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Welcome

Congratulations! You are one of the first customers to take advantage of the newest version of FedEx Ship Manager® v.3300.

FedEx Ship Manager v.3300 offers enhancements in FedEx Onsite, Integration of Custom Data with Automated Commercial Environment (ACE), FedEx® Commercial Trade Documents, Less-than-Truckload (LTL) Freight Shipments, Address Book, Ship to Post Box Address and FedEx International Controlled Exports (FICE).

Providing you greater access and a better shipping experience is our goal. The special service FedEx International Controlled Exports (FICE) is now available for FedEx International Priority DirectDistribution® (IPD) and FedEx International Priority DirectDistribution® Freight (IDF) Shipments. You can also choose to receive notification alerts and view rates in new currency for your Less-than-Truckload (LTL) Freight Shipments.

For completing your common tasks more efficiently, you can also integrate shipment information into the ACE secured portal.

Now, you can preview your commercial documents before the shipment.

You can also copy and paste your shipment details using your mouse along with the existing keyboard shortcuts.

Enclosed are details about the latest new features and enhancements. If you have any questions or comments about the new version or need assistance, refer to the “Before You Begin” section on page 4 to contact the FedEx Help Desk.
Before You Begin

Installing FedEx Ship Manager v.3300

You must be running FedEx Ship Manager v.2916 or higher to upgrade to v.3300. During the installation of FedEx Ship Manager, turn off any virus protection or firewall programs on your PC. These programs may interfere with the installation. Close all other open files and programs before installing the software.

Recommended System and Hardware Requirements

- Intel® i5 recommended
- 4 GB RAM and 5 GB disk space recommended
- Desktop Versions:
  - Microsoft® Windows® 7 (Service Pack 1)
  - Microsoft® Windows® 8
  - Microsoft® Windows® 8 Pro
  - Microsoft® Windows® 8 Enterprise
  - Microsoft® Windows® 8.1
  - Microsoft® Windows® 8.1 Pro
  - Microsoft® Windows® 8.1 Enterprise
  - Microsoft® Windows® 10
  - Microsoft® Windows® 10 Pro
  - Microsoft® Windows® 10 Enterprise
- Server Versions:
  - Microsoft® Windows® Server 2008 (Service Pack 2)
  - Microsoft® Windows® Server 2008 R2 (Service Pack 1)
  - Microsoft® Windows® Server 2012 (Standard Edition)
  - Microsoft® Windows® Server 2012 R2 (Standard Edition)
  - Microsoft® Windows® Server 2016
- FedEx Ship Manager is compatible with 32-bit and 64-bit operating systems. Microsoft .NET Framework 4.5.6 or later is a prerequisite for software installation.
- LAN or DSL internet access required
- 4XCD-ROM or higher (CD-Writer recommended for Backup/Restore)
- Microsoft® Internet Explorer® v 11
- Available port if you are using thermal printer
- Laser and/or inkjet printer for reports and labels
- Screen resolution of 1024 x 768 pixels recommended (screen resolution of 800x600 pixels minimum)
- Adobe® Reader 8.1 or higher

Technical Support

In the U.S. and Canada, call 1.877.339.2774.

Help Links

Select Help Topics from the Help drop-down menu or click underlined (hyperlinked) field names.

FedEx Bulletin Board

Select Service Bulletin Board from the Utilities drop-down menu to view messages from FedEx.

FedEx Website

For the latest information about FedEx, click fedex.com at the top of the FedEx Ship Manager screen to go to the FedEx website. Then, click on any link to explore the latest features and news from FedEx.
FedEx Ship Manager® v.3300 Highlights

Overview
New and improved FedEx Ship Manager v.3300 is here to assist you with your shipping requirements. The latest enhancements are sure to give you a faster and more convenient shipping experience.

Integrate FedEx Ship Manager Customs Data With Automated Commercial Environment (ACE) Portal
The customs document data on FedEx Ship Manager (FSM) now can be made easily available on ACE portal. Upon submission, data will be submitted successfully from FSM to the ACE website, which will prevent having to enter this data again on the ACE portal.

When the option I want to file using AES Direct is selected, a warning message is displayed to inform that you will be redirected to the third-party website for data transfer. After completing the ACE process, you will need to come back to FSM to complete the shipment process.

Selection of Hold at Location displays the ‘Select Hold at Location’ window. You can now choose the ‘Go Online to Find Locations’ option to view the details of the lookup fields of the HAL shipments.

FedEx OnSite — Hold at Location
FedEx Onsite is the collaboration of FedEx with other retailers to have locations that are not owned by FedEx act as access points for Hold at Location (HAL) and Redirect to Hold (RTH) shipments, as well as dropoff locations for pre-labeled packages.

On the Ship | Shipment details screen, the ‘Shortcuts’ section displays the option Hold at Location.

The Lookup FedEx Hold Location screen displays the Maximum Package Weight and Maximum Package Size details.
Less-Than-Truckload (LTL) Freight Enhancements

Allows you to configure the shipment & pickup alert notification fields to be displayed on the Ship Alert tab by customizing the LTL Shipping profile.

On selection of Customize | Shipping Profiles | Default LTL Freight Shipping Profile, the View/Edit LTL Freight Shipping Profile screen displays the profiles in alphabetical order for Freight Shipment Notification, Freight Driver Arrived Pickup, Freight Driver Assigned Pickup, Freight Driver Departed Pickup, Freight Driver En Route Pickup.

You can modify the notifications from the Behaviors group box by selecting any of the below options:
- Unchecked (default selection)
- Automatically select if email available
- Always checked
- Skip

You can also specify the Email address and Notification language where you wish to receive the email alerts and view the same in specified language for Shipper, Consignee, Broker, Other1 and Other2.

After setting up the pickup alert notifications, you can view the pickup notification schedules in the LTL Freight Pickup tab.
The new driver pickup visibility updates you with the Pickup notifications such as which driver is assigned, en route, arrived and departed. It also allows you to add personalized pickup messages.

The LTL shipments and Freight Preferences will now have new fields, Trailer ID and Handling Unit details, which are visible in Handling Units Details Summary section.

The Trailer ID field is now available and can be edited across the following screens for the LTL Freight | Shipment Details window:
- Handling Unit Details
- Handling Unit Details Summary
- View/Edit Template
- View/Edit Handling Unit Details
- Import/Export Hold files (Add, View/Edit Templates)

You can now record the data changes (LTL Freight Profiles and LTL Freight Templates) by choosing the Backup/Restore options from the Databases | File Maintenance | Backup / Restore menu.

Multiple handling shipments can be tracked under the Track Shipments screen. The shipments are displayed under the Master Tracking # column.

Rate quotes for Less-Than-Truckload (LTL) shipments
Allows you to view the rates in Canadian dollar (CAD) along with the United States (USD) dollar rates. You can configure the meter settings to view the changes accordingly. Currency will default based on country of meter.

LTL rates in Canadian (CAD) currency
Allows you to request the LTL rates in CAD currency. To view the CAD currency rates, you can opt to Customize the meter to CA. Fill in the shipment information for LTL freight and choose the Rate Quotes and Transit Times option to view the Transit Times window. The two currency options USD and
CAD are visible. CAD option is selected by default and is visible to the left of the USD option.

In the Transit Times window, the column Your Rate shows the updated rates in CAD currency. Selection of View Rates Detail option will display the Courtesy Rate Quote window. The two currency options USD and CAD are visible. CAD option is auto selected and is displayed to the left of the USD option. The Courtesy Rate Quote dialog shows the updated rate breakdown for CAD currency.

Note: The screen samples of USD will follow for CAD option.

When you attempt to ship the package or return a package with the address as P.O. Box or Post Office Box in Address 1 or Address 2 fields under Recipient information, you will see a message stating additional charges may incur to your shipment. You will view the below warning message.

On selecting the Preview Documents button, the document will display the tracking number as “XXXXXXXXXXXXX” instead of the actual number and a DRAFT watermark in the background.

FedEx International Controlled Exports (FICE) Enhancement
FedEx International Controlled Exports is now applicable for your FedEx International Priority DirectDistribution® (IPD) and FedEx International Priority DirectDistribution® Freight (IDF) shipments. Selection of IPD or IDF service types from Ship | Shipment Details and Ship | Options tab enables the FICE special service.

FedEx Commercial Trade Documents
FedEx Documents allows you to preview the commercial invoice generated before completion of Document or Commodity shipments. You can view any discrepancy in the document preview prior to the shipment.

The trade documents can be generated for Commercial Invoice, Proforma generated by FedEx, Certificate of Origin, or the NAFTA Certificate of Origin.

You can preview these documents only when you have created a Document or Commodity shipment. To enable the Preview Document(s) button, select Complete document using drop-down options in Ship | Customs tab.

Note: The Preview documents button is visible in Ship | Customs and Ship | Return Shipment | Return Customs tabs.
Additional Enhancements

This enhancement allows you to copy and paste the shipment data using the computer’s mouse.

Copy and paste is available on the following screens:
- Track — Track by numbers and references
- Track — Track from Shipping History
- Track — Track Results
- Shipping List — Domestic
- Shipping List — International
- Shipping List — Hold File
- Shipping List — Returns
- Shipping List — ETD
- Shipping List — LTL Freight
- Shipping List — Ship History

Note: Keyboard shortcuts for copy and paste remains unchanged. Copy and paste is entitled to only text fields and does not include combo boxes and drop-down menus.
FedEx® Integration Assistant Features

Less-Than-Truckload (LTL) Freight Alerts

Ship Alert Notifications
On the Import / Export | Information tab for LTL profiles, the Special Services or All Fields window displays the new fields notification for shipments under “Ship Alert”.

Import | Information tab

Pick Up Alert Notifications
On the Import / Export | Information tab for LTL profiles, the Special Services or All Fields window displays the new fields notification for pickup under “Pickup Alert”.

Export | Information tab

Map the Shipment for LTL Profiles from FedEx Ship Manager
You can map the shipment using the new Trailer ID data field that can be viewed in Handling Unit Detail for a Shipment.

The Trailer ID field is visible in the following sections
- Import | Information tab | Shipment / All fields
- Import | Match tab
Exporting New Data from the Information Tab

Handling Charges

- You can now export the Handling Charges data to the file. The data is available on Export | Information and Match screen.
- The Information screen displays the Handling Charges arranged in alphabetical order.

Total Shipment Handling Charges

- You can now export the Total Shipment Handling Charges data to the file. The data is available on Export | Information and Match screen.
- The Information screen displays the Total Shipment Handling Charges arranged in alphabetical order.

Ship Identical Packages in Multiple Piece Shipment (MPS)

You can ship Multiple Piece Shipment identical packages in batch to streamline your shipping process.

To create a profile, select integration type as Import and Text File as your data source of the Shipping information. Select the format and structure of your Text File. Select Batch Edit or Batch type for Import Shipping to create shipping labels for your packages. Select Identical Packages, Number of Packages in Package dialog box of Import | Information tab.

On the Import | Match tab, map the corresponding values and save the profile. Click the Start button to run the Profile. The imported data will be displayed on the FSM screen.

Individual Tracking Number for FedEx SmartPost®

FedEx SmartPost enhancements now provides you with individual tracking number for each piece in the Multi-Piece Shipment (MPS).

Create Export profile and select SmartPost Ground Tracking Number, Tracking Number in the Tracking Numbers dialog box on the Export | Information tab.

Map the corresponding values on the Export | Match tab. The exported data is displayed on the FSM screen and a text file is generated with the tracking numbers. You can also view and verify the tracking number using the Log viewer after the shipment.