

# Processing a FedEx Express Multiple-Piece Shipment and Obtaining an Accurate Rate Quote

If you are shipping more than one FedEx Express package to the same recipient, ensure that you obtain the most accurate rate quote by using FedEx Ship Manager's **Multiple-piece shipment** tool.

To use the tool, complete the following steps:

1. Complete the **Shipment details** screen. (Please note that you must enter more than one package in the **Number or packages field** before the **Multiple-piece shipment** screen will be accessible).
2. Click the **Options** tab and enter any applicable special services or additional options.
3. If you are processing an international shipment, complete the **Commodity/Merchandise** screen. If not, proceed to step 5.
4. If you are processing an international shipment, complete the **Customs** screen, including the Commercial Invoice. If not, proceed to step 5.
5. Click the **Multiple-piece shipment** button on the bottom right of your screen.
6. Select **Information for each package**
7. Enter the **Package weight**, **Package dimensions** (if applicable) and **Carriage value** (if applicable) for a package.
8. If you have multiple packages with the same dimensions, check the **Identical packages checkbox** and enter the number of identical packages you have in the **# pkgs** box that appears. If not, proceed to step 9.
9. Click the **Add** button.
10. Repeat steps 7 through 9 until you have entered all packages that are part of your multiple-piece shipment.
11. Your shipment rate quote will appear under the heading **Shipment summary** in the top right corner of the **Multiple-piece shipment** screen. You can view a breakdown of the quoted rate by clicking on the **Rate quote** button.
12. If you want to view or edit the shipping screens before you complete your shipment, click the **Save & Exit** button. Make any changes needed on any of the shipping screens. To return to the **Multiple-piece shipment screen**, click the **Multiple-piece shipment** button at the bottom of your screen.
13. To process your multiple-piece shipment, click the **Ship** button on the bottom right of the **Multiple-piece shipment** screen.

For more information on processing multiple-piece shipments, see the Multiple-Piece Shipments sections of the FedEx Ship Manger User Guide or contact the FedEx Ship Manager Technical Support Center at **1.877.339.2774**.