

FEDEX Setup

The set up is comprised of two parts. First you need to establish a FedEx account with FedEx. For assistance with that contact FedEx.

Once you have your account set up with FedEx, you can link VinNOW to that account by following the below integration instructions.

Any VinNOW User that wants to create FedEx shipments within VinNOW will need to go through the procedures described in this document. This will involve the User performing actions on the FedEx Developer Portal website as well as from within VinNOW.

The User will be registering on the FedEx Developer Portal site as a developer. From that site, the User will be creating 2 Projects. Each of these 2 Projects will have associated with it a set of Key Values. These Key Values are then used by the VinNOW program to request FedEx API features, such as shipping and tracking information. Once these Key Values are obtained within the FedEx Developer Portal, they can be input into VinNOW to enable FedEx features.

Make sure you have a valid label printer attached to the machine you are setting up the FedEx integration on. The printer must be set to EPL if you are printing from a label printer, GIF if you are printing 8 ½ x 11 labels.

Overview

On the FedEx Developer Portal Website:

- Create a Developer Account
- Provide Information about Your Organization
- Create a "Ship, Rate, Other" Project
- Create a "Tracking" Project
- Link a FedEx Account to your Projects
- After doing the above, you should have **8 credential values** that must be passed to the VinNOW app

In VinNOW:

- Bring up the Developer Account Registration form
- Enter values for Shipping Project **Test** Keys: API Key; Secret Key
- Enter values for Tracking Project **Test** Keys: API Key; Secret Key
- Save the Form prior to going to "Print Test Labels"
- On "Print Test Labels" form, print each available type of Shipping Label
- Use the printed labels to apply for FedEx Certification

Upon Receipt of Certification:

- Bring up the Production Account Registration form
- Enter values for Shipping Project **Production** Keys: API Key; Secret Key
- Enter values for Tracking Project **Production** Keys: API Key; Secret Key
- Go to the FedEx User Preferences form
- Check the box for "Certified by FedEx to Print Shipping Labels"

If you have any questions about this set up, please contact VinNOW Support for assistance.

Create Your FedEx Developer Account

You will need to create a FedEx Developer Account in order to integrate your FedEx account with VinNOW. Begin this process on the FedEx Developer Portal website: <https://developer.fedex.com/api/en-us/home.html>

Clicking the “Sign Up” button will present the following page for creating your FedEx Developer Portal website User ID.

Create Your Organization

Once your FedEx Developer Account is created, you will be asked to provide information about your organization.

On this screen, you should select “*Ships with FedEx and needs to integrate FedEx APIs into their system*” as your entry to the “*I work for a company that:*” prompt.



Create Your Shipping Project

Create the 1st of the 2 Projects by clicking the "+Create A Project" button. The "Tell us about your API needs" dialogue should appear. Once again, at the "I work for a company that:" prompt, you should select "Ships with FedEx and needs to integrate FedEx APIs into their system". Click the "Next" button to move forward.

The screenshot shows the FedEx Developer Portal interface. On the left is a purple sidebar with the FedEx logo and 'Developer Portal' text. Below the logo is a user profile for 'RALEIGH (SIGN OUT)'. A 'MENU' section lists various options: Manage Organization, My Projects, Getting Started, API Catalog, Guides, Announcements, API Certification, API Status, Settings, and Support. The main content area is titled 'Organization XYZ My Projects' and features a '+ CREATE A PROJECT' button. Below the button, a message states: 'This organization does not have any existing projects. To begin making API requests, create a project.' Overlaid on this is a dialog box titled 'Tell us about your API needs'. The dialog contains the text 'To create an API project, first let us know why you need API access.' followed by a prompt 'I work for a company that:' and a dropdown menu with the selected option 'Ships with FedEx and needs to integrate FedEx APIs into their system'. At the bottom of the dialog are 'NEXT' and 'CANCEL' buttons.





Project creation step 1 asks you to select APIs for your Project. In this case, you will click the "SELECT" button for the "Ship, Rate & Other APIs" project type.

Create a Project



Step 1 - Select API(s) for your project

Choose the API(s) you would like to include in your project.

 Ship, Rate & other APIs You can use our Ship, Rate, and other APIs individually or combine them in a way that best meets your needs.  SELECTED	 Track API Use our Track API to get timely and accurate tracking information. This API includes transaction quotas. 
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Choose the API(s) that you want to be included in your project. Note that some APIs must be certified before you can move to production, and the level of certification varies by API.

[Learn more about API certification.](#)



Once selected, you are presented with a number of selectable boxes featuring various FedEx APIs. You should Select only the following 5 APIs:

- Address Validation API*
- Pickup Request API*
- Postal Code Validation API*
- Rates and Transit Times API*
- Ship API*



Showing 13 APIs

<input checked="" type="checkbox"/> Address Validation API Validate recipient addresses. Overview Docs	<input type="checkbox"/> FedEx Locations Search API Find the addresses of the nearest FedEx package pickup and dropoff locations. Overview Docs	<input type="checkbox"/> Freight LTL API Get rate estimates, process shipments and manage pickups for FedEx Freight® LTL shipments. Overview Docs
<input type="checkbox"/> Global Trade API Get regulatory documents and advisories for your shipments. Overview Docs	<input type="checkbox"/> Ground End of Day Close API Reconcile shipping information for your FedEx Ground® shipments and print various reports. Overview Docs	<input type="checkbox"/> Open Ship API Create and enter information for a shipment as it is received throughout the day. Overview Docs
<input checked="" type="checkbox"/> Pickup Request API Manage everything related to courier shipment pickups. Overview Docs	<input checked="" type="checkbox"/> Postal Code Validation API Validate postal codes along with city, country and Origin-Destinations lookups. Overview Docs	<input checked="" type="checkbox"/> Rates and Transit Times API Request pre-ship rating information to determine costs. Overview Docs
<input type="checkbox"/> Service Availability API Determine the FedEx® service type, delivery date and transit time between an origin and destination. Overview Docs	<input checked="" type="checkbox"/> Ship API Process and submit shipping requests to produce a shipping label. Overview Docs	<input type="checkbox"/> Trade Documents Upload API Electronically submit your trade documentation without printing to optimize the customs clearance process. Overview Docs

Step 2 in Project Creation is to Configure the Project. Here you will enter a name for the Project. To help identify this Project as the Shipping project, you can include "Shipping" in the project name. You will also make a selection of "United States" as the only country to which you will be shipping.

Step 2 - Configure project

You can modify any changes to your project name, shipping services, and locations later.

Project name

Ship Project XYZ

Please select any countries you plan to ship to or from so we can assign you a test account.

Country/territory

Select a country or territory

✓ United States - Global test account added [REMOVE](#)

Do you plan on shipping using FedEx SmartPost® Returns? Yes No

Do you plan on shipping using FedEx Freight® LTL? Yes No

Notifications

If you would like to receive email notifications about FedEx APIs (e.g. updates, outages, etc.), you can update your notification settings under [settings](#).

BACK

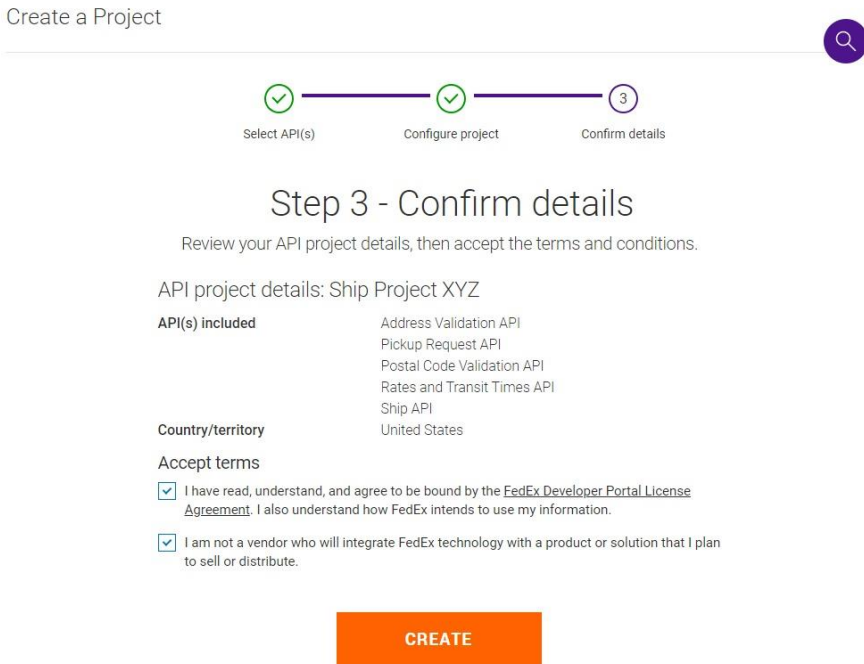
NEXT

CANCEL

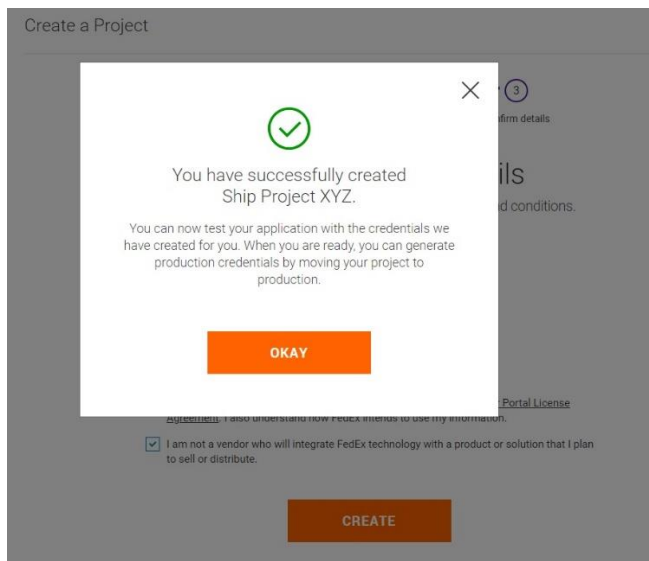
Step 3 in Project Creation is confirmation of project details. Make sure that the "APIs Included" list contains only the 5 APIs listed earlier. Tracking will be handled by a separate Project to be created later.

Make sure that the only "Country/territory" listed is "United States".

Also, make sure to check both of the items under "Accept Terms". Click the "Create" button and you should see a dialogue confirming that the Project was created and that credentials for the Project are available.



Once you have completed these steps, you will have successfully created the needed Ship Project.



The project credentials are present on the API Project Overview page. Specifically, these credentials are the “API Key” and the “Secret Key”. These are the values that you will be entering into VinNOW at a later time.

Ship Project XYZ ▾

API project overview



Test Key

Production Key

PROJECT SETTINGS

TestKey



Ready to move to production?

Once you have completed the test key step, click on the **Production key** tab to move your project to production and certify your APIs.

CREATION DATE	API KEY	SECRET KEY	SHIPPING LOCATION	ACCOUNT
⋮ Apr 9, 2024	l71c4d7873f2a34b4db6fbd55dca69479b	fb8dfccb2eef49138c2b47c23e06c426	Global	740561073

Test URL: <https://apis-sandbox.fedex.com>

Notice that there are two sets of credentials/keys for the project. There is a set of “Test Keys” and a set of “Production Keys”.

The “Test Key” credentials for the Shipping Project are to be used within VinNOW to get certification of your printed shipping labels. Once the certification is granted, you can create FedEx Shipments from within VinNOW. Details of the certification process are located elsewhere in this document.

The “Production Key” credentials are what will be used for all FedEx features within VinNOW. In order to obtain the production key credentials, you must associate a FedEx Account Number with the Shipping Project. To link a FedEx Account to your Shipping Project, click the “Add An Account” button on the API project overview Production Key page.

Once production key credential values are obtained, they can be entered into VinNOW. Remember, you cannot create FedEx shipments until your shipment labels have been certified by FedEx.

On this screen is also a “Regenerate” selection under the secret key. **Do Not regenerate this key without contacting VinNOW Support for assistance.**

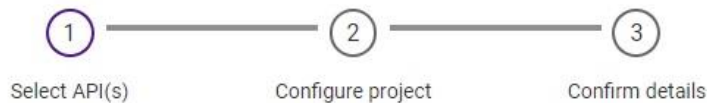
Create Your Tracking Project

Create the 2nd of the 2 Projects by again clicking the "+Create A Project" button. The "Tell us about your API needs" dialogue should appear. Once again, at the "I work for a company that:" prompt, you should select "Ships with FedEx and needs to integrate FedEx APIs into their system". Click the "Next" button to move forward.

Step 1 asks you to select APIs for your Project. In this case, you will click the "SELECT" button for the "Track API" project type.



In the case of "Track API" projects, there are no additional APIs to be selected. Track API projects are solely for the FedEx Tracking feature.

Create a Project



Step 1 - Select API(s) for your project

Choose the API(s) you would like to include in your project.

 Ship, Rate & other APIs You can use our Ship, Rate, and other APIs individually or combine them in a way that best meets your needs. SELECT	 Track API Use our Track API to get timely and accurate tracking information. This API includes transaction quotas. ✓ SELECTED
--	--

Step 2 in Project Creation is to Configure the Project. Here you will enter a name for the Project. To help identify this Project as the Tracing project, you can include "Tracking" in the project name. You will also make a selection of "United States" as the only country to which you will be shipping.

Create a Project

Step 2 - Configure project

You can modify any changes to your project name, shipping services, and locations later.

Project name

Please select any countries you plan to ship to or from so we can assign you a test account.

Country/territory

✓ United States - Global test account added [REMOVE](#)

Notifications
 If you would like to receive email notifications about FedEx APIs (e.g. updates, outages, etc.), you can update your notification settings under [settings](#).

[BACK](#) [NEXT](#)

[CANCEL](#)

Step 3 in Project Creation is confirmation of project details. The only "APIs Included" entry for the Tracking project will be "Track API". Make sure that the only "Country/territory" listed is "United States". Also, make sure to check both of the items under "Accept Terms".

Create a Project

Step 3 - Confirm details

Review your API project details, then accept the terms and conditions.

API project details: Track Project XYZ

API(s) included	Track API
Country/territory	United States

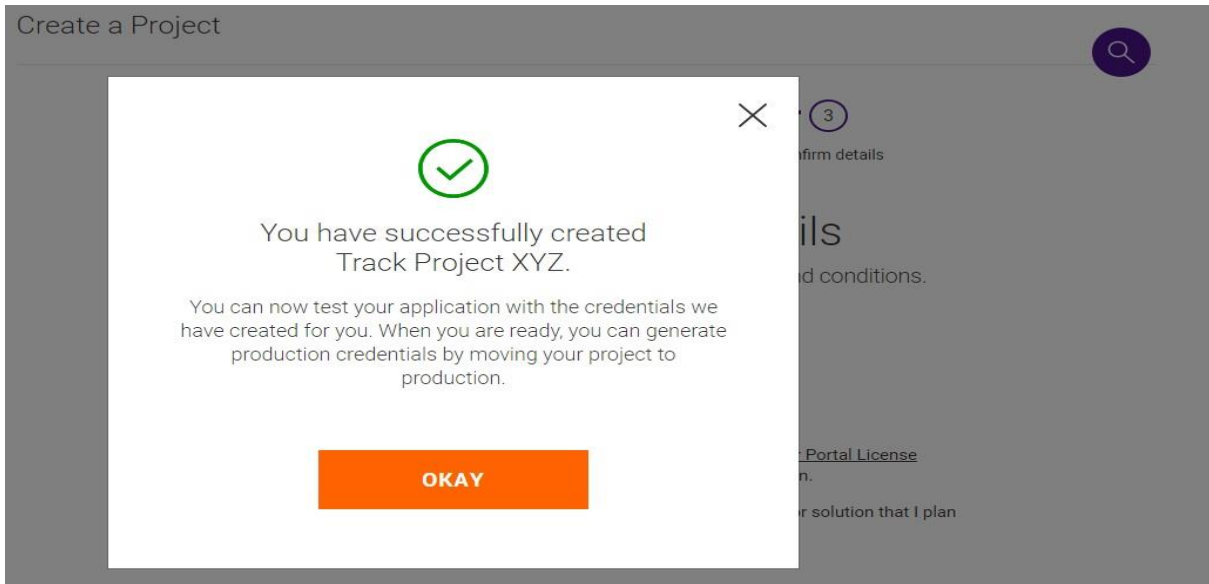
Accept terms

I have read, understand, and agree to be bound by the [FedEx Developer Portal License Agreement](#). I also understand how FedEx intends to use my information.

I am not a vendor who will integrate FedEx technology with a product or solution that I plan to sell or distribute.

[CREATE](#)

Click the "Create" button and you should see a dialogue confirming that the Tracking Project was created and that credentials for the Project are available.



The project credentials are present on the API Project Overview page. These credentials are the "API Key" and the "Secret Key". These are the values that you will be entering into VinNOW at a later time.

Notice that there are two sets of credentials/keys for the project. There is a set of "Test Keys" and a set of "Production Keys".

Track Project XYZ

API project overview

Test Key | Production Key | PROJECT SETTINGS

TestKey

Ready to move to production?
Once you have completed the test key step, click on the **Production key** tab to move your project to production.

CREATION DATE	API KEY	SECRET KEY	SHIPPING LOCATION	ACCOUNT
Apr 9, 2024	l777893dcf04c442f4a0ec24a2d83d2232	*****	Global	740561073

Test URL: <https://apis-sandbox.fedex.com>

How to use the FedEx testing environment

APIs

API NAME	API STATUS
Track API	Enabled

[OVERVIEW](#) | [DOCS](#)



To link a FedEx Account to your Tracking Project, click the “Add An Account” button on the API project overview Production Key page.

The “Production Key” credentials are what will be used for all FedEx Tracking features within VinNOW. In order to obtain the production key credentials, you must associate a FedEx Account Number with the Tracking Project.

Once certification is complete the production key credential values can be entered into VinNOW.

Connect Your FedEx Projects to VinNOW

In order to connect your FedEx Shipping Project and your FedEx Tracking Project to VinNOW, you'll need your FedEx Project credentials:

- Shipping Project Test API Key
- Shipping Project Test Secret Key
- Shipping Project Production API Key
- Shipping Project Production Secret Key

- Tracking Project Test API Key
- Tracking Project Test Secret Key
- Tracking Project Production API Key
- Tracking Project Production Secret Key

Login to VinNOW and navigate to the FedEx Developer Account Registration form. Enter all of your Test Credentials into the FedEx Developer Registration form. To avoid keying errors, it is best to copy and paste all values directly from the FedEx website. Click on the “OK” button to save your account information to VinNOW.

Once saved, you can click on “Check My Developer Credentials” to see if FedEx recognizes the credential values you supplied. Note that this checks only the Shipping credentials.

FedEx Developer Account Registration

FedEx API Values: Shipping Project

FedEx Account: 7654...
 API Key: 7e0qwertyca69d7c4c96dcaze
 Secret Key: bf62aqwerty0b-40a7e2f...

FedEx API Values: Tracking Project

API Key: 7b723qwertya3939e
 Secret Key: b27bf80qwerty0ea9f3e...

Contact Name: John Brown
 Title:
 Company: ABC Winery
 Email Address: test@winery.com
 Street Address 1: 345 Main St
 Street Address 2:
 Street Address 3:
 City: Santa Rosa
 State: California
 Postal Code: 95401
 Country: US
 Phone Number: 707-4800000 Ext:

From this point on, you should be able to print the Test Shipping Labels for FedEx that are available in VinNOW. These printed labels are what you submit to the FedEx Certification Teams.

All shipping labels must be printed using the method (printer) that FedEx labels will be printed for shipments. To open the FedEx default shipping preferences, select Set Preferences from within the Account Registration. Use the VinNOW "FedEx Default Shipping Preferences" form to direct your labels be printed from your printer.

FedEx Default Shipping Preferences - FedEx Development Account

Shipping Label Format: EPL2 (EPL2 format for a Thermal Printer)
 Shipping Label Printer: ZDesigner GC420d
 Label Size and Format: Stock 4 x 6

Packaging: Your Packaging
 Delivery Confirmation: Adult Signature Required
 Print Alcohol Contents Notice: CONTENT_ON_SHIPPING

Reference 1: %Cust-%Inv-%PS
 Reference 2: Approved Wine Shipper

FedEx Account Authorizations

- Certified by FedEx to Print Shipping Labels
- Schedule Future Shipments > 10 Days Out
- Ship FedEx Ground to Residential Address

Generic Variables Legend

Variable	VinNOW Field
%Cust	Customer #
%Inv	Invoice #
%PS	Packing Slip #
%ShipEmail	Ship Info E-mail address
%CustEmail	Customer E-mail Address
%AltEmail	Alternate E-mail address
%BillEmail	Billing Info E-mail Address

Email Notification Info

Email Address	Ship	Pickup	Out for Deliver	Delivery Exception
test@vinnow.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Message (150 chars max):
 If any notification is undeliverable, please E-mail: test@vinnow.com

Once you can print the Test Labels from VinNOW, you are ready to initiate the FedEx Certification process.

FedEx Label Certification

Certification is the process of determining if your application meets a number of requirements to achieve the safe, secure, and effective operation of your solution in the FedEx production environment. The FedEx Label Certification process is used by FedEx to authorize applications to print shipping labels in a production environment. Without certification, you can only pull rating requests with your FedEx production credentials.

The FedEx Certification process is documented very well at the following link: <https://developer.fedex.com/api/en-us/certification.html>

Or login to the FedEx Developer Portal and click on "API Certification" under the menu on the left side of the page.

The following shows the steps involved in the Certification process.

Shipping Label Certification steps for US and CA

Step 1: Develop and test FedEx APIs with your web-enabled application	▼
Step 2: Move your project to production	▼
Step 3: Fill out the Label Cover Sheet	▼
Step 4: Generate and submit test labels to the Label Analysis Group	▼
Step 5: Label Evaluation	▼
Step 6: Enable the Application	▼
Step 7: Replace URL and credentials	▼

Pay particular attention to step 4 in the instructions. As it details how to prepare and generate your test labels for FedEx certification. It is recommended that your printed labels be scanned into PDF format for submittal to FedEx.

If the labels and the evaluation cover sheet are submitted via email to label@fedex.com, you can expect a much quicker response than when physical labels are submitted. Typically, it would be a few hours turnaround time.

Step 4: Generate and submit test labels to the Label Analysis Group ^

Generate test labels within the FedEx test environment associated with the application and then submit the test labels to the FedEx label evaluation team(s) for approval.

Note: The Bar Code Analysis group requires a three-business-day turnaround time for label evaluation.

To avoid processing delays, please follow the below best practices:

- Labels must be printed and scanned at a minimum of 600 DPI. DO NOT SEND APIs GENERATED FILES.
- For thermal printers, the label image type must be requested in accordance with the printer model. Example: ZPLII for Zebra printers
- Use the shipper/recipient address information when creating sample labels for evaluation. Only create sample labels for the specific services that are being applied for.
- FedEx® Collect on Delivery (C.O.D.) label must also include the corresponding C.O.D. Return label.
- FedEx International Express® shipments must also include the auxiliary/secondary Air Waybill (AWB) label.
- Multi-piece shipments (MPS) must include one label for each package in the shipment.
- Email the PDF and Label Cover sheet to: label@fedex.com
- Physical labels may be sent to the below address:

FedEx Services
WTC-Business Solutions Testing
10 FedEx Parkway
2nd Floor Horizontal
Collierville, TN 38017

Note: If the scanned labels are without visible defects (such as lines going through the barcode, spots in the ink, or physical damage), then they may pass inspection and approval will be granted.
If sending physical labels, pay attention to print quality and accidental enlargement/shrinkage of labels (i.e. scaling). These are the top two reasons why labels do not pass the label evaluation process.

Printing FedEx shipping labels from VinNOW

Use the VinNOW form below to print FedEx shipping labels from VinNOW.

Print FedEx Test Labels for Certification

FedEx

FedEx Developer Account Nbr: FedEx Developer Meter Nbr:

Ship From Info

Contact Name: Company:

Street Address 1: Street Address:

Street Address 2: State:

City: Postal Code:

Country:

Phone Number: Ext:

Ship To Info

Contact Name: Company:

Street Address 1: Street Address:

Street Address 2: State:

City: Postal Code:

Country: Residential Address

Phone Number:

FedEx Express Services

2 Day Service

Express Saver

Express Overnight Multi-Package

FedEx Ground Services

FedEx Ground Multi-Package (Business Address Only)

FedEx Ground Home Multi-Package (Residential Address Only)

When you bring this form up, it will default to using the values from your FedEx Test/Developer Account. That is the correct account to use when generating your test labels.

The "Ship to Info" values can be changed to whatever values you wish to use. As long as the address given is a valid one.

Check to print each of the labels listed under "FedEx Express Services" and "FedEx Ground Services". These two groups of labels are what you scan and email to the FedEx Certification Team for evaluation.

You must complete a FedEx API Label Evaluation Sheet either by editing the PDF and attaching to the email or to print, scan so you can send it in with your labels for certification.

Fields for you to fill in on this form (shown below) should be:

- FedEx Production Authentication Key
- Select NO for Are you using third party solution
- Enter your printer model
- How many of each printer model
- Label image type: Must be the type of label you printed i.e. EPL or PDF (GIF)
- Services Requested: select Express and Ground only. Do NOT select Ground Economy.

The "FedEx Production Authentication Key" is found on the FedEx Developer Portal in Shipping Project under the Production Key, the API key is the value for this field.



FedEx API Label Evaluation Cover Sheet

Section 1 – CUSTOMER INSTRUCTIONS

This label evaluation cover sheet must be used when submitting your API labels for review by our Bar Code Analysis Group. Upon receipt of your labels, you will receive the evaluation results within 3 business days. Once your labels are approved, you will receive an email notifying you that you are now a production user and how to point your application to our production environment.

NOTE: In order to avoid SIGNIFICANT processing delays in your evaluation efforts, it is imperative that this cover sheet accompany each packet of labels that you submit for review. Make sure your labels have been printed out and scanned if sending via email. Make sure they do not have blurred images, and that the barcodes are crisp with no lines through them.

Section 2 – CUSTOMER & PRINTER INFORMATION

It is CRITICAL that EVERY FIELD in this section be populated

FedEx 9-Digit Account Number:	
FedEx Production Authentication Key:	
FedEx Emp # (optional)	
Are you using Third Party Solution?	<input type="radio"/> Yes <input type="radio"/> No
Third Party Solution Name (If answered Yes for above question):	
Company Name:	
Company Contact Name:	
Email Address:	
Printer Model(s) to be Utilized:	
How Many of Each Printer Model:	
Label Image Type:	<input type="checkbox"/> ZPL <input type="checkbox"/> DPL <input type="checkbox"/> EPL <input type="checkbox"/> PDF <input type="checkbox"/> PNG
Services Requested:	<input type="checkbox"/> Express <input type="checkbox"/> Ground <input type="checkbox"/> Ground Economy

Section 3 – LABEL SUBMISSION ADDRESS label@fedex.com or:

FedEx Services WTC-Business Solutions Testing 10 FedEx Parkway 2nd Floor Horizontal Collierville, TN 38017
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Some of the ship services will generate multiple labels. Send all of these in when submitting to the certification team.

When emailing scanned labels to FedEx, you can expect to hear back from the FedEx certification team within 1 business day.

When sending physical labels to FedEx, you can expect to hear back from the FedEx certification team within 3 business days. **Note: We recommend you scan and email your labels to FedEx for quicker approval.**

Hopefully, your labels will have been approved on the first go around. If not, they will tell you what did not meet their requirements. You should be able to correct whatever the issue is and then resubmit the label(s). If you hear nothing from the certification team within 5 business days, contact FedEx Web Services support for a status update.

The FedEx Production Key Credentials for your Shipping Project should not be used within VinNOW until after your label certification is approved and 'activated'. At that time, you can register the production credentials in VinNOW by removing the test credentials and replacing them with the production credentials and start using the FedEx services.

Be sure to go into the FedEx Preferences form in VinNOW and check the box indicating "Certified by FedEx to Print Shipping Labels".

The screenshot shows the 'FedEx Default Shipping Preferences' form. The 'FedEx Account Authorizations' section contains the following options:

- Certified by FedEx to Print Shipping Labels
- Schedule Future Shipments > 10 Days Out
- Ship FedEx Ground to Residential Address

The 'Generic Variables Legend' section contains the following table:

Variable	VinNOW Field
%Cust	Customer #
%Inv	Invoice #
%PS	Packing Slip #
%ShipEmail	Ship Info E-mail address
%CustEmail	Customer E-mail Address
%AltEmail	Alternate E-mail address
%BillEmail	Billing Info E-mail Address

The 'E-mail Notification Info' section includes a table for email addresses and notification preferences:

Email Address	Ship	Pickup	Out for Deliver	Delivery Exception
test@vinnow.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The next step to complete the FedEx integration is to setup the shipping preferences.

Setting Up FedEx Shipping Preferences

The purpose of FedEx Shipping Preferences is to set default values to be used when creating FedEx shipments. To access this function, go to Setup, System Options, System Options Settings, then click on the FedEx Shipping Tab.

Shipping Label Format – This is the format used when generating the FedEx shipping labels. The default value is GIF format. FedEx shipping labels may be printed in either GIF format or EPL format.

The GIF format prints a GIF image on standard 8.5" x 11" paper which can be attached to your packages by placing the label in a FedEx Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label.

Note: The actual format of the FedEx "GIF" label is Adobe PDF. For printing these GIF/PDF shipping labels, it is required that Adobe Acrobat be installed on the User's machine. Our program checks for the presence of Adobe prior to printing labels. If it is not found, the User will get a message informing them that it was not found and that it is required before the labels can be printed. Most Users should already have Adobe installed, as it is commonly used by numerous applications.

The EPL format is used to print the shipping labels in EPL2 format on an Eltron label printer. When using EPL format you may specify one of several different label sizes/formats: 4" x 6"; 4" x 8"; 4" x 6.75" with a leading tab; 4" x 6.75" with a trailing tab.

Special Note: When a shipment is created, the label will be generated using the format specified here. Once a shipment has been created using one of the formats, it is not possible to regenerate it and re-print it in any other format.

Shipping Label Printer – This is the printer where the shipping labels will be printed. If using the EPL format, be sure this printer is a label printer capable of accepting EPL2 formatted data.

If the setting is GIF it can be any standard 8 1/2 x 11 laser (not Inkjet) printer. Please be aware of the following guidelines set by FedEx for printing labels using laser printers: *"Most laser printers are supported for this label type; however, labels will not be accepted if they are printed on an ink jet printer. If you are using a color laser printer, the color definition should be set to black, even if the printer only has a black cartridge installed. This setting is necessary to achieve the correct barcode definition for scanning at the FedEx hubs "*



Packaging – is the default value for Packaging that will be displayed initially on the Shipment Request screen when creating FedEx shipments. Please note: When shipping FedEx Ground, the only valid value for Packaging is "Your Packaging".

Delivery Confirmation – is the default value for Delivery Confirmation that will be displayed initially on the Shipment Request screen when creating FedEx shipments. Normally wineries must set this value to "Adult Signature Required" because wine is being shipped.

Print Alcohol Content Notice - Sets the placement of the "Contains Alcohol" notice on the shipping label. Can be set to any of 3 values: "On Shipping Label Only"; "On Shipping Label Preferred"; "On Supplemental Label Only".

FedEx Account Authorizations - these are options that have been authorized for the FedEx account that is used for shipping within the VinNOW application.

"Certified by FedEx to Print Shipping Labels" - this should be checked after FedEx has certified your printed shipping labels. Once this item is checked, you will be able to create FedEx shipments and print shipping labels from within VinNOW.

"Schedule Future Shipments > 10 days Out" - this should be checked if FedEx has authorized your account to schedule "future" shipments beyond their default of a maximum of 10 days into the future. If so authorized, shipments can be scheduled for up to 90 days in the future.

"Ship FedEx Ground to Residential Address" - This should be checked only if FedEx has authorized your account to ship to residential addresses using "FedEx Ground" service. Ordinarily, shipments to residential addresses must use the "FedEx Ground Home" service.

Reference 1 – is the default Reference 1 value that will be displayed initially on the Shipment Request screen when creating FedEx shipments. The Reference 1 information is displayed on the FedEx shipping label. The suggested default for Reference 1 is the concatenation of the following three



VinNOW shipment related fields separated by dashes: customer number, invoice number, and the packing slip number.

%Cust - represents the VinNOW customer ID number

%Inv - represents the VinNOW invoice number

%PS - represents the VinNOW packing slip number

Reference 2 – is the default Reference 2 value that will be displayed initially on the Shipment Request screen when creating FedEx shipments. The Reference 2 information is displayed on the FedEx shipping label. The suggested VinNOW default for Reference 2 is 'Approved Wine Shipper'.

Email Notification Information – allows you to supply the default E-mail notification information that will be set in the Shipment Request screen when it is initially displayed while creating FedEx shipments.

Select the appropriate check boxes to alert the recipient or others that a shipment has been created, that an exception has occurred, and/or that the shipment has been delivered. Then enter the e-mail notification addresses (up to three). **Note: VinNOW recommends you also enter an email address you have set up as a notification address so you can see exactly what was sent out. This is not your winery email as that would result in your inbox being flooded with emails when you do a club shipment.**

VinNOW allows you to specify general notification e-mail addresses. On this screen the following generic variables may be used:

%ShipEmail – represents the VinNOW Shipping Info e-mail address

%CustEmail – represents the VinNOW Customer e-mail address

%AltEmail - represents the VinNOW Customer alternate e-mail address

%BillEmail - represents the VinNOW Billing Info e-mail address.

Note: The E-mail Notification Information entered here will only be saved if there is at least one notification checkbox checked with each corresponding email address.

If you have elected to send notification email upon Shipment, the customer will receive an email when the FedEx label is generated, not upon actual pickup of the package.



You may also enter an optional message (maximum 150 characters with no special characters) that you can include in the notification e-mails.

You are now ready to begin using the FedEx Services for Shipping and Tracking.