

# FedEx Integrator: Quick Start Guide

How to create shipments directly from PAX

1

## Verify the Shipping Address

Confirm the address on the Sales Order **before** entering the shipping module.

The Create Shipment screen **does not allow address changes**. If updates are needed, exit and edit the order under **Open Sales Orders**.

2

## Set the Billing Method

To bill the customer's FedEx account, select a "**Cust Acct – Customer Account**" shipping method and verify the **Carrier Account** number.

If not set correctly, charges default to *our* account. Shipping methods and carrier accounts can be adjusted on the Create Shipment screen.

3

## Generate a FedEx Label

Enter the **Weight (lbs)** field to enable the **Generate FedEx Label** button.

If no label or tracking number is provided, the system will prompt you to confirm whether to proceed without one.

4

## Review Auto-Populated Data

Once the label is generated, PAX automatically pulls in the **tracking number** and **shipping cost** from FedEx. No manual entry required.

5

## Final Label Review

Carefully check the label for correct **address formatting** (especially multi-line addresses) and proper **billing designation** (Bill Recipient vs. Bill Sender).

■ **Key Reminder:** Addresses **cannot** be changed from the Create Shipment screen. Always verify the address on the Sales Order *before* entering the shipping module.