

Adding a Department on fedex.com

➤ Step by Step

1. Either click the *Add Department* button from the Admin Home tab, or select the Departments tab and then click the *Add* button.

The screenshot shows the FedEx Ship Manager Shipping Administration interface. At the top, there is a search bar and navigation tabs for Package/Envelope, Freight, Expedited, and Office/Print Services. Below this is a main navigation bar with Ship, Track, Manage, and Business Solutions. The main content area is titled 'FedEx Ship Manager® Shipping Administration' and includes a 'Test Company' label. A navigation bar at the top of the main content area has tabs for Admin Home, Departments, Users, References, Admin Reports, and Company Info. The 'Departments' tab is selected. The main content area is divided into two columns. The left column has a 'Users' section with 'Create user' and 'Invite user' buttons, and a 'Departments' section with an 'Add department' button highlighted by a red box and a purple arrow. The right column has a 'Shipping Admin Bulletin Board' section with a welcome message and a list of improvements.

2. Enter the appropriate information in the Department Details module.

The screenshot shows the 'Add Department' form in the FedEx Ship Manager Shipping Administration interface. The 'Departments' tab is selected. The main content area is titled 'Add Department' and includes a 'Test Company' label. A navigation bar at the top of the main content area has tabs for Admin Home, Departments, Users, References, Admin Reports, and Company Info. The 'Add Department' section has a progress indicator with four steps: 1 Profile, 2 Privileges, 3 References, and 4 Defaults. The 'Profile' step is selected. The main content area is divided into two columns. The left column has a 'Department Details' section with three fields: 'Company name' (ABC Company), 'Department name' (Sales), and 'Department ID' (empty). The 'Department ID' field is highlighted by a red box and a purple arrow. The right column has an 'Accounts' section with a message about adding accounts and an 'Available Accounts' dropdown menu. At the bottom of the form are 'Add new account', 'Cancel', and 'Continue' buttons.

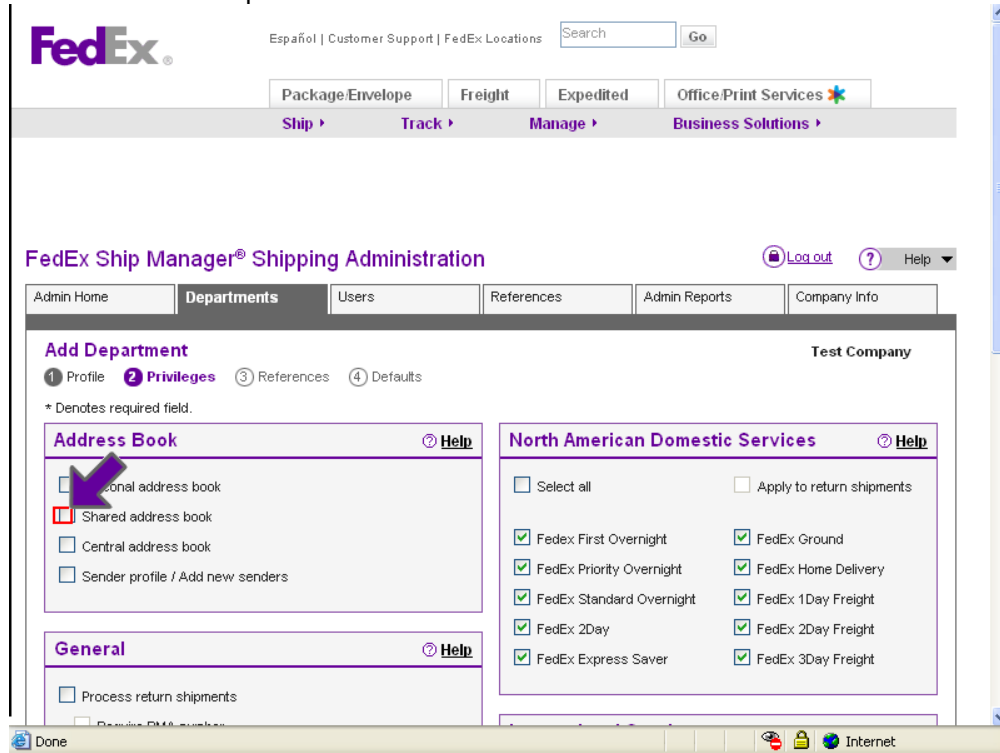
3. Add an existing or a new FedEx account to the department.

The screenshot shows the 'Add Department' page in the FedEx Ship Manager Shipping Administration interface. The page is for 'Test Company' and has four steps: 1. Profile, 2. Privileges, 3. References, and 4. Defaults. The 'Department Details' section contains three required fields: Company name (ABC Company), Department name (Sales), and Department ID (sales123). The 'Accounts' section contains a text box explaining that users can add an account by selecting an existing one from the 'Available Accounts' list or adding a new one. The 'Available Accounts' dropdown menu is highlighted with a red box, and a purple arrow points to it. Below the dropdown are 'Add new account', 'Cancel', and 'Continue' buttons.

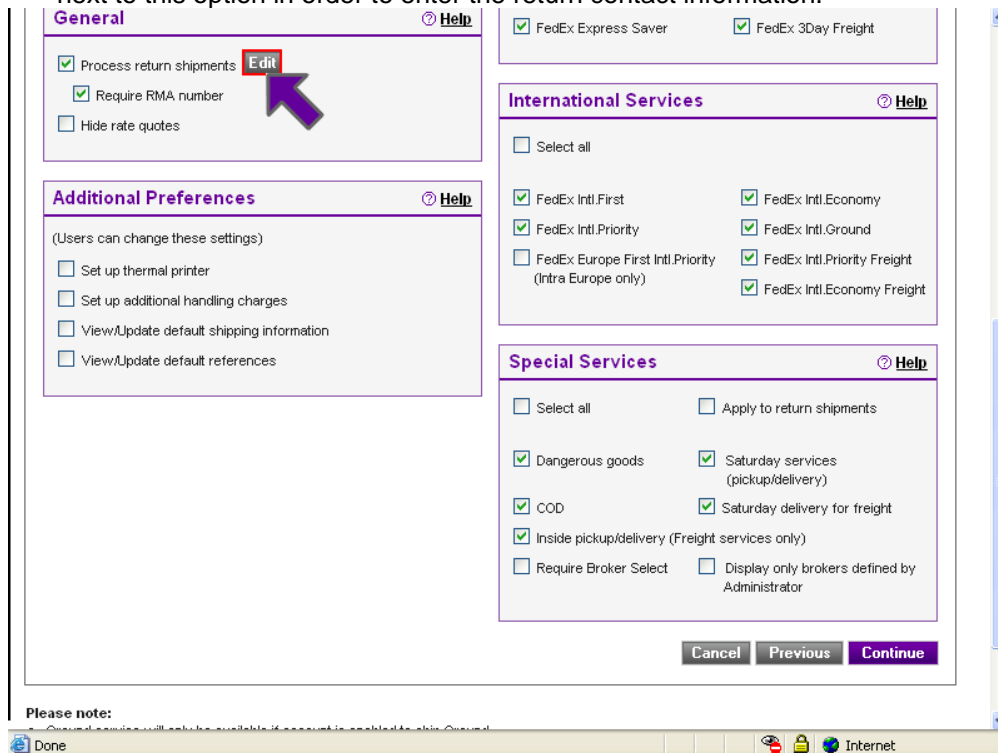
4. Click the *Continue* button.

The screenshot shows the same 'Add Department' page as above, but now the 'Available Accounts' dropdown menu has the account number '123456789' selected. The 'Continue' button at the bottom right is highlighted with a red box, and a purple arrow points to it.

5. Select the desired options under each module.



6. If you choose to enable the Process return shipments option, click the *Edit* button next to this option in order to enter the return contact information.



7. Click the *Continue* button.

General [Help](#)

Process return shipments [Edit](#)

Require RMA number

Hide rate quotes

Additional Preferences [Help](#)

(Users can change these settings)

Set up thermal printer

Set up additional handling charges

View/Update default shipping information

View/Update default references

FedEx Express Saver

FedEx 3Day Freight

International Services [Help](#)

Select all

FedEx Intl.First

FedEx Intl.Economy

FedEx Intl.Priority

FedEx Intl.Ground

FedEx Europe First Intl.Priority (Intra Europe only)

FedEx Intl.Priority Freight

FedEx Intl.Economy Freight

Special Services [Help](#)

Select all

Apply to return shipments

Dangerous goods

Saturday services (pickup/delivery)

COD

Saturday delivery for freight

Inside pickup/delivery (Freight services only)

Require Broker Select

Display only brokers defined by Administrator

Cancel Previous Continue

Please note:
 General services will not be available if account is restricted to ship General

8. Select the desired validation, list display, and reference for this department.

Español | Customer Support | FedEx Locations [Go](#)

Package/Envelope | Freight | Expedited | Office/Print Services

Ship | Track | Manage | Business Solutions

FedEx Ship Manager® Shipping Administration [Log out](#) [Help](#)

Admin Home | **Departments** | Users | References | Admin Reports | Company Info

Add Department Test Company

1 Profile 2 Privileges 3 **References** 4 Defaults

Reference name	Validation	List display	Reference default	Apply to return shipments
Your reference	Select configuration... <input checked="" type="checkbox"/>	All references	<input type="text"/> or Select	<input type="checkbox"/>
Department no.	Select configuration... <input type="checkbox"/>	All references	<input type="text"/> or Select	<input type="checkbox"/>
PO no.	Select configuration... <input type="checkbox"/>	All references	<input type="text"/> or Select	<input type="checkbox"/>
Invoice no.	Select configuration... <input type="checkbox"/>	All references	<input type="text"/> or Select	<input type="checkbox"/>

Cancel Previous Continue

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9. Click the *Continue* button.

FedEx Ship Manager® Shipping Administration

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1 Profile 2 Privileges 3 **References** 4 Defaults

Reference name	Validation	List display	Reference default	Apply to return shipments
Your reference	Required (text field)	All references	<input type="text"/> or <input type="button" value="Select"/>	<input checked="" type="checkbox"/>
Department no.	Required (view list)	All references	<input type="text"/> or <input type="button" value="Select"/>	<input checked="" type="checkbox"/>
PO no.	Not required (text field)	All references	<input type="text"/> or <input type="button" value="Select"/>	<input checked="" type="checkbox"/>
Invoice no.	Not required (text field)	All references	<input type="text"/> or <input type="button" value="Select"/>	<input checked="" type="checkbox"/>

10. Select the desired options under the Default Shipping information, Pickup/Dropoff, and Customize Options modules.

FedEx Ship Manager® Shipping Administration

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Admin Home | **Departments** | Users | References | Admin Reports | Company Info

Add Department

Test Company

1 Profile 2 Privileges 3 References 4 **Defaults**

* Denotes required field.

Default Shipping information		Pickup/Dropoff
Service type	FedEx Standard Overnight	<input checked="" type="checkbox"/> Will use scheduled pickup at my location
Package type	Your Packaging	<input type="checkbox"/> Will drop off at FedEx location
Currency	US Dollars	<input type="checkbox"/> Will contact FedEx to request a pickup
Bill transportation to	Sender (prepaid)	
Account no.	<input type="text"/>	
* Bill duties/taxes/fees to	Sender (prepaid)	
Account no.	<input type="text"/>	
		Customize Options
		<input type="checkbox"/> Always remind user to print pending shipments
		<input type="checkbox"/> Always show shipment confirmation window
		<input type="checkbox"/> Display recipient ID field

11. Click the Save button.

Admin Home | **Departments** | Users | References | Admin Reports | Company Info

Add Department Test Company

1 Profile 2 Privileges 3 References 4 **Defaults**

* Denotes required field.

Default Shipping information Help	Pickup/Dropoff Help
Service type: FedEx Standard Overnight	<input checked="" type="radio"/> Will use scheduled pickup at my location
Package type: Your Packaging	<input type="radio"/> Will drop off at FedEx location
Currency: US Dollars	<input type="radio"/> Will contact FedEx to request a pickup
Bill transportation to: Sender (prepaid)	
Account no.:	
* Bill duties/taxes/fees to: Sender (prepaid)	
Account no.:	

Customize Options Help
<input type="checkbox"/> Always remind user to print pending shipments
<input checked="" type="checkbox"/> Always show shipment confirmation window
<input type="checkbox"/> Display recipient ID field
<input checked="" type="checkbox"/> Display Standard List Rates

Cancel Previous **Save**

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