

# FedEx Ship Manager<sup>®</sup> Software Help Guide



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## **Purpose**

This help guide is provided as a supplement to assist those locations equipped with FedEx Ship Manager® in performing the appropriate functions to process dangerous goods and hazardous materials shipments for transport.

## Overview

### ***FedEx Express***

You can ship domestic and international dangerous goods from Canada and the U.S. In the U.S., you can also ship domestic and U.S. territories (e.g., Puerto Rico) commodities.

When you ship dangerous goods via FedEx Express<sup>®</sup>, FedEx Ship Manager Software:

- Checks that the information complies with International Air Transport Association (IATA) Dangerous Goods regulations.
- With built-in IATA tables, the Dangerous Goods database saves you time and provides accurate information.
- Prints the Shipper's Declaration for Dangerous Goods.

Requirements and other important steps for shipping dangerous goods are as follows:

1. Create a FedEx Express shipment.
2. Create a shipping profile.
3. Printer setup.
4. Create a dangerous goods database.

### ***FedEx Ground***

FedEx Ground<sup>®</sup>, FedEx Ship Manager<sup>®</sup> Software helps you provide the proper paperwork and information required for hazardous materials shipments. Requirements and other important steps for shipping hazardous materials are as follows:

1. Create a FedEx Ground<sup>®</sup> shipment.
2. Create a shipping profile.
3. Printer setup.
4. Create a shipment for FedEx Ground.
5. Create a hazardous materials database.
6. Print OP950 Hazardous Materials Certification.

## Create a FedEx Express shipment

To ship dangerous goods using FedEx Express:

1. Select the "Ship" tab.
2. On the "Shipment details" tab complete the "Recipient Information" fields.  
Note: Assign an ID number or name to your recipients to save them in the database.
3. Ensure a check is in the "Save in/Update my address book" box.
4. Complete the "Package and shipment details" section (Select from the dropdown menu).
5. Complete the "Billing details" section.
6. Click the "Options" tab. The "Options" screen displays. Select Dangerous Goods and the "View/Edit Dangerous Goods" displays and defaults to the "Other" screen. Click View/Edit next to the Dangerous Goods option.

**7** Hit Dangerous Goods

1 - Other | 2 - Dangerous goods entry

Regulations: IATA

Title of signatory: \_\_\_\_\_

Name of signatory: \_\_\_\_\_

Place of signatory: \_\_\_\_\_

Emergency telephone: ( ) - Ext. \_\_\_\_\_

Additional handling: \_\_\_\_\_

All Packed in One  
Packing type of outer container: \_\_\_\_\_  
 Consignment of All Packed in One  
Number of completed All Packed In One: 000

Overpacks used  
 Consignment of Overpacks  
Number of completed Overpacks: 000

**Infectious substance shipment information**  
Responsible party: \_\_\_\_\_  
Responsible party telephone: ( ) - Ext. \_\_\_\_\_

OK | Override preferences | Cancel

## Create a FedEx Express shipment (continued)

7. Select tab "1-Other" and complete signatory fields.
8. On tab "2- Dangerous Goods entry" tab, complete either of two options:
  - Select the item of a previously saved DG ID from the drop down menu and proceed. or;
  - Complete the fields of the Dangerous Goods Details section.
9. Complete the "Packing Instruction, Net Quantity, unit of measure and type of packaging" fields. Hit Enter.
10. Select the appropriate Aircraft type.
11. Highlight and select the proper shipping name for your shipment.
12. Click "Add to Shipment" to add dangerous goods information to the "Dangerous Goods in shipment" section.
13. Click OK. The "Options" screen displays.

**View/Edit Dangerous Goods**

1 - Other | 2 - Dangerous goods entry

**Dangerous goods details**

Dangerous goods ID: Select an item... **9**

UN#/ID#: UN 1987

# of packages: 1

Packing instruction: 305

Net quantity/Gross mass: .05 L

Technical name: \_\_\_\_\_

Type of packing: Fibreboard Box

Percentage: 00 %

**Aircraft type**

Passenger and cargo **10**

Cargo aircraft only

Authorization: \_\_\_\_\_

Proper shipping name	Class	Sub risk	PG	1 pkg inst	1 max qty	1 pkg inst	1 max qty	2 ir
Alcohols, n.o.s. <b>11</b>	3		II	305	5 L	Y305	1 L	3 <b>12</b>

1 - Passenger and Cargo Aircraft 2 - Cargo Aircraft Only

Add to shipment

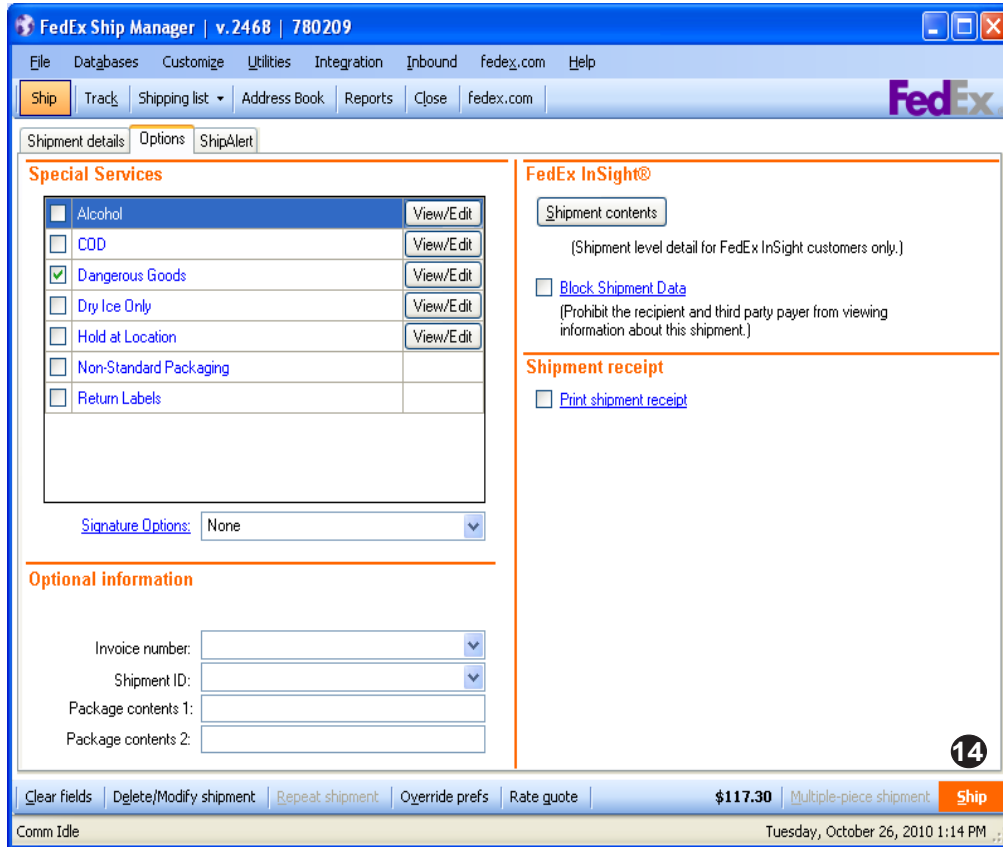
**Dangerous goods in shipment**

Proper shipping name	UN Number	Class	1 pkg inst	Number of Packages	Type of Pkg	Net Quantity	Measurement

Delete | Update | Clear all

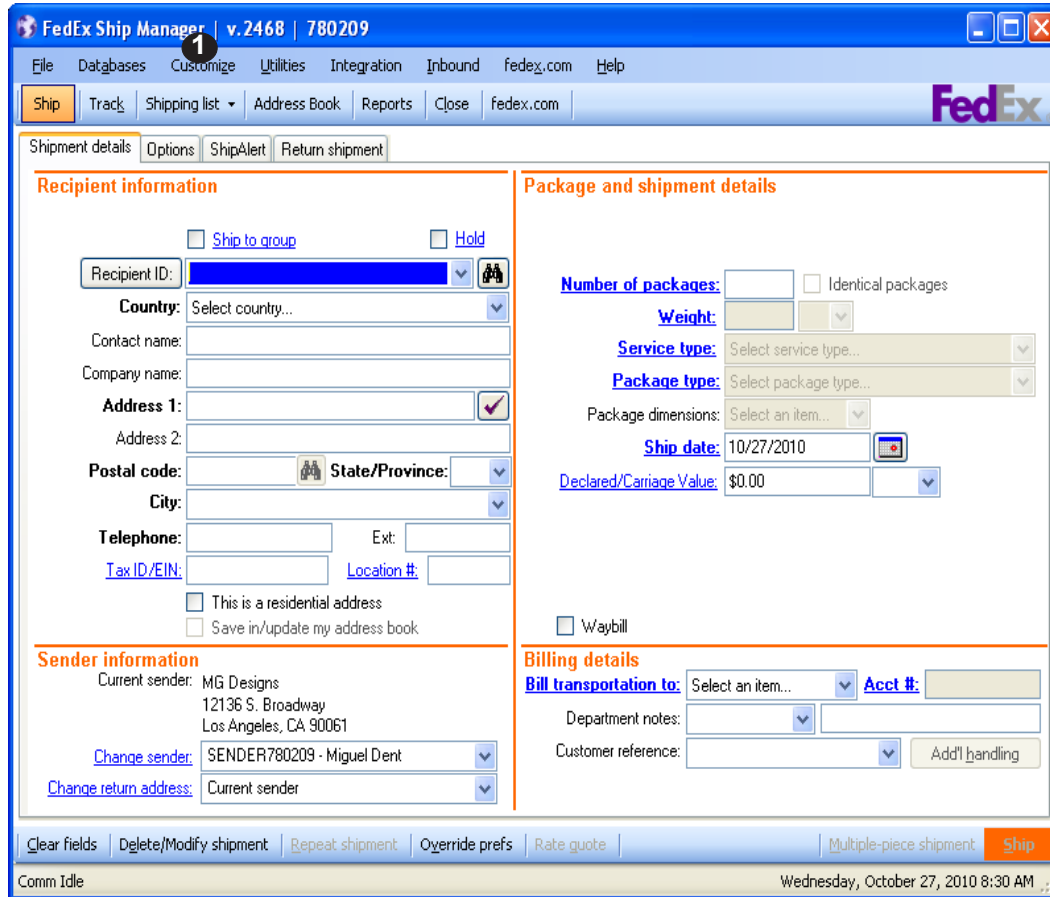
**13**

OK | Override preferences | Cancel



## Create a FedEx Express shipment (continued)

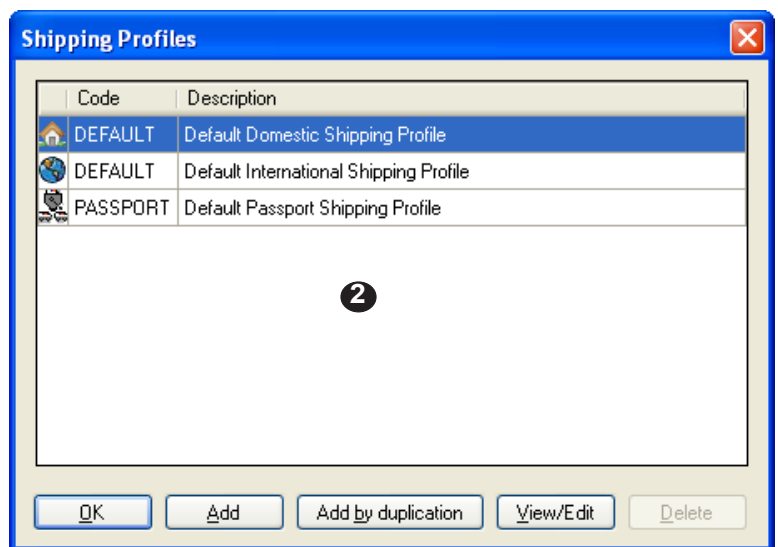
14. The “Special Services” section of the Option tab will appear with Dangerous Goods checked. Click the “Ship” button to create the shipping label and Shipper’s Declaration for Dangerous Goods.



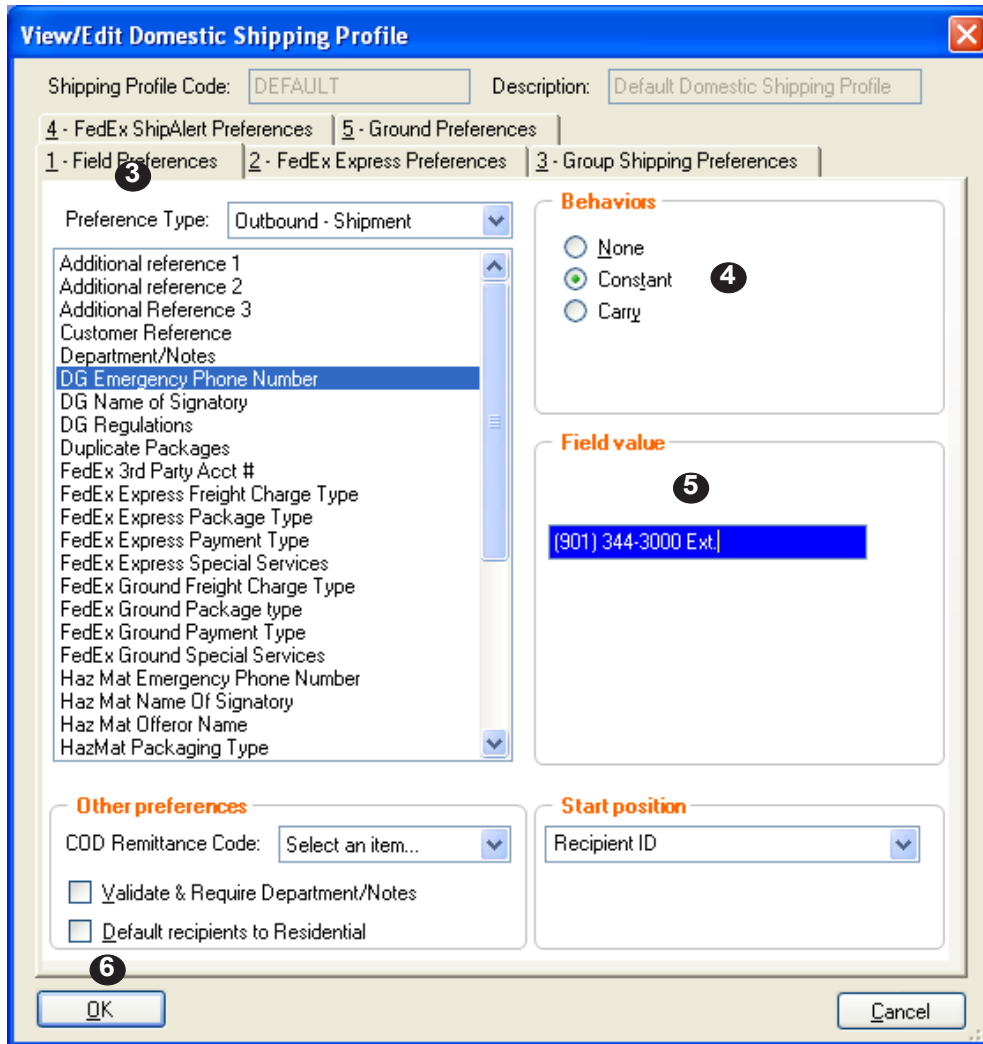
## Create a Shipping Profile

To set up a profile that information will be stored for future shipments, do the following:

1. Select "Shipping Profiles" from the Customize drop-down menu.
2. The "Shipping Profiles" window displays. Highlight Default Domestic Shipping Profile and click "View/Edit".

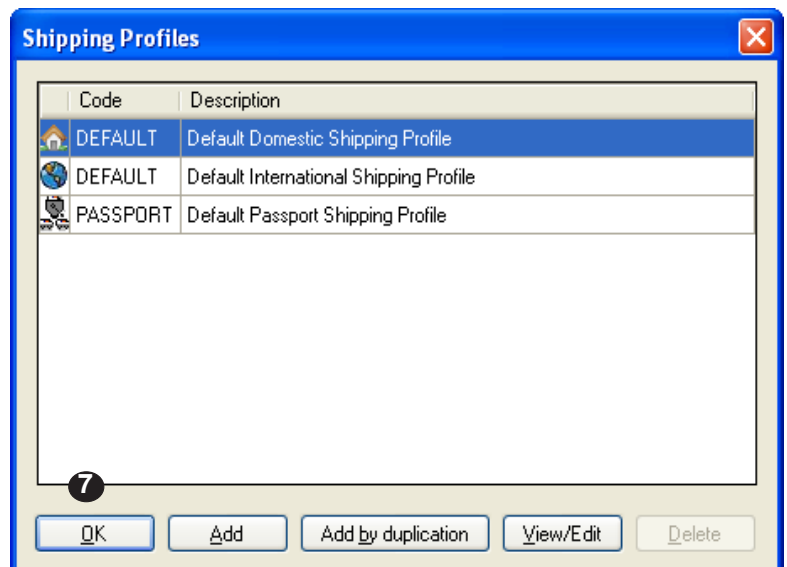






## Create a Shipping Profile (continued)

3. The “1- Field Preferences” tab will display. Select the preference type you would like to set up. Continue to click on each preference that you want to save for your shipping profile.
4. In the “Behavior” section click on “Constant” to set up the default settings.
5. Depending on the preference type, the “Field Value” section may need to be completed (if applicable).
6. When all fields have been completed, click “OK”.
7. The Shipping Profiles window will display, click “OK” to save preferences.



# FedEx Ship Manager Software

The screenshot shows the FedEx Ship Manager software interface. The title bar reads "FedEx Ship Manager | v.2468 | 780209". The menu bar includes "File", "Databases", "Customize", "Utilities", "Integration", "Inbound", "fedex.com", and "Help". The main menu has "Ship" (highlighted), "Track", "Shipping" (with a circled '1'), "Address Book", "Reports", "Close", and "fedex.com". The FedEx logo is in the top right corner.

Below the menu is a "Shipment details" tab with sub-tabs for "Options", "ShipAlert", and "Return shipment". The interface is divided into four main sections:

- Recipient information:** Includes fields for Recipient ID (with a circled '1'), Country, Contact name, Company name, Address 1, Address 2, Postal code, State/Province, City, Telephone, and Ext. There are checkboxes for "Ship to group", "Hold", "This is a residential address", and "Save in/update my address book".
- Package and shipment details:** Includes fields for Number of packages, Weight, Service type, Package type, Package dimensions, Ship date (10/27/2010), and Declared/Carriage Value (\$0.00). There is a checkbox for "Waybill".
- Sender information:** Shows "Current sender: MG Designs, 12136 S. Broadway, Los Angeles, CA 90061". It includes links for "Change sender" (to "SENDER780209 - Miguel Dent") and "Change return address" (to "Current sender").
- Billing details:** Includes "Bill transportation to" (a dropdown), "Acct #", "Department notes", and "Customer reference" (with an "Add'l handling" button).

At the bottom, there are buttons for "Clear fields", "Delete/Modify shipment", "Repeat shipment", "Override prefs", "Rate quote", "Multiple-piece shipment", and "Ship". The status bar shows "Comm Idle" and "Wednesday, October 27, 2010 8:30 AM".

## Printer Setup

To setup a printer for shipments, do the following:

1. Select "Forms" from the Customize drop-down menu.
2. The Forms Settings window will display. Highlight the Report or Label type you wish to setup.
3. Click "Change".

The screenshot shows the "Form Settings" dialog box. It has a title bar with a question mark and a close button. The "Form settings" section contains a table with the following data:

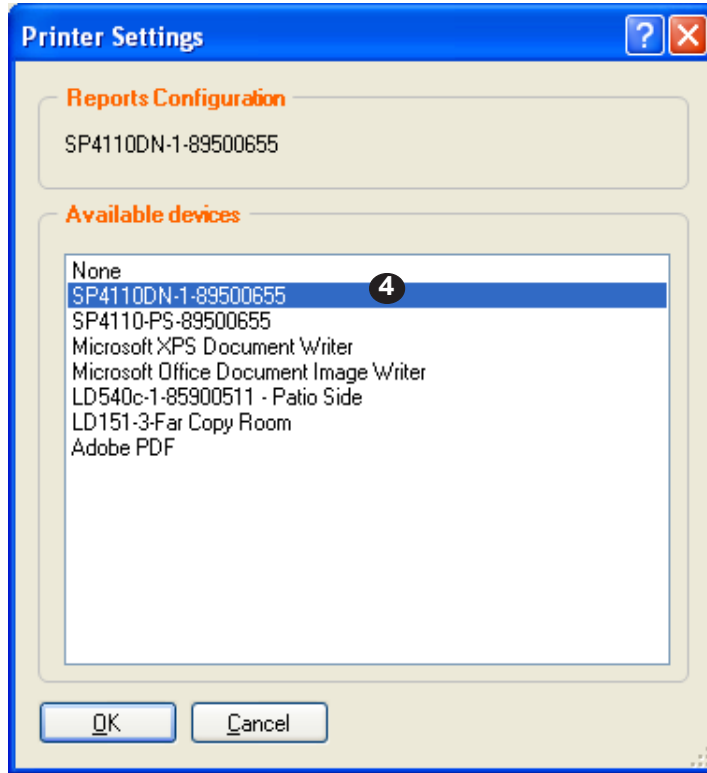
Label/Report Type	Printer/Device
Reports	SP4110DN-1-89500655
FedEx Express Domestic Labels	SP4110DN-1-89500655
FedEx Ground Domestic Labels	SP4110DN-1-89500655
FedEx Express International Labels	SP4110DN-1-89500655
Logs	SP4110DN-1-89500655
FedEx LTL Freight Labels	SP4110DN-1-89500655
FedEx LTL Freight Bill of Lading	SP4110DN-1-89500655

A circled '2' is next to the "Reports" row. Below the table is a "Change" button with a circled '3'.

The "Commercial invoice letterhead settings" section has a "Paper type" section with three radio buttons: "Plain paper" (selected), "Letterhead used for all Commercial Invoices", and "Letterhead used only for Commercial Invoices requiring".

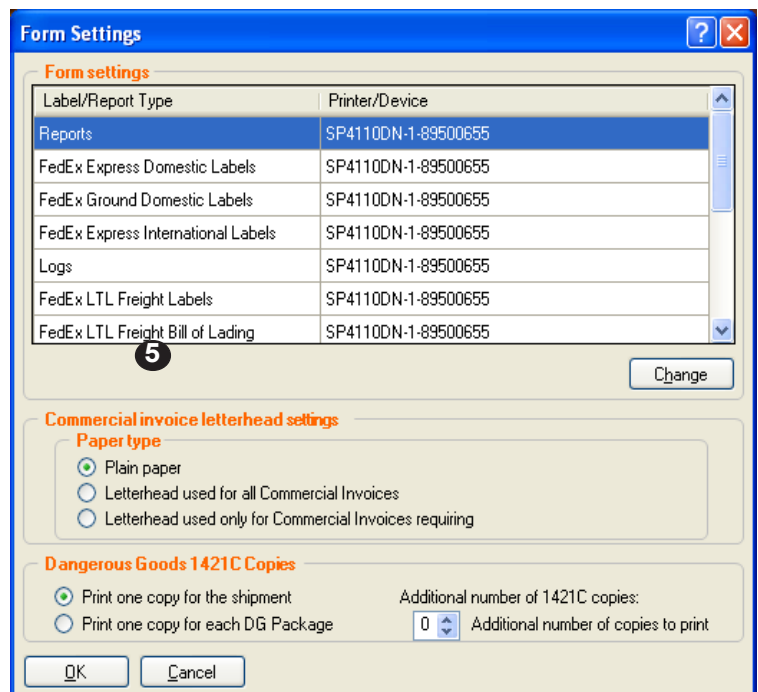
The "Dangerous Goods 1421C Copies" section has two radio buttons: "Print one copy for the shipment" (selected) and "Print one copy for each DG Package". To the right, there is a field for "Additional number of 1421C copies:" with a value of "0" and a spin button. Below it is a field for "Additional number of copies to print".

At the bottom are "OK" and "Cancel" buttons.



### Printer Setup (continued)

4. Choose the printer where you would like your reports/labels to print and click "OK".
5. Repeat step(s) to specify printer for each form and click "OK".



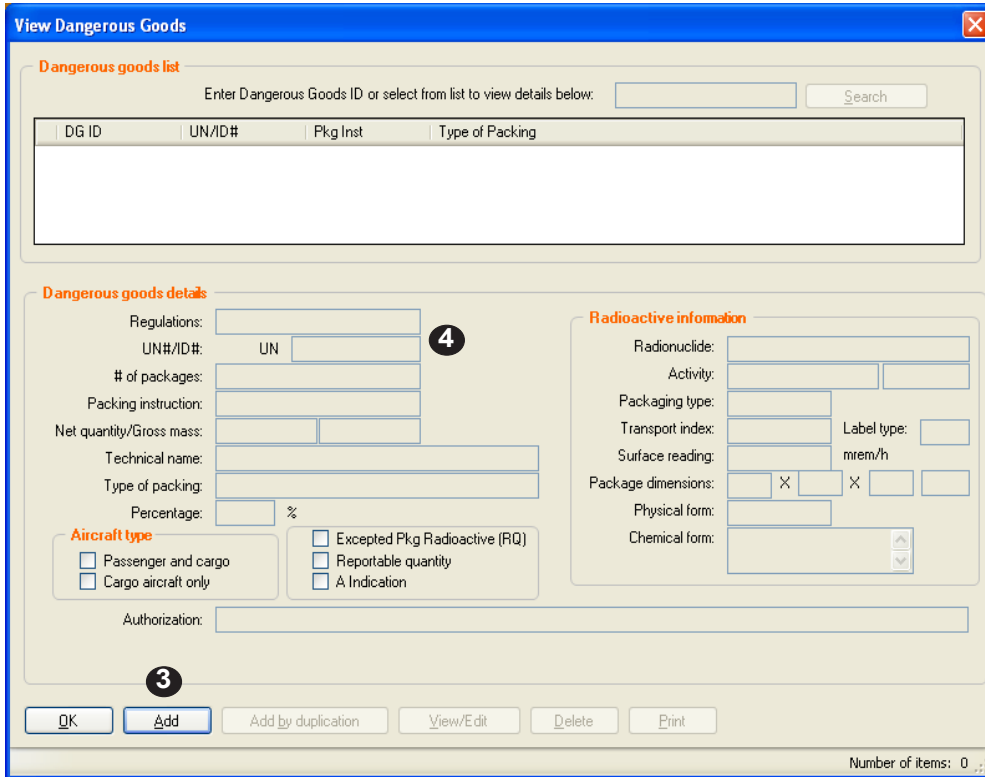
The screenshot shows the FedEx Ship Manager software interface. The title bar reads "FedEx 1 Manager | v.2468 | 780209". The menu bar includes "File", "Databases", "Customize", "Utilities", "Integration", "Inbound", "fedex.com", and "Help". The main toolbar has buttons for "Ship", "Track", "Shipping list", "Address Book", "Reports", "Close", and "fedex.com". The interface is divided into several sections:

- Recipient information:** Includes fields for Recipient ID (with a circled '2'), Country, Contact name, Company name, Address 1, Address 2, Postal code, State/Province, City, Telephone, Ext., Tax ID/EIN, and Location #. There are checkboxes for "Ship to group", "Hold", "This is a residential address", and "Save in/update my address book".
- Package and shipment details:** Includes fields for Number of packages, Weight, Service type, Package type, Package dimensions, Ship date (set to 10/27/2010), and Declared/Carriage Value (\$0.00). There is a checkbox for "Waybill".
- Sender information:** Shows current sender details: MG Designs, 12136 S. Broadway, Los Angeles, CA 90061. It includes "Change sender" and "Change return address" options.
- Billing details:** Includes "Bill transportation to" (Select an item...), Acct #, Department notes, and Customer reference (with an "Add'l handling" button).

At the bottom, there is a toolbar with buttons: "Clear fields", "Delete/Modify shipment", "Repeat shipment", "Override prefs", "Rate quote", "Multiple-piece shipment", and "Ship". The status bar at the very bottom shows "Comm Idle" and "Wednesday, October 27, 2010 8:30 AM".

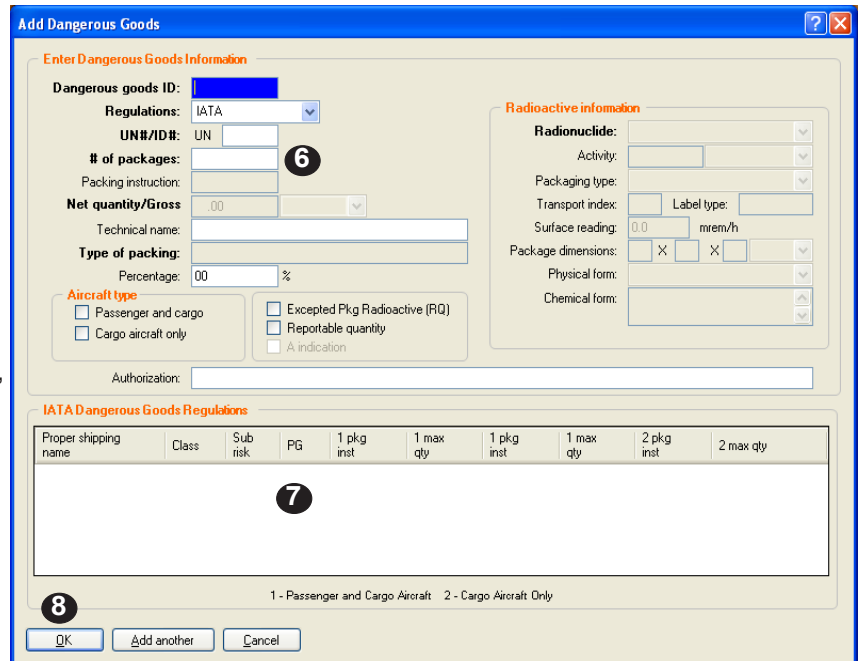
## Create a Dangerous Goods Database

1. Select "Dangerous Goods" from the Databases drop-down menu to add dangerous goods commodities to the database.
2. The View Dangerous goods box will display. There are two choices to add dangerous goods to the database:
  - Select dangerous goods from the drop-down list of previously saved shipments or
  - Complete the "Recipient Information" section.



## Create a Dangerous Goods Database (continued)

3. Click "Add". The Add Dangerous Goods box will display
4. Complete the "Dangerous Goods details" section.
5. All applicable proper shipping names will display in the IATA Dangerous Goods Regulations box. Select the item you are shipping.
6. Complete the number of packages, Packing Instruction, Net Quantity, unit of measurement, Technical name (if applicable) and type of packing, Select Aircraft type and click "OK".
7. The new item will display under "IATA Dangerous Goods Regulations" section.
8. Verify and click "OK".



**FedEx Ship Manager | v.2471 | 780209**

1 Databases Customize Utilities Integration Inbound fedex.com Help

Ship Track Shipping list Address Book Reports Close fedex.com

Shipment details Options ShipAlert

**Recipient information**

Ship to group  Hold

Recipient ID: TEST

Country: US - United States

Contact name: John Doe

Company name: FedEx

Address 1: 3875 Airways Blvd

Address 2:

Postal code: 38116 State/Province: TN

City: MEMPHIS

Telephone: (901) 344-3000 Ext:

Location #:

This is a residential address A1-H1

Save in/update my address book

**Package and shipment details**

Number of packages: 1  Identical packages

Weight: 1 lbs Man Wt

Service type: R - FedEx Ground Service

Package type: 1 - Your Packaging

Package dimensions: Select an item...

Ship date: 10/27/2010

Declared value: \$ USD

**Sender information**

Current sender: MG Designs  
12136 S. Broadway  
Los Angeles, CA 90061

Change sender: SENDER780209 - Miguel Dent

Change return address: Current sender

**Billing details**

Bill transportation to: 1 - Sender Acct #: 410095106

Department notes:

Customer reference: Add'l handling

P.O. number:

Clear fields Delete/Modify shipment Repeat shipment Override prefs Rate quote \$5.97 Multiple-piece shipment Ship

Comm Idle Wednesday, October 27, 2010 1:45 PM

## Create a FedEx Ground shipment

To ship hazardous materials using FedEx Ground:

1. Select the "Ship" tab.
2. On the "Shipment details" tab complete fields for "Recipient ID".  
Note: Assign an ID number or name to your recipients to save them in the database.
3. Ensure a check is in the "Save in/Update my address book" box.
4. Complete the "Package and shipment details" (Select from the dropdown menu)
5. Complete the "Billing details" fields.
6. Click the "Options" tab, Select Hazardous Materials and the Add Hazardous Materials box will display.

**FedEx Ship Manager | v.2471 | 780209**

File Databases Customize Utilities Integration Inbound fedex.com Help

Ship Track Shipping list Address Book Reports Close fedex.com

Shipment details Options ShipAlert

**Special Services**

Dry Ice Only

COD View/Edit

Hazardous Materials View/Edit

Non-Standard Packaging

Return Labels

Ground ORM-D

Small Quantity Exception (SQE)

Lithium Battery

Signature Options: None

**Optional information**

Invoice number:

Shipment ID:

Delivery instructions:

**FedEx InSight®**

Shipment contents

(Shipment level detail for FedEx InSight customers only.)

**Shipment receipt**

Print shipment receipt

Clear fields Delete/Modify shipment Repeat shipment Override prefs Rate quote \$5.97 Multiple-piece shipment Ship

Comm Idle Wednesday, October 27, 2010 1:47 PM

## Create a FedEx Ground shipment (continued)

7. On the “Add Hazardous Materials” box complete the “Enter hazardous materials commodity information” section by one of two options:
  - If the Hazards Materials ID is from a previously saved shipment, select the item from the drop down menu and proceed.
  - If not, complete the UN/ID# and number of packages fields.
8. Highlight and select the proper shipping name for your shipment.
9. Complete “Technical name” if required and “Commodity weight”.
10. Click “Add to Package” and your Hazardous material information will display under the “Hazardous materials in package” section.
11. Complete the “Enter the hazardous materials package information” section.
12. Click “OK”.
13. The “Special Services” Box should reappear and click “Ship” to generate shipment.

DOT Proper Shipping Name	PG	Label Type	Restrictions	Hazard Class
Corrosive liquids, n.o.s.	I	CORROSIVE		8
Corrosive liquids, n.o.s.	II	CORROSIVE		8
Corrosive liquids, n.o.s.	III	CORROSIVE		8

The screenshot displays the FedEx Ship Manager software interface. The title bar reads "FedEx Ship Manager | v.2468 | 780209". The menu bar includes "File", "Databases", "Customize", "Utilities", "Integration", "Inbound", "fedex.com", and "Help". The main navigation bar has buttons for "Ship", "Track", "Shipping list", "Address Book", "Reports", "Close", and "fedex.com". The "Ship" button is highlighted with a circled "1".

The interface is divided into several sections:

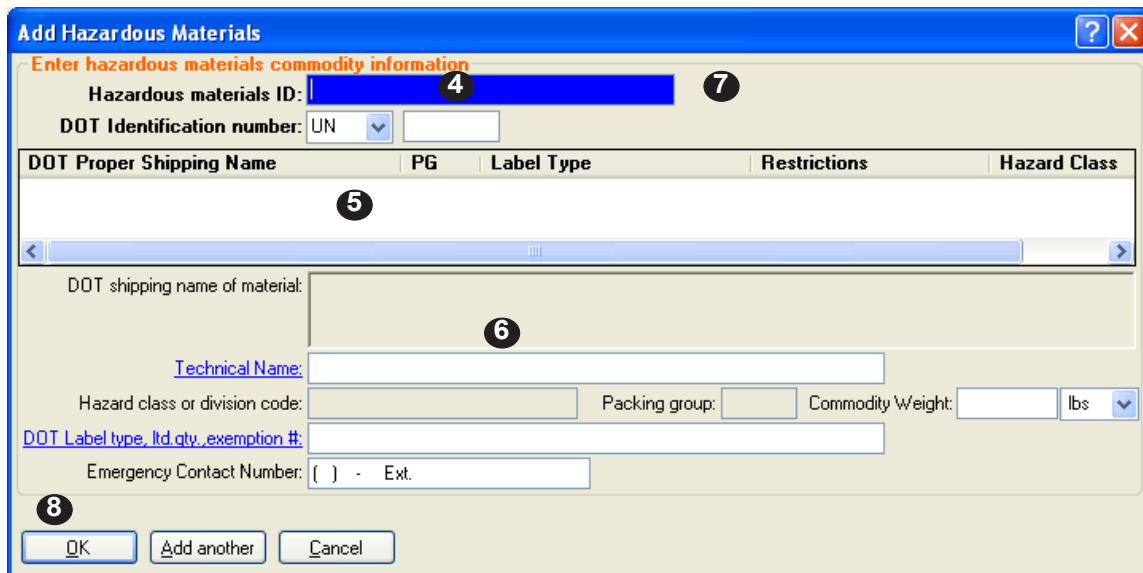
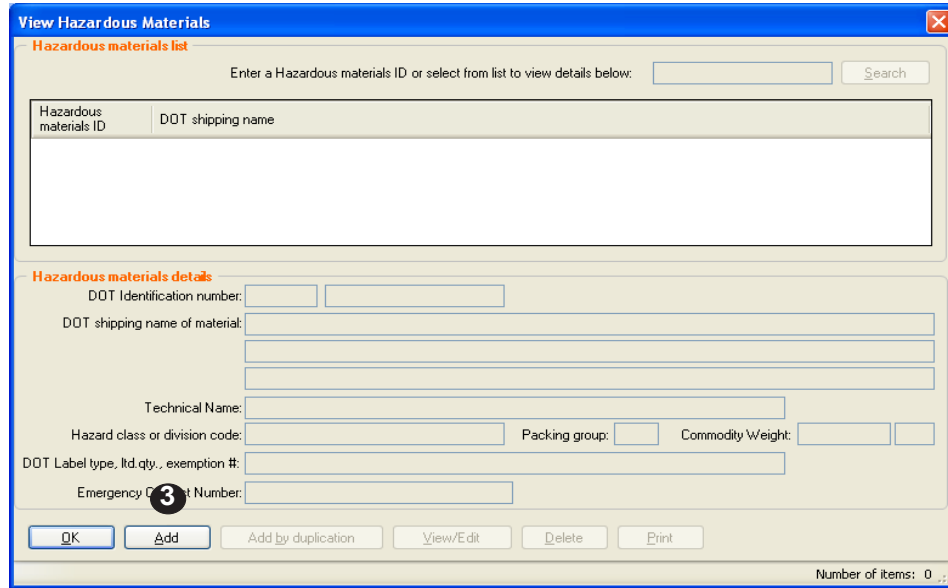
- Recipient information:** Includes fields for Recipient ID (with a circled "2"), Country, Contact name, Company name, Address 1, Address 2, Postal code, State/Province, City, Telephone, and Ext. There are checkboxes for "Ship to group", "Hold", "This is a residential address", and "Save in/update my address book".
- Package and shipment details:** Includes fields for Number of packages, Weight, Service type, Package type, Package dimensions, Ship date (10/27/2010), and Declared/Carriage Value (\$0.00). There is a checkbox for "Waybill".
- Sender information:** Shows "Current sender: MG Designs, 12136 S. Broadway, Los Angeles, CA 90061". It includes "Change sender" (SENDER780209 - Miguel Dent) and "Change return address" (Current sender) buttons.
- Billing details:** Includes "Bill transportation to" (Select an item...), "Acct #", "Department notes", and "Customer reference" fields. There is an "Add'l handling" button.

At the bottom, there is a toolbar with buttons: "Clear fields", "Delete/Modify shipment", "Repeat shipment", "Override prefs", "Rate quote", "Multiple-piece shipment", and "Ship". The status bar at the very bottom shows "Comm Idle" and "Wednesday, October 27, 2010 8:30 AM".

## Create a Hazardous Materials Database

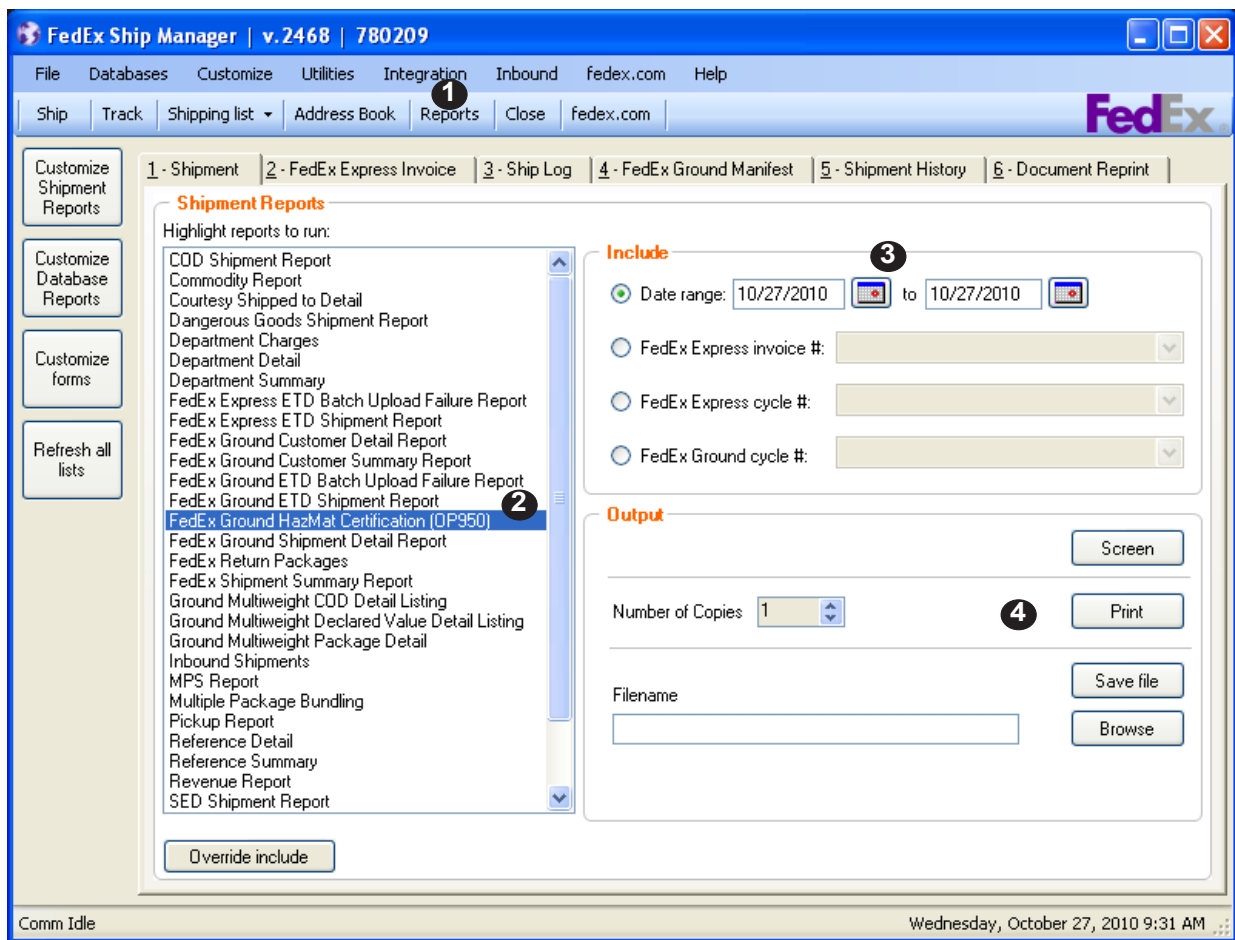
1. Select "Hazardous Materials" from the Databases drop-down menu to add hazard materials commodities to the database.
2. The "View Hazardous Materials" box will display. There are two choices to add hazardous materials IDs to the database:
  - Select Hazardous Materials ID from the drop-down list of previously saved shipments or
  - Enter the Hazardous Materials ID in the field.





## Create a Hazardous Material Database (continued)

3. Click "Add". The "Add Hazardous Materials" box will display
4. Complete the "Enter hazardous materials commodity information" section.
5. All applicable proper shipping names will display in the "DOT Proper Shipping name" box. Select the item you are shipping.
6. Complete the "Commodity Weight, unit of measurement, Technical name (if applicable)" and click "OK".
7. The new item will display under Hazardous Materials list.
8. Verify and click "OK".



## Print OP950 Hazardous Materials Certification

1. From the FedEx Ship Manager Main Menu, select the "Reports" tab.
2. From the "Shipment Reports," highlight FedEx Ground Hazmat Certification (OP950)
3. Select the applicable fields in the "Include" section.
4. In the "Output" section, click "Print" to print or "Screen" to view the OP950 prior to printing.