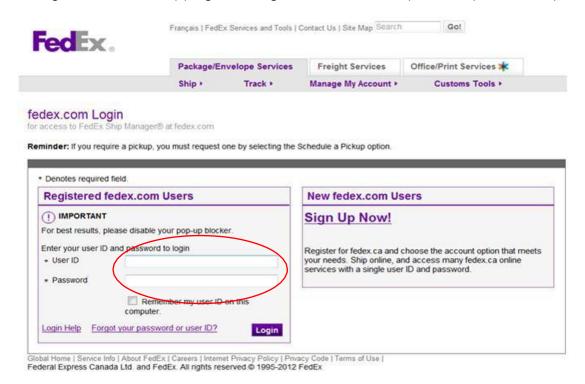
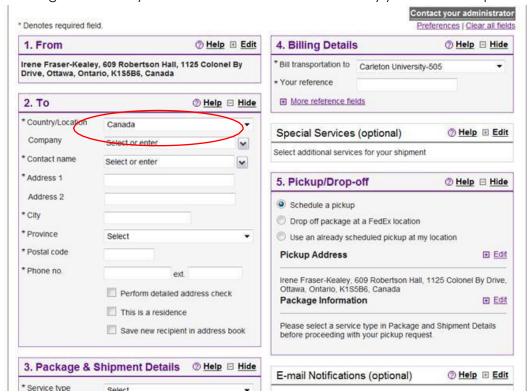
# FedEx Shipping Tool Instructions – International Shipments

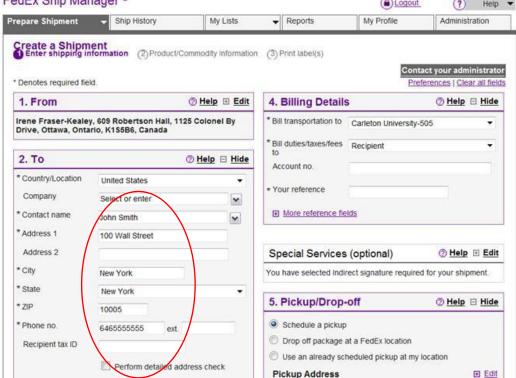
1. Log into the FedEx Shipping Tool using the user name and password provided to you by Purchasing Services:



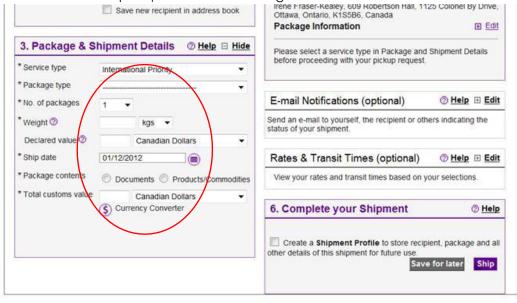
2. Change the country in Box 2 from Canada to the country you need to ship to:



3. Fill in the address your shipment is going to in Box 2: FedEx Ship Manager®



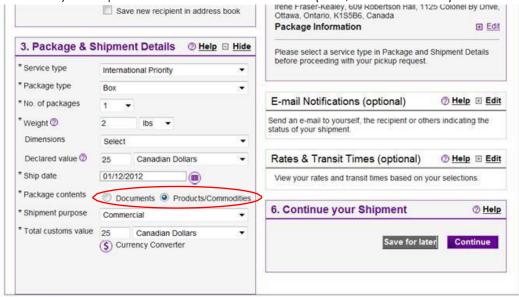
4. Select the package type, the number of packages and the weight for your shipment in Box 3. **NOTE**: The declared value the must be the same amount you put in the 'Total customs value' box. You can select an amount up to \$100.00 free of charge:



#### 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
- 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 <u>Help</u> for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.
- A commercial Invoice is required for all FedEx International Ground shipment regardless of value. A Customs Broker is required for all FedEx

# 5. Select if your shipments consists of 'Documents' (and/or CDs or DVDs) or 'Products/Commodities':

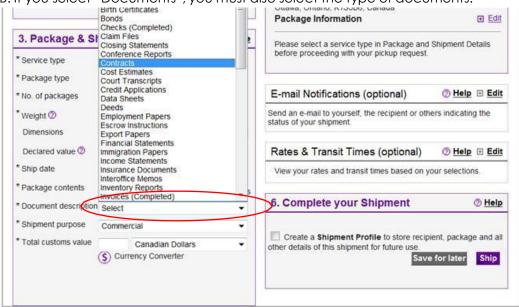


#### Please note:

- 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 <u>Heip</u> for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.
- A commercial Invoice is required for all FedEx International Ground shipment regardless of value. A Customs Broker is required for all FedEx

## 5B. If you select "Documents", you must also select the type of documents:

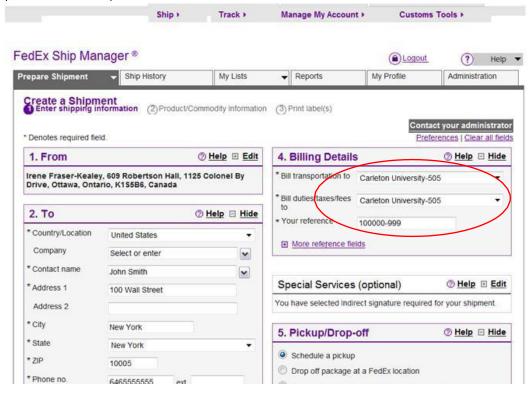


#### Please note:

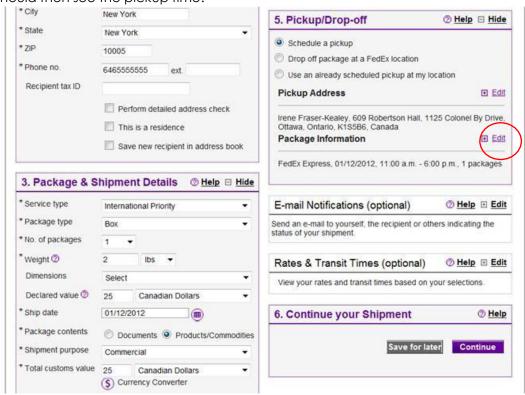
- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur
- By clicking the Ship/Continue button, you agree to the FedEx Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in the
- 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.

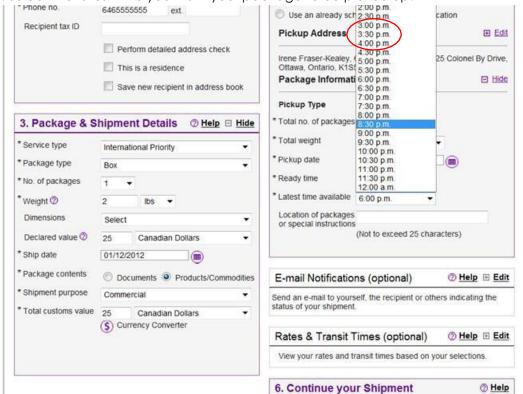
6. Change each field in Box 4 to say the account number "Carleton University-505". Fill in the Fund and Org you'd like this shipment to be billed to in the 'Your Reference' box:



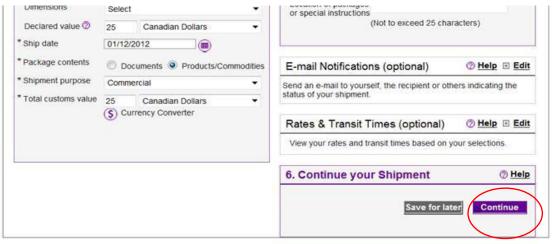
7. In Box 5, you will see your office location. If you want to change the latest time for the pickup of your package, click the edit button. **NOTE**: If you do not see a time for pick up, select the 2<sup>nd</sup> option 'Drop off package at a FedEx location' THEN go back and select 'Schedule a pickup'. This will refresh the box and you should then see the pickup time:



8. Select the latest time you want your package to be picked up:



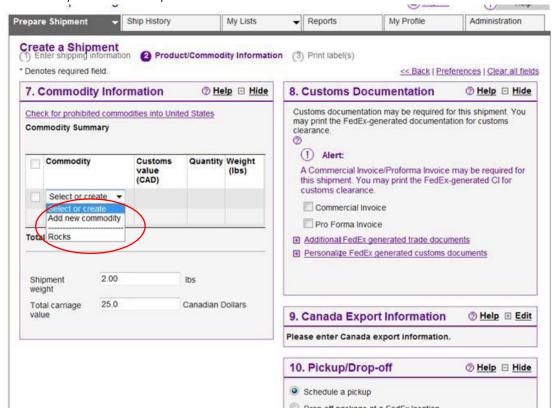
### 9. Click on the "Continue" button in box 6:



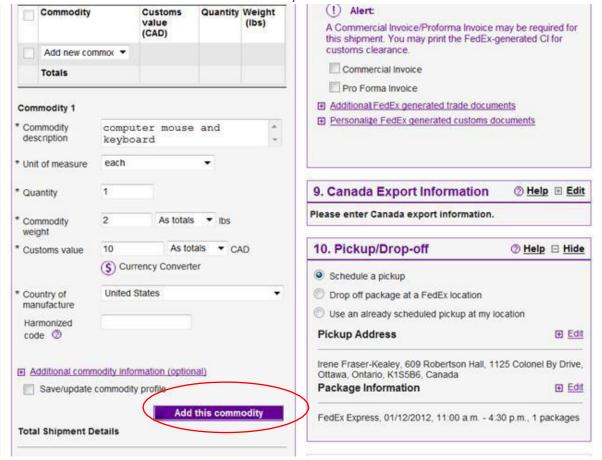
- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload, it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the FedEx Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in 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 continue of Use and the Ship Continue 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.

  A commercial Invoice is required for all FedEx International Ground shipment regardless of value. A Customs Broker is required for all FedEx
- international shipments valued at \$200 CAD and over, as well for certain commodities regardless of value. Select Special Services to enter your Broker information and Customs Documentation to print a commercial invoice.

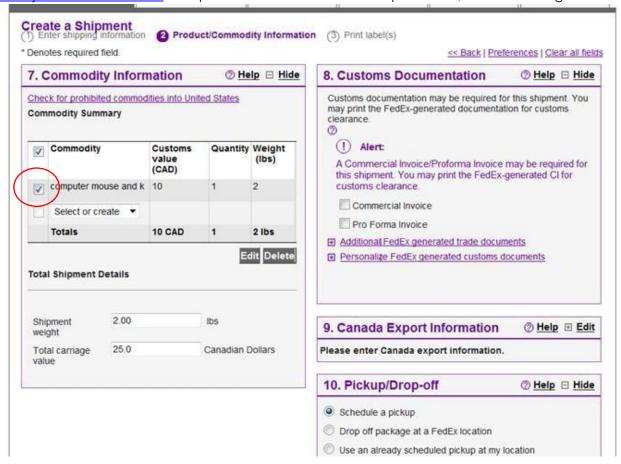
10. **NOTE**: You will only see this page if you selected "Products/Commodities" in Box 3. Select 'Add new commodity' from the drop down box:



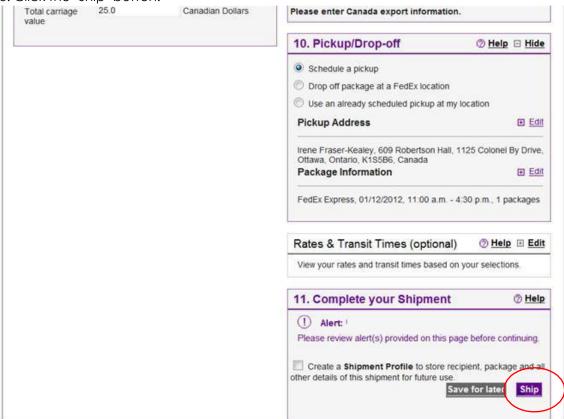
11. Enter a description of what you are sending. Select a unit of measure, the quantity and the weight. Remember to put the same value in the 'customs value' box as you did in Box 3. Select the country of manufacture and click the 'Add this commodity' button:



12. Click on the small box next to the commodity you just created. **NOTE**: for anything being shipped other than documents or CD's/DVD's you <u>MUST</u> have a customs invoice from Purchasing Services. Please email <a href="mailto:Kristinj.Allen@carleton.ca">Kristinj.Allen@carleton.ca</a> to request a customs invoice. Scroll past box 8, 9 and 10 and go to box 11.



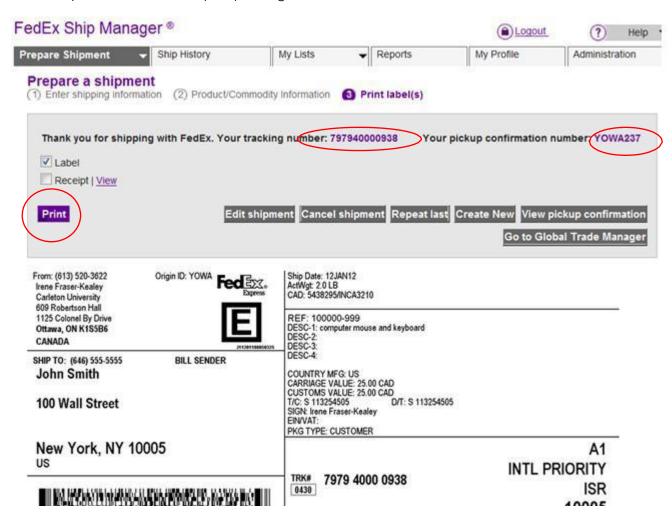
# 13. Click the 'Ship' button:



# 14.Review the information in the confirmation window that appears.Click the 'Ship' button:

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15. Check to make sure that you get BOTH the FedEx tracking number AND the pickup confirmation number. Print this waybill and attach it to your package:



<sup>\*</sup>If you have any questions, please contact Procurement Services at ext. 3622 or procurementservices@carleton.ca