

## 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).

| PitneyShip*   | Pro Shipping & Mailir                 | ig Supplies Support                        |   | USPS Postage: \$1,066.71 🛞 Karen Thomas          |  |  |  |
|---|---------------------------------------|--|---|--|--|--|--|
| Create Shippi   | ng Labels                             |  |   |  |  |  |  |
| Shipping Options  | - g coo cho                           |  | 3. Packaging  | Shipment Summery                                 |  |  |  |
| Crea  | te New                                | Use a Preset                               | Single Multi-Piece  |  |  |  |  |
| Core a Preser   |                                       |  | FILTER BY   | FROM<br>Karen Thomas                             |  |  |  |
| My Box ×  |                                       | × +  | All Carriers - FedEx.   | Hanger Supply chain<br>102 Jamestown Ct. Apt 203 |  |  |  |
|   |                                       |  |   | Crossville, TN 38555-6134, US                    |  |  |  |
| 1. Sender   |                                       |  | Q. My Bax   |  |  |  |  |
| Karen Thomas - Hanger Su  |                                       |  | LENGTH WIDTH HEIGHT   | TO<br>Market Fab                                 |  |  |  |
| 102 Jamestown Ct, Apt 203;  | Crossville, TN 38555-6134             |  |   | 723 MARTIN LUTHER KING JR WAY                    |  |  |  |
| 2. Recipient  |                                       |  | WEIGHT  | TACOMA, WA 98405-4139, US                        |  |  |  |
| 2. Recipient  |                                       |  | bs oz di cet wegte  | PACKAGING  |  |  |  |
| Single Hultiple   | Single Hultiple                       |  | Contains hazardous materials  | My Box   |  |  |  |
| NAME  |                                       | COMPANY (d Fabio Faber Fabian              |   |  |  |  |  |
| Type to search  |                                       | Market Fab                                 | 4. Rates and Services   |  |  |  |  |
| COUNTRY   |                                       | 012500 PHILADELPHIA PA MARKET FAB : MARKET | FAB PHILADELPHIA   301  | Print Shipping Label                             |  |  |  |
| United States   |                                       | 024700 BOARDMAN OH MARKET FAB : MARKET FA  | B BOARDMAN   930 TRAI   |  |  |  |  |
| ADDRESS LINE 1  |                                       | 044100 GADSDEN AL MARKET FAB : MARKET FAB  | GADSDEN   305 S 4TH ST,   | Print Options  Email Label  Save as Preset       |  |  |  |
| 723 MARTIN LUTHER KING JR WAY 050400 VANCOUVER WA MARKET FAB : MARKET |                                       | 050400 VANCOUVER WA MARKET FAB : MARKET F  | AB VANCOUVER   505 NE   | Print to PDF                                     |  |  |  |
|   |                                       | 219000 TACOMA WA MARKET FAB : MARKET FAB 1 | ACOMA   723 MARTIN LU   |  |  |  |  |
|   |                                       | 262800 HOUSTON TX MARKET FAB : MARKET FAB  | HOUSTON I 4534 BEECH  |  |  |  |  |
| ZIP CODE  | CITY                                  | 303800 GOLDEN CO MARKET FAB : MARKET FAB L |   |  |  |  |  |
| 98405-4139  | TACOMA                                |  |   |  |  |  |  |
| EMAK  |                                       | PHONE                                      | More Reference Options  |  |  |  |  |
| 253.383.4447  |                                       |  | Fields with a printer icon will print on each shipping label            |  |  |  |  |
| Update Address Overit   | y Address                             |  | Converters and the fact both and the ordinal automotion of the "Respect |  |  |  |  |
| EMAR, THE TRACKING NUMBER   |                                       |  |   |  |  |  |  |
| Sender Recipient  | Additional Emails                     |  |   |  |  |  |  |
| EMAR, WHEN THE SHIPMENT IS DE   | LIVERED                               |  |   |  |  |  |  |
| Sandar Recipient  | Additional Emails                     |  |   |  |  |  |  |
|   | the service and/or serialent if eithe | has a valid amal address                   |   |  |  |  |  |

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.





| Mail Equipment<br>and Postage   | i                            | Home and Small<br>Office Mail | USPS® Permit<br>Accounts   |                  | ourced<br>Services   |                          | Expedited Documen<br>and Parcel Shipping |  |
|---|------------------------------|-------------------------------|--|------------------|--|--------------------------|--|--|
| PitneyShip*Pro  | D Shipping & Mailing Supplie | s Support                     |  |                  |  | USPS Postage: \$1,066.71 | Karen Thomas                             |  |
| Shipping Options  |                              |                               | 3. Packaging   |                  | Shipment Summary   |                          |  |  |
| Create Nee My Doe My Doe Ny Too: I. Sender Koren Thomson - Manger Rapply OD Jamentionin CC Art 2020. Cross OD Jamentionin CC Art 2020. Cross C. Recipient South Type to sauch Country | hain                         | (geFena)                      | Stoppe     Nuclei Prece       FACENER     Image: Constant Statements       PACENER     Image: Constant Statements       Constant Statements     Image: Constant Statements       Attacts and Services     Image: Constant Services | n a final cerman | HIGH<br>Kampi Thomas<br>Hanger Bugby chan<br>102 Janestewn CA, Mgl 200<br>Creawler, TNA 8565-6134, US<br>70<br>Marter Fab<br>723 MARTIN LUTHER KNNG JR, WWY<br>720 AGAN, WK 8465-4139, US<br>HIGHABA<br>Mg Box | Shipping Label           | ۲  |  |
| United States   |                              |                               | <ul> <li>5. Accounting and Reference</li> </ul>  |                  |  |                          |  |  |
| ADDRESS LINE 1<br>723 MARTIN LUTHER KING JR WAY<br>ADDRESS LINE 2 (optional)  |                              |                               | C051 ACCOUNT<br>E65100<br>40 045100   40 045100  | ٩                |  | Email Label 🕈 Save as    |  |  |
| ZIP CODE  | GITY                         | STATE / PROVINCE              | MEMOREFERENCE (Optional) 0 8   |                  |  |                          |  |  |
| 98405-4139  | TACOMA                       | Washington                    | *  |                  |  |                          |  |  |
| EMAL  | PHONE                        |                               | More Reference Options   | >                |  |                          |  |  |
| EMAR, WHEN THE SHIPMENT IS DELIVERE   | ional Emails                 |                               | Fields with a printer icon will print on each shopping label   |                  |  |                          |  |  |

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, chick on Shipping & Mailing at the top left, go to End of Day column and it's at the bottom. Follow the steps.

| DitneyShip*Pro   | Shipping & Mailing | Supplies S | upport                        |  |   |                      |                 |                         |   |                      |                               | USPS Postage:    | <sup>\$1,066.71</sup> () | Karen Thomas |
|--|--------------------|------------|-------------------------------|--|---|----------------------|-----------------|-------------------------|---|----------------------|-------------------------------|------------------|--------------------------|--------------|
|  |                    |            | Stamps & Rolls                | Histo  | ry  | End of Day           |                 | Certified Mail          |   |                      |                               |                  |                          |              |
| Create Shipping L  |                    |            | Stamp Sheets                  | Shipp  | ing & Postage History   | Print USPS SCAN Form |                 | Create a Certified Mail |   |                      |                               |                  |                          |              |
| Shipping Options   |                    |            |                               | Daily Activity Report  |   | Print FedEx Manifest |                 | Create an ERR           |   | Shipment Summary     |                               |                  |                          |              |
| Create New   | Manage Ship Regues | đ          |                               | Proof  | roof of Delivery Close FedEx Ground Economy                   |                      |                 | Create ERR Ship Re      | rquest  |                      |                               |                  |                          |              |
|  |                    |            |                               |  |   |                      | Import ERR List |                         | FROM<br>Karen Thomas  |                      |                               |                  |                          |              |
| My Box<br>My Box   |                    |            |                               |  | quest a Round Print OSP 3 Print Maining Book Import Pret Cast |                      |                 |                         | Hanger Supply chain<br>102 Jamestown Ci, Apt 203<br>Crossville, TN 38555-6134, US |                      |                               |                  |                          |              |
| 1. Sender  |                    |            |                               |  |   |                      |                 |                         |   |                      |                               |                  |                          |              |
|  | Pile Inc           |            |                               | surance Claim Schedule FedEx Pickup                          |   |                      |                 | Te                      |   |                      |                               |                  |                          |              |
| Karen Thomas - Hanger Supply chair<br>102 Jamestown Ct, Apl 203, Crossville, |                    |            |                               | *  | LENGTH WIDTH HEIGHT   |                      |                 |                         | 219000 TACOMA WA MARKET FAB<br>MARKET FAB TACOMA                                  |                      |                               |                  |                          |              |
|  |                    |            |                               |  | in  | in                   |                 | in                      |   |                      | 723 MARTIN LUTHER KING JR WAY |                  |                          |              |
| 2. Recipient   |                    |            |                               |  | WEIGHT  | lhs                  |                 | 6.7                     | 6 Cet Weigh   |                      | TACOMA, WA 98405-4139, US     |                  |                          |              |
| Single Multiple  |                    |            |                               | B  | Contains hazardous materials                                  |                      |                 |                         |   | PACKAGING<br>My Box  |                               |                  |                          |              |
| NAME COMPANY (optional)  |                    |            |                               |  |   |                      |                 |                         |   |                      |                               |                  |                          |              |
| 21900 TACOMA WA MARKET FAB MARKET FAB MARKET FAB TACOMA                      |                    |            |                               | 4. Rates and Services  |   |                      |                 |                         |   |                      |                               |                  | · · · ·                  |              |
| COUNTRY  |                    |            |                               | _  | Select Rates and Services                                     |                      |                 |                         |   | Print Shipping Label |                               |                  |                          |              |
| United States  |                    |            |                               | 5. Accounting and Reference                                  |   |                      |                 |                         |   |                      |                               |                  |                          |              |
| ADDRESS LINE 1   |                    |            |                               |  |   |                      |                 |                         |   | Print Options        | 🖀 Email Label                 | 🖈 Save as Preset |                          |              |
| 723 MARTIN LUTHER KING JR WAY  |                    |            |                               |  | COSTACCOUNT<br>DIS100   |                      |                 |                         |   |                      | Print to PDF                  |                  |                          |              |
| ADDRESS LINE 2 (ophonel)   |                    |            |                               | Enter cost account(s).                                       |   |                      |                 |                         |   |                      |                               |                  |                          |              |
| ZIP CODE CETY STATE / PROVINCE   |                    |            | MEMOIREFERENCE (optional) 0 8 |  |   |                      |                 |                         |   |                      |                               |                  |                          |              |
| 98435-4139   | TACOMA             |            | Weshington                    | -  |   |                      |                 |                         |   |                      |                               |                  |                          |              |
| EMAIL  | EMAIL PPONE        |            |                               | More Reference Options                                       |   |                      |                 |                         |   |                      |                               |                  |                          |              |
| 253-383-4447   |                    |            |                               | Fields with a printer icon will print on each shipping label |   |                      |                 |                         |   |                      |                               |                  |                          |              |
| Update Address O Verily Address  |                    |            |                               |  |   |                      |                 |                         |   |                      |                               |                  |                          |              |
| EMAIL THE TRACKING NUMBER  |                    |            |                               |  |   |                      |                 |                         |   |                      |                               |                  |                          |              |
| Sender Kecipient Additional Emails   |                    |            |                               |  |   |                      |                 |                         |   |                      |                               |                  |                          |              |
| EMAIL WHEN THE SHIPMENT IS DELIVERED   |                    |            |                               |  |   |                      |                 |                         |   |                      |                               |                  |                          |              |
| Sender Recipient Additional Emails   |                    |            |                               |  |   |                      |                 |                         |   |                      |                               |                  |                          |              |





Mail Equipment and Postage Home and Small Office Mail

USPS® Permit Accounts

Outsourced Mail Services Expedited Document and Parcel Shipping

