

On your mark. Get set. Ship.

When you're shipping less-than-truckload (LTL) freight, Bills of Lading and shipping labels are a fact of life. But completing these documents doesn't have to be difficult. Generate them quickly with our online tool. Because faster Bill of Lading creation means **more time to move your business forward**.

Generate a Bill of Lading via FedEx Ship Manager[®] at fedex.com is an effective way to create Bills of Lading and shipping labels quickly and easily. Plus it improves your efficiency by enabling you to save the information you use most for the next time you ship.



How it works

1. Go to **fedex.com/us**. From the Ship tab in the top navigation, select **Generate Bill of Lading** under the Freight Shipments list.



- 2. Enter your **fedex.com** user ID and password, then click the Login button.
- 3. To start generating your Bill of Lading, select an account from the drop-down list. Some of the required "From" fields automatically populate. One field that's required but doesn't autopopulate is the phone number. Be sure to enter this info.

To review and make changes to your payment type and terms, click the "Edit payment" link.

- If you're the shipper, select the options Shipper and Prepaid.
- If you're the recipient, pick the options Consignee and Collect.
- If yours is a bill-to account, scroll down to and complete the Third Party Information section. Enter all required fields, including account number.

| ^r Denotes requir | ed field. |
|-----------------------------|------------------------------------|
| Registered fed | ex.com Users |
| | |
| For best results, p | lease disable your pop-up blocker. |
| Enter your user ID | and password to login |
| * User ID | |
| | |

| edEx Ship Ma | nager | | | | My Profile | Locout | Help |
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| Denotes required field. | | | | | | 2 | references Clear all fields |
| Account Inform | | | | | | | () <u>Help</u> ⊡ <u>Hide</u> |
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4. To quickly fill in the "To" information fields, click on the Company drop-down list to access your FedEx Ship Manager Address Book. If you choose "Perform detailed address check," FedEx will automatically check the recipient address for you. If the address is missing information, a suggested address will be given, or you can choose to use the address as entered.

| То | | | | | ⊘ <u>Help</u> ⊡ <u>Hide</u> |
|--------------------|----------------------------------|---|------------------------------------|--------------------------|-----------------------------|
| | ts associated with this account. | 0 | | | |
| * Country/Location | United States | | | | |
| * Company | XYZ Company | | * Phone no. | ext. | |
| * Contact name | XYZ Company | | Consignee ID | | |
| * Address 1 | 16116 | | | | |
| Address 2 | | | 🗉 Perform detailed address check 🗲 | - | |
| * 70 | | | This is a resi | idential address ② | |
| * ZIP | | | 🔲 Save new re | ecipient in address book | |
| * City | | | Update exist | ing address book entry | |
| * State | | | | | |
| | - | × | | | |

5. Select either FedEx Freight[®] Priority or FedEx Freight[®] Economy service. You can also add to either service one of our time-specific options: A.M. Delivery or Close of Business Delivery.

| Service Type and Guar | antees | ⊘ <u>Help</u> ⊟ <u>Hide</u> |
|-------------------------------|--|-----------------------------|
| * Service type FedE | x Freight Priority 🔘 FedEx Freight Economy | |
| Service guarantees (optional) | None | |
| | None | |
| | A.M. Delivery | |
| Shipment Details | Close of Business Delivery | ② Help ⊟ Hide |
| Shipment Details | | |

6. Enter the shipment details. To conveniently save a line item for future use, check the "Save item" box associated with the line you'd like to save.

| Shipment Details | | | | | | @ <u>He</u> | elp 🗆 Hide |
|---|-------------|--|--------------------------------------|---------|---|----------------|---------------|
| Shipper's Bill of Lading no. | | Purchase Order no. | |] | | | |
| *Description Goods, special marks, etc | Haz⑦ Mat | *Handling units (Moveable pieces) How many being shipped? How packaged? | *Weight lbs 💌 (include packaging) | Class | Dimensions in 💌 NMFC@ Switch to cubic volume |) Save item | Delete row |
| Add reference | | Pallet/Skid vith *pieces | | Selei 💌 | L W H | | Delete |

- 7. Conveniently indicate your pickup preference right from the Generate a Bill of Lading screen. Options include:
 - Schedule a pickup. Please note: The "Ready time" and "Close time" fields automatically include default times. You'll need to review these times and adjust them according to your business hours.
 - Use an already scheduled pickup.
 - Schedule a pickup later.

| Schedule Pickup | | | | | | ⊘ <u>Help</u> ⊡ <mark>Hide</mark> |
|---|--|-----|-------------------------------|-----------|---------------------------------|-----------------------------------|
| Schedule a pickup Requested by | JOHN DOE | ~ | * Pickup date | 1 | Pickup Special Instructions | |
| * Company | ABC COMPANY | | * Ready time * Close time | 1:00 p.m. | | |
| * Address 1 Address 2 | 123 MAIN STREET | | * Total handling units | 6:00 p.m. | | / |
| * ZIP | 12345 | | * Total pieces * Total weight | 0 | | |
| * City | SCHENECTADY | | | 0 | | |
| * State | New York | | | | | |
| * Phone no. | 123-456-7890 ext. | | | | | |
| * E-mail | jdoe@abccompany.com | | | | | |
| * Pickup Contact | Same as requested by O to eduled pickup | her | | | | |

8. Keep everyone informed by sending email notifications as well as the completed Bill of Lading, the accompanying shipping label or the trade documents (international shipments only) to the shipper, the recipient and two others.

| elect message | e format: 🔍 HTML 🔘 Plain Text 🖉 | 9 Wireless | | | | | | |
|-------------------------|---------------------------------|-----------------------|--------------|--------|-----------|----------|-------|-------|
| | | | Notification | | | | Docum | ents |
| | Email Address | Notification Language | Tendered | Pickup | Exception | Delivery | BOL | Label |
| hipper: | johndoe@abccompany.com | English | | V | | | | |
| onsignee: | | English | | | | | | |
| ther 1: | | English |] 🗉 | | | | | |
| ther 2. | | English | | | | | | |
| dd personal lessage: | | | | | | | | |

9. Use Rates & Transit Times to see the estimated shipping costs and transit times for your shipment. (Please note: The rate quote you receive may be different from the billed charges for your shipment based on actual weight, dimensions and other shipment details.) To get your results, click on the Calculate link.

| ates & | Transit Times (optional) | | | ② <u>Help</u> ⊟ <u>Hide</u> |
|----------|---|-----------------|---------|-----------------------------|
| | | | | Amounts are shown in USD |
| Click on | your rate quote for a breakdown of the costs | | | |
| | your rate quote for a breakdown of the costs Delivery Date/Time | Transit Days | Service | Rate |

To print your results, click on the Print link or icon.

| tes & | Transit Times (optional) | | | © <u>Help</u> ⊟ <u>H</u> i |
|------------|---|------------------|---|----------------------------|
| Click on y | your rate quote for a breakdown of the costs | | | Amounts are shown in US |
| Select | Delivery Date/Time | Transit Days | Service | Rate |
| 0 | Delivery Date 5:00 p.m., Mon, Feb 11, 2013 | 2 Days | FedEx Freight Priority® | 648.88 🕀 |
| 0 | | | | |
| 0 | Guaranteed by 10:30 a.m., Mon, Feb 11, 2013 | 2 Days | FedEx Freight Priority® (A.M. Delivery) | 754.03 🖽 |
| - | Guaranteed by 10:30 a.m., Mon, Feb 11, 2013 Delivery Date 5:00 p.m., Tue, Feb 12, 2013 | 2 Days 3 Days | | 754.03 ⊞ 607.09 ⊞ |
| 0 | | 3 Days | | |

10. In the Complete your Shipment section, you can save *all* the information you've entered as a Shipment Profile to make repeat shipments a snap. Just click on the Create a Shipment Profile checkbox and enter a profile nickname. In addition, to simplify your packaging process, you can print shipping labels that correspond to your Bill of Lading for each piece in your shipment. Click on the "Create bill of lading" button to complete your shipment.

| Complete your Shipment | © <u>Help</u> |
|--|-----------------------|
| Create a Shipment Profile to store address, service type, and other bill of lading details for future Profile nickname XYZ COMPANY | JSe. |
| Print Terms and Conditions with bill of lading Prepare a BOL using VICS format Prepare shipping labels | |
| T Shipping labels | |
| 3 4 Start printing on label position | Create bill of lading |

The next time you're sending an identical shipment to this same recipient, simply use this Shipment Profile to make creating the Bill of Lading fast and easy.

- Select Shipment Profiles from the drop-down list under the My Lists tab.
- Select the desired profile from the drop-down list under My Shipment Profiles, then click the "Create bill of lading" button. The profile information automatically populates the Generate a Bill of Lading screen and your label is automatically generated.

| dEx Shi | o Manager [®] | | | | | My Profile | | ? | Help |
|--|--|--------------------------------|-------------|---------|--------------|--------------------------|-----------------------|-----------------------|-------------|
| 2 | 🛨 LTL Freight | Ship History | My Lists | | Reports | Integration Manager | | | |
| _ | (1)B) | | Address Boo |)k | | | | _ | |
| enerate a | Bill of Lading | | Shipment Pr | rofiles | | | | | |
| Enter ship | pping information ② | Print BOL | Dimensions | | | | | | |
| Denotes requir | red field. | | BOL Line It | em Pro | ofiles | | Pre | ferences Cle | ar all fiel |
| edEx | ₀ Ship ▼ T | rack 🔹 Manage | • Learn • | * | | | English * Search fede | ix.com | |
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| | Ship ▼ T hip Manager[®] ↓ LTL Freight | | • Learn • | | | | English * Search fede | ix.com | Help |
| FedEx S Ship Genera 1 Enter | hip Manager® LTL Free te a Bill of Lading shipping information | ht Ship History | | | FedEx Office | • • <u>My Profile</u> | Loqout | ? | |
| FedEx S Ship Genera 1 Enter | hip Manager LTL Free te a Bill of Lading shipping information equired field. | Int Ship History (2) Print BOL | | | FedEx Office | • • <u>My Profile</u> | Loqout | (?) erences Clea | |
| FedEx S Ship Genera 1 Enter * Denotes n My Ship | hip Manager® LTL Free te a Bill of Lading shipping information | Int Ship History (2) Print BOL | | | FedEx Office | • • <u>My Profile</u> | Loqout | (?) erences Clea | ar all fie) |

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