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:

2. The country in Box 2 should say 'Canada':

3. Fill in the address your package is being sent to in Box 2:

4. Select the service type, the package type, number of packages and the weight in Box 3:

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:

Contact your administrator

Preferences | Clear all fields

* Denotes required field.

1. From   ⑦ Help ⊞ Edit

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

2. To   ⑦ 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   ⑦ Help ⊟ Hide

* Service type	Priority Overnight ▼

4. Billing Details   ⑦ Help ⊟ Hide

* Bill transportation to   Carleton University-505   ▼

* Your reference   100000-999

⊞ More reference fields

Special Services (optional)   ⑦ Help ⊞ Edit

Select additional services for your shipment

5. Pickup/Drop-off   ⑦ 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)   ⑦ 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:

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

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

* Package type	FedEx Envelope ▾
* No. of packages	1 ▾
* Weight ⓘ	1 lbs ▾
Declared value ⓘ	5 Canadian Dollars
* Ship date	01/12/2012 🗓

* Ready time	11:30 a.m. ▾
* Latest time available	4:30 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. 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**

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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.

9. Review the information in the Confirmation box that appears and click 'Ship':

Confirm your shipment details

Outbound Shipment   ⓘ Help

From Irene Fraser-Kealey	
Carleton University	
609 Robertson Hall	
1125 Colonel By Drive	
Ottawa, ON	
Canada	
K1S5B6	
6135203622	
To John Smith	
100 Main Street	
Ottawa, ON	
Canada	
K1S 2G1	
6135555555	

Ship date	01/12/2012
Service type	Priority Overnight
Package type	FedEx Envelope
Number of packages	1.0
Total weight	1.00 lbs
Dimensions	
Declared value	5.0 CAD
Bill transportation to	Carleton University-505
Your reference	100000-999
Pickup/Drop-off	New pickup requested
P.O. no.	
Invoice no.	
Department no.	
Special Services	

Edit   **Ship**

10. Confirm that you received a FedEx tracking number AND a pickup confirmation number. Print the waybill and attach it to your shipment:

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