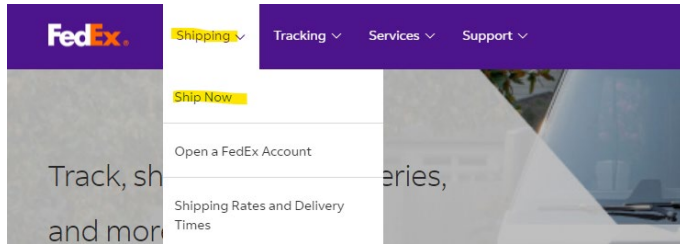


## FedEx – How to Ship an Item

**Step 1:** Go to the FedEx website at [FEDEX Login Canada](#)

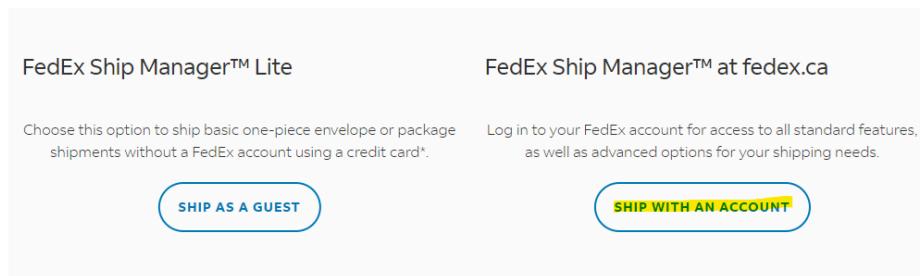
**Step 2:** Login with the credentials supplied by Distribution. If you do not have credentials, please e-mail [distribution@uwindsor.ca](mailto:distribution@uwindsor.ca) for access .

**Step 3:** At the top of the page, click “Shipping” dropdown, then “Ship Now”.

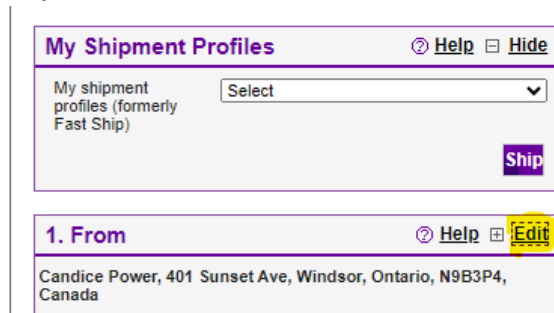


**Step 4:** On the middle of the page, click “Ship With An Account”.

Start Your Shipment



**Step 5:** Under “From” – click the “Edit” button



**Step 6:** Complete your details. Be sure to enter your full name, address, phone number and extension.

**1. From** [Help](#) [Hide](#)

\* Country/Territory

Company

\* Contact name

\* Address 1

Address 2

\* Postal code

\* City

\* Province

\* Phone no.  ext.

Save as my default address

Save new sender in address book

**Step 7:** Under “To”, enter the ship to information for who and where the item will be shipped.

**2. To** [Help](#) [Hide](#)

\* Country/Territory

Company

\* Contact name

\* Address 1

Address 2

Buzzer Code

\* Postal code

\* City

\* Province

\* Phone no.  ext.

[Perform detailed address check](#)

This is a residential address [?](#)

Save new recipient in address book

**Step 8:** Under “package & Shipment Details”, enter the date you intend to ship the package out, the number of packages, the estimated weight, the service type (based on how quickly the shipment

needs to be delivered), and the package type.

**3. Package & Shipment Details** [Help](#) [Hide](#)

\* Ship date

\* Number of packages

\* Weight  kgs

Declared Value  Canadian Dollars

\* Service type

\* Package type

Dimensions

**Step 9:** Under “Billing Details”, these items **MUST** be included for every shipment:

- A) Bill transportation to – choose “Main U of Windsor” account
- B) Your reference – your full name
- C) P.O. no. – your department charge account (ie. 01.2400.24000) and/or project number
- D) Department no. – your department name

**4. Billing Details** [Help](#) [Hide](#)

\* Bill transportation to

**Alert:** Please remember to enter your reference information.

\* Your reference

[More reference fields](#) [Add an account](#)

P.O. no.

Invoice no.

Department no.

**Step 10:** Under “Complete your Shipment”, click “Ship” button after confirming all shipping details for accuracy.

### 6. Complete your Shipment [Help](#)

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

**Please note:**

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express international shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information.
- Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed.
- FedEx makes no warranties, express or implied, regarding Address Checker information.
- Correct completion of shipping documents is the responsibility of the customer.
- If the delivery address is later identified as residential, you could receive a residential surcharge.
- A commercial Invoice is required for all FedEx International Ground shipment regardless of value. A Customs Broker is required for all FedEx international shipments valued at \$200 CAD and over, as well for certain commodities regardless of value. Select Special Services to enter your Broker information and Customs Documentation to print a commercial invoice.

[Save for later](#) [Ship](#)