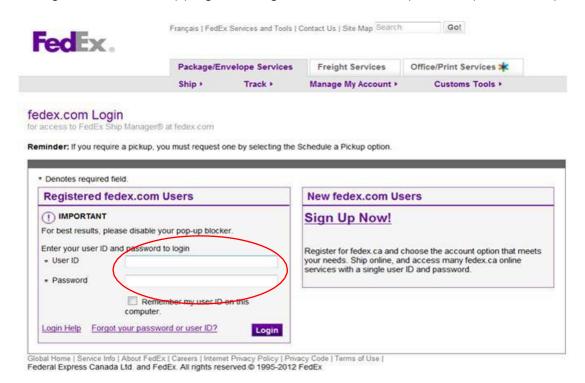
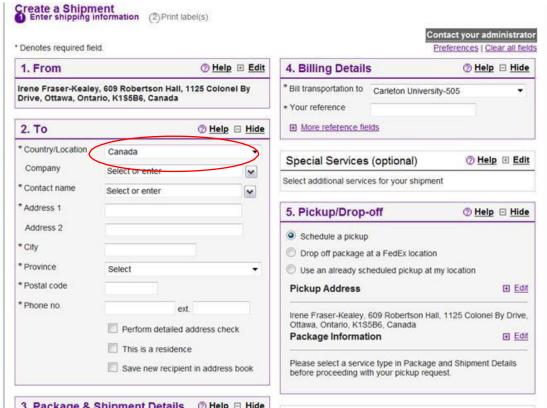
FedEx Shipping Tool Instructions – Canadian Shipments

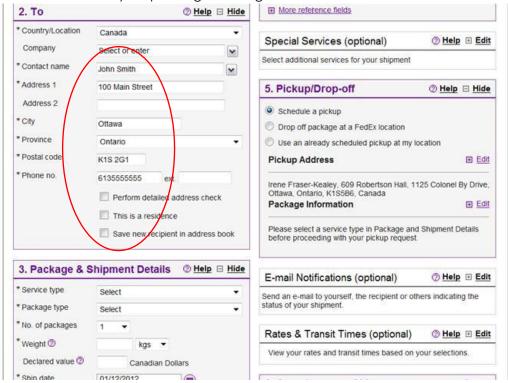
1. Log into the FedEx Shipping Tool using the user name and password provided to you by Purchasing Services:



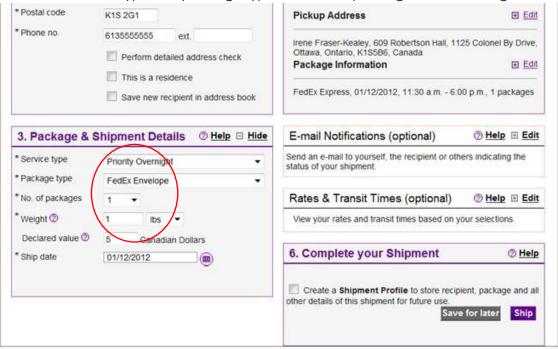
2. The country in Box 2 should say 'Canada':



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:

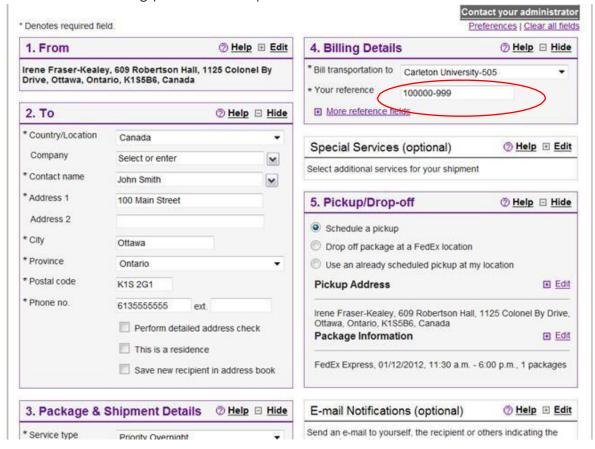


Please note:

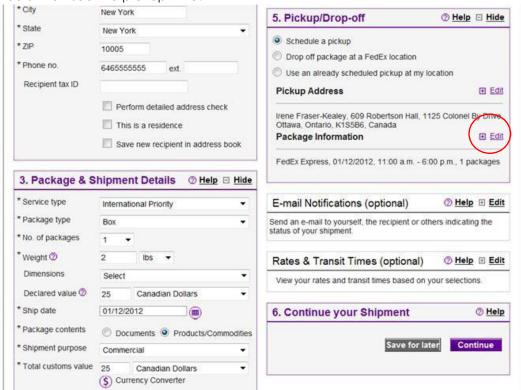
- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the <u>FedEx Ship Manager at fedex com Terms of Use</u> and the FedEx terms of shipping in the applicable FedEx Service Guide and the Shipper's Terms and Conditions for FedEx Express international shipments.
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 By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of

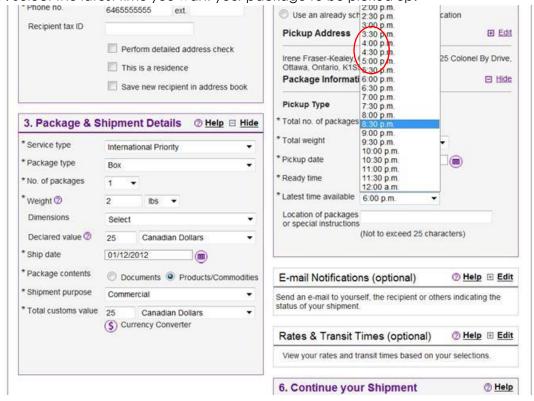
5. Put the Fund and Org you want this shipment billed to in the 'Your reference' field in Box 4:



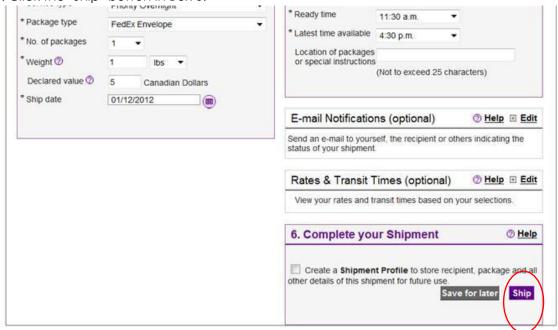
6. In Box 5, you will see your office location. If you want to change the latest time for the pickup of your package, click the edit button. **NOTE**: If you do not see a time for pick up, select the 2nd option 'Drop off package at a FedEx location' THEN go back and select 'Schedule a pickup'. This will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



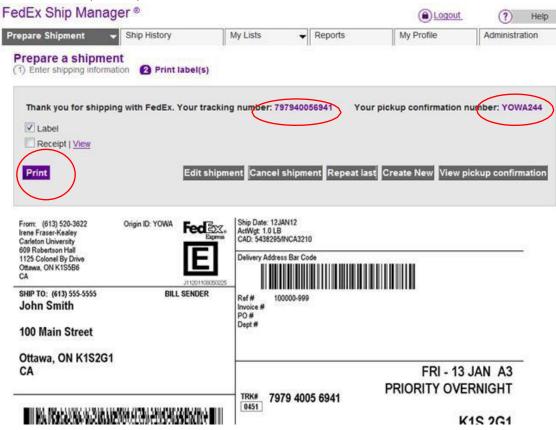
Please note

- 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/Continue button, you agree to the <u>FedEx Ship Manager at fedex com Terms of Use</u> and the <u>FedEx terms of shipping in the applicable FedEx Service Guide</u> and the <u>Shipper's Terms and Conditions for FedEx Express international shipments</u>.
 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.

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