# FedEx Shipping Tool Instructions - Canadian Shipments

1. Log into the FedEx Shipping Tool using the user name and password provided to you by Purchasing Services:



### fedex.com Login

for access to FedEx Ship Manager® at fedex.com

Reminder: If you require a pickup, you must request one by selecting the Schedule a Pickup option.

Registered fedex.com Users	New fedex.com Users
() IMPORTANT	Sign Up Now!
Por best results, please disable your pop-up blocker.  Enter your user ID and password to login     * User ID     * Password	Register for fedex ca and choose the account option that meets your needs. Ship online, and access many fedex ca online services with a single user ID and password.
Remember my user ID on this	

Loglobal Home | Service Info | About FedEx | Careers | Internet Privacy Policy | Privacy Code | Terms of Use | Federal Express Canada Ltd, and FedEx. All rights reserved © 1995-2012 FedEx

## 2. The country in Box 2 should say 'Canada':

1. From	⊘ <u>Help</u> ⊞ Edit	4. Billing Details	⑦ Help   Hide
Irene Fraser-Kealey Drive, Ottawa, Ontar	, 609 Robertson Hall, 1125 Colonel By 10, K1S5B6, Canada	* Bill transportation to Carlet * Your reference	Ion University-505 🔹
2. To	⊘ <u>Help</u> ⊡ <u>Hide</u>	More reference fields	
* Country/Location Company	Canada Select or enter	Special Services (option	onal) ⑦ Help 🗉 Edit
* Contact name	Select or enter	Select additional services for y	our snipment
* Address 1 Address 2 * City		5. Pickup/Drop-off      Schedule a pickup      Drop off package at a Fee	② <u>Help</u> ⊡ <u>Hide</u> JEx location
* Province	Select -	O Use an already scheduled	I pickup at my location
* Postal code		Pickup Address	Edit
* Phone no.	ext. Perform detailed address check This is a residence Save new recipient in address book	Irene Fraser-Kealey, 609 Ro Ottawa, Ontario, K1S586, Ca Package Information Please select a service type before proceeding with your	bertson Hall, 1125 Colonel By Drive, anada E <u>Edit</u> in Package and Shipment Details pickup request.

### 3. Fill in the address your package is being sent to in Box 2:

* Country/Location	Canada		
Company	Ganada	Special Services (optional) ② Help 🗉 Edit	
Company	Select of enter	Select additional services for your shinment	
* Contact name	John Smith	ociect additional actifices for your aniphent	
* Address 1	100 Main Street	5. Pickup/Drop-off ② Help 🖂 Hide	
Address 2		Schedule a pickup	
* City	Ottawa	Drop off package at a FedEx location	
* Province	Ontario	Use an already scheduled pickup at my location	
* Postal code	K1S 2G1	Pickup Address   Edit	
* Phone no.	6135555555 ext.	Irene Fraser-Kealey, 609 Robertson Hall, 1125 Colonel By Drive	
	Perform detailed address check	Package Information	
	Inis is a residence     Save new recipient in address book	Please select a service type in Package and Shipment Details before proceeding with your pickup request.	
3. Package & S	Shipment Details ② Help 🗆 Hi	E-mail Notifications (optional) ⑦ Help 🗉 Edit	
* Service type	Select	Send an e-mail to yourself, the recipient or others indicating the	
* Package type	Select	status of your shipment.	
* No. of packages	1	Pates & Transit Times (optional) @ Help @ Edit	
* Weight @	kgs 🔻	Rates & Hansit Times (optional)	
Declared value @	Canadian Dollars	View your rates and transit times based on your selections.	
* Chin data	01/12/2012		

4. Select the service type, the package type, number of packages and the weight in Box 3:

* Postal code	K1S 2G1	Pickup Address Edit
* Phone no.	6135555555 ext. Perform detailed address check This is a residence Save new recipient in address book	Irene Fraser-Kealey, 609 Robertson Hall, 1125 Colonel By Drive, Ottawa, Ontario, K1S5B6, Canada         Package Information         Edit         FedEx Express, 01/12/2012, 11:30 a.m 6:00 p.m., 1 packages
3. Package &	& Shipment Details @ Help 🗆 Hide	E-mail Notifications (optional)
* Service type * Package type	Priority Overnight	Send an e-mail to yourself, the recipient or others indicating the status of your shipment.
* No. of packages		Rates & Transit Times (optional)
Declared value G	2 5 Canadian Dollars 01/12/2012	6. Complete your Shipment © Help
		Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.

- Please note:
  Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
  By clicking the Ship/Continue button, you agree to the FedEx Ship Manager at fedex com Terms of Use and the FedEx terms of shipping in the applicable FedEx Service Guide and the Shipper's Terms and Conditions for FedEx Express international shipments.
  By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of the terms of terms of the terms of the terms of the terms of terms of

5. Put the Fund and Org you want this shipment billed to in the 'Your reference' field in Box 4:

1. From	⊘ <u>Help</u> ⊞ <u>Edi</u>	4. Billing Details
Irene Fraser-Kealey Drive, Ottawa, Onta	r, 609 Robertson Hall, 1125 Colonel By rio, K1S5B6, Canada	* Bill transportation to Carleton University-505       Your reference 100000-999
2. To	🖉 <u>Help</u> 🖂 <u>Hide</u>	More reference fields
* Country/Location Company	Canada   Select or enter	Special Services (optional) ② Help 🗉 Edit
* Contact name Joh	John Smith	Select additional services for your shipment
* Address 1 Address 2 * City	100 Main Street	5. Pickup/Drop-off          Ø Help          Hide             Schedule a pickup
* City * Province * Postal code * Phone no.	Ontario -	<ul> <li>Drop off package at a FedEx location</li> <li>Use an already scheduled pickup at my location</li> </ul>
	K1S 2G1	Pickup Address
	Perform detailed address check	Irene Fraser-Kealey, 609 Robertson Hall, 1125 Colonel By Drive, Ottawa, Ontario, K1S5B6, Canada
	This is a residence	Package Information
	Save new recipient in address book	FedEx Express, 01/12/2012, 11:30 a.m 6:00 p.m., 1 packages
3. Package & S	Shipment Details 💿 Help 🗆 Hide	E-mail Notifications (optional)

6. In Box 5, you will see your office location. If you want to change the latest time for the pickup of your package, click the edit button. **NOTE**: If you do not see a time for pick up, select the 2<sup>nd</sup> option 'Drop off package at a FedEx location' THEN go back and select 'Schedule a pickup'. This will refresh the box and you should then see the pickup time:

* City	New York	5. Pickup/Drop-off
* State * ZIP * Phone no. Recipient tax ID	New York  I0005  6465555555 ext.  Perform detailed address check  This is a residence  Save new recipient in address book	Schedule a pickup Drop off package at a FedEx location Use an already scheduled pickup at my location Pickup Address Irene Fraser-Kealey, 609 Robertson Hall, 1125 Colonel By Onixe, Ottawa, Ontario, K155B6, Canada Package Information Edit Edit
3. Package & S * Service type * Package type	hipment Details ② Help □ Hide International Priority Box	E-mail Notifications (optional) ② Help 🗄 Edit Send an e-mail to yourself, the recipient or others indicating the
* No. of packages * Weight ②	1 • 2 Ibs •	Rates & Transit Times (optional)
Declared value @	Select         •           25         Canadian Dollars         •           01/12/2012         (m)	View your rates and transit times based on your selections.  6. Continue your Shipment
* Package contents * Shipment purpose * Total customs value	Documents     Products/Commodities     Commercial     T     Canadian Dollars	Save for later Continue

7. Select the latest time you want your package to be picked up:

* Phone no.	6465555555 ext.	Use an already sch	2:00 p.m. 2:30 p.m.	cation
Recipient tax ID		Pickup Address	3:00 p.m. 3:30 p.m.	Ed
	Perform detailed address check This is a residence	Irene Fraser-Kealey Ottawa, Ontario, K1S Package Informati	4:30 p.m. 5:00 p.m. 5:30 p.m. 6:00 p.m.	25 Colonel By Drive
	Save new recipient in address book	Pickup Type	6:30 p.m. 7:00 p.m. 7:30 p.m. 8:00 p.m.	
3. Package & S	hipment Details ⑦ Help 🗆 Hide	* Total no. of packages	8:30 p.m. 9:00 p.m.	
* Service type	International Priority 🔻	* Total weight	9:30 p.m. 10:00 p.m.	•
* Package type	Box	* Pickup date	10:30 p.m. 11:00 p.m.	
* No. of packages	1 •	* Ready time	11:30 p.m. 12:00 a m.	
* Weight ⊘	2 Ibs 👻	* Latest time available	6:00 p.m. 👻	<u>J</u>
Dimensions	Select 👻	Location of packages or special instructions		
Declared value Ø	25 Canadian Dollars -		(Not to exceed 25 cha	racters)
* Ship date	01/12/2012			
* Package contents	Documents     Products/Commodities	E-mail Notificatio	ns (optional)	🗇 <u>Help</u> 🕀 Edi
* Shipment purpose	Commercial •	Send an e-mail to yours	self, the recipient or oth	hers indicating the
* Total customs value	25 Canadian Dollars -	status of your shipment	1	
	S Currency Converter	Rates & Transit 1	imes (optional)	⊘ <u>Help</u> 🗉 Edi
		View your rates and to	ransit times based on	your selections.
-		6. Continue vou	r Shinment	(7) Heli

## 8. Click the 'Ship' button in Box 6:

	Flibity Overlight	* Ready time
* Package type	FedEx Envelope	• 11.30 a.m.
* No. of packages	1 .	<ul> <li>Latest time available 4:30 p.m. ▼</li> </ul>
* Weight @	1 Ibs 🔻	Location of packages or special instructions
Declared value @	5 Canadian Dollars	(Not to exceed 25 characters)
* Ship date	01/12/2012	
		E-mail Notifications (optional)
		Send an e-mail to yourself, the recipient or others indicating the status of your shipment.
		Patas & Transit Times (antional)
		Rates & Transit Times (optional)
		View your rates and transit times based on your selections.
		View your rates and transit times based on your selections.  6. Complete your Shipment @ Help

### Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the <u>FedEx Ship Manager at fedex com Terms of Use</u> and the FedEx terms of shipping in the applicable <u>FedEx Service Guide</u> and the <u>Shipper's Terms and Conditions for FedEx Express international shipments</u>.
  By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of
  whether your shipment contains Dangerous Goods, see the <u>Help</u> for more information. To ship FedEx Express Dangerous Goods, you must
  select "Dangerous Goods" in the Special services section.

### 9. Review the information in the Confirmation box that appears and click 'Ship':

Outbo	ound Shipment			⑦ Help
From	Irene Fraser-Kealey Carleton University 609 Robertson Hall 1125 Colonel By Drive Ottawa, ON Canada K1S5B6 6135203622	Ship date Service type Package type Number of packages Total weight Dimensions Declared value Bill transportation to Your reference Pickup/Drop-off	01/12/2012 Priority Overnight FedEx Envelope 1.0 1.00 lbs 5.0 CAD Carleton University-505 100000-999 New pickup requested	
то	John Smith 100 Main Street	P.O. no. Invoice no. Department no. Special Services		
	Ottawa, ON			
	Canada			
	K1S 2G1			
	6135555555			
				Ed t Ship

10. Confirm that you received a FedEx tracking number AND a pickup confirmation number. Print the waybill and attach it to your shipment:

edEx Ship Manager ®		Logout	?	Help
epare Shipment 🗢 Ship History	My Lists 🗸 Reports	My Profile	Administratio	m
Prepare a shipment 3) Enter shipping information 2 Print label(s	i)			
Thank you for shipping with FedEx. Your t	racking number: 797940056941 You	r pickup confirmation n	unber: YOWA2	44
Label				
			1 6	1000
	snipment Cancel snipment Repeat las	create New View pi	ckup confirmat	lion
From: (613) 520-3622 Origin ID: YOWA	Ship Date: 12JAN12			
rene Fraser-Kealey FeG Carleton University 609 Robertson Hall	EXX: ActWgt: 1.0 LB Express CAD: 5438295/INCA3210			
1125 Colonel By Drive Ottawa, ON K1S5B6	Delivery Address Bar Code			
CA	00050225			
John Smith	Ref # 100000-999			
100 Main Street	Dept#			
Ottown ON K152G1				
CA		FRI - 13 、	IAN A3	
	TRK# 7979 4005 6941	PRIORITY OVER	RNIGHT	
	0451			

\*If you have any questions, please contact Irene Fraser-Kealey in Purchasing Services at ext. 3622 or irene\_fraserkealey@carleton.ca