

# Shipping Connector

for Microsoft Dynamics 365 Business Central

## FedEx API Account Setup Guide

### I. Purpose of this document

This guide will assist you with the creation of a (no-cost) FedEx API Account.

The FedEx API Account account is required if you wish to use Shipping Connector for FedEx Address Verification, Rate Shopping, or Label Creation.

Note: We make an effort to keep this guide up to date however the dynamic nature of the web makes it difficult to stay in sync – so, if you run into any discrepancies with this guide please point them out to us via our [Support Page](#).

### II. Prerequisites (Step 0)

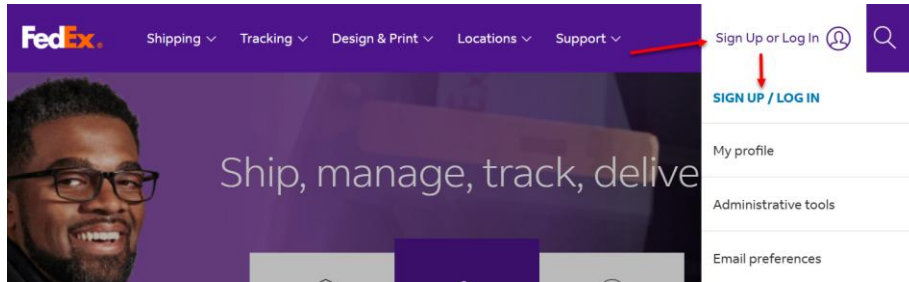
To create a FedEx API Account you must have an active FedEx Shipping Account – if you do not have a FedEx Shipping Account then you must first sign up for one [here](#).

## Step 1 – Create (or login to) a FedEx.com User Account

You will require a valid FedEx.com User Account to use the FedEx APIs.

Point your web browser to [www.fedex.com](http://www.fedex.com)

Click the “Sign up or Log In” link at the top right of the page.



If you already have a FedEx.com User Account, verify that you can login, then proceed to Step 2

If you do not have a FedEx.com User Account, click the ‘CREATE A USER ID’ link and follow the registration steps below.

A sequence of four screenshots showing the steps to create a FedEx.com user account, connected by blue arrows.  
**1** Enter your user ID and password to log in. The screenshot shows the login page with fields for 'USER ID' and 'PASSWORD', a 'Remember my user ID' checkbox, a 'LOG IN' button, and a 'FORGOT YOUR USER ID OR PASSWORD?' link. A red box highlights the 'CREATE A USER ID' link at the top.  
**2** Welcome! Let's get started. Enter your details below to create your user ID. Already have a user ID? Log in. The screenshot shows a registration form with fields for 'First name', 'Last name', 'Company name', 'Country/territory', 'Contact address', 'App Name', 'Zip code', 'City', 'Country code', and 'Phone'. A blue arrow points from the 'CREATE A USER ID' link in step 1 to this form.  
**3** Next up, create your user ID. The screenshot shows a page titled 'I now would like to log in?' with radio buttons for 'Use my email as my user ID' (selected) and 'Create my user ID'. Below are fields for 'User ID?' and 'Choose your password' with a 'Confirm password' field. A blue arrow points from the 'ENTER LOG IN DETAILS' button in step 2 to this page.  
**4** Choose an account type. The screenshot shows a page titled 'Select account type?' with a dropdown menu set to 'Business'. Below are fields for 'Company name', a checkbox for 'Enroll me in My FedEx Rewards', and sections for 'Shipping & billing' and 'Add your shipping address' and 'Add your billing address'. A blue arrow points from the 'CREATE MY USER ID' button in step 3 to this page.

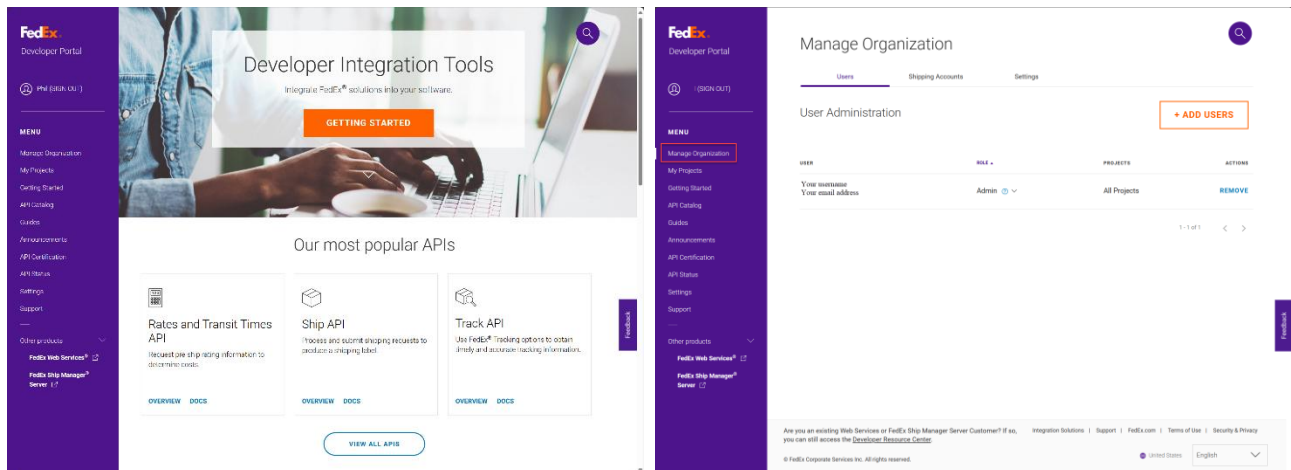
After creating your FedEx.com User Account, sign-in to it.

## Step 2 – Sign-in to the FedEx Developer Portal

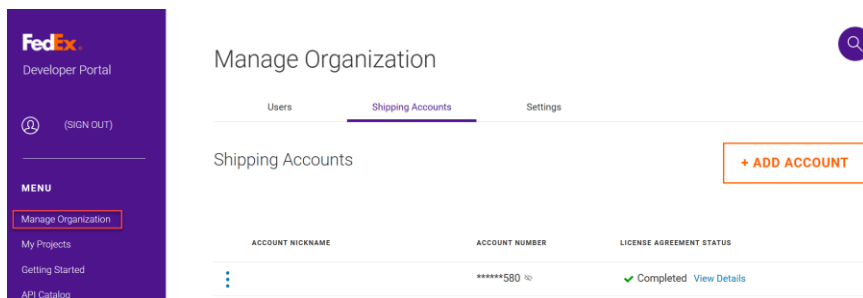
Once signed-in to your FedEx.com User Account (**Step 1**), navigate to the FedEx Developer Portal site:  
<https://developer.fedex.com/>

You will see the home page for the portal.

Click the 'Manage Organization' link, then add yourself as a user (if you are not listed).



On the 'Shipping Account' tab, add your FedEx Account (if it is not listed).

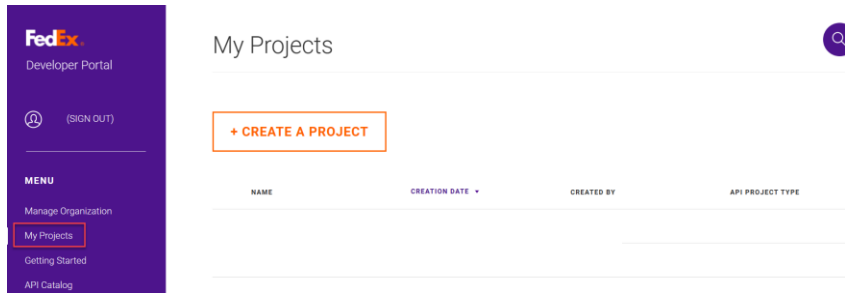


Proceed to **Step 3**

### Step 3a - Create a FedEx Developer Project

Click the 'My Projects' link.

Click the 'Create a Project' button.



The API description dialog will display.

A modal dialog box with a blue border and a close button (X) in the top right corner. The title is 'Tell us about your API needs'. Below the title is the text 'To create an API project, first let us know why you need API access.' followed by the prompt 'I work for a company that:'. Below this is a dropdown menu with the selected option 'Ships with FedEx and is using a third-party software solution that has requested API keys'. At the bottom are two buttons: an orange 'NEXT' button and a blue 'CANCEL' button.

Select the 'I work for a company' option as shown above.

Press the Next button, fill in the Third-Party information form as shown below, then press Continue.  
Proceed to Step – 3b.

A form titled 'Provide information about the third-party solution you are using'. It contains three text input fields. The first field is labeled 'THIRD-PARTY COMPANY' and contains the text 'Rios Software, LLC'. The second field is labeled 'THIRD-PARTY PRODUCT' and contains the text 'Shipping Connector'. The third field is labeled 'THIRD-PARTY PRODUCT WEBSITE' and contains the text 'https://shippingconnector365.com/'. At the bottom of the form is an orange 'CONTINUE' button.

### Step 3b - Select APIs


Select the Ship, Rate & other APIs option.

1 ————— 2 ————— 3

Select API(s)      Configure project      Confirm details

### Step 1 - Select API(s) for your project


Choose the API(s) you would like to include in your project.



#### Ship, Rate & other APIs

You can use our Ship, Rate, and other APIs individually or combine them in a way that best meets your needs.

**SELECT**



#### Track API

Use our Track API to get timely and accurate tracking information. This API includes transaction quotas.

**SELECT**

Scroll down to the list of APIs, then select APIs as follows:

If you intend to only use the Shipping Connector Address Validation and Rate Shopping features in Business Central (i.e., you do not intend to use Shipping Connector to create shipping labels) then select:

Address Validation API  
Rate and Transit Times API

If you intend to use the Shipping Connector to create shipping labels, then select:

Address Validation API  
Rate and Transit Times API  
FedEx Locations Search API  
Ground End of Day Close API  
Postal Code Validation API  
Pickup Request API  
Service Availability API  
Track API  
Trade Documents Upload API  
Ship API

You do not need:  
Freight LTL API  
Open Ship API

Click the NEXT button.

### Step 3c - Configure project.

On the Configure project page,

1. Give your project a name (e.g., Shipping Connector)
2. Select the primary country from which you will ship (e.g., United States)
3. (US only) To use FedEx Smart Post Returns (i.e., USPS Ground for customer returns), select that option
4. **Do not select** FedEx Freight LTL

✓

2

3

Select API(s)Configure projectConfirm details

## Step 2 - Configure project

You can modify any changes to your project name, shipping services, and locations later.

**Project name**

Please select any countries you plan to ship to or from so we can assign you a test account.

**Country/territory**

✓ United States - Global test account added [REMOVE](#)

Do you plan on shipping using FedEx SmartPost® Returns? ☒ Yes ☐ No

Do you plan on shipping using FedEx Freight® LTL? ☐ Yes ☒ No

### Notifications

If you would like to receive email notifications about FedEx APIs (e.g. updates, outages, etc.), you can update your notification settings under [settings](#).

BACK

NEXT

CANCEL

Click the NEXT button.

### Step 3d - Confirm details.

On the Confirm details page, accept the terms, then click the CREATE button.

✓

3

Select API(s)Configure projectConfirm details

## Step 3 - Confirm details

Review your API project details, then accept the terms and conditions.

API project details: My Project 178

API(s) included	Address Validation API
	Rates and Transit Times API
Country/territory	United States

Accept terms

☒ I have read, understand, and agree to be bound by the [FedEx Developer Portal License Agreement](#). I also understand how FedEx intends to use my information.

☒ I am not a vendor who will integrate FedEx technology with a product or solution that I plan to sell or distribute.

CREATE

You will see a confirmation dialog, click OKAY to dismiss it.

You will then be directed to the API project overview page.  
The Test Keys tab will be displayed.

Click the Production Key tab.

Shipping Connector

API project overview

Test Key

Production Key

PROJECT SETTINGS

TestKey

!

Ready to move to production?

Once you have completed the test key step, click on the **Production key** tab to move your project to production and certify your APIs.

CREATION DATE	API KEY	SECRET KEY	SHIPPING LOCATION	ACCOUNT
Jan 23, 2024	719131f9c59e040405427facb53e479d	*****	Global	744661073

Test URL: <https://apis-sandbox.fedex.com>

### Accounts

FEDEX GROUND® ECONOMY RETURNS		
OTHER SHIPPING ACCOUNTS	FEDEX HUB ID (OUTBOUND AND RETURNS)	ADDRESS
510008360	5531	1573 Union Ave. Suite A, Memphis, TN 38104

### Step 3e - Configure project.

On the Production Keys tab, in the Configure project area:

1. Give your (Production) Key a name (or just use the default)
2. Select your FedEx Account Number from the drop-down menu

The screenshot shows the 'API project overview' page with a 'Shipping Connector' header. The 'Production Key' tab is active. A progress bar indicates two steps: '1 Configure project' (current) and '2 Get project keys'. The 'Configure project' section includes a 'Key name' input field with 'API Key 1', a text block explaining the need to associate a shipping account, an 'Account number' dropdown menu with 'Your Account' selected, and a link 'ADD AN ACCOUNT'. At the bottom are 'BACK', 'NEXT', and 'CANCEL' buttons.

Shipping Connector ▾

## API project overview

Test Key    **Production Key**

1 — 2

Configure project    Get project keys

### Configure project

**Key name**

API Key 1

In order for your move to production to be successful, you must associate one shipping account to your Production Key at this time. Once your project is live on production, you will be able to add as many shipping accounts as you have associated with your organization.

**Account number** ⓘ

Your Account ▾

Can't find an account you're looking for? [ADD AN ACCOUNT](#)

**BACK**    **NEXT**

[CANCEL](#)

Click the NEXT button.



### Step 3f – Save your Production Keys

You will see the Production Keys page, as shown below.

**Important! --** Before closing the page, make a safe copy of the keys.  
This will be the only time that you will see the Secret Key in the portal.

If, in Step 3d, you selected only the Address Validation and Rate and Transit Time APIs, then  
**You have completed FedEx API Account setup**  
Proceed to Step 5

The screenshot shows the 'API project overview' page for a 'Shipping Connector' project. It has two tabs: 'Test Key' and 'Production Key', with the latter selected. A progress bar indicates two steps: 'Configure project' (completed, marked with a green checkmark) and 'Get project keys' (current step, marked with a purple circle containing the number 2). The main heading is 'Production keys' with the subtext 'Your new keys are shown below.' There are two key entries: an 'API key' and a 'Secret key'. The API key is displayed in a text box as '1768fb2acc9f474e4d871762d18e32850d' with a copy icon to its right. The Secret key is displayed in a text box as '4fae5f5636054523a1a11ade9a115082' with a copy icon to its right. A large orange 'DONE' button is at the bottom center.

Shipping Connector ▾

## API project overview

Test Key      **Production Key**

Configure project      Get project keys

### Production keys

Your new keys are shown below.

**API key**

1768fb2acc9f474e4d871762d18e32850d

**Secret key**

To Keep your Secret Key secure, we only display it once. If you lose your Secret Key, you can generate a new one.

4fae5f5636054523a1a11ade9a115082

**DONE**

If, in Step 3d, you selected the additional APIs because you intend to use the Shipping Connector Shipper app, proceed to Step 4.

## Step 4 – API Certification

On the Production Key tab, in the APIs list at bottom, you will see that all APIs are enabled, except the Ship API.

To enable the Ship API an additional step, Label Certification, is required.

Ship API	Shipping Label Certification Required	✖ Disabled	DELETE
<a href="#">OVERVIEW</a> <a href="#">DOCS</a>	<i>To enable this API in production, the Shipping Label Certification must be completed.</i>		
	<a href="#">GO TO API CERTIFICATION</a>		

### Label Certification requires:

1. Printing specific labels and ancillary waybills (if shipping international) using your label printer
2. Scanning those labels to PDF
3. Completing a Label Certification Submission form
4. Packaging this collateral into an email and submitting to the FedEx Label Certification team
5. Receiving API confirmation (usually a 1-3 business day turnaround)

We acknowledge that the above steps are cumbersome.

We are in the process of coordinating with FedEx to reduce this overhead.

### Mitigation

*We are happy to assist with this process, please contact us for assistance.*

*We can reduce your effort to a few minutes.*

To mitigate the overhead, we provide a FedEx Label Certification application.

The FedEx Label Certification application will generate the required labels, then allow you to print them onto your label printer.

If you are satisfied with the quality of the printed labels, then the application will facilitate bundling the collateral into a package for submission to the FedEx Label Certification team.

Follow these steps to use the FedEx Label Certification application:

1. Start the Shipping Connector Shipper application
2. Configure your label printer(s)
2. Click the Help tab
3. Click the FedEx Label Certification link

Step 5 – Enter the FedEx account information into the Shipping Connector Shipper Accounts Setup

In your Business Central client open the Shipping Connector Shipper Accounts page  
Search, Shipping Connector Setup > menu, Administration > Shipper Accounts

Expand the FedEx section.

Enter the FedEx API Account information.

## Shipper Accounts

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### FEDEX

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#### Web Services

FedEx Web Services Setup Guide .....

FedEx\_Web\_Services\_Account\_Setup.pdf

FedEx Account Number .....

FedEx API Key .....

FedEx API Secret .....

FedEx Label Certification .....

Click to Open

#### Configuration

Use Negotiated Rate .....

☒

**FedEx API Account setup is now complete.**