![FedEx]

How to prepare a FedEx Express® international commodity shipment using FedEx Ship Manager™ at fedex.ca

Step by step instructions

1. Verify the address you are shipping from. Click the *Edit* link if you need to change it.

2. Enter the recipient's information or choose an address from your FedEx address book or your Microsoft Outlook® address book.

3. Indicate whether or not you want to save the new recipient address or any address changes to your FedEx address book.

4. Indicate the service type.

5. Indicate the package type.

6. Enter the number of packages.

7. If you are shipping more than one package, indicate whether or not the packages are identical.

8. Enter the total shipment weight.

9. Indicate the weight unit of measure.

10. Although not required, you can enter the shipment's carriage value (declared value for carriage).

11. Verify the ship date or change it by clicking on the calendar icon.

12. Indicate the package contents as *Products/Commodities*.

13. Indicate the shipment purpose.

14. Verify the account number you would like to bill your transportation charges to.

15. Verify the account number you would like to bill your duties/taxes/fees to.

16. Although not required, you can enter reference information related to your shipment.

17. Click the *Edit* link in Special Services to view and/or choose any special services related to your shipment.

18. Indicate your selection in the *Pickup/Drop-off* section.

19. Click the *Edit* link in E-mail Notifications to send shipment, exception and/or delivery notifications to yourself, the recipient and/or two others.

20. Click *Calculate Rates and Transit Times* to view rates and transit times related to your shipment.

Pickup/Drop-off ⑦ Help ⊞ Hide
○ Schedule a pickup
○ Drop off a package at a FedEx location
○ Use an already scheduled pickup at my location

E-mail Notifications (optional) ⑦ Help ⊞ Edit
Send an e-mail to yourself, the recipient or others indicating that this package has been sent, delayed or delivered.

21. Indicate whether or not you would like to save this shipment for future use as a Shipment Profile.

22. Click the *Continue* button.

23. Select or create your commodity information.

24. If you are creating a new commodity, first enter the commodity description.

25. Select the unit of measure.

26. Enter the quantity.

27. Enter the commodity weight as totals or per unit.

28. Enter the customs value (declared value for customs) as totals or per unit.

6. Commodity Information ⑦ Help ⊟ Hide

Check for prohibited commodities into Austria

Commodity Summary   Manage profiles

Commodity	Customs value (CAD$)	Quantity	Weight (kgs)
Select or create			

Select or create
Add new commodity

Laser printers
Mechanical Watch
Swimming caps
Tennis racquets
W...r skis

29. Select the country of manufacture.

30. Although not required, you can enter the Harmonized Code related to your commodity.

31. Indicate whether or not you would like to save/update this commodity profile.

32. Click the *Add this Commodity* button to add the commodity to your shipment.

33. View the customs documentation that may be required for your shipment. Select which documentation you would like to print with your label.

34. Although not required, you should enter an **Export Permit Number** if one is needed for your shipment.

35. When applicable, indicate the **B13A Export Declaration** filing option that applies to your shipment.

8. Canada Export Information ⑦ Help ⊟ Edit

Export Permit Number [   ]

If applicable, the Export Permit documentation must be submitted to a Canada Customs office before you ship.

ⓘ **Alert:** Based on the information entered , your shipment may require a B13A Canada Export Declaration. Shipmens without the required information may experience delays and/or be assessed fines or penaltiese by Canada Customs.

More information about the B13A Canada Export Declaration.

Select the B13A option that applies to your shipment

* B13A option [Please select   ▾]
Please select
No B13A required
Stam... anual B13A attached
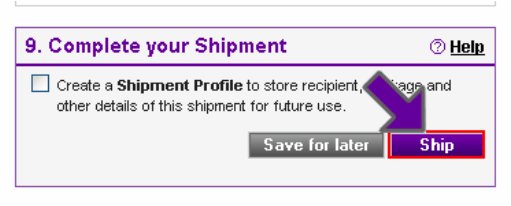B13... electronically
B... summary reporting

Rates & Transit

View your rates and transit times based on your selections.

36. Click the *Ship* button to print your label(s) or **Save for later** to return to print your label at a more convenient time..

37. View and then *Print* the label(s).

38. You can also view and print a receipt for this transaction and/or the customs documentation you have selected.