



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](https://www.fedex.com/us). From the Ship tab in the top navigation, select **Generate Bill of Lading** under the Freight Shipments list.

The screenshot shows the FedEx website interface. At the top, there is a navigation bar with the FedEx logo and several menu items: Ship, Track, Manage, Learn, and FedEx Office. Below the navigation bar, the page is divided into four main sections:

- Package, Envelope, or Express Freight:** Includes options like Create Shipment, Get Rates & Transit Times, Find FedEx Locations, Schedule a Pickup, Order Shipping Supplies, Pack Shipment, and Access International Services.
- Freight Shipments:** Includes options like Generate Bill of Lading (highlighted with a red arrow), Get Rates and Transit Times, Schedule a Pickup, View Transit Maps, Find FedEx Locations, Go to Shipping Desk, and International Services.
- Expedited/Extra-care Handling:** Includes options like Ship, Fast Ship, Get Rates & Transit Times, Temperature Control, Secure Services, and Truckload Solutions.
- Air/Ocean Freight Forwarding:** Includes options like Get Forms, My Forms, Importer Security Filing, and E-Manifest.

At the bottom of the page, there is a footer with a question mark icon and the text: "Not sure which service is right for you? Click Here".

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.

- 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.

- 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.

- 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.

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 Help Hide

Schedule a pickup

* Requested by: JOHN DOE

* Company: ABC COMPANY

* Address 1: 123 MAIN STREET

Address 2:

* ZIP: 12345

* City: SCHENECTADY

* State: New York

* Phone no.: 123-456-7890 ext.

* E-mail: johndoe@abccompany.com

* Pickup Contact: Same as requested by Other

Use an already scheduled pickup

* Pickup date:

* Ready time: 1:00 p.m.

* Close time: 6:00 p.m.

* Total handling units:

* Total pieces: 0

* Total weight: 0

Pickup Special Instructions:

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.

Send Notifications and Documents (optional) Help Hide

Select message format: HTML Plain Text Wireless

	Email Address	Notification Language	Notification				Documents	
			Tendered	Pickup	Exception	Delivery	BOL	Label
Shipper:	johndoe@abccompany.com	English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consignee:		English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other 1:		English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other 2:		English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add personal message:

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.

Rates & Transit Times (optional) Help Hide

Amounts are shown in USD

Click on your rate quote for a breakdown of the costs

Select	Delivery Date/Time	Transit Days	Service	Rate
			Click calculate to get rates and transit times.	Calculate

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

Rates & Transit Times (optional) Help Hide

Amounts are shown in USD

Click on your rate quote for a breakdown of the costs

Select	Delivery Date/Time	Transit Days	Service	Rate
<input type="radio"/>	Delivery Date 5:00 p.m., Mon, Feb 11, 2013	2 Days	FedEx Freight Priority®	648.88
<input type="radio"/>	Guaranteed by 10:30 a.m., Mon, Feb 11, 2013	2 Days	FedEx Freight Priority® (A.M. Delivery)	754.03
<input type="radio"/>	Delivery Date 5:00 p.m., Tue, Feb 12, 2013	3 Days	FedEx Freight Economy®	607.09
<input type="radio"/>	Guaranteed by 5:00 p.m., Tue, Feb 12, 2013	3 Days	FedEx Freight Economy® (Close of Business)	693.68
<input type="radio"/>	Guaranteed by 10:30 a.m., Tue, Feb 12, 2013	3 Days	FedEx Freight Economy® (A.M. Delivery)	712.24

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 Help

Create a Shipment Profile to store address, service type, and other bill of lading details for future use.

Profile nickname

Print Terms and Conditions with bill of lading

Prepare a BOL using VICS format

Prepare shipping labels

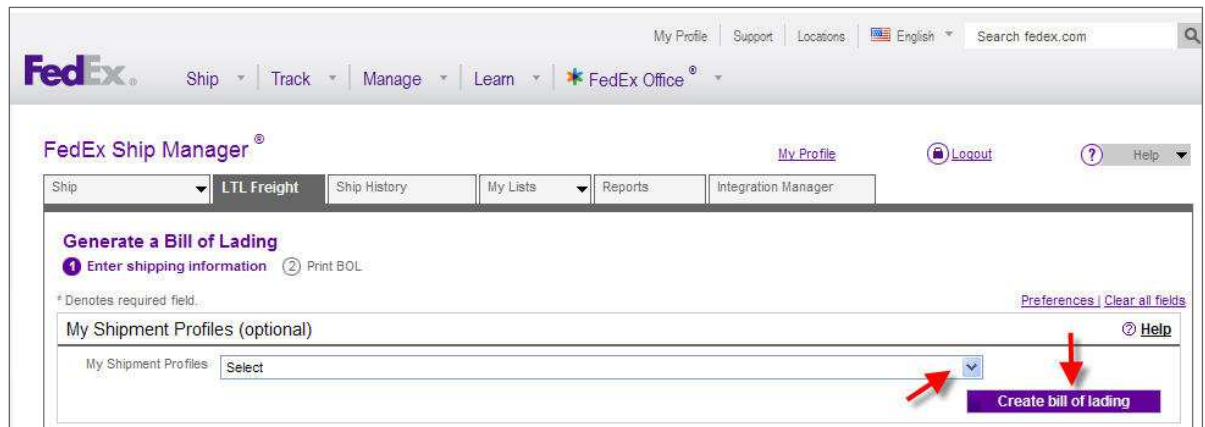
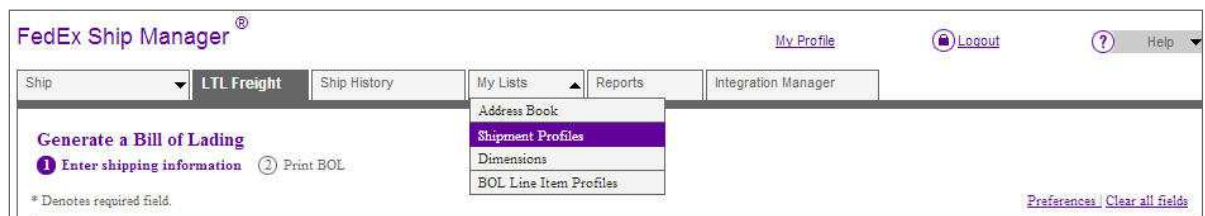
Shipping labels

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.



FedEx. Solutions That Matter.™



More info

- Contact your FedEx account executive
- Go to fedex.com/us/freight
- Call **1.800.GoFedEx 1.800.463.3339**
- Call FedEx Freight Technical Support at **1.800.435.7949**