

How to setup FedEx® Electronic Trade Documents functionality within FedEx Ship Manager™ at fedex.ca

Step	Action
1.	Click the <b>Preferences</b> link.
2.	Scroll down to the <b>International Preferences</b> module and select the <b>Enable Electronic Trade Documents (ETD)</b> option.
3.	Review the ETD terms and conditions that display. Click the  arrow to scroll to the bottom.
4.	Click the <b>I accept</b> button or the <b>I decline</b> button. You also have the option to print the terms and conditions.
5.	Although not required, you can enable the use of letterhead and signature images on FedEx generated commercial/pro forma invoices. If you plan to use FedEx generated customs documents, FedEx recommends that you enable both of these options.  To enable the use of a signature image, select the <b>Always include uploaded signature image</b> option.
6.	Upload a signature image by clicking the <b>Upload</b> link.
7.	The signature image upload screen will display. Signature image files need to be in GIF or PNG format and they must be no larger than 240 pixels wide by 25 pixels tall.  Click the <b>Browse</b> button to navigate to the location where you have stored your signature image.
8.	Select the appropriate signature image file.
9.	Click the <b>Open</b> button.
10.	Click the <b>Upload</b> button.
11.	Your signature image has now been uploaded and it will display on screen. Click the <b>Close Window</b> link.
12.	To enable the use of a letterhead image file, select the <b>Always print Commercial/Pro Forma Invoice on company letterhead</b> option.
13.	Upload a letterhead image by clicking the <b>Upload</b> link.
14.	Click the <b>Browse</b> button.
15.	Select the appropriate letterhead image file.
16.	Click the <b>Open</b> button.
17.	Click the <b>Upload</b> button.
18.	Click the <b>Close Window</b> link.

Step	Action
19.	Although not required, you have the option to automatically pull customs document profiles from the <b>Document Preparation Centre</b> . Enable this option by selecting the <b>Enable Document Profile Selection</b> option.
20.	Click the <b>Save changes</b> button.
21.	Although not required, you can add document profiles through the <b>Document Preparation Centre</b> .  To add a document profile, navigate to the <b>Customs Tools</b> menu.
22.	Select the <b>Go To Document Preparation Centre</b> option.
23.	ETD document profiles can be created by selecting one of the following tabs:  <b>My Document Profiles:</b> Use the Document Preparation Centre to create a profile containing one or more customs documents for use with reoccurring shipments.  <b>Upload Documents:</b> Upload a document that you had created via other means for use with a future shipment.  In this example, we will use the <b>Upload Documents</b> option. Click the <b>Upload Documents</b> tab.
24.	Click the <b>Browse</b> button located next to the <b>File to upload</b> field.
25.	Click the <b>Open</b> button.
26.	Select the <b>Shipper country</b> .
27.	Select the <b>Consignee country</b> .
28.	Select the <b>Document type</b> .
29.	Enter a description of the document into the <b>Document reference</b> field.
30.	Click the <b>Upload and save</b> button.