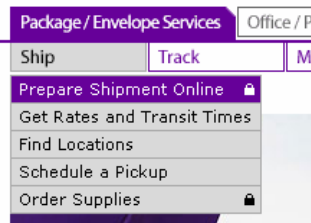


Using FedEx.com to Send Packages

This document outlines the basic steps involved in electronically preparing an airbill for a FedEx Express package. It also notes how to cancel and track shipments and order supplies.

CREATE AN ACCOUNT

Go to <http://www.fedex.com/us>. Got to the “Package/Envelope Services” tab and move your cursor to “Ship”. You will get a dropdown menu. Click on “Prepare Shipment Online”:

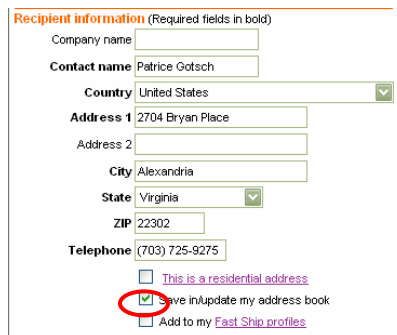


Got to “[Sign Up Now!](#)” and create an account. You will need B&T’s account #: 129737751. Once you have created an account you are ready to send a package! (Note: Bookmark this page to make futures logins easy.)

CREATING AN AIRBILL

Recipient information

- Fill in the name and contact information for the recipient. Make sure to check “Save/update in my address book” so that you will be able to store this information for future use:

A screenshot of the 'Recipient information' form on the FedEx.com website. The form is titled 'Recipient information (Required fields in bold)'. It contains several input fields: 'Company name', 'Contact name' (filled with 'Patrice Gotsch'), 'Country' (dropdown menu set to 'United States'), 'Address 1' (filled with '2704 Bryan Place'), 'Address 2', 'City' (filled with 'Alexandria'), 'State' (dropdown menu set to 'Virginia'), 'ZIP' (filled with '22302'), and 'Telephone' (filled with '(703) 725-9275'). At the bottom of the form, there are three checkboxes: 'This is a residential address' (unchecked), 'Save in/Update my address book' (checked and circled in red), and 'Add to my Fast Ship profiles' (unchecked).

Billing details

- [Bill transportation to](#) should have B&T’s account number automatically filled

- Complete “[Your reference](#)” if desired

Package and shipment details

Fill in the packaging and shipment details according to the specifications of your package. Do this as you would complete a regular air bill by hand:

Package and shipment details

Service type Standard Overnight

Package type FedEx Envelope

Number of packages 1

Estimated weight 2 lbs

Dimensions Choose dimensions

Declared value 0 US Dollars

Shipment Notifications

Fill in as desired.

More shipment details

- Select the day on which you will send the package. The online airbill can be created several days before you actually want to send it.
- [Process return label](#) Check this box if you need a return label. You can send this with your package to make returns easy for your recipients. This is especially helpful if you are **sending materials to reviewers** or others that will need to send a package back to you via FedEx. The program completes a return airbill for you automatically. All the recipient needs to do is stick it in an airbill and drop it off:

More shipment details

Ship date Tomorrow

[Process return label](#)

[Link outbound and return tracking](#)

- Click on the “Go to options” button to choose additional options such as **Saturday Delivery** and **Signature Required**:

<p>Special services</p> <p><input type="checkbox"/> Saturday pickup</p> <p><input checked="" type="checkbox"/> Saturday delivery</p> <p><input type="checkbox"/> COD (Collect on Delivery) <input type="button" value="Edit"/></p> <p><input type="checkbox"/> Hold at FedEx location <input type="button" value="Edit"/></p> <p>FedEx® Delivery Signature Options</p> <p>Signature type: <input type="text" value="Deliver without signature"/></p> <p>Shipping Options</p> <p>Pickup/Drop-off</p> <p><input type="radio"/> Will use scheduled pickup at my location</p> <p><input checked="" type="radio"/> Will drop off at FedEx location <input type="button" value="Find location"/></p> <p><input type="radio"/> Will contact FedEx to request pickup <input type="button" value="Schedule pickup"/></p> <p><input type="button" value="Clear fields"/> <input type="button" value="Get courtesy rate"/></p>	<p>FedEx Express reference information</p> <p>Your reference: <input type="text"/></p> <p>P.O. number: <input type="text"/></p> <p>Invoice number: <input type="text"/></p> <p>Department number: <input type="text"/></p> <p>FedEx InSight™ (a shipment visibility application) Learn more.</p> <p><input type="checkbox"/> Block shipment data (will prohibit the recipient and third party payer from viewing information about this shipment)</p> <p><input type="checkbox"/> Shipment contents <input type="button" value="Edit"/> (shipment level detail for InSight customers only)</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p>
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Make sure “Will drop off at FedEx location” is clicked. All other fields can be left blank.

- Then click on “Continue” (either from main menu or the Options menu).

PRINTING AN AIRBILL

The airbill will come up on the screen automatically. Print this from your web browser. Fold it in half and put it in the airbill pouch on your package. Your package is now ready to be dropped off!

CANCELLING A SHIPMENT

If you find you need to cancel a shipment (before it is dropped off at a FedEx location), login to your account. (Or if you need to cancel a shipment right after you create an airbill, click on “Next Steps” and then “Cancel Shipment”). This will take you to the Shipping page. Select the “Track/History” tab from the top menu:



Your recent shipments will be listed. Check the shipment that you would like to cancel and then click on the “Cancel Shipment” button at the bottom of the page:

Shipping history

The following list contains shipments you have processed using FedEx Ship Manager at fedex.com in the past 45 days. You can sort or modify the results, or you can select a shipment to track, view details, copy to Fast Ship, cancel or reprint.

Display shipments for past days Sort history by Entries per page

Page of 1

<input type="checkbox"/>	Ship date ▼	Company	Contact name	Destination	Tracking number
<input checked="" type="checkbox"/>	Jul 21 2006		Patrice Gotsch	2704 Bryan Place Alexandria VA 22302 US	791058624654
<input type="checkbox"/>	Jul 21 2006		Connie Williams	460 Olive Street Menlo Park CA 94025 US	791502795488

TRACKING A SHIPMENT

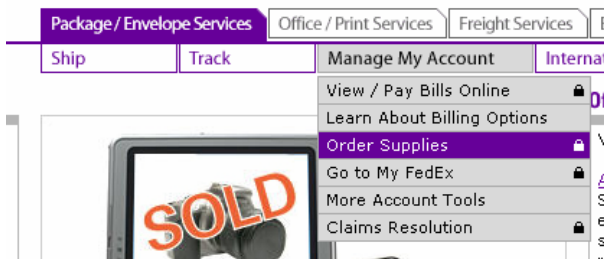
To track a shipment, login to your account. This will take you to the Shipping page. Select the “Track/History” tab from the top of the menu.



Your recent packages will be listed. Check the shipment that you would like to track and then click on the “Track Shipment” button at the bottom of the page.

ORDERING SUPPLIES

You can also order **free FedEx supplies** online. Go to <http://www.fedex.com/us>. Got to the “Package/Envelope Services” tab and move your cursor to “Manage My Account”. You will get a dropdown menu. Click on “Order Supplies”:



Under **Select the type of supplies** click on **FedEx Express Supplies**. Complete form as needed.