


FedEx.com

New fedex.com Users

- Create a User ID for Shipping with an account >
- Create a User ID for Shipping with a credit card >
- Create a one-time credit card shipment >

- If you set your shipping preference to FedEx (*My Account > Listing Preferences*), a FedEx account is required to ship & bill the receiver.
- If you don't already have a FedEx shipping account, select "Create a Shipment," at the top of the left hand column on the FedEx homepage (FedEx.com). On the next page, select "Create a user ID for shipping with an account." Complete the registration form.

Create a Shipment

Create a Shipment 

- Once you're logged in to your FedEx shipping account, click "Create A Shipment" to get started.

Declared Value

3. Package & Shipment Details Help Hide

* Ship date: 10/15/2016

* No. of packages: 1

* Weight: lbs

Declared Value: U.S. Dollars

* Service type: Select

* Package type: Select

Include a return label

- Be sure to declare the full value (\$/lb +5%) of **EACH PACKAGE** being shipped in step #3.
- **Your payment may be reversed** if you fail to follow this step and the shipment is damaged or lost in transit.

Bill Receiver

4. Billing Details Help Hide

* Bill transportation to:
 My Account -
 Recipient
 Third party

* Account no.:

- In step #4, select "bill the recipient"
- Enter the buyer's FedEx account #. Find this number on the Order Confirmation email or Order Detail page at *My Account > Sold*.

Report Tracking #

Settings >

Messages >

Listings >

Sold >

- Log in to your Lupulin Exchange account.
- Go to the order details page for this order (*My Account>Sold*)
- Enter the tracking # for this shipment to complete the order.