



FedEx Ship Manager™

at fedex.com



Easy Access

- ready to use anytime anywhere with an internet connection

Save Time

- frequently used information can be saved for future shipments

More Accuracy

- by reducing the risk of manual documentation errors and customs delays

Proactive Notifications

- sends shipment status emails to senders, recipients and third parties

Extra Convenience

- multiple online functions to ship, track, request pick-ups, rate quotes and more

How can I get started?

- If you have a FedEx Account Number, simply go to www.fedex.com and register for FedEx Ship Manager™ at fedex.com and start shipping.
- If you need a FedEx Account Number, register for one at www.fedex.com or by calling your local Customer Service team.

How to prepare a shipment with FedEx Ship Manager™ at fedex.com

Step 1
Verify the sender's address. Click "Edit" to modify the sender's address if needed.

Step 2
Enter the recipient's information.

Step 2b
Check the box "Save new recipient in address book".

Step 3
Enter billing information.

Step 4
Confirm the "Ship date", then select "Package contents" and "Service type". (If it is a Document shipment, select the "Document Description").

Step 5
Enter package and shipment details.

Step 6
If it is a Products / Commodities shipment, click "Select or create" and select "Add new commodity".

Step 6b
Enter Commodity description, check the box "Save/update commodity" and click "Add this commodity" button.

Step 7
Check the relevant box to create "Customs documentation".

Step 8
Check the box to create shipment profile, enter the Profile nickname and click "Ship" button to complete the shipment.