

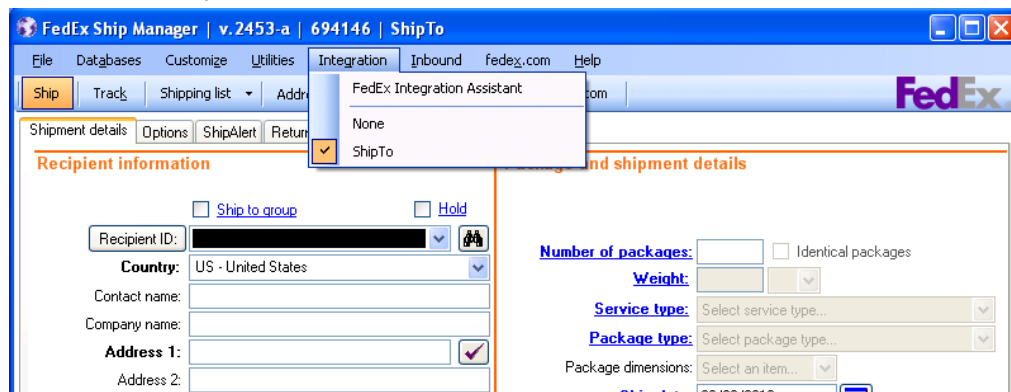


## FedEx Ship Manager Setup

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

**FedEx® Integration Assistant | Welcome to FedEx Integration Assistant!**

Welcome | **Begin** | Import | Export | Finish | Help

Introduction | **Before You Begin**

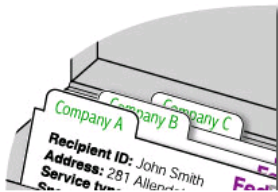
### Welcome to FedEx® Integration Assistant!

FedEx Integration Assistant will lead you step-by-step through the process of creating an integration profile. Your profile will allow you to automatically fill in FedEx Ship Manager screens and print shipping labels using your existing business information. If you choose, your profile can also automatically send information from FedEx Ship Manager to a remote file. [Learn more](#)

If you are using FedEx Integration Assistant for the first time, please read the [FedEx Integration Assistant Tutorial](#)

### Creating Your First Profile

A profile is like a recipe card for shipping. It contains instructions about how you process packages. Each profile that you create contains information about where FedEx Ship Manager can find your business information and when it should get (import) or send (export) information. Profiles also contain information about how and when you want to view or edit shipping information, as well as how and when you want labels to print. Click Continue to begin creating your first profile.



**Common Questions**

- [What are the benefits of integration?](#)
- [When would I need to create more than one integration profile?](#)
- [Tutorial](#)

Editing Profile [Continue](#)

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

**FedEx® Integration Assistant | Where do you store your shipping information?**

Welcome | **Begin** | **Import** | Export | Finish | Help

Source | Format | **Shipping** | Lookup | Information | Match | Conversion

### Where do you store your shipping information?

Select the source of the shipping information that you want to integrate. Your data source may be an ODBC-compliant data source, a text file, a xml file, or other external application (QuickBooks, etc.). [Learn More...](#)

☒ **ODBC** (Open Database Connectivity Data Source Name)

FedEx Integration Assistant has found the following ODBC-compliant data sources registered on this computer. If your data source is not in the list, use [ODBC Data Source Administrator](#) to locate and register the DSN.

NOTE: Only advanced Windows/database users should use ODBC Data Source Administrator. Contact your IT department for assistance.

<input type="radio"/> UPS Default Import Invalid	Microsoft Text Driver (*.txt; *.csv)
<input type="radio"/> UPS WorldShip CSV Export	Microsoft Text Driver (*.txt; *.csv)
<input type="radio"/> UPS WorldShip SampleOrdering	Microsoft Text Driver (*.txt; *.csv)
<input type="radio"/> UPS_WVS_Activity	Microsoft Access Driver (*.mdb)
<input checked="" type="radio"/> ShipTo Import	Microsoft Access Driver (*.mdb)

☐ Text File

**Common Questions**

- [My DSN is not in the list. What should I do?](#)
- [What is ODBC Data Source Administrator?](#)
- [What do I need to know about my data source?](#)
- [How should I set up my integration to Excel?](#)
- [What is a text file?](#)
- [What do I need to know about integrating to UNIX files?](#)
- [Tutorial](#)

Editing Profile [Back](#) [Continue](#) [Save](#)

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

FedEx® Integration Assistant
Match FedEx Ship Manager fields with your fields.

Welcome
Begin
**Import**
Export
Finish
Help

Source
Format
Shipping
Lookup
Information
**Match**
Conversion

### Match FedEx Ship Manager fields with your fields.

For each FedEx Ship Manager field, select a table and field from your data source to match for import. You may optionally assign a standard default value instead of selecting your field. Click the radio button next to a field to view the advanced properties for the field.

	Table	Field	Default (Optional)
<b>Shipment Data</b>			
<b>Recipient - Address</b>			
<input type="radio"/> Address 1	import_Data	address1	
<input type="radio"/> Address 2	import_Data	address2	
<input type="radio"/> City	import_Data	city	
<input type="radio"/> Company	import_Data	companyName	
<input type="radio"/> Contact Name	import_Data	contact	
<input type="radio"/> Country	import_Data	country	US - UNITED STATES

Once you have matched all the above fields, identify the key index field(s) for the table(s) you have selected. [Select Index](#)

[Advanced](#)

Editing Profile

[Back](#)
[Continue](#)

[Save](#)

**Common Questions**

- [How do I know what tables and fields to select?](#)
- [The table or field I need is not in the list. What should I do?](#)
- [What are defaults?](#)
- [How do I use Read Scale?](#)
- [What does the Advanced button do?](#)
- [What is a field index?](#)
- [How do I merge first and last names into the Contact field?](#)
- [How do I create a filter for my batch shipments?](#)
- [Tutorial](#)

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