



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

THE FOLLOWING TERMS OF USE GOVERN YOUR USE OF FEDEX® ELECTRONIC TRADE DOCUMENTS. YOUR VIEWING OR USE OF THIS SITE CONSTITUTE YOUR AGREEMENT, ON BEHALF OF YOURSELF AND THE ENTITY YOU REPRESENT (HEREINAFTER "YOU" OR "YOUR"), TO ALL OF THE TERMS AND CONDITIONS PROVIDED BELOW.

FEDEX MAY MAKE FUTURE CHANGES OR MODIFICATIONS TO SUCH TERMS AND CONDITIONS AT ANY TIME WITHOUT NOTICE, AND YOUR SUBSEQUENT VIEWING OR USE OF THIS SITE WILL CONSTITUTE YOUR AGREEMENT TO THE CHANGES AND MODIFICATIONS.

1. Acknowledgement of Agreement with FedEx Software or Web-based Shipping Platform End User License Agreement or Terms of Use and Conditions of Carriage. Prior to accessing FedEx® Electronic Trade Documents, You acknowledge that You have accepted the Terms of Use or the End User License Agreement for the applicable FedEx internet-based shipping application or FedEx shipping software, including but not limited to FedEx Ship Manager Software, FedEx Ship Manager Server, FedEx Ship Manager at fedex.com, and FedEx Web Services, and agree with said Terms of Use or End User License Agreement. You also agree that all shipments are subject to the

FedEx Ship Manager

Sender Information

Company Name: ETO Test
Contact Name: ETO Test
Country/Territory: Macau
City: Guangzhou

Shipment Details

Shipping Date: 25/12/2020
Shipment #: 046565716084
Service: Select Service
Package: 1 (5)

Electronic Trade Docs: Yes
Generate Commercial Invoice: Yes

Sender Information

Details

FedEx Account #: [dropdown]
Sender ID: ETO test
Company Name: ETO Test
Contact Name: ETO Test
Country/Territory: Macau
Address Line 1: ETO address Test
Address Line 2: [text]
City: Guangzhou
Postal Code: 510620

First Name: [text]
Last Name: [text]
Signature: ETO test name

Company Logo: No Logo image has been uploaded yet

Digital Signature on FedEx CI: No signature image has been uploaded yet

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

* This page is for reference purpose only.