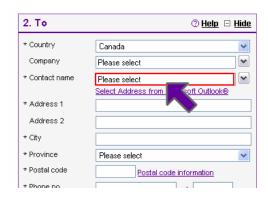
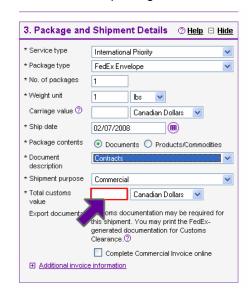


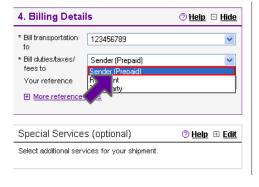
## How to prepare a FedEx Express<sup>®</sup> international document shipment using FedEx Ship Manager<sup>™</sup> at fedex.ca

## Step by step instructions

- 1. Verify the address you are shipping from. Click the *Edit* link if you need to change it.
- 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.
- 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).
- Verify the ship date or change it by clicking on the calendar icon.
- 12. Indicate the package contents as **Documents**.
- 13. Indicate the document description.
- 14. Indicate the shipment purpose.
- 15. Enter the total customs value (declared value for customs).
- 16. Verify the account number you would like to bill your transportation charges to.
- Verify the account number you would like to bill your duties/taxes/fees to.
- Click the *Edit* link in Special Services to view and/or choose any special services related to your shipment.







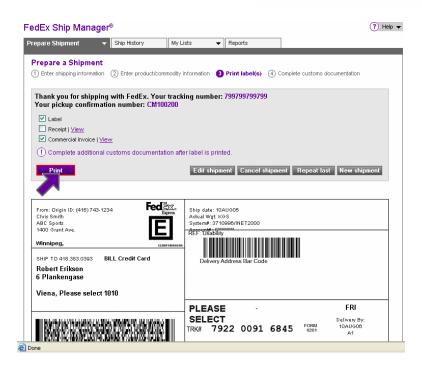


- Indicate your selection in the Pickup/Drop-off section.
- Click the *Edit* link in E-mail Notifications to send shipment, exception, and/or delivery notifications to yourself, the recipient, and/or two others.
- Click Calculate Rates and Transit Times to view rates and transit times related to your shipment.



- 22. Indicate whether you would like to save this shipment for future use as a Shipment Profile.
- 23. A **commercial invoice** may be required with your shipment. Please indicate whether you would like to print one with your label.
- 24. If you are printing a commercial invoice, indicate the terms of sale.
- 25. Click the **Ship** button to print your label.
- View and then *Print* the label(s). You can also view and print a receipt for this transaction and/or the customs documentation you have selected.





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