PREPARING A SHIPPING LABEL

This document presents the basic steps to prepare a shipping label through the fedex.com Fedex Ship Manager.

Hazardous Materials / Dangerous Goods

If your package contains materials which are classified as hazardous or dangerous goods (or you reasonably suspect they may qualify), please contact a WSU Hazardous Materials shipper before proceeding.

west-admin-support.cw.wsu.edu/shippingreceiving/

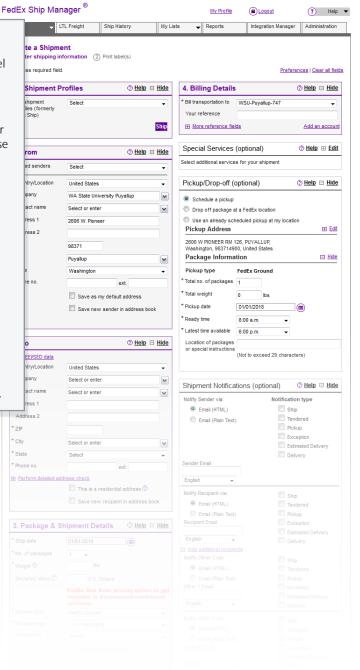
www.ora.wsu.edu/Shipping/

Examples

Just a few of the commonly-shipped items that are considered hazardous materials include (this is not an exhaustive list):

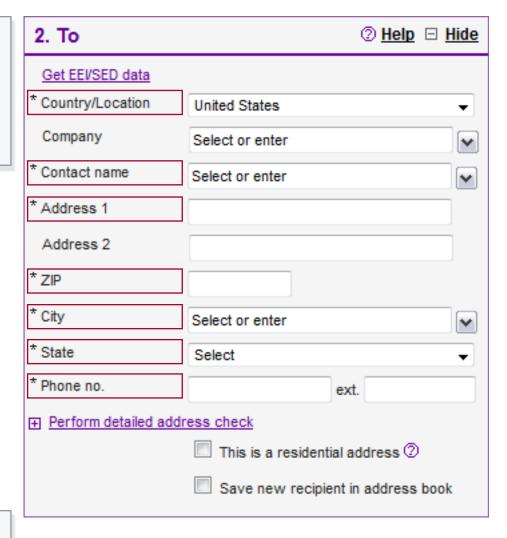
- biological/infectious samples,
- dry ice,
- alcohols,
- solvents,
- pesticides,
- · fertilizers,

- cleaners,
- lithium batteries,
- ammunition,
- laboratory chemicals,
- · paint,
- thousands of other things...



RECIPIENT INFORMATION

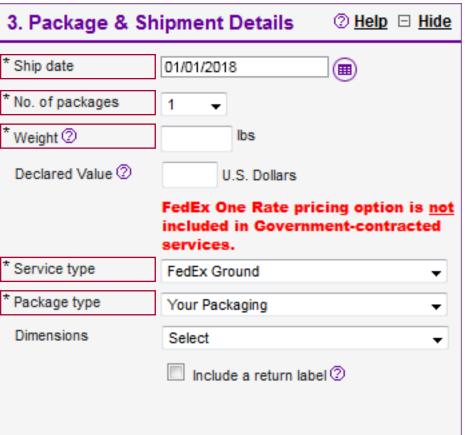
- Fields marked with an asterisk are **REQUIRED**.
- City and State will automatically populate when you enter a ZIP code.
- Please note that a phone number is **REQUIRED**.



PACKAGE INFORMATION

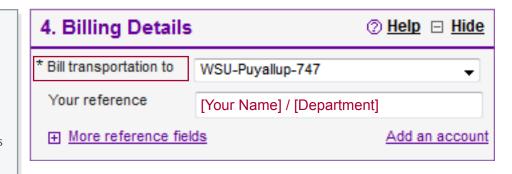
- Multiple packages (up to 25) can be sent in a single shipment to a single address.
- If packages are identical (size & weight) you only need to enter package details once and indicate the number of identical packages (up to 10).
- Declared value is per package and adds insurance value to your shipment. If left blank, carrier liability is limited to \$500.

- FedEx Ground has a transit time of 1 business day (excluding weather delays) within Washington State.
- FedEx First Overnight does not receive a state rate discount. Use only for EXTREMELY URGENT documents (ie. grant documents that ABSOLUTELY MUST arrive at the agency by opening the next day).
- **Priority Overnight** is much cheaper and with delivery by 10:30 am (some locations by noon) the next day.



BILLING DETAILS

- Select **WSU-PUYALLUP-747** to bill shipping charges to our account.
- Enter [Your Name] / [Department] in the reference field. This helps Accounting when reconciling billing.
- If you are shipping on a collaborator's FedEx account, select "Recipient" or "Third Party" and enter their FedEx account number.



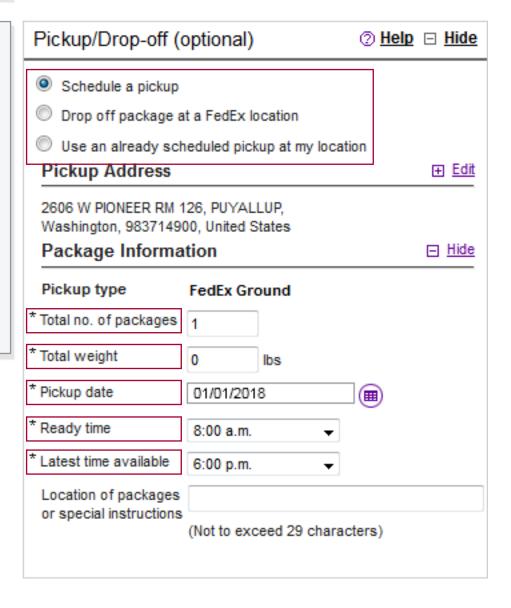
PICKUP/DROP-OFF

FedEx Express

- Select **Use an already schedules pickup at my location** and place your package(s) on the counter in the paper cutter room.
- If it is after 3:00pm, you will need to wait for the next day's pickup or **Drop** off package at a FedEx location.

FedEx Ground

- Select Schedule a pickup.
- Enter the number of packages and weight.
- Select a ready time of **8:30 a.m.** and latest time available of **4:30 p.m.**
- Place your package(s) on the counter in the paper cutter room.



Shipment Notifications (optional) ② Help □ Hide SHIPMENT NOTIFICATIONS • If you wish to receive tracking Notification type Notify Sender via: updates, enter your email in **Sender** Email and select the notification Email (HTML) Ship types you wish to receive. You may send tracking updates to up Tendered Email (Plain Text) to 3 additional recipients. Pickup • Notification is available in several additional languages. Exception Notification types < Estimated Delivery • Ship. Shipment information has been Delivery transmitted to FedEx. Package has not been picked up. Sender Email • Tendered. The package has been picked up by a FedEx driver. English • **Pickup.** A pickup has been scheduled. Package has not been picked up. Notify Recipient via: • Exception. There is a delay or Ship problem with the shipment. Email (HTML) Tendered • Estimated Delivery. Best effort estimate of when the package will be Email (Plain Text) Pickup delivered. Recipient Email Exception • Delivery. Notification that the package has been successfully Estimated Delivery delivered. Will generally include date, English time, and last name of whomever Delivery signed for the package. Add additional recipients

COMPLETING YOUR SHIPMENT

Rates & Times

After your shipment information
has been entered, click Calculate
to see available service levels for
your recipient's address, including
estimated of time in transit and cost
for your shipment.

Complete your Shipment

- Once you are satisfied everything is complete and correct, click **Ship**.
- You will see a confirmation page;
 Click through, or go back to make a correction.
- Print your label(s) and attach to each package.
- Print the receipt.
- Copy your Requisition and receipt (1-sided to 2-sided). Place the copy in the PSC mailbox. Your original requisition and receipt should be stapled and placed in the Admin mailbox for Accounting.

Rates 8	Transit Times (optional)	② <u>Help</u> ⊡ <u>Hid</u>	<u>le</u>
Amounts are shown in USE			
Select	Service and Transit Time	Your Rate	
	Enter more information to get rates and transit times.	<u>Calculate</u>	

5. Complete your Shipment	② Help	
☐ Create a Shipment Profile to store recipient, package and all other details of this shipment for future use. ☐ Send a Mobile Shipping Label		
Save for la	ter Ship	

SCHEDULE A PICKUP

- If you forgot to schedule a pickup while preparing your shipment, or there was an error that prevented scheduling you can also schedule a pickup through the **Shipping** dropdown menu.
- Select **Schedule & Manage Pickups**, and complete the form.

