FedEx Ship Manager® Software

FedEx Freight Overview

Version 2600 or higher

Overview

FedEx Freight® is changing the LTL (less-than-truckload) industry by making it easy to ship fast-transit and economical freight within one streamlined LTL network. Now you can create FedEx Freight shipping labels and the Bill of Lading for FedEx Freight shipments within FedEx Ship Manager® Software, a single solution for your shipping needs.

FedEx Ship Manager Software enables you to:
∪ Create necessary documents, including the Bill of Lading and FedEx Freight shipping label.
∪ Rate and track the status of shipments.
∪ Schedule pickups for FedEx Freight LTL shipments.
∪ Create shipping labels for shipments from a single point.
∪ Automate manual processes, eliminating errors.
∪ Integrate with existing databases.
∪ Enhance your reporting capabilities and manage cost.
∪ Ship from the U.S. to destinations in the 48 contiguous U.S. states.
∪ Email Bill of Lading and shipping labels.

Broadband Requirement

The FedEx Freight feature performs optimally via a broadband internet connection (required).

Eligible Shipments

FedEx Freight options are designed for shipments in the 48 contiguous U.S. states only. International (Canada, Mexico) and offshore (Hawaii, Alaska, Puerto Rico) shipments are not supported in this version of the software.

Available Services

FedEx Freight® Priority

Choose fast-transit FedEx Freight Priority (formerly FedEx Freight transit times) to meet your supply chain needs. Our all-points coverage and on-time reliability make FedEx Freight Priority the perfect choice for your time-sensitive shipments.

FedEx Freight® Economy

With FedEx Freight Economy (formerly FedEx National LTL® transit times), you get reliable, economical delivery to meet your LTL freight shipping needs and your budget. All-points coverage and on-time reliability make FedEx Freight Economy the ideal service when you can trade time for savings.

Time-Definite Services

For extra peace of mind, FedEx Freight offers a full range of time-definite shipping solutions. Have your freight delivered exactly when you need it. Select from the Guaranteed Service drop-down menu on the Origin/Destination tab in FedEx Ship Manager Software to take advantage of the following time-definite shipping solutions:

∪ **None**. No time-definite delivery service selected.
∪ **A.M. Delivery**. Early delivery by 10:30 a.m., on the standard delivery date, backed by the appropriate money-back-guarantee service option.*
∪ **Close of Business Delivery**. For customers who need extra assurance that their shipment will arrive on its due date.

*Please see FXF 100 Rules Tariff for terms and conditions of service offerings and money-back guarantee programs.

Enabling FedEx FreightAccounts

Before you set up a FedEx Freight LTL account, have your FedEx Freight account number(s) and your account addresses at hand. For third party accounts, remember to mark them as Bill To in the database during setup.

To ship using FedEx Freight functionality, you must set up at least one LTL Freight account as follows:

1. Select **LTL Freight Accounts** from the Databases drop-down menu. The View Freight Accounts screen displays.

2. Click **Add**. The Add Freight Account screen displays.

3. Enter the required information to add an account. Required fields appear in bold type on the screen.

4. Click **OK**.

5. Close FedEx Ship Manager Software and relaunch it. Your LTL Freight account is now enabled.

Printer Setup

FedEx Freight LTL Bill of Lading

To ensure your Bill of Lading prints correctly:

1. Select **Forms** from the Customize drop-down menu. The Form Settings screen displays.

2. Scroll and select **FedEx LTL Freight Bill of Lading** from the Label/Report Type drop-down menu.

3. Click **Change** and select the appropriate laser printer.

FedEx Freight LTL Shipping Label

To ensure your freight label prints correctly:

1. Select **Forms** from the Customize drop-down menu. The Form Settings screen displays.

2. Scroll and select **FedEx LTL Freight Labels** from the Label/Report Type drop-down menu.

3. Click **Change** and select the appropriate printer.

Setting Preferences

FedEx Ship Manager Software allows you to configure the account number, printed documents and label stock that are defaulted and used for each shipment. To set these preferences:

1. Select **Shipping Profiles** from the Customize drop-down menu.

2. Select the appropriate FedEx Freight LTL shipping profile and click **View/Edit**. The View/Edit LTL Freight Shipping Profile screen displays.

3. Click the **1-Field Preferences** tab to set a default for a particular account number that may be used more often than others.

4. Click the **2-FedEx LTL Freight Preferences** tab to set which documents automatically print and to set the preferred label stock.

5. Click **OK** to save your preferences.

Creating the Bill of Lading and FedEx Freight Shipping Label

To create a Bill of Lading for FedEx Freight shipments, you must complete the Origin/Destination and Shipment Details screens within the LTL Freight tab. Click **Ship** on the Origin/Destination, Shipment Details and FedEx ShipAlert® screens to create a Bill of Lading for your shipment. The Pickup screen is an optional screen designed for scheduling pickups only for a previously created Bill of Lading. The FedEx ShipAlert screen is also an optional screen.

To create a Bill of Lading for your LTL shipments, follow these steps:

1. Click the **LTL Freight tab**. The Origin/Destination screen (default) displays.

2. Select the appropriate account number from the Account drop-down menu.

   Note: If you select a Bill To account for a third-party shipment, select the Shipper and Consignee from your Address Book.

3. Enter the required information for your shipment. Required fields appear in bold type on the screen.

4. Select the appropriate service (**FedEx Freight Priority** or **FedEx Freight Economy**) from the Service Type drop-down menu.

5. Select the appropriate money-back-guarantee service option (**None**, **A.M. Delivery** or **Close of Business Delivery**) from the Guaranteed Service drop-down menu.

6. Select the appropriate Bill of Lading type (**Straight** or **VICS**) from the BOL Type drop-down menu.

7. Enter the appropriate shipper/consignee information based on the selected Payment Type option. Required fields appear in bold type on the screen.

8. Click the **Shipment Details** tab. The resulting Shipment Details screen displays.

9. Enter the required information for your shipment in the Bill of Lading Line Items section. Required fields appear in bold type on the screen.

Creating the Bill of Lading and FedEx Freight Shipping Label, continued

10. After completing all of the required fields, click **AddLineItem**. The line item information you entered displays in the Bill of Lading Summary section.

    Note: Although the Ship button is active at all times, you must enter all required fields in bold text to complete a Bill of Lading and Pickup request.

11. Select the appropriate information in the Special Services and Details, Declared Value and Pickup sections as needed.

    Note: The total number of line items you add to the Bill of Lading Summary section and the number of checkboxes you select in the Special Services and Details section combined cannot exceed 10.

To schedule a pickup when creating a Bill of Lading

To schedule a pickup for a Bill of Lading you are creating, follow these steps. You can schedule a pickup while you are creating the Bill of Lading or at a later time.

1. Select the **Request pickup** check box in the Pickup section of the Shipment Details screen.

2. Complete all of the fields in this section, including the "Pickup date," "Dock ready time," "Dock close time," "Dock contact name" and "Dock contact phone." The pickup is scheduled with the current Bill of Lading, and the pickup information displays in the Previously Scheduled section of the Pickup screen.

To send FedEx ShipAlert notifications (optional)

To send optional FedEx ShipAlert notifications, follow these steps:

1. Click the **ShipAlert** tab (optional) to send shipment notifications to your customer, yourself and others. The FedEx ShipAlert screen displays.

2. Enter up to four email addresses for notifications and select a Notification Language.

3. Choose one or more Notification types by selecting the appropriate check box for each email recipient.

4. Select the **BOL** and **Label** check boxes to email the Bill of Lading and label to your customer or another location.

5. Click **HTML**, **Text** or **Wireless** format for your email notifications.

6. Add a personal message to your notification(s). This option is not available for Wireless format or for non-English characters.

7. Click **Ship** to create a Bill of Lading for your shipment.

To schedule a pickup for previously created Bills of Lading

To schedule a pickup for previously created Bills of Lading, follow these steps:

1. If you did not schedule a pickup while creating the Bill of Lading, the information displays in the Not Yet Scheduled section of the Pickup screen.

2. To schedule a pickup for these Bills of Lading, click the **Pickup** tab and select the appropriate Schedule Pickup check boxes in the Not Yet Scheduled section.

3. Provide the "Pickup Date," "Dock Ready time" and "Dock Close time." Also provide the "Name" and "Phone" in the "Requested by" and "At Dock" sections. The "Email" fields in the "Requested by" and "At Dock" sections are optional.

    Note: You can schedule multiple pickups together.

4. Click Schedule pickup. A message displays confirming that the pickups are scheduled.

    Note: Any time you want to cancel a scheduled pickup, you must call to notify FedEx Freight. You cannot cancel a shipment through the software at this time.

Obtaining a Courtesy Rate Quote

1. Populate all of the required fields for the Bill of Lading.

2. Once the Origin/Destination screen and Shipment Details screen are populated properly, click **Rate Quote** at the bottom of the screen. A quote displays; the discounted rates are based on the FedEx Freight account number selected.

Shipping List

To view the LTL Freight Shipped List, select **LTL Freight** from the Shipping list drop-down menu. The LTL Freight Shipped List allows you to:

ᴗ View all FedEx Freight LTL shipments created using FedEx Ship Manager Software.

ᴗ Reprint the Bill of Lading or FedEx Freight LTL shipping label.

  − To reprint, select the appropriate shipment and click the chosen option at the bottom of the screen.

ᴗ Mark a shipment as cancelled so it is reflected properly in your reporting.

  − To mark a shipment as deleted, select the appropriate shipment and click the option at the bottom of the screen.

  Note: You must call FedEx Freight to actually cancel the shipment.

  Note: Shipments in the Shipping List do not clear during the Close. To clear this list, set the FedEx Freight LTL purge in the System Settings; you can set this to clear automatically after 7 to 90 days.

Customize Reports

Only customized reports are supported for FedEx Freight LTL. Follow these steps to customize or create FedEx Freight LTL database reports:

1. Click the **Reports** tab.

2. Click **Customize Shipment Reports** to the left.

   ᴗ To modify an existing report, select the report from the reports list and click **View/Edit**. The View/Edit Customized Shipment Report screen displays.

   ᴗ To create a new report, click **Add** or select an existing report and click **Add by duplication**, if available.

3. On the View/Edit or Add screen, enter a new Report Title or modify the existing name, if needed.

4. Select **LTL Freight Shipments** from the Database drop-down menu.

For additional information, refer to the Customize Reports section in the Interactive User Guide available in PDF format for downloading at **fedex.com**.