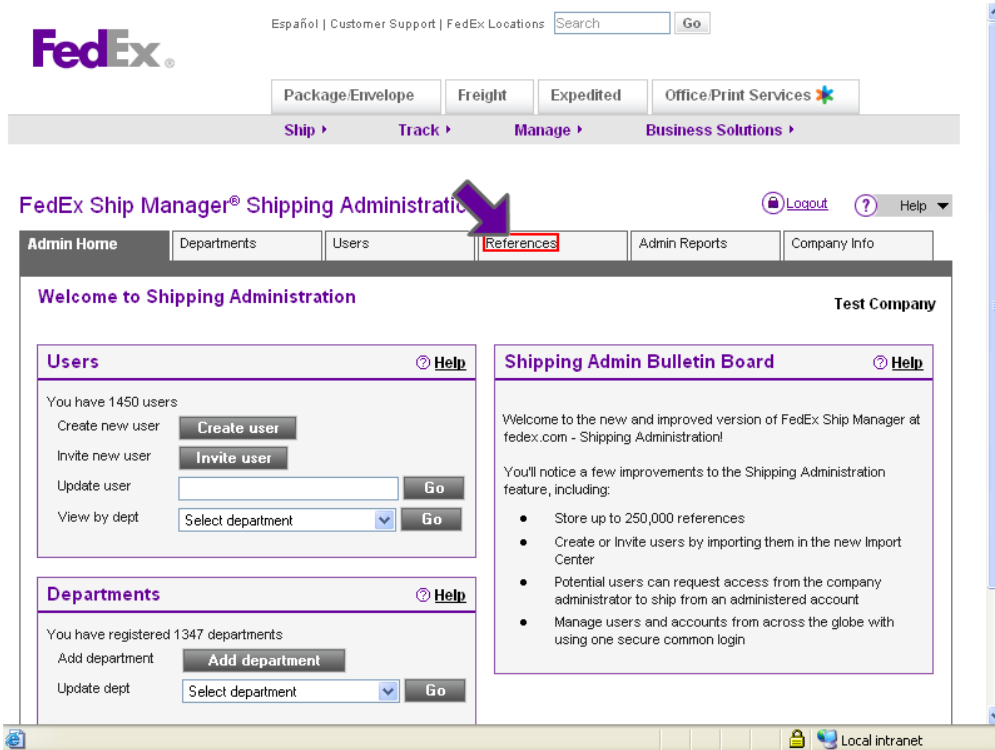


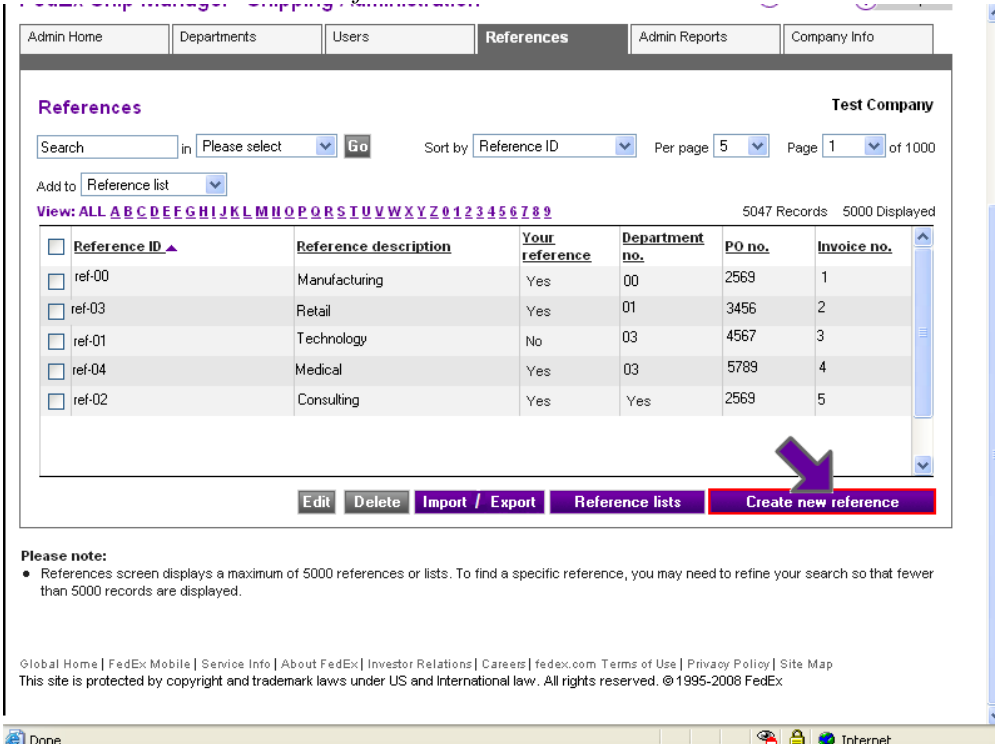
Adding References on fedex.com

➤ Step by Step

1. Select the References tab above.



2. Click the *Create new reference* button.



3. Enter the required Reference Details information.

The screenshot shows the FedEx Ship Manager Shipping Administration interface. At the top, there is a search bar and navigation links for "Español", "Customer Support", and "FedEx Locations". Below this are tabs for "Package/Envelope", "Freight", "Expedited", and "Office/Print Services". A main navigation bar includes "Ship", "Track", "Manage", and "Business Solutions". The page title is "FedEx Ship Manager® Shipping Administration" with "Log out" and "Help" links. A breadcrumb trail shows "Admin Home", "Departments", "Users", "References", "Admin Reports", and "Company Info". The "Reference Details" form is active, with a red box around the "Reference ID" field and a purple arrow pointing to it. The form contains two input fields: "Reference ID" and "Reference description". To the right, the "Reference Specifications" form is visible, with checkboxes for "Your reference", "Department no.", "PO no.", and "Invoice no.". At the bottom of the form are "Cancel", "Save", and "Save/Add another reference" buttons. The footer includes "Global Home", "FedEx Mobile", "Service Info", "About FedEx", "Investor Relations", "Careers", "fedex.com Terms of Use", "Privacy Policy", and "Site Map". The browser status bar shows "Done" and "Internet".

4. Specify the reference field(s) you want to assign.

The screenshot shows the same FedEx Ship Manager Shipping Administration interface as in step 3. The "Reference Details" form now has "conference123" in the "Reference ID" field and "San Diego" in the "Reference description" field. The "Reference Specifications" form is the focus, with a purple arrow pointing to the "Invoice no." checkbox, which is now checked. The other checkboxes, "Your reference", "Department no.", and "PO no.", are unchecked. The "Save/Add another reference" button is highlighted in purple. The rest of the interface, including the navigation and footer, remains the same as in the previous screenshot.



5. Click the *Save* button to save the reference and complete the task, or click the *Save/Add another reference* button to continue adding references.

Reference Details

Please enter the following information for your new reference.

* Reference ID: conference123

* Reference description: San Diego

Reference Specifications

Specify which of the reference fields you would like to assign this reference.

- Your reference
- Department no.
- PO no.
- Invoice no.

Buttons: Cancel, Save, Save/Add another reference

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