

Creating a Reference List on fedex.com

➤ Step by Step

1. Select the References tab above.

Spanish | Customer Support | FedEx Locations

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

Ship | Track | Manage | Business Solutions

FedEx Ship Manager® Shipping Administration

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

Welcome to Shipping Administration Test Company

Users

You have 1218 users

Create new user

Invite new user

Update user

View by dept

Shipping Admin Bulletin Board

Welcome to the new and improved version of FedEx Ship Manager at fedex.com - Shipping Administration!

You'll notice a few improvements to the Shipping Administration feature, including:

- Access to fedex.com applications using one secure common login
- Create simple invitations to employees you'd like to ship through your company accounts
- Quickly import user lists
- Automatic access to Supplies Online
- Store up to 25,000 recipient addresses in the central address book

Departments

You have registered 1158 departments

Add department

Done

2. Click the *Reference lists* button.

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

References Test Company

Search in Sort by Per page Page of 1000

Add to

View: ALL [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) 5048 Records 5000 Displayed

<input type="checkbox"/>	Reference ID ▲	Reference description	Your reference	Department no.	PO no.	Invoice no.
<input type="checkbox"/>	1	Medical	Yes	001	02121	001
<input type="checkbox"/>	2	Technology	Yes	002	02123	002
<input type="checkbox"/>	3	Office	No	003	02122	003
<input type="checkbox"/>	4	Consulting	Yes	004	02124	004
<input type="checkbox"/>	5	Manufacturing	Yes	005	02125	005

Please note:

- References screen displays a maximum of 5000 references or lists. To find a specific reference, you may need to refine your search so that fewer than 5000 records are displayed.

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Done

3. Click the *Create new reference list* button.

FedEx Ship Manager® Shipping Administration

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Reference lists Test Company

Search in Please select Sort by Reference list ID Per page 5 Page 1 of 2

View: ALL [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)[0](#)[1](#)[2](#)[3](#)[4](#)[5](#)[6](#)[7](#)[8](#)[9](#) 8 Records 8 Displayed

<input type="checkbox"/> Reference list ID ▲	Reference list name	Reference list description
<input type="checkbox"/> 001	Jones	Medical
<input type="checkbox"/> 002	Jack	Technology
<input type="checkbox"/> 003	Smith	Office
<input type="checkbox"/> 004	Harry	Consulting
<input type="checkbox"/> 005	Henry	Manufacturing

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4. Enter the required Reference List information.

FedEx

Español | Customer Support | FedEx Locations Search

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

Ship | Track | Manage | Business Solutions

FedEx Ship Manager® Shipping Administration

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Create Reference List Test Company

* Denotes required field.

Search in Please select Sort Reference ID

[Display all](#) 5048 Records 5000 Displayed

Select references to add

- supplies
- gifts
- travel
- meals
- rental

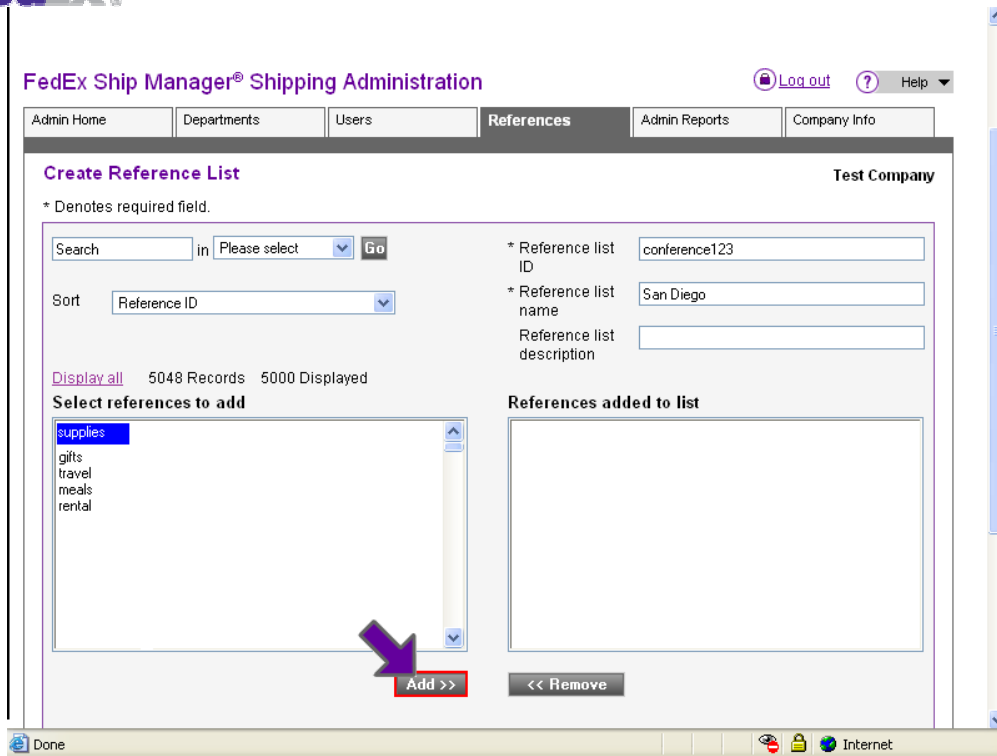
References added to list

* Reference list ID

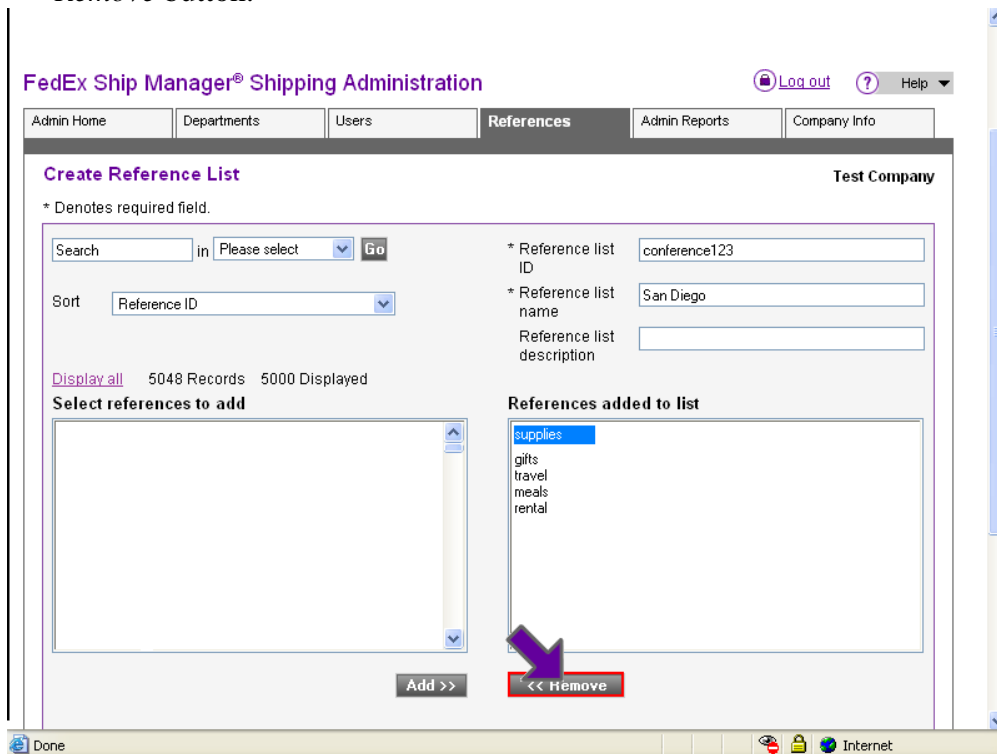
* Reference list name

Reference list description

5. Select the reference(s) you want to add to the list, and then click the *Add* button.



- To remove a reference from your list, select the reference and then click the *Remove* button.



- Click the *Save* button.

* Denotes required field.

Search in

Sort

[Display all](#) 5048 Records 5000 Displayed

Select references to add

supplies

References added to list

gifts
travel
meals
rental

To select multiple references, press and hold down the CTRL key(MAC users: CMD key) while clicking on the individual references.

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