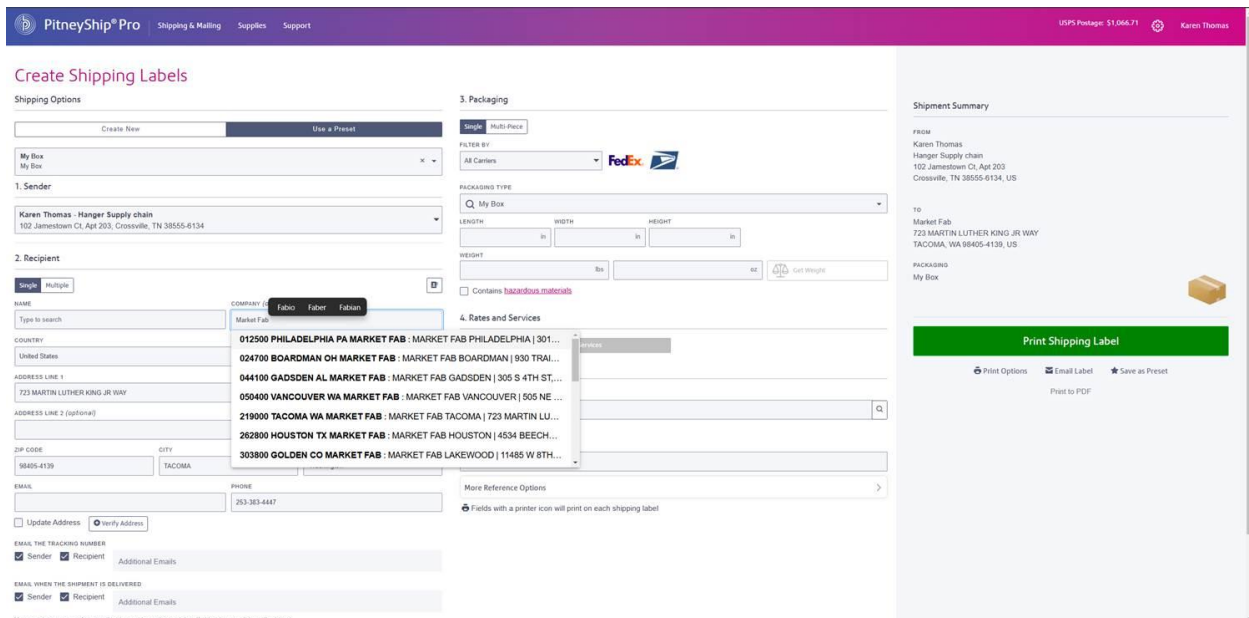


How To Search The Central Address Book & Request Pick-Up

1. Search our Central Address Book. The FedEx Central address book has been loaded for you and the names remain the same, you can search by cost center number, HFN, SPS, a 3rd party supplier such as Cascade Dafo, or “Market Fab”.
2. Please leave “Filtered by” in box 3. Packaging on “All Carriers”. This will allow you to see both USPS and FedEx delivery times and cost. (if you don’t currently see USPS, you will within a couple of days).



Create Shipping Labels

Shipping Options

1. Sender
 Karen Thomas - Hanger Supply chain
 102 Jamestown Ct, Apt 203, Crossville, TN 38555-6134

2. Recipient
 NAME: Market Fab
 COMPANY: Fabco, Faber, Fabahn
 COUNTRY: United States
 ADDRESS LINE 1: 723 MARTIN LUTHER KING JR WAY
 ADDRESS LINE 2 (optional):
 ZIP CODE: 98405-4139 CITY: TACOMA
 EMAIL: 253-383-4447

3. Packaging
 FILTER BY: All Carriers
 PACKAGING TYPE: My Box
 LENGTH: WIDTH: HEIGHT:
 WEIGHT: Lbs Oz Cut Weight
 Contains hazardous materials

4. Rates and Services

Search results for recipient addresses:

- 012500 PHILADELPHIA PA MARKET FAB : MARKET FAB PHILADELPHIA | 301...
- 024700 BOARDMAN OH MARKET FAB : MARKET FAB BOARDMAN | 930 TRAI...
- 044100 GADSDEN AL MARKET FAB : MARKET FAB GADSDEN | 305 S 4TH ST...
- 050400 VANCOUVER WA MARKET FAB : MARKET FAB VANCOUVER | 505 NE ...
- 219000 TACOMA WA MARKET FAB : MARKET FAB TACOMA | 723 MARTIN LU...
- 262800 HOUSTON TX MARKET FAB : MARKET FAB HOUSTON | 4534 BEECH...
- 303800 GOLDEN CO MARKET FAB : MARKET FAB LAKEWOOD | 11485 W 8TH...

More Reference Options
 Fields with a printer icon will print on each shipping label

Shipment Summary

FROM: Karen Thomas, Hanger Supply chain, 102 Jamestown Ct, Apt 203, Crossville, TN 38555-6134, US

TO: Market Fab, 723 MARTIN LUTHER KING JR WAY, TACOMA, WA 98405-4139, US

PACKAGING: My Box

Print Shipping Label

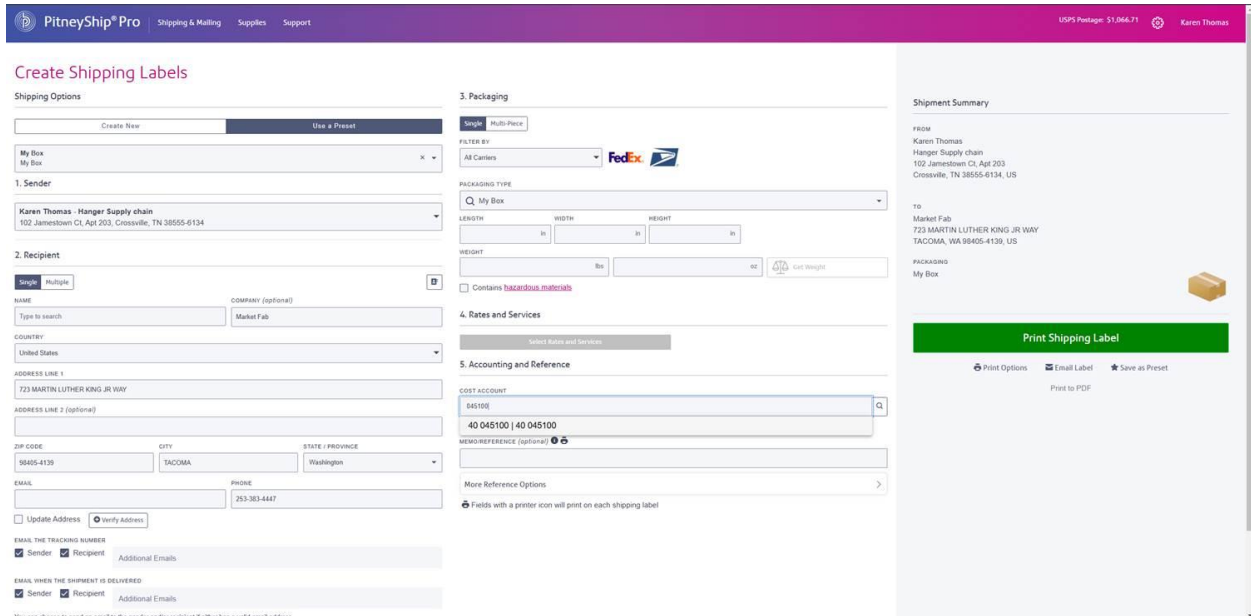
Print Options Email Label Save as Preset

Print to PDF

3. Changing your billing account for those of you that ship from more than one location.

For those of you that ship/ bill more than one location: To change billing account; search the cost center in Box 5 search. Currently only the cost center numbers are showing. We are working on adding the location name to it.





4. Schedule a pickup after creating a shipping label.

If you already have a scheduled AUT pickup, this step isn't necessary. To schedule a pickup after creating a shipping label, click on Shipping & Mailing at the top left, go to End of Day column and it's at the bottom. Follow the steps.

