HOW TO PREPARE A DOMESTIC SHIPMENT ON FEDEX.COM

1. On the fedex.com homepage, select "Sign In" using your existing user ID and password

2. Select Create a Shipment from the Shipping drop-down menu
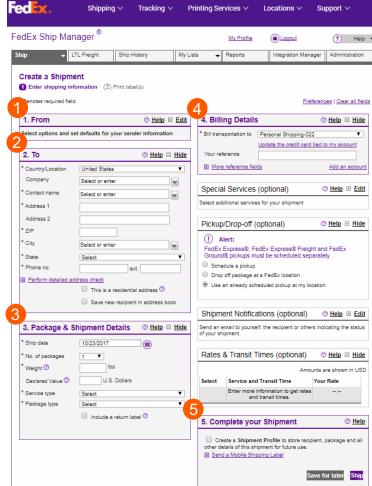
CREATE A SHIPMENT OVERVIEW

All fields noted with an asterisk (*) are required fields and must be completed to prepare a shipment

1. **From** — Verify the "From" address you are shipping from or edit it by clicking the "Edit" link

2. **To** — Enter the recipient's information or choose an address from your FedEx address book or Microsoft Outlook address book

3. **Package & Shipment Details** — Select the No of packages, Weight, Declared Value if applicable, Service Type, and Package type

4. **Billing Details** — Verify the account number you would like to bill the transportation cost to

5. **Complete your Shipment** — Check the box to add this shipment information as a Shipment Profile and then select the Ship button

Optional Sections:

- **Special Services** — Select the "Edit" link to view or change any special services related to your shipment

- **Pickup/Drop-off** — Select the "Edit" link to view Pickup/Drop-off options

- **Shipment Notifications** — Select the "Edit" link to send shipment, exception, or delivery notifications to the emails you enter
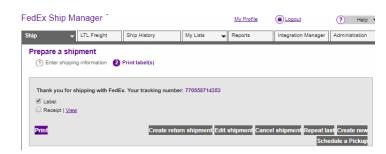
- **Rates & Transit Times** — Select the "Calculate" link to view rates and transit times related to your shipment

Print Label:

- **Confirm your Shipment Details** — Verify your shipment details and select "Edit" to make any changes to Ship to prepare the label

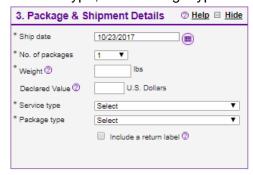- **Print Label(s) —** Select "Print" to print the shipping label

FedEx Ship Manager

My Profile   Logout   Help

Ship | LTL Freight | Ship History | My Lists | Reports | Integration Manager | Administration

Prepare a shipment

① Enter shipping information   ② Print label(s)

Thank you for shipping with FedEx. Your tracking number: 770558714353

☑ Label
☐ Receipt | View

Print   Create return shipment   Edit shipment   Cancel shipment   Repeat last   Create new

Schedule a Pickup

CREATE A SHIPMENT: STEP BY STEP

1. From — Verify the From address you are shipping from or edit it by clicking the "Edit" link

1. From   ⓘ Help ⊟ Hide

Saved senders: Select ▼
* Country/Location: United States ▼
Company:
* Contact name: Select or enter ▼
* Address 1:
Address 2:
Please enter the ZIP/Postal code.
* ZIP:
* City: ▼
* State: Select ▼
* Phone no.: ext.
☐ Save as my default address
☐ Save new sender in address book

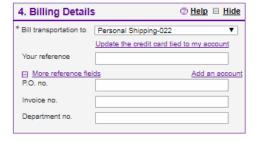2. To — Enter the recipient's information or choose and address from your FedEx address book or Microsoft Outlook address book

2. To   ⓘ Help ⊟ Hide

* Country/Location: United States ▼
Company: Select or enter ▼
* Contact name: Select or enter ▼
* Address 1:
Address 2:
* ZIP:
* City: Select or enter ▼
* State: Select ▼
* Phone no.: ext.
⊞ Perform detailed address check
☐ This is a residential address ⓘ
☐ Save new recipient in address book

3. Package & Shipment Details — Select the No. of packages, Weight, Declared Value if applicable, Service Type, and Package type

3. Package & Shipment Details   ⓘ Help ⊟ Hide

* Ship date: 10/23/2017 📅
* No. of packages: 1 ▼
* Weight ⓘ: lbs
Declared Value ⓘ: U.S. Dollars
* Service type: Select ▼
* Package type: Select ▼
☐ Include a return label ⓘ

4. Billing Details — Verify the account number you would like to bill the transportation cost to. You may also enter a reference field if needed.

4. Billing Details   ⓘ Help ⊟ Hide

* Bill transportation to: Personal Shipping-022 ▼
Update the credit card tied to my account
Your reference:
⊟ More reference fields   Add an account
P.O. no.:
Invoice no.:
Department no.:

5. Special Services — Select the "Edit" link to view or change any special services related to your shipment

Special Services (optional)   ⓘ Help ⊟ Hide
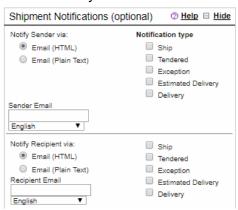
☐ COD (Collect on Delivery) ⊞

FedEx® Delivery Signature Options
Signature type: None specified ▼
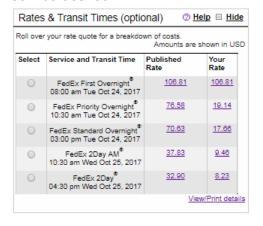☐ Hold at FedEx location ⊞

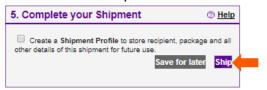6. Pickup/Drop-off — Select the "Edit" link to view Pickup/Drop-off options

7. Shipment Notifications — Select the "Edit" link to send shipment, exception, or delivery notifications to the emails you enter
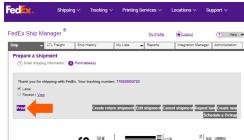

8. Rates & Transit Times — Select the "Calculate" link to view rates and transit times related to your shipment. You may change the service type by selecting the corresponding radio button by the service desired.

9. Complete your Shipment — Check the box to add this shipment information as a Shipment Profile and then select the Ship button

10. Confirm Shipment details — Confirm outbound shipment details are correct and select Edit to go back to the previous screen to make changes or select Ship to prepare the label

11. Print Label(s) — Select the Print button to print the label and complete the shipment

ADDITIONAL RESOURCES

- Review the video on fedex.com "Create Labels for any Type of Shipment"
- Call FedEx Customer Service at 1.800.GoFedEx 1.800.463.3339 and say "Tech Support"
- View additional How-To Videos online