



# 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'

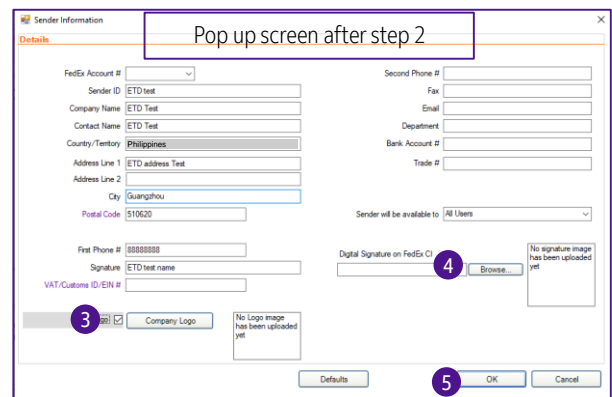
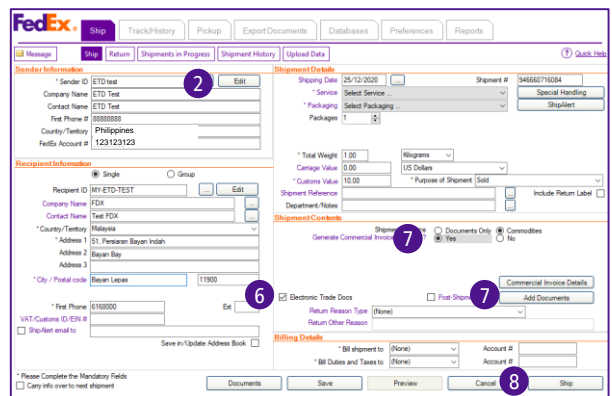
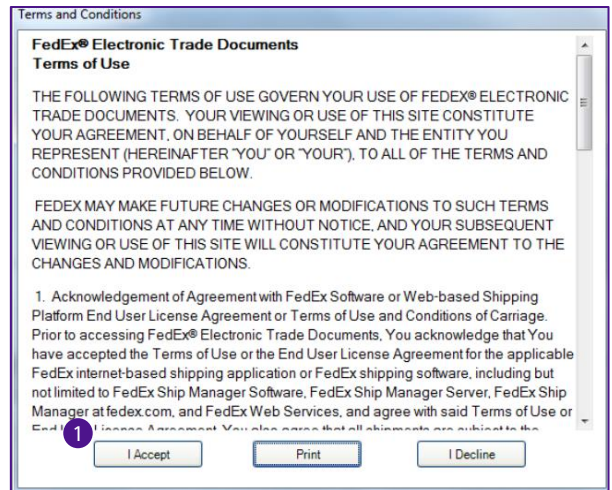
**Step 3, 4 & 5:** Upload letterhead and signature prior to the first ETD shipment at 'sender information' and click 'Ok' to save the changes.

**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.



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

\* This page is for reference purpose only.