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:

   ![FedEx login page](image)

   * Denotes required field:
   - 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?

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

   ![Shipping form](image)

   * Denotes required field:
   1. From:
   2. To:
   3. Package & Shipment Details:
   4. Billing Details:
   5. Pickup/Drop-off:
   6. E-mail Notifications (optional):
3. Fill in the address your shipment is going to in Box 2:

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

*Service type*  
International Priority

*Package type*  
Box

*No. of packages*  
1

*Weight*  
2

*Dimensions*  
Select

*Declared value*  
$25

*Ship date*  
01/12/2012

*Package contents*  
Check ‘Documents’

*Total customs value*  
$25

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58. If you select “Documents”, you must also select the type of documents:

*Service type*  
Conference Reports

*Package type*  
Cost Estimates

*No. of packages*  
Select

*Weight*  
Select

*Dimensions*  
Select

*Declared value*  
Select

*Ship date*  
Select

*Package contents*  
Select

*Document description*  
Select

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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's Terms of Use and the FedEx terms of shipping in the applicable FedEx Service Guide and the Shippers 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.
- A commercial invoice is required for all FedEx International Ground shipments regardless of value. A Customs Broker is required for all FedEx International shipments.
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:

![FedEx Ship Manager screenshot]

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 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:

![FedEx Ship Manager screenshot]
8. Select the latest time you want your package to be picked up:

9. Click on the “Continue” button in box 6:
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 **MUST** have a customs invoice from Purchasing Services. Please email Kristinj.Allen@carleton.ca 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:

**Confirm your shipment details**

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- **Ship date**: 01/12/2012
- **Service type**: Intern3>1<slalPrfO<fly
- **Package type**: Box
- **Number of packages**: 10
- **Total weight**: 200 lbs
- **Dimensions**: 250 CN
- **Bill transportation to**: GateloronNen ty.sos
- **811 duties/taxes/fees to**: carletonunNen ty.sos
- **Your return**: 100000.999
- **Pickup/Drop-on**: P.O. no.
- **Invoice no.**: OeJN tment no.
- **Special Services**: Idirect signature required
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:

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