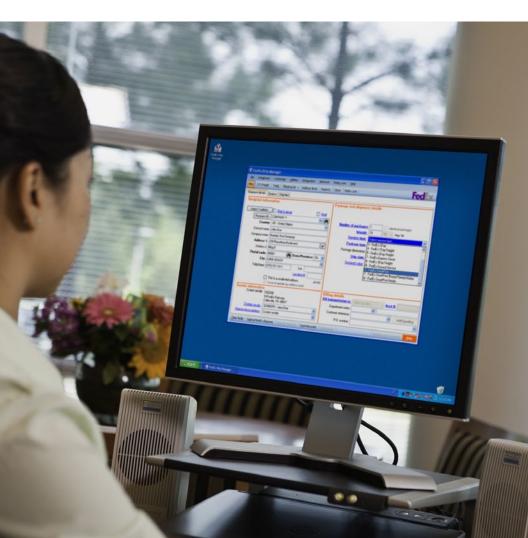


FedEx Ship Manager® Software

## New Features Guide

Version 2500





Version 2500

### FedEx Ship Manager® Software

# New Features Guide

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### Congratulations!

You are one of the first customers to take advantage of the newest version of FedEx Ship Manager® Software. Thank you for your participation in the testing process.

As a current user, you are already experienced in the ways FedEx Ship Manager Software makes shipping, tracking and billing efficient — whether you are on the shipping dock, in the administration office or in the accounting department. But no matter how you and your business use FedEx Ship Manager Software, you'll notice improvements in version 2500 that will help you process shipping labels more easily, more quickly and more conveniently. From enhancements to common tasks to regulatory updates to clearer reporting, version 2500 will improve your day-to-day experience with FedEx Ship Manager Software and will start you on your way to better shipping.

This document will give you a summary of the new features of FedEx Ship Manager Software version 2500, as well as directions for how to perform tasks using these new features.

If you have any questions or comments about this new version during the testing process, go to the FedEx Ship Manager Software Beta Program screen **fedex.com/us/ship-manager/beta-program/index.html** and complete the FedEx Ship Manager Software Beta Feedback Form (2500), or consult the *Before You Begin* section on page 3 for ways to contact FedEx for help.



#### Installing FedEx Ship Manager Software Version 2500

You must be running FedEx Ship Manager Software v. 2340 or higher to upgrade to v. 2500. During the installation of FedEx Ship Manager Software, turn off any virus protection or firewall programs on your PC. These programs may interfere with the installation. Close all other open files and programs and then install the software.

#### Minimum System and Hardware Requirements

- Intel® Pentium® 4, 2.4 GHz recommended (Intel® Pentium 4, 1.7 GHz minimum).
- 1 GB RAM recommended (512 MB RAM minimum).
- 1 GB disk space recommended (500 MB disk space minimum).
- Microsoft® Windows® XP with Service Pack 2, Microsoft® Windows® 2000 with Service Pack 4, Microsoft® Windows® Server 2003 with Service Pack 1, Microsoft® Windows® Server 2008, Microsoft® Windows® 7 or Microsoft® Windows® Vista® (all editions). FedEx Ship Manager Software is compatible with 64-bit operating systems. FedEx Ship Manager Software version 2500 is the last version that supports Microsoft Windows 2000.
- LAN or DSL Internet access recommended (dial-up telephone line access minimum).
- 4X CD-ROM or higher.
- Microsoft® Internet Explorer® v. 6.0.
- Adobe<sup>®</sup> Reader<sup>®</sup>
- Available port if you are using a thermal printer.
- Laser and/or inkjet printer for reports and labels.
- Screen resolution of 1024 x 768 pixels recommended (screen resolution of 800 x 600 pixels minimum).

#### **Technical Support**

In the U.S. and Canada, dial 1.877.339.2774.

#### Help Links

Select **Help Topics** from the Help drop-down menu or click underlined (hyperlinked) field names

#### FedEx Bulletin Board

Select **Service Bulletin Board** from the Utilities drop-down menu to view messages from FedEx.

#### FedFx Website

For the latest information about FedEx, click **fedex.com** at the top of the FedEx Ship Manager Software screen to go to the FedEx website. Then click on any link to explore the latest features and news from FedEx

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#### Highlights of FedEx Ship Manager Software version 2500

#### **Overview**

FedEx Ship Manager Software version 2500 takes expedience to a whole new level — with continued timesaving advancements and difference-making details. With version 2500, you will be driven to ship more because you'll feel more efficient, more confident and more empowered.

- New FedEx 1D barcode gives you the capacity to include more detail about each shipment and provides improved read rates and improved legibility, which translates into improved service reliability.
- **FedEx Economy**<sup>TM</sup> provides a new express shipping option within Canada.
- FedEx Express and FedEx Express Freight Services have expanded to include domestic services for Canada, Mexico, Switzerland, United Arab Emirates, Brazil and Colombia.
- Alcohol shipping enhancements make alcoholic beverage shipping easier, faster and more convenient than ever before for approved shippers using FedEx Express and FedEx Ground services within the U.S.
- Address Book conversion solution lets you convert, import and share address book information seamlessly between shipping applications.
- Create FedEx Freight shipments and utilize integrated features with FedEx Ship Manager Software. Choose FedEx Freight® Priority when speed is critical to meet your supply chain needs, or choose FedEx Freight® Economy when you can trade time for savings to meet your budget.
- Hold at FedEx Location now available for FedEx Ground offers improved customer satisfaction and fewer returns for shippers at no extra cost, with free convenient pickup at more than 1,800 FedEx Office locations in the U.S.
- FedEx SmartPost enhancements (U.S. only) give you electronic efficiency for shipping small, low-weight packages. Also, you can prepare a FedEx SmartPost Returns shipment the same way you prepare other return shipments.
- Service Enhancements for FedEx Express, FedEx Express Freight Services, dangerous goods and dry ice: FedEx 2Day® A.M. service (U.S. only), FedEx First Overnight® Freight service (U.S. only), FedEx First Overnight® and FedEx International First® dangerous goods service, FedEx Express® Freight Saturday Pickup and FedEx First Overnight® Saturday Delivery.

#### New FedEx 1D Barcode

Every day FedEx delivers millions of packages around the world. Somehow these packages travel from origin to destination quite effortlessly — at least so it seems on the surface. Yet underneath it all is an innovative and complex system designed to provide the most reliable service possible. One of the primary drivers of this system is the FedEx barcode. FedEx handling systems and manual sort assist technologies rely on the FedEx barcode in order to make high-speed sort decisions and direct your packages through the FedEx Express network.

In order to offer new products and services and an even higher level of reliability, FedEx Express will be introducing a new linear (1D) barcode, available in September 2011. The new barcode will provide the capacity to include more detail about each shipment and will provide improved read rates and improved legibility of the human readable label content which translates into improved service reliability.

The changes that will be made to the barcode are simple. The barcode is increasing from 32 characters to 34 characters. For more information, go to **fedex.com/barcodeupdates**.



### Highlights

#### Alcohol Shipping Enhancements\* (U.S. Only)

FedEx makes alcoholic beverage shipping easier, faster and more convenient than ever before for approved shippers using FedEx Express and FedEx Ground services within the U.S.

Simply select **Alcohol** as a shipment option and FedEx automatically selects **Adult signature required** and enters the required \$AW text in the reference field.

\*This feature is only available for those FedEx account holders enrolled in the FedEx alcoholic beverage shipping program.

This new alcohol feature:

- Simplifies compliance.
- Saves time by eliminating clicks and key strokes.
- Minimizes training.

Creating Shipping Label for FedEx Express Alcohol Shipment

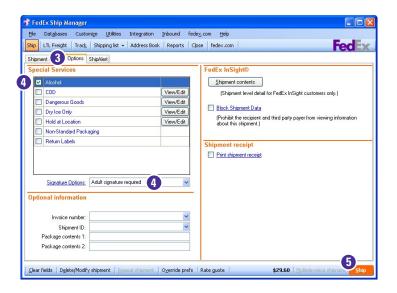
To create a shipping label for a FedEx Express or FedEx Express Freight Services alcohol shipment, follow these steps:

- 1. Complete the Shipment details screen for a FedEx Express shipment.
- In the Package and shipment details section, select the appropriate service from the Service type drop-down menu. The Package type field defaults to Your Packaging. Complete the Package dimensions field.
- 3. Click the **Options** tab. The Options screen displays.
- 4. Select the **Alcohol** check box. The Signature Options field automatically selects **Adult signature required**.
- 5. Click **Ship**. In addition to any other reference information you entered, the entry "\$AW" displays in the reference field on the shipping label.

Creating Shipping Label for FedEx Ground Alcohol Shipment

To create a shipping label for a FedEx Ground or FedEx Home Delivery alcohol shipment, follow these steps:

- 1. Complete the Shipment details screen for a FedEx Ground or FedEx Home Delivery shipment.
- In the Package and shipment details section, select the appropriate service from the Service type drop-down menu. The Package type field defaults to **Your** Packaging. Complete the Package dimensions field.
- 3. Click the **Options** tab. The Options screen displays.
- Select the Alcohol check box. The Signature Options field automatically selects Adult signature required.
- 5. Click **Ship**. In addition to any other reference information you entered, the entry "\$AW" displays in the reference field on the shipping label.



### Highlights

#### Address Book Conversion Solution

FedEx Ship Manager Software provides a simple and seamless solution for you to convert, import and share address book information between FedEx Ship Manager Software and FedEx Ship Manager® at fedex.com applications, and from competitors' shipping applications.

#### Electronic Export Information (EEI) Filing for License Shipments

FedEx Ship Manager Software removes the ability for FedEx® electronic shipping solution customers to select post departure or downtime citations of EEI filing for the following shipments: State Department Agreements, DSP-5 License, DSP-61 License, DSP-73 License, DSP-85 License, DSP-94 License, 36 DEA Permit and 486 DEA Permit

#### FedEx Express Dangerous Goods Regulatory Changes

FedEx Ship Manager Software has implemented changes to accommodate the shipment of multiple radionuclides in both an All Packed In One or an Overpack. Both Transport Index (TI) and Criticality Safety Index (CSI) are package-level fields on Tab 1 for customers shipping these more complex Radioactive Material, Class 7 shipments.

Also, a typed signature prints for ORM-D (49CFR as prepared by Air) shipments. FedEx Express does accept a typed, computer-generated signature for U.S. shipments.

#### Global FedEx® Third Party Consignee Expansion

FedEx Ship Manager Software expands the FedEx Third Party Consignee service option globally to include Canada and the Europe, Middle East and Africa region. The software also enhances the FedEx Third Party Consignee features of service by matching them to the international express services Features of Service.

#### Increased Maximum Declared Value Amount for FedEx Ground and FedEx Home Delivery

For FedEx Ground and FedEx Home Delivery shipments, FedEx Ship Manager Software supports the increase of the declared value maximum limit from \$100 to \$1,000 for items of extraordinary value and fragile.

#### Remove Customer Account Numbers from Air Waybill Copy for International Shipments

For international shipments, FedEx Ship Manager Software removes customer account numbers from the air waybill copy. Customer account numbers are embedded in the 2D barcode for data retrieval activities via scan

#### Group Shipping Not Allowed with Shipper's Export Declaration

FedEx Ship Manager Software does not allow group shipping with a Shipper's Export Declaration (SED) if an SED/EEI filing is required.

#### Integration Updates

This version of FedEx Ship Manager Software includes a number of improvements to FedEx® Integration Assistant and FedEx® Integrator.

FedEx Integration Assistant and FedEx Integrator now include:

- Support for shipping alcohol.
- Support for FedEx Ground Hold at FedEx Location shipping.
- A new "Bonus Discounts" field available for exporting that has been added to the "Customer Rates" group.
- Support to select or default two new service types:
  - FedEx 2Day A.M.
  - FedEx First Overnight Freight
- Support for FedEx SmartPost shipments.
- Ability to set your cursor to additional fields on the FedEx Ship Manager Software screen via the FedEx Integration Assistant Import Lookup screen.
- Ability to enter a future date on a batch form enabling you to print a batch of labels that include a future ship date.

#### FedEx Ground Hold at FedEx Location Service (U.S. Only)

#### **Overview**

Hold at FedEx Location service for FedEx Ground is now available. We're expanding our Hold at FedEx Location service, so now whether you choose FedEx Express or FedEx Ground we can hold those packages for free convenient pickup at more than 1,800 FedEx Office locations in the U.S. And with added functionality-eligible locations displaying automatically when you select Hold at FedEx Location, it is easier to use than ever.

When you're shipping or receiving a shipment, and no one will be available to accept it, our Hold at FedEx Location options are easy, convenient and free. For more information, go to **fedex.com/us/services/hold.html**.

Advantages include:

- Improved Customer Satisfaction. You can pick up your packages at a convenient time and location.
- Fewer Returns. You can expect fewer returns from customers who weren't available to accept their shipments.
- **No Extra Cost.** You can avoid residential delivery fees, indirect and direct signature fees plus there's no extra charge for the service.

This service also offers the convenience of combining package pickup with other business services at FedEx Office locations in the U.S.

FedEx Ground Hold at FedEx Location service is available in the 50 U.S. states, including Alaska, Hawaii and the District of Columbia, but may not be available in all U.S. destination ZIP codes. FedEx Ground Hold at FedEx Location packages are day-definite and available by end of business day at the FedEx Office location.

FedEx Ground Hold at FedEx Location service is not available for FedEx Home Delivery shipments. If you are shipping a FedEx Home Delivery package and select the **Hold at Location** check box or **View/Edit** associated with the check box on the Options screen, the system automatically changes your service option to FedEx Ground for you to create a shipping label.

For urgent shipments, FedEx Express packages may often be picked up before the scheduled delivery time at a FedEx Office or FedEx World Service Center® location. For all shipments, the service is convenient, secure and offered at no extra charge.

#### Updating Hold at Location Table

To update your Hold at Location table, follow these steps:

- 1. Select **Download** from the Utilities menu. The Demand Download screen displays.
- 2. Select the **Hold at Location Table** check box
- 3. Click **OK** to download your Hold at Location table.

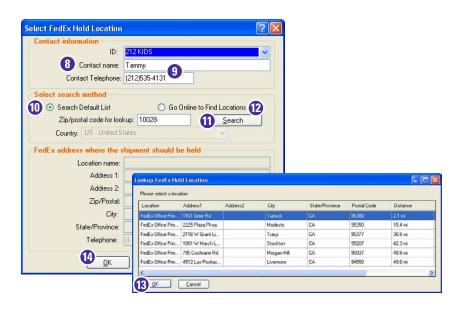
To create a shipping label for a FedEx Ground Hold at FedEx Location package, follow these steps:

- 4. Complete the Shipment details screen for a FedEx Ground shipment.
- 5. In the Package and shipment details section, select **FedEx Ground Service** from the Service type drop-down menu. The Package type field defaults to **Your Packaging**. Complete the Package dimensions field.
- 6. Click the **Options** tab. The Options screen displays.
- 7. Select the **Hold at Location** check box or **View/Edit** associated with the check box. The Select FedEx Hold Location screen displays.
- 8. Confirm the contact name and contact telephone number associated with the selected recipient in the Contact information section.
- 9. To change the current contact name or contact telephone number, enter the new contact name in the Contact name field or the new telephone number in the Contact Telephone field.

Note: When you enter a new contact name or contact telephone number in these fields, the information is not automatically saved in the Recipient database (Address Book). After you click Ship to create a shipping label, select Yes in the resulting popup screen to save these new entries in the Recipient database.

- 10. In the Select search method section, click the **Search Default List** radio button (default option) to search for a default FedEx Office location associated with the listed ZIP code. The ZIP code in the ZIP/postal code for lookup field defaults to the selected recipient's ZIP code.
- 11. Click **Search** to locate the designated FedEx Office location for the current ZIP code.
- 12. To locate another FedEx Office location, click the **Go Online to Find Locations** radio button and click **Search**. The Lookup FedEx Hold Location screen displays several alternate FedEx Office locations in the U.S.

- **13.** Select the appropriate location and click **OK**. The Select FedEx Hold Location screen displays.
- **14.** Confirm your FedEx Office location and click **OK**. The Options screen displays.
- **15**. If you need to make any changes, click **View/Edit** next to the Hold at Location option. The Select FedEx Hold Location screen displays.
- **16**. Enter your changes and click **OK**. The Options screen displays.
- 17. Click **Ship** to create a shipping label.



#### FedEx Freight (U.S. Only)

#### **Overview**

FedEx Freight is changing the LTL (less-than-truckload) industry by making it easy to ship fast-transit and economical freight within one streamlined LTL network. With all-points coverage, one Bill of Lading, one invoice statement and one pickup and delivery, FedEx Freight is creating a whole new future for LTL. You can rely on FedEx Freight Priority when speed is critical to meet your supply chain needs or FedEx Freight Economy when you can trade time for savings. FedEx Freight is committed to delivering an easier way to ship LTL. To learn more about FedEx Freight, go to **fedex.com/us/freight/index.html**.

Now you can create FedEx Freight shipping labels and the Bill of Lading for FedEx Freight LTL shipments within FedEx Ship Manager Software, a single solution for your shipping needs.

FedEx Ship Manager Software offers the ability to create labels for FedEx Freight shipments — plus the ability to rate, track, schedule pickups and process Bills of Lading for LTL services — and gives you electronic efficiency for larger, heavier shipments.

When speed is critical to meet your supply chain needs, count on FedEx Freight Priority for your fast transit needs with the reliability you expect from FedEx.

For economical shipping to meet your budget, count on FedEx Freight Economy for your basic shipping needs with the reliability you expect from FedEx.

Creating FedEx Freight shipments with FedEx Ship Manager Software enables you to:

- Create necessary documents, including the Bill of Lading and FedEx Freight shipping label.
- Rate and track the status of shipments.
- Schedule pickups for FedEx Freight LTL shipments.
- Create shipping labels for shipments from a single point.
- Automate manual processes, eliminating errors.
- Integrate with existing databases.
- Enhance your reporting capabilities and manage cost.
- Ship from the U.S. to destinations in the 48 contiguous U.S. states.
- Email Bill of Lading and shipping labels.

#### Enabling FedEx Freight LTL Accounts

Before you set up a FedEx Freight LTL account, have your FedEx Freight account number(s) and your account addresses at hand. For third party accounts, remember to mark them as Bill To in the database during setup.

To enable your FedEx Freight LTL (less-than-truckload) account, you must know if your FedEx Freight account number is configured as a "Shipper Account" or "Bill to" account. Most of our customers' FedEx Freight account numbers will be configured as a "Shipper Account."

For reference, a "Shipper Account" and "Bill to" account are defined as:

**Shipper Account.** The shipper or the consignee is billed for the transportation charges.

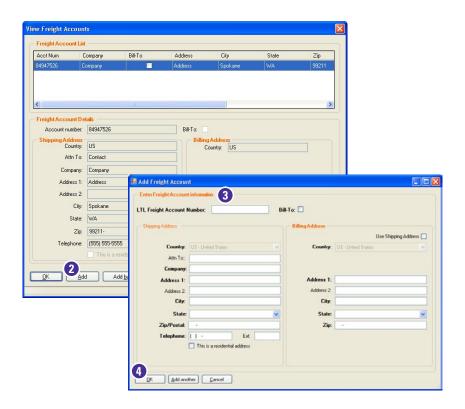
**Bill to Account.** The shipper does not pay for the transportation charges but bills a third-party company's FedEx account number for the transportation charges.

When enabling your account or entering addresses into the FedEx Freight LTL account database, the address entered in the billing address section must match the invoice billing address used when the account was created.

On the Shipment Details screen within the LTL Freight tab, enter special delivery instructions in the Special Services and Details section and do **not** enter or check more than a combination of 10 line items/special services per Bill of Lading.

To ship using FedEx Freight functionality, you must set up at least one FedEx Freight LTL account as follows:

- 1. Select **LTL Freight Accounts** from the Databases drop-down menu. The View Freight Accounts screen displays.
- 2. Click **Add**. The Add Freight Account screen displays.
- 3. Enter the required information to add an account. Required fields appear in bold type on the screen.
- 4. Click OK.
- 5. Close FedEx Ship Manager Software and relaunch it. Your FedEx Freight LTL account is now enabled.



#### Creating the Bill of Lading and FedEx Freight Shipping Label

To create a Bill of Lading for FedEx Freight shipments, you must complete the Origin/Destination and Shipment Details screens within the LTL Freight tab. Click **Ship** on the Origin/Destination, Shipment Details and FedEx ShipAlert® screens to create a Bill of Lading for your shipment. The Pickup screen is an optional screen designed for scheduling pickups only for a previously created Bill of Lading. The FedEx ShipAlert® screen is also an optional screen.

To create a Bill of Lading for your FedEx Freight LTL shipments, follow these steps:

- 1. Click the **LTL Freight** tab. The Origin/Destination screen (default) displays.
- 2. Select the appropriate account number from the Account drop-down menu.

  Note: If you select a Bill To account for a third party shipment, select the Shipper and Consignee from your Address Book.
- 3. Enter the required information for your shipment. Required fields appear in bold type on the screen.
- 4. Select the appropriate service (**FedEx Freight Priority** or **FedEx Freight Economy**) from the Service Type drop-down menu.
- 5. Select the appropriate money-back-guarantee service option (**None**, **A.M. Delivery** or **Close of Business Delivery**) from the Guaranteed Service drop-down menu.
- **6.** Select the appropriate Bill of Lading type (**Straight** or **VICS**) from the BOL Type drop-down menu.
- 7. Enter the appropriate shipper/consignee information based on the selected Payment Type option. Required fields appear in bold type on the screen.

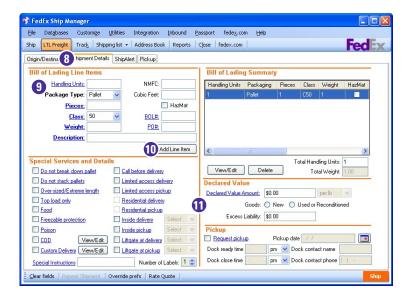


- 8. Click the **Shipment Details** tab. The resulting Shipment Details screen displays.
- 9. Enter the required information for your shipment in the Bill of Lading Line Items section. Required fields appear in bold type on the screen.
- 10. Click **Add Line Item**. The line item information you entered displays in the Bill of Lading Summary section.

Note: Although the Ship button is active at all times, you must enter all required fields in bold text to complete a Bill of Lading and Pickup request.

11. Select the appropriate information in the Special Services and Details, Declared Value and Pickup sections as needed.

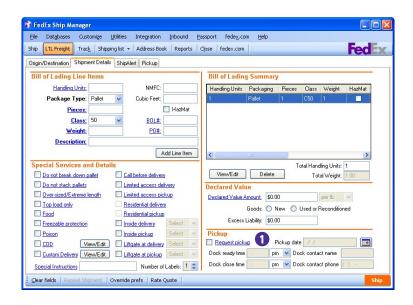
Note: The total number of line items you add to the Bill of Lading Summary section and the number of check boxes you select in the Special Services and Details section combined cannot exceed 10.



#### To schedule a pickup when creating a Bill of Lading

To schedule a pickup for a Bill of Lading you are creating, follow these steps You can schedule a pickup while you are creating the Bill of Lading or at a later time.

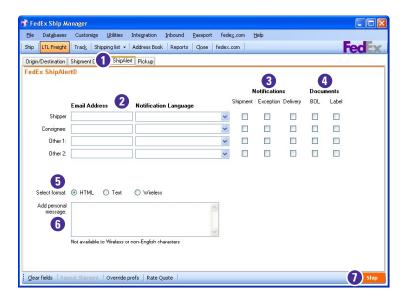
- Select the **Request pickup** check box in the Pickup section of the Shipment Details screen.
  - Complete all of the fields in this section, including the "Pickup Date," "Dock ready time," "Dock close time," "Dock contact name" and "Dock contact phone." The pickup is scheduled with the current Bill of Lading and the pickup information displays in the Previously Scheduled section of the Pickup screen.



#### To send FedEx ShipAlert notifications (optional)

To send optional FedEx ShipAlert notifications, follow these steps:

- 1. Click the **ShipAlert** tab (optional) to send shipment notifications to your customer, yourself and others. The FedEx ShipAlert screen displays.
- 2. Enter up to four email addresses for notifications and select a Notification Language.
- 3. Choose one or more Notification types by selecting the appropriate check box for each email recipient.
- 4. Select the **BOL** and **Label** check boxes to email the Bill of Lading and label to your customer or another location.
- 5. Click **HTML**, **Text** or **Wireless** format for your e-mail notifications.
- **6.** Add a personal message to your notification(s). This option is not available for Wireless format or for non-English characters.
- 7. Click **Ship** to create a Bill of Lading for your shipment.



#### To schedule a pickup for previously created Bills of Lading

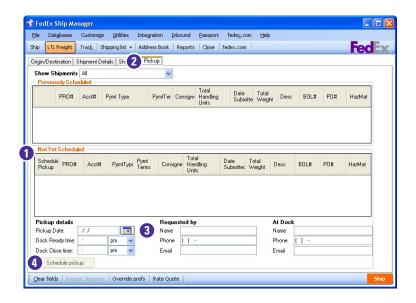
To schedule a pickup for previously created Bills of Lading, follow these steps:

- 1. If you did not schedule a pickup while creating the Bill of Lading, the information displays in the Not Yet Scheduled section of the Pickup screen.
- 2. To schedule a pickup for these Bills of Lading, click the **Pickup** tab and select the appropriate Schedule Pickup check boxes in the Not Yet Scheduled section.
- 3. Provide the "Pickup Date," "Dock Ready time" and "Dock Close time." Also provide the "Name" and "Phone" in the "Requested by" and "At Dock" sections. The "Email" fields in the "Requested by" and "At Dock" sections are optional.

Note: You can schedule multiple pickups together.

 Click Schedule pickup. A message displays confirming that the pickups are scheduled.

Note: Any time you want to cancel a scheduled pickup, you must call to notify FedEx Freight. You cannot cancel a shipment through the software at this time.



#### FedEx SmartPost and FedEx SmartPost Returns\* (U.S. Only)

#### **Overview**

FedEx SmartPost is a U.S. residential service with last mile delivery by the U.S. Postal Service (USPS). FedEx SmartPost is offered on a contractual basis and is a cost-effective, less time-sensitive, low-weight and less feature-rich alternative to FedEx Home Delivery. To learn more about FedEx SmartPost, go to fedex.com/us/smartpost/index.html.

This is a contract service. Once enabled on your system by FedEx, FedEx SmartPost displays as a service option on the Shipment details screen.

FedEx SmartPost and FedEx SmartPost® Returns services are available for FedEx account holders that have signed an agreement for FedEx SmartPost services.

For more information about FedEx SmartPost or to get started using this contract-only service, contact your FedEx account executive or call **1.800.GoFedEx 1.800.463.3339**.

Using the FedEx Ground integrated label for driver pickup, FedEx SmartPost shippers can:

- Use the Shipment details screen to generate one label at a time for variable package size and contents for different shipping destinations. Simply enter the final U.S. destination, select the appropriate contracted FedEx SmartPost service from the Service type drop-down menu, select any additional special services and click Ship. Current contracted FedEx SmartPost services include FedEx SmartPost, FedEx SmartPost® Bound Printed Matter and FedEx SmartPost® Media.
- Select FedEx SmartPost from the Service type drop-down menu for Standard Mail (packages weighing less than 1 lb.) or Parcel Select (packages weighing 1 lb. or more).
- Prepare a FedEx SmartPost Returns shipment the same way they prepare other return shipments. Since FedEx SmartPost Returns is also an optional contract service, a FedEx representative can enable FedEx SmartPost and FedEx SmartPost Returns separately or together.

<sup>\*</sup>Applies to FedEx account holders that have signed an agreement for FedEx SmartPost services.

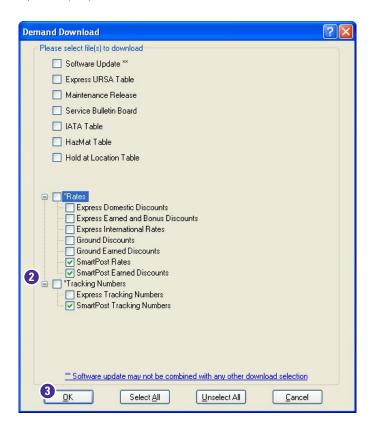
#### **Demand Download**

Use the Demand Download screen to download FedEx SmartPost rates and FedEx SmartPost tracking numbers.

#### To download:

- 1. Select **Download** from the Utilities drop-down menu.
- Select the SmartPost Rates and SmartPost Earned Discounts check boxes from the Rates section. Select the SmartPost Tracking Numbers check box from the Tracking Numbers section.
- 3. Click **OK** and restart the software.

Note: Tracking numbers should only have to be downloaded when FedEx Ship Manager Software version 2500 is initially loaded on your system.



#### Creating Shipping Label for FedEx SmartPost Shipment

To create a shipping label for a FedEx SmartPost shipment, follow these steps:

- 1. Click the **Ship** tab at the top of the screen. The Shipment details screen displays.
- 2. In the Recipient Information section, select an existing Recipient ID from the menu or enter required information manually (including the Contact name). Required fields appear bold on the screen.

Note: You can add, view, edit and delete recipients in the Recipient database.

- To access the Recipient database, select **Recipient** from the Databases menu or click the **Address Book** tab.
- 4. In the Sender information section, you can change the current sender by selecting the appropriate sender from the Change sender menu. You can also select a different return address from the Change return address menu. Select a return address before shipping the package.

Note: If you select a different sender (not the return address), the ZIP code must match the ZIP code of the account address.

5. In the Package and shipment details section, select or enter the following information. Required fields appear bold on the screen.

Note: The number of packages defaults to 1, but it can be edited for multiple-piece entries.



- Weight The maximum weight is 70 lbs. for all FedEx SmartPost services, except for FedEx SmartPost Bound Printed Matter (maximum weight is 15 lbs.).
- Service type Select the appropriate contracted FedEx SmartPost service
   (FedEx SmartPost, FedEx SmartPost Bound Printed Matter, FedEx
   SmartPost Media) from the Service type drop-down menu. Select FedEx
   SmartPost from the Service type drop-down menu for Standard Mail (packages weighing less than 1 lb.) or Parcel Select (packages weighing 1 lb. or more).
   Some of the Service type options available are determined by the weight entered in the Weight field and the FedEx SmartPost services included in your contract.
- Package type The Package type field defaults to Your Packaging.
   Complete the Package dimensions field.

#### Package dimensions

- For all FedEx SmartPost services, the package length, width or height cannot exceed 60 inches.
- For a FedEx SmartPost package less than 1 lb., the dimensions of length plus girth (L + 2W + 2H) cannot exceed 84 inches.
- For a FedEx SmartPost package greater than or equal to 1 lb., the dimensions of length plus girth (L + 2W + 2H) cannot exceed 130 inches.
- For FedEx SmartPost Bound Printed Matter and FedEx SmartPost Media packages, the dimensions of length plus girth (L + 2W + 2H) cannot exceed 84 inches.
- Special Services Click the Options tab to display the Options screen.
   Select any additional special services, as needed. Select the instructions for Undeliverable Packages check box to display the following options on the resulting screen:
  - Address Service Requested
  - Carrier Leave if No Response
  - Change Service Requested
  - Forwarding Service Requested
  - Return Service Requested

6. In the Billing details section, enter an optional customer reference and purchase order number if desired.

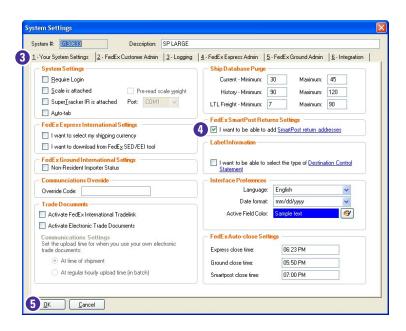
Note: The Bill transportation to field is automatically defaulted to Bill Sender. The Acct # defaults to the FedEx Express account number associated with the FedEx SmartPost Mailer ID being used for the shipment and is also disabled.

- Click the **ShipAlert** tab to send FedEx SmartPost shipment notifications to your customer, yourself and others.
- To view a courtesy rate quote for your shipment, click **Rate quote** at the bottom
  of the screen. The Courtesy Rate Quote screen displays showing rate quote details.
  Click **OK** to close this screen.
- 9. Click **Ship** to create a shipping label for your FedEx SmartPost shipment.

#### **Enabling FedEx SmartPost Returns**

After FedEx SmartPost Returns is set up on your system, you can enable it as follows:

- Select System Settings from the Customize drop-down menu. The System Settings – System/Account screen displays.
- 2. Select the appropriate System # and click **Modify**. The System Settings screen displays.
- 3. Click the 1-Your System Settings tab.
- In the FedEx SmartPost Returns Settings section, select the I want to be able to add SmartPost return addresses check box.
- 5. Click **OK** FedEx SmartPost Returns is now enabled.



#### Setting Up Your FedEx SmartPost Returns Addresses

- 1. Select **Sender** from the Databases drop-down menu. The View Sender screen displays.
- 2. Click **Add**. The Add Sender screen displays.
- Select the This is a SmartPost returns address check box.
- 4. Enter a unique sender ID in the Sender ID field.
- 5. Enter the account number that is enabled for FedEx SmartPost Returns shipping in the Account Number field.
- 6. Click **Get Address**. The system populates the return address fields.
- 7. Click OK.

#### Creating Shipping Label and Return Label for FedEx SmartPost Returns Shipment

To create a shipping label and a return label for a FedEx SmartPost Returns shipment, follow these steps:

- 1. Complete the Shipment details screen for a FedEx SmartPost shipment.
- In the Package and shipment details section, select the appropriate contracted FedEx SmartPost service (FedEx SmartPost, FedEx SmartPost Bound Printed Matter, FedEx SmartPost Media) from the Service type drop-down menu. The Package type field defaults to Your Packaging. Complete the Package dimensions field.
- 3. Click the **Options** tab. The Options screen displays.
- 4. Select the **Return Labels** check box and any additional special service options and other optional information you want for your shipment. The Return shipment tab becomes active.
- 5. Click the **Return shipment** tab. The Return shipment details screen displays.
- 6. In the Return Package To section, select a FedEx SmartPost Returns sender from the Return to drop-down menu.
  - Note: You can create a FedEx SmartPost Returns label with FedEx SmartPost, FedEx Express and FedEx Ground outbound shipments.
- 7. Complete the Return package from, Package and shipment details and Billing details sections.
- 8. Click **Ship** to create a shipping label and a return label for your FedEx SmartPost Returns shipment.

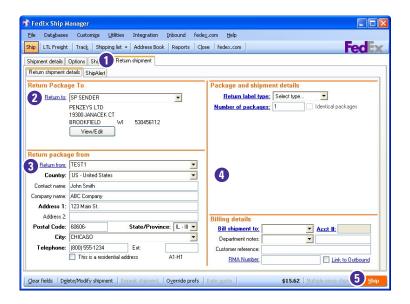
#### Creating Return Label for FedEx SmartPost Returns Shipment

To create only a return label for a FedEx SmartPost Returns shipment, follow these steps:

- 1. Click the **Return shipment** tab. The Return shipment details screen displays.
- 2. In the Return Package To section, select a FedEx SmartPost Returns sender from the Return to drop-down menu.
- 3. In the Return package from section, enter the recipient information or select the appropriate recipient from the Return From drop-down menu.
- Complete the Package and shipment details and Billing details sections.
   For a FedEx SmartPost Returns shipment, select FedEx SmartPost from the Service type drop-down menu.

Note: You can create a FedEx SmartPost Returns label as a print or email return label.

5. Click **Ship** to create a return label for your FedEx SmartPost Returns shipment.



#### **Shipping List**

FedEx SmartPost shipments are available in the Domestic Shipping List when FedEx SmartPost has been enabled on your system. FedEx SmartPost Returns shipments are available in the Returns Shipped List.

To access this list:

- 1. Click the **Shipping list** tab.
- 2. Select **Domestic** from the drop-down menu. The View Shipped List Domestic screen displays.

#### Labels

A FedEx SmartPost Labels option is available on the Label/Report Type list on the Form Settings screen when FedEx SmartPost has been enabled on your system.

To access this option:

- 1. Click the **Reports** tab. The 1-Shipment screen displays.
- Click the Customize forms tab. The Form Settings screen displays.
   Note: You can also access the Form Settings screen by selecting Forms from the Customize drop-down menu.
- 3. Select FedEx SmartPost Labels from the Form settings list.
- 4. Click OK

#### Close

A FedEx SmartPost option is available for the Close process when FedEx SmartPost has been enabled on your system.

To access this option:

- 1. Click the **Close** tab. The 1-Request Close screen displays.
- 2. Click the **All systems** radio button in the Select system(s) section.
- 3. Select the **FedEx SmartPost** check box in the Select shipments to close section.
- Click End your shipping day to complete the close process. A message displays when the close finishes.

Note: FedEx SmartPost shipments can also be included with the close of any FedEx Express and FedEx Ground shipments by selecting the **All Shipments** check box in the Select shipments to close section.

Note: If your pickup carrier is set to FedEx Ground, a FedEx Ground Pickup Manifest containing all of your FedEx SmartPost shipments prints out at the end of the day.

#### **U.S. and International Shipping Enhancements**

### Service Enhancements for FedEx Express, FedEx Express Freight Services, Dangerous Goods and Dry Ice

FedEx Express and FedEx Express Freight Services have expanded to include the following new services:

#### FedEx 2Day A.M. (U.S. only)

The new FedEx 2Day A.M. service provides a morning delivery commitment time for planned shipments that can be delivered in 2 days, rather than using overnight service. FedEx 2Day A.M. is delivered by 10:30 a.m. to most areas (noon to some ZIP codes). This service is available to all ZIP codes where FedEx Priority Overnight® shipments are delivered by 10:30 a.m. or noon and the commitment time matches the FedEx Priority Overnight commitment time.

FedEx 2Day A.M. is also available for return shipments using FedEx Print Return Labels, FedEx Email Return Labels, FedEx® Return System (using a Return Material Authorization [RMA] number) and FedEx Express® Billable Stamps.

This new service provides unique benefits for:

- Customers with planned supply chain operations who would like to turn around the shipment the same day (e.g., receive in the morning, utilize the contents and ship out the same day).
- Shipments to facilities that are often closed in the afternoons, and therefore need a morning delivery (e.g., pharmacies, doctors' offices).
- Shippers that would like to ensure the morning delivery time.

#### FedEx First Overnight Freight (U.S. only)

This new early morning freight delivery service provides time-definite early delivery for FedEx Express Freight Services shippers who have critical delivery needs to meet business needs

For freight shippers, FedEx First Overnight Freight offers nationwide, early morning delivery of critical shipments — tailored for urgent manufacturing, distribution or replenishment needs.

#### FedEx First Overnight and FedEx International First Dangerous Goods Service

The expansion of FedEx Express dangerous goods shipping with FedEx First Overnight and FedEx International First services provides customers with a FedEx option to speed up their dangerous goods shipments. Dangerous goods shipments need to be delivered as soon as possible — batteries, machine parts, special equipment or test samples that are needed for airplane repairs, assembly lines or laboratory treatments. And some shipments need to move quickly to ensure the contents do not expire, such as flammable liquids packed in dry ice.

#### Key benefits include:

- Using FedEx First Overnight to ship FedEx Express dangerous goods to expedite shipments that would typically be sent overnight.
- Using FedEx International First to ship FedEx Express dangerous goods inbound
  to the U.S. from origins currently offering FedEx International First and FedEx
  International Priority® dangerous goods service in Canada, Latin America and
  the Caribbean and Europe, Middle East and Africa.
- Using current forms to create shipping labels for FedEx First Overnight and FedEx International First dangerous goods shipments. These forms include airbills and the Shipper's Declaration for Dangerous Goods (M-1421C).

Note: You cannot use FedEx First Overnight and FedEx International First to ship radioactive materials.

#### FedEx Express Freight Saturday Pickup (U.S. only)

FedEx Express Freight Services for U.S. domestic and U.S. outbound international express freight now have a Saturday pickup option available. For heavyweight shipments that cannot wait until Monday for pickup, FedEx Express Freight Saturday Pickup will pick them up earlier at shipping docks to accelerate transit times.

FedEx Express Freight Saturday Pickup is available for all services, including FedEx 1Day® Freight, FedEx 2Day® Freight, FedEx 3Day® Freight, FedEx International Priority® Freight and FedEx International Economy® Freight. Every ZIP code offering FedEx Express Freight Saturday Delivery supports FedEx Express Freight Saturday Pickup.

#### FedEx First Overnight Saturday Delivery (U.S. only)

This new service extends the Saturday Delivery special handling option within U.S. domestic locations (and from Puerto Rico) to FedEx First Overnight. Shippers with time-critical needs that can't wait until Monday can benefit from the earliest possible option on Saturday. Every ZIP code that supports Saturday Delivery for FedEx Priority Overnight **and** FedEx First Overnight weekday service can receive FedEx First Overnight Saturday Delivery shipments.

Based on your recipient's destination location, the FedEx First Overnight Saturday Delivery commitment is 90 minutes later than the FedEx First Overnight weekday commitment

### FedEx International Economy® and FedEx International Economy Freight Dangerous Goods and Dry Ice Service (U.S. only)

FedEx International Economy and FedEx International Economy Freight now accept dangerous goods and dry ice shipments from the U.S. to all locations that accept these commodities using FedEx International Priority and FedEx International Priority Freight services. For your less time-critical shipments containing dangerous goods and dry ice, you now have the choice of a more cost-effective shipping solution, and still benefit from FedEx service reliability and expert handling.

#### Key benefits include:

- Shipping dangerous goods to more international destinations with FedEx than with any other express carrier. FedEx International Economy and FedEx International Economy Freight accept dangerous goods for shipping to more than 60 countries and dry ice to more than 70 countries.
- Using current forms to create shipping labels for FedEx First Overnight and FedEx International First dangerous goods shipments. These forms include airbills and the Shipper's Declaration for Dangerous Goods (M-1421C).

#### Non-U.S. Domestic Expansion and New Domestic Expansion Enhancements

FedEx Express and FedEx Express Freight Services have expanded to include domestic services for Canada, Mexico, Switzerland, United Arab Emirates, Brazil and Columbia.

#### These expanded services:

- Support the launch of FedEx Economy, a new intra-Canada FedEx Express service that provides door-to-door delivery by 5 p.m. in 1 to 3 business days to most metropolitan areas.
- Add support for FedEx Express Saver®, FedEx 1Day Freight and FedEx 2Day Freight for intra-Mexico shipping.
- Add domestic services support for Switzerland, United Arab Emirates, Brazil
  and Columbia, including FedEx First Overnight (Brazil, Colombia), FedEx Priority
  Overnight (Switzerland, Brazil, Colombia), FedEx Standard Overnight® (United
  Arab Emirates, Brazil, Colombia), FedEx Express Saver (Brazil, Colombia), FedEx
  1Day Freight (United Arab Emirates, Brazil, Colombia) and FedEx 2Day Freight
  (Brazil, Colombia).

#### Harmonized Sales Tax in Ontario and British Columbia (Intra-Canada)

The new Harmonized Sales Tax (HST) affects all rate quote, duty/tax, billing systems and FedEx electronic shipping solution devices (online and offline). It also affects all payers for shipments to/from/within Ontario and British Columbia.

