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:

![FedEx login screen](image)

2. The country in Box 2 should say ‘Canada’:
3. Fill in the address your package is being sent to in Box 2:

- **Country/Location**: Canada
- **Address 1**: 100 Main Street
- **City**: Ottawa
- **Postal code**: K1S 2G1
- **Phone no.**: 6135555555

*Special Services (optional)*
- **Archive instructions**
- **Next day air**
- **Next day before 10am**
- **Next day before 12pm**
- **2nd day air**
- **2nd day before 10am**
- **2nd day before 12pm**
- **Ground**
- **Expedited**

*Pickup/Drop-off*
- **Schedule a pickup**
- **Drop off package at a FedEx location**
- **Use an already scheduled pickup at my location**

*E-mail Notifications (optional)*
- **Send an e-mail to yourself, the recipient or others indicating the status of your shipment.**

*Rates & Transit Times (optional)*
- **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:

- **Service type**: Priority Overnight
- **Package type**: FedEx Envelope
- **No of packages**: 1
- **Weight**: 1 lbs
- **Declared value**: 0
- **Ship date**: 01/12/2012

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*Complete your Shipment*
- **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 button, you agree to the FedEx terms and conditions. Please refer to the FedEx Terms & Conditions.
- By clicking the Ship button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of...
5. Put the Fund and Org you want this shipment billed to in the ‘Your reference’ field in Box 4:
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:

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 button, you agree to the FedEx 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 button, you agree that this shipment does not contain hazardous materials. If you are uncertain of whether your shipment contains Hazardous Goods, see the Help for more information. To ship FedEx Express Hazardous Goods, you must select “Hazardous Goods” in the Special Services section.

9. Review the information in the Confirmation box that appears and click ‘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