Logistics SOP: FedEx Small Package Shipping

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> ℹ️ **Who is this for:** Marketing Manager

> ✅ **Objective:** Shipping small packages to potential clients or Amazon

Open FedEx Ship Manager. Make sure the Ship tab is selected at the top left.

Under Utilities choose printer setup. Make sure the printer for the labels is Zebra ZP 500 and the printer for reports is any printer with letter size plain paper. If you need PDF files then change both printers to Microsoft Print to PDF

Enter the Recipient Information. If it is going to Amazon use the Amazon location from Seller Central. For the phone number you will have to web search the Amazon location it is going to and if there is none listed use the main Amazon phone number,

Enter Package and shipment details. Total number of packages. Mark the box if they are identical. Enter the weight for the first package. Select Service and enter dimensions.

Near the bottom enter a selection for Bill Transportation To and Choose Sender.

If packages are identical you can now click the button for Ship at the bottom right. If there are different size and weight packages click on Multi-piece Shipment next to the Ship button. That will open a new window and you can enter the weight and dimensions for each package.