

THE COMPLETE WORKFLOW

Ship with FedEx. Bring tracking back.

A practical handbook for sellers using FedEx Ship Manager online and EZFormz Received orders.

One order. One package. One unchanged reference.

The reference beginning with **EZF-** connects the FedEx shipment to its exact EZFormz order. Preserve it throughout the workflow.

Where you work	What you do	What changes
1 • EZFormz	Select orders, enter package values and download a FedEx CSV.	Export is read-only.
2 • FedEx	Upload as drafts, apply a template, review and finalize labels.	You create and purchase shipments in FedEx.
3 • EZFormz	Preview the shipment report, then apply selected tracking.	Apply saves tracking and updates eligible order statuses.

Before your first batch

Have access to the correct form in EZFormz, a FedEx account with the online batch-upload workflow, complete recipient addresses and phone numbers, and a scale and ruler for packed parcels.

Export permission opens the shipping controls. Importing tracking also requires **order-management permission**. FedEx services and account options vary; confirm them during shipment review.

In this handbook

2 Download orders · 3 Package examples · 4 Upload in FedEx
5 Return tracking · 6 Fix common problems · 7 Limits and resources

[Open the EZFormz FedEx Help article](#)

01 / EXPORT FROM EZFORMZ

Download the right orders

Start in the correct form. Use selected orders when preparing a specific shipping batch.

01 Open Received orders

Choose **FedEx shipping** for eligible orders in the loaded Orders list. To control the batch, select the intended orders first and choose **FedEx selected**.

02 Review the eligible order count

The exporter excludes orders that already have tracking, and cancelled, returned or completed orders. Export up to **1,000 orders** at a time, with one package per order.

03 Enter package values

Use pounds for weight and inches for length, width and height. Enter values per order, or fill the shared fields and choose **Apply to all rows**. See the examples on page 3.

04 Download FedEx CSV

Correct any reported address, phone or package error on the order or in the package fields, then download again. The file contains recipient contact and address details.

Check recipients before exporting

A recipient needs a name, street, city, phone and country. US and Canadian destinations also require a postal code and two-letter state or province code. Phone extensions are not supported.

Keep the file intact

Upload the downloaded CSV directly to FedEx. Keep its header row and every **EZF- reference** unchanged. Avoid opening and resaving the file in spreadsheet software before uploading; postal codes and other text can be reformatted.

Downloading does not buy labels, mark an order Shipped, save tracking or notify a buyer. Treat the downloaded file as private customer data.

02 / PACKAGE PREPARATION

Make every parcel accurate

Weigh and measure the packed parcel, including the box and packing material.

Package example	Enter in EZFormz	Review before download
Same box for all 2 lb 8 oz; 10 × 8 × 4 in	Weight 2.5 Length 10 , width 8 , height 4	Fill shared fields, choose Apply to all rows, then check every order.
One larger parcel 4 lb; 14 × 10 × 6 in	For that order: 4 lb 14 × 10 × 6 in	After filling common values, adjust that order individually.
FedEx template fills blanks	Leave unknown package values blank.	Complete every missing value in FedEx before finalizing.

Apply shared values first

Apply to all rows replaces every row with the shared fields, including blanks. Make individual adjustments afterward so a later bulk fill does not erase them.

Units and packaging

Convert ounces to a fraction of a pound: **pounds + ounces ÷ 16**. For example, 12 oz is 0.75 lb. Do not enter ounces into the Weight (lb) field.

Enter **all three dimensions or leave all three blank**. Supplying dimensions selects **Your packaging**. If using FedEx-branded packaging, choose the appropriate packaging in FedEx and review its service requirements.

What this exporter supports

Up to 150 lb per package; no dimension over 108 in; longest side plus twice the other two sides up to 165 in. These are exporter limits, not a guarantee that a particular FedEx service accepts the parcel.

Use FedEx directly for oversized or freight shipments. For multiple packages on one order, handle the extra tracking manually on the EZFormz order.

03 / FINISH IN FEDEX

Upload drafts. Review. Finalize.

This is where sender details, services, billing and label purchases are completed.

01 Open FedEx Ship Manager online

Go to **Batch uploads** and upload the CSV downloaded from EZFormz. This guide targets the online batch format, not the desktop Ship Manager database import.

02 Save as drafts

Choose **Save as drafts**. Keep the batch available for review while you add any missing shipment details.

03 Apply your shipment template

Select an existing template, or create one under **Shipment Templates**. Choose the option that adds missing template data without replacing values already in the uploaded shipments.

Choose the option that preserves your uploaded data

Do not overwrite data from the uploaded shipments, only add data from the shipment template.

This keeps exported recipients, references and entered package values intact.

04 Review each shipment before purchasing

Check recipient, unchanged EZF- reference, sender, service, billing account, packaging, weight and dimensions. Complete customs information for international shipments. Resolve all FedEx validation messages.

05 Finalize and keep the shipment report

Buy/finalize the labels in FedEx, then select the finalized outbound shipments for a shipment report. The report must include **Reference** and **Tracking number**.

An EZFormz export is not a postage quote or label. Final availability, rates, customs and shipment acceptance are decided in FedEx.

04 / IMPORT INTO EZFORMZ

Return tracking with confidence

Preview is your checkpoint. Orders change only when you apply selected tracking.

01 Download finalized outbound shipments

Use FedEx's **Excel shipment report**, or a CSV with **Reference** and **Tracking number**. Keep tracking values as text and the original EZF- references intact. Use English report headers.

02 Open Import tracking

Return to the same form in EZFormz, open **FedEx shipping / Import tracking**, and choose the report. Supported files: CSV, XLSX or XLS; up to 10 MB and 1,000 shipment rows. Excel reads the first worksheet.

Preview result	Meaning	Your next action
Ready	Exact order match and eligible tracking.	Review the recipient and tracking; leave the intended rows selected.
Already saved	Identical tracking is already stored.	No action needed. Reimport does not repeat the update.
Blocked	A reference, report or order needs review.	Read the row message and use page 6.

03 Apply selected tracking

Only selected ready rows are saved. Review the saved, unchanged and rejected counts, then reload orders to confirm the tracking. Eligible orders become **Shipped**; **Direct Vendor Shipped** is preserved.

Saved tracking is not proof of email delivery

Apply uses normal buyer notifications and connected-sheet sync. Buyer emails are capped at 50 per apply and may be suppressed by delivery policy; background delivery is not guaranteed. Identical reimports do not resend notifications.

This file workflow does not receive later FedEx tracking events. Buyers can use the carrier tracking link. If results are uncertain, refresh orders and preview again before retrying.

05 / TROUBLESHOOTING

Resolve the cause, then retry

Keep the original file. Correct the source data or download a fresh report before another preview.

What you see	What to do
No FedEx button or import tab	Open a form with received orders. Ask the owner to check export permission and, for imports, order-management permission. Poll-only forms do not show these controls.
No eligible orders	Check the selected orders and current statuses. Orders with tracking are excluded. Use smaller selections when the batch exceeds 1,000.
Address or phone error	Correct the saved order: required fields, field lengths, two-letter US/CA state codes and digit-only phone without extension. Export again.
Missing or altered reference	Use the shipment report from the original EZFormz export and the same form. Do not substitute the short order ID, recipient name or email. If FedEx lost the reference, review the order manually.
Missing tracking column / wrong report	Download an English shipment report with Reference and Tracking number. For Excel, put the shipment report on the first worksheet. Do not use a return-label or billing report.
Rounded tracking / scientific notation	Download a fresh report that preserves tracking as text. Changing the cell format after digits were rounded cannot restore the original number.
Duplicate reference or several package numbers	Confirm one shipment per order. Resolve duplicate rows in a fresh report; add extra packages manually after checking the actual labels.
Different existing tracking / conflict	Refresh the order and review the stored tracking and status. EZFormz will not silently overwrite different tracking. Preview again after resolving the order.
Interrupted import / uncertain results	Refresh orders, reopen the report and preview again. Saved rows appear as already saved; apply only remaining ready rows. Do not assume an error means nothing was saved.

06 / REFERENCE

Keep this at your shipping desk

A compact reference for repeat batches and future account-specific checks.

Item	Supported contract
Batch size	1-1,000 eligible orders; one package per order.
Recipient fields	Name, company, street lines and city: 35 characters each. Phone: 15 digits; email: 80 characters; postal code: 10 characters.
Units	Weight in pounds; dimensions in inches. All dimensions or none.
Report file	CSV (UTF-8), XLSX or XLS; 10 MB; first Excel worksheet. English headers.
Tracking	12-22 digits. Preserve long numbers and leading zeros as text. Different master/piece numbers require manual review.
Reference	Keep the complete, case-sensitive EZF- value exactly as exported.

Official resources and live Help

- EZFormz FedEx Help
- FedEx Ship Manager online
- Batch field definitions
- Batch file and header rules
- Shipment template instructions
- Official example workbook

Verification scope · September 8, 2026

Based on EZFormz source and public FedEx documentation. The EZFormz round trip passed synthetic tests; authenticated FedEx account acceptance remains unverified. Review your first small batch in FedEx before scaling up.

FedEx is a third-party service. This guide is published by EZFormz; it is not an official FedEx manual.