

Introducing Collaborative Shipping Tool

*An elevated new pickup experience in
FedEx Ship Manager™.*

FedEx®



What exactly is Collaborative Shipping Tool?

Collaborative Shipping Tool is a feature in FedEx Ship Manager™. It's a way of scheduling pickups online where the receiver is usually a FedEx customer and the shipper may not be.

Essentially, Collaborative Shipping Tool is a handy way to import shipments from different countries.



How does it work?

First, the receiver fills in the shipment form in the tool — this form is then shared with the shipper to complete.

The shipper fills in the rest of the information, specifying how they want the shipment picked up. They can do all of this without a FedEx account or the receiver's account number.



Speeds up online pickups

You don't need to schedule a pickup by phone anymore. It can be done online in just a few clicks.



Reduces missed pickups

The shipper chooses exactly how and when they want the package picked up, which reduces the risk of missed pickups.

Step-by-step guide

1. First, the receiver goes to the **CREATE SHIPMENT** page
2. Under **Views**, they select **Compact** view
3. In the top left corner, the receiver then selects **Import shipment** from the dropdown menu
4. The receiver fills in the shipment details
5. To share the form with the shipper, the receiver clicks **SHARE**

1. —

3. —

2. —

4. —

5. —

6. The receiver shares the URL link with the shipper

Share shipment

Create and share a secure link for this shipment. Receivers of the link can edit shipping information configured below, create, and download a shipping label on behalf of this shipping account. Estimated shipping costs will not be visible.

Sharing options

Include personal message
Include a personalised message to receiver of the link.

The receiver of the link is allowed to edit:

Pickup / drop-off details
Change details about the pickup or drop-off of the shipment.

Sender address
Update the address from which the shipment is sent.

Package details and contents
Change the package details and package contents.

ENABLE SHARING

7. The shipper completes the shipment form and adds specific pickup details — bear in mind the shipper does not need to log in to do this

Priya Patel from Shirts and Shorts

has shared this shipment with you and would like to collaborate.

Please review and provide the missing shipment details listed below. By doing so, you can finalize this shipment, create a FedEx shipping label, and prepare your package(s) for transportation.

Personal message from Priya:
Hello, John, we're looking forward to seeing some of your floral fleece samples!

Ship from
John Green - Floral Fleece
Sunstreet 12
12345, Dallas, US

Deliver to
Priya Patel - Shirts and Shorts
Summerstreet 123
12345, Memphis, US

Package details

NO. OF PACKAGES	WEIGHT PER PACKAGE	DIMENSIONS (L X W X H)
1	15 kg	

Pickup/drop off
Pickup/drop off:
Drop off package at FedEx location
[FIND A FEDEX LOCATION](#)

Contact details
Please provide your contact details so we can reach out to you about this shipment if necessary.

Contact name *
John Green

Contact email *
j.green@floralfleece.com

Contact phone number *
+001 12 34 56 78

Once you click on "FINALIZE", a shipment will be created and invoiced under Intershipping's account. Please be aware that changing the pre-filled details could affect the estimated total shipment costs, which will be billed to Intershipping.

Need help?
For questions about this request, please contact Priya

Email
p.patel@shirtsandshorts.com

Phone number
+001 87 65 43 21

ENABLE SHARING

8. Once the shipment is finalized, the shipper can download the documents and get a tracking number

Shipment created successfully

Download FedEx shipping label
Print and attach the shipping label to the top of the package, making sure the barcode is clearly visible. Your shipment is now ready for shipping.

DOWNLOAD

We've sent a copy of the shipping label to priya@shirtsandshorts.com

Shipment details

Tracking ID 123456789101

Ship from John Green - Floral Fleece
Sunstreet 12
12345, Dallas, US

Deliver to Priya Patel - Shirts and Shorts
Summerstreet 123
12345, Memphis, US

Package details 1 - Your packaging - 115 kg -

Pickup/drop off Drop off package at a FedEx location

Contact details John Green
j.green@floralfleece.com
+001 12 34 56 78

What happens next
Bring your shipment to a FedEx location and we'll make sure to transport it to Robin Smith in SCHENECTADY, NY, NY.

[FIND A FEDEX LOCATION](#)

Need help?
If you have questions about your pickup, please get in contact with FedEx Customer Service to assist you.

Want to learn more?

Contact your FedEx Sales representative for more information.

Please note

Shipments initiated through the 'Create Import Shipment' feature are governed by the terms and conditions of the country they're being shipped from — bear in mind these conditions vary from country to country.

With regard to payment, the party who initiates the shipment is liable for all charges and fees, including any special handling fees and duties and taxes.

For more information, please take a look at the contract of carriage or reach out to your local FedEx office.

