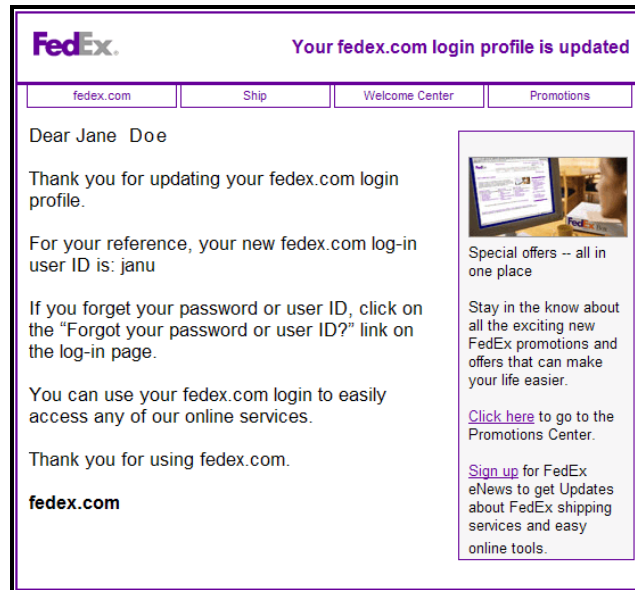


Shipping Dangerous Materials by Federal Express Shipping Domestically, Completing FedEx form Online

Before shipping, you will need to have successfully completed EHS training, and set up a FedEx account through SmartMart. iProcurement will send you a confirmation email which directs you to www.fedex.com, and provides step-by-step directions. Once you have used the directions to set up your profile, you will receive the account link shown below.

1. Click the FedEx.com account link that you received:



2. Click Ship -> Prepare Shipment Select and add your User ID and Password:

The screenshot shows the FedEx.com Login page. At the top, there is a search bar and navigation links for 'Español', 'Customer Support', and 'FedEx Locations'. Below the search bar are tabs for 'Package/Envelope', 'Freight', 'Expedited', and 'Office/Print Services'. A secondary navigation bar includes 'Ship', 'Track', 'Manage', and 'Business Solutions'. The main heading is 'fedex.com Login' with a sub-heading 'for access to FedEx Ship Manager® at fedex.com'. Below this, there is a section for 'Registered fedex.com Users' and 'New fedex.com Users'.

Registered fedex.com Users

* Denotes required field.

IMPORTANT
For best results, please disable your pop-up blocker.

Enter your user ID and password to login

* User ID

* Password

Remember my user ID on this computer.

[Login Help](#) [Forgot your password or user ID?](#)

New fedex.com Users

Create a User ID for Shipping with an account

You can access your existing FedEx account number or create a new account number.

Create a User ID for Shipping with a credit card

You can create shipping labels, save addresses to your FedEx address book, and view shipment history. This is valid for single-piece shipments within the US only. [Continue](#)

Create a one-time credit card shipment

You can create shipping labels only. You will not have access to address book or shipment history. This is valid for single-piece shipments within the US only. [Continue](#)

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3. Select FedEx Ship Manager and click the "Prepare Shipment" tab.

4. If you have an existing account, some of your information will be automatically filled into the form from your FedEx profile.
5. You will fill in "From" and "To" information.
 - a. **IMPORTANT:** The person who packages and ships the material **MUST** be **CERTIFIED** to ship and pack it. Enter the **certified shipper's name** in the "Contact Name" field. If this is the first time this certified person packed and shipped the material, then check the "Save new sender in address book" link at the bottom of the "From" box, and a shipment profile will be saved for quick form completion next time.

* Country/Location	United States
Company	Stanford University
* Contact name	Craig Barney
* Address 1	EH&S
Address 2	480 OAK RD
* City	Stanford
* State	California
* ZIP	94305
* Phone no.	6487230448 ext. <input type="text"/>
	<input type="checkbox"/> Save as my default address
	<input checked="" type="checkbox"/> Save new sender in address book

6. You will fill in "Package and Shipment Details" information.
 - a. **NOTE:** FedEx does not provide packaging for dangerous materials or dry ice. Since you will not be using a FedEx package, you should select "Your Packaging" as a "Package type".

3. Package & Shipment Details Help <input type="checkbox"/> Hide	
* Service type	Standard Overnight
* Package type	Your Packaging



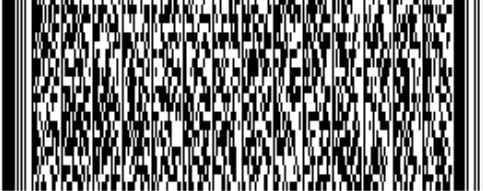

7. Fill in the Billing Details and the "Special Services" sections.

Special Services (optional)		Help	Hide
<input type="checkbox"/>	COD (Collect on Delivery)		
<input type="checkbox"/>	Hold at FedEx location		
<input checked="" type="checkbox"/>	Dry ice		
	* Total dry ice weight	<input type="text" value=".5"/>	lbs
<input type="checkbox"/>	Dangerous goods		
<input type="checkbox"/>	Process a return shipment		

- If your package contains dry ice, mark the "Dry Ice" box.
 - If shipping Dry Ice **without** Infectious Substances, **Do NOT** check the "Dangerous goods" box. This may seem counter-intuitive, but don't check it.
 - However: **If shipping Infectious Substances, you must check the "Dangerous Goods" box and complete a Dangerous Goods Declaration.**
 - For "Signature type" select "Adult signature required".
- If you have any questions, call 1-800-FEDEX and ask to speak to their "dangerous goods" department. They are very helpful, and will answer any questions you have
8. If the "Pickup Address" does not list the certified shipper, click "Edit", and correct it.

Pickup Address	Edit
<p>Craig Barney, Stanford University, 480 Oak Rd., Stanford, California, 94305, United States</p>	

9. Complete the rest of the form, and click "Ship". Print out TWO copies of the label. Ensure that the label contains the name of the certified shipper.

<p>From: Origin ID: PACA (850) 704-044E Craig Barney Stanford University EH&S 480 OAK RD Stanford, CA 94305</p>	<p>FedEx Business </p>	<p>Ship Date: 27JUL10 ActWgt: 1.0 LB CAD: 1009:1195MNE13060</p>	<p>Dry Ice: 0.2 KGS Dims: 12 X 12 X 4 IN</p>
<p>SHIP TO: (850) 723-2304 BILL SENDER Robert Edgar EH&S Stanford University 480 Oak Rd. Stanford, CA 94305</p>	<p>Delivery Address Bar Code </p>		
<p>TRK# 7996 8853 0196 <u>0201</u></p>		<p>WED - 28 JUL A2 STANDARD OVERNIGHT ICE ASR</p>	
		<p>83 PAOA</p> <p>94305 CA-US SJC</p>	
		<p>3880138913624</p>	

10. Put one printed label on your package, and keep one for your records. NOTE: Never put a photocopy on your package.