

# FedEx Single Order Processing

## Processing A Single Shipment

Creating and processing a single FedEx shipment in VinNOW requires the following steps:

1. Find the order to be shipped in the FedEx Shipping module.
2. Select the order.
3. Click "Create Shipment" Button
4. Enter the shipment details.
5. Create the shipment and a label will print.

When the driver picks up the package(s), update the packing slip status by selecting the shipped order in FedEx module and click "Accept Shipment". Please note that clicking the "Accept Shipment" button triggers an action to mark the shipment as having been shipped by updating the Shipment's Status only in the VinNOW database. Nothing is communicated to FedEx when this action is taken.

Find the order to be shipped by specifying the desired search criteria. By default, the search criteria are set to search for orders with an Order Status of "To Be Shipped" and the Shipper set to 'FedEx' for all orders with a FedEx shipment service.

Select the order by clicking in the leftmost column. This will display a check mark in that column.

Shipments can be created for the following statuses: "To Be Shipped", "Invoiced", "Hold for Payment", "Futures Hold".

When the check mark is displayed, the 'Create Shipment' button will be enabled. Click the 'Create Shipment' button to bring up the Shipment Request form.

If multiple orders have been selected that are using the same FedEx Carrier, but have different FedEx shipment services, the following message is displayed on the Shipment Request form: "Note: Multiple Ship Services are Present." This serves only to inform the User that not all orders are using the shipment service displayed on the form.

On the Shipment Request form, enter the shipment details for the service information, package information, and the payment information.

## Shipment Service Information

**Service** - Required. Select a FedEx shipment service type from the drop-down menu. If a FedEx shipment service was selected when the VinNOW order was created, the shipment service type will default to that value on this screen.

**Ship Date** - Required. Defaults to today's date. This should be set to the anticipated date of actual shipping. This date cannot be more than 10 days from the current date. If the account you use to ship with has been authorized by FedEx for creating 'future shipments', this date can be up to 90 days from the current date.

**Pickup** - Required. Select the method to be used for pickup of the shipment. If you have regularly scheduled FedEx pickups, this will be 'Regular Pickup'. If shipment is to be done via FedEx on call pickup, this value should be 'Request Courier'.

**Saturday Pickup** – Available only for FedEx Express shipments. Select this checkbox if you need the shipment to be picked up on a Saturday. Availability is limited to specific shipment services.

**Saturday Delivery** – Available only for FedEx Express shipments. Select this checkbox if you need the shipment to arrive on Saturday. Availability is limited to specific services and selected destinations. Be aware that the ship date of the package plus the transit time of the shipment service must end up falling on a Saturday, or the shipment request will fail.

**E-mail Notification** – This checkbox allows you to use FedEx E-mail notification service. **Note: The checkbox must be checked in order for any e-mail notification information entered to be included with the shipment creation request.**

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.

**Number of Packages** - Required. Enter the number of packages (up to 99) in your shipment. The default setting is 1 package. A separate Tab Page of package information will be added for each package. Page Tabs are displayed if the number of packages is greater than one to allow you to enter the necessary package information for each package.

### **Package Information**

**Packaging** – Required. Select a packaging type from the drop-down menu. The default value for this field is as specified in your system’s FedEx Shipping Preferences. For any FedEx Ground shipment, this value must be set to "Your Packaging".

**Weight** – Required. Enter the weight of the package. Required for all packages.

Length must be greater than Height and Width. Maximum size is 108 inches for any dimension.

**Dimensions** – Optional, but strongly recommended when Packaging is 'Your Packaging'. Not allowed when using any FedEx package type.. Enter the package dimensions (length, width, and height) only if you are supplying your own packaging.

**Declared Value** – Enter the value of your package. The maximum declared value for a package is USD \$50,000 or equivalent in local currency for FedEx account transactions. FedEx protects each package against loss or damage up to USD \$100. Additional charges for Declared Values above \$100 are as follows:

- \$2.90 for shipments valued between \$100.01–\$300
- \$0.95 per \$100 of declared value for shipments valued in excess of \$300

**Delivery Confirmation** – Required if shipment contains alcohol. Select from the drop-down menu to have FedEx send automatic delivery confirmation, to require a signature for delivery, or to require an adult signature. The default value for this field is as specified in your system’s FedEx Shipping Preferences. For any shipment containing alcohol, the value must be set to "Adult Signature Required".

**Note: The determination of whether a package's weight/size value will trigger a surcharge for "Additional Handling" or "Oversize" is made by our program using the Weight/Size values entered by the User. If either of these conditions are met, the applicable check box ("Additional Handling", "Oversize") on the Shipment Detail form will be marked/checked. The User does not have to take any action.**

**Additional Handling** - This option will be determined by VinNOW when the size/weight dimensions are entered by the User. If surcharge applies, 'Additional Handling' will be check marked.

**Oversize** - This option will be determined by VinNOW when the size/weight dimensions are entered by the User. If surcharge applies, 'Oversize' will be check marked.

### **Additional Handling Surcharge FedEx Express Packages.**

A surcharge applies to any package that:

- 1) measures greater than 60 inches along its longest side;
- 2) measures greater than 30 inches along its second-longest side;
- 3) has an actual weight of greater than 70 lbs.;
- 4) is not fully encased in an outer shipping container;
- 5) is encased in an outer shipping container made of metal or wood;
- 6) is cylindrical, including (without limitation) cans, buckets, barrels, drums or pails that are not fully encased in a shipping container made of corrugated cardboard;
- 7) is cylindrical, whether or not encased in corrugated cardboard, and exceeds 18 inches in length or 3 inches in diameter or has a diameter greater than its height;
- 8) is bound with metal, plastic or cloth banding (including packages where the outer surface area is loosely wrapped or creased, or where the contents protrude outside the surface area); or
- 9) would become entangled in or cause damage to other packages or the FedEx conveyance system.

For U.S express services, this surcharge applies per piece even if multiple pieces are bundled in a shipment. We may assess additional handling charges for packages that require special handling or that require FedEx to

apply additional packaging during transit. The additional handling surcharge does not apply to U.S. express packages that measure greater than 108 inches along their longest side. Such packages are subject to the FedEx oversize charge.

### **FedEx Ground**

A surcharge applies to any package that:

- 1) measures greater than 60 inches but equal to or less than 108 inches along its longest side;
- 2) measures greater than 30 inches long its second-longest side;
- 3) has an actual weight of greater than 70 lbs.;
- 4) is not fully encased in an outer shipping container;
- 5) is encased in an outer shipping container made of metal or wood;
- 6) is cylindrical, including (without limitation) cans, buckets, barrels, drums or pails that are not fully encased in an outer shipping container made of corrugated cardboard;
- 7) is bound with metal, plastic or cloth banding (including packages where the outer surface area is loosely wrapped or creased, or where the contents protrude outside the surface area); or
- 8) would become entangled in or cause damage to other packages or the FedEx conveyance system.

This surcharge applies per piece even if multiple pieces are bundled in a shipment. We reserve the right to assess additional handling charges for packages that require special handling or that require FedEx to apply additional packaging during transit.

### **Oversize Surcharge**

#### **FedEx Express**

The maximum limits for FedEx Express U.S. packages are 150 lbs., and 119 inches in length and 165 inches in length and girth. Packages that weigh 150 lbs. or less and exceed 108 inches in length or 130 inches in length and girth are considered "oversize" packages. Oversize packages are rated based on the greater of the package's actual rounded weight or dimensional weight. In addition, a charge of \$57.50 per oversize package applies.

FedEx may refuse packages that exceed 119 inches in length or 165 inches in length and girth, or if we find them in our network, we may consider them for



shipping at our sole discretion. These packages also are rated based on the greater of the package's actual rounded weight or dimensional weight, and a \$57.50 charge per oversize package applies. Note: We may accept FedEx Express packages weighing less than 151 lbs. that exceed 165 inches in length and girth and rate them as FedEx Express Freight U.S. shipments. See

the Extra-Large Packages section in the FedEx Express U.S. Terms and Conditions for details.

**FedEx Ground.** A package weighing 150 lbs. or less and measuring greater than 130 inches in length and girth is classified as an "oversize" package. The shipping charges for an oversize package are based on the greater of the package's actual rounded weight and its dimensional weight. A charge of \$57.50 per oversize package also applies to any package measuring greater than 130 inches in length and girth.

**For FedEx Home Delivery,** the shipping charges for any package with a dimensional weight of greater than 70 lbs. are the same as a FedEx Ground package of corresponding dimensional weight being shipped under the same circumstances, plus FedEx Home Delivery fees and other charges. A charge of \$57.50 per oversize package also applies to any package measuring greater than 130 inches in length and girth.

Two labels print at ship time: one inbound label to ship the package and one outbound label to return payment to you.

**Reference 1** - User defined information that may be displayed on the FedEx shipping label. The default value for this field is as specified in your system's FedEx Shipping Preferences. The VinNOW suggested default for Reference 1 is the concatenation of following three VinNOW shipment related fields separated by dashes: customer number, invoice number, and the packing slip number.

**Reference 2** - User defined information that may be displayed on the FedEx shipping label. The default value for this field is as specified in your system's FedEx Shipping Preferences. The suggested VinNOW default for Reference 2 is 'Approved Wine Shipper'.

## Payment Information

For each new shipment the default payment method for the shipping charges is 'Bill to Account' which will bill to your FedEx account number.

Additional payment method options are:

**Bill Receiver** - Allows you to bill the shipment receiver. Enter the receiver's FedEx Account #, and the receiver's zip code. When you have completed entering the information, close the window by clicking the 'X' in the upper right corner.

**Bill Third Party** - Allows you to bill a third party. Enter the third-party FedEx Account #, and the third party's zip code. When you have completed entering the information, close the window by clicking the 'X' in the upper right corner.

Click the 'OK' button to send an internet request to FedEx to create the shipment, after supplying the desired shipment details on Shipment Request screen described above. This may take a few seconds for each shipment creation. If the request is received and approved, the FedEx shipping label will be printed and the initial Shipping screen will be displayed.

The original order selected for shipment creation will show the status as 'Shipment Created' and a corresponding Shipment ID will be displayed. When the driver picks up the package(s), update the packing slip status to shipped via standard shipping module.

It is possible to retrieve and view the various shipping rates for different FedEx delivery services that would be applicable to the FedEx Shipments being created. On the Shipment Request detail form, there is now a "Check Rates" button that can be clicked to go to the VinNOW FedEx Service Rates form. (The detailed workings of that form will be documented separately.)

One thing to note when Checking Rates while processing Group Order shipments--> if the FedEx service of any included shipment is changed from what the default service is, when you return to the Shipment Request detail form, there will be a message on that form informing you that multiple services have been applied.

## **Printing FedEx Shipping Labels**

Initially the FedEx shipping label is printed when the FedEx shipment is created. (To re-print a FedEx shipping label):

- Find the desired order
- Select it by clicking in the Invoice number column to highlight the invoice number.
- On the Process menu, click the 'Re-Print FedEx Shipping Labels'.

**Note: The label will print in the GIF or EPL format it was generated with and cannot be changed and reprinted in the other format without voiding and regenerating the label again.**