



## FedEx Ship Manager™ at fedex.com



### Easy Access

ready to use anytime anywhere with an internet connection



### Save Time

frequently used information can be saved for future shipments



### More Accuracy

by reducing the risk of manual documentation errors and customs delays



### Proactive Notifications

send shipment status emails to senders, recipients and third parties



### Extra Convenience

multiple online functions to ship, track request pick-ups, rate quotes and more



## Getting Started

- If you have a FedEx Account Number, simply go to [www.fedex.com](http://www.fedex.com) and register for FedEx Ship Manager™ at fedex.com and start shipping.
- If you need a FedEx Account Number, register for one at [www.fedex.com](http://www.fedex.com) or by calling your local Customer Service team
- For more information, please visit [www.fedex.com/en-nz/shipping-tools/online-ship-manager.html](http://www.fedex.com/en-nz/shipping-tools/online-ship-manager.html)



# Prepare a shipment with FedEx Ship Manager™ at fedex.com

This part is hidden before Shipment profile is created successfully. (Please refer to Step 8)

## Step 1

Verify sender's address. Click "Edit" to modify sender's address if needed.

## Step 2a

Enter recipient's information.

## Step 2b

Check the box "Save new recipient in address book".

## Step 3

Enter billing information.

## Step 4

Confirm "Ship date" then select "Package contents" and "Service type". If it is a Document shipment, select the "Document Description".

FedEx Ship Manager®

Logout Help

Ship View Pending Shipment Ship History My Lists Reports Schedule a pickup My Profile

### Prepare a Shipment

1 Enter shipping information (Print label(s))

\* Denotes required field

My Shipment Profiles Help Hide

My Shipment Profiles Select Ship

#### 1. From

Chan Tai Man, Rm 601, Tower C, Lensdane Center, 6 Wan Mang Road, Chao Yang District, Toyko, 20015, Japan

#### 2. To

Country/Territory: United States  
 CED Company  
 Contact name: No. 100, ABC Road  
 Address 1  
 Address 2  
 ZIP: 10018  
 City: NEW YORK  
 State: New York  
 Phone no.: 90342567 ext.  
 Recipient tax ID

Perform detailed address check  
 This is a residential address  
 Save new recipient in address book

#### 3. Billing Details

Bill transportation to: Non Revenue - 848  
 Bill duties/taxes/fees to: Recipient  
 Account no.  
 Your reference  
[More reference fields](#)

#### 4. Services

Ship date: 28 Mar 2020  
 Package contents: Documents Products/Commodities  
 Service type: International Priority Special Services

#### 5. Package & Shipment Details

Package type: Your Packaging  
 No. of packages: 1  
 Weight: 1.5 lbs  
 Dimensions: Select  
 Shipment purpose: Commercial  
[Return options](#)

#### 6. Commodity Information

Check for prohibited commodities into United States  
 Commodity Summary Manage/import profiles

Commodity	Customs value (HKD)	City	Weight (lbs)
Add new commod. Select or create			
Add new commodity			

Commodity to:   
 Unit of measure: select  
 Quantity:   
 Commodity weight: As totals lbs  
 Customs value: As totals  
 Currency: Hong Kong Dollars (\$)  
 Country/Territory of manufacture: Select  
 Harmonized code: Get code

Additional commodity information (optional)  
 Save/update commodity profile

Totals  
 Total Shipment Details  
 Total carriage value: 0.0 Hong Kong Dollars

Pickup/Drop-off (optional) Help  
 You cannot schedule a pickup in the selected country/territory using this account. Please contact FedEx locations near you.

Email Notifications (optional) Help Edit  
 Rates & Transit Times (optional) Help Edit

#### 7. Customs Documentation

Trade documentation may be required for this shipment. Please select from the appropriate option(s) below.

**Alert:** A Commercial Invoice/Pro Forma Invoice is required for this shipment.

Commercial Invoice  
 Pro Forma Invoice  
 Attach additional Trade Document(s)  
 Additional FedEx generated trade documents

#### Advisories & Prohibits

Review regulatory advisories related to your shipment.

#### 8. Complete your Shipment

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

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the FedEx Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in the applicable FedEx Service Guide and the Shipper's Terms and Conditions for FedEx Express's International shipments.
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the Help for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous Goods" in the Special services section.
- Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed.
- FedEx makes no warranties, express or implied, regarding Address Checker information.
- Correct completion of shipping documents is the responsibility of the customer.
- Product/commodity information will be saved in your Product profile with the Weight and Value of Customs for 1 (one) unit. You will need to enter the appropriate Quantity each time you ship this commodity.
- A maximum of ninety nine separate products/commodities can be entered.
- If a commercial Invoice/Pro Forma is not produced for this shipment, the shipper is responsible for completing this document as required by the destination country/territory.

Save as pending shipment Ship

## Step 5

Enter package and shipment details.

## Step 6a

If it is a Products / Commodities shipment, click "Select or create" and select "Add new commodity".

## Step 6b

Enter Commodity description, check the box "Save/update commodity profile" and click "Add this commodity" button.

## Step 7

Under "Customs documentation", check the box(es) to create relevant document(s).

## Step 8

Check the box to create shipment profile, enter Profile nickname and click "Ship" button to complete the shipment.

