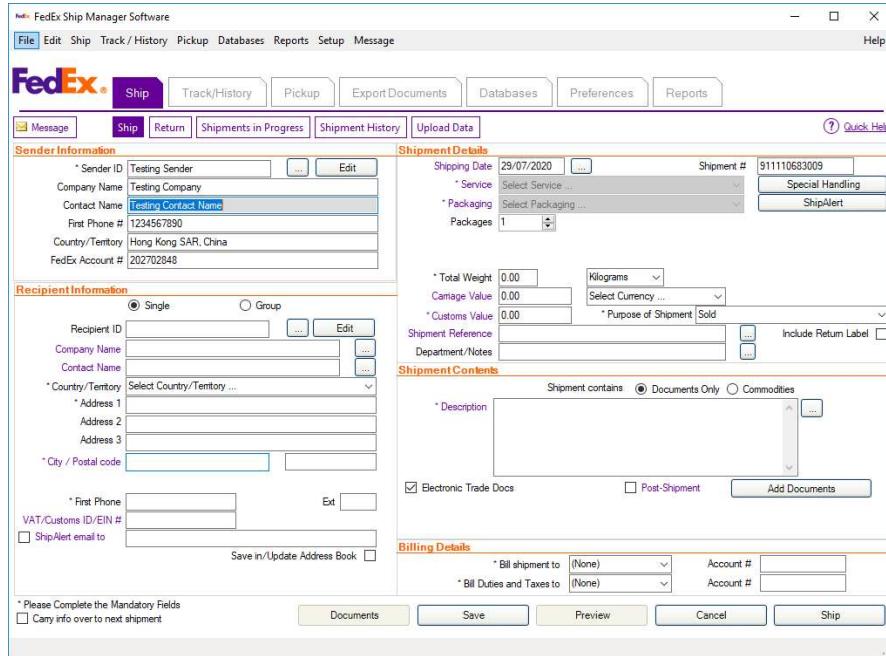


# HOW TO TRANSFER COMMODITY INFORMATION FROM SOFTWARE TO FEDEX.COM

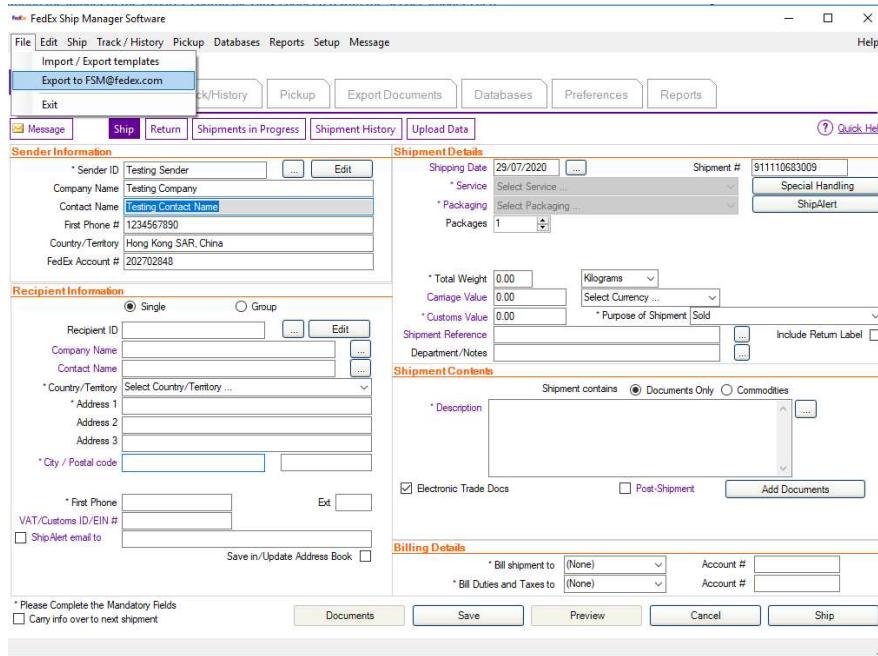
Follow the instructions below to transfer shipment addresses from FedEx Ship Manager™ Software to FedEx Ship Manager™ at [fedex.com](https://fedex.com)

## STEP 1. Launch FedEx Ship Manager™ Software



The screenshot shows the FedEx Ship Manager Software interface. The 'Shipment Details' tab is active, displaying fields for Sender ID (911110683009), Shipping Date (29/07/2020), Service (Special Handling), Packaging (ShipAlert), and Packages (1). The 'Shipment Contents' tab is also visible, showing a description field and a checkbox for 'Electronic Trade Docs'.

## STEP 2. Select File tab in Top Menu and Select "Export to [FSM@fedex.com](mailto: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 Shipment Details and Shipment Contents tabs.

## HOW TO TRANSFER COMMODITY INFORMATION FROM SOFTWARE TO FEDEX.COM

**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](mailto:FSM@fedex.com))

Export to FSM@fedex.com X

**Template**

Select Template:

Type:

File Name:

**Status Report**

Records Exported = 0      Records Unsuccessful = 0

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

Export to FSM@fedex.com X

**Template**

Select Template:

Type:

File Name:

**Status Report**

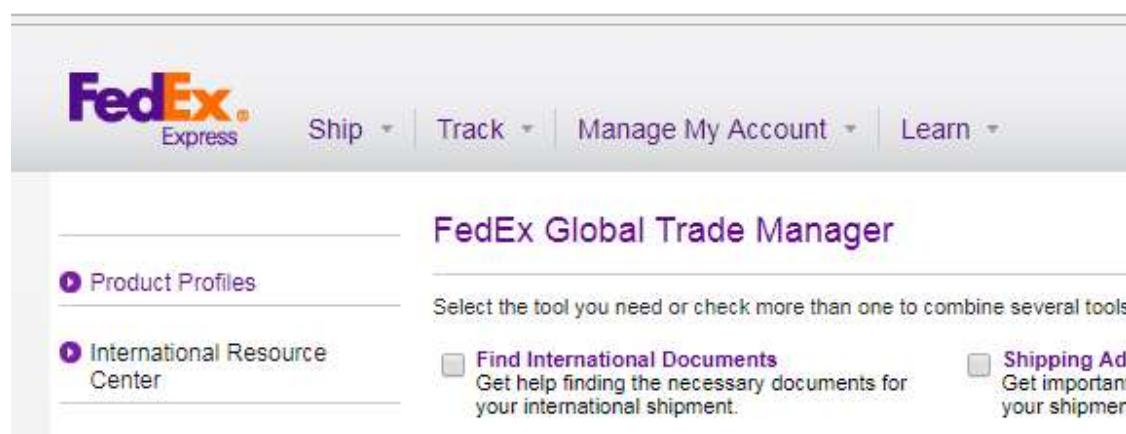
Records Exported = 0      Records Unsuccessful = 0

## HOW TO TRANSFER COMMODITY INFORMATION FROM SOFTWARE TO FEDEX.COM

**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

csv template or [view details for uploading commodity information](#). FedEx will store up to 2000 product profiles.' Below this, it says 'You currently have stored 35 profiles. You will be able to upload 1965 new profiles.' There is a 'File to Upload' section with a 'Choose file' button (showing 'No file chosen') and an 'Upload' button." data-bbox="111 597 862 824"/>

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**  
 Choose file      No file chosen  
**Upload**

## HOW TO TRANSFER COMMODITY INFORMATION FROM SOFTWARE TO FEDEX.COM

**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 ABCDEFGHIJKLMNOPQRSTUVWXYZ

<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		