



## FedEx Shipping User Guide

### FedEx Shipping – User Guide

This document describes the use of fedex.com for parcel shipping using the Ohio State University shipping account. Other general guides can be found in the links below.

#### Links for reference:

[FedEx.com](https://www.fedex.com)

[FedEx - Dry Ice Shipping](#)

[FedEx Account Request Form](#)

#### Sections:

**FedEx Account Setup**  
**Standard Shipment**  
**Domestic Dry Ice Shipment**  
**Standard International Shipment**  
**Creating a Return Shipment**

### **FedEx Account Setup**

Before gaining access to the OSU FedEx shipping account, you must:

1. Review this document and any training links included.
2. Successfully complete the [Shipping Assessment](#) in BuckeyeLearn.
3. Complete the [FedEx Account Request Form](#).
4. Email the form to [osums@osu.edu](mailto:osums@osu.edu).

Once these steps are completed, an OSUMS associate will setup your account username using your University or OSUMC email.

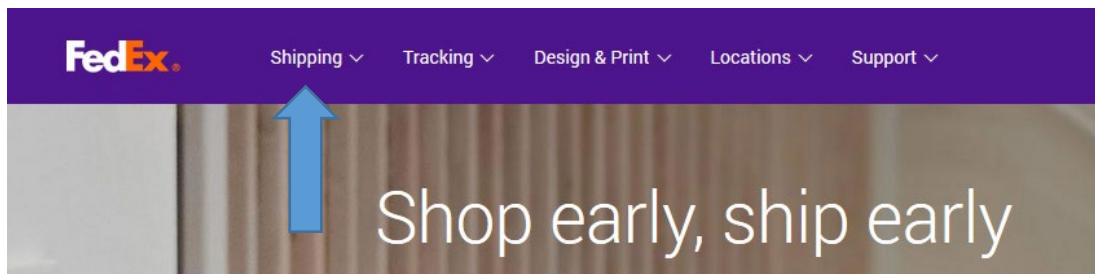
## FedEx Shipping User Guide

### Shipping with FedEx

#### Standard Shipping

Once an end user has access to the OSU FedEx Account, the following steps can be completed to obtain and print a shipping label.

1. Log into the OSU FedEx shipping account at <https://www.fedex.com/en-us/home.html>
2. You are now presented with the FedEx.com main page which features a ribbon of selections at the top of the page. Select "Shipping."



3. From the drop-down menu, select "Create a Shipment."
4. You are now presented with the FedEx Ship Manager. Follow the guidance below to complete each of the five sections to create a shipping label.

#### **Section 1 – From**

This section is auto filled with the address of the user account. Verify that all information is accurate and proceed to section 2.

#### **Section 2 – To**

Fill in all address information for the intended recipient. Note that there is an option to perform a detailed address check.



## FedEx Shipping User Guide

### Section 3 – Package and Shipment Details

Now select your package specifications.

- a. Select number of packages
- b. Enter Weight – **note that there is a 150 lb. weight limit.**
- c. Enter Declared Value – all shipments are covered with \$100 insurance coverage. Inputting a value in this field will increase this insurance and will result in additional fees.
- d. Select Service type
- e. Select Package type – If the packaging is not FedEx supplied, select “Your Packaging” from the drop down.
- f. Enter dimensions of the parcel

The screenshot shows a web form titled "3. Package & Shipment Details". It contains several input fields with asterisks indicating they are required:

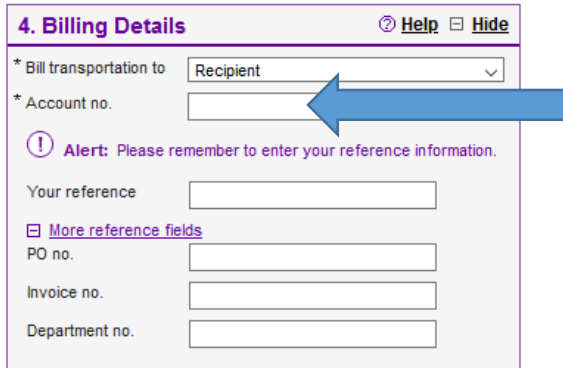
- Ship date: 11/19/2020
- Number of packages: 1
- Weight: [ ] lbs
- Declared Value: [ ] U.S. Dollars
- Service type: Standard Overnight
- Package type: Select

### Section 4 – Billing Details

Enter billing details for the parcel being shipped.

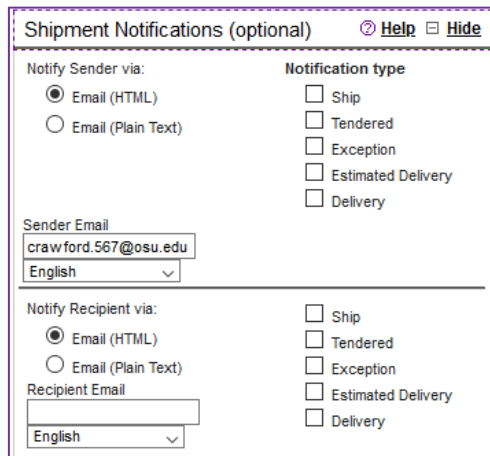
- a. Choose a selection in the “Bill transportation to” field. This field defaults to the OSU FedEx Shipping Account. However, you can also choose to bill the recipient or a third party for the shipping costs.
- b. If billing to the OSU Shipping Account, enter your Workday Worktags into the reference fields.
  - a. Minimum Required Worktags: **Cost Center, Fund, Balancing Unit.**
  - b. If no Worktags are entered, we will charge the Worktags that were provided on the original FedEx Account request form.
- c. If billing to a third party or recipient, enter the entity’s account number in the “Account no.” field.

## FedEx Shipping User Guide

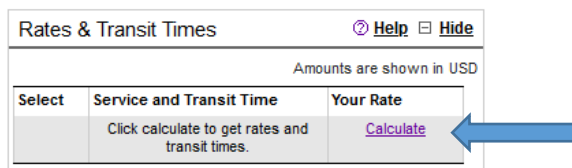


Reminder: You may not give the OSU FedEx shipping account number to an outside entity.

- d. Under the “Special Services” tab, select any optional services that are relevant to the shipment. If shipping with Dry Ice, you must complete this section. See **Domestic Dry Ice Shipment** for additional detail on completing a dry ice shipment.
- e. Under the “Shipment Notifications” tab, select any optional notification services that are relevant to the shipment. Note that both the sender and recipient can receive tracking notifications.



- f. Next, select the “Rate and Transit Times” tab to calculate the appropriate rate and transit time for your shipment. In the drop down, click on the “Calculate” button for a list of available shipping options.



## FedEx Shipping User Guide

Note: you can roll over “Your Rate” to see a breakdown of shipping costs. In addition, by clicking on “View all Services,” additional shipping options will be displayed.

Select	Service and Transit Time	Your Rate
<input type="radio"/>	FedEx First Overnight® 09:30 am Sat Nov 21, 2020	<a href="#">105.34</a>
<input type="radio"/>	FedEx Priority Overnight® 12:00 pm Sat Nov 21, 2020	<a href="#">30.57</a>
<input type="radio"/>	FedEx First Overnight® 08:00 am Mon Nov 23, 2020	<a href="#">88.78</a>
<input type="radio"/>	FedEx Priority Overnight® 10:30 am Mon Nov 23, 2020	<a href="#">14.01</a>
<input checked="" type="radio"/>	FedEx Standard Overnight® 04:30 pm Mon Nov 23, 2020	<a href="#">12.20</a>

[View all services](#) [View/Print details](#)

### Section 5 – Complete your Shipment

Complete your shipment by clicking the “Ship” button only once. There may be some delay as FedEx processes your shipping request. Be sure that Pop-ups are enabled to print your new shipping label.

**5. Complete your Shipment** [Help](#)

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

[Send a Mobile Shipping Label](#)

**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.
- Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed.
- FedEx makes no warranties, express or implied, regarding Address Checker information.
- Correct completion of shipping documents is the responsibility of the customer.
- If the delivery address is later identified as residential, you could receive a residential surcharge.

**Ship**

## FedEx Shipping User Guide

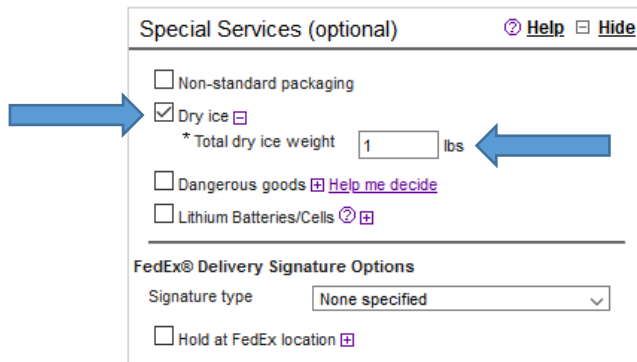
### Shipping with FedEx

#### Domestic Dry Ice Shipping

Before shipping dry ice, review the [FedEx Support webpage](#) regarding dry ice and hazardous materials

To ship a domestic **Dry Ice** package, follow these steps:

1. Follow the process steps described in the section called “Standard Shipping.”
2. At the **Special Services** form field, complete these additional steps:
  - a. Place a check mark in the option for Dry Ice.
  - b. Enter the total dry ice weight in LBS



The screenshot shows a 'Special Services (optional)' form. A blue arrow points to the 'Dry ice' checkbox, which is checked. Another blue arrow points to the 'Total dry ice weight' input field, which contains the number '1' followed by 'lbs'. Below the 'Dry ice' section are options for 'Dangerous goods', 'Lithium Batteries/Cells', and 'FedEx® Delivery Signature Options' with a dropdown menu set to 'None specified' and a 'Hold at FedEx location' checkbox.

3. Continue with the process steps described in the section called “Standard Shipping” until complete.
4. After printing the FedEx shipping label, verify that the label references the dry ice shipment in the following areas:



# FedEx Shipping User Guide

ORIGIN ID:GQQA (614) 292-2694  
SPENCER CRAWFORD  
2650 KENNY ROAD  
PRSMS  
COLUMBUS, OH 43210  
UNITED STATES US

SHIP DATE: 10DEC20  
ACTWGT: 2.00 LB  
CAD: 109033973/INET4280  
DIMS: 4x4x4 IN  
DRY ICE: 0.46 KG  
BILL SENDER

SHIP DATE: 10DEC20  
ACTWGT: 2.00 LB  
CAD: 109033973/INET4280  
DIMS: 4x4x4 IN  
DRY ICE: 0.46 KG  
BILL SENDER

TO JOHN TESTER

1492 EAST BROAD

COLUMBUS OH 43205

(614) 688-2241

REF:

INV:

PO:

DEPT:

56B029196B766



FRI - 11 DEC 4:30P

STANDARD OVERNIGHT

ICE

43205

OH-US

LCK

TRK#  
0201

7723 2627 5684

61 GQQA



FRI - 11 DEC 4:30P  
STANDARD OVERNIGHT

ICE

43205

OH-US

LCK

Note: Failure to properly identify a parcel containing dry ice will result in a FedEx Shipping violation.

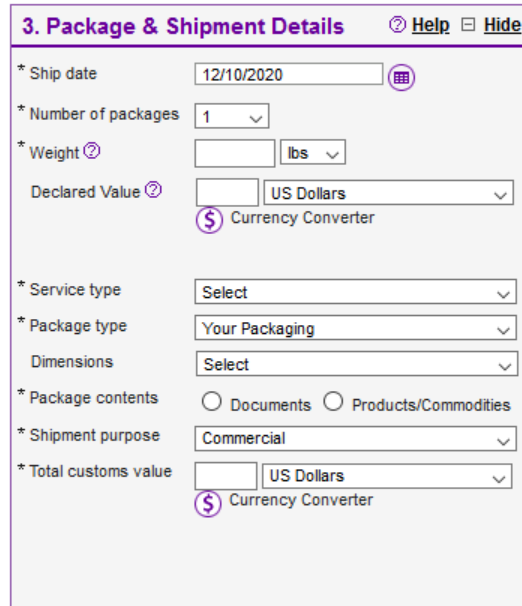
## FedEx Shipping User Guide

### Shipping with FedEx

#### Standard International Shipping

To ship a package internationally, follow these steps:

1. Follow the process steps described in the section called “Standard Shipping.”
2. In Section 3, Package and Shipment Details, complete these additional steps:
  - a. Enter a Declared Value. Note that you may leave this value blank, but the Total Customs Value must be a minimum of \$1.
  - b. Dimensions are not required.



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

\* Ship date: 12/10/2020

\* Number of packages: 1

\* Weight: [ ] lbs

Declared Value: [ ] US Dollars  
[Currency Converter](#)

\* Service type: Select

\* Package type: Your Packaging

Dimensions: Select

\* Package contents:  Documents  Products/Commodities

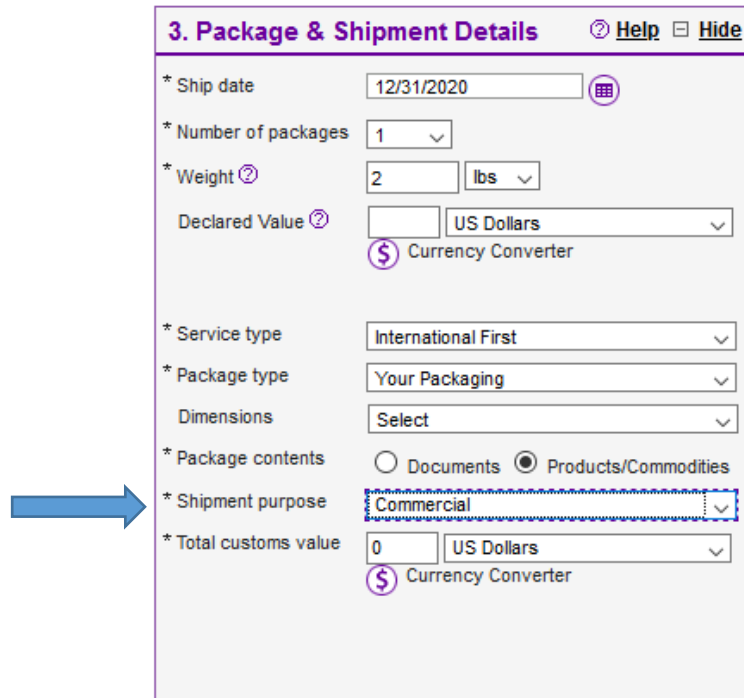
\* Shipment purpose: Commercial

\* Total customs value: [ ] US Dollars  
[Currency Converter](#)

- c. Choose the appropriate Package contents for your shipment. Note that if choosing “Documents,” you will not be required to create a Customs Invoice.
      - i. If Documents is chosen, select the appropriate designation for the type of documents being shipped. This selection is made from the “Document Description” drop down box.
      - ii. If Products/Commodities is chosen, select the “Shipment Purpose” from the available drop-down box. Choosing Products/Commodities will require a Customs Invoice be created.



## FedEx Shipping User Guide



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

\* Ship date: 12/31/2020

\* Number of packages: 1

\* Weight: 2 lbs

Declared Value: US Dollars

\* Service type: International First

\* Package type: Your Packaging

Dimensions: Select

\* Package contents:  Documents  Products/Commodities

\* Shipment purpose: **Commercial**

\* Total customs value: 0 US Dollars

- d. Enter a “Total Customs Value” with a minimum value of at least \$1.
- e. Proceed to Section 5 below.

### Section 5 – Complete your Shipment

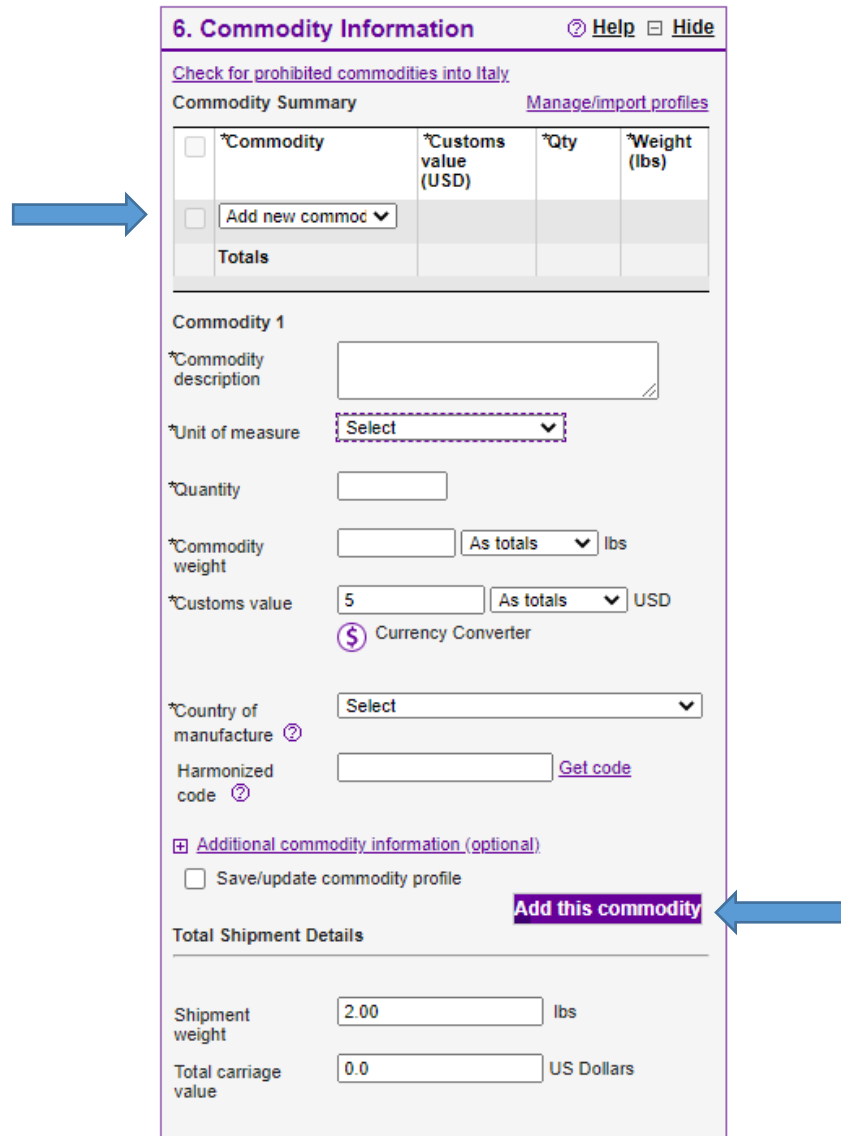
Complete your shipment by clicking the “Ship” button only once. There may be some delay as FedEx processes your shipping request. Be sure that Pop-ups are enabled to print your new shipping label.

# FedEx Shipping User Guide

## Section 6 – Commodity Information

Enter commodity information for the item being shipped.

- a. Select “Add New Commodity.”
- b. Input item details in the required fields as appropriate.
- c. When all item details have been completed, click on the “Add this Commodity” button at the bottom of Section 6.
- d. Continue to Section 7.



**6. Commodity Information** [Help](#) [Hide](#)

[Check for prohibited commodities into Italy](#)

Commodity Summary [Manage/import profiles](#)

<input type="checkbox"/>	*Commodity	*Customs value (USD)	*Qty	*Weight (lbs)
<input type="checkbox"/>	Add new commod ▼			
<b>Totals</b>				

Commodity 1


\*Commodity description

\*Unit of measure

\*Quantity

\*Commodity weight  As totals ▼ lbs

\*Customs value  As totals ▼ USD

 Currency Converter

\*Country of manufacture

Harmonized code  [Get code](#)

[Additional commodity information \(optional\)](#)

Save/update commodity profile

**Add this commodity**

Total Shipment Details

Shipment weight  lbs

Total carriage value  US Dollars



## FedEx Shipping User Guide

### Section 7 – Commodity Information

#### Selecting Customs Documentation

- In Section 7, select “Commercial Invoice” from the two available options.
- Select the option to “Use company letterhead on file.”
- Select the option to “Use company signature on file.”
- Continue to Section 8

### 7. Customs Documentation Help Hide

**Alert:**  
A Commercial Invoice/Pro Forma Invoice is required for this shipment. Please print your customs documents and attach them to your shipment.

Commercial Invoice  
 Pro Forma Invoice

[Additional FedEx generated trade documents](#)  
 [Personalize FedEx generated customs documents](#)

**Alert:**  
This shipment requires a Commercial Invoice/Pro Forma Invoice that includes a Letterhead and Electronic Signature.

Use company letterhead on file [Edit](#)  
 Use company signature on file [Edit](#)

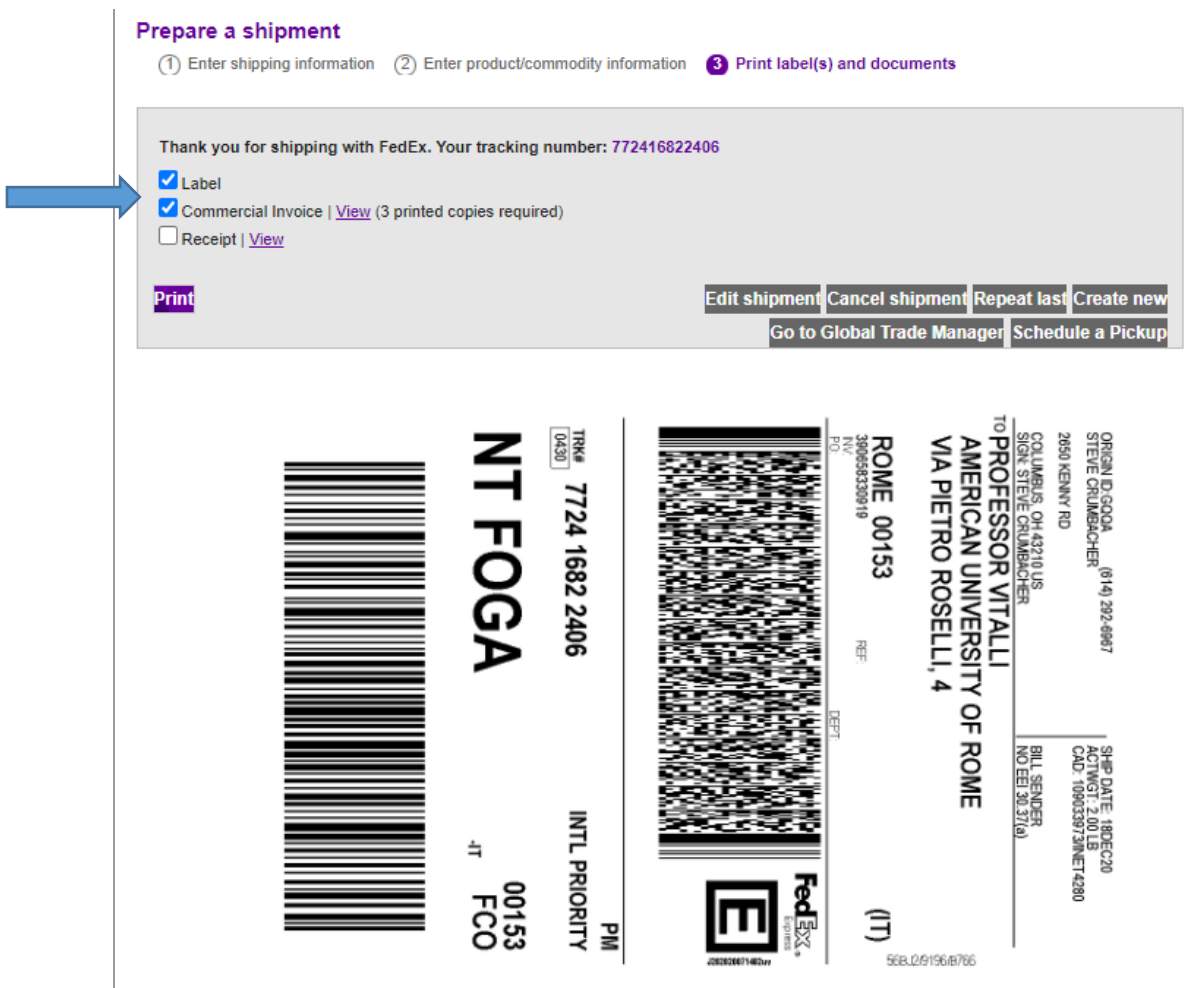
Terms of sale

[Additional invoice information](#)  
 The recipient is not the Importer of Record/Buyer   
 The originator is different from the shipper

## FedEx Shipping User Guide

### Section 8 – Electronic Export Information

- a. Select this shipping option if appropriate to your shipment.
3. Click “Ship” to confirm shipping details.
4. Click “Ship” once more to print your label and Customs Documents.



**Prepare a shipment**

① Enter shipping information   ② Enter product/commodity information   ③ **Print label(s) and documents**

Thank you for shipping with FedEx. Your tracking number: **772416822406**

Label  
 Commercial Invoice | [View](#) (3 printed copies required)  
 Receipt | [View](#)

**Print**   [Edit shipment](#)   [Cancel shipment](#)   [Repeat last](#)   [Create new](#)  
[Go to Global Trade Manager](#)   [Schedule a Pickup](#)

ORIGIN: D.GOOD (614) 292-6887  
STEVE CRUMBACHER  
2650 KENNY RD  
COLUMBUS, OH 43210 US  
SIGN: STEVE CRUMBACHER

SHIP DATE: 18DEC20  
ACTWGHT: 2.00 LB  
CAD: 109038973IN/ET/4280  
BILL SENDER  
NO EEI 30.37(a)

TO: PROFESSOR VITALLI  
AMERICAN UNIVERSITY OF ROME  
VIA PIETRO ROSELLI, 4

ROME 00153   REF:   DEPT:   (1T)  
PI: 39055330919

TRK# 7724 1682 2406   INTL PRIORITY   PM  
0430

**NTFOGA**   00153  
FCO

5BR.2/6196/B766



## FedEx Shipping User Guide

### Shipping with FedEx

#### Standard Return Shipping

Create a shipment from a location that is shipping to the Ohio State University.

1. Log into the OSU FedEx shipping account at <https://www.fedex.com/en-us/home.html>
2. You are now presented with the FedEx.com main page which features a ribbon of selections at the top of the page. Select "Shipping."
3. From the drop-down menu, select "Create a Shipment."
4. You are now presented with the FedEx Ship Manager. Follow the guidance below to complete each of the five sections to create a shipping label.

#### **Section 1 – From**

This section is auto filled with the address of the user account. Click "edit" and input the address information of the organization that is shipping to the Ohio State University.

#### **Section 2 – To**

Fill in all address information with your own Ohio State University office information.

5. Follow the process steps described in the section called "Standard Shipping" to complete the shipment.