



# FedEx® Electronic Trade Documents checklist

Submit your customs documents electronically with FedEx Electronic Trade Documents.

Upload your own customs documents or let FedEx generate documents for you. You can also add a company letterhead and signature image to the FedEx-generated Commercial Invoice or Proforma Invoice.

Here is a list of information that you will want to know before you get started with FedEx Electronic Trade Documents.



- ☐ **Use a high-speed internet connection.** FedEx Electronic Trade Documents functionality is designed to perform at its best with a high-speed, broadband internet connection. Dial-up customers with slower data-transfer rates will experience long processing times.
- ☐ **Know your customs requirements.** Although the destinations enabled for FedEx Electronic Trade Documents can clear customs with a Commercial Invoice, applicable customs laws, rules, and regulations may require additional documentation for certain commodities, values, or quantities, and/or original hard copy commercial invoices, licenses, or permits. Keep up with regulatory and customs laws at [fedex.com/us/international/regulatory-alerts](https://www.fedex.com/us/international/regulatory-alerts). It is the responsibility of the shipper to know when an original hard copy document is required and to place the original document in the pouch on the package. The Country Profiles on FedEx® Global Trade Manager provide an overview of essential, country-specific shipping information and regulatory requirements, including proper documentation, special clearance requirements, what duties and taxes will need to be paid, and much more. To learn more, go to [fedex.com/GTM](https://www.fedex.com/GTM) and enter your User ID and Password.
- ☐ **Customize FedEx-generated trade documents using your letterhead and signature images. See how at [fedex.com/us/help-guide/shipping.html](https://www.fedex.com/us/help-guide/shipping.html).** If you have image files of the company letterhead and signature you wish to use on your FedEx-generated customs documents, save them to a location on your computer that you will use for your FedEx Electronic Trade Documents image files.

- If you do not already have a company letterhead (or logo) and/or signature image file, you will need to either obtain these from your organization or scan hard copies of the necessary images for digital use.
- Image files must be in .gif or .png file format. If your images are not in these file formats or exceed the following maximum size limits, you may use a graphics program such as Microsoft® Paint to resize your images and/or re-save in the required file format.
- Image requirements for FedEx Ship Manager® at **fedex.com**:
  - Letterhead images should be no larger than 700 pixels wide by 50 pixels high.
  - Signature images should be no larger than 240 pixels wide by 25 pixels high.
- Image requirements for FedEx Ship Manager® Software:
  - Letterhead images should be no larger than 720 pixels wide by 154 pixels high.
  - Signature images should be no larger than 336 pixels wide by 48 pixels high.



- ☐ **Use your own customs documents.** If you will be using your own customs documents, save the documents to a location on your computer where you will be able to easily find them.
- Document for upload should:
    - Be equal to, or less than, 1MB in size per document.
    - Be in one of these file formats: .doc, .xls, .txt, .rtf, .jpg, .gif, .bmp, .tif, .png, or .pdf.
    - Have file names that do not exceed 30 characters.
  - Up to 5 documents can be submitted electronically per shipment.

We recommend creating a file folder for your trade and customs documents with a name that you will easily recognize, such as “FedEx Electronic Trade Documents.” Then create sub folders for different types of documents and/or different types of shipments.

Now you are just one step away from using FedEx Electronic Trade Documents. Go to **[fedex.com/us/international/trade-documents/enable.html](https://fedex.com/us/international/trade-documents/enable.html)** for instructions on how to set up FedEx Electronic Trade Documents functionality.



Learn more at **[fedex.com/us/international/trade-documents/enable.html](https://fedex.com/us/international/trade-documents/enable.html)**