



## How to prepare a FedEx Express® international commodity shipment using FedEx Ship Manager™ at fedex.ca

### Step by step instructions

1. Verify the address you are shipping from. Click the **Edit** link if you need to change it.
2. Enter the recipient's information or choose an address from your FedEx address book or your Microsoft Outlook® address book.
3. Indicate whether or not you want to save the new recipient address or any address changes to your FedEx address book.
4. Indicate the service type.
5. Indicate the package type.
6. Enter the number of packages.
7. If you are shipping more than one package, indicate whether or not the packages are identical.
8. Enter the total shipment weight.
9. Indicate the weight unit of measure.
10. Although not required, you can enter the shipment's carriage value (declared value for carriage).
11. Verify the ship date or change it by clicking on the calendar icon.
12. Indicate the package contents as **Products/Commodities**.
13. Indicate the shipment purpose.
14. Verify the account number you would like to bill your transportation charges to.
15. Verify the account number you would like to bill your duties/taxes/fees to.
16. Although not required, you can enter reference information related to your shipment.
17. Click the **Edit** link in Special Services to view and/or choose any special services related to your shipment.

**2. To** Help Hide

\* Country: Canada

Company: Please select

\* Contact name: Please select  
[Select Address from Microsoft Outlook®](#)

\* Address 1:

Address 2:

\* City:

\* Province: Please select

\* Postal code:  [Postal code information](#)

\* Phone no:

**3. Package and Shipment Details** Help Hide

\* Service type: International Priority

\* Package type: FedEx Box

\* No. of packages: 1

\* Weight unit: 1 kgs

Carriage value:  Canadian Dollars

\* Ship date: 02/07/2008

\* Package contents:  Documents  Products/Commodities

\* Shipment purpose: Commercial

**4. Billing Details** Help Hide

\* Bill transportation to: 123456789

\* Bill duties/taxes/fees to: Sender (Prepaid)

Your reference:

[More references](#)

Special Services (optional) Help Edit

Select additional services for your shipment.



18. Indicate your selection in the **Pickup/Drop-off** section.
19. Click the **Edit** link in E-mail Notifications to send shipment, exception and/or delivery notifications to yourself, the recipient and/or two others.
20. Click **Calculate Rates and Transit Times** to view rates and transit times related to your shipment.

Pickup/Drop-off [Help](#) [Hide](#)

Schedule a pickup  
 Drop off a package at a FedEx location  
 Use an already scheduled pickup at my location

E-mail Notifications (optional) [Help](#) [Edit](#)

Send an e-mail to yourself, the recipient or others indicating that this package has been sent, delayed or delivered.

21. Indicate whether or not you would like to save this shipment for future use as a Shipment Profile.
22. Click the **Continue** button.

23. Select or create your commodity information.
24. If you are creating a new commodity, first enter the commodity description.

6. Commodity Information [Help](#) [Hide](#)

[Check for prohibited commodities into Austria](#)

Commodity Summary [Manage profiles](#)

<input type="checkbox"/>	Commodity	Customs value (CAD\$)	Quantity	Weight (kgs)
<input type="checkbox"/>	Select or create			
<b>Total</b>				

Add new commodity  
.....  
Laser printers  
Mechanical Watch  
Swimming caps  
**Tennis racquets**  
W.....

25. Select the unit of measure.
26. Enter the quantity.
27. Enter the commodity weight as totals or per unit.
28. Enter the customs value (declared value for customs) as totals or per unit.
29. Select the country of manufacture.
30. Although not required, you can enter the Harmonized Code related to your commodity.
31. Indicate whether or not you would like to save/update this commodity profile.
32. Click the **Add this Commodity** button to add the commodity to your shipment.
33. View the customs documentation that may be required for your shipment. Select which documentation you would like to print with your label.
34. Although not required, you should enter an **Export Permit Number** if one is needed for your shipment.
35. When applicable, indicate the **B13A Export Declaration** filing option that applies to your shipment.

8. Canada Export Information [Help](#) [Edit](#)

Export Permit Number

**If applicable, the Export Permit documentation must be submitted to a Canada Customs office before you ship.**

**Alert:** Based on the information entered, your shipment may require a B13A Canada Export Declaration. Shippers without the required information may experience delays and/or be assessed fines or penalties by Canada Customs.

More information about the [B13A Canada Export Declaration](#).

Select the B13A option that applies to your shipment

\* B13A option

Please select  
**No B13A required**  
Stamp annual B13A attached  
B13A electronically  
B13A summary reporting

Rates & Transit

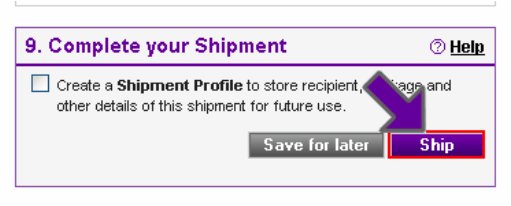
View your rates and transit times based on your selections.



36. Click the **Ship** button to print your label(s) or **Save for later** to return to print your label at a more convenient time..

37. View and then **Print** the label(s).

38. You can also view and print a receipt for this transaction and/or the customs documentation you have selected.



FedEx Ship Manager® ? Help ▾

Prepare Shipment ▾ | Ship History | My Lists ▾ | Reports

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**Prepare a Shipment**

① Enter shipping information | ② Enter product/commodity information | ③ **Print label(s)** | ④ Complete customs documentation




**Thank you for shipping with FedEx. Your tracking number: 799799799799**  
**Your pickup confirmation number: CM100200**

Label  
 Receipt | [View](#)  
 Commercial Invoice | [View](#)

! Complete additional customs documentation after label is printed.

**Print** | Edit shipment | Cancel shipment | Repeat last | New shipment

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From: Origin ID: (416) 743-1234 Chris Smith ABC Sports 1400 Grant Ave. <b>Winnipeg,</b>	 CL809140405006	Ship date: 10AUG05 Actual Wgt: KGS System#: 3710996/INET2000 REF: Usability
SHIP TO 418.383.0393 <b>BILL Credit Card</b> <b>Robert Erikson</b> <b>6 Plankengase</b> <b>Vienna, Please select 1010</b>	 Delivery Address Bar Code	
	<b>PLEASE SELECT</b> TRK# <b>7922 0091 6845</b> FORM 0201	<b>FRI</b> Delivery By: 10AUG06 A1

Done

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