



How to ship with ETD when creating shipment at FedEx Online Shipping

FedEx Online Shipping¹

Step 1: Choose “Yes, I want FedEx to send invoice electronically”.

Step 2: Accept the FedEx Electronic Trade Documents Terms and Conditions in the first time you use ETD.

Step 3: Select ‘I want FedEx to help me create a Commercial Invoice’. Alternatively, you can also select “I will create my own invoice”.

Step 4: If you are using the FedEx generated Commercial Invoice, upload your company letterhead and personal signature prior to the first ETD shipment.

If you are using your own Commercial Invoice, upload the commercial invoice with letterhead and electronic signature inserted.

Step 5: After you finalize your shipment, you will be informed that “FedEx will send your invoice to customs for you, along with any other uploaded documents”.

If your shipment destination requires a hard copy of your Commercial Invoice, FedEx will notify you how many copies you need to print and include in your shipment pouch.

1. FedEx Online Shipping is new version of FedEx Ship Manager™ at fedex.com
2. You can attach a maximum of 5 files, with each file no larger than 5 MB.