

Follow the instructions below to transfer shipment addresses from FedEx Ship Manager™ Software to FedEx Ship Manager™ at fedex.com

STEP 1. Launch FedEx Ship Manager™ Software

The screenshot shows the FedEx Ship Manager Software interface. The 'Ship' tab is selected in the top menu. The 'Sender Information' section includes fields for Sender ID, Company Name, Contact Name, First Phone #, Country/Territory, and FedEx Account #. The 'Recipient Information' section includes fields for Recipient ID, Company Name, Contact Name, Country/Territory, Address 1-3, City/Postal code, First Phone, and Ext. The 'Shipment Details' section includes Shipping Date, Shipment #, Service, Packaging, Packages, Total Weight, Carriage Value, Customs Value, Purpose of Shipment, Shipment Reference, and Department/Notes. The 'Shipment Contents' section includes a description field and checkboxes for Electronic Trade Docs and Post-Shipment. The 'Billing Details' section includes Bill shipment to and Bill Duties and Taxes to dropdown menus, and Account # fields. At the bottom, there are buttons for Documents, Save, Preview, Cancel, and Ship.

STEP 2. Select File tab in Top Menu and Select "Export to FSM@fedex.com"

The screenshot shows the FedEx Ship Manager Software interface with the 'File' menu open. The 'Export to FSM@fedex.com' option is highlighted. The rest of the interface is identical to the previous screenshot, showing the 'Ship' tab and various shipment details fields.

STEP 3. Click on the arrow next to the Select Template field and choose a category from the drop-down menu (For example: [FSM@fedex.com - Export Commodity Template for Commodity](#))

The screenshot shows a window titled "Export to FSM@fedex.com" with a close button (X) in the top right corner. The window is divided into two main sections: "Template" and "Status Report".

Template Section:

- Select Template:** A dropdown menu with "Select template" selected.
- Type:** A dropdown menu with the following options:
 - Select template
 - FSM@fedex.com - Export Recipient Template for Recipient
 - FSM@fedex.com - Export Commodity Template for Commodity** (highlighted)
 - FSM@fedex.com - Export Sender Template for Sender
 - FSM@fedex.com - Export Broker Template for Broker
- File Name:** An empty text input field.
- Browse:** A button next to the File Name field.

Status Report Section:

- Records Exported = 0**
- Records Unsuccessful = 0**
- Log:** A button.

At the bottom of the window, there are three buttons: **View**, **Execute**, and **Close**.

STEP 4. Click Browse and Enter a new file name for exporting sender information

The screenshot shows the same window as in Step 3, but with the following changes:

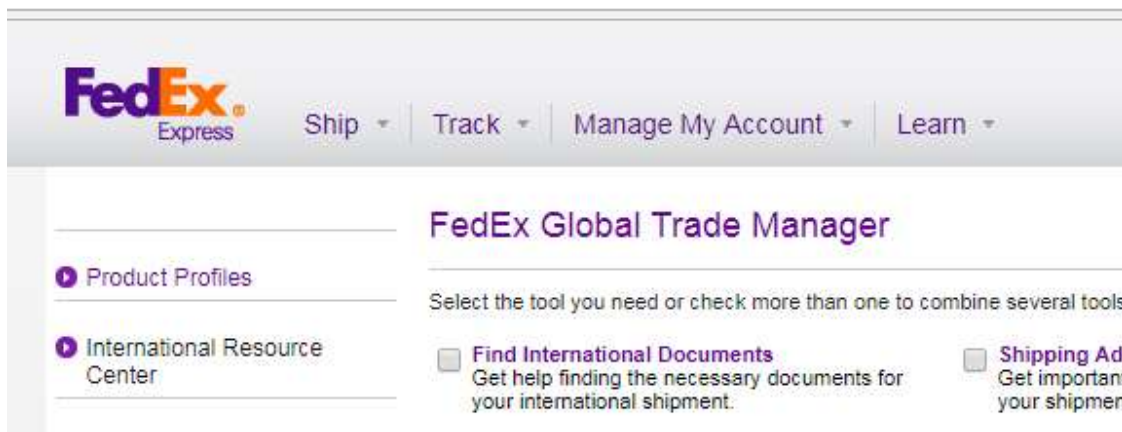
- Select Template:** The dropdown menu now shows "FSM@fedex.com - Export Commodity Template for Commodity" selected.
- Type:** The dropdown menu now shows "Export" selected.
- File Name:** The text input field now contains "D:\commodity.csv".
- Browse:** The button is now highlighted with a blue border, indicating it is the active element.

The "Status Report" section and the bottom buttons ("View", "Execute", "Close") remain the same as in Step 3.

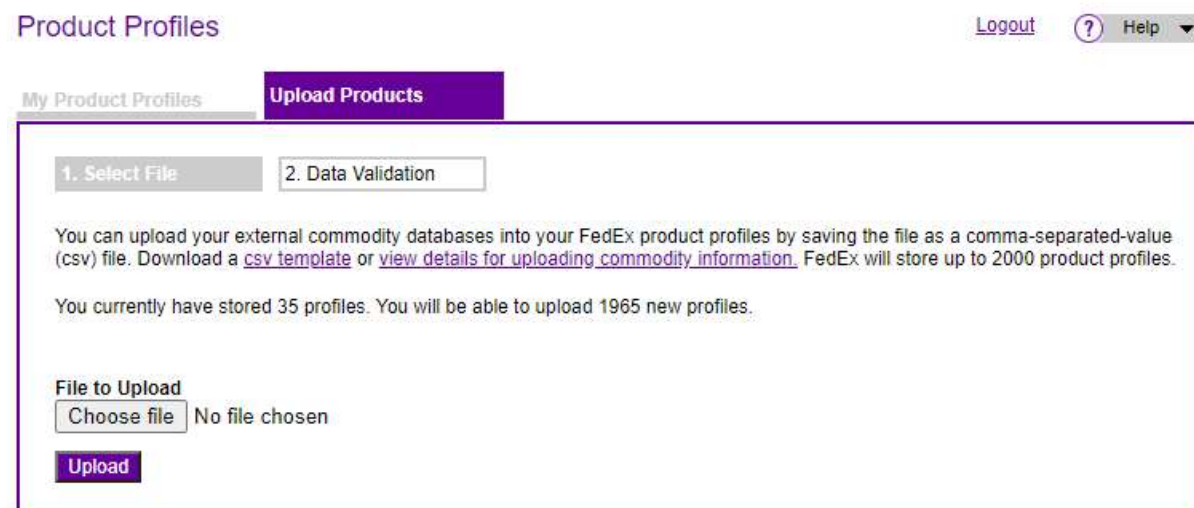
STEP 5. When the pop-up message confirms “Records exported”, click OK



STEP 6. Login to FedEx Global Trade Manager and select “Product Profiles”



STEP 7. Select “Upload Products” from main tab to enter Address Book page



STEP 8. Click on “Choose File” button then select a file you exported previously (i.e.: commodity.csv) and click “Upload” button

Product Profiles [Logout](#) [?](#) Help ▼

My Product Profiles **Upload Products**

1. Select File 2. Data Validation

You can upload your external commodity databases into your FedEx product profiles by saving the file as a comma-separated-value (csv) file. Download a [csv template](#) or [view details for uploading commodity information](#). FedEx will store up to 2000 product profiles.

You currently have stored 35 profiles. You will be able to upload 1965 new profiles.

File to Upload
 commodity.csv

STEP 9. Click on “My Product Profiles” tab to view commodities in the Globe Trade Manager

Product Profiles [Logout](#) [?](#) Help ▼

My Product Profiles **Upload Products** Product/commodity profiles used: 3 profiles
You can add up to: 1997 profiles

View By: ALL [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)

<input type="checkbox"/>	Product Name	Product Description	Country of Manufacture	Unit of Measure	Unit Value	Currency Code
<input type="checkbox"/>	Apple	Red Apple	JP	KILOGRAM		
<input type="checkbox"/>	book1	Story Book	HK	PIECES		
<input type="checkbox"/>	camera	Digital Camera	CN	UNIT		