

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:

Français | 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?](#) [Login](#)

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

* 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

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

3. Package & Shipment Details

[Help](#) [Hide](#)

* Service type

4. Billing Details

[Help](#) [Hide](#)

* Bill transportation to

* Your reference

[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.

E-mail Notifications (optional)

[Help](#) [Edit](#)

3. Fill in the address your shipment is going to in Box 2:

FedEx Ship Manager®

The screenshot shows the 'Create a Shipment' page in FedEx Ship Manager. The top navigation bar includes 'Prepare Shipment', 'Ship History', 'My Lists', 'Reports', 'My Profile', and 'Administration'. The main heading is 'Create a Shipment' with sub-steps: '1 Enter shipping information', '(2) Product/Commodity Information', and '(3) Print label(s)'. A 'Contact your administrator' link is also present. The '1. From' section shows the sender's address: Irene Fraser-Kealey, 609 Robertson Hall, 1125 Colonel By Drive, Ottawa, Ontario, K1S5B6, Canada. The '2. To' section, which is circled in red, contains the following fields: Country/Location (United States), Company (Select or enter), Contact name (John Smith), Address 1 (100 Wall Street), Address 2, City (New York), State (New York), ZIP (10005), Phone no. (6465555555 ext.), and Recipient tax ID. There is a checkbox for 'Perform detailed address check'. The '4. Billing Details' section includes fields for Bill transportation to (Carleton University-505), Bill duties/taxes/fees to (Recipient), Account no., and Your reference. The 'Special Services (optional)' section shows 'Indirect signature required' selected. The '5. Pickup/Drop-off' section has three radio buttons: 'Schedule a pickup' (selected), 'Drop off package at a FedEx location', and 'Use an already scheduled pickup at my location'. A 'Pickup Address' field is also visible.

4. Select the package type, the number of packages and the weight for your shipment in Box 3.

NOTE: The declared value 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:

The screenshot shows the '3. Package & Shipment Details' section of the FedEx Ship Manager. The 'Package Information' section is circled in red and includes the following fields: Service type (International Priority), Package type, No. of packages (1), Weight (kgs), Declared value (Canadian Dollars), Ship date (01/12/2012), Package contents (Documents, Products/Commodities), and Total customs value (Canadian Dollars). There is a 'Currency Converter' link. The 'E-mail Notifications (optional)' section has a checkbox for 'Send an e-mail to yourself, the recipient or others indicating the status of your shipment.' The 'Rates & Transit Times (optional)' section has a checkbox for 'View your rates and transit times based on your selections.' The '6. Complete your Shipment' section has a checkbox for 'Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.' and buttons for 'Save for later' and '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 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':

☐ Save new recipient in address book

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](#)

Package Information [Edit](#)

Please select a service type in Package and Shipment Details before proceeding with your pickup request.

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](#)

Please note:

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- 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.
- 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 \$500 CAD and more as well as for certain categories of Duties. Select Special Services for information.

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

3. Package & Shipment Details

* 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
* Document description: Select
* Shipment purpose: Commercial
* Total customs value: 25 Canadian Dollars
[Currency Converter](#)

Package Information [Edit](#)

Please select a service type in Package and Shipment Details before proceeding with your pickup request.

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 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 \$500 CAD and more as well as for certain categories of Duties. Select Special Services for information.

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:

Ship > Track > Manage My Account > Customs Tools >

FedEx Ship Manager®

Logout ? Help

Prepare Shipment Ship History My Lists Reports My Profile Administration

Create a Shipment

1 Enter shipping information 2 Product/Commodity information 3 Print label(s)

* Denotes required field.

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

2. To Help Hide
* Country/Location: United States
Company: Select or enter
* Contact name: John Smith
* Address 1: 100 Wall Street
Address 2:
* City: New York
* State: New York
* ZIP: 10005
* Phone no.: 6465555555 ext.

4. Billing Details Help Hide
* Bill transportation to: Carleton University-505
* Bill duties/taxes/fees to: Carleton University-505
* Your reference: 100000-999
[More reference fields](#)

Special Services (optional) Help Edit
You have selected indirect signature required for your shipment.

5. Pickup/Drop-off Help Hide
☒ Schedule a pickup
☐ Drop off package at a FedEx location

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:

* 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

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](#)

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

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](#)

8. 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

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](#)

☐ Use an already scheduled pickup

Pickup Address [Edit](#)

Irene Fraser-Kealey,
Ottawa, Ontario, K1S 1A1

Package Information [Hide](#)

Pickup Type

* Total no. of packages 8:30 p.m.

* Total weight 9:00 p.m.

* Pickup date 9:30 p.m.

* Ready time 10:00 p.m.

* Latest time available 10:30 p.m.

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

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](#)

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

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](#)

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

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](#)

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.
- 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:

Prepare Shipment

Ship History

My Lists

Reports

My Profile

Administration

Create a Shipment

(1) Enter shipping information

(2) Product/Commodity Information

(3) Print label(s)

* Denotes required field.

[<< Back](#) | [Preferences](#) | [Clear all fields](#)

7. Commodity Information

Help Hide

[Check for prohibited commodities into United States](#)

Commodity Summary

<input type="checkbox"/>	Commodity	Customs value (CAD)	Quantity	Weight (lbs)
<input type="checkbox"/>	Select or create			
<input type="checkbox"/>	Select or create			
<input type="checkbox"/>	Add new commodity			
Total Rocks				

Shipment weight

2.00

lbs

Total carriage value

25.0

Canadian Dollars

8. Customs Documentation

Help Hide

Customs documentation may be required for this shipment. You may print the FedEx-generated documentation for customs clearance.

Alert:

A Commercial Invoice/Proforma Invoice may be required for this shipment. You may print the FedEx-generated CI for customs clearance.

☐ Commercial Invoice

☐ Pro Forma Invoice

[Additional FedEx generated trade documents](#)

[Personalize FedEx generated customs documents](#)

9. Canada Export Information

Help Edit

Please enter Canada export information.

10. Pickup/Drop-off

Help Hide

☒ Schedule a pickup

☐ Drop off at FedEx location

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:

Commodity	Customs value (CAD)	Quantity	Weight (lbs)
<input type="checkbox"/> Add new commox ▼			
Totals			

Commodity 1

* Commodity description: computer mouse and keyboard

* Unit of measure: each

* Quantity: 1

* Commodity weight: 2 As totals lbs

* Customs value: 10 As totals CAD

Ⓢ Currency Converter

* Country of manufacture: United States

Harmonized code ?

[Additional commodity information \(optional\)](#)

☐ Save/update commodity profile

Add this commodity

Total Shipment Details

Alert:
A Commercial Invoice/Proforma Invoice may be required for this shipment. You may print the FedEx-generated CI for customs clearance.

☐ Commercial Invoice

☐ Pro Forma Invoice

[Additional FedEx generated trade documents](#)

[Personalize FedEx generated customs documents](#)

9. Canada Export Information [Help](#) [Edit](#)

Please enter Canada export information.

10. 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. - 4:30 p.m., 1 packages

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.

Create a Shipment

1 Enter shipping information2 Product/Commodity Information3 Print label(s)

* Denotes required field.

<< Back | Preferences | Clear all fields

7. Commodity InformationHelpHide

Check for prohibited commodities into United States

Commodity Summary

<input checked="" type="checkbox"/>	Commodity	Customs value (CAD)	Quantity	Weight (lbs)
<input checked="" type="checkbox"/>	computer mouse and k	10	1	2
<input type="checkbox"/>	Select or create			
Totals		10 CAD	1	2 lbs

EditDelete

Total Shipment Details

Shipment weight2.00 lbs

Total carriage value25.0 Canadian Dollars

8. Customs DocumentationHelpHide

Customs documentation may be required for this shipment. You may print the FedEx-generated documentation for customs clearance.

Alert:

A Commercial Invoice/Proforma Invoice may be required for this shipment. You may print the FedEx-generated CI for customs clearance.

☐ Commercial Invoice

☐ Pro Forma Invoice

[Additional FedEx generated trade documents](#)

[Personalize FedEx generated customs documents](#)

9. Canada Export InformationHelpEdit

Please enter Canada export information.

10. Pickup/Drop-offHelpHide

☒ Schedule a pickup

☐ Drop off package at a FedEx location

☐ Use an already scheduled pickup at my location

13. Click the 'Ship' button:

Total carriage value	25.0	Canadian Dollars
----------------------	------	------------------

Please enter Canada export information.

10. 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. - 4:30 p.m., 1 packages

Rates & Transit Times (optional) [Help](#) [Edit](#)

View your rates and transit times based on your selections.

11. Complete your Shipment [Help](#)

Alert: ¹
Please review alert(s) provided on this page before continuing.

☐ Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

[Save for later](#) [Ship](#)

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

Confirm your shipment details



Outbound Shipment

[Help](#)

From	ene Fraser Kealey catleton 609 R<>Oe<son Hal 1125 COI Onel By or Ne OGawa ON Canada K1S586 613520362:2	Ship date	01/12/2012
		Service type	Inter31>1><1al PrfO<tly
		Package type	Box
		Number of packages	10
		Total weight	2.00 lb\$
		Dimensions	
		Declared value	250.00
		BJJ transportation to	GatlelonunNen ty.sos
		8111 duties/taxes/fees to	carletonunNen ty.sos
To	JaM Smith 100 Waf Street New York, NY United States 10005 6465555555	Your reference	100000.999
		Pickup/Drop-off	1 - pickup requested
		P.O. no.	
		Invoice no.	
		Orderment no.	
		Special Services	Signature required

[Edit](#)[Ship](#)

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:

FedEx Ship Manager  Logout  Help

Prepare Shipment | Ship History | My Lists | Reports | My Profile | Administration



Prepare a shipment

(1) Enter shipping information (2) Product/Commodity Information (3) **Print label(s)**

Thank you for shipping with FedEx. Your tracking number: **797940000938** Your pickup confirmation number: **YOWA237**

☒ Label
☐ Receipt | [View](#)

Print Edit shipment Cancel shipment Repeat last Create New View pickup confirmation
Go to Global Trade Manager

From: (613) 520-3622 Irene Fraser-Kealey Carleton University 609 Robertson Hall 1125 Colonel By Drive Ottawa, ON K1S5B6 CANADA	Origin ID: YOWA	 <small>2012011000050325</small>	Ship Date: 12JAN12 ActWgt: 2.0 LB CAD: 5438295/INCA3210
SHIP TO: (646) 555-5555 John Smith 100 Wall Street New York, NY 10005 US			REF: 100000-999 DESC-1: computer mouse and keyboard DESC-2: DESC-3: DESC-4: COUNTRY MFG: US CARRIAGE VALUE: 25.00 CAD CUSTOMS VALUE: 25.00 CAD T/C: S 113254505 D/T: S 113254505 SIGN: Irene Fraser-Kealey EIN/VAT: PKG TYPE: CUSTOMER
			TRK# 7979 4000 0938 0430 A1 INTL PRIORITY ISR 10005

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