

# ShipWorks®

## Reference Guide

Adding FedEx to ShipWorks

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## Background

ShipWorks is proud to be a FedEx Compatible Diamond Solution, offering integrated FedEx shipping built right in. The FedEx support in ShipWorks offers users the ability to process FedEx shipments in bulk and saves time by eliminating the need to manually cut and paste or export information into other shipping tools. For more information, [visit this page](#).

This article will guide you through how to add your existing FedEx account to the ShipWorks software.

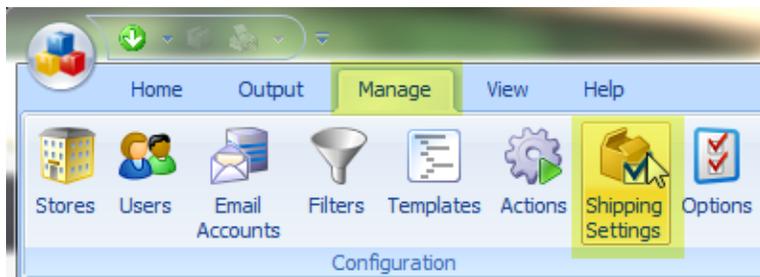
## First Things First

Before continuing, please be sure that:

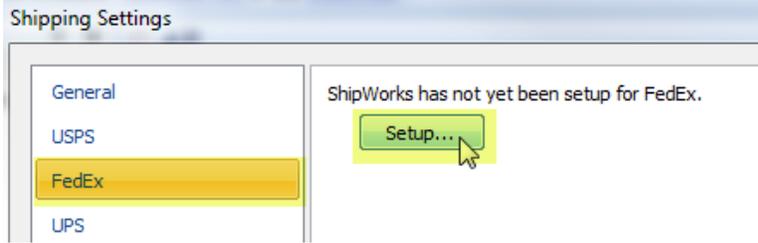
1. You have ShipWorks installed and that you are logged into ShipWorks as a user with administrator rights.
2. You have your FedEx account information available to you.

## The Process

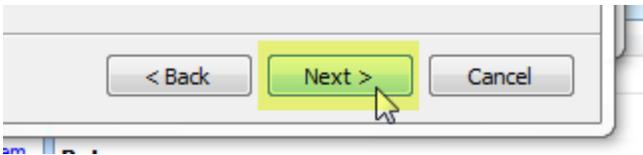
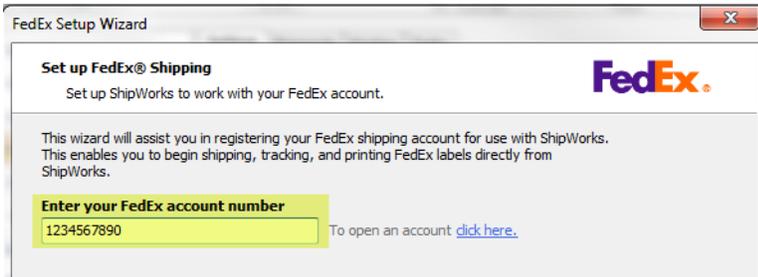
1. In ShipWorks, click on the **Manage** tab. Then, click the **Shipping Settings** button.



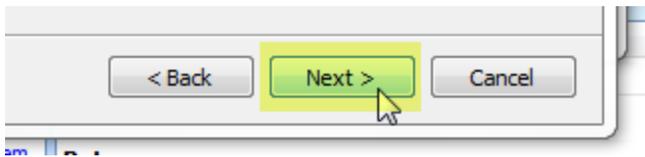
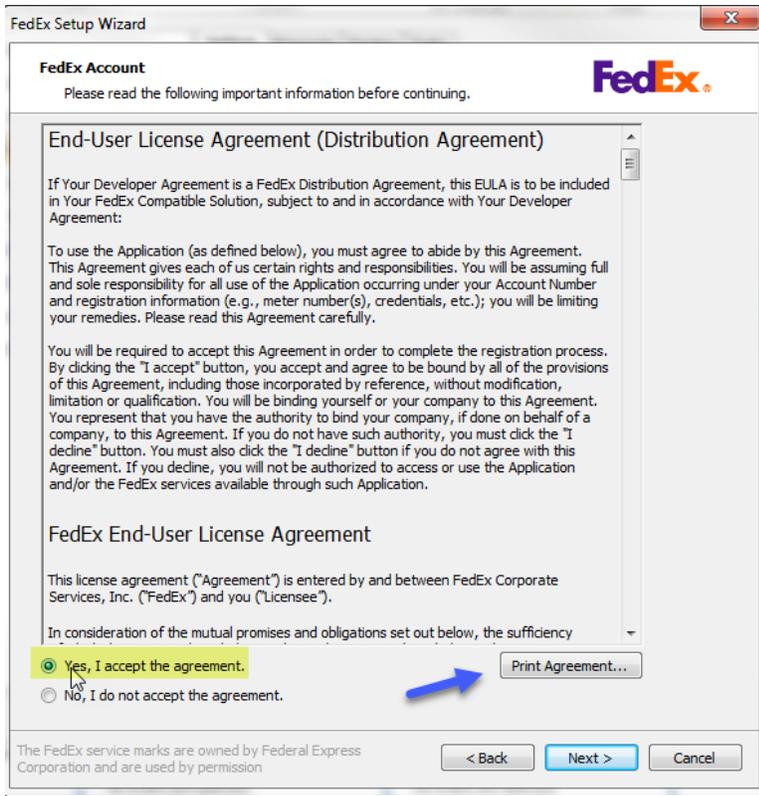
2. On the **Shipping Settings** select **FedEx** from the menu on the left. Then, click the **Setup** button.



3. On the **Set up FedEx Shipping** screen, enter your FedEx account number. Then, click **Next**.



4. Accept the FedEx License agreement then click **Next**. If you wish to print the agreement, click on the **Print Agreement** button.



5. Enter the information associated with your FedEx account. Then, click **Next**.

**Note:** You can easily import your address information from your store setup by clicking on the **Store** link near the top of the screen.

FedEx Setup Wizard

**FedEx Account**  
Enter your FedEx account information.

Copy address from [store](#) 

**Name**

Full Name:

Company:

**Address**

Street:

City:

State \ Prov:

Postal Code:

Country:

**Contact Information**

Email:

Phone:

Website:

6. There are a few options available to you on the **Configure FedEx Settings** screen. Let's take a look at each of them.

## Labels

a. **Mask FedEx account number on label.** - This is checked by default. This tells FedEx to not display your FedEx account number on the printed label.

**Labels**

Mask FedEx account number on label.

b. **Requested Label Format:** - The following options are available to you:

- » **Standard** - Select this option if you will be printing your labels to an inkjet or laser printer.
- » **Thermal (EPL)** - Typically used when printing labels with older thermal printers such as the Zebra 2844.
- » **Thermal (ZPL)** - Used when printing thermal labels using most newer thermal label printers such as the Zebra zp450 and zp500.

Please consult with the manufacturer or with the documentation for your specific printer if you are unsure of which option to select.

Requested Label format: Standard  
 Standard  
 Thermal - EPL  
 Thermal - ZPL

c. **My label stock has a doc-tab.** - Check this box if your label stock includes an extra tab. Typically, the label stock would be 4" x 8" rather than the standard 4" x 6" label. Then, specify if the additional doc-tab emerges from the printer before or after the printed label.

My label stock has a doc-tab.  
 The doc-tab emerges from the printer: Before the label

## Signature Release

Optionally, you can enter a **Signature Release Authorization**.

**Signature Release**  
 Authorization:  (optional)

## FedEx SmartPost

If you ship with FedEx SmartPost, enter your **Hub ID**. If you use more than one FedEx hub, you can specify additional Hub IDs as well.

**Note:** Your Hub ID is usually provided to you by FedEx when your FedEx account is enabled for SmartPost. If you do not know your HUB ID you can reach out to your FedEx representative or you may be able to obtain your HUB ID [from this page](#).

**FedEx SmartPost®**

Hub ID: 5647 i

Additional Hub IDs: (enter one per line) i

Click **Next**.



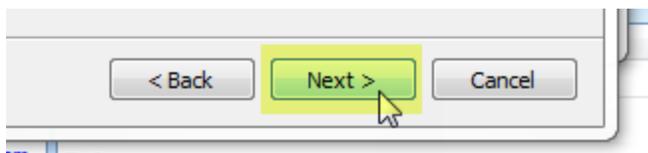
7. The **Origin Address** screen allows you to enter additional origin addresses. For example, if you ship from more than one warehouse location, you can enter the additional warehouse addresses here. Just click the **New** button and fill out the address information. Then, click **Next**.

**Origin Address**

Enter the origin addresses for your shipments.

You can setup common origin addresses for easy selection when shipping. ShipWorks also allow you to enter a manual address or use the address of your store, so this step is optional.

Description	Edit
	Edit <span style="background-color: #90EE90; padding: 2px;">+ New</span> Delete



8. On the **Shipment Defaults** screen, you have the option of configuring the most commonly used settings when shipping with FedEx (weight, dimensions, etc). To configure these default settings, click on the blue link for **Defaults - FedEx**. Then, enter the value(s) for your default setting(s). Click **OK**. Then, click **Next**.

**Additional Default** and shipping rules are outside of the scope of this article. However, if you would like to learn more you can do so [here](#).

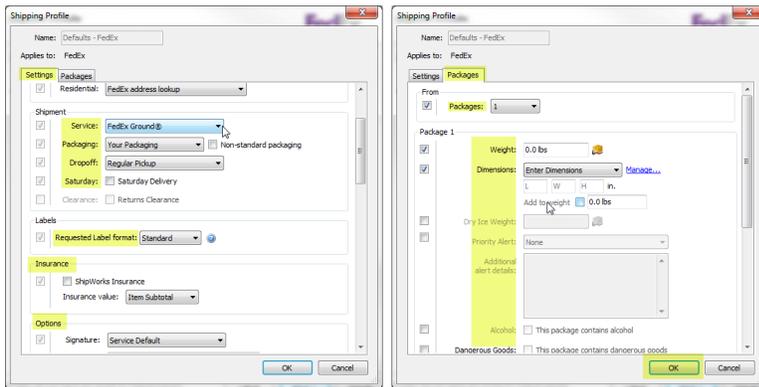
**Note:** There are two tabs on the **Shipping Profile** screen. Be sure to set the defaults on both the **Settings** and on the **Packages** tabs.

### Shipment Defaults

Configure default settings for shipments.

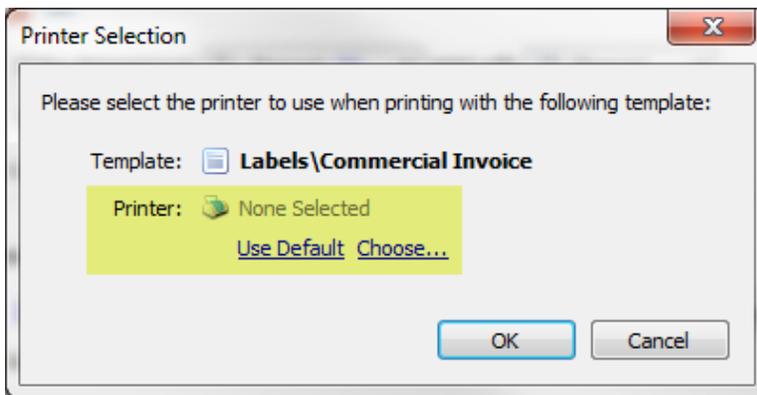
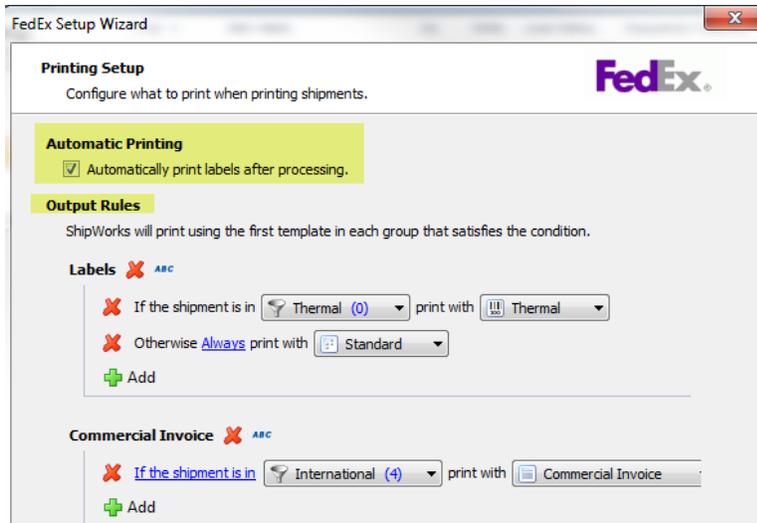
#### Base Defaults

Apply these settings to every new FedEx shipment: [Defaults - FedEx](#)



9. The **Printing Setup** screen allows you to specify whether or not ShipWorks should automatically print your shipping labels after processing and to configure how ShipWorks handles the printing of your labels. We recommend leaving the default settings on this screen. Click **Next**.

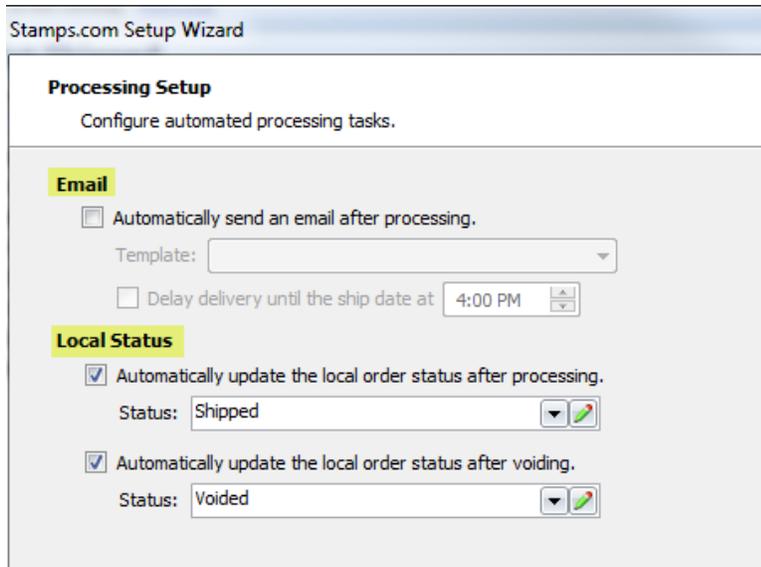
If you have not already done so, ShipWorks will prompt you to select the printer that you will use to print your FedEx shipping labels.



10. The **Processing Setup** screen allows for you to add and configure an email address in ShipWorks, set automatic email notifications, and to tell ShipWorks to what status the order should be set when processing or voiding a label. For the **Local Status** settings, we recommend leaving the defaults. For more information on how to configuring an email address and setting up shipment notification emails, you may be interested in the following articles.

[Adding Your E-mail Address](#)

[Configuring Automatic Email Notifications](#)

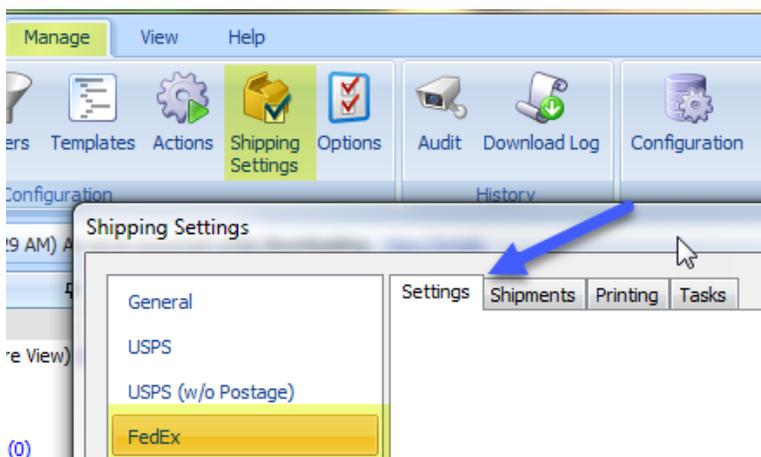


11. Click **Next** and then **Finish**. FedEx is now configured with ShipWorks.

### Additional Configuration Options

Now that you have your FedEx account configured in ShipWorks, there are a few more configuration options that you may wish to know about. We will cover some of those here.

You can easily get back to your FedEx configuration any time by clicking on the **Manage** tab, then the **Shipping Settings** button and then select **FedEx**.



1. If you have additional FedEx accounts to add to ShipWorks, you can do so on the **Settings** tab of your FedEx Shipping Settings.

## FedEx Accounts

Description	
140 Enchanted Parkway, 63021	<input type="button" value="Edit"/>
	<input type="button" value="Add"/>
	<input type="button" value="Delete"/>

2. If you ship using FIMS, you can configure the FIMS service here as well by entering your FIMS username and password.

### FIMS (FedEx International MailService)

Use FIMS services.

FIMS Username:

FIMS Password:

3. Lastly, you can control which services and package types are available to you when shipping a package with FedEx. In the **Available Services** and the **Available Package Types** section, simply uncheck any options you wish to not have available to you when shipping.

### Available Services

ShipWorks can be configured to only show the service types that are important to you. Simply select the services below.

<input checked="" type="checkbox"/> FedEx 1Day® Freight	▲
<input checked="" type="checkbox"/> FedEx 2Day®	☰
<input checked="" type="checkbox"/> FedEx 2Day® A.M.	
<input checked="" type="checkbox"/> FedEx 2Day® Freight	
<input checked="" type="checkbox"/> FedEx 3Day® Freight	
<input checked="" type="checkbox"/> FedEx Distance Deferred	
<input checked="" type="checkbox"/> FedEx Economy	
<input checked="" type="checkbox"/> FedEx Europe First International Priority®	
<input checked="" type="checkbox"/> FedEx Express Saver®	▼

### Available Package Types

ShipWorks can be configured to only show the package types that are important to you. Simply select the package types below.

<input checked="" type="checkbox"/> FedEx® 10kg Box	▲
<input checked="" type="checkbox"/> FedEx® 25kg Box	☰
<input checked="" type="checkbox"/> FedEx® Box	
<input checked="" type="checkbox"/> FedEx® Envelope	
<input checked="" type="checkbox"/> FedEx® Extra Large Box	
<input checked="" type="checkbox"/> FedEx® Large Box	
<input checked="" type="checkbox"/> FedEx® Medium Box	
<input checked="" type="checkbox"/> FedEx® Pak	
<input checked="" type="checkbox"/> FedEx® Small Box	▼

## Still Need Help?

Please feel free to [reach out to one of our awesome Customer Care representatives in St. Louis](#). We are happy to assist you.