



## Checklist: Before You Get Started with FedEx® Electronic Trade Documents

With the FedEx Electronic Trade Documents shipping solution, you can submit your customs documents electronically, when you ship using FedEx Ship Manager™ at fedex.ca and FedEx Ship Manager™ Software.

You can choose to upload your own customs documents or let FedEx® generate documents for you. You can also add a company letterhead and signature image to the FedEx-generated Commercial Invoice or Proforma Invoice.

### Before you get started with Fedex Electronic Trade Documents, please ensure that you have completed the following tasks:

- Ensure that you are using a high-speed Internet connection.**  
FedEx Electronic Trade Documents functionality is designed to perform optimally with a high-speed, broadband Internet connection. Dial-up customers with slower data-transfer rates will experience long processing times. The use of FedEx Electronic Trade Documents with a dial-up Internet connection is not recommended.
- Know your customs requirements.**  
Although the destinations enabled for ETD shipments can clear customs with an electronically transmitted Commercial Invoice, applicable customs laws, rules and regulations may require additional documentation for certain commodities, values or quantities and/or original hard copy commercial invoices, licenses, or permits. **It is the responsibility of the shipper to know when an original hard copy document is required and to place the original document in the pouch on the package**
- Prepare your letterhead and signature images.**  
If you have image files of the company letterhead and signature you wish to use on your FedEx-generated customs documents, save them to a location on your computer that you will use for your FedEx ETD image files.

If you do not already have a company letterhead (or logo) and/or signature image file, you will need to either obtain these from your organization, or scan hard copies of the necessary images for digital use. Save the image files to a location on your computer that you will use for your FedEx ETD image files.

Image files must be in GIF or PNG file format. If your images are not in these file formats or exceed the following maximum size limits, you may use a graphics program to resize your images and/or re-save in the required file format.

#### FedEx Ship Manager at fedex.ca:

- Letterhead images should be no larger than 700 pixels wide by 50 pixels high
- Signature images should be no larger than 240 pixels wide by 25 pixels high

#### FedEx Ship Manager Software:

- Letterhead images must be should be no larger than 720 pixels wide by 154 pixels high
- Signature images must be should be no larger than 336 pixels wide by 48 pixels high

#### **Prepare your own customs documents (optional).**

If you will be using your own customs documents prepared by other means (outside of FedEx Ship Manager Software, FedEx Ship Manager at fedex.ca and the FedEx Document Preparation Centre at fedex.ca), save the documents to a location on your computer where you will be able to easily find them.

Documents for upload should be no larger than 1 MB in size and be in one of the following file formats: .bmp, .doc, .docx, .gif, .jpg, .pdf, .png, .rtf, .tif, .txt or .xls. Document file names should not exceed 30 characters.

While it is up to you where and how you organize your customs documents on your computer, FedEx recommends creating a file folder for your trade and customs documents with a name that you will easily recognize, such as "FedEx ETD Docs". You could then create sub folders for different types of documents and/or different types of shipments.