



How to Process a Multiple-Piece Shipment Using FedEx Ship Manager Software™.

To learn how to process your FedEx Express® and FedEx Ground® multiple-piece shipment and obtain a rate quote using the **Multiple-Piece Shipment** feature, review the following steps:

1. Complete the **Shipment Details** screen.
For the weight field:
 - If your shipment contains more than one package and all packages are identical, please check the **Identical Packages** box and enter the individual **per package** weight (Figure A).

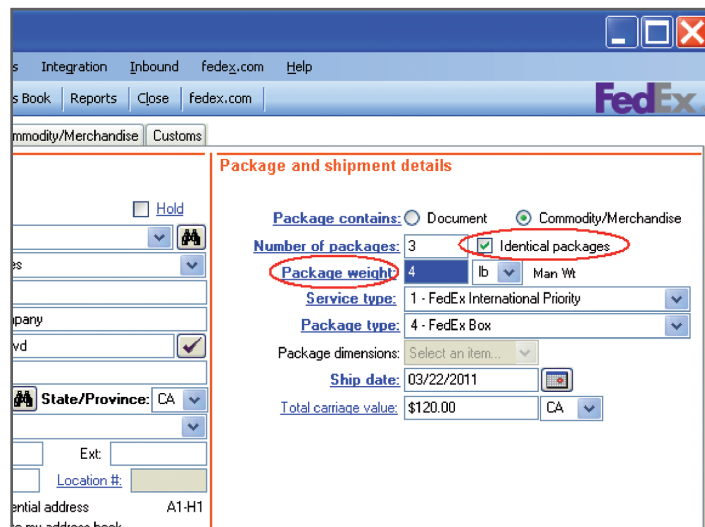


Figure A

- If your shipment contains more than one package and all packages are **not** identical, please enter the **Total** weight of all packages.
Please note that you must enter more than one package in the **Number of Packages** field before the **Multiple-Piece Shipment** feature will be accessible.
2. If any special services are required, please complete the **Options** tab.
 3. If you are processing an intra-Canada shipment, please proceed to step 5.
 4. If you are processing an international shipment, please complete both the **Commodity/Merchandise** and **Customs** tabs.

5. If you selected the **Identical Packages** option, you may view the rate quote on the bottom of the screen. To process the shipment click the **Ship** button at the bottom of the screen. Otherwise, please continue to step 6.

6. Click the **Multiple-Piece Shipment** button on the bottom right of your screen (Figure B).

The screenshot shows the 'Package contains' section with the following details:

- Package contains: Document Commodity/Merchandise
- Number of packages: 3 Identical packages
- Weight: 12 lb Man Wt
- Service type: 1 - FedEx International Priority
- Package type: 4 - FedEx Box
- Package dimensions: Select an item...
- Ship date: 03/22/2011
- Total carriage value: \$120.00 CA

The 'Billing details' section includes:

- Bill transportation to: 1 - Sender Acct #: []
- Bill duties/taxes/fees: 1 - Sender Acct #: []
- Department notes: []
- Customer reference: [] Add'l handling

At the bottom, the 'Multiple-piece shipment' button is circled in red.

Figure B

7. The **Multiple-Piece Shipment Information** window will display (Figure C). Please check **Print labels after I have completed this shipment** and select **Information for each package** (if not already selected).

The screenshot shows the 'Multiple-Piece Shipment Information' window with the following sections:

- Shipment information:**
 - Print labels after I have completed this shipment
 - Information for each package
 - Parse pak
 - Number of packages: 1
 - Total shipment weight: 3.0 lbs
- Shipment summary:**
 - Total shipment weight: 3.00 lbs
 - Total carriage value: \$50.00 CAD
 - Total shipment rate quote: \$45.06 CAD
- Package information - 2 of 3:**
 - Repeat previous package
 - Package Weight: 3 lbs
 - Package dimensions: X2 - Med Box 10 x 10 x 10 in
 - Carriage value: \$50 CAD
 - Customer reference: []
 - P.O. number: []
 - Invoice number: []
 - Shipment ID: []
 - Department notes: []
 - Identical packages
 - Buttons: Shipment contents, Special services, Add'l handling
 - Navigation: k < > > | Add
- Package rate quotes:**
 - Package rate quote: \$18.48 CAD
- Package summary [Total packages: 1]:**

Pkg	Weight	Carriage value
1	3	50

Buttons at the bottom: Cancel, Override preferences, Save & Exit, Rate Quote, Ship.

Figure C

8. Enter the **Package Weight, Package Dimensions** (if applicable), **Carriage Value** (if applicable) for the first package in your shipment.

9. If you have multiple packages that are identical to your first package, check the **Identical Packages** box and enter the number of identical packages you have in the **Number of Packages** field that appears. If they are not identical in weight and size, proceed to step 10.

10. Click the **Add** button.

11. Repeat steps 8 through 10 for each package in your shipment.

12. Your shipment rate quote will appear under the heading **Shipment Summary** in the top right corner of the **Multiple-Piece Shipment Information** window. You can view a breakdown of the quoted rate by clicking the **Rate Quote** button at the bottom of the screen.

13. If you would like to view or edit the information on the shipping tabs before you complete your shipment, click the **Save & Exit** button and make the required changes. To return to the **Multiple-Piece Shipment Information** window, click the **Multiple-Piece Shipment** button at the bottom of your screen.

14. To process your multiple-piece shipment, click the **Ship** button on the bottom right of the **Multiple-Piece Shipment Information** window.

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