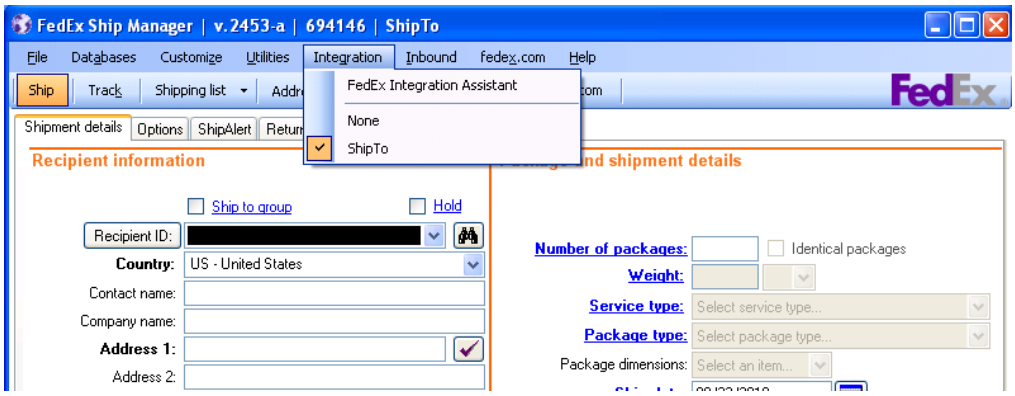
FedEx Ship Manager Setup

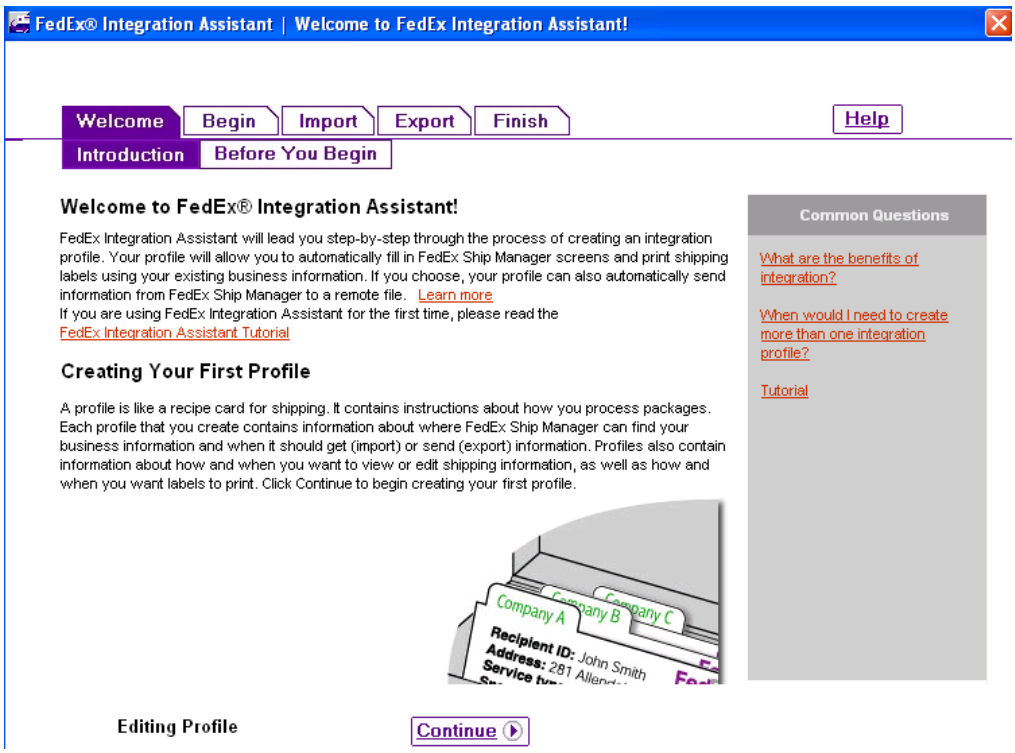
Megan De Freitas - 2024-11-22 - Miscellaneous

Follow the steps below to set up FedEx Ship Manager with ShipTo. Also take these steps if you receive an error message that the FedEx Ship Manager Keyed Import Map is missing:

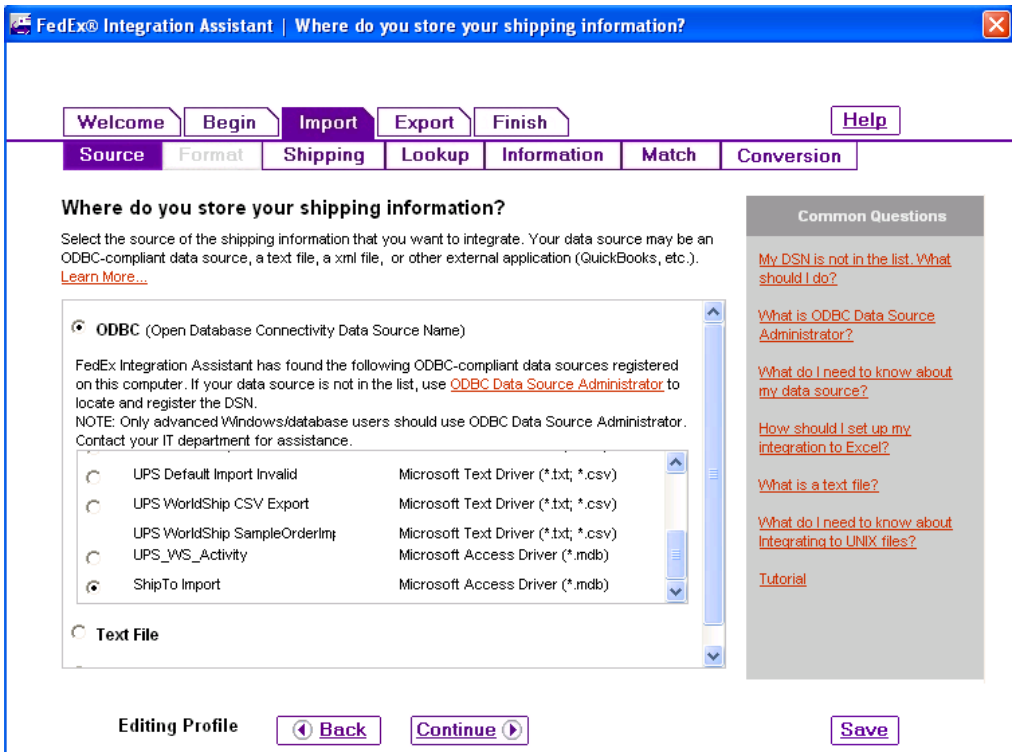
1. Close FedEx Ship Manager and Open ShipTo.
2. Scan a document in the ShipTo window and click **Process**. This will create the map between FedEx and ShipTo. (It may show a notification if UPS or FedEx is not open; just ignore this).
3. Open FedEx Ship Manager
4. Click on **Integration** and you will see a ShipTo as a new option. If there is no check mark next to ShipTo, click on it to mark it



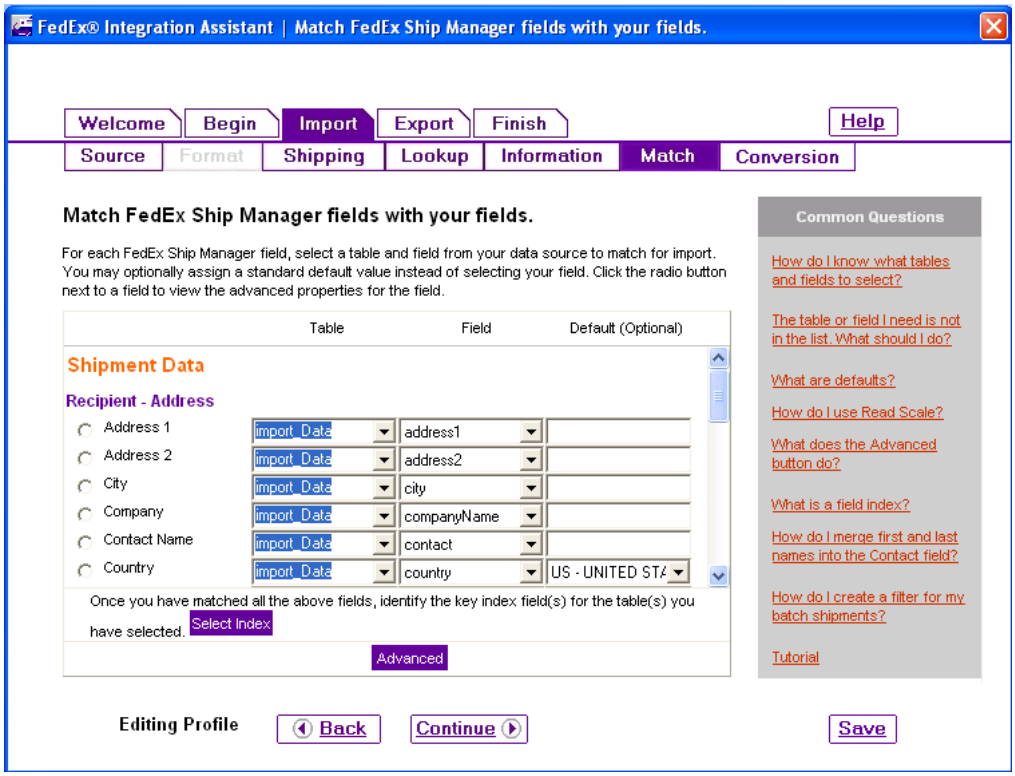
5. If changes are needed to the mapping (in most cases, it is not), make the changes in Integration > FedEx Integration Assistant
6. When the Integration Assistant window appears, click **Continue** at the bottom



7. Click the **Import** tab along the top and mark the ShipTo Import **ODBC**:



8. Click **Information** or **Match** to change the items as needed



Note: Any document imported with FedEx Ship Manager or UPS WorldShip closed will not have processed.