

How to Use the Broker Select Option in FedEx Ship Manager™ Software

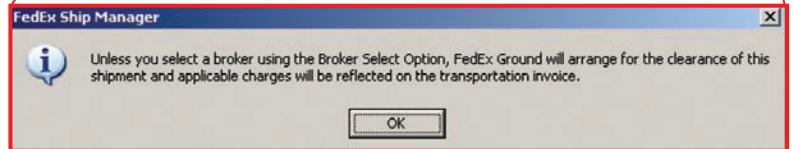
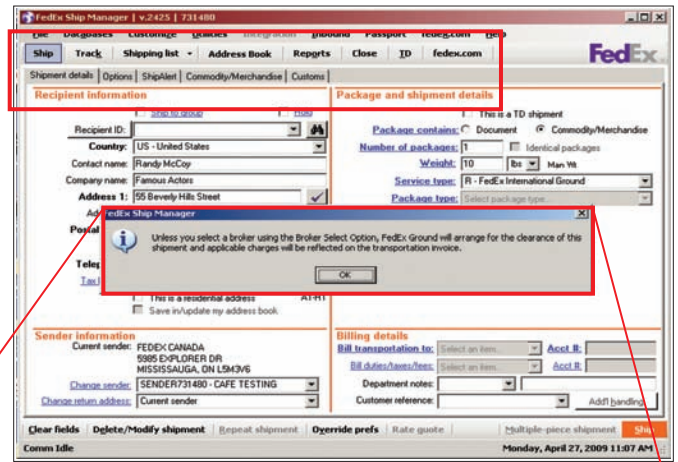
1. Launch FedEx Ship Manager Software.
2. Select the "Shipment Details" tab and complete the "Recipient information", "Sender information" as well as the "Package and shipment details" sections. In the "Package and shipment details" section, select FedEx International Ground™ from the drop-down menu for the "Service Type", and view the message notification that displays:

"Unless you select a broker using the Broker Select Option, FedEx Ground will arrange for the clearance of this shipment and applicable charges will be reflected on the transportation invoice."

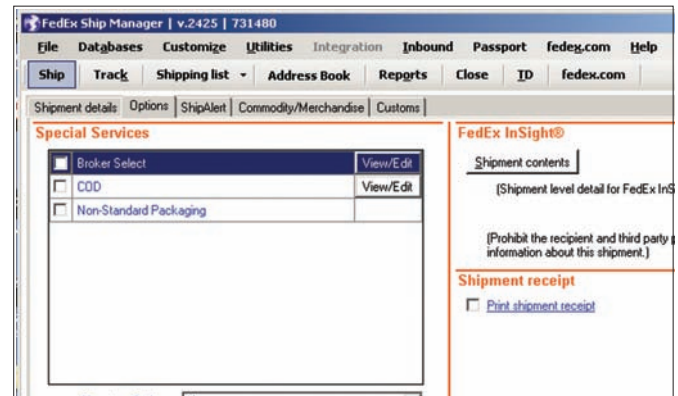
Click "OK" to continue.

Please Note: This is only a notification. You must **follow the steps below to designate your own broker.**

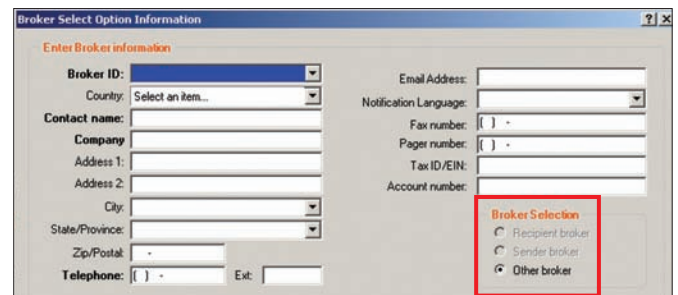
3. Once you have read the notification and clicked "OK", continue to complete all the sections under the "Shipping details" tab and then click on the "Options" tab to designate your own broker.



4. Go to the "Options" tab in the "Special Services" section and click on the "View/Edit" button adjacent to the "Broker Select" option. This will prompt "The Broker Select Option Information" window to pop up.



5. Prior to completing the "Broker Select Option Information" pop-up window, go to "Broker Selection" and choose the "Other Broker" option.



6. Enter a "Broker ID" to identify this broker for future shipments and then complete the remaining fields. Click "OK" once you have completed all the remaining fields.

7. Once you click "OK" you will be presented with the following prompt:

"Do you want to save this broker to the Broker Database?"

If you wish to save the broker information you entered, click "Yes." If you click "No" the broker information you entered will not be saved for future shipments. Once you have made a "Yes/ No" selection you will automatically be directed back to the "Options" tab.

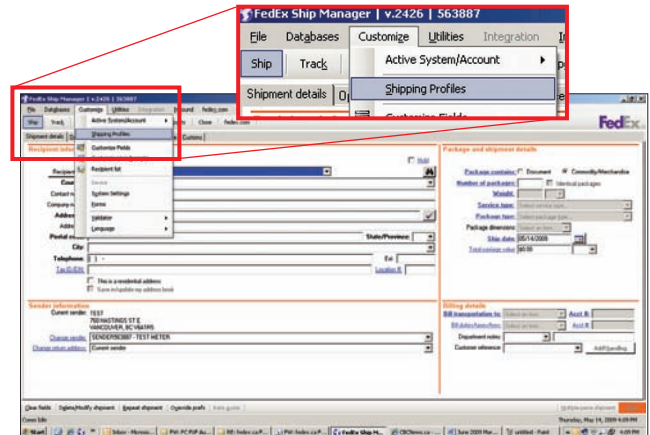
8. When under the "Options" tab you will notice that the checkbox to the left of "Broker Select" has been selected. This indicates that the broker information you have entered has been added to your FedEx International Ground™ shipment.

Please note: If you have saved the broker information to the Broker Database, you will have to repeat steps 5 through 8 to select a broker for future shipments, **unless you save your broker profile as your default.** To save a broker as your default for future FedEx International Ground shipments, see the section "How to Set a Broker Profile as a Default."

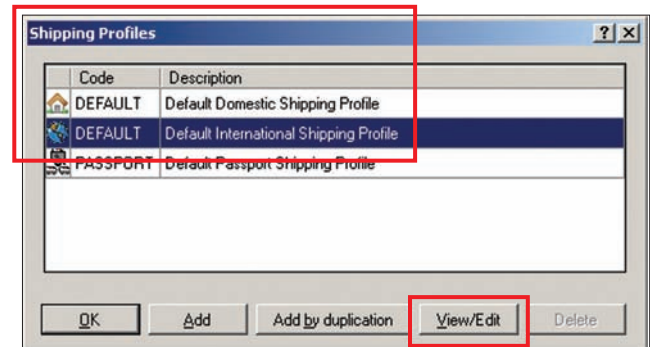
9. You may now continue to create your FedEx International Ground shipment as you would normally.

How to Set a Broker Profile as a Default

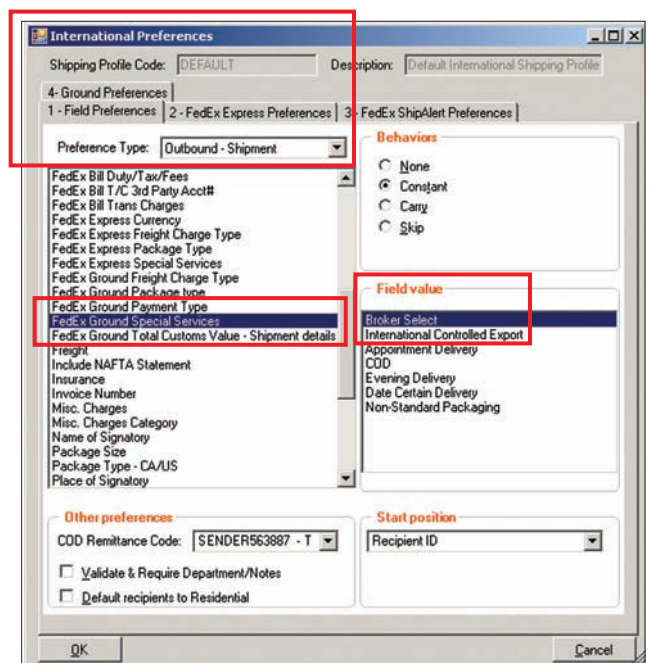
1. Go to the “Customize” tab to set a broker as your default broker for future shipments from a specific sender profile.
2. Under the “Customize” tab, select “Shipping Profiles” to view the “Shipping Profiles” window.



3. From the “Shipping Profiles” window, select the “Default International Shipping Profile” to set a default broker, and then click on the “View/Edit” button which appears below.



4. After you have selected the “View/Edit” button, you will be presented with the “International Preferences” window.
5. Ensure that the drop-down menu adjacent to “Preference Type” is set to “Outbound — Shipment.”
6. In the list of preferences below “Preference Type” select “FedEx Ground Special Service.”
7. Ensure that the Behaviour section is set to “Constant”, then select “Broker Select” from the “Field Value” list.



8. Go back to the list of preferences below “Preference Type” and select “Broker Selection.”
9. Ensure that the Behaviour section is set to “Constant”, then select “Other Broker ID” from the “Field Value” drop-down menu.
10. If you follow the steps above, the “Broker Select” option will be set as a default for your future FedEx International Ground™ shipments.

To set up a specific broker for a “Sender”, go to “Databases” and select “Sender”, then select the preferred “Broker ID” from the list.

