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How to Ship an International package

Go into the POS screen and click on the Customer Lookup button (shown below)



The following screen will be displayed. Enter the name, address, phone and email of your customer.

Name & Address Search

Search Type

Country: United States

Company or Last Name, First Name: Johnson, Mary

First: Mary Last: Johnson

Address: 999 Elm Street

City, State, Postal Code: Las Vegas NV 89120

Phone Set: Home 702-123-1234 Work Other/Fax

E-Mail: mary@gmail.com

Account Number/Organization: 010085334394

271

Goto Address Matches

Verify Address

Google Maps

Residential: Yes No

Cell Phone:

Save / Select (use f10)

Clone Contact

Clear Form

CANCEL

Shipper Organization

Click on Save/Select and it will take you back to the POS screen and the customer will show active at the bottom of the screen (circled in blue below). Identifying a customer will keep track of all of that customer's shipments in their history.

Point of Sale: Simple Cash Register

File Edit Sales Actions Print Administration PLU iHelp

ShipRite Demo Las Vegas
924 Chaps Circle
Henderson, NV 89002
315-555-1212

Inv#: New Sale 05/31/2019 13:44

Cash, Check, Charge
Johnson, Mary

Description
SKU# Price QTY ExtP

\$ 0.00

D#: 01 TxR: 9.500 TxC: CLARK
Qty: 1 Disc: 0.0 Inv#: New Sale

Pack Supplies	Boxes	BOOKS	BUS SVCS
Copies	Fax	pkg recv	Gift Cert
Stamps	Assort Envelopes	Greeting Cards/ Gift Items	GREETING CARDS
Mailbox Rental	Pack Master	Pick Up/ Delivery	NOTES
Ship Letter	Ship Multi		
Ship One	Mail Master		

exit cancel sale hold invoice lookup memo cust lookup change price item discount change tax quantity receipt no receipt

balance: \$ 535.00 | Johnson, Mary 999 Elm Street Las Vegas, NV 89120 702-123-1234 Terms: Limit \$100

Click on the Ship One button as circled in red above. This screen will come up:

From: Johnson, Mary 702-123-1234
Mary Johnson
999 Elm Street
Las Vegas, Nv 89120

To: [Ship to Self](#) [Same as Last](#)

Weight: 10 lb

3rd Party INS OFF

Other

0 w 0 H 0

FedEx: Ground, Priority Overnight, Standard Overnight, 2Day Economy, FedEx 2Day AM, Express Saver, First Overnight

endicia: Express Mail, Priority Mail, Parcel Select, books only, Media, First-Class Mail

The weight will display in the black box based on the weight of the package on the scale. If there is no scale attached, you can manually enter the weight. Use the Tab key to navigate to each field.

The yellow box marked “other” is the packaging type. It defaults to “Other” meaning you are using your own box. Enter the dimensions of the box. Click the drop down arrow next to the word “other” for Carrier branded packaging options.

Double Click in the “Ship To” box and the following screen will appear.

Country: Spain

Business or Last, First name:

First name: Test Last name: Spain

Address: 12 Calle De Palmas

Village Square

City, State, Postal Code: Barcelona

Phone & Fax: 25825825562

E-mail: me@gmail.com

Account Number:

Verify Address

Address Type: Residential Commercial

Save As New

Save Changes

Select

Cancel

Click on the drop down arrow in the “Country” field select the country you are shipping to. Enter the name and address the package is being shipped to. You can use as much of the address 1 and address 2 lines as you need.

Enter the name of the City in the appropriate field. Nothing goes in the State field (with the exception of Canadian provinces). If the country requires a postal code, enter it in the postal code field.

It is not possible to verify the address in this screen for International Addresses. When you get to the label screen and click on “Go Online Now”, FedEx will verify that it is a valid city, country and postal code (if required).

Note: *This is an example using FedEx... the steps are the same for all other Carriers.*

The screenshot displays the FedEx shipping label creation interface. Key elements include:

- Weight and Dimensions:** 1 lb, W1: Max 10 lb 0.1 oz / 0.01 lb, W2: Max 150 lb 0.5 oz / 0.05 lb, RES DIM 1, LTR, Wt. Max: 1.5 lb, SPAIN, L+G=35 0.08cuft(130cuin).
- From Address:** Johnson, Mary 702-123-1234, Mary Johnson, 999 Elm Street, Las Vegas, Nv 89120.
- To Address:** Spain, Test 25825825562, 12 Calle De Palmas, Village Square, Barcelona.
- Contents:** Documents Only, 3rd Party INS OFF, Zip Code, Dec Value.
- Price Options:** \$332.30 (Intl Priority), \$261.93 (Intl Economy - circled in blue), \$384.55 (Intl First Overnight).
- Service Selection:** FedEx® Envelope (selected), Intl Economy (circled in blue).
- Carrier/Service Options:** FedEx LTL Freight, UPS Flat Rate for FedEx, DAS endicia, Time-In-Transit, Email, Del Conf, Del With SIG, COD, Add'l Hand, Sat Deliv, Res Deliv, Report, Stamp.com, Canada LTR, World United States, Clear Form, Go Back.

Click on the button for the service the customer wants (in this instance, FedEx Intl Economy) and the following screen will come up so that you can enter the information for customs:

1 lb Johnson, Mary 702-123-1234
Mary Johnson
999 Elm Street

Contents: Documents Only

3rd Party INS OFF

U.S. Customs Form

International, Canada, Puerto Rico, Virgin Islands

Package Contents

Item	Qty	Description (Max length 55 chars):	14	LBs	Value	Country of Origin
1	1	Documents Only		1	\$ 1.00	United States
2	1			0	\$ 0.00	United States
3	1			0	\$ 0.00	United States
4	1			0	\$ 0.00	United States
5	1			0	\$ 0.00	United States

Distribute weight evenly between the items: 1lb \$1.00

Type of Contents

Commercial Sample Gift Documents Other Returned Goods

World United States

Clear Go

Enter exactly what is in the package and the value (if any). For Documents, enter documents only with a value of \$1.00. At the bottom of the screen, click on what kind of shipment it is based on the contents. Once entered, click on the yellow/black arrow in the upper right of the form and the signature options will display.

Select any signature options desired. System defaults to “no signature required” if no selections are made.

F1 - Handle With Care F2 - Fragile Glass F3 - Heavy Package F4 - Expedite Please Rush F5 - Custom Label


FedEx® Delivery Signature Options

Signature Required:

- No Signature Required**
- Indirect Signature** \$ 5.00
FedEx will obtain a signature in one of three ways:
 - From someone at the delivery address; or
 - From a neighbor, building manager or other person at a neighboring address; or
 - The recipient can sign a FedEx door tag authorizing release of the package without anyone present.
- Direct Signature** \$ 5.00
FedEx will obtain a signature from someone at the delivery address. If no one is at the address, FedEx will reattempt delivery. Direct Signature Required overrides any recipient release that may be on file for deliveries to nonresidential addresses.
- Adult Signature** \$ 6.05
FedEx will obtain a signature from someone at least 21 years old (government-issued photo identification required) at the delivery address. If no one is at the address, FedEx will reattempt delivery. Adult Signature Required overrides any recipient release that may be on file for deliveries to nonresidential addresses.

Customer Charge: \$261.93

[Continue](#) 



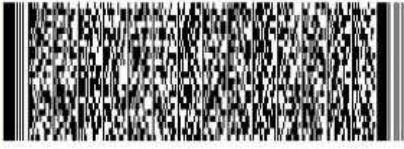
[Cancel](#) 

Click on “Continue” and a facsimile of the label will display.

Click the green “Go Online Now” button to process the package and print the label. When you click on the green “Go Online Now” button, it sends the information to the FedEx server that verifies that it is a valid city & country and applies a tracking number to the label.

Empire Global Connect Package Processing

F1 - Handle With Care F2 - Fragile Glass F3 - Heavy Package F4 - Expedite Please Rush F5 - Custom Label

<p>From: 702-123-1234 Mary Johnson 999 Elm Street Las Vegas, NV 89120</p>		<p>Ship Date: 31MAY19 Act/Wgt: 1.0 LB CAD: 1243596/WSX12150 Account#: S ***** Dims: 13X1X10 IN</p>
<p>SHIP TO: BILL</p> <p>25825825562 Test Spain</p> <p>12 Calle De Palmas Village Square Barcelona,</p>		<p>Delivery Address Bar Code</p> <p>Ref # PID: 011324 Invoice # PO # Dept #</p>
	<p>TRK# <input type="text"/> 0201</p> <p>INTERNATIONAL ECONOMY</p> <p><input type="checkbox"/> Non-Standard Container</p> <p><input type="checkbox"/> Dry Ice: <input type="text" value="0"/> KG</p> <p><input type="checkbox"/> Hold At FedEx Location</p> <p>Address</p>	<p>Go Online Now</p> <p>Print Batch Label</p> <p>Manual Label</p> <p>Go Back</p>

No Signature Required

After the label prints, the system will also print the required commercial invoices.

Commercial Invoice

Export/Ship Date (dd-mmm-yyyy): 31-May-2019

Page 1 of 1

Shipper/Exporter:

Mary Johnson
Johnson, Mary
999 Elm Street

Las Vegas, NV 89120

United States

Receiver/Consignee:

Test Spain

12 Calle De Palmas
Village Square
Barcelona,

Spain

Phone: 702-123-1234

Phone: 25825825562

Exporting Carrier: Federal Express

Airbill/Waybill Number: 80808080

Shipper's Reference: 011325

Total Packages: 1

Total Weight(lbs): 1

Terms: Freight charges are prepaid by the Shipper
Bill duty and taxes to the Recipient

Ultimate Destination: Spain

Receiver's Reference:

Receiver Tax ID/VAT #:

QTY	DESCRIPTION	Weight (lb)	Value (US\$)	Country of ORIGIN
1	Documents Only	1.00	1.00	United States

Type of Contents: Documents

Total Invoice: \$1.00

Package Marks

Misc. Charges

You will now be taken back to the POS screen so that you can charge the customer for the shipment.

The white area of the POS screen is a facsimile of what the receipt will look like.

ShipRite Demo Las Vegas
924 Chaps Circle
Henderson, NV 89002
315-555-1212

Inv#: New Sale 05/31/2019 14:44

Cash, Check, Charge
Johnson, Mary

Description
SKU# Price QTY ExtP

International Economy
FEDEX-INTE 261.93 1 \$ 261.93
NOTE
Spain, Test 25825825562
NOTE
Documents Only
NOTE
FedEx® Envelope
NOTE
80808080
NOTE
Package ID#: 011325
NOTE
Dimensions: 13in. X 1in. X 10in.
NOTE
Scale Display: 1 lb
NOTE
Chargeable Weight: 1 lb

\$286.81

SubTotal: \$261.93 Tax: \$24.88
D#: 01 TxR: 9.500 TxC: CLARK
Qty: 1 Disc: 0.0 Inv#: 2150 Clerk

New Sale

Main

Pack Supplies	Boxes	BOOKS	BUS SVCS
Copies	Fax	pkg recv	Gift Cert
Stamps	Assort Envelopes	Greeting Cards/ Gift Items	GREETING CARDS
Mailbox Rental	Pack Master	Pick Up/ Delivery	NOTES
Ship Letter	Ship Multi		
Ship One	Mail Master		

← exit

cancel sale

hold

invoice lookup

memo

cust. lookup

change price

item discount

change tax

?

quantity

receipt

no receipt

Balance: \$ 535.00 | Johnson, Mary 999 Elm Street Las Vegas, NV 89120 702-123-1234 Terms: Limit \$100

To finish the transaction, click on Receipt and you will be taken to the Payment master where you will indicate if the payment was cash, check or credit card and then click on Complete Sale. At this point, you will also have the option to email the receipt or print an 8.5 x 11 receipt.

Payment Master

Total Sale:
\$ 286.81

Account Balance: \$535.00

Cash:

Check:

Card:

Other

Payments: \$ 0.00

Change: \$ 0.00

Print 8.5x11 Invoice Email 8.5x11 Invoice

Email Receipt:

7	8	9
4	5	6
1	2	3
0	00	.
Del	Enter	

COMPLETE SALE

or CHARGE to Acct

CANCEL SALE

Apply Credit to Account

1 @ 1	1 @ 20	1 @ 1	20 @ 20
2 @ 1	2 @ 50	2 @ 2	50 @ 50
5 @ 1	5 @ 100	5 @ 5	100 @ 100
10 @ 1	Exact Cash	10 @ 10	Exact Cash

Debit Card Credit Card