



## How to prepare a FedEx International Ground™ shipment - Brokerage Inclusive Service, using FedEx Ship Manager™ at fedex.ca

### Step by step instructions

1. Verify the address you are shipping from or 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 should enter the dimensions of the package(s) you are shipping.
11. Although not required, you can indicate whether you want to save the dimensions entered as a dimensions profile that you could recall for future shipments.
12. Although not required, you can enter the shipment's carriage value (declared value for carriage).
13. Verify the ship date or change it by clicking on the calendar icon.
14. Indicate whether you would like to create a **Commercial Invoice for FedEx Ground** or whether you would like to use your own customs documentation.
15. Indicate the shipment purpose.
16. Enter the total customs value (declared value for customs).

**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 Ground

\* Package type: Box

\* No. of packages: 2

\* Weight unit: lbs

\* Carriage currency: U.S. Dollars

**Multiple Piece Shipment Details** (per package)

<input type="checkbox"/>	Qty	Weight (lbs)	Dimensions (in)			Declared value
<input type="checkbox"/>	2	5	10	6	3	<input type="text"/>

Delete row Add row

\* Ship date: 02/07/2008 Calendar icon

Customs documentation may be required for this shipment. You may print the FedEx-generated documentation for Customs Clearance.

I want to use my own Commercial Invoice/Pro Forma Invoice

I want to create a Commercial Invoice for FedEx Ground

\* Shipment purpose: Sold (Commercial)

\* Total customs value:  Canadian Dollars \$



17. Verify the account number you would like to bill your transportation charges and duties and taxes to.
18. Although not required, you can enter reference information related to your shipment.
19. Click the **Edit** link in Special Services to view and/or choose any special services related to your shipment.
20. View the brokerage warning message. Unless you select the **Broker Select** option, FedEx Ground will arrange to clear your shipment and applicable charges will be reflected on your transportation invoice.
21. Indicate your selection in the **Pickup/Drop-off** section.
22. Click the **Edit** link in E-mail Notifications to send shipment, exception and/or delivery notifications to yourself, the recipient and/or two others.
23. Click **Calculate** to view rates and transit times related to your shipment.
24. Indicate if you would like to save this shipment for future use as a Shipment Profile, and then click the **Continue** button.
25. Enter your commodity information.
26. Select or create your commodity information.
27. If you are creating a new commodity, first enter the commodity description.
28. Select the unit of measure.
29. Enter the quantity.
30. Enter the commodity weight as totals or per unit.
31. Enter the customs value (declared value for customs) as totals or per unit.
32. Select the country of manufacture.
33. Indicate whether you would like to save/update this commodity profile.
34. Click the **Add this Commodity** button.
35. View the customs documentation that may be required for your shipment. Select which documentation you would like to print with your label.

Special Services (optional) [Help](#) [Hide](#)

**Alert:**  
Unless you select a broker using the Broker Select option, FedEx Ground will arrange for the clearance of this shipment and applicable charges of this shipment and applicable charges will be reflected on the transportation invoice. Also, if you select the Broker Select option, your identified broker will assess the Duties and Taxes to the recipient.

Non-standard packaging  
 COD (Collect on Delivery) [Edit](#)  
 Broker select [Edit](#)

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FedEx® Delivery Signature Options  
Signature type

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FedEx InSight® Options  
 Block shipment data  
(will prohibit the recipient and third party payer from viewing information about this shipment)  
 Shipment contents [Edit](#)  
(shipment level data for InSight customers only)

[Check for prohibited commodities into United States](#)

**Commodity Summary**

<input type="checkbox"/>	Commodity	Customs value (CAD\$)	Quantity	Weight (kgs)
<input checked="" type="checkbox"/>	Laser printers	1000.00	2	10
<input type="checkbox"/>	Laser printers <a href="#">v</a>			
<b>Totals</b>		<b>1000.00</b>	<b>2</b>	<b>10</b>

**Commodity 1**

\* Commodity description

\* Unit of measure

\* Quantity

\* Commodity weight

\* Customs value

\* Country of manufacture

Harmonized code  [Find code](#)

[Additional commodity information \(optional\)](#)

Save/update commodity profile  
Product name

**Add this commodity**

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**Total Shipment Details**

\* Shipment weight  kgs  
Total carriage value  Canadian Dollars



36. Click the **Calculate** link in Rates and Transit Times to view rates and transit times related to your shipment. Scroll over the rate amount to view a breakdown of the charges.


37. Click the **Ship** button

38. View and then **Print** the label(s). You can also view and print a receipt for this transaction and/or the customs documentation you have selected.

**8. Complete your Shipment** [Help](#)

Create a **Shipment Profile** to store recipient, package and other details of this shipment for future use.

[Save for later](#) [Ship](#)



FedEx Ship Manager® [Help](#)

Prepare Shipment | Ship History | My Lists | Reports

**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](#)

From: Origin ID: (416) 743-1234 Chris Smith ABC Sports 1400 Grant Ave. <b>Winnipeg,</b>	 SHIP TO: 718-8959403 <b>BILL Credit Card</b> <b>Bill Riley</b> 568 Bizzle St Astoria, NY 10050	Ship date: 10AU606 Actual Wgt: 4.05 System#: 3710996/NET2000 Delivery Address Bar Code 
		NY - FRI TRK# 7922 0091 6845 FORM 6291 Delivery By: 10AU606 AT

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