

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:

Fransais | FedEx Services and Tools | Contact Us | Site Map Search Go!

FedEx

Package/Envelope Services | Freight Services | Office/Print Services

Ship > | Track > | Manage My Account > | Customs Tools >

fedex.com Login

for access to FedEx Ship Manager® at fedex.com

Reminder: If you require a pickup, you must request one by selecting the Schedule a Pickup option.

* Denotes required field.

Registered fedex.com Users

IMPORTANT
For best results, please disable your pop-up blocker.

Enter your user ID and password to login

- * User ID
- * Password

Remember my user ID on this computer.

[Login Help](#) | [Forgot your password or user ID?](#) |

New fedex.com Users

Sign Up Now!

Register for fedex.ca and choose the account option that meets your needs. Ship online, and access many fedex.ca online services with a single user ID and password.

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':

Create a Shipment
Enter shipping information

* Denotes required field.

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

2. To
* Country/Location
Company
* Contact name
* Address 1
Address 2
* City
* Province
* Postal code
* Phone no. ext.
 Perform detailed address check
 This is a residence
 Save new recipient in address book

4. Billing Details
* Bill transportation to
* Your reference

Special Services (optional)
Select additional services for your shipment

5. Pickup/Drop-off
 Schedule a pickup
 Drop off package at a FedEx location
 Use an already scheduled pickup at my location
Pickup Address
Irene Fraser-Kealey, 609 Robertson Hall, 1125 Colonel By Drive, Ottawa, Ontario, K1S5B6, Canada
Package Information
Please select a service type in Package and Shipment Details before proceeding with your pickup request.

3. Package & Shipment Details

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 [Help](#) for more information. To ship FedEx Express Dangerous Goods, you must

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 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](#)
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 2nd 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

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

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](#)

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. 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

Use an already scheduled pickup location

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

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

Pickup Type

* Total no. of packages: 1
 * Total weight: 2 lbs
 * Pickup date: 01/12/2012
 * Ready time: 11:30 p.m.
 * Latest time available: 6:00 p.m.

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

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](#)

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. Continue your Shipment [Help](#)

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

<p>* Package type: FedEx Envelope</p> <p>* No. of packages: 1</p> <p>* Weight: 1 lbs</p> <p>Declared value: 5 Canadian Dollars</p> <p>* Ship date: 01/12/2012</p>	<p>* Ready time: 11:30 a.m.</p> <p>* Latest time available: 4:30 p.m.</p> <p>Location of packages or special instructions (Not to exceed 25 characters)</p>
<p>E-mail Notifications (optional) Help Edit</p> <p>Send an e-mail to yourself, the recipient or others indicating the status of your shipment.</p>	
<p>Rates & Transit Times (optional) Help Edit</p> <p>View your rates and transit times based on your selections.</p>	
<p>6. Complete your Shipment Help</p> <p><input type="checkbox"/> Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.</p> <p>Save for later Ship</p>	

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':

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

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

FedEx
Express

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 Procurement Services at ext 3622 or procurementservices@carleton.ca