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
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.

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

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.
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

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.
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.
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.

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.
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.
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:
Note: Failure to properly identify a parcel containing dry ice will result in a FedEx Shipping violation.
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.
   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.
d. Enter a “Total Customs Value” with a minimum value of at least $1.

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.
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.
Section 7 – Commodity Information

Selecting Customs Documentation

a. In Section 7, select “Commercial Invoice” from the two available options.
b. Select the option to “Use company letterhead on file.”
c. Select the option to “Use company signature on file.”
d. Continue to Section 8
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.
Shipping with FedEx

Standard Return Shipping

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

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.