

Using Shipping Setup In AIM+

Use the *Shipping Setup* screen to create the shipping account for your Company. To create shipping labels, you must have a shipping account set up for the Company.

Prerequisites: The Shipping Setup module only displays for users with permission to Setup (Shipping Setup) assigned in the Admin Tool.

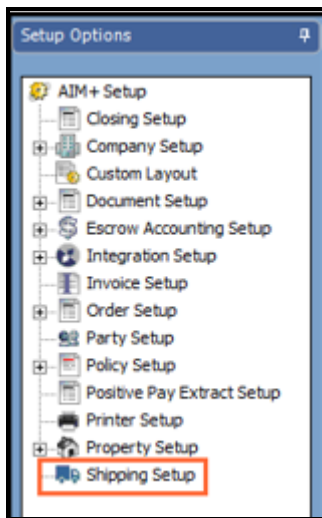
To configure a Shipping account for FedEx in AIM+, you must first have FedEx Shipping account information. You will need your FedEx Shipping Account number and related address to create a shipping account in AIM+.

Creating a New Shipping Account

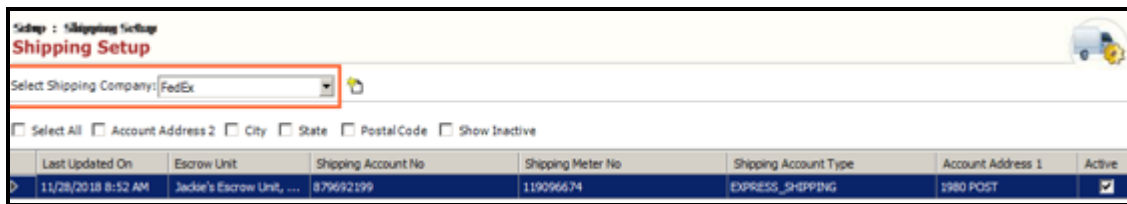
Follow the steps below to setup a shipping account for your Company.

Steps

1. From the *AIM+ Setup navigation menu*, click **Shipping Setup**. The *Shipping Setup* screen displays.

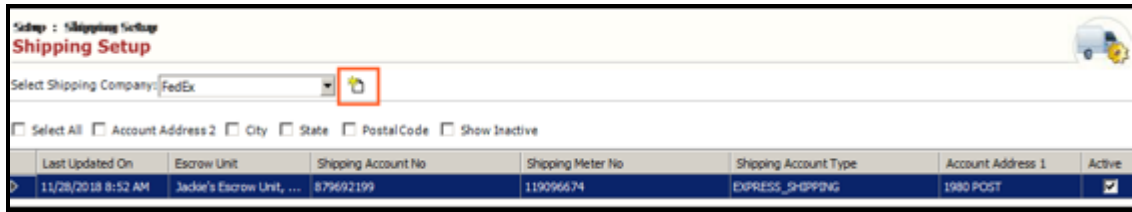


2. From the *Shipping Setup* screen, **FedEx** is selected by default in the **Select Shipping Company** drop-down




3. Click the **Add New Account** button. The *Shipping Setup* pop-up displays.

Using Shipping Setup In AIM+



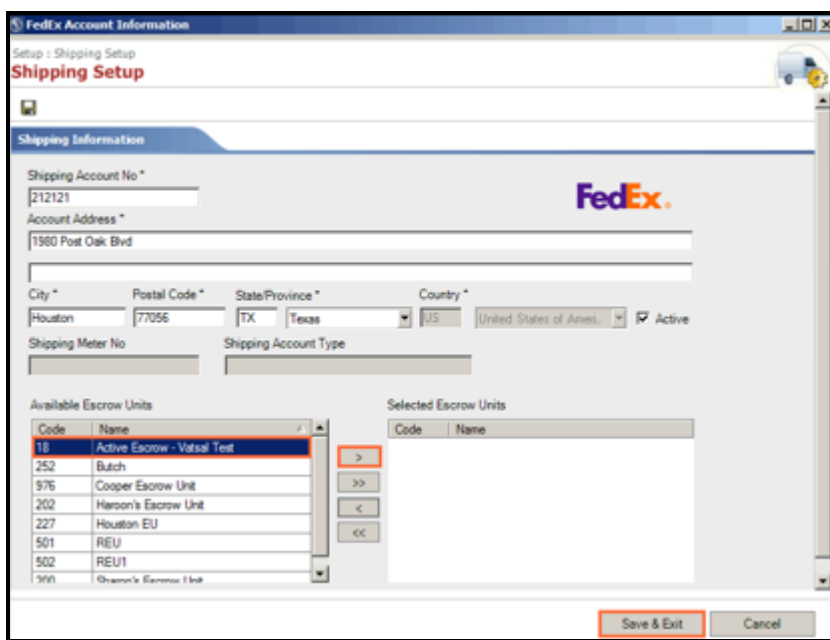
Setup : Shipping Setup
Shipping Setup

Select Shipping Company: FedEx 

Select All Account Address 2 City State Postal Code Show Inactive

Last Updated On	Escrow Unit	Shipping Account No	Shipping Meter No	Shipping Account Type	Account Address 1	Active
11/28/2018 8:52 AM	Jackie's Escrow Unit, ...	879692199	119096674	EXPRESS SHIPPING	1980 POST	<input checked="" type="checkbox"/>

4. Enter the **Shipping Account No.**
5. Enter the Shipping Address information.
6. From the *Available Escrow Units* grid, select one or more Escrow Units to set up the shipping account with.
7. Click the right-arrow button to move the selected Escrow Units to the *Selected Escrow Units* grid.



FedEx Account Information
Setup : Shipping Setup
Shipping Setup

Shipping Information

Shipping Account No *
212121

Account Address *
1980 Post Oak Blvd

City * Postal Code * State/Province * Country *
Houston 77056 TX Texas US United States of Amer. Active





Shipping Meter No Shipping Account Type

Available Escrow Units

Code	Name
18	Active Escrow - Vatsal Test
252	Butch
976	Cooper Escrow Unit
202	Haron's Escrow Unit
227	Houston EU
501	REU
502	REU1
399	Sharon's Escrow Unit

Selected Escrow Units

Code	Name
------	------

Save & Exit Cancel

8. Click **Save & Exit**.



Note

One Escrow Unit can only have one shipping account; but one shipping account can have several Escrow Units.

Escrow Units display in the **Available Escrow Units** section based on the branch(es) assigned to the user logged into AIM+.

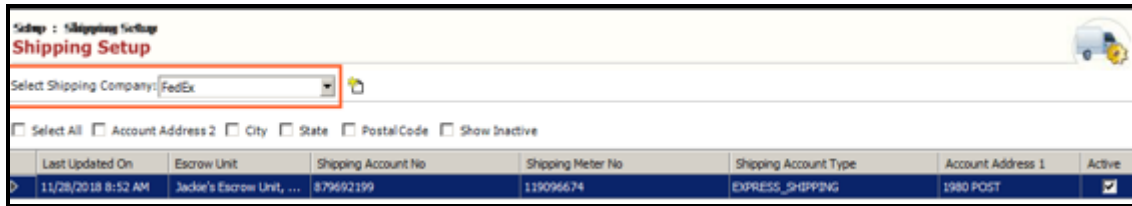
Using Shipping Setup In AIM+

Editing an Existing Shipping Account

Follow the steps below to edit an existing shipping account.

Steps

1. From the AIM+ Setup navigation menu, click **Shipping Setup**. The Shipping Setup screen displays.
2. From the *Shipping Setup* screen, **FedEx** is selected by default in the **Select Shipping Company** drop-down



3. Select the record and double-click to open. The *Shipping Setup* pop-up displays.
4. Make necessary changes.
5. Click **Save & Exit**.

If any address information has been changed, a confirmation message will display after clicking **Save** or **Save & Exit** on the *Shipping Setup* screen. At that time, FedEx will receive notification of the edited address, and the **Meter number** will change.

