

FedEx Shipping Label File Instructions

Contents:

- 1) Instructions**
 - a. General
 - b. File Characteristics
 - c. Rules
 - d. Editing Guidelines
- 2) Label Record Layout**
- 3) Sample file**

FedEx Shipping Label File Instructions

Warning: Your ADP Print Services account representative must modify your program to remove the Wrap Master Edit routine before the FedEx Label File shipping method can be successfully utilized; otherwise, your Check (data) file may abort during processing.

General

The FedEx shipping label file, referred to as “the label file”, has its characteristics and rules described below. It is not ADP’s intent to entirely replicate all the variables and data elements that are contained in an actual Federal Express Trans-in file. Your shipping needs that go beyond the scope of these instructions should be addressed through your ADP account representative at the earliest time after the need is recognized.

A wrap number must still be present on each Detail record submitted within your Check (or data) file as you will see that your wrap number will also find its way into the label file. The wrap number you assign to each shipping location is the “bridge” between your printed output from your Check (or data) file and shipping labels produced from the label file.

File Characteristics

- ASCII character file consisting of a set of line items (records) that contain Field Numbers, followed by a comma (,) and Field Values entered within quotation marks (“ ”). (Refer to the sample Label File included.)
- The Label File is submitted in Batch mode meaning, in this case, that all labels can be contained within one file from beginning to end.
- There is no special Header Record and no special Trailer Record needed for the file as a whole.
- All records, Field Numbers and Field Values, for each individual label must be physically located together.

Rules

- **Most Important.** Shipping labels will be printed in exactly the same order as they appear in the label file. The sort order of label printing must agree, precisely, with the sort order of printed output from your Check file (or data file). **If your sort order of label printing does not match the sort order of your Check (or data) file output, ADP will only be able to apply “best effort” to ship your packages on the desired day.** Please work with your ADP account representative to insure that your understanding of this concept and methodology has been adequately verified and tested to the satisfaction of all parties concerned before beginning live processing.
- The label file naming convention is: **CCCmddn.in**; where:
 - CCC** = your ADP assigned company code
 - mm** = 2 digit month (January = 01)
 - dd** = 2 digit day of the month (date)
 - n** = a sequence number, 1, 2, 3, etc. if multiple files are sent, or are anticipated being sent, on the same day.
 - *.in** = the label file’s file extension
- If your company is submitting label files, please make sure they arrive at ADP Print Services at approximately the same time as your data file.

FedEx Shipping Label File Instructions
Rules, cont'd

- The recommended method for submitting label files is to combine them into your zipped check file that is uploaded to our web server. (Your account representative will provide instructions for this method if you are not already using this method of data transmission for your data files.)
- Please discuss any aspect of Label File usage with your ADP Print Services account representative for a complete understanding prior to using this aspect of our service.

Editing Guidelines

Field values should be left justified within quotation marks. The field values are subject to the following editing rules:

- Dates: (field #24) 8 positions entered in YYYYMMDD format.
Ex: 8/16/98 should be 19980816.
- Numerics: Numeric fields are explained within the field's Description and must contain no commas, decimals, or other formatting characters. The length of the numeric fields is described in terms of total length and implied decimal. For example, a numeric 6.2 indicates that there are 6 total digits, 2 of which are to the right of the decimal point. None of the numeric fields should contain decimal points.
- Alpha-numeric: Alpha-numeric fields may contain letters, numbers, blank spaces, and most special characters (unless specified by instructions). These fields are to be left justified.
- Phone numbers: (field #18) Must be 10 positions with no formatting.
Ex: (770) 555-1212 should be 9015551212.
- Postal Codes: May be five, six, or ten alpha-numeric digits depending on the destination country, with no formatting characters.
Ex: L5N-5R6 should be L5N5R6, 38115-1096 should be 381151096.