

## HOW TO PREPARE A DOMESTIC SHIPMENT ON FEDEX.COM

1. On the fedex.com homepage, select “Sign In” using your existing user ID and password



2. Select Create a Shipment from the Shipping drop-down menu



## CREATE A SHIPMENT OVERVIEW

All fields noted with an asterisk (\*) are required fields and must be completed to prepare a shipment

1. **From** — Verify the “From” address you are shipping from or edit it by clicking the “Edit” link
2. **To** — Enter the recipient’s information or choose an address from your FedEx address book or Microsoft Outlook address book
3. **Package & Shipment Details** — Select the No of packages, Weight, Declared Value if applicable, Service Type, and Package type
4. **Billing Details** — Verify the account number you would like to bill the transportation cost to
5. **Complete your Shipment** — Check the box to add this shipment information as a Shipment Profile and then select the Ship button

Optional Sections:

- **Special Services** — Select the “Edit” link to view or change any special services related to your shipment
- **Pickup/Drop-off** — Select the “Edit” link to view Pickup/Drop-off options
- **Shipment Notifications** — Select the “Edit” link to send shipment, exception, or delivery notifications to the emails you enter
- **Rates & Transit Times** — Select the “Calculate” link to view rates and transit times related to your shipment

The screenshot shows the 'Create a Shipment' form in the FedEx Ship Manager interface. The form is organized into several sections, each with a red circle and number indicating a key step:

- 1. From**: Sender information section, including fields for Country/Location, Company, Contact name, Address 1, Address 2, ZIP, City, State, and Phone no.
- 2. To**: Recipient information section, including fields for Country/Location, Company, Contact name, Address 1, Address 2, ZIP, City, State, and Phone no.
- 3. Package & Shipment Details**: Package information section, including fields for Ship date, No. of packages, Weight, Declared Value, Service type, and Package type.
- 4. Billing Details**: Billing information section, including fields for Bill transportation to, Your reference, and Special Services (optional).
- 5. Complete your Shipment**: Final step section, including checkboxes for 'Create a Shipment Profile' and 'Send a Mobile Shipping Label', and a 'Ship' button.

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## Print Label:

- **Confirm your Shipment Details** — Verify your shipment details and select “Edit” to make any changes to Ship to prepare the label
- **Print Label(s)** — Select “Print” to print the shipping label

## CREATE A SHIPMENT: STEP BY STEP

1. From — Verify the From address you are shipping from or edit it by clicking the “Edit” link

2. To — Enter the recipient’s information or choose and address from your FedEx address book or Microsoft Outlook address book

3. Package & Shipment Details — Select the No. of packages, Weight, Declared Value if applicable, Service Type, and Package type

4. Billing Details — Verify the account number you would like to bill the transportation cost to. You may also enter a reference field if needed.

5. Special Services — Select the “Edit” link to view or change any special services related to your shipment

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- Pickup/Drop-off — Select the “Edit” link to view Pickup/Drop-off options

Pickup/Drop-off (optional) [Help](#) [Hide](#)

**Alert:**  
FedEx Express®, FedEx Express® Freight and FedEx Ground® pickups must be scheduled separately.

Schedule a pickup  
 Drop off package at a FedEx location  
 Use an already scheduled pickup at my location

- Shipment Notifications — Select the “Edit” link to send shipment, exception, or delivery notifications to the emails you enter

Shipment Notifications (optional) [Help](#) [Hide](#)

Notify Sender via:

Email (HTML)  
 Email (Plain Text)

Notification type

Ship  
 Tendered  
 Exception  
 Estimated Delivery  
 Delivery

Sender Email

English

Notify Recipient via:

Email (HTML)  
 Email (Plain Text)

Recipient Email

English

- Rates & Transit Times — Select the “Calculate” link to view rates and transit times related to your shipment. You may change the service type by selecting the corresponding radio button by the service desired.

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

Roll over your rate quote for a breakdown of costs.  
Amounts are shown in USD

Select	Service and Transit Time	Published Rate	Your Rate
<input type="radio"/>	FedEx First Overnight® 08:00 am Tue Oct 24, 2017	106.81	106.81
<input type="radio"/>	FedEx Priority Overnight® 10:30 am Tue Oct 24, 2017	76.58	19.14
<input type="radio"/>	FedEx Standard Overnight® 03:00 pm Tue Oct 24, 2017	70.63	17.66
<input type="radio"/>	FedEx 2Day AM® 10:30 am Wed Oct 25, 2017	37.83	9.46
<input type="radio"/>	FedEx 2Day® 04:30 pm Wed Oct 25, 2017	32.90	8.23

[View/Print details](#)

- Complete your Shipment — Check the box to add this shipment information as a Shipment Profile and then select the Ship button

5. 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**

- Confirm Shipment details — Confirm outbound shipment details are correct and select Edit to go back to the previous screen to make changes or select Ship to prepare the label

- Print Label(s) — Select the Print button to print the label and complete the shipment

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Prepare a shipment [Enter shipping information](#) [Print label\(s\)](#)

Thank you for shipping with FedEx. Your tracking number: 770505032720

Label  
 Receipt (later)

**Print** [Create return shipment](#) [Edit shipment](#) [Cancel shipment](#) [Repeat last](#) [Create new](#)

[Schedule a Pickup](#)

## ADDITIONAL RESOURCES

- Review the video on fedex.com “[Create Labels for any Type of Shipment](#)”
- Call FedEx Customer Service at 1.800.GoFedEx 1.800.463.3339 and say “Tech Support”
- View additional [How-To Videos](#) online