

Creating a FedEx® Shipping Label In AIM+

Overview

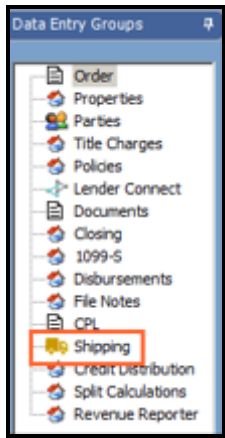
Create a shipping label with ease, using the new Shipping module in AIM+.


Prerequisites: To create a shipping label, you must have the Shipping Module and Shipping Setup completed. In addition, you must also have a FedEx account.

Follow the steps below to create a shipping label for a file in AIM+:

Steps

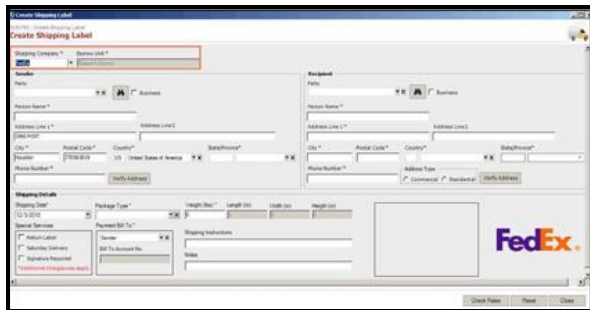
1. From *Data Entry Groups*, click the **Shipping** module. The *Shipping* screen displays.



2. From the *Shipping* screen, click the **Create Shipping Label** button . The *Create Shipping Label* pop-up displays.



3. From the *Create Shipping Label* pop-up, use the **Shipping Company** drop-down to select **FedEx**. The Escrow Unit designated on file displays automatically.



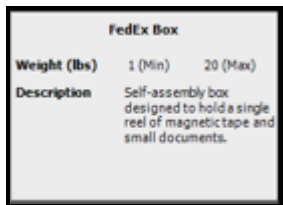
4. By default, shipping account address linked with the Escrow Unit will be populated in sender (Address Lines, City, Postal Code, Country and State)
5. Complete the remaining fields in the *Sender* section, including the Person Name and Phone Number.

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6. Use the **Party** drop-down or the **Binoculars** icon to add any other as Sender party. You can also manually enter the Sender information.
7. Click the **Verify Address** button for the best postal address option.
8. Use the **Party** drop-down or the **Binoculars** icon to add the Recipient. You can also manually enter the Recipient information.
9. Complete the remaining fields in the *Recipient* section, including the Person Name, Address, Phone Number and Address Type.
10. Click the **Verify Address** button for the best postal address option.
11. After the Sender and Recipient details are entered, click the **Verify Address** button in each section to select the correct postal address.

Note about Verify Address: FedEx may return a suggestion for sender/recipient address (in case of any mismatch/ambiguity).

12. Complete the *Shipping Details* section.
13. From the **Package Type** drop-down, select the package type. Detailed information of each Package type is available on the screen as below:



14. From the **Weight (lbs.)** text box, enter the approximate weight of the package.
15. From the **Shipping Instructions** text box, enter in any special instructions for FedEx.
16. From the **Notes** text box, enter in any notes that will only be viewable in the AIM+ file.
17. If Special Services apply, click the check box under **Special Services** that best describes the special service.

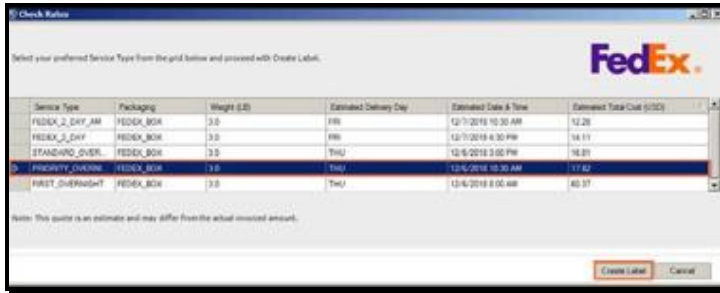
Note: If Special Services are selected, additional columns display on the *Check Rates* screen.

18. From the **Payment Bill To** drop-down, select the party to bill for the shipping costs.
19. When all fields are complete, click the **Check Rates** button at the bottom of the *Create Shipping Label* pop-up. The *Check Rates* pop-up displays.



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20. From the *Check Rates* pop-up, click to select the desired packing type and estimated cost.



21. Click the **Create Label** button. A PDF copy of the shipping label displays. The new shipping label information displays in the grid on the *Shipping* screen.

