

FedEx Ship Manager® Software Help Guide



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Purpose

This help guide is provided as a supplement to assist those locations equipped with FedEx Ship Manager® in performing the appropriate functions to process dangerous goods and hazardous materials shipments for transport.

Overview

FedEx Express

You can ship domestic and international dangerous goods from Canada and the U.S. In the U.S., you can also ship domestic and U.S. territories (e.g., Puerto Rico) commodities.

When you ship dangerous goods via FedEx Express using FedEx Ship Manager Software:

- Checks that the information complies with International Air Transport Association (IATA) Dangerous Goods regulations.
- With built-in IATA tables, the Dangerous Goods database saves you time and provides accurate information.
- Prints the Shipper's Declaration for Dangerous Goods.

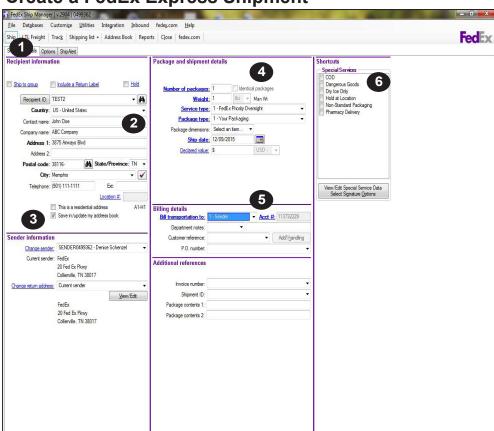
Requirements and other important steps for shipping dangerous goods are as follows:

- 1. Create a FedEx Express[®] shipment.
- 2. Create a shipping profile.
- 3. Set up printer.
- 4. Create a dangerous goods database.

FedEx Ground

FedEx Ship Manager® Software helps you provide the proper paperwork and information required for FedEx Ground® hazardous materials shipments. Requirements and other important steps for shipping hazardous materials are as follows:

- 1. Create a FedEx Ground shipment.
- 2. Create a shipping profile.
- 3. Set up a printer.
- 4. Create a shipment for FedEx Ground.
- 5. Create a hazardous materials database.
- 6. Print OP950 Hazardous Materials Certification.



Create a FedEx Express Shipment

To ship dangerous goods using FedEx Express:

<u>Clear fields</u> | <u>Delete/Modify shipment</u> | <u>Repeat shipment</u> | <u>Override prefs</u> | <u>Rate Quote and Transit Times</u>

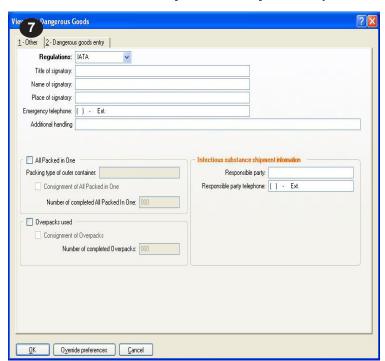
- 1. Select the "Ship" tab.
- 2. On the "Shipment details" tab complete the "Recipient Information" fields.

Note: Assign an ID number or name to your recipients to save them in the database.

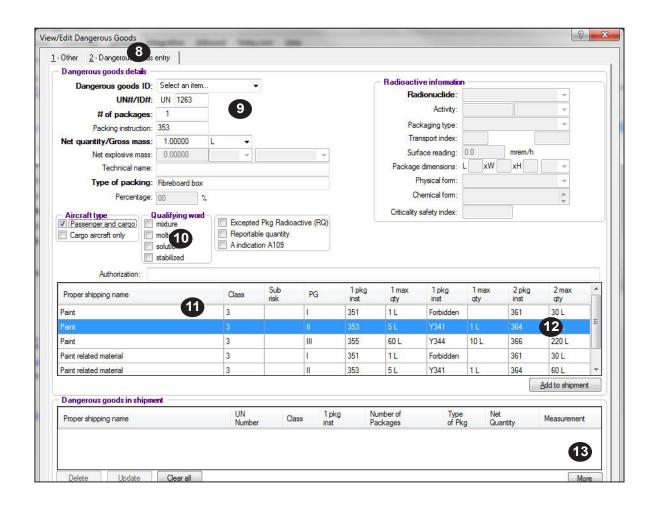
- Ensure a check is in the "Save in/ Update my address book" box.
- 4. Complete the "Package and shipment details" section (Select from the dropdown menu).
- 5. Complete the "Billing details" section.
- In Special Services box, check "Dangerous Goods."

\$26.11 | Multiple-piece shipment

Create a FedEx Express Shipment (continued)

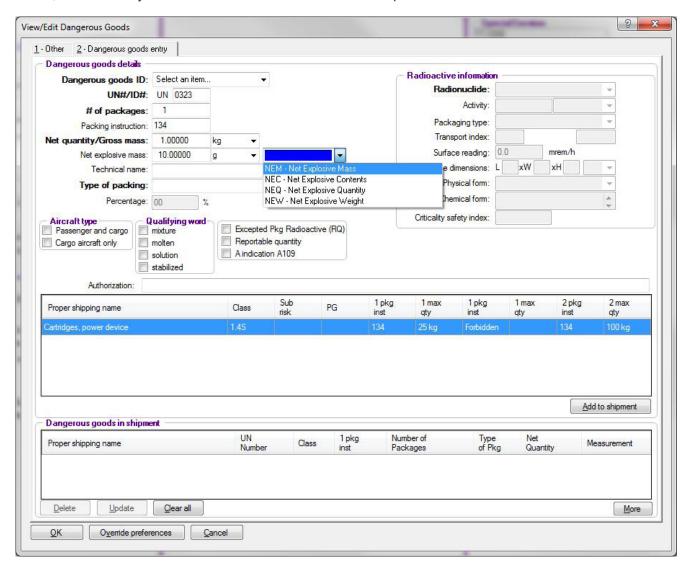


- 7. Select tab "1-Other" and complete signatory fields.
- On tab "2- Dangerous Goods entry" tab,complete either of two options:
 - Select the item of a previously saved DG ID from the drop down menu and proceed.
 - Complete the fields of the Dangerous Goods Details section.
- Complete the "Packing Instruction, Net Quantity per package, unit of measure and type of packaging" fields. Hit Enter.
- 10. Select the appropriate Aircraft type.
- 11. Enter authorization if required. Can be used for EX, CA, DOT SP, IB etc.
- 12. Highlight and select the proper shipping name for your shipment.
- 13. Click "Add to Shipment" to add dangerous goods information to the "Dangerous Goods in shipment" section.
- 14. Click OK to return to the Ship screen.

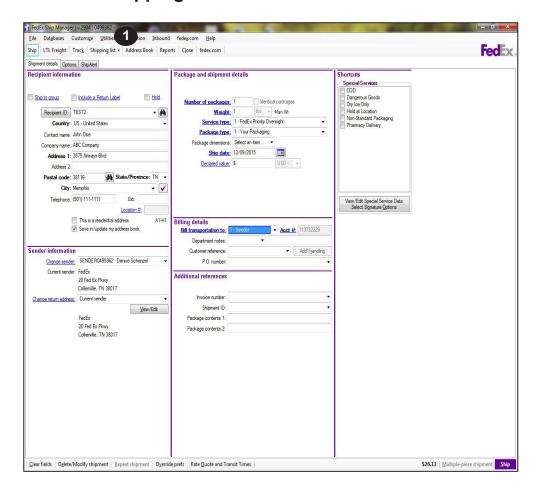


Explosive Shipment

Per IATA Regulations 8.1.6.9.2 (i) the net quantity indicated for each package must be supplemented with the net explosive mass contained in the package followed by the unit of measurement. The abbreviations "NEW", "NEC", or "NEW" may be indicated in association with the value provided.

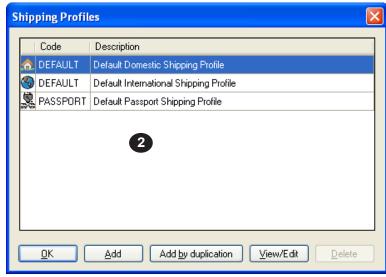


Create a Shipping Profile

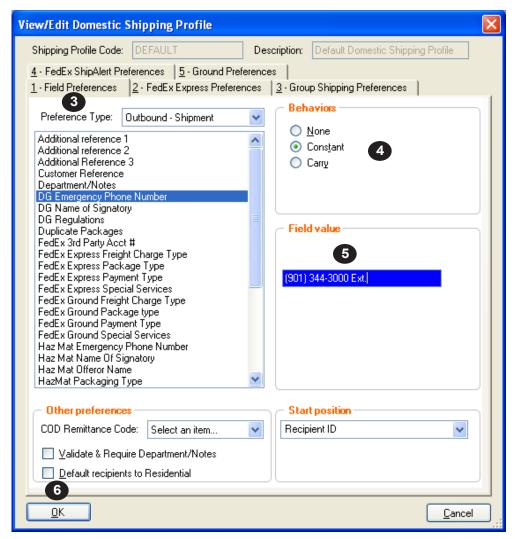


To set up a profile where information will be stored for future shipments, do the following:

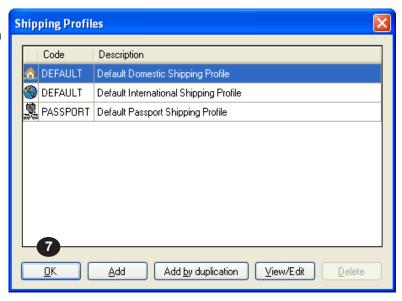
- 1. Select "Shipping Profiles" from the Customize drop-down menu.
- 2. The "Shipping Profiles" window displays. Highlight Default Domestic Shipping Profile and click "View/Edit".



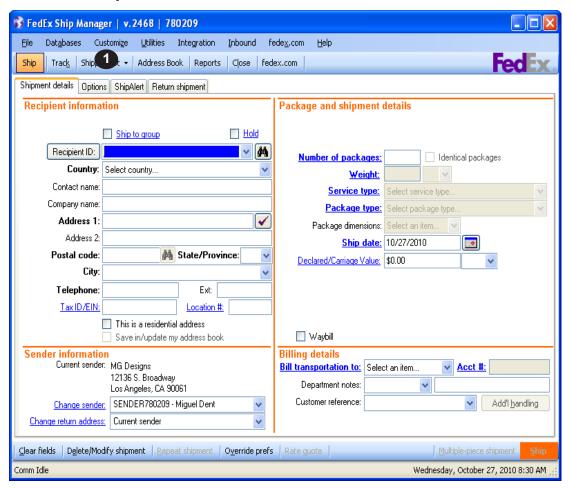
Create a Shipping Profile (continued)



- The "1- Field Preferences" tab will display. Select the preference type you would like to set up. Continue to click on each preference that you want to save for your shipping profile.
- 4. In the "Behavior" section click on "Constant" to set up the default settings.
- 5. Depending on the preference type, the "Field Vaue" section may need to be completed (if applicable).
- 6. When all fields have been completed, click "OK".
- 7. The Shipping Profiles window will display, click "OK" to save preferences.

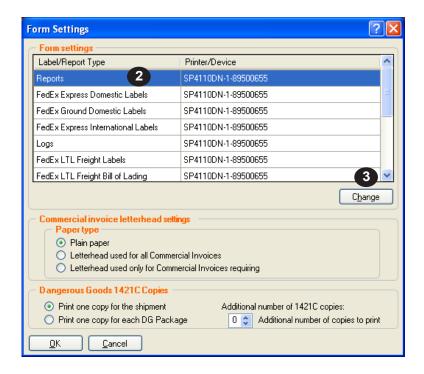


Printer Setup

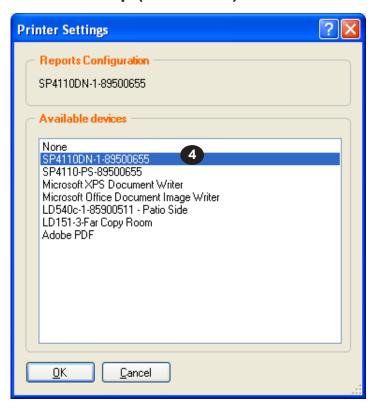


To setup a printer for shipments, do the following:

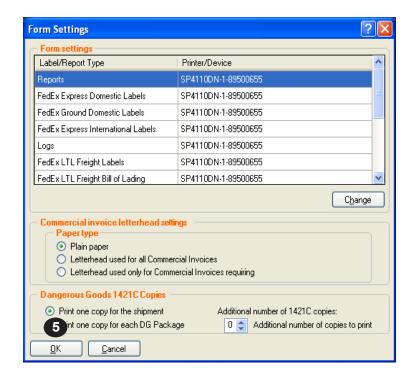
- 1. Select "Forms" from the Customize drop-down menu.
- 2. The Forms Settings window will display. Highlight the Report or Label type you wish to setup.
- 3. Click "Change".



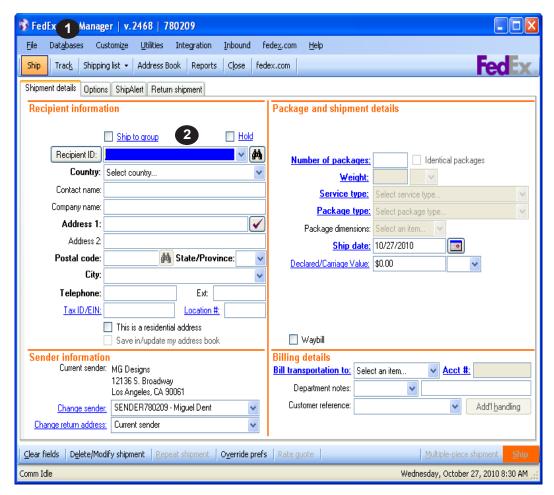
Printer Setup (continued)



- 4. Choose the printer where you would like your reports/labels to print and click "OK".
- 5. Repeat step(s) to specify printer for each form and click "OK".



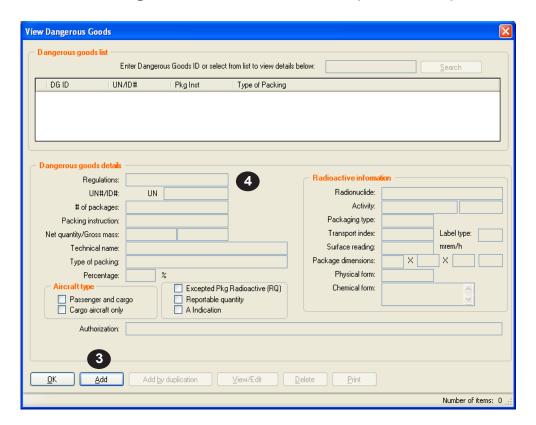
Create a Dangerous Goods Database



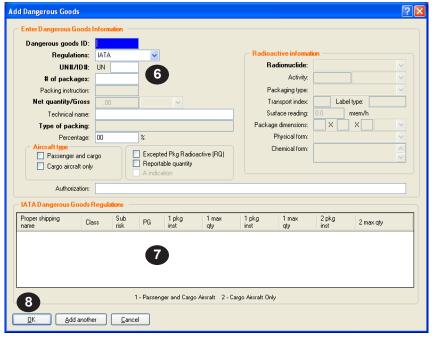
- 1. Select "Dangerous Goods" from the Databases drop-down menu to add dangerous goods commodities to the database.
- 2. The View Dangerous goods box will display. There are two choices to add dangerous goods to the database:
 - Select dangerous goods from the drop-down list of previously saved shipments or
 - · Complete the "Recipient Information" section.

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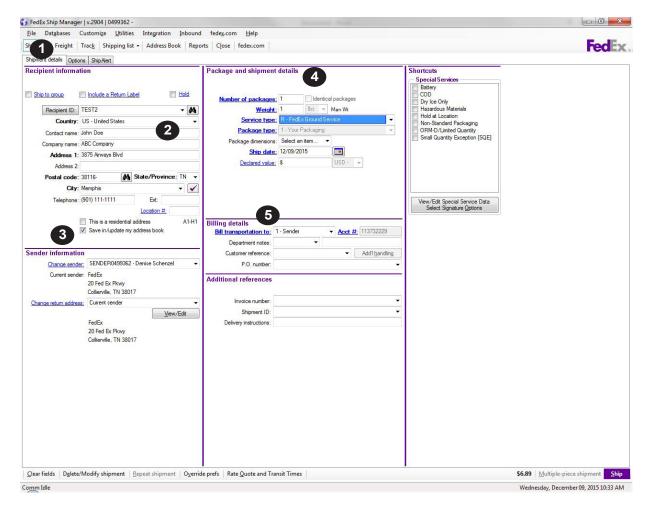
Create a Dangerous Goods Database (continued)



- 3. Click "Add". The Add Dangerous Goods box will display
- 4. Complete the "Dangerous Goods details" section.
- All applicable proper shipping names will display in the IATA Dangerous Goods Regulations box. Select the item you are shipping.
- Complete the number of packages, Packing Instruction, Net Quantity, unit of measurement, Technical name (if applicable) and type of packing. Select Aircraft type and click "OK".
- 7. The new item will display under "IATA Dangerous Goods Regulations" section.
- 8. Verify and click "OK".



Create a FedEx Ground shipment

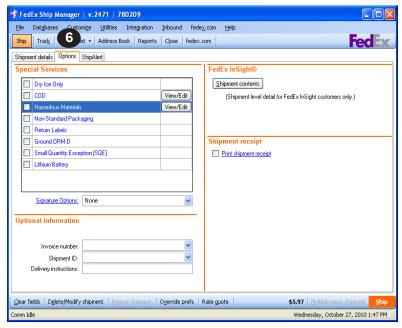


To ship hazardous materials using FedEx Ground:

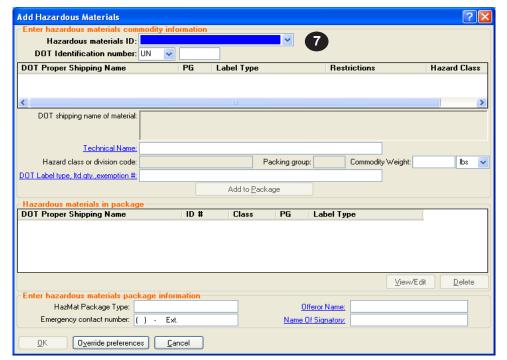
- 1. Select the "Ship" tab.
- 2. On the "Shipment details" tab complete fields for "Recipient ID".

Note: Assign an ID number or name to your recipients to save them in the database.

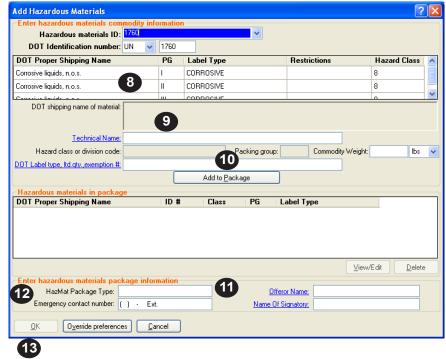
- 3. Ensure a check is in the "Save in/Update my address book" box.
- 4. Complete the "Package and shipment details" (Select from the dropdown menu)
- 5. Complete the "Billing details" fields.
- Click the "Options" tab, Select Hazardous Materials and the Add Hazardous Materials box will display.



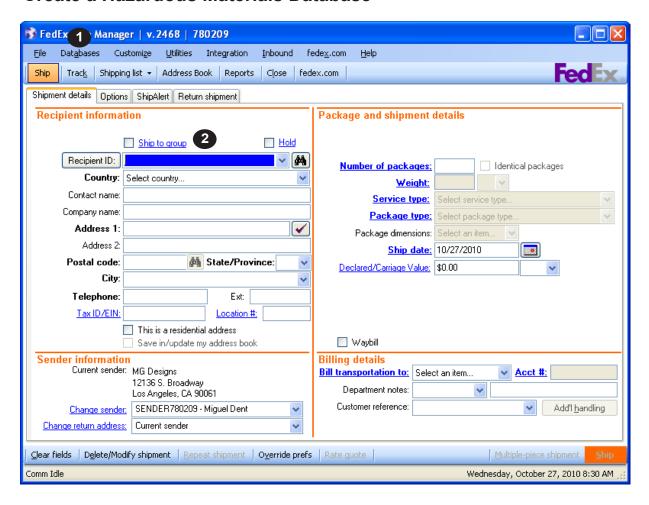
Create a FedEx Ground shipment (continued)



- 7. On the "Add Hazardous Materials" box complete the "Enter hazardous materials commodity information" section by one of two options:
 - If the Hazards Materials ID is from a previously saved shipment, select the item from the drop down menu and proceed.
 - If not, complete the UN/ID# and number of packages fields.
- 8. Highlight and select the proper shipping name for your shipment.
- Complete "Technical name" if required and "Commodity weight".
- Add label type field. Label Type field will auto populate with the hazard label required. This field is also used for EX, CA, DOT SP etc
- 11. Click "Add to Package" and your Hazardous material information will display under the "Hazardous materials in package" section.
- 12. Complete the "Enter the hazardous materials package information" section.
- 13. Click "OK".
- 14. The "Special Services" Box should reappear and click "Ship" to generate shipment.

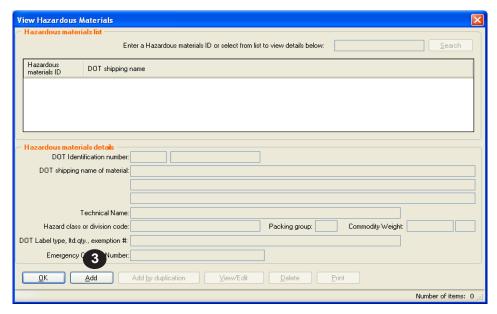


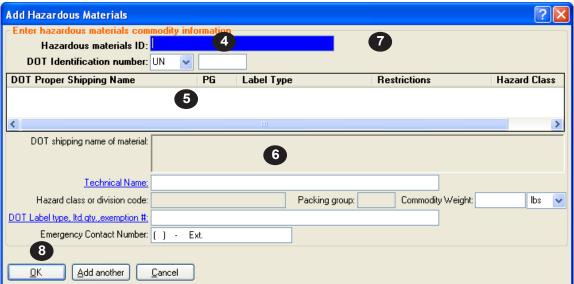
Create a Hazardous Materials Database



- 1. Select "Hazardous Materials" from the Databases drop-down menu to add hazard materials commodities to the database.
- 2. The "View Hazardous Materials" box will display. There are two choices to add hazardous materials IDs to the database:
 - Select Hazardous Materials ID from the drop-down list of previously saved shipments or
 - · Enter the Hazardous Materials ID in the field.

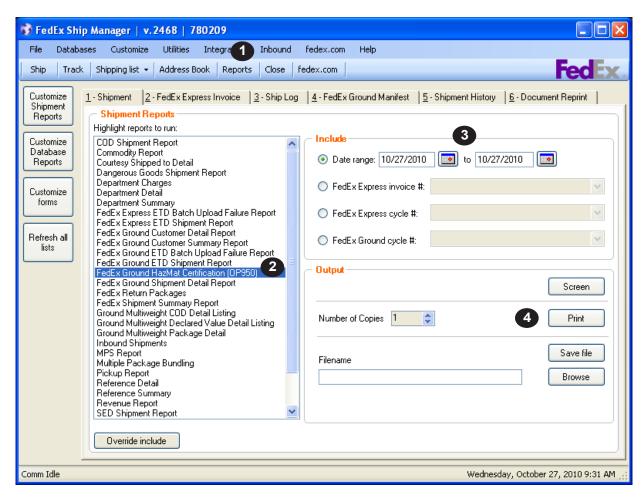
Create a Hazardous Material Database (continued)





- Click "Add". The "Add Hazardous Materials" box will display
- 4. Complete the "Enter hazardous materials commodity information" section.
- All applicable proper shipping names will display in the "DOT Proper Shipping name" box. Select the item you are shipping.
- 6. Complete the "Commodity Weight, unit of measurement, Technical name (if applicable)" and click "OK".
- 7. The new item will display under Hazardous Materials list
- 8. Verify and click "OK".

Print OP950 Hazardous Materials Certification



- From the FedEx Ship Manager Main Menu, select the "Reports"
- 2. From the "Shipment Reports," highlight FedEx Ground Hazmat Certification (OP950).
- 3. Select the applicable fields in the "Include" section.
- 4. In the "Output" section, click "Print" to print or "Screen" to view the OP950 prior to printing.

Troubleshooting Most Common FedEx Ship Manager Errors

Dangerous Goods Entry Screen

The following fields on the Dangerous Goods Entry screen may not be require completion for all shipments. Please refer to the descriptions below for clarity.

- TECHNICAL NAME FIELD: This space is only used for those entries with an *
 (asterisk) symbol after the proper shipping name in IATA. If there is no * then this
 field will be left blank. DO NOT DUPLICATE THE PROPER SHIPPING NAME IN
 THIS FIELD. IATA 4.1.2.1(d)
- TYPE OF PACKAGING FIELD: This space is used for the type of packaging ONLY. DO NOT PUT THE NUMBER OF PACKAGES IN THIS FIELD. For example: fiberboard box, steel drum, fiber drum etc.

Common Errors

The following are common errors. Please adhere to regulations pertaining to your shipment and verify the following if it applies:

- **ALTERATIONS/AMENDMENTS:** Any alteration or amendment made to the Shipper's Declaration must be signed by the shipper with the same signature used to sign the document. IATA 8.1.2.6.1.
- SHIPPER'S DECLARATION COMPLETION: Before tendering the completed Shipper's Declaration for Dangerous Goods to FedEx, the shipper should thoroughly check to make sure all items are completed correctly. For example: Make sure that the letters UN are preceding the UN number and verify the signature of shipper is the same name as Name/Title of Signatory etc.
- ALL PACKED IN ONE/OVERPACK SHIPMENTS: Do not select "All packed in One" or "Overpack" unless they apply to your shipment. The Responsible person name and telephone number is required for Infectious Substance shipments only.
- DANGEROUS GOODS ID FIELD: Dangerous Goods ID field is not a required field. This field is optional and is designed to access frequently shipped Dangerous Goods that you have saved under a Dangerous Goods ID code in your Database. If you do not wish to use this function then go directly to the UN/ ID # field to enter your four digit UN number.
- QUALIFYING WORD: Qualifying Word is not a required field. These options should only be used if they apply to your shipment.

Troubleshooting Most Common FedEx Ship Manager Most Common Errors for Ground

Hazardous Materials Entry Screen

The following fields on the Hazardous Materials Entry screen may not be require completion for all shipments. Please refer to the descriptions below for clarity.

- TECHNICAL NAME FIELD: This space is only used for those entries with a G in column 1
 in the 49CFR hazmat table 172.101. If there is no G then this field will be left blank. DO NOT
 DUPLICATE THE PROPER SHIPPING NAME IN THIS FIELD.
- NUMBER AND TYPE OF PACKAGING FIELD: This space is used for both the number of packages and the type of packaging. For example: 1 fiberboard box, 1 steel drum, 1 fiber drum etc.

Common Errors

The following are common errors. Please adhere to regulations pertaining to your shipment and verify the following if it applies:

- **ALTERATIONS/AMENDMENTS:** Any alteration or amendment made to the OP900 or OP950 must be initialed by the shipper that is the signatory on the document.
- Before tendering the completed Hazmat Documentation to FedEx, the shipper should thoroughly
 check to make sure all items are completed correctly. For example: Make sure the number and
 type of packaging is both listed.
- HAZARDOUS MATERIALS ID FIELD: The Hazardous Materials ID field is not a required field.
 This field is optional and is designed to access frequently shipped Hazardous materials that you
 have saved under a hazardous Materials ID code in your Database. If you do not wish to use this
 function, then go directly to the UN/ ID # field to enter your four-digit UN number.
- LABEL TYPE FIELD: The Label type field will auto populate with the required hazard label for the UN number entered. Example: If UN1993 is entered, Flammable liquid will auto populate. If a DOT SP or 173.13 apply, where a hazard label will not be used the label type must be deleted and replaced with the DOT SP or the statement required for 173.13
- OFFEROR NAME: The Offeror is the actual Shipper. So, the company shipping the hazardous material.

FedEx Ship Manager Software