



How to ship with ETD when creating shipment at fedex.com

FedEx Ship Manager™ at fedex.com

Step 1: Click 'Preferences'

Step 2: Tick 'Enable Electronic Trade Documents(ETD)'

Step 3: Click 'I Accept' to accept the FedEx Electronic Trade Documents Terms and Conditions in a pop-up window

Step 4: Save changes in preference page.

Step 5: Select 'Use FedEx generated document' in section 7 of shipment creation. Alternatively, you can also select 'Use my own' or 'Attach from Document Preparation Center'.

Step 6: If you are using the FedEx generated Commercial Invoice, upload your company letterhead and personal signature prior to the first ETD shipment.
If you are using your own Commercial Invoice, upload the commercial invoice with letterhead and electronic signature inserted.

Step 7: After you finalize your shipment, you will be informed that 'The documents listed below have been successfully uploaded and attached with your shipment.'
If your shipment destination requires a hard copy of your Commercial Invoice, FedEx will notify you how many copies you need to print and include in your shipment pouch.

1 Preferences | Clear all fields

5. Package & Shipment Details | Help | Edit

Please select your Package Contents type in the Services module prior to completing this step.

2 Enable Electronic Trade Documents (ETD) Note: does not apply to Return shipments

Always print 0 additional reference copy(ies) of air waybill /label

Always print 0 additional copy(ies) of trade documents

Print

3 | Accept | Decline

Always show shipment confirmation

Always show Pending shipment confirmation

4 Save changes

7. Customs Documentation | Help | Hide

Trade document select from the following:

Select method of completion

Use my own

6 Use FedEx-generated document

Alert: Attach from Document Preparation Center requires Use FedEx-generated document

Commercial Invoice

Pro Forma Invoice

Attach additional Trade Document(s)

Additional FedEx generated trade documents

Personalize FedEx generated trade documents

Alert: This shipment requires a Commercial Invoice/Pro Forma Invoice that includes a letterhead and electronic signature.

Use company letterhead on file

Use company signature on file

Select method of completion

7 Use my own

Alert: Attach from Document Preparation Center requires Use FedEx-generated document

Commercial Invoice

Browse...

1. You can attach a maximum of 5 files, with each file no larger than 5 MB.

* This page is for reference purpose only.