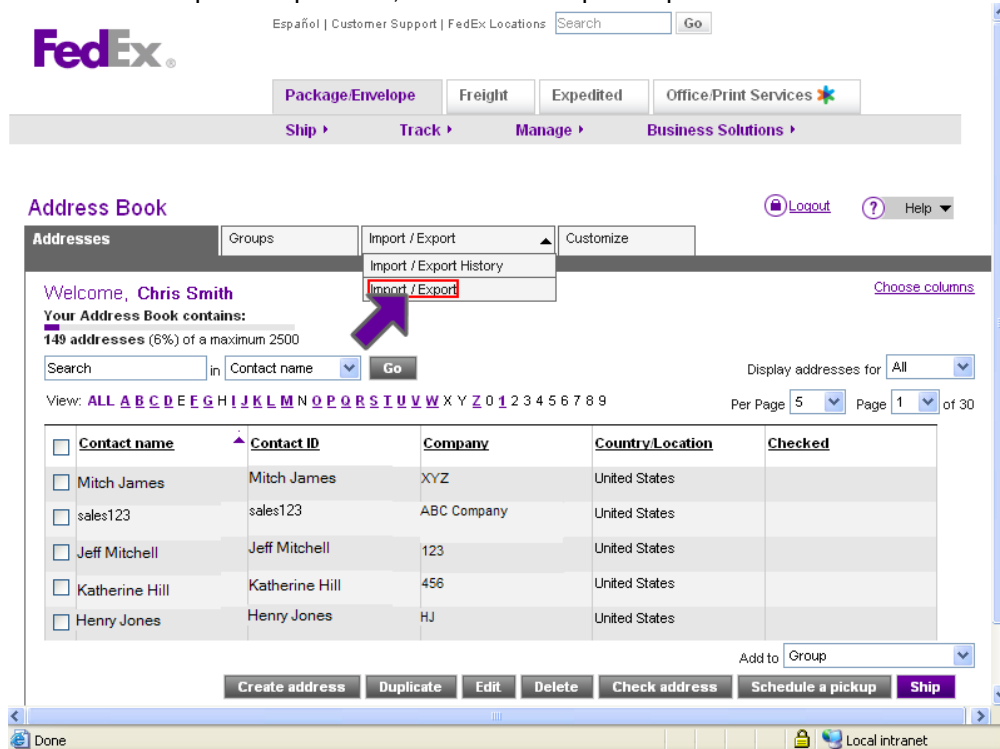


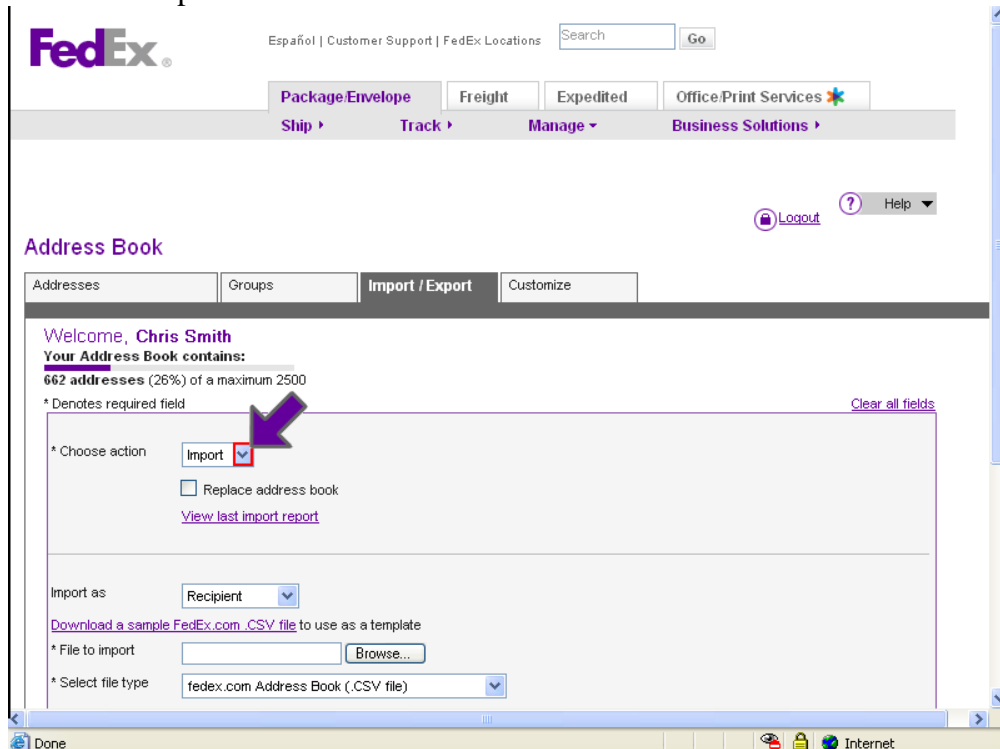
# Importing an Address on fedex.com

## ➤ Step by Step

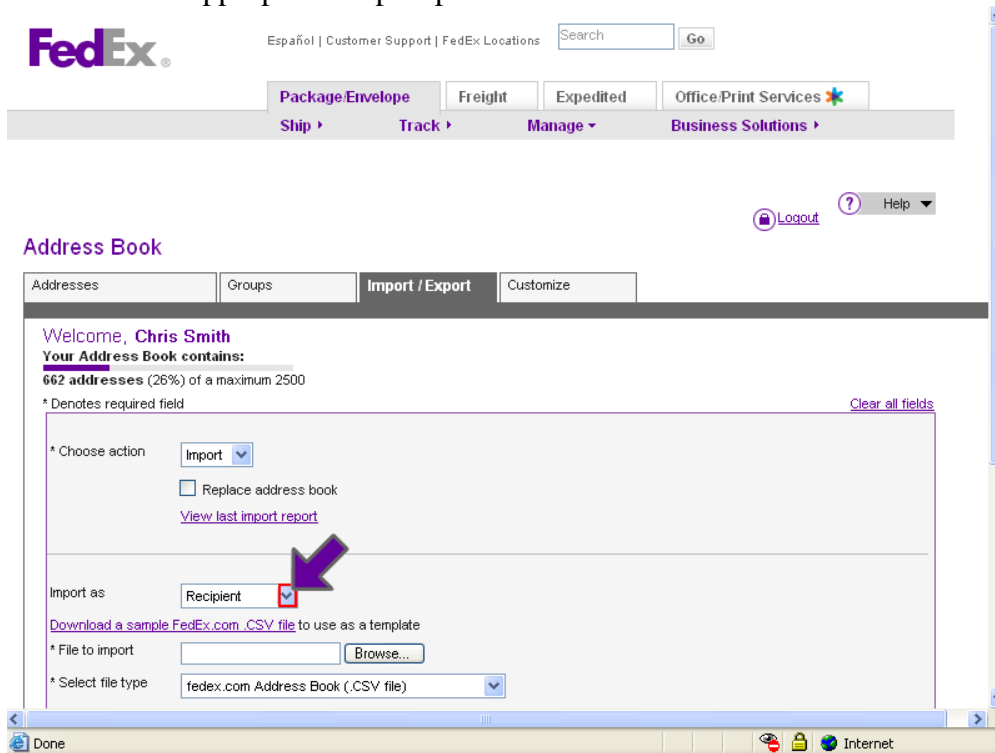
1. Click the Import / Export tab, and choose Import/Export.



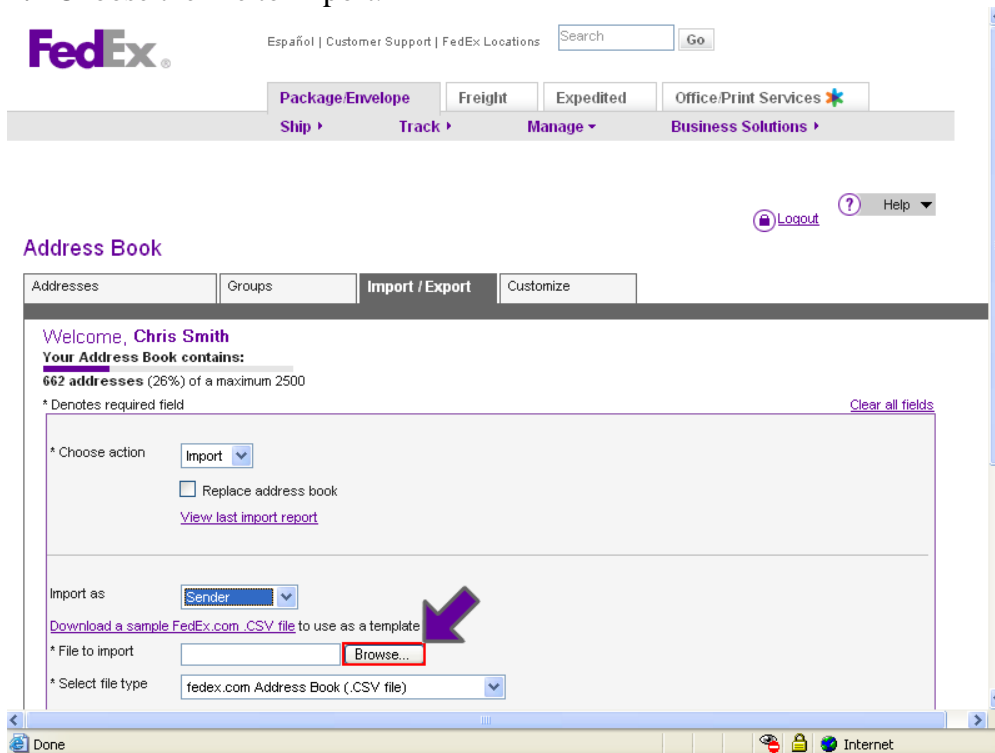
2. Select Import from the Choose Action field.



3. Select the appropriate import profile.



4. Choose the file to import.



5. Select the file type, or if you cannot find the file type, indicate that you want to map your file fields to the FedEx Import template

662 addresses (26% of a maximum 2500)

\* Denotes required field [Clear all fields](#)

\* Choose action:   Replace address book [View last import report](#)

---

Import as:

[Download a sample FedEx.com .CSV file to use as a template](#)

\* File to import: C:\Documents and Settings\ [Browse...]

\* Select file type:

I can not find my file type:  Map my file fields to the FedEx Import template

**Alert:** If you have imported addresses with errors within the last 90 days, this import will overwrite your previous import report of addresses with errors if they have not been corrected.

**Please Note:**

- Importing a large address book may take several minutes depending upon your connection speed.
- Please click the Import button only once and do not click any other buttons in your browser while the import is being processed.

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6. Click the *Import* button.

Welcome, **Chris Smith**

**Your Address Book contains:**

662 addresses (26% of a maximum 2500)

\* Denotes required field [Clear all fields](#)

\* Choose action:   Replace address book [View last import report](#)

---

Import as:

The file to import must be a CSV file

\* File to import: C:\Documents and Settings\ [Browse...]

I can not find my file type:  Map my file fields to the FedEx Import template

**Alert:** If you have imported addresses with errors within the last 90 days, this import will overwrite your previous import report of addresses with errors if they have not been corrected.

**Please Note:**

- Importing a large address book may take several minutes depending upon your connection speed.
- Please click the Import button only once and do not click any other buttons in your browser while the import is being processed.

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7. Select from the fields.

**Address Book** Logout Help

Addresses Groups Import / Export Customize

**Map fields** Clear all fields

\* Denotes required field

Select from your fields	Map to a FedEx field	Mapped
Nickname	Map to >	ContactID
FullName	Map to >	Company
FirstName	Map to >	* Contact name
LastName	Map to >	* Address 1
Title	Map to >	Address 2
Company	Map to >	* City
Department	Map to >	Province
AddressOne	Map to >	* State
AddressTwo	Map to >	* ZIP/Postal code
City	Map to >	* Country/Location
State	Map to >	* Phone no.
Zip	Map to >	E-Mail
PhoneNumber	Map to >	fax
ExtensionNumber	Map to >	FedEx account no.
FAXNumber	Map to >	department
PagerNumber	Map to >	
MobilePhoneNumber	Map to >	
CountryCode	Map to >	
EmailAddress	Map to >	
VerifiedFlag	Map to >	
AcceptedFlag	Map to >	
ValidFlag	Map to >	

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8. Click the *Map to* button.

**Address Book** Logout Help

Addresses Groups Import / Export Customize

**Map fields** Clear all fields

\* Denotes required field

Select from your fields	Map to a FedEx field	Mapped
Nickname	Map to >	ContactID
FullName	Map to >	Company
FirstName	Map to >	* Contact name
LastName	Map to >	* Address 1
Title	Map to >	Address 2
Company	Map to >	* City
Department	Map to >	Province
AddressOne	Map to >	* State
AddressTwo	Map to >	* ZIP/Postal code
City	Map to >	* Country/Location
State	Map to >	* Phone no.
Zip	Map to >	E-Mail
PhoneNumber	Map to >	fax
ExtensionNumber	Map to >	FedEx account no.
FAXNumber	Map to >	department
PagerNumber	Map to >	
MobilePhoneNumber	Map to >	
CountryCode	Map to >	
EmailAddress	Map to >	
VerifiedFlag	Map to >	
AcceptedFlag	Map to >	
ValidFlag	Map to >	

Cancel Use this mapping

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9. Click the *Use this mapping* button.

**Address Book** Logout ? Help

Addresses   Groups   Import / Export   Customize

**Map fields** [Clear all fields](#)

\* Denotes required field

Select from your fields	Map to a FedEx field	Mapped
<ul style="list-style-type: none"> <li>FullName</li> <li>FirstName</li> <li>LastName</li> <li>Title</li> <li>Company</li> <li>Department</li> <li>AddressOne</li> <li>AddressTwo</li> <li>City</li> <li>State</li> <li>Zip</li> <li>PhoneNumber</li> <li>ExtensionNumber</li> <li>FAXNumber</li> <li>PagerNumber</li> <li>MobilePhoneNumber</li> <li>CountryCode</li> <li>EmailAddress</li> <li>VerifiedFlag</li> <li>AcceptedFlag</li> <li>ValidFlag</li> <li>ResidentialFlag</li> </ul>	<ul style="list-style-type: none"> <li>&lt; Remove</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> <li>Map to &gt;</li> </ul>	<ul style="list-style-type: none"> <li>ContactID</li> <li>Nickname</li> <li>Company</li> <li>* Contact name</li> <li>* Address 1</li> <li>Address 2</li> <li>* City</li> <li>Province</li> <li>* State</li> <li>* ZIP/Postal code</li> <li>* Country/Location</li> <li>* Phone no.</li> <li>E-Mail</li> <li>fax</li> <li>FedEx account no.</li> <li>department</li> </ul>

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