

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:

Français | FedEx Services and Tools | Contact Us | Site Map

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?](#)

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

Create a Shipment
1 Enter shipping information 2 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 **Canada**
Company Select or enter
* Contact name Select or enter
* Address 1
Address 2
* City
* Province Select
* Postal code
* Phone no. ext.
☐ Perform detailed address check
☐ This is a residence
☐ Save new recipient in address book

4. Billing Details [Help](#) [Hide](#)
* Bill transportation to Carleton University-505
* 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.

3. Package & Shipment Details [Help](#) [Hide](#)

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

2. To

[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

[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.

3. Package & Shipment Details

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

* Service type: Select

* Package type: Select

* No. of packages: 1

* Weight: kgs

Declared value: Canadian Dollars

* Ship date: 01/12/2012

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.

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

* Postal code: K1S 2G1

* Phone no.: 6135555555 ext.

☐ Perform detailed address check

☐ This is a residence

☐ Save new recipient in address book

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

3. Package & Shipment Details

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

* Service type: Priority Overnight

* Package type: FedEx Envelope

* No. of packages: 1

* Weight: 1 lbs

Declared value: 5 Canadian Dollars

* Ship date: 01/12/2012

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

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

* 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: 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 [Help](#) [Hide](#)

* Service type: Priority Overnight

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to: Carleton University-505

* Your reference: 100000-999

[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](#)

FedEx Express, 01/12/2012, 11:30 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

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:

* 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

7. 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

2:00 p.m.

2:30 p.m.

3:00 p.m.

3:30 p.m.

4:00 p.m.

4:30 p.m.

5:00 p.m.

5:30 p.m.

6:00 p.m.

6:30 p.m.

7:00 p.m.

7:30 p.m.

8:00 p.m.

8:30 p.m.

9:00 p.m.

9:30 p.m.

10:00 p.m.

10:30 p.m.

11:00 p.m.

11:30 p.m.

12:00 a.m.

Pickup Address

Edit

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

Package Information

Hide

Pickup Type

* Total no. of packages

1

* Total weight

2

lbs

* Pickup date

01/12/2012

* Ready time

* Latest time available

6:00 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

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

Priority Overnight

* 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](#)

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.

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	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
To	John Smith 100 Main Street Ottawa, ON Canada K1S 2G1 6135555555	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:

FedEx Ship Manager  [Logout](#)  [Help](#)

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

Prepare a shipment
(1) Enter shipping information (2) **Print label(s)**

Thank you for shipping with FedEx. Your tracking number: **797940056941** Your pickup confirmation number: **YOWA244**

☒ Label
☐ Receipt | [View](#)

Print Edit shipment Cancel shipment Repeat last Create New View pickup confirmation

From: (613) 520-3622
Irene Fraser-Kealey
Carleton University
609 Robertson Hall
1125 Colonel By Drive
Ottawa, ON K1S5B6
CA

Origin ID: YOWA

FedEx
Express
E
J11301100050025


SHIP TO: (613) 555-5555
John Smith

100 Main Street

Ottawa, ON K1S2G1
CA

BILL SENDER

Ship Date: 12JAN12
ActWgt: 1.0 LB
CAD: 5438295/INCA3210


Delivery Address Bar Code


Ref # 100000-999
Invoice #
PO #
Dept #

TRK# **7979 4005 6941**
0451

FRI - 13 JAN A3
PRIORITY OVERNIGHT

K1S 2G1



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