

Want a simplified shipping experience? [Ship now](#) using FedEx Ship Manager® Lite. [\(Learn more\)](#)

FedEx Ship Manager®

My Profile Logout Help

LTL Freight Ship History My Lists Reports Integration Management Administration

Create a Shipment
 Enter shipping information (2) Print label(s)
 Required fields are indicated by an asterisk (*).
 Preferences | Clear all fields

Shipment Profiles Help Hide
 Shipment profiles (formerly Ship Profiles)
 Select
 Ship

4. Billing Details Help Hide
 * Bill transportation to WSU-Puyallup-747
 Your reference
 More reference fields Add an account

From Help Hide
 Selected senders
 Select

Special Services (optional) Help Edit
 Select additional services for your shipment

Country/Location United States
 Company WA State University Puyallup
 Contact name Select or enter
 Address 1 2606 W. Pioneer
 Address 2
 City 98371
 State Puyallup
 Country Washington
 Phone no. ext.
 Save as my default address
 Save new sender in address book

Pickup/Drop-off (optional) Help Hide
 Schedule a pickup
 Drop off package at a FedEx location
 Use an already scheduled pickup at my location
Pickup Address Edit
 2606 W PIONEER RM 126, PUYALLUP, Washington, 983714900, United States

Package Information Help Hide
 Pickup type FedEx Ground
 * Total no. of packages 1
 * Total weight 0 lbs
 * Pickup date 01/01/2018
 * Ready time 8:00 a.m.
 * Latest time available 6:00 p.m.
 Location of packages or special instructions (Not to exceed 29 characters)

Address 2
 * Zip
 * City Select or enter
 * State Select
 * Phone no. ext.
 Perform detailed address check
 This is a residential address
 Save new recipient in address book

Shipment Notifications (optional) Help Hide
 Notify Sender via:
 Email (HTML)
 Email (Plain Text)
 Notification type:
 Ship
 Tendered
 Pickup
 Exception
 Estimated Delivery
 Delivery
 Sender Email English

3. Package & Shipment Details Help Hide
 * Ship date 01/01/2018
 * No. of packages 1
 * Weight 0 lbs
 Declared Value U.S. Dollars
 FedEx One Rate pricing option is not included in Government-contracted services.
 * Service type FedEx Ground
 * Package type Your Packaging
 Dimensions Select

Notify Recipient via:
 Email (HTML)
 Email (Plain Text)
 Recipient Email English
 Ship
 Tendered
 Pickup
 Exception
 Estimated Delivery
 Delivery
 Add additional recipients
 Notify Other 1 via:
 Email (HTML)
 Email (Plain Text)
 Other 1 Email English
 Ship
 Tendered
 Pickup
 Exception
 Estimated Delivery
 Delivery
 Notify Other 2 via:
 Email (HTML)
 Email (Plain Text)
 Other 2 Email English
 Ship
 Tendered
 Pickup
 Exception
 Estimated Delivery
 Delivery

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**.

2. To

[Help](#) [Hide](#)

Get EEV/SED data

* Country/Location	United States		
Company	Select or enter		
* Contact name	Select or enter		
* Address 1			
Address 2			
* ZIP			
* City	Select or enter		
* State	Select		
* Phone no.		ext.	

Perform detailed address check

- This is a residential address [?](#)
- Save new recipient in address book

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.

SERVICE TYPE

- **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.

3. Package & Shipment Details

[Help](#) [Hide](#)

* Ship date	01/01/2018	?
* No. of packages	1	
* Weight ?		lbs
Declared Value ?		U.S. Dollars
* Service type	FedEx Ground	
* Package type	Your Packaging	
Dimensions	Select	
	<input type="checkbox"/>	Include a return label ?

FedEx One Rate pricing option is not included in Government-contracted services.

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.

4. Billing Details



 [Help](#)  [Hide](#)

* Bill transportation to

Your reference

[+ More reference fields](#) [Add an account](#)

Pickup/Drop-off (optional)

 [Help](#)  [Hide](#)

Schedule a pickup

Drop off package at a FedEx location

Use an already scheduled pickup at my location


Pickup Address

[+ Edit](#)

2606 W PIONEER RM 126, PUYALLUP,
Washington, 983714900, United States

Package Information

[+ Hide](#)

Pickup type	FedEx Ground
* Total no. of packages	<input type="text" value="1"/>
* Total weight	<input type="text" value="0"/> lbs
* Pickup date	<input type="text" value="01/01/2018"/> 
* Ready time	<input type="text" value="8:00 a.m."/> ▼
* Latest time available	<input type="text" value="6:00 p.m."/> ▼
Location of packages or special instructions	<input type="text"/>

(Not to exceed 29 characters)

SHIPMENT NOTIFICATIONS

- If you wish to receive tracking updates, enter your email in **Sender Email** and select the notification types you wish to receive.
- You may send tracking updates to up to 3 additional recipients.
- Notification is available in several additional languages.

Notification types

- **Ship.** Shipment information has been transmitted to FedEx. Package has not been picked up.
- **Tendered.** The package has been picked up by a FedEx driver.
- **Pickup.** A pickup has been scheduled. Package has not been picked up.
- **Exception.** There is a delay or problem with the shipment.
- **Estimated Delivery.** Best effort estimate of when the package will be delivered.
- **Delivery.** Notification that the package has been successfully delivered. Will generally include date, time, and last name of whomever signed for the package.

Shipment Notifications (optional)

[Help](#) [Hide](#)

Notify Sender via:

- Email (HTML)
 Email (Plain Text)

Notification type

- Ship
 Tendered
 Pickup
 Exception
 Estimated Delivery
 Delivery

Sender Email

English ▼

Notify Recipient via:

- Email (HTML)
 Email (Plain Text)

- Ship
 Tendered
 Pickup
 Exception
 Estimated Delivery
 Delivery

Recipient Email

English ▼

[+ 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 & Transit Times (optional)

[Help](#) [Hide](#)

Amounts are shown in USD

Select	Service and Transit Time	Your Rate
	Enter more information to get rates and transit times.	Calculate

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](#)

Save for later

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.

