



收件人代寄件人 製作電子提單流程



收件人代寄件人製作電子提單流程

■ 何時適用？

寄送快遞時，寄件方需要準備完整隨貨文件，例如，空運提單、商業發票...等，並印出所需要的份數放在貨上供海關抽驗。如寄件方無法處理，則可使用此替代服務，由收件方協助製作文件。

寄件者無法準備完整出口文件，例如，空運提單、商業發票...等，需收件人協助準備。

■ 如何製作？

請參照以下Power Point內容製作。

請將文件存成PDF檔/Email文件連結提供給寄件方印出使用。



請先至聯邦快遞官方網站 fedex.com/tw，點選「註冊/登入」並輸入用戶識別碼與密碼以登入。



若尚未註冊用戶識別碼，可於選單中點選「註冊登入FEDEX.COM」(以淺藍色字體標示)完成註冊。



The screenshot displays the FedEx website's user interface. At the top, a purple navigation bar contains the FedEx logo and menu items: 託運, 查詢, 支援, and 帳戶. On the right side of the header, there are links for 註冊/登入 and a search icon. The main content area features a large banner with the text '歡迎使用 FedEx' and three primary action buttons: 運費與送達時間, 查詢 (highlighted in purple), and 託運. Below these buttons is a tracking section with a text input for '追蹤號碼' and a '查詢' button. On the right side, a login form is visible, including fields for '用戶識別碼' and '密碼', a checkbox for '記住此用戶識別碼', and an orange '登入' button. Below the login form, there is a link for '開設帳號' and a link for '註冊登入FEDEX.COM' which is highlighted with a red rectangle. At the bottom of the login section, there is a link for '忘記密碼或用戶識別碼?'.

於登入用戶識別碼與密碼後，至頁面下方畫面右下角「語言」區塊，點選國旗圖示，進入區域/國家選單頁面。



FedEx 台灣 新聞

FedEx為您帶來歐霸盃，請即點擊了解戰況。

■ FedEx 聯邦快遞於 2019 年兒童節及清明節連續假期服務時間調整 | 2019 年 3 月 15 日發布

列印託運標籤所需的郵遞區號最新要求 | 2019 年 1 月 21 日發布

澳洲低價銷售品的商品與服務稅 (GST) – FedEx 託運指南 | 2018 年 5 月 31 日發布

[檢視所有新聞](#)

關於我們

[關於 FedEx](#)
[工作機會](#)
[國際假期表](#)
[標準運送條款](#)

更多 FEDEX 資訊

[新顧客服務中心](#)
[下載價目表](#)
[燃料附加費](#)
[附加費及其他資料](#)
[訂閱 FedEx 電子報](#)


語言 | LANGUAGE



繁體中文



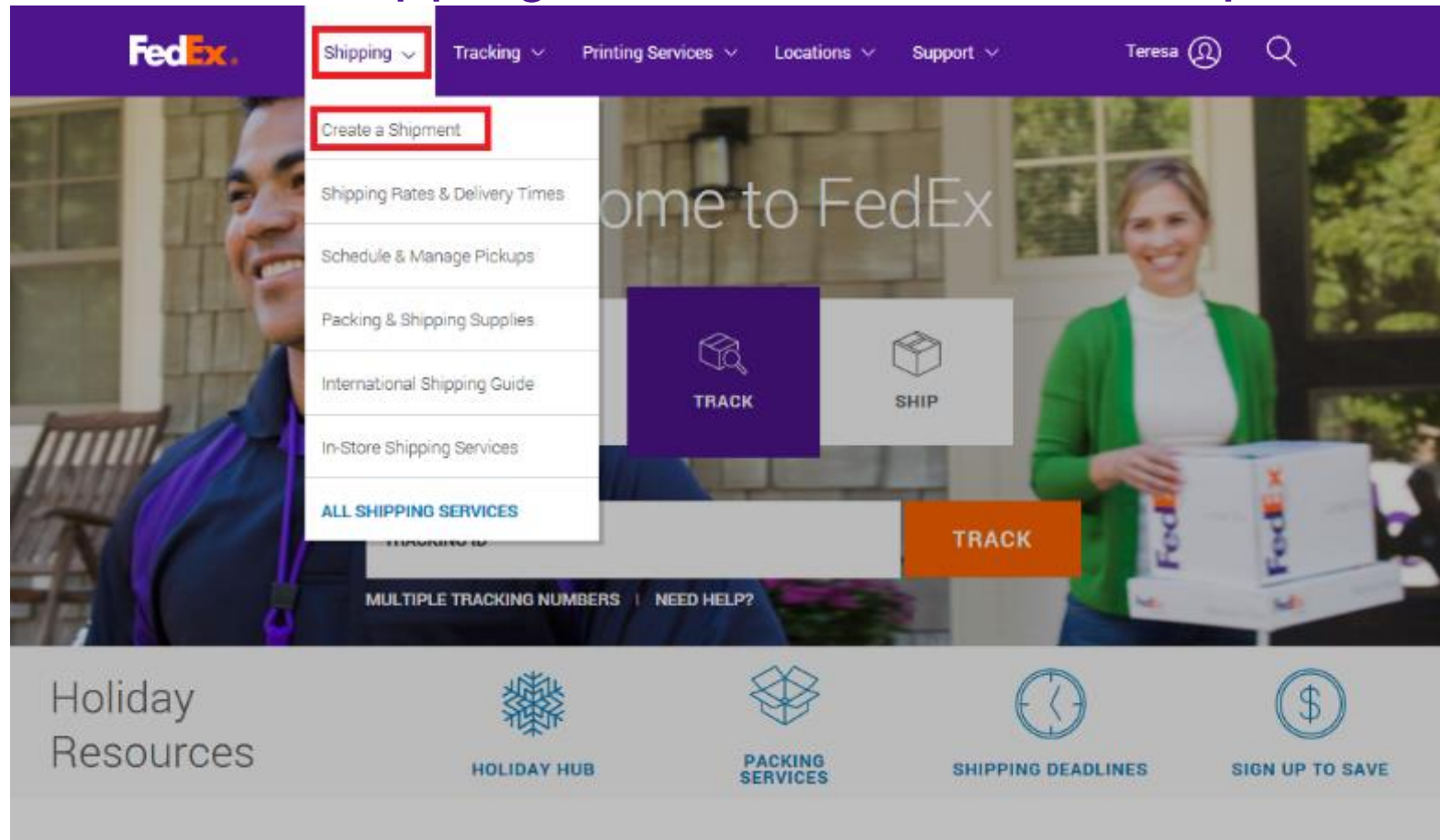
於進入區域/國家選單頁面後，點選所需國家，以下以「美國」為例：



Choose Your Location Below

North America	Europe	Ocean & Pacific	Africa
United States - English	Albania	American Samoa	Algeria
United States - Español	Armenia	Australia	Angola
Canada - English	Austria	Cook Islands	Benin
Canada - French	Azerbaijan	Fiji	Botswana
Mexico	Belarus	French Polynesia	Burkina Faso
	Belgium	Guam	Burundi
	Bosnia & Herzegovina	Marshall Islands	Cameroon
	Bulgaria	Micronesia	Cape Verde Islands
Central & South America	Croatia	New Caledonia	Central African Republic
		New Zealand	Chad
		Palau	Conqo

進入美國或所點選區域/國家之 FedEx 首頁後，點擊“Shipping”並點選“Create a Shipment”



隨即進入FedEx Ship Manager 準備進口託運。
請注意於「1. From」欄位，系統會將帳號資訊帶入台灣
收件方資訊，請先點擊「+ Edit」並將出口國更改為美國
寄件方資訊。

FedEx Express 託運 查詢 管理我的帳戶 指南中心 顧客服務 網站地圖 繁體中文

Want a simplified shipping experience? [Ship now](#) using FedEx Ship Manager® Lite. ([Learn more](#))

FedEx Ship Manager® [My Profile](#) [Logout](#) [Help](#)

Ship LTL Freight Ship History My Lists Reports Integration Manager Administration

Create a Shipment

1 Enter shipping information 2 Print label(s)

* Denotes required field. [Preferences](#) | [Clear all fields](#)

My Shipment Profiles

My shipment profiles (formerly Fast Ship) [Help](#) [Hide](#)

Select [Ship](#)

1. From

[Help](#) [Edit](#)

Teresa Chang, 6F No.61 Sec.2 Chung Shan N. Rd, TAIPEI CITY, 104, Taiwan

2. To

[Help](#) [Hide](#)

* Country/Territory Select

Company Select or enter

4. Billing Details

[Help](#) [Hide](#)

* Bill transportation to MyAccount-632

* Bill duties/taxes/fees to Recipient

Account no.

Your reference

[More reference fields](#) [Add an account](#)

Special Services (optional)

[Help](#) [Edit](#)

Select additional services for your shipment

Pickup/Drop-off (optional)

[Help](#) [Edit](#)

You are using an already scheduled pickup at your location.

1. 請填寫國外寄件方資訊

1. From [Help](#) [Hide](#)

* Country/Territory

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

* Phone no. ext.

☐ Save as my default address

☐ Save new sender in address book

2. 請填寫台灣收件方資訊

2. To [Help](#) [Hide](#)

* Country/Territory

Company

* Contact name

* Address 1

Address 2

* Postal code [Postal code information](#)

* City

* Phone no. ext.

☐ This is a residential address

☐ Save new recipient in address book

[Check Government List of Unacceptable Trading Partners](#)

3. Package & Shipment Details (包裹及貨件詳細資訊) : 請填入相關資訊

- Number of packages (箱數/包裹數)系統會自動帶入「1」，請視情況自行更改數值。
- 若為多箱/包裹貨件，將須填寫額外欄位資訊，例: 箱子重量是否都相同?
- Declared Value 則需要保險再填寫，否則將收取額外費用。

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date: 11/28/2018

* Number of packages: 1

* Weight: kgs

Declared Value: New Taiwan Dollars

[Currency Converter](#)

* Service type: Select

* Package type: Select

* Package contents: ☐ Documents ☐ Products/Commodities

* Shipment purpose: Commercial

* Total customs value: New Taiwan Dollars

[Currency Converter](#)

☐ Include a return label

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date: 12/03/2018

* Number of packages: 2

* Are packages identical: ☐ Yes ☒ No

* Weight unit: lbs

* Qty	* Weight (lbs)	Carriage Value
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Delete row](#) [Add row](#)

* Service type: Select

* Package type: Select

* Package contents: ☐ Documents ☐ Products/Commodities

* Shipment purpose: Commercial

* Total customs value: US Dollars

[Currency Converter](#)

☐ Include a return label

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date: 11/28/2018

* Number of packages: 3

* Are packages identical: ☐ Yes ☐ No

* Weight: kgs

Declared Value: New Taiwan Dollars

[Currency Converter](#)

* Service type: Select

* Package type: Select

* Package contents: ☐ Documents ☐ Products/Commodities

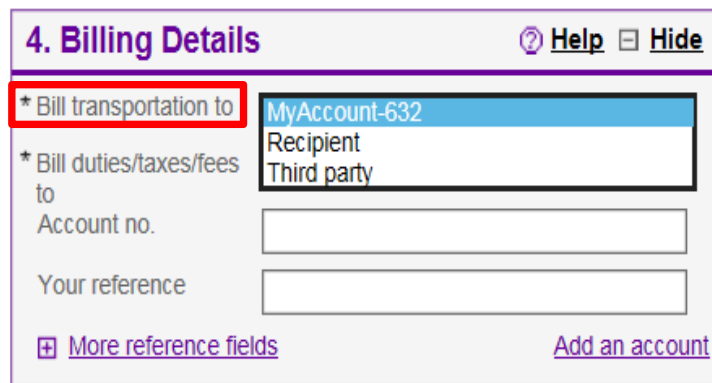
* Shipment purpose: Commercial

* Total customs value: New Taiwan Dollars

[Currency Converter](#)

☐ Include a return label

4. Billing Details (帳單詳細資料): 「運費」僅接受選寄件人/ 第三方付款。請依照系統操作，後續帳務問題請洽 客服中心。



4. Billing Details [Help](#) [Hide](#)

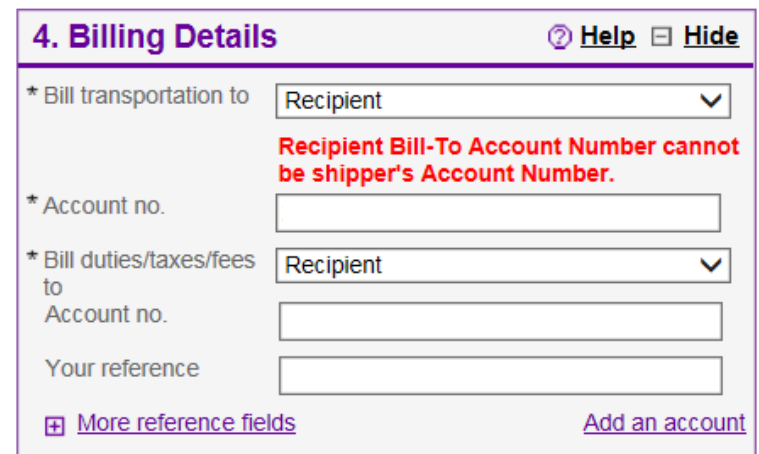
* Bill transportation to **MyAccount-632**
Recipient
Third party

* Bill duties/taxes/fees to
Account no.

Your reference

[+ More reference fields](#) [Add an account](#)

*系統一開始運費有列出 "Recipient (收件人)" 選項。



4. Billing Details [Help](#) [Hide](#)

* Bill transportation to Recipient

Recipient Bill-To Account Number cannot be shipper's Account Number.

* Account no.

* Bill duties/taxes/fees to Recipient

Account no.

Your reference

[+ More reference fields](#) [Add an account](#)

* 後面繼續往下進行，系統還是會顯示錯誤訊息。因此，只接受由「寄件人」付費。

4. Billing Details (帳單詳細資料): 「關稅」可接受選收件人付款，無需輸入帳號。請依照系統操作，後續帳務問題請洽客服中心。

4. Billing Details [? Help](#) [Hide](#)

* Bill transportation to

MyAccount-632

* Bill duties/taxes/fees to

Recipient

Account no.

Your reference

[+ More reference fields](#) [Add an account](#)

- 運費選寄件方付費。
- 關稅選收件方付費。

5. Continue your Shipment (繼續處理貨件): 可依需求選擇Save for later(儲存草稿)或Continue(繼續)。

5. Continue your Shipment

[Help](#)

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express international shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information.
- Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed.
- FedEx makes no warranties, express or implied, regarding Address Checker information.
- Correct completion of shipping documents is the responsibility of the customer.
- If the delivery address is later identified as residential, you could receive a residential surcharge.

Save for laterContinue

6. Commodity Information (商品詳細資訊): 請依序填寫。

6. Commodity Information

[Help](#) [Hide](#)

[Check for prohibited commodities into Taiwan](#)

Commodity Summary[Manage/import profiles](#)

<input type="checkbox"/>	*Commodity	*Customs value (USD)	*Qty	*Weight (kgs)
<input type="checkbox"/>	Select or create ▼			
Totals				

Total Shipment Details

Shipment weight

18.00

kgs

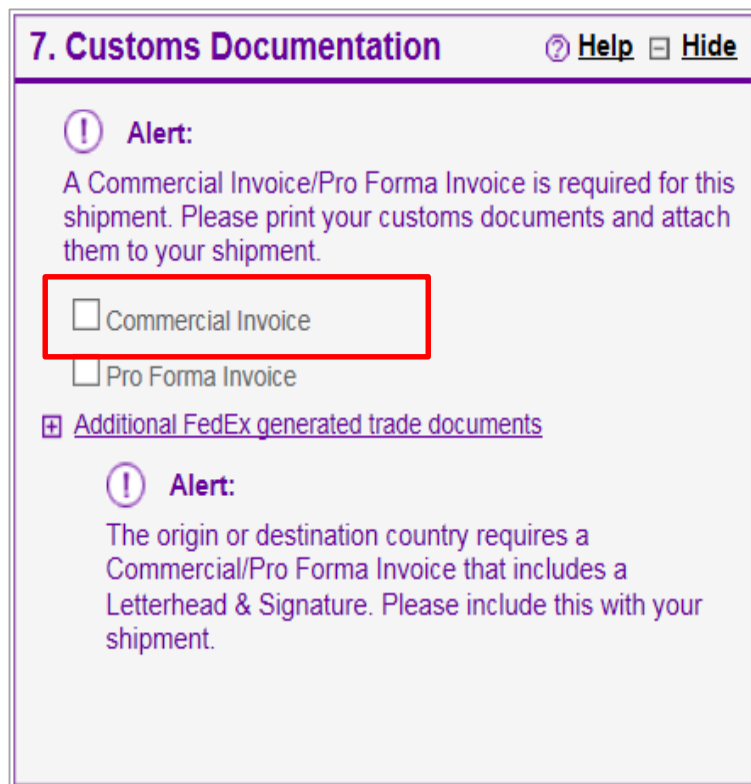
Total carriage value

0.0

US Dollars

7. Custom Documentation (海關通關文件): 請依序勾選並繼續操作步驟。

1. 勾選 "Commercial Invoice" (商業發票)。



7. Customs Documentation [Help](#) [Hide](#)

Alert:
A Commercial Invoice/Pro Forma Invoice is required for this shipment. Please print your customs documents and attach them to your shipment.

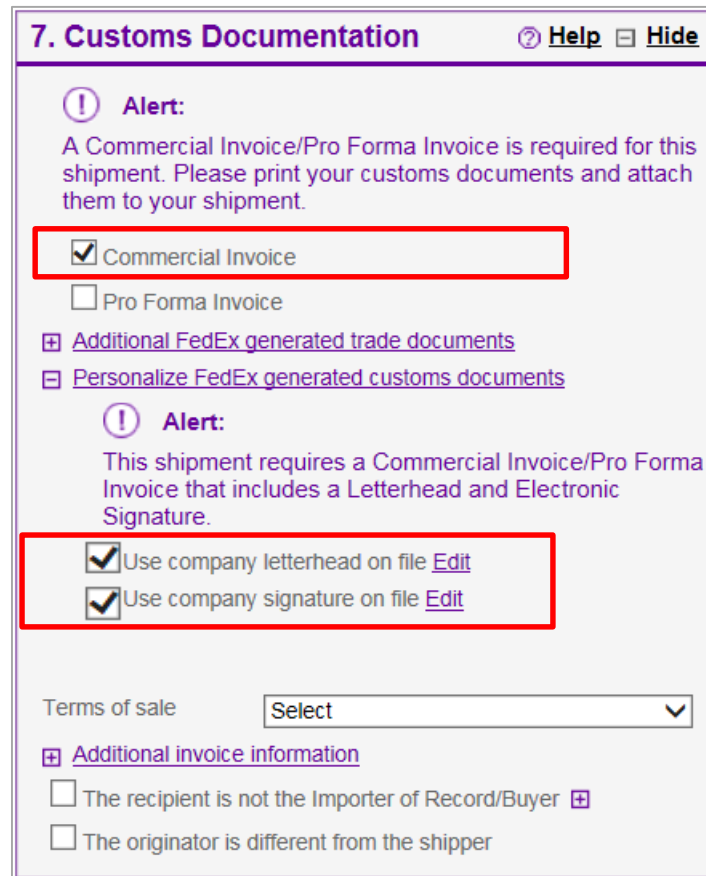
☒ Commercial Invoice

☐ Pro Forma Invoice

[Additional FedEx generated trade documents](#)

Alert:
The origin or destination country requires a Commercial/Pro Forma Invoice that includes a Letterhead & Signature. Please include this with your shipment.

2. 勾選 "Use company letterhead (信頭) on file" 及 "Use company signature(簽名) on file" 兩個選項。



7. Customs Documentation [Help](#) [Hide](#)

Alert:
A Commercial Invoice/Pro Forma Invoice is required for this shipment. Please print your customs documents and attach them to your shipment.

☒ Commercial Invoice

☐ Pro Forma Invoice

[Additional FedEx generated trade documents](#)

[Personalize FedEx generated customs documents](#)

Alert:
This shipment requires a Commercial Invoice/Pro Forma Invoice that includes a Letterhead and Electronic Signature.

☒ Use company letterhead on file [Edit](#)

☒ Use company signature on file [Edit](#)

Terms of sale

[Additional invoice information](#)

☐ The recipient is not the Importer of Record/Buyer [+](#)

☐ The originator is different from the shipper

8. Electronic Export Information (EEI 通關文件): 系統要求時才需填寫，否則可略過。

8. Electronic Export Information [Help](#) [Hide](#)

☐ My shipment contents require an **Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License** or an **ITAR exemption**.

Destination Control Statement

DCS type

當整票貨的海關申報值超過美金\$2500時，需做電子清關才需填寫，否則可略過。

9. Complete your shipment (完成貨件): 請點選“Ship”完成貨件託運文件準備。

9. Complete your Shipment [Help](#)

Alert:
Please review alert(s) provided on this page before continuing.

☐ Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

Please note:

- Product/commodity information will be saved in your Product profile with the Weight and Value of Customs for 1 (one) unit. You will need to enter the appropriate Quantity each time you ship this commodity.
- A maximum of ninety nine separate products/commodities can be entered.
- If a commercial Invoice/Pro Forma is not produced for this shipment, the shipper is responsible for completing this document as required by the destination country.
- A fee is charged if you use FedEx to file your EEI/SED as your authorized agent.

[Save for later](#) [Ship](#)

顯示標籤及文件製作完成後，客戶可點選“Schedule a Pickup”，啟用「遠端取件」功能，直接在台灣線上預約國外取件。

FedEx Express 託運 查詢 管理我的帳戶 指南中心 顧客服務 網站地圖 繁體中文

FedEx Ship Manager® My Profile Logout Help

Ship LTL Freight Ship History My Lists Reports Integration Manager Administration

Prepare a shipment

① Enter shipping information ② Enter product/commodity information ③ **Print label(s) and documents**

Thank you for shipping with FedEx. Your tracking number: 773822859612

☒ All labels
☐ Displayed label
☒ Commercial Invoice | [View](#) (3 printed copies required)
☐ Receipt | [View](#)

Print Create return shipment Edit shipment Cancel shipment Repeat last Create new
Go to Global Trade Manager **Schedule a Pickup**

Label 1 of 3

TRK# 0430
W
0099912
TAIL
NO. 102 PK
SEATTLE
SIGN E
EDMAN
FOOD
ORIGIN

遠端取件: 點選“Schedule a Pickup”後，可於“Pickup”線上預約收件頁面，直接在台灣安排國外的取件。

Pickup

Schedule a Package Pickup

Schedule an LTL Freight Pickup

My Pickups

Log out

1 Enter pickup information

2 View pickup confirmation

* Denotes required field.

Account Details

Account no.

My Account-632

Add an account

1. Pickup Address

Change pickup address

* Country/Territory

Taiwan

Company

MARKETING RATEING FEDEX(TW468)

* Contact name

* Address 1

9F 61 CHUNG SHAN N RD

Address 2

Postal code

10401

* City

TAIPEI CITY

* Phone no.

ext.

2. Package Information

☒ Schedule a FedEx Express Pickup

You can schedule FedEx Express pickups for either the same day or the next bus day. All shipments must be ready when the courier arrives.

Alert:

FedEx Express same-day pickup service currently is not available at your location. The first available pickup date has been indicated.

Alert:

If your shipment contains any package/skid over 68 kg OR if your total shipment weight is over 300 kg, please contact [FedEx Customer Service](#) for pickup and booking arrangements.

* Total no. of packages

* Total weight

lbs

* Pickup date

11/29/2018

* Ready time

12:00 pm

* Latest time available

6:00 pm

Location of packages or special instructions

FedEx[®]
Express

17

遠端取件:安排國外取件時，系統會帶入台灣帳號資訊，需點開“Change pickup address”更改為國外寄件方資訊。

Account Details [Help](#) [Hide](#)

* Account no.

My Account-632 ▼

[Add an account](#)

1. Pickup Address [Help](#)

[Change pickup address](#)

* Country/Territory

Taiwan

Company

MARKETING RATEING FEDEX(TW468)

* Contact name

* Address 1

9F 61 CHUNG SHAN N RD

Address 2

Postal code

10401

* City

TAIPEI CITY


* Phone no.

 ext.

遠端取件:須將預約取件地址更改成國外寄件方資訊，並填入待取貨件的貨物資訊。

1. Pickup Address [Help](#)

[Use account address](#) [Clear all fields](#)

 **Alert:** If this pickup request is scheduled on behalf of another shipper, please notify them that the request has been submitted.

* Country/Territory

Company

* Contact name

* Address 1

Address 2 Suite/unit/floor/etc.

* ZIP

* City

* State

* Phone no. ext.

☐ This is a residence

☐ Add new pickup location to address book

☐ Save changes to existing address to address book


2. Package Information [Help](#)

☒ **Schedule a FedEx Express Pickup**

You can schedule FedEx Express pickups for either the same day or the next business day. All shipments must be ready when the courier arrives.

* Total no. of packages

* Total weight lbs


* Pickup date 

* Ready time

* Latest time available

Location of packages or special instructions
(Not to exceed 25 characters)

☐ **Schedule a FedEx Ground Pickup**

 **Alert:** You cannot schedule a FedEx Ground pickup using this account. Please select another account, contact [FedEx Customer Service](#) to schedule a pickup, or drop off your package at one of the [FedEx locations](#) near you.

☐ **Schedule a FedEx Express Freight Pickup**

遠端取件:所有資訊填寫完成，點選“Schedule pickup”
待系統顯示取件代號，即完成國外取件的預約。

3. Complete Pickup [Help](#)

Schedule pickup

Schedule a Package Pickup **Schedule an LTL Freight Pickup** **My Pickups**

① Enter pickup information ② **View pickup confirmation**

FedEx Pickup Confirmation—FedEx Express BFIA61

Thank you for shipping with FedEx. Your pickup request has been scheduled. FedEx will pick up your packages at the address below.

Country/Territory	United States	FedEx Express	Confirmation no. BFIA61
Company		Pickup date	11/28/2018
Contact name		Total no. of packages	3
Address 1		Total weight	18 kg
ZIP		Pickup time	11:00am - 6:00pm
City			
State			
Phone no.			

[Edit](#) [Cancel](#) [Get rate quote](#) [Ship](#)

Alert: Your confirmation number will be stored in your pickup history for up to 30 days. Any changes or cancellations you make to this pickup will be updated in your pickup history. However, please record your confirmation number and any changes for your records. Please have all required shipment information completed prior to pickup. You may contact [FedEx Customer Service](#) for assistance.

[Print](#)



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