

FedEx Ship Manager® at fedex.com

Quick Guide to Bill Third Party Option

To ship with FedEx Ship Manager at fedex.com, you will need Internet access, an inkjet or laser printer, and your FedEx account number. If you do not have an account number, call 1.800.GoFedEx 1.800.463.3339 to set one up.

Go to **fedex.com**, hover over the **"Ship"** tab and select **"Prepare Shipment."** Enter your user ID and password and click **"Login."** Now you are ready to ship.

1. From

Verify the sender information is correct.

2. To

Enter the recipient information. If you will be shipping to this address again, check the "Save new recipient in address book" box for faster access in the future. Select "Perform detailed address check" to avoid incurring address correction fees.

3. Package & Shipment Details

Select the appropriate FedEx® service type and the package type you will be using for your shipment.

4. Billing Details

- Select "Third Party" in the "Bill transportation to" field, and enter the FedEx third party account number in the "Account no." field.
- If applicable, enter your required reference information in the "Your reference" field, and if additional reference fields are required, click "More reference fields."
- You may also select optional services, such as: find a drop-off location, schedule a pickup, receive an e-mail notification, or find estimated rates and transit times.

5. Complete Shipment

Check whether or not you want to save the changes to your shipment profile or add the new contact to your shipment profiles, and click "Ship." At the next screen, confirm your shipment details, and click "Ship."

The screenshot shows the 'Create a Shipment' page in FedEx Ship Manager. It is divided into several sections, each with a numbered callout:

- 1. From:** A section for sender information, including company name and address.
- 2. To:** A section for recipient information, including country, company, contact name, address, city, state, ZIP, and phone number. It also has checkboxes for 'Perform detailed address check', 'This is a residence', and 'Save new recipient in address book'.
- 3. Package & Shipment Details:** A section for selecting service type, package type, number of packages, weight, declared value, and ship date.
- 4. Billing Details:** A section for billing information, including 'Bill transportation to' (set to 'Third Party'), 'Account no.' (XXXXXXXXXX), and 'Your reference'. It also has a 'More reference fields' link.
- 5. Continue your Shipment:** A section with a 'Save for later' button and a 'Ship' button.

This is a close-up of the '4. Billing Details' section. The 'More reference fields' dropdown menu is expanded, showing the following fields:

- P.O. no.
- Invoice no.
- Department no.

For questions about using FedEx Ship Manager at fedex.com, call 1.800.GoFedEx 1.800.463.3339 and say "technical support."



FedEx Ship Manager® Hardware or Software

Quick Guide to Bill Third Party Option

Follow this simple process to ship with FedEx Ship Manager hardware or software (also known as FedEx Café) for shipments using the Bill Third Party option.

The screenshot shows the FedEx Ship Manager software interface. The window title is "FedEx.com" and the menu bar includes "File", "Databases", "Customize", "Utilities", "Integration", "Inbound", "Passport", "FedEx.com", and "Help". The main window has a toolbar with "Ship", "Track", "Shipping list", "Address Book", "Report", "Close", and "FedEx.com". Below the toolbar is a "Ship" button and a "FedEx" logo. The main content area is divided into four sections, each with a numbered red circle:

- 1 Recipient information:** Includes fields for Recipient ID, Country (US - UNITED STATES), Contact name (Jane Doe), Company name (General Hospital), Address 1 (123 Main Street), Address 2, Zip (84405), State (UT), City (OGDEN), Telephone (555) 555-5555, Ext., Location #, and checkboxes for "This is a residential address" and "Save in/Update my address book".
- 2 Sender information:** Includes "Current sender:" and "Change sender:" fields.
- 3 Package and shipment details:** Includes "Number of packages:" (1), "Weight:" (15.0 lbs), "Service type:" (R - FedEx Ground Service), "Package type:" (1 - Your Packaging), "Package dimensions:", "Ship date:" (03/19/2008), and "Declared value:" (USD).
- 4 Billing details:** Includes "Bill transportation to:" (3 - Third Party), "Acct #:", "Department notes:", "Customer reference:", "P.O. number:", and an "Add handling" button.

At the bottom of the window, there is a "Clear fields" button, "Delete/Modify shipment", "Repeat shipment", "Override prefs", "Rate quote" (\$0.00), "Multiple-piece shipment", and a "Ship" button with a red circle containing the number 5.

1. Recipient information

Complete the recipient information. If you will be shipping to this address again, click "Save in/Update my address book" for faster access in the future.

2. Sender information

Confirm the sender information, or change if necessary.

3. Package and shipment details

Select the appropriate FedEx® service type and the package type you will be using for your shipment.

4. Billing details

- Select "Third Party" in the drop-down menu and enter the appropriate FedEx third party account number in the "Acct #" field.
- If required, enter reference or purchase order numbers in the appropriate fields.

5. Ship

Click "Ship." Print your shipping label, and affix it to your shipment.

For questions about FedEx Ship Manager hardware or software, call 1.800.GoFedEx 1.800.463.3339 and say "technical support."

