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

Step	Action
1.	Complete the following modules as you would for a typical international shipment: **1. From** **2. To** **3. Package & Shipment Details** **4. Billing Details** **Special Services (optional)** **5. Pickup/Drop-off** **Email Notifications (optional)**
2.	Click the ***Continue*** button.
3.	Complete the **7. Commodity Information** module.
4.	In the **8. Customs Documents** module, the following Electronic Trade Documents (ETD) options appear: Attach a Commercial Invoice Attach a Pro Forma Invoice Attach additional Trade Document(s) Depending upon the document selected, a combination of the following electronic document tendering methods will be available: ***Use my own***: Attach a document from your computer prepared through other means (e.g. through Microsoft Word) ***Attach From Document Preparation Center***: Use a document profile that you had prepared earlier ***Use FedEx generated***: Generate the customs document through fedex.ca at the time of shipping
5.	You can attach additional documents from the Document Preparation Centre or from your document file storage location by clicking the **Attach additional Trade Document(s)** link.
6.	You can produce printed trade documents through FedEx Ship Manager at fedex.ca by clicking the **Additional FedEx trade documents** link.
7.	If necessary, complete the **9. Canada Export Information** module.
8.	Once you have finished with your electronic and printed trade document options, click the **Ship** button.

Step	Action
9.	At this stage, your customs documents have been uploaded to FedEx and they will be associated with your shipment during the customs clearance process. Note the ETD documents box that displays on the right of the screen. It displays a list of the documents associated with the shipment along with the ETD method use to attach them to the shipment. To view the electronic documents, click the *View* link associated with the appropriate document. In this example, we will view the electronic version of the commercial invoice.
10.	Although not required, you can print a copy of the ETD customs document for your records by clicking the *View* link associated with the appropriate document and then using your web browser's printing function to create a hard copy of the document.
11.	Click the *Print* button to print your shipping labels.

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