



How to set up
FedEx[®] Electronic Trade Documents on
FedEx Ship Manager[™] at [fedex.com](https://www.fedex.com)



With Electronic Trade Documents (ETD), you can upload and submit your customs documentation electronically. This means you save time and money when preparing your shipments. And that’s not all, you reduce the risk of customs delays.

Follow the instructions to activate and create shipments with ETD on FedEx Ship Manager™ at fedex.com.



How to activate FedEx Electronic Trade Documents on FedEx Ship Manager™ at fedex.com

- 1 Select “Preferences”

The screenshot shows the FedEx Ship Manager web interface. At the top, there are navigation tabs: 'Ship', 'Ship History', 'My Lists', 'Reports', and 'Administration'. Below these is the 'Create a Shipment' section with two steps: '1 Enter shipping information' and '2 Print label(s)'. A note indicates that an asterisk denotes a required field. On the left, there is a 'My Profiles' section with radio buttons for 'Shipment Profiles' and 'Document Profiles', and a 'Select' dropdown menu. On the right, there is a '4. Billing Details' section with a dropdown for 'Bill transportation to' (set to 'Recipient'), and input fields for 'Account no.' and 'Your reference'. A 'More reference fields' link is also present. A red circle highlights the 'Preferences' link in the top right corner of the main content area, with a line pointing to a larger 'Preferences' label in a separate circle on the right side of the image.

- 2 Within the Customs Clearance Preferences section, check the “Enable Electronic Trade Documents (ETD)” box.

Customs Clearance Preferences Help

Always Create Commercial Invoice

Always print Commercial Invoice/Pro Forma Invoice on uploaded company letterhead [Upload](#)

Always include uploaded signature on the applicable customs documents [Upload](#)

Always print 0 additional reference copy(ies) of label

Always print 0 additional copy(ies) of customs documents

Enable Electronic Trade Documents (ETD) Note: does not apply to Return shipments

Always display additional customs documentation (Requires proper Harmonized code)

Always provide a duty and tax estimate (Requires proper Harmonized code)

Enable Document Profile Selection

Always display advisories

Document description Your document description

* Enter description

For Intra European Union shipments only :

[I don't want to create a Commercial Invoice or Pro forma invoice with FedEx Ship Manager at fedex.com](#)
(Not available for FedEx Express Freight Shipments)

- 3 Review the FedEx Electronic Trade Documents Terms of Use. After reviewing, click the “I accept” button.

FedEx® Electronic Trade Documents Close window

Terms of Use

THE FOLLOWING TERMS OF USE GOVERN YOUR USE OF FEDEX® ELECTRONIC TRADE DOCUMENTS. YOUR VIEWING OR USE OF THIS SITE CONSTITUTE YOUR AGREEMENT ON BEHALF OF YOURSELF AND THE ENTITY YOU REPRESENT (HEREINAFTER "YOU" OR "YOUR"), TO ALL OF THE TERMS AND CONDITIONS PROVIDED BELOW.

FEDEX MAY MAKE FUTURE CHANGES OR MODIFICATIONS TO SUCH TERMS AND CONDITIONS AT ANY TIME WITHOUT NOTICE, AND YOUR SUBSEQUENT VIEWING OR USE OF THIS SITE WILL CONSTITUTE YOUR AGREEMENT TO THE CHANGES AND MODIFICATIONS.

1. Acknowledgment of Agreement with FedEx Software or Web-based Shipping Platform End User License Agreement or Terms of Use and Conditions of Carriage. Prior to accessing FedEx® Electronic Trade Documents, You acknowledge that You have accepted the Terms of Use or the End User License Agreement for the applicable FedEx Internet-based shipping application or FedEx shipping software, including but not limited to FedEx Ship Manager Software, FedEx Ship Manager Server, FedEx Ship Manager at fedex.com, and FedEx Web Services, and agree with said Terms of Use or End User License Agreement. You also agree that all shipments are subject to the Conditions of Carriage as published by FedEx in the applicable Service Guide or Standard Conditions of Carriage on www.fedex.com or elsewhere and set out on the Air Way bill.

2. Agreement to Use Electronic Trade Documents Instead of Printed Documents. By utilizing FedEx® Electronic Trade Documents, You authorize FedEx to ship Your international shipments using electronic documents instead of printed documents, including but not limited to the applicable commercial invoice, pro forma invoice, and export certificate of origin.

3. Agreement to Provide Information, Letterhead and Signature Image. By utilizing FedEx® Electronic Trade Documents, You agree to provide FedEx with all information necessary to ship Your international packages, including but not limited to package level detail information, Your company letterhead and a signature image for You or an authorized representative of Your company.

4. Accuracy of Information. You represent, warrant and covenant that any information provided by You to FedEx shall be true, accurate and complete.

5. Validity of Letterhead. You represent, warrant and covenant that the letterhead provided by You to FedEx for use in executing electronic trade documents on Your behalf shall be a valid letterhead and that You possess the necessary right, title and interest in the letterhead to authorize FedEx to use the letterhead to execute electronic trade documents on Your behalf.

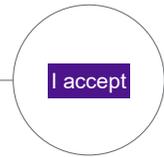
6. Validity of Signature Image. You represent, warrant and covenant that any signature image provided by You to FedEx for use in executing electronic trade documents on Your behalf shall be of a valid signature by a person authorized by You or Your company to ship with FedEx and execute shipping-related documents on Your company's behalf, and shall be sufficient to constitute Your signature.

7. Authorization for FedEx to Use Information. For any electronic trade documents completed by FedEx on behalf of You or Your company, You authorize FedEx to use the information provided by You to ship Your international packages, including but not limited to package level detail information, Your company letterhead and Your signature image or a signature image of an authorized representative of Your company.

8. Original Documentation May Be Required for Some Shipments. You acknowledge that applicable customs laws, rules and regulations may require additional documentation for certain commodities, values or quantities and/or require that original hardcopy commercial invoices, licenses, permits, declarations, forms, certificates or other documentation accompany the shipment. You agree that it is Your responsibility to include all required documentation (including, without limitation, original hardcopy documentation) with any shipment You send using FedEx Electronic Trade Documents.

9. Indemnification. You will, at Your sole cost and expense, defend, indemnify and hold harmless FedEx, its parent corporation, subsidiaries, affiliated companies and their respective officers, directors, employees, agents, successors, and assigns from all claims, demands, suits, damages, costs, expenses, fines and judgments, including reasonable attorneys' fees (hereinafter collectively "Claims"), arising out of FedEx's use of the information provided by You, including but not limited to package level detail information, Your company letterhead and Your signature image or a signature image of an authorized representative of Your company. FedEx may intervene and assume its defense in any such claims, at its expense and in its sole discretion. You will not settle any action relating to any Claim that involves FedEx without the prior written consent of FedEx.

I accept I decline Print



- 4 Although not required, FedEx highly recommends selecting the following options to help avoid regulatory or customs delays with your shipment.
 - a. Select “Always Create Commercial Invoice” to make it a default option.
 - b. Select “Always print Commercial Invoice/Pro Forma Invoice on uploaded company letterhead” as a default option.
 - c. Click “Upload” to upload a letterhead image. Letterhead image files must be in either GIF or PNG format and no larger than 700 pixels wide by 50 pixels high.
 - d. Select “Always include uploaded signature on the applicable customs documents” as a default option.

The screenshot shows two panels. The left panel is titled '4. Billing Details' and contains fields for 'Bill transportation to' (Recipient), 'Account no.', 'Bill duties/taxes/fees to' (Recipient), and another 'Account no.' field. Below this is a 'Reference options' link and a 'Special Services' section. The right panel is titled 'Customs Clearance Preferences' and contains several checkboxes and dropdown menus. Callout 4a points to the 'Always Create' dropdown set to 'Pro Forma Invoice'. Callout 4b points to the 'Always print Commercial Invoice/Pro Forma Invoice on uploaded company letterhead' checkbox, with an 'Upload' link next to it. Callout 4c points to the 'Always include uploaded signature on the applicable customs documents' checkbox, also with an 'Upload' link next to it. Other options include 'Always print' dropdowns for reference copies and customs documents, 'Enable Electronic Trade Documents (ETD)', and 'Always display additional customs documentation'.

- 5 If you have your digital signature file ready and saved on your computer, you can click “Upload” next to “Always include uploaded signature on the applicable customs documents” and go directly to step 7.

If you don’t, go to step 6 and follow the instructions to create one.

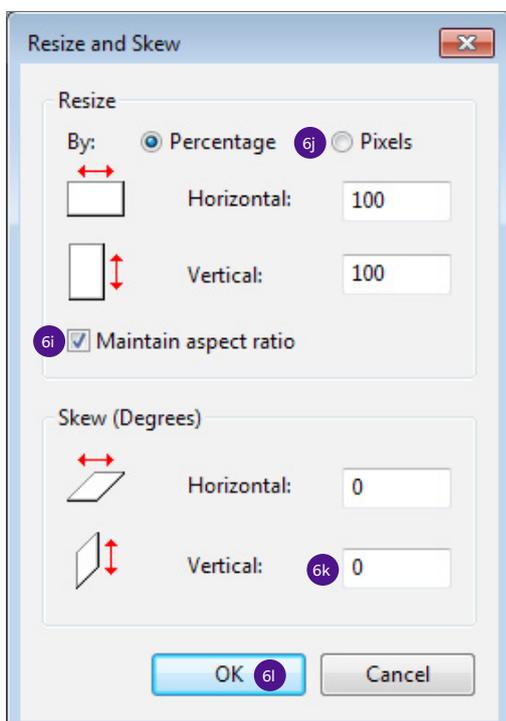
Note: Signature image must be in either the GIF or PNG format and no larger than 240 pixels wide by 25 pixels high.

This is a close-up of the 'Customs Clearance Preferences' section. A callout circle highlights the 'Upload' link next to the 'Always include uploaded signature on the applicable customs documents' checkbox. The rest of the preferences are visible but not highlighted. The 'Upload' link is a blue text link.

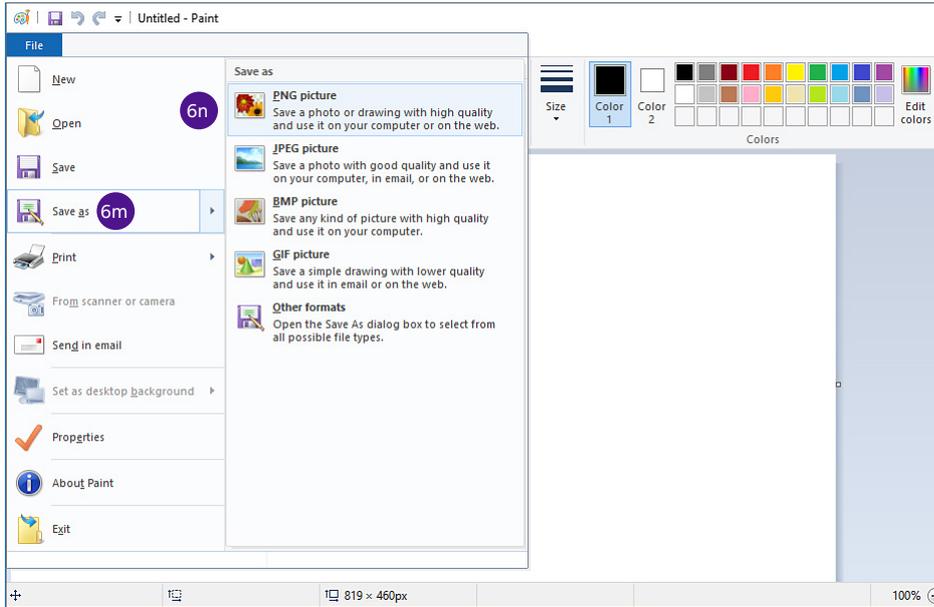
- 6 If you need to create your digital signature file, you will first need to scan, size, and upload your signature.
 - a. To begin, sign your name on a blank piece of paper. It is suggested that you use a marker.
 - b. Next, use a scanner to capture your signature and save it to your computer.
 - c. To correctly size the image, use a tool such as Microsoft Paint.
 - d. Open the scanned signature file in Microsoft Paint. If necessary, rotate the image so that it is correctly oriented on the screen.
 - e. Under the **Home** tab, click the “**Select**” icon.
 - f. Using your mouse, draw a rectangle around the image, leaving limited white space around the signature.
 - g. Click the “**Crop**” icon.
 - h. Next, click the “**Resize**” icon.



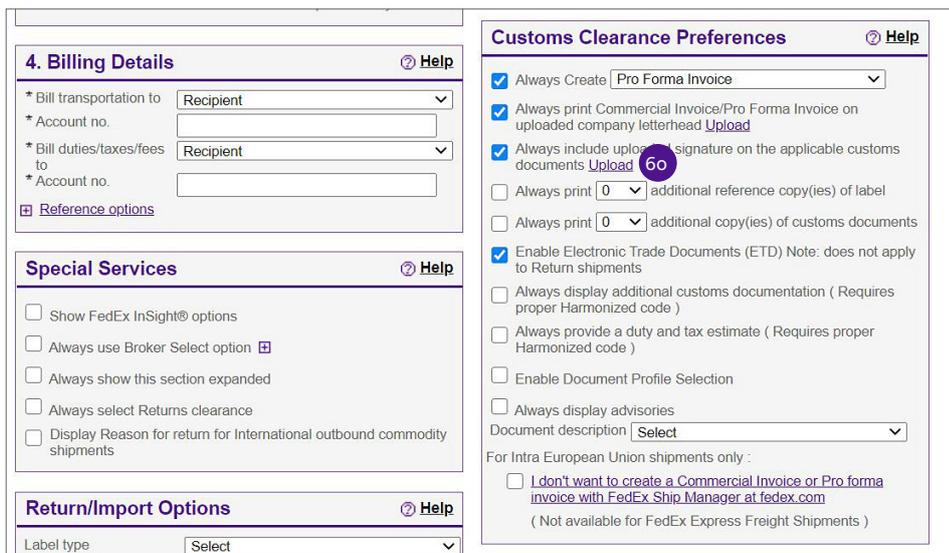
- i. Ensure that the “**Maintain aspect ratio**” box is selected.
 - j. Select “**Pixels**”.
 - k. Enter 25 pixels in the “**Vertical**” input field. Check the updated horizontal pixel number. If it is under 240, no further changes are required. If the image is larger than 240 pixels wide, then enter 240 in the horizontal field.
- Note:** It is required for a signature to be no larger than 240 pixels wide by 25 pixels high and for a logo to be no larger than 700 pixels wide by 50 pixels high.
- l. Click “**OK.**”



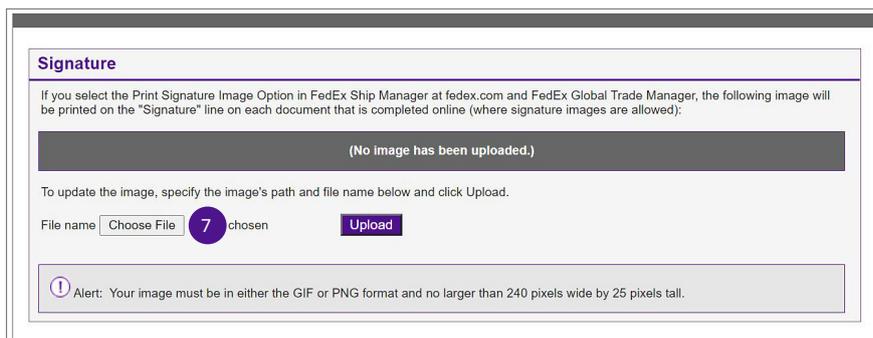
- m. Under the **Utility** tab, click “Save as”.
- n. Select “PNG picture”.



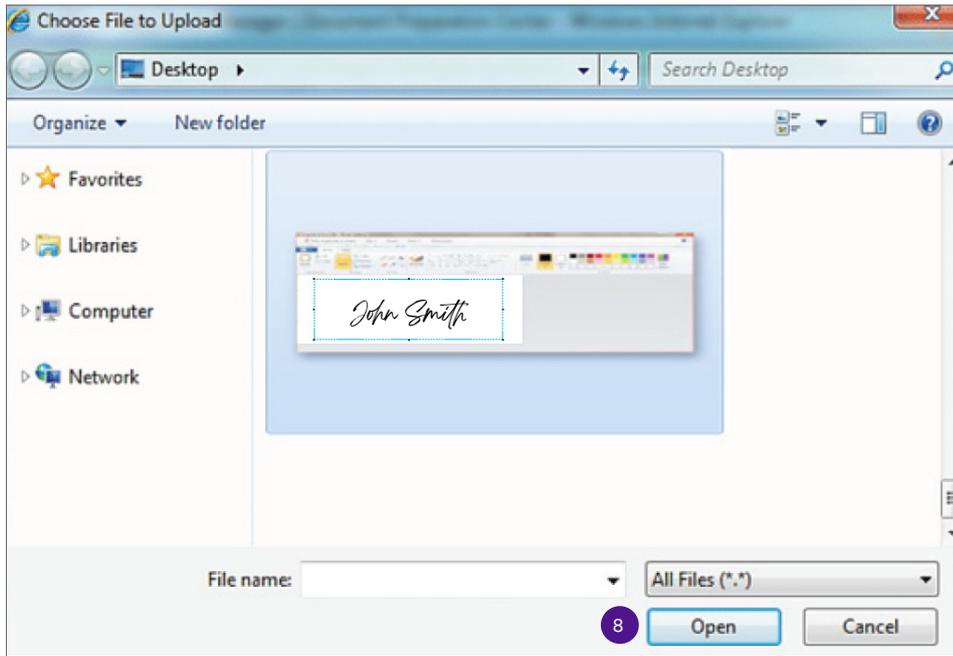
- o. You can now upload the digital signature to fedex.com by clicking “Upload” next to the “Always include uploaded signature on the applicable customs documents” option.



- ⑦ In the Signature section click “Choose file”.



- 8 Select the saved image file from your computer and then click the “Open” button.



- 9 Click “Upload” to upload your file.

Signature

If you select the Print Signature Image Option in FedEx Ship Manager at fedex.com and FedEx Global Trade Manager, the following image will be printed on the “Signature” line on each document that is completed online (where signature images are allowed):

John Smith

To update the image, specify the image's path and file name below and click Upload.

File name No file chosen 9

! Alert: Your image must be in either the GIF or PNG format and no larger than 240 pixels wide by 25 pixels tall.

- 10 Scroll to the top of the Preferences page and click the “Save changes” button. Your account is now set up to submit customs documents using FedEx Electronic Trade Documents.

FedEx Ship Manager® My_Profile

Ship Ship History My Lists Reports Administration

Preferences

<< Back to ship 10

<h4>1. From <input type="button" value="Help"/></h4> <table style="width: 100%;"> <tr><td>Contact name</td><td>Nathalia Valencia</td></tr> <tr><td>Company</td><td>FedEx</td></tr> <tr><td>Address 1</td><td>Avenue du Bourget 40</td></tr> <tr><td>Address 2</td><td></td></tr> <tr><td>City, Province</td><td>Brussels</td></tr> <tr><td>Postal code</td><td>1130</td></tr> <tr><td>Country/Territory</td><td>Belgium</td></tr> <tr><td>Phone no.</td><td>+32 123 45 67 89</td></tr> <tr><td>Ext.</td><td></td></tr> <tr><td>Sender Tax ID/EORI</td><td></td></tr> <tr><td><input checked="" type="checkbox"/> Display Contact ID field</td><td></td></tr> <tr><td><input type="checkbox"/> Always show this section expanded</td><td></td></tr> </table>	Contact name	Nathalia Valencia	Company	FedEx	Address 1	Avenue du Bourget 40	Address 2		City, Province	Brussels	Postal code	1130	Country/Territory	Belgium	Phone no.	+32 123 45 67 89	Ext.		Sender Tax ID/EORI		<input checked="" type="checkbox"/> Display Contact ID field		<input type="checkbox"/> Always show this section expanded		<h4>Pickup/Drop-off <input type="button" value="Help"/></h4> <p><input type="radio"/> Select while shipping</p> <p><input type="radio"/> Schedule a pickup</p> <p><input checked="" type="radio"/> Drop off package at a FedEx location</p> <p><input type="radio"/> Use an already scheduled pickup/Schedule a pickup later</p> <p><input checked="" type="checkbox"/> Always show this section expanded</p>
Contact name	Nathalia Valencia																								
Company	FedEx																								
Address 1	Avenue du Bourget 40																								
Address 2																									
City, Province	Brussels																								
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Country/Territory	Belgium																								
Phone no.	+32 123 45 67 89																								
Ext.																									
Sender Tax ID/EORI																									
<input checked="" type="checkbox"/> Display Contact ID field																									
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<h4>Shipment Notifications <input type="button" value="Help"/></h4> <table style="width: 100%;"> <tr> <td>Notify Sender via:</td> <td>Notification type</td> </tr> <tr> <td><input checked="" type="radio"/> Email (HTML)</td> <td><input type="checkbox"/> Ship</td> </tr> <tr> <td><input type="radio"/> Email (Plain Text)</td> <td><input type="checkbox"/> Tendered</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Exception</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Estimated Delivery</td> </tr> </table>		Notify Sender via:	Notification type	<input checked="" type="radio"/> Email (HTML)	<input type="checkbox"/> Ship	<input type="radio"/> Email (Plain Text)	<input type="checkbox"/> Tendered		<input type="checkbox"/> Exception		<input type="checkbox"/> Estimated Delivery														
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	<input type="checkbox"/> Estimated Delivery																								

How to create a Shipment with FedEx Electronic Trade Documents on FedEx Ship Manager™ at fedex.com

- 1 Enter the recipient and shipping information, or select a saved recipient from “My Shipment Profiles”.

- 2 Scroll down the page and click the “Continue” button.

- 3 You can electronically submit a Commercial Invoice, Pro Forma Invoice, or Certificate of Origin with your shipment in the **Customs Documentation** section. You can also select “**Attach additional Trade Document(s)**” to attach documents not listed.

Note: Up to five documents can be electronically submitted with your shipment.

- 4 Click “**Commercial Invoice**” to submit your Commercial Invoice using one of three different options:

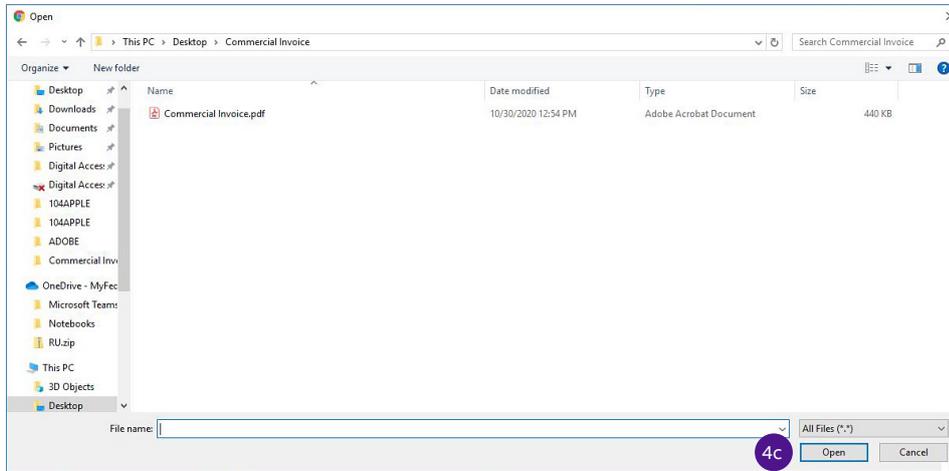
Option 1: Use my Own

This option allows you to submit a Commercial Invoice using customs documents you have already created and saved on your computer.

- a. Select “**Use my own**”.
- b. Click “**Choose File**”.

c. Select the Commercial Invoice document you would like to use and click “Open” to attach it.

Note: The document should not exceed 5MB and must be in one of the following formats: .doc, .docx, .xls, .xlsx, .txt, .rtf, .jpg, .gif, .bmp, .tif, .png, or .pdf. The file name size is limited to 244 characters on Internet Explorer and 255 characters for all other browsers.



d. Your document has uploaded successfully.

7. Commodity Information Help Hide

[Check for prohibited commodities into United States](#)

Commodity Summary [Manage/import profiles](#)

*Commodity	*Customs value (EUR)	*Qty	*Weight (kgs)
<input type="checkbox"/> Add new commoc			
Totals			

Commodity 1

*Commodity description:

*Unit of measure:

*Quantity:

*Commodity weight: As totals

*Customs value: As totals [Currency Converter](#)

*Country of manufacture:

Harmonized code: [Get code](#)

8. Customs Documentation Help Hide

Alert:
A Commercial Invoice/Pro Forma Invoice is required for this shipment.

Commercial Invoice

4d Commercial Invoice.docx [Remove](#)

Attach additional Commercial Invoice

Pro Forma Invoice

Attach additional Trade Document(s)

[Additional FedEx generated trade documents](#)

Terms of sale:

[Additional invoice information](#)

The recipient is not the Importer of Record/Buyer

The originator is different from the shipper

9. Pickup/Drop-off Help Edit

You are dropping off your package at a FedEx location.

Rates & Transit Times (optional) Help Edit

View your rates and transit times based on your selections.

Option 2: Attach from Document Preparation Center

This option allows you to submit a Commercial Invoice you have saved in the Document Preparation Center.

e. Select “Attach from Document Preparation Center”.

7. Commodity Information [Help](#) [Hide](#)

[Check for prohibited commodities into United States](#)
[Commodity Summary](#) [Manage/import profiles](#)

<input type="checkbox"/> *Commodity	*Customs value (EUR)	*Qty	*Weight (kgs)
<input type="checkbox"/> Add new commoc			
Totals			

Commodity 1

*Commodity description: T-shirts

*Unit of measure: pieces

*Quantity: 100

*Commodity weight: 10 As totals kgs

*Customs value: 1000 As totals EUR

[Currency Converter](#)

8. Customs Documentation [Help](#) [Hide](#)

Alert:
 A Commercial Invoice/Pro Forma Invoice is required for this shipment.

Commercial Invoice
 Pro Forma Invoice
 Attach additional Trade Document(s)

Select

Attach from Document Preparation Center

9. Pickup/Drop-off [Help](#) [Edit](#)

You are dropping off your package at a FedEx location.

Rates & Transit Times (optional) [Help](#) [Edit](#)

View your rates and transit times based on your selections.

f. Select the document and click “Continue”.

https://www.fedex.com/?clienttype=fsm&cntry_code=us&lang_code=en&senderCountry=US&recipientCoun - Internet Explorer

FedEx [Close Window](#)

My Saved Customs Documents [Hide](#)

<input checked="" type="checkbox"/> Consignee...	Document type	Uploaded file name	Document reference	Date
<input checked="" type="checkbox"/> United States	Other	Commercial Invoice...		20/11/2020

[4f](#) [Continue](#)

[Close Window](#)

100%

Option 3: Use FedEx generated

This option allows you to submit a FedEx generated Commercial Invoice with your company logo and signature.

g. Select “Use FedEx generated”.

h. To attach your company logo and signature, first click “Personalize FedEx generated customs documents”.

i. Next, select “Use company letterhead on file” and “Use company signature on file”.

5 Click the “Ship” button at the bottom of the page.

6 Confirm your shipment details.

7 Click the “Ship” button.

Outbound Shipment		Help	
From	Nathalia Valencia fedex Avenue du Bourget 40 BRUSSELS Belgium 1130 7868767868768	Ship date	20/11/2020
To	Denezza Brown 1447 Bridge Drive MEMPHIS, TN United States 38107 305 876 12 34	Number of packages	1
		Total weight	10.00 kgs
		Declared/Carriage Value	1000.0 EUR
		Pricing option	
		Service type	International Priority
		Package type	Your Packaging
		Dimensions	
		Bill transportation to	MyAccount-378
		Bill duties/taxes/fees to	Recipient
		Your reference	
		Pickup/Drop-off	Drop off package at FedEx location
		P.O. no.	
		Invoice no.	
		Department no.	
		Special Services	Direct signature required

By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express International shipments](#).

Edit **Ship**

Note: ETD (or EWO for Electronic With Originals shipments) is marked on the shipping label. For Electronic With Originals shipments, printed documentation must also be attached to the shipment.

FedEx Ship Manager® My Profile Logout ? Help

Ship | Ship History | My Lists | Reports | Administration

Prepare a shipment

1 Enter shipping information 2 Enter product/commodity information 3 Print label(s) and documents

Thank you for shipping with FedEx. Your tracking number: **772141331579**
Your label is ready to be printed. The documents listed below have been successfully uploaded and attached with your shipment.

Label
 Receipt | [View](#)

The documents listed below have been attached to your shipment
Commercial Invoice : FedEx generated (.pdf) | [View](#)

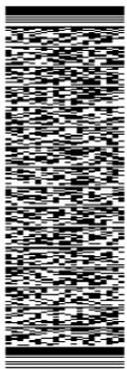
Print | [Create return shipment](#) | [Edit shipment](#) | [Cancel shipment](#) | [Repeat last](#) | [Create new](#)
[Go to Global Trade Manager](#) | [Schedule a Pickup](#)

TRAK 7721 4133 1579
0430

XH NQAA

INTL PRIORITY
DSR ETD
38107
TN-US MEM

10:30A



FedEx
EXPRESS

5083881140ur

TO DENEZZA BROWN
1447 BRIDGE DRIVE
MEMPHIS TN 38107
REF: (305) 876-1234

ORIGIN ID 239A 7868767868768
NATHALIA VALENCIA
FEDEx
AVENUE DU BOURGET 40
BRUSSELS S. 1130
BELGIUM

SHIP DATE: 20/11/20
SHIP TIME: 18:57
CSD: 18/11/2017/AMT4280

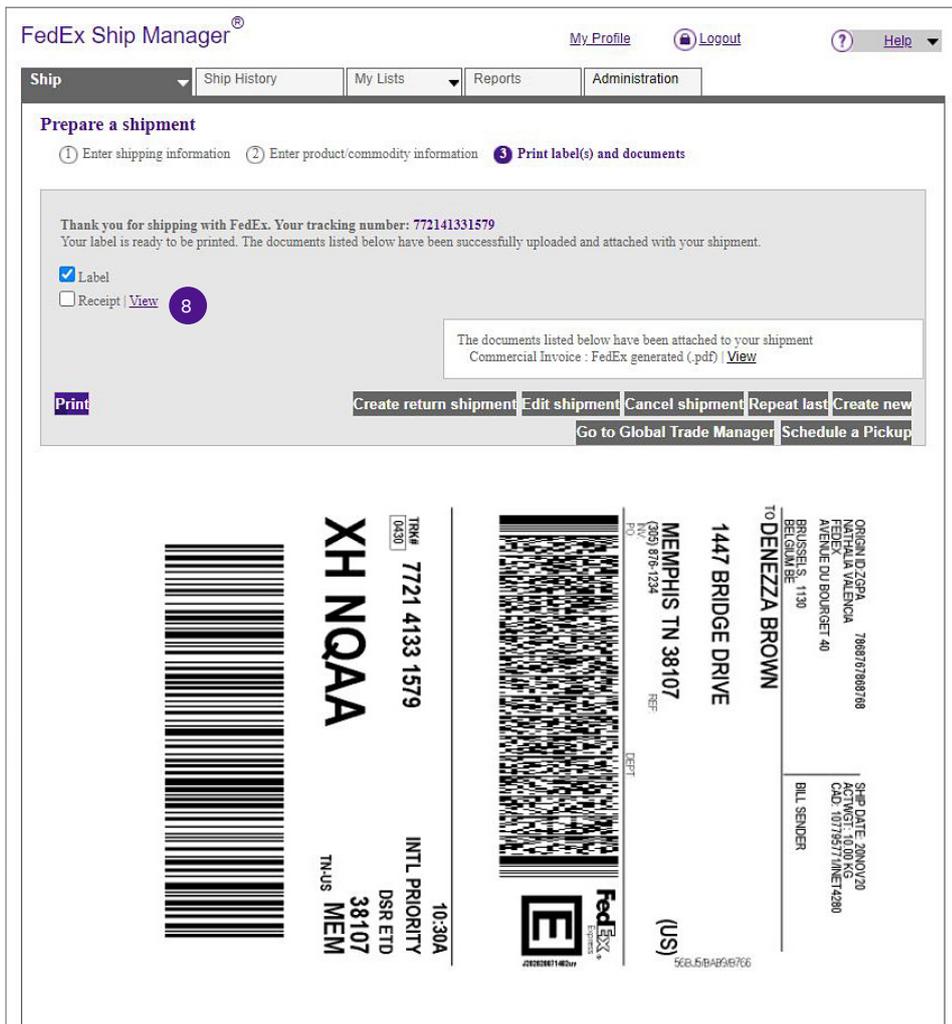
BILL SENDER

(US)
5083881140ur

Examples of EWO and ETD labels:



8 To view your Commercial Invoice, click “View”.





For more info, contact your local Customer Service
or your FedEx Representative.