

FedEx Automation Tool User Guide

How to edit and update a Korea postal code

*Effective as of April 4, 2016

To find the 5-digit postal code based on the road name address or land-lot number address, please visit [Korea e-Post site](#) and search under the Postal Code Finder.

FedEx Ship Manager Software

1. Before you make a shipment to Korea, please select the recipient ID in Korea and change the current 6-digit postal code to a 5-digit postal code in the "Recipient information".
2. Please click the "Save in/Update Address Book" to save your update of the postal code and complete your shipment.

The screenshot displays the 'Recipient Information' form in the FedEx Ship Manager software. The form is titled 'Recipient Information' and has two radio buttons for 'Single' (selected) and 'Group'. The fields are as follows:

- Recipient ID: KR TEST
- Company Name: FedEx
- Contact Name: FedEx
- * Country: South Korea
- * Address: 19 Yanghwaro
- Mapo-Ku
- * City / Postal code: SEOUL | 12345
- * First Phone: 1234567890
- VAT/Customs ID/EIN #: [Empty]
- ShipAlert email to: [Empty]

At the bottom of the form, there is a checkbox for 'Save in/Update Address Book' which is checked. A red arrow labeled '1' points to the '12345' postal code field, and another red arrow labeled '2' points to the 'Save in/Update Address Book' button. Below the form, there are two checkboxes: '* Please Complete the Mandatory Fields' (checked) and '* Carry info over to next shipment' (unchecked).

If you have a large number of Korean address records and want to update them before the FedEx system accepts the 5-digit postal code, please contact your local Technical Support Helpdesk for assistance.

FedEx Ship Manager at fedex.com

1. Before you make a shipment to Korea, please change the current 6-digit postal code to a 5-digit postal code in the “To” section of the “Prepare a Shipment” page under “Ship”.
2. Please click the “Save changes in address book” and complete your shipment.
3. After finishing the whole shipping process, the postal code will be automatically updated.

2. To [Help](#) **Hide**

* Country/Location: South Korea

Company: FedEx Express

* Contact name: FedEx

* Address 1: 19 Yanghwaro

Address 2: Mapogu

* Postal code: 121888 [Postal code information](#)

* City: Seoul SI MAPO-GU

* Phone no.: 8221234567 ext.

Recipient tax ID:

Save new recipient in address book

Save changes in address book

[Check Government List of Unacceptable Shipping Partners](#)

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FedEx Quick Form

1. Please change the current 6-digit postal code to a 5-digit postal code in the “To” section of the “FedEx Quick Form”.
2. Please click the “Save” icon button to complete the postal code update.

The screenshot shows the FedEx Quick Form interface. At the top, there is a browser toolbar and the FedEx Express logo. The form is titled "FedEx® Quick Form" and includes a language selection dropdown set to "English". The form is divided into two main sections: "1 From" and "2 To".

1 From

Ship date	01/18/2016	FedEx Account Number	Required Field
Sender's Name	Required Field	Phone	Required Field
Company			
Address 1	Required Field		
Address 2			
City	Required Field	ZIP Postal Code	Required Field
Country	Australia	State Province	

2 To

Recipient's Name	FedEx	Phone	8221234567
Company	FedEx Express		
Address 1	Yanghwaro 19, Mapogu		
Address 2			
City	Seoul	ZIP Postal Code	12345
Country	South Korea	State Province	
Recipient's Tax ID Number for Customs Purposes			

A red arrow points to the "12345" ZIP Postal Code field in the "2 To" section, and another red arrow points to the "Save" icon in the browser toolbar.

If you have a large number of Korean address records and want to update them before the FedEx system accepts the 5-digit postal code, please contact your local Technical Support Helpdesk for assistance.