



How to ship with ETD when creating shipment at FedEx® Ship Manager Software

FedEx® Ship Manager Software

Step 1: Accept FedEx Electronic Trade Documents Terms of Use.

Step 2: Click 'Edit' for a pop-up window to edit 'sender information'

Step 3, 4 & 5: Upload letterhead and signature prior to the first ETD shipment at 'sender information' and click 'Ok' to save the changes.

Step 6: Tick 'Electronic Trade Docs'

Step 7: Select 'Yes' at Generate Commercial invoice.

If you are using your own Commercial Invoice, select 'No' at Generate Commercial invoice and upload the commercial invoice with letterhead and electronic signature inserted.

Step 8: After you finalize your shipment, system will print the Commercial Invoice copies automatically if destination requires to include in your shipment pouch.

Terms and Conditions

FedEx® Electronic Trade Documents
Terms of Use

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FedEx Ship | Track/History | Pickup | Export Documents | Databases | Preferences | Reports

Sender Information | Shipment Details

Sender Information: Sender ID: ETO test, Company Name: ETO Test, Contact Name: ETO Test, Country/Territory: Hong Kong SAR, China, FedEx Account #: 123123123

Shipment Details: Shipping Date: 25/12/2020, Shipment #: 04656716084, Carriage Value: 10.00, Customs Value: 10.00, Packages: 1

3: Edit button, 4: Generate Commercial Invoice checkbox, 5: Documents button, 6: Electronic Trade Docs checkbox, 7: Yes/No radio buttons, 8: Ship button

Sender Information

Details

3: Company Logo button, 4: Digital Signature on FedEx CI field, 5: OK button

• You can attach a maximum of 20 files, with each file no larger than 5 MB.

* This page is for reference purpose only.