FedEx Ship Manager®

# New Features Guide

Version 3200

# Welcome

Congratulations! You are one of the first customers to take advantage of the newest version of FedEx Ship Manager® v.3200.

FedEx Ship Manager version 3200 offers enhancements in Dangerous Goods, FedEx® Electronic Trade Documents, FedEx Freight®, Shipment tracking, Rating and Surcharges, Dynamic Rate Quotes, Label print options, Multiple-piece shipments and Hold At Location service.

These enhancements provide an improved customer shipping experience with accuracy, better tracking and regulations.

From completing common tasks more efficiently to improving operating efficiencies, FedEx Ship Manager v.3200 will improve your day-to-day shipping experience.

Enclosed are details about the latest new features and enhancements. If you have any questions or comments about the new version or need assistance, refer to the "Before You Begin" section on page 3 to contact the FedEx Help Desk.

# Before You Begin

## Installing FedEx Ship Manager v.3200

You must be running FedEx Ship Manager v.2916 or higher to upgrade to v.3200. During the installation of FedEx Ship Manager, 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 before installing the software.

## Recommended System and Hardware Requirements

- Intel® i5 recommended
- 4 GB RAM and 5 GB disk space recommended
- Desktop Versions:

  o Microsoft® Windows® 7 (Service Pack 1)
  o Microsoft® Windows® 8
  o Microsoft® Windows® 8 Pro
  o Microsoft® Windows® 8 Enterprise
  o Microsoft® Windows® 8.1
  o Microsoft® Windows® 8.1 Pro
  o Microsoft® Windows® 8.1 Enterprise
  o Microsoft® Windows® 10
  o Microsoft® Windows® 10 Pro
  o Microsoft® Windows® 10 Enterprise

- Server Versions:

  o Microsoft® Windows® Server 2008 (Service Pack 2)
  o Microsoft® Windows® Server 2008 R2 (Service Pack 1)
  o Microsoft® Windows® Server 2012 (Standard Edition)
  o Microsoft® Windows® Server 2012 R2 (Standard Edition)
  o Microsoft® Windows® Server 2016

- FedEx Ship Manager is compatible with 32-bit and 64-bit operating systems. Microsoft .NET Framework 4.5.2 or later is a prerequisite for software installation.
- LAN or DSL internet access required
- 4XCD-ROM or higher (CD-Writer recommended for Backup/Restore)
- Microsoft® Internet Explorer® v 11
- Available port if you are using thermal printer
- Laser and/or inkjet printer for reports and labels
- Screen resolution of 1024 x 768 pixels recommended (screen resolution of 800x600 pixels minimum)
- Adobe® Reader 8.1 or higher

### Technical Support
In the U.S. and Canada, call 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.

### FedEx Website
For the latest information about FedEx, click fedex.com at the top of the FedEx Ship Manager 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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# FedEx Ship Manager® Highlights

## Overview

New and improved FedEx Ship Manager v.3200 is here to assist you with your shipping requirements. The latest enhancements are sure to give you a faster and more convenient shipping experience.

## Automatic Tracking

gives you the ability to request automatic tracking updates be sent directly to your Shipment Details screen. With the ability to Auto Track up to 25 shipments at a time, keeping up with the status of your shipments has never been easier.

On the **Ship** | **Shipment details** dialog, the ability to select Auto Track is added directly below the 'Save in/update my address book' checkbox in the Recipient information groupbox.



On the **Ship** | **Shipment details** dialog, view the details and statuses of your automatically tracked shipments at the bottom of the Shortcuts panel, below the Special Services groupbox.



## Address Book Verification Enhancement

allows you to run address checker on your entire address book with just a few clicks. Proactively completing verification on your address book will help to resolve address issues prior to shipping, providing faster speed, fewer address corrections and fewer late deliveries.

On the **Address Book** | **View Address Book** dialog, the AC Status column is renamed to **Address Verified.**



On the **View Address Book** dialog, to the right of the Print button, a new button '**Verify Addresses**' is added. On click of the **Verify Addresses** button, **Verify Address** dialog is displayed.

## Post Shipment Document Upload

enhancement to the FedEx® Electronic Trade Documents service allows you to postpone uploading your trade documents until after you finish your shipment, giving you more flexibility and control. There are two options available for uploading your documents.
Option 1: Upload documentation from the Shipping list.
Option 2: Upload documentation on FedEx Global Trade Manager at https://www.fedex.com/GTM.

On the **Ship** | **Customs** tab, "**Post Shipment**" checkbox is displayed. Check this selection if you wish to upload your trade documents at a later time.





On **Shipping List** dropdown with **ETD** option the below information is displayed.



## FedEx OnSite

FedEx OnSite is the collaboration of FedEx with other retailers to have locations that are not owned by FedEx, act as access points for Hold at Location (HAL) and Redirect to Hold (RTH) shipments, as well as drop-off locations for pre-labeled packages. This provides you more options to either drop-off a pre-labeled package or pick-up a HAL/RTH shipment beyond just the FedEx Office.

## Shipment Export Template

now allows you to add meter number as a new database field. This makes it easier to identify output while exporting database fields and managing multiple meters.

On the **Databases** | **Import/Export Database Templates** | **View/Edit Template** with **Export** as Type and **Shipment** as Database being selected, then the Database fields displays the Meter Number field as seen below.
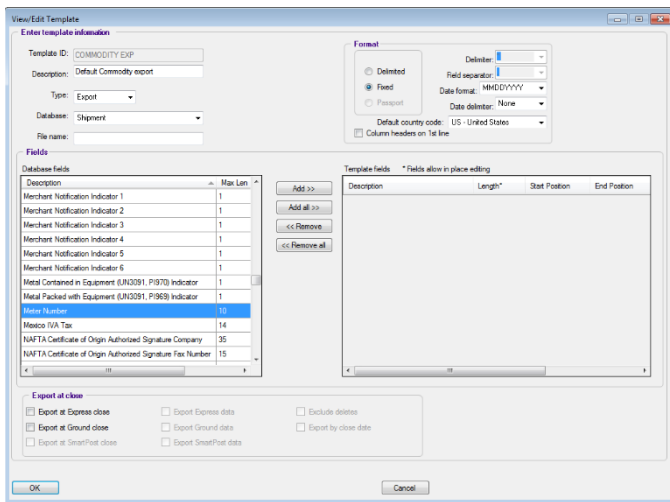


## Thermal Label Print Option

enhancement allows FedEx Ship Manager to support additional PDF label sizes of 4x6.75, 4x8, and 4x9 for the thermal label printer.
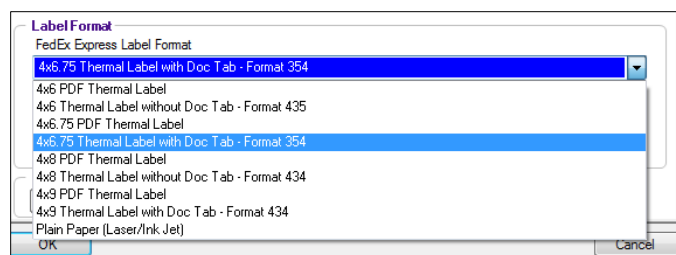


## Export License Field

enhancement increases the 'Export license' field to accept 12 characters. FedEx Ship Manager supports the Export License field format as follows:

- Minimum of 7 characters using the following format: ANNNNNN

- Maximum of 12 characters using the following format: ANNNNNNXXXXX

## Dynamic Rate Quote Improvements for FedEx Ground Multiweight®

enhancement allows FedEx Ship Manager to display FedEx Ground Multiweight rate in the dynamic rate preview when multiweight is the lowest rate.

## Dangerous Goods Enhancements

### Loose Dry Ice

allows you to use the loose dry ice as a coolant in an overpack. When Dangerous Goods (DG) shipments with UN ID 1845 (Dry Ice) are surrounded with loose dry ice in an overpack or All Packed In One (APIO), it is accurately reflected in the DG Shipper's Declaration.

On the "**2 - Dangerous goods entry**" tab of the **View/Edit Dangerous Goods** dialog screen, the "**Loose**" checkbox is displayed which is located directly to the right of the UN#/ID# UN text box.



### Shipper's Declaration Report

When printing the Shipper's Declaration for Dangerous Goods Form (including the 1421C and the LZR DG DEC form), if there are only two commodities in an Express DG Overpack shipment and one of those commodities is UN ID 1845 identified as Loose Dry Ice, then FedEx Ship Manager prints the 'Total' statement on the shipper's declaration.
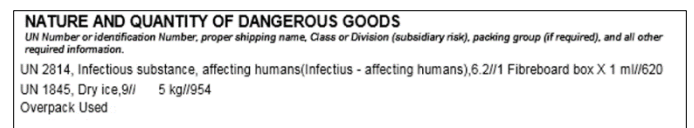


### Canadian 1421 Dangerous Goods Form

now requires that Emergency telephone number provided is accessible 24 hours.
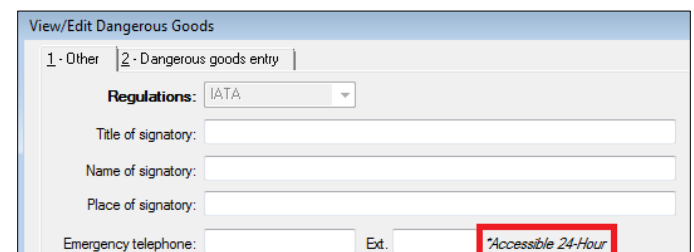
## Less-Than-Truckload (LTL) Freight Enhancements
### Reference Fields
enhancement allows you to configure the customer reference field as a required field. Fields that can now be set as required are "Ship ID1", "Ship ID2", "Consignee ID" and "Bill of Lading PO#". This provides improved customer experience as LTL Freight experience is more aligned to Parcel experience.

On the **LTL Freight Shipping Profile** | **FedEx LTL Freight Preferences** dialog, **Require Reference** fields are added.



On the **LTL Freight** | **Origin/Destination** tab, FedEx Ship Manager replaces the existing label text for the two 'SHIP ID' fields as seen below.



### Rating and Surcharge
enhancement supports a new Over Length surcharge value and the updated Extreme Length value.

Over Length service applies to shipments containing any shipping unit with a dimension equal to or greater than 8 feet in length and less than 12 feet in length. Extreme Length service applies to shipments that contain any shipping unit or piece with a dimension of 12 (twelve) feet or greater in length.

On the **LTL Freight** | **Options/Instructions** screen, the new special services "Over Length" and "Extreme length" checkbox are displayed.

# FedEx® Integration Assistant Features

## Loose Dry Ice

For a FXIA Parcel Profile, on the **Import** | **Information** screen for outbound shipments, "**Loose Dry Ice**" Special Services field is displayed.



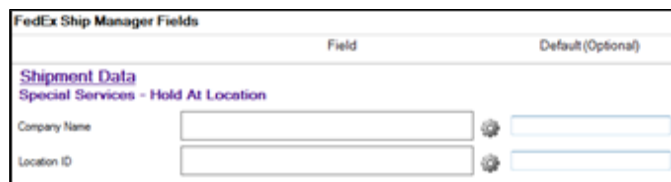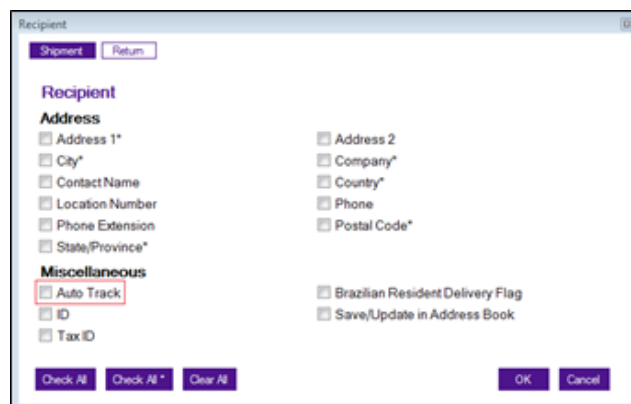On the **Import** | **Match** screen, "**Loose Dry Ice**" is selected for import.



## FedEx OnSite

On the **Import** | **Information** tabs, when the **Special Services** dialog is displayed, then in the **Hold at Location** sub-group the "**Company Name**" and "**Location ID**" fields are displayed
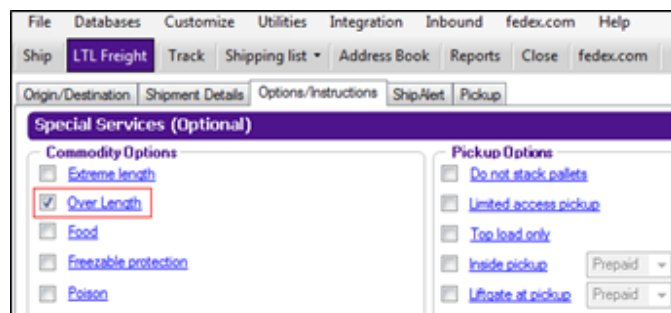


On the **Import** | **Match** tabs, when "**Company Name**" or "**Location ID**" fields is selected on the **Information** tab, then the corresponding fields are available for mapping in the FedEx Ship Manager Fields section.



## Rating and Surcharge

Rating and Surcharge enhancement supports a new Over Length surcharge value and the updated Extreme Length value.



## Automatic Tracking

For a FXIA Parcel Profile, on the **Import** | **Information** screen, "**Auto Track**" field is added under "**Recipient**" information.

On the **Import** | **Match** screen, "**Auto Track**" field is selected for import.



On the **Import** | **Conversion** screen, the standard conversion values for the Auto Track field is used.



## Less-Than-Truckload (LTL) Freight

On the **Import | Information** tab for **LTL profiles**, when the **Special Services and All Fields** dialogs are displayed, you can see the new fields as below.



Also on the **Import | Match** tab, the new field names are displayed and available for matching in the FedEx Ship Manager Fields section.



The new fields are also displayed and available on **Export | Information** and **Export | Match** tab.

On the **Import & Export** | **Conversion** tabs, when the **Print BOL Indicator** field has been added to the profile, then the standard conversion values are displayed.



**LTL Batch Dialog Defaults** includes the account number with a drop down of configured LTL accounts, Payment type, Payment terms, Service Type and Guaranteed Service. These additions allow for inbound, outbound and third party shipments, without having to create different profiles for each with complex mapping in each profile.

On the **LTL Batch File** dialog box, when the "**More**" button is clicked, then the Account Number, Payment Type, Payment Terms, and Guaranteed Service as additional default fields are displayed.