglete/Modify shipment   Repeat shipment	Override prefs	Rate guote \$5.97 Multiple-piece shipment Ship
Comm Idle		Wednesday, October 27, 2010 1:47 PM

- 0 **- X** 

FedEx.

Add Hazardous Materials						? 🗙
←Enter hazardous materials comm	odity information			2		
DOT Identification number	IN 🗸			9		
DOT Proper Shipping Name	PG	Label Type		Restrictions		Hazard Class
C + 10						
<u> </u>						<u>&gt;</u>
DOT shipping name of material:						
Technical Name:						
Hazard class or division code:		F	<sup>p</sup> acking group:	Commodity	/Weight:	lbs 🗸
DOT Label type, ltd.gtv.,exemption #:						
		Add to <u>P</u> acl	kage			
Hazardous materials in package	•					
DOT Proper Shipping Name	ID #	Class	PG	Label Type		
						Delete
Enter hazardous materials pack	age information					
HazMat Package Type:			Offe	ror Name:		
Emergency contact number: (	J - Ext.		Name Of	Signatory:		
<u>Ov</u> erride preference:	<u>C</u> ancel					

Create a FedEx Ground shipment (continued)

- 7. On the "Add Hazardous Materials" box complete the "Enter hazardous materials commodity information" section by one of two options:
  - If the Hazards Materials ID is from a previously saved shipment, select the item from the drop down menu and proceed.
  - If not, complete the UN/ID# and number of packages fields.
- Highlight and select the proper shipping name for your shipment.
- 9. Complete "Technical name" if required and "Commodity weight".
- 10. Click "Add to Package" and your Hazardous material information will display under the "Hazardous materials in package" section.
- Complete the "Enter the hazardous materials package information" section.
- 12. Click "OK".
- 13. The "Special Services" Box should reappear and click "Ship" to generate shipment.

Enter hazardous materials ID:       [750]         DOT Identification number:       UN       1760         DOT Proper Shipping Name       PG       Label Type       Restrictions       Hazard Class         Corrosive liquids, n.o.s.       I       CORROSIVE       8         Corrosive liquids, n.o.s.       II       CORROSIVE       8         DOT shipping name of material       III       CORROSIVE       8         DOT shipping name of material       III       Component       0         DOT shipping name of material       III       Commodity Weight:       IIII         DOT Label type, Itd qty, exemption #:       IIII       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Hazardous materials Commoduly Information         DOT Identification number:       UN       1760         DOT Proper Shipping Name       PG       Label Type       Restrictions       Hazard Class         Corrosive liquids, n.o.s.       1       CORROSIVE       8         Corrosive liquids, n.o.s.       1       CORROSIVE       8         DOT shipping name of materiat       9       1       1         DOT shipping name of materiat       9       1       0         Image: Connocourt       0       0       0         DOT shipping name of materiat       9       1       1         Image: Connocourt       0       0       0         Image: Connocourt       0       0       0       0       0         Image: Connocourt       0       0       0       0       0       0         Image: Connocourt       0       0       0       0       0       0       0       0       0       0       0       0       0 <th>The track is a second state of the second stat</th> <th></th> <th></th> <th></th> <th></th> <th>?</th>	The track is a second state of the second stat					?
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#### **Create a Hazardous Materials Database**

- 1. Select "Hazardous Materials" from the Databases drop-down menu to add hazard materials commodities to the database.
- 2. The "View Hazardous Materials" box will display. There are two choices to add hazardous materials IDs to the database:
  - Select Hazardous Materials ID from the drop-down list of previously saved shipments or
  - Enter the Hazardous Materials ID in the field.

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## **Create a Hazardous Material Database (continued)**

- 3. Click "Add". The "Add Hazardous Materials" box will display
- 4. Complete the "Enter hazardous materials commodity information" section.
- 5. All applicable proper shipping names will display in the "DOT Proper Shipping name" box. Select the item you are shipping.
- Complete the "Commodity Weight, unit of measurement, Technical name (if applicable)" and click "OK".
- 7. The new item will display under Hazardous Materials list.
- 8. Verify and click "OK".

#### **Print OP950 Hazardous Materials Certification**

FedEx Ship Manager   v.2468   780209         File Databases Customize Utilities Integra         The Databases Customize Utilities Integra
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Customize Shipment Reports       1 - Shipment 2 - FedEx Express Invoice       2 - Ship Log       4 - FedEx Ground Manifest       5 - Shipment History       5 - Document Report         Customize Database Reports       Shipment Report       3       1 - Shipment Report         Customize forms       Department Charges Department Charges       0 - Date ange:       10/27/2010       to       10/27/2010         Refresh all ists       FedEx Express ITD Batch Upload Failure Report FedEx Express ITD Batch Upload Failure Report       Intude         Intudue       FedEx Express ITD Batch Upload Failure Report FedEx Express ITD Batch Upload Failure Report       Intudue         FedEx Express ITD Batch Upload Failure Report Intourd Multivegit Declared Value Detail Listing Brown Multivegit Report       Intudue       Intudue <tr< td=""></tr<>
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- 1. From the FedEx Ship Manager Main Menu, select the "Reports" tab.
- 2. From the "Shipment Reports," highlight FedEx Ground Hazmat Certification (OP950).
- Select the applicable fields in the "Include" section.
   In the "Output" section, click "Print" to print or "Screen" to view the OP950 prior to printing.

#### Troubleshooting Most Common FedEx Ship Manager Errors

#### **Dangerous Goods Entry Screen**

The following fields on the Dangerous Goods Entry screen may not be require completion for all shipments. Please refer to the descriptions below for clarity.

- TECHNICAL NAME FIELD: This space is only used for those entries with an \*
  (asterisk) symbol after the proper shipping name in IATA. If there is no \* then this
  field will be left blank. DO NOT DUPLICATE THE PROPER SHIPPING NAME IN
  THIS FIELD. IATA 4.1.2.1(d)
- TYPE OF PACKAGING FIELD: This space is used for the type of packaging ONLY. DO NOT PUT THE NUMBER OF PACKAGES IN THIS FIELD. For example: fiberboard box, steel drum, fiber drum etc.

#### **Common Errors**

The following are common errors. Please adhere to regulations pertaining to your shipment and verify the following if it applies:

- **ALTERATIONS/AMENDMENTS:** Any alteration or amendment made to the Shipper's Declaration must be signed by the shipper with the same signature used to sign the document. IATA 8.1.2.6.1.
- SHIPPER'S DECLARATION COMPLETION: Before tendering the completed Shipper's Declaration for Dangerous Goods to FedEx, the shipper should thoroughly check to make sure all items are completed correctly. For example: Make sure that the letters UN are preceding the UN number and verify the signature of shipper is the same name as Name/Title of Signatory etc.
- ALL PACKED IN ONE/OVERPACK SHIPMENTS: Do not select "All packed in One" or "Overpack" unless they apply to your shipment. The Responsible person name and telephone number is required for Infectious Substance shipments only.
- DANGEROUS GOODS ID FIELD: Dangerous Goods ID field is not a required field. This field is optional and is designed to access frequently shipped Dangerous Goods that you have saved under a Dangerous Goods ID code in your Database. If you do not wish to use this function then go directly to the UN/ ID # field to enter your four digit UN number.

For Reference Purposes Only