

FedEx Instructions

EXPRESS (FASTER) AND GROUND (CHEAPER)

FedEx Express

INTRA-CANADA AND INTERNATIONAL

FedEx Express Online

INTRA-CANADA AND INTERNATIONAL



Scheduling a Pick-up online

- ❑ Go to FedEx.com. Sign in with your account. If you do not have an account please call FedEx.
- ❑ Go to schedule a pick-up. Choose the express option.
- ❑ Fill out the forms given. If this will be an international delivery you will be given the option to fill out a commercial invoice online or to provide a physical form. Physical forms can be found at the FedEx supplies location by the dry ice.
- ❑ Print ALL documents (shipping receipt and label). Print at least two copies of each (keep one for your records).
- ❑ Prepare your package by securing it well and attaching an Express Waybill Envelope containing all the documents (shipping receipt, label, and commercial invoice if required)
- ❑ Leave package at FedEx drop off location (underneath FedEx supplies near dry ice).
- ❑ Once your package is taken, return to pick-up the receipt as this is required for your P.I.'s records

FedEx Express - Telephone

INTRA-CANADA AND INTERNATIONAL

Step 1: Pick up forms

Pick up forms (near dry ice).

Forms:

- Intra-Canada: Intra-Canada Waybill, Express Waybill Envelope (Express envelopes only do not need this)
- International: International Waybill, Commercial Invoice, Express Waybill Envelope (Express envelopes only do not need this)



Step 2: Filling out the Waybill (Intra-Canada)

Refer to example.

Must have a numerical value of at least \$1 CAD

FedEx Express Intra-Canada Air Waybill / Lettre de transport aérien intérieure

Not all services and options available to all destinations. / Certains services et options ne sont pas disponibles pour toutes les destinations.

Sender's Copy / Copie de l'expéditeur

Ask P.I. for number

! The service order has changed in Section 4a. / Signature options have been added to Section 6. / L'ordre des services a change dans la rubrique 4a. / Des options de signature ont été ajoutées à la rubrique 6.

Flight / Vol: **8109 0456 8746** Form ID No. / N° du formulaire: **0450**

1 From / Expéditeur Please print and press firmly. / Écrivez en caractères d'imprimerie. Appuyez fermement.
Date: **11.22.2019** Sender's FedEx Account Number / N° de compte FedEx de l'expéditeur: **123456789**
Sender's Name / Nom de l'expéditeur: **John Smith** Phone / Téléphone: **(514) 398-0000**
Company / Nom de la société: **McGill University**
Address / Adresse: **801 Sherbrooke St W**
City / Ville: **Montreal** Province: **QC** Postal Code / Code postal: **H3A 0B8**
Email Address / Adresse courriel: **john-smith@mail.mcgill.ca**
Internal Billing Reference / Référence pour facturation interne: **Laboratory Group Name**

2 To / Destinataire Residential Delivery / Livraison résidentielle
Recipient's Name / Nom de destinataire: **Jane Sheperd** Phone / Téléphone: **(514) 555-5555**
Company / Nom de la société: **Company Name**
Address / Adresse: **123 Main Street**
City / Ville: **Vancouver** Province: **BC** Postal Code / Code postal: **V4A 9X9**
Email Address / Adresse courriel: **jane.sheperd@company.com**

3 Shipment Information / Informations sur l'envoi
Total Packages / Nombre total de colis: **1** Total Weight / Poids total: **3** DIM / Poids VOL: **8/10/11**
Total Declared Value / Valeur totale déclarée: **\$ 1 CAD**

4a Express Package Service / Service colis express
 FedEx First Overnight FedEx Priority Overnight FedEx Standard Overnight
 FedEx 2Day FedEx Economy

4b Express Freight Service / Service fret express
 FedEx 1Day Freight

5 Packaging / Emballage
 FedEx Envelope* / Enveloppe FedEx* FedEx Pak* / Pak FedEx* FedEx Box / Boîte FedEx FedEx Tube / Tube FedEx Other / Autre: **Box**

6 Special Handling and Delivery Signature Options / Options de manutention spéciale et de signature de livraison
 HDLD at FedEx Location / RETENIR à la succursale FedEx
 SATURDAY Delivery / Livraison le SAMEDI
 Direct Signature / Signature directe
 Indirect Signature / Signature indirecte

Does this shipment contain dangerous goods? / Cet envoi contient-il des marchandises dangereuses?*
 No / Non Yes / Oui

7 Payment / Paiement Bill transportation charges to / Facturer le transport à:
 Sender / Expéditeur Recipient / Destinataire Third Party / Tierce partie Credit Card / Carte de crédit Cash/Cheque / Argent liquide/Chèque

FedEx Acct. No. / N° de compte FedEx: **123456789**

Sender's Signature / Signature de l'expéditeur: **John Smith**

For questions or to ship and track packages, visit fedex.ca. / Visitez fedex.ca si vous avez des questions, désirez expédier un colis ou faire le suivi de vos envois.

Step 2a: Filling out the Waybill (International)

Refer to example.

Need to write non-toxic and non-hazardous

Sender's Copy
Copie expéditeur

Ask P.I. for number

1 From / Expéditeur Please print and press hard / Écrire en caractères d'imprimerie et appuyer fermement
 Date: 11/22/1994
 Sender's Name: John Smith
 Company: McGill University
 Address: 801 Sherbrooke St W
 City: Montreal, Province: QC, Canada, Postal Code: H3A 0B8
 Email: john.smith@mcgill.ca

2 To / Destinataire Residential Delivery / Livraison résidentielle
 Recipient's Name: Jane Sheperd
 Company: Company Name
 Address: 123 Main street
 City: Seattle, State: WA, Country: United States, ZIP/Postal Code: 98115
 Email: jane.shepherd@company.com

3 Shipment Information / Informations sur l'envoi
 Total Packages: 1, Total Weight: 3 kg, DIM: 10/14/8 cm
 Description of contents: non-hazardous, non-toxic
 Value for Customs: \$1 CAD

Must have a numerical value of at least \$1 CAD

4 Express Package Service / Service colis express
 NOTE: Service order has changed. Please select carefully.
 FedEx International First FedEx International Priority FedEx International Economy

5 Packaging / Emballage
 FedEx Envelope FedEx Pak FedEx Box FedEx Tube
 FedEx 10kg Box FedEx 25kg Box Other

6 Special Handling and Delivery Signature Options
 HOLD at FedEx location SATURDAY Delivery / Livrer le SAMEDI
 Direct Signature / Signature directe Indirect Signature / Signature indirecte

7 Payment / Paiement
 Bill to Shipper / Expéditeur
 Bill to Recipient / Destinataire
 Third Party / Tierce partie
 Credit Card / Carte de crédit
 Cash/Check / Argent liquide/Chèque

8 Required Signature / Signature requise
 Sender's Signature: [Signature]

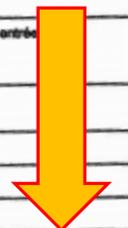
Step 2b: Filling out the Commercial Invoice

Refer to example given on this slide. After attaching the “commercial invoice” sticker you need to PHOTOCOPY it two times so that there are two duplicates of the original.

Need to write non-toxic and non-hazardous



Must have a numerical value of at least \$1 CAD



COMMERCIAL INVOICE FACTURE COMMERCIALE					
Date of Exportation Date de l'exportation Nov 22, 2019	Invoice Number Numéro de facture	Export References Renseignements sur l'expédition	Related Parties - Parties liées Yes OUI _____ No NON _____		
Shipper/Exporter (complete name and address) Expéditeur/Exportateur (nom et adresse) John Smith McGill University 301 Sherbrooke St. W Montreal, Quebec		Consignee (complete name and address) Destinataire (nom et adresse) Jane Shepard Company Seattle, WA United States, 98115		Tax I.D. Number No. d'identification aux fins de l'impôt	
Country of Export/Pays d'exportation Canada		Terms of Sale Conditions de vente	Currency of Sale Devise de la vente		
Country of Manufacture Pays de fabrication Canada		Importer (if other than consignee) Acheteur (si différent du destinataire)			
Country of Ultimate Destination Pays de destination finale United States		International Air Waybill Number Numéro de lettre de transport aérien internationale "Commercial Invoice" sticker from Wuybill			
<small>(NOTE: All shipments must be accompanied by a Federal Express International Air Waybill.) NOTA: Tous les envois doivent s'accompagner d'une lettre de transport aérien internationale de FedEx.</small>					
Mark & No. of Pkg. No. of Pkg. No. of Pkg. Type of Packaging. Marques et numéros, No. de colis, Type d'emball., Description de la marchandise	Quantity Quantité	Unit of Measure Unité de mesure	Weight Poids (kg)	Unit Value Valeur par unité	Total Value Valeur totale
Explain what you're sending here. Non-toxic, non-hazardous ★ Be specific	1	Kg	3	\$1 CAD	\$1 CAD
Total Number of Packages Nombre total de colis 1	Total Weight Poids brut 3 kg		Check one: /Cochez une entrée F.O.B. _____ C&F _____ CIF _____		
These commodities, technology or software were exported from Canada in accordance with the Export Administration Regulations. Diversion contrary to Canadian law prohibited. Ces marchandises, technologies ou logiciels ont été exportés du Canada conformément aux règlements administratifs sur l'exportation des États-Unis. Tout agissement contraire à la loi canadienne est strictement interdit.				Packing Costs Frais d'emballage	
It is hereby certified that this invoice shows the actual price of the goods described, that no other invoice has been issued, and that all particulars are true and correct. Je certifie par la présente que les prix indiqués sur cette facture sont exacts, qu'aucune autre facture commerciale n'a été produite et que tous les renseignements fournis sont véridiques.				Freight Costs Frais de transport	
Signature: John Smith				Insurance Costs Frais d'assurance	
Title: Mr.				Other Costs Autres frais	
Date: Nov 22, 2019				Total Invoice Value Montant total de la facture \$1 CAD	

Step 3: Preparing the Package for Pick-up

- Secure the contents of the package well.
- Make sure the package is well sealed.
- Attach the Express Waybill Envelope
- Insert Waybill in envelope and (if required) the three Commercial Invoices.
- Call for pickup (see next slide).

Step 4: Scheduling a Pick-up

- ❑ Call 1-800-463-3339. You will be connected with an automated service.
- ❑ When asked for a location, please choose “shipping”.
- ❑ Keep the confirmation number given for your records.
- ❑ Leave your package in the drop-off located underneath the FedEx supplies (near the dry ice)



Step 5: After your Package has been Picked-up

- ❑ Please collect your receipt of pick-up from the drop-off location. This is required for your P.I.'s records.



FedEx Ground online

INTRA-CANADA AND INTERNATIONAL (MUST USE YOUR OWN PACKAGING, NOT ONE PROVIDED BY FEDEX)

Scheduling a Pick-up

- Go to FedEx.com. Sign in with your account. If you do not have an account please call FedEx.
- Go to schedule a pick-up. Choose the ground option.
- Fill out the forms given. If this will be an international delivery you will be given the option to fill out a commercial invoice online or to provide a physical form. It does not matter which option you choose. Physical forms can be found at the FedEx supplies location by the dry ice.
- Print ALL documents (shipping receipt and label). Print at least two copies of each (keep one for your records).
- Prepare your package by securing it well and attaching a Ground Waybill Envelope containing all the documents (shipping receipt, label, and commercial invoice if required)
- Leave package at FedEx drop off location (underneath FedEx supplies near dry ice).
- Once your package is taken return to pick-up the receipt as this is required for your P.I.