

# 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:

Global 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':

3. Package & Shipment Details | Help | Hide

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

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

\* Country/Location: Canada

Company: Select or Enter

\* Contact name: John Smith

\* Address 1: 100 Main Street

Address 2:

\* City: Ottawa

\* Province: Ontario

\* Postal code: K1S 2G1

\* Phone no.: 6135555555 ext.

Perform detailed address check

This is a residence

Save new recipient in address book

[More reference fields](#)

**Special Services (optional)** [Help](#) [Edit](#)

Select additional services for your shipment

**5. Pickup/Drop-off** [Help](#) [Hide](#)

Schedule a pickup

Drop off package at a FedEx location

Use an already scheduled pickup at my location

**Pickup Address** [Edit](#)

Irene Fraser-Kealey, 609 Robertson Hall, 1125 Colonel By Drive, Ottawa, Ontario, K1S5B6, Canada

**Package Information** [Edit](#)

Please select a service type in Package and Shipment Details before proceeding with your pickup request.

**3. Package & Shipment Details** [Help](#) [Hide](#)

\* Service type: Select

\* Package type: Select

\* No. of packages: 1

\* Weight:  kgs

Declared value:  Canadian Dollars

\* Ship date: 01/12/2012

**E-mail Notifications (optional)** [Help](#) [Edit](#)

Send an e-mail to yourself, the recipient or others indicating the status of your shipment.

**Rates & Transit Times (optional)** [Help](#) [Edit](#)

View your rates and transit times based on your selections.

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

\* Postal code: K1S 2G1

\* Phone no.: 6135555555 ext.

Perform detailed address check

This is a residence

Save new recipient in address book

**3. Package & Shipment Details** [Help](#) [Hide](#)

\* Service type: Priority Overnight

\* Package type: FedEx Envelope

\* No. of packages: 1

\* Weight: 1 lbs

Declared value: 5 Canadian Dollars

\* Ship date: 01/12/2012

**Pickup Address** [Edit](#)

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

**E-mail Notifications (optional)** [Help](#) [Edit](#)

Send an e-mail to yourself, the recipient or others indicating the status of your shipment.

**Rates & Transit Times (optional)** [Help](#) [Edit](#)

View your rates and transit times based on your selections.

**6. Complete your Shipment** [Help](#)

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

[Save for later](#) [Ship](#)

**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 whether your shipment contains Dangerous Goods, see the [FedEx Ship Manager Terms and Conditions for Dangerous Goods](#).

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

\* Denotes required field.

[Contact your administrator](#)  
[Preferences](#) | [Clear all fields](#)

### 1. From [Help](#) [Edit](#)

Irene Fraser-Kealey, 609 Robertson Hall, 1125 Colonel By Drive, Ottawa, Ontario, K1S5B6, Canada

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

\* Country/Location: Canada  
Company: Select or enter  
\* Contact name: John Smith  
\* Address 1: 100 Main Street  
Address 2:  
\* City: Ottawa  
\* Province: Ontario  
\* Postal code: K1S 2G1  
\* Phone no.: 6135555555 ext.   
 Perform detailed address check  
 This is a residence  
 Save new recipient in address book

### 3. Package & Shipment Details [Help](#) [Hide](#)

\* Service type: Priority Overnight

### 4. Billing Details [Help](#) [Hide](#)

\* Bill transportation to: Carleton University-505  
\* Your reference: 100000-999  
[More reference info](#)

### Special Services (optional) [Help](#) [Edit](#)

Select additional services for your shipment

### 5. Pickup/Drop-off [Help](#) [Hide](#)

Schedule a pickup  
 Drop off package at a FedEx location  
 Use an already scheduled pickup at my location

**Pickup Address** [Edit](#)  
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

### E-mail Notifications (optional) [Help](#) [Edit](#)

Send an e-mail to yourself, the recipient or others indicating the



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  
 \* State: New York  
 \* ZIP: 10005  
 \* Phone no.: 6465555555 ext. \_\_\_\_\_  
 Recipient tax ID: \_\_\_\_\_  
 Perform detailed address check  
 This is a residence  
 Save new recipient in address book

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**3. Package & Shipment Details** [Help](#) [Hide](#)

\* Service type: International Priority  
 \* Package type: Box  
 \* No. of packages: 1  
 \* Weight: 2 lbs  
 Dimensions: Select  
 Declared value: 25 Canadian Dollars  
 \* Ship date: 01/12/2012  
 \* Package contents:  Documents  Products/Commodities  
 \* Shipment purpose: Commercial  
 \* Total customs value: 25 Canadian Dollars  
[Currency Converter](#)

**5. Pickup/Drop-off** [Help](#) [Hide](#)

Schedule a pickup  
 Drop off package at a FedEx location  
 Use an already scheduled pickup at my location

**Pickup Address** [Edit](#)  
 Irene Fraser-Kealey, 609 Robertson Hall, 1125 Colonel By Drive  
 Ottawa, Ontario, K1S5B6, Canada

**Package Information** [Edit](#)  
 FedEx Express, 01/12/2012, 11:00 a.m. - 6:00 p.m., 1 packages

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**E-mail Notifications (optional)** [Help](#) [Edit](#)  
 Send an e-mail to yourself, the recipient or others indicating the status of your shipment.

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**Rates & Transit Times (optional)** [Help](#) [Edit](#)  
 View your rates and transit times based on your selections.

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**6. Continue your Shipment** [Help](#)

[Save for later](#) [Continue](#)

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

\* Phone no.: 6465555555 ext. \_\_\_\_\_  
 Recipient tax ID: \_\_\_\_\_  
 Perform detailed address check  
 This is a residence  
 Save new recipient in address book

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**3. Package & Shipment Details** [Help](#) [Hide](#)

\* Service type: International Priority  
 \* Package type: Box  
 \* No. of packages: 1  
 \* Weight: 2 lbs  
 Dimensions: Select  
 Declared value: 25 Canadian Dollars  
 \* Ship date: 01/12/2012  
 \* Package contents:  Documents  Products/Commodities  
 \* Shipment purpose: Commercial  
 \* Total customs value: 25 Canadian Dollars  
[Currency Converter](#)

Use an already scheduled pickup at my location

**Pickup Address** [Edit](#)  
 Irene Fraser-Kealey, 609 Robertson Hall, 1125 Colonel By Drive,  
 Ottawa, Ontario, K1S5B6, Canada

**Package Information** [Hide](#)

**Pickup Type**

\* Total no. of packages: 1  
 \* Total weight: \_\_\_\_\_  
 \* Pickup date: 01/12/2012  
 \* Ready time: \_\_\_\_\_  
 \* Latest time available: 8:30 p.m.

Location of packages or special instructions: \_\_\_\_\_  
 (Not to exceed 25 characters)

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**E-mail Notifications (optional)** [Help](#) [Edit](#)  
 Send an e-mail to yourself, the recipient or others indicating the status of your shipment.

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**Rates & Transit Times (optional)** [Help](#) [Edit](#)  
 View your rates and transit times based on your selections.

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**6. Continue your Shipment** [Help](#)

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

* Package type FedEx Envelope	* Ready time 11:30 a.m.
* No. of packages 1	* Latest time available 4:30 p.m.
* Weight 1 lbs	Location of packages or special instructions (Not to exceed 25 characters)
Declared value 5 Canadian Dollars	
* Ship date 01/12/2012	

**E-mail Notifications (optional)** [Help](#) [Edit](#)  
Send an e-mail to yourself, the recipient or others indicating the status of your shipment.

**Rates & Transit Times (optional)** [Help](#) [Edit](#)  
View your rates and transit times based on your selections.

**6. Complete your Shipment** [Help](#)

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

[Save for later](#) [Ship](#)

**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 whether your shipment contains Dangerous Goods, see the [Help](#) 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':

**Confirm your shipment details** [Help](#)

**Outbound Shipment**

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

[Edit](#) [Ship](#)

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

## FedEx Ship Manager®

[Logout](#) [Help](#)

Prepare Shipment | Ship History | My Lists | Reports | My Profile | Administration

### Prepare a shipment

(1) Enter shipping information (2) **Print label(s)**

Thank you for shipping with FedEx. Your tracking number: **797940056941** Your pickup confirmation number: **YOWA244**

Label  
 Receipt | [View](#)

**Print**

[Edit shipment](#) [Cancel shipment](#) [Repeat last](#) [Create New](#) [View pickup confirmation](#)

From: (613) 520-3622  
Irene Fraser-Kealey  
Carleton University  
609 Robertson Hall  
1125 Colonel By Drive  
Ottawa, ON K1S5B6  
CA

Origin ID: YOWA



Ship Date: 12JAN12  
ActWgt: 1.0 LB  
CAD: 5438295/INCA3210

Delivery Address Bar Code



SHIP TO: (613) 555-5555  
**John Smith**  
  
100 Main Street  
  
Ottawa, ON K1S2G1  
CA

BILL SENDER

Ref # 100000-999  
Invoice #  
PO #  
Dept #

FRI - 13 JAN A3  
PRIORITY OVERNIGHT

TRK# 7979 4005 6941  
0451

K1S 2G1

\*If you have any questions, please contact Irene Fraser-Kealey in Purchasing Services at ext. 3622 or [irene\\_fraserkealey@carleton.ca](mailto:irene_fraserkealey@carleton.ca)