

Welcome on board

This is a step-by-step guide to support you with all your shipping requirements.

At FedEx, we aim to provide you with an outstanding experience for each and every transaction.



CONTENTS

FedEx Services	03
– International Services	03
– Value-Added Services	04
Rates & Transit Times	06
– Fuel Surcharge	07
Packaging Solutions	08
– Packaging Tips	10
Automation Tools	11
FedEx User ID and Password	11
Scheduling Pickups	12
Air Waybill	13
– Packaging and Shipment Details	14
– Billing Details	15
FedEx Global Trade Manager	18
Commercial Invoice	19
FedEx Tracking	20
Other Tracking Options	21
FedEx Mobile App	21
FedEx Delivery Manager	22
FedEx Delivery Signature Options	23
FedEx® Global Returns	25
More Information	25
Condition of Carriage	25

International Services

FedEx Express offers a flexible range of international express services for reliable, time-definite, door-to-door, customs-cleared delivery to over 220 countries and territories worldwide.

Service	Description	Transit Times	Service Features
FedEx International First	Whenever you need the fastest transit time with an early morning delivery, use FedEx International First and benefit from a premium, door-to-door customs cleared and time-definite service.	An early morning delivery service typically in 2 to 3 business days	<ul style="list-style-type: none"> • Proof of delivery • Money Back Guarantee • Shipment tracking • Customs clearance included
FedEx International Priority® Express	Express delivery service by 10:30 a.m. or noon to selected countries and territories for sending shipments up to 68kg per shipment.	Delivery typically within 3 to 4 business days, by the end of business day	<ul style="list-style-type: none"> • Proof of delivery • Money Back Guarantee • Shipment tracking • Customs clearance included
FedEx International Priority	Worldwide end of the day delivery service for sending shipments up to 68kg per shipment	Delivery typically within 3 to 4 business days, by the end of business day	<ul style="list-style-type: none"> • Proof of delivery • Money Back Guarantee • Shipment tracking • Customs clearance included
FedEx International Priority Freight	Fast, time-definite, customs-cleared, premium air freight service. At least one item must weigh over 68 kg or exceed the maximum dimension for FedEx International Priority service.	Delivery typically within 3 to 4 business days	<ul style="list-style-type: none"> • Proof of delivery • Money Back Guarantee • Shipment tracking • Customs clearance included
FedEx International Economy	Economical, time-definite, customs-cleared, door-to-door service for worldwide shipments up to 68 kg per shipment.	Delivery typically in 4 to 7 business days	<ul style="list-style-type: none"> • Proof of delivery • Money Back Guarantee • Shipment tracking • Customs clearance included
FedEx International Economy Freight	Economical, time-definite, customs-cleared, air freight service. At least one item must weigh over 68 kg or exceed the maximum dimension for FedEx International Economy service. Pickup and delivery options include door-to-door, door-to-airport, airport-to-airport and airport-to-door.	Delivery typically within 4 to 10 business days	<ul style="list-style-type: none"> • Proof of delivery • Money Back Guarantee • Shipment tracking • Customs clearance included
FedEx 10kg Box FedEx 25kg Box	Easy to assemble, convenient boxes offering optimum protection during transportation. This flat-rate pricing option uses FedEx International Priority service.	Delivery typically within 3 to 4 business days, by the end of business day	<ul style="list-style-type: none"> • Express delivery service to over 220 countries and territories worldwide.

Note:

- To check the service availability and transit times, go to 'Get Rates & Transit Times' on fedex.com/bh or call FedEx Customer Service on 17 334448.
- For details on the Money Back Guarantee, go to FedEx Conditions of Carriage.
- Maximum declared value may vary depending on the country/territory of destination. For more information, call FedEx Customer Service on 17 334448.

Value-Added Services

You can customize your shipment to your needs (or the needs of your recipients) with value added services from FedEx Express. The following are descriptions of the fees.

Service	Definition	Fees ⁽²⁾ (BHD)
Dangerous Goods⁽¹⁾ Only available on express services.	FedEx Express Dangerous Goods services allow the shipping of regulated dangerous substances and materials including door-to-door delivery and customs clearance. Applicable fee depends on the Dangerous Goods type: <ul style="list-style-type: none"> • Accessible Dangerous Goods (ADG) The content of package must be accessible during transit for security reasons. • Inaccessible Dangerous Goods (IDG) The content of package does not have to be accessed during transit and can be mixed with other freight. • Dry Ice (DI) Dry ice is a hazardous commodity that requires special handling, subject to simplified regulations. This means it can be offered in locations where fully regulated Dangerous Goods services are not offered. In case a shipment contains both Dry Ice and Dangerous Goods, only the respective Dangerous Goods surcharge applies. Please refer to FedEx Express Conditions of Carriage (fedex.com/bh/services/terms/) and the Dangerous Goods section on fedex.com/bh .	FedEx International Priority <ul style="list-style-type: none"> • ADG: BHD 0.37/kg⁽³⁾ (minimum BHD 25) • IDG: BHD 0.21/kg⁽³⁾ (minimum BHD 17) • DI: BHD 0.1/kg⁽³⁾ (minimum BHD 3/shipment) FedEx International Priority Freight <ul style="list-style-type: none"> • ADG: BHD 0.37/kg⁽³⁾ (minimum BHD 25) • IDG: BHD 0.21/kg⁽³⁾ (minimum BHD 17) • DI: BHD 0.1/kg⁽³⁾ (minimum BHD 3/shipment)
Diplomatic Bag (Diplomatic Mail)⁽¹⁾	We accept diplomatic shipments between embassies and consulates of the same country/territory for delivery by International Priority service. As per the Vienna Convention of 1961, Diplomatic Bags receive diplomatic immunity from inspection or delay.	Free
FedEx Electronic Trade Documents	With FedEx Electronic Trade Documents (ETD) you can streamline your international shipments by uploading your customs documentation electronically. ETD reduces the amount of paper you print for each shipment, allows for faster pickup and helps to pre-clear your shipments, reducing the risk of your shipment being delayed in customs. ETD feature needs to be activated within your automated shipping tool.	Free
FedEx[®] Global Returns or FedEx Import Shipping Print Label⁽¹⁾	Create return or import shipping labels on your computer or shipping system. Then simply print and provide the label to your customer or send it as PDF via email.	Free
FedEx[®] Global Returns or FedEx Import Shipping Email Label⁽¹⁾	Create return or import shipping labels and allow your customers to access these electronically and edit them as needed.	BHD 1/label



Give your customers more convenience

Your customers can receive their shipments when and where it is convenient for them, through FedEx Delivery Manager. For details, see page 22.

Value-Added Services (continued)

Service	Definition	Fees ⁽²⁾ (BHD)
FedEx International Broker Select Option⁽¹⁾	A fee applies to FedEx International Broker Select (BSO) shipments when all of the following occur: <ul style="list-style-type: none"> • A broker (other than FedEx Express or FedEx Express designated) clears the shipment. • FedEx Express picks up the shipment at the customer's broker location and delivers it to the final consignee. • The consignee's location is served by a different clearance point than the broker's clearance point. 	BHD 0.44/kg ⁽³⁾ (minimum BHD 4.2)
FedEx Priority Alert⁽¹⁾	FedEx Priority Alert (FPA) is a specialized, fee-based and contract-only service specifically designed for customers requiring a high degree of shipment visibility and delivery compliance. By combining special boarding, enhanced shipment status tracking and operational recovery procedures, FPA provides a totally reliable solution for your shipment.	FedEx International Priority: BHD 0.42/kg ⁽³⁾ (minimum BHD 10.5) FedEx International Priority Freight: BHD 0.42/kg ⁽³⁾ (minimum BHD 10.5)
FedEx Priority Alert Plus^{TM(1)}	Our FedEx Priority Alert Plus (FPA+) service includes all the features of FPA as well as pro-active intervention capabilities for temperature sensitive shipments. With FPA+, re-icing, gel pack replenishments & cold storage are included as standard in the service.	FedEx International Priority: BHD 0.53/kg ⁽³⁾ (minimum BHD 12.6) FedEx International Priority Freight: BHD 0.53/kg ⁽³⁾ (minimum BHD 12.6)
On Demand Care⁽¹⁾	On Demand Care (ODC) is a fee-based service for non-food items providing intervention services such as Dry Ice replenishment and gel pack reconditioning/exchange, to protect the integrity of temperature-controlled shipments delayed in-transit. This service is not available at all locations. This service is not guaranteed and is subject to the identification of the shipment and must be booked via Customer Service.	FedEx International Priority and FedEx International Economy: BHD 2/kg ⁽³⁾ (minimum BHD 49) FedEx International Priority Freight and FedEx International Economy Freight: BHD 2/kg ⁽³⁾ (minimum BHD 49)
Hold at FedEx Location⁽¹⁾	As an alternative to a business or residential delivery, you can choose Hold at FedEx Location (HAL), and have recipients pick up their shipments at a FedEx Express location. For more details, contact FedEx Customer Service at 17 334448.	Free
FedEx Customs Brokerage Services	FedEx Express offers a seamless standard customs clearance process to enable on-time delivery of your goods. We also offer a range of specialised inbound clearance solutions subject to an additional fee (VAT may apply at the applicable rate).	You can find more information on fedex.com/bh/ancillaryservices .

⁽¹⁾ Service availability and transit times may vary. Please call Customer Service for service availability and precise transit times in your area.

⁽²⁾ All fees are exclusive of VAT.

⁽³⁾ The full rate per kilogram will be charged for any part kilogram.

Rates and Transit Times

To get transit times and rates, follow the simple instructions detailed below. Start by going to 'Get Rates & Transit Times' on fedex.com/ae, on the main menu under 'Shipping'. You don't need to login for this. However, in order to view your personalized rates you need to login first.

Please refer to page 11 for instructions on how to create User ID and password.

1. From / To Section

- 1 From:** Enter the address details – location of origin (postal code or city).
- 2 To:** Fill in the details of the destination location (postal code or city).

Tell us about your shipment.

FROM	
TO	

2. Package and Shipment Details

- 1** Enter the package details: type of packaging, number of packages, weight and ship date.
- 2** Select "I'm shipping to a residence", if you are shipping to a residential address.
- 3** Click on "Show Rates" to see the services available and the applicable quote and delivery times.

PACKAGING Your Packaging ∨	NO. OF PACKAGES 1 ∨
L × W × H (OPTIONAL) <div style="text-align: center;">× ×</div>	UNIT cm ∨
Package dimensions may impact your rate.	
WEIGHT Max package weight 1000 kg	UNIT kg ∨
CARRIAGE VALUE (OPTIONAL)	CURRENCY USD ∨
SHIP DATE Monday, January 20 ∨	
<input type="checkbox"/> I'm shipping to a residence	
<div style="background-color: #e67e22; color: white; padding: 10px 20px; display: inline-block; border-radius: 5px;">SHOW RATES</div>	

3. Rates and Transit Times Details

- 1 Service options, applicable rates and delivery times are displayed.
- 2 You can see the rate breakdown by clicking on the arrow next to the orange button.
- 3 Choose your preferred option and finalize the shipment.

Here are your Account-Specific Rates and delivery dates for shipments sent Monday, January 20

View signature options ⓘ

I want this shipment picked up

Amounts are shown in BHD

ARRIVES ON Wed, Jan 22	DELIVERED BY 8:00 AM FedEx International First®	BHD115.400 ^
	Base rate	BHD88.910
	Fuel Surcharge	BHD16.000
	Postal Fee Surcharge	BHD10.490
	Estimated Total	BHD115.400
	DELIVERED BY 10:30 AM FedEx International Priority®	BHD96.140 v
ARRIVES ON Mon, Jan 27	DELIVERED BY 4:30 PM FedEx International Economy®	BHD93.190 v

Rates shown here may be different than the actual charges for your shipment. [View more details.](#)

Fuel Surcharge

Go to fedex.com/bh/fuelsurcharge to get updated information on the fuel surcharges applicable on international and domestic shipments.








Go online to get quotes for rates and transit time quotes

Go to fedex.com/bh and select 'Get Rates and Transit Times' from the Shipping Tab





Packaging Solutions

Choose from our range of ready-to-use, self-sealing packaging in a choice of shapes and sizes. They are available free of charge for your international shipments with FedEx Express.

Shipping Need	Our Solution	Weight Limit	Shipping Need	Our Solution	Weight Limit
Packaging for standard-size and legal-size documents 	FedEx Envelope (window)* <ul style="list-style-type: none"> • Holds up to 60 unfolded pages of standard A4 paperwork • Total weight (including contents, documentation and the envelope) must not exceed 500 gm. • The special FedEx Envelope rate only applies up to 500 gm. • Tick the 'FedEx Envelope' box in Section 5 of the International Air Waybill. • Internal measurements: Height 24.1 cm, Width 31.8 cm. 	500 gm	Boxes in a variety of sizes 	FedEx Small Box <ul style="list-style-type: none"> • Self-assembly box designed to hold a single reel of magnetic tape, small documents, catalogs, file folders, videotapes and CDs. • Mark the 'FedEx Box' box in Section 5 of the International Air Waybill. • Internal measurements: Height 27.6 cm, Width 31.1 cm, Depth 3.8 cm. • Weight limit: 9 kg. • The minimum weight charged is 1 kg. 	9 kg
Tear- and water-resistant packaging 	FedEx Pak* <ul style="list-style-type: none"> • For larger documents or other compact items. • Total weight (including contents, documentation and packaging) must not exceed 2.5 kg. • A special FedEx Pak rate applies up to 2.5 kg. • Mark the 'FedEx Pak' box in Section 5 of the International Air Waybill. • Internal measurements: Height 30.5 cm, Width 39.4 cm. 	2.5 kg		FedEx Medium Box <ul style="list-style-type: none"> • Self-sealing box designed for binders, books or large documents. • Mark the 'FedEx Box' box in Section 5 of the International Air Waybill. • Internal measurements: Height 29.2 cm, Width 33 cm, Depth 6 cm. • Weight limit: 9 kg. • The minimum weight charged is 1 kg. 	9 kg
	FedEx Padded Pak* <ul style="list-style-type: none"> • Oversized envelope intended for heavier documents that require additional protection. • Special FedEx Pak rate applicable. • Internal dimensions: Height 29.8 cm, Width 39.3 cm. 	2.5 kg		FedEx Large Box <ul style="list-style-type: none"> • Self-sealing box designed for large stacks of paper, computer print outs, machine parts, etc. • Mark the 'FedEx Box' box in Section 5 of the International Air Waybill. • Internal measurements: Height 31.4 cm, Width 45.4 cm, Depth 7.6 cm. • Weight limit: 13 kg. • The minimum weight charged is 1 kg. 	13 kg
	FedEx® XL Poly Pak* <ul style="list-style-type: none"> • Water-resistant packaging for soft, light and bulky shipments. • Total weight (including contents, documentation and packaging) must not exceed 2.5 kg. • A special FedEx Pak rate applies up to 2.5 kg. • Dimensional-weight pricing is applicable for FedEx Pak shipments exceeding 940 cubic inches or 15,400 cubic centimeters in volume. • Mark the 'FedEx Pak' box in Section 5 of the International Air Waybill. • Internal measurements: Height 44.4 cm, Width 52.7 cm. 	2.5 kg		FedEx A4 Box <ul style="list-style-type: none"> • Self-sealing box designed for customers who ship items internationally where the style is preferred. • Mark the 'FedEx Box' box in Section 5 of the International Air Waybill. • Internal measurements: Height 34.9 cm, Width 46.2 cm, Depth 7.6 cm. • Weight limit: 9 kg. • The minimum weight charged is 1 kg. 	9 kg

*Not applicable for FedEx International Economy Service

Packaging Solutions (continued)

Shipping Need	Our Solution	Weight Limit	Shipping Need	Our Solution	Weight Limit
<p>Packaging for plans, posters, fabric rolls, charts or blueprints</p> 	<p>FedEx Tube</p> <ul style="list-style-type: none"> • Self-sealing tube ideal for drawings, blueprints, charts, photographs, fabric samples and any other items that are better rolled than folded. • Mark the 'FedEx Tube' box in Section 5 of the International Air Waybill. • Internal measurements: Height 96.5 cm, Width 15.2 cm, Depth 15.2 cm. • Weight limit: 9 kg. • The minimum weight charged is 4 kg. 	9 kg	<p>Packaging to ship non-infectious specimens</p> 	<p>FedEx Clinical Pak</p> <ul style="list-style-type: none"> • Use this plastic overwrap for non-infectious clinical samples after they are inserted into a sturdy inner container. • Properly packaged clinical-sample shipments smaller than Height 10.2 cm x Width 17.8 cm x Depth 5.1 cm must be shipped in the FedEx Clinical Pak overwrap. • Mark the 'Other' box in Section 5, of the International Air Waybill or select "Your Packaging" when creating a label with our automation tools. • Inside dimensions: Height 36.2 cm x Width 45.1 cm. • Weight limit: 9 kg. 	9 kg
	<p>FedEx 10kg Box and FedEx 25kg Box</p> <ul style="list-style-type: none"> • Strong boxes to help your shipments arrive in good shape. • For a flat rate, you can ship these double-walled boxes to more than 220 countries and territories via FedEx International Priority. Note: FedEx 10kg and 25kg are not available for domestic services <p>FedEx 10kg Box</p> <ul style="list-style-type: none"> • A fixed rate via FedEx International Priority Service up to 10 kg. • Mark the 'FedEx 10kg Box' box in Section 5 of the International Air Waybill. • Internal measurements: Height 40.16 cm, Width 32.86 cm, Depth 25.8 cm. • Bill Sender, Consignee or Third Party and Single Piece shipments only. <p>FedEx 25kg Box</p> <ul style="list-style-type: none"> • A fixed rate via FedEx International Priority Service up to 25 kg. • Mark the 'FedEx 25kg Box' box in Section 5 of the International Air Waybill. • Internal measurements: Height 54.76 cm, Width 42.06 cm, Depth 33.49 cm. • Bill Sender, Consignee or Third Party and Single Piece shipments only. 	10 kg 25 kg	<p>Packaging for Biological Substance Category B (UN 3373) specimens</p> 	<p>FedEx UN 3373 Pak</p> <ul style="list-style-type: none"> • Use this plastic overwrap for specimens containing or suspected of containing infectious substances meeting the International Air Transport Association (IATA) definition of Biological Substance, Category B (UN 3373). • Properly packaged shipments smaller than Height 10.2 cm x Width 17.8 cm x Depth 5.1 cm must be shipped in the FedEx UN 3373 Pak overwrap. • Mark the 'Other' box in Section 5, of the International Air Waybill or select "Your Packaging" when creating a label with FedEx automation tools. • Inside dimensions: Height 22.9 cm x Width 35.6 cm. • Weight limit: 9 kg. 	9 kg

Packaging Tips

To ensure your consignments arrive on time and in good condition, it is vital you take time to pack and label them correctly.

DO

- a. Only use rigid cartons in good condition with all edges intact.
- b. Don't exceed the weight specifications for your box.
- c. Pack contents in the centre of the carton, cushioned on all sides using polystyrene chippings or bubble wrap. Ensure that the items not fitting into cartons or have sharp edges and protrusions are thoroughly wrapped, with taped corrugated panels or pads.
- d. If you send liquids, check that the cases are hermetically sealed.
- e. For the shipping of fragile goods, we suggest the use of wooden cases and separators inside. Include inside the carton a document (e.g. business card or letterhead) that carries your address, and both your and your recipient's telephone numbers.
- f. Tape all seams and flaps well, with pressure-sensitive plastic tape. Tape should be at least 5.1 cm wide, but preferably 7.6 cm wide.
- g. If finishes could be damaged or soiled in transit, place them in a protective container.

DON'T

- a. Don't ship light weight gift boxes unless packed in stronger cartons.
- b. Don't ship packages smaller than 18 cm x 10 cm x 5 cm. Instead, pack small items into larger cartons.
- c. Never use cellophane tape, masking tape, string or rope, and avoid duct tape and kraft-paper tape for sealing.

Measuring Length and Girth

The length and girth formula is simple:

Packages can be up to 274 cm in width and 330 cm in height and girth combined (girth = 2 x height + 2 x width)



PACK LIKE A PRO

[Click here to know more.](#)

Automation Tools

Online tools that automate the entire shipping process and guide you with your airway bills, commercial invoices and any other customs documentation you may need. Access our online automation tools by logging in at fedex.com/bh or see below for instructions on creating a User ID and Password.

FedEx User ID and Password

fedex.com is a complete online resource for shipping solutions, information and support to help you optimize your shipping and your business. Click here to register for a FedEx login to manage all your shipping requirements easily. Remember to save your answers to the secret questions in case you need them later. You can login directly if you have an existing FedEx User ID and Password.

Online Shipping Solution

Ship adhoc with credit card on FedEx Ship Manager™ Lite- no registration required or use the benefits of a Login to re-use your addresses and get customized rates. FedEx Ship Manager™ at fedex.com caters for more complex shipping and reporting needs if you ship more frequently.

Features/Benefits	FedEx Ship Manager™ Lite	FedEx Ship Manager™ at fedex.com
For new and infrequent shipper	✓	
For frequent shipper		✓
FedEx account required	✓	✓
Login with User ID and Password		✓
Get rates and transit times	✓	✓
Schedule a pickup	✓	✓
Receive status notifications	✓	✓
Prepare customs documentation		✓
Store contact details	✓	✓
Review shipping history and reports		✓
Send 1 package (up to 68kg) per shipment	✓	✓
Send multiple packages in one shipment		✓
Send freight shipments (above 68kg)		✓
Send dangerous goods and dry ice		✓

FedEx Electronic Trade Documents (ETD)

ETD* is a feature within the FedEx Ship Manager (FSM) shipping tool that reduces customs clearance delays by allowing you to submit customs documentation electronically, so you no longer need to print multiple copies. In a world where business moves at the speed of a click, filing important international documents electronically helps you save time, paper and money.

Benefits of ETD

- Prepare your customs documents electronically.
- Simplify and enhance the international shipping process.
- Reduce risk of customs clearance delays.
- Reduce your carbon footprint and save time and money
- Minimize risk of lost, missing or damaged trade records.
- We may notify you if your shipment is going to be delayed by customs clearance.
- Quicker pick-up time due to simple process.

*For countries that require paper copies for customs clearance, you can benefit from Electronic with Original (EWO), which also enables you to seamlessly upload your customs documentation. EWO gives you access to all countries that ETD doesn't support. When you chose the country you are shipping to, the system will default automatically to EWO if it's not ETD supported.

Scheduling Pickups

To schedule a pickup, login to fedex.com/bh with your User ID and Password. If you do not have a FedEx User ID and Password, please refer to page 11 for directions on creating them.

- a. Click on 'Schedule a Pickup', which appears on the menu under 'Ship'.
- b. Fill in the details required, including the pickup address and shipment information, and click on 'Schedule pickup'.
- c. Confirmation of the pickup can be sent to up to four email addresses.



Ship conveniently online

Discover our automation tools that simplify shipping for you – visit page 11.

Air Waybill

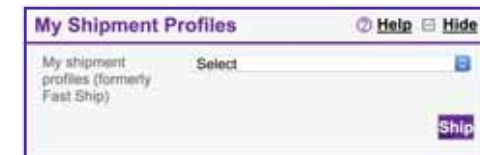
To create an Air Waybill:

- a. Login to fedex.com/bh for details with your User ID and Password. If you do not have a FedEx User ID and Password, please refer to the section on page 11 for directions on creating them.
- b. Click on the 'Ship' icon.
- c. Follow the steps detailed below.

Note: your Air Waybill does not replace a Commercial Invoice.

My Shipping Profiles

- a. Save all the details when you want to ship a similar shipment (same weight/dimensions) repeatedly to the same recipient.
- b. Select the profile you want to ship to if already created, or fill in the details for a new recipient as detailed below.



1. From (Sender's information)

Select a sender from your Address Book using the Saved Senders, Contact ID, Company or Contact Name drop-down menus.

- 1 **Company:** mention the company name if the shipment is sent from a business.
- 2 **Contact name:** enter the contact name of the individual representing the business.
- 3 **Address details:** give the sender's address details, including postal code and city.
- 4 **Phone number:** mention the sender's contact number (valid landline/mobile number).
- 5 **Save as my default address:** select this field to designate the sender as the default sender for future shipments.
- 6 **Save new sender in address book:** select this field to designate the sender as the default sender for future shipments.

1. From

Saved senders: Select

* Country/Location: Select

1 Company: Select or enter

2 * Contact name: Select or enter

3 * Address 1: [Text Field]

Address 2: [Text Field]

* Postal code: [Text Field] [Postal code information](#)

* City: [Text Field]

* State: Select

4 * Phone no.: [Text Field] ext. [Text Field]

VAT/CST/TIN no.: [Text Field]

5 Save as my default address

6 Save new sender in address book

2. To (Recipient's information)

- 1 **Company:** mention the company name if the shipment is sent to a business.
- 2 **Contact name:** enter the name of the contact person representing the business.
- 3 **Address details:** give the recipient's address details, including postal code and city.
- 4 **Phone number:** mention the recipient's contact number (valid landline/mobile number).
- 5 **Save new recipient in address book:** save the recipient for future use.

2. To

* Country/Location: India

1 Company: Select or enter

2 * Contact name: Select or enter

3 * Address 1: [Text Field]

Address 2: [Text Field]

* Postal code: [Text Field] [Postal code information](#)

* City: Select or enter

* State: Select

4 * Phone no.: [Text Field] ext. [Text Field]

VAT/CST/TIN no.: [Text Field]

This is a residential address

5 Save new recipient in address book

3. Package and Shipment Details

- 1 **Ship date:** specify the date for sending the shipment.
- 2 **No. of packages:** mention the number of boxes/packages being shipped. When it's more than one box/package, an additional section opens up asking 'Are packages identical?'
 - 2a If 'Yes': mention the weight per package.
 - 2b If 'No': an additional section opens up to capture the weight unit, quantity, dimensions and carriage value. To add more details, use the 'Add row' tab.
- 3 **Weight:** mention the total weight of all the boxes/packages together in kilograms.
- 4 **Declared Value:** fill in the replacement cost of your shipment's contents*.
- 5 **Service type:** choose the service to move the shipment from the origin country, depending on the urgency, weight and size of the shipment.

- 6 **Package contents:** select 'Documents' or 'Products/Commodities'. If 'Documents' is selected, the document description needs to be checked.
- 7 **Shipment purpose:** mention whether it is a Commercial (has a commercial intent) or a Personal (has no commercial intent) shipment.
- 8 **Total customs value:** enter the selling price or the market value of the shipment's contents. This value should be the same on the shipping documents and the Commercial Invoice (CI) available on FedEx Ship Manager™ at fedex.com.

Additional information to enter

- **Package type:** select the packaging in which the shipment is being sent – select 'Your Packaging/FedEx Packaging' (name available on the packaging). See page 8 for details on FedEx packaging, or click here to order FedEx supplies.
- **Dimensions:** choose a saved dimensions profile from the drop-down menu or click 'Enter dimensions manually'.

* The declared value for carriage represents the maximum liability for FedEx in connection with that shipment. Exposure to and risk of loss in excess of the declared value is assumed by the shipper. This value should be the same on the shipping documents and the Commercial Invoice (CI) available on FedEx Ship Manager™ at fedex.com. The carriage value must not exceed the customs value.

4. Billing Details

- 1 **Bill transportation to:** select the account number from the drop-down menu for the billing of the shipment. If you select 'Recipient' or 'Third Party', please enter the 9-digit FedEx account number of the recipient or third party to bill in the 'Account no.' field.
- 2 **Bill duties/taxes/fees:** choose the account number to bill for an international shipment's duties, taxes and fees. If you select 'Recipient' or 'Third Party', please enter the 9-digit FedEx account number to bill in the 'Account no.' field.
- 3 **Your reference:** enter any relevant reference information, such as a customer number used by the sender if any.
- 4 **More reference fields:** use these fields to enter a P.O. number, an invoice number and a department number, as per your requirement.
 - a. References can be used for tracking and reporting purposes
 - b. All references, except Invoice no., print on your FedEx Express® and FedEx Express Freight Services invoices.
 - c. References print on all shipping labels except plain paper FedEx Express international labels, which include only one reference field.

4. Billing Details ? [Help](#) ☰ [Hide](#)

1 * Bill transportation to

2 * Bill duties/taxes/fees to Account no.

3 Your reference

4 ☰ [More reference fields](#) [Add an account](#)

P.O. no.

Invoice no.

Department no.

Special Services (optional)

If your shipment requires special handling, please select the instructions with regard to the pickup, processing and delivery. Click on 'Edit' to expand the section, and enter any additional special handling comments that you may require.

5. Pickup/Drop-off

- 1 Schedule a pickup:** select this option if you do not have a regularly scheduled pickup at your location. Enter or select the date of your pickup. Only those days that qualify for pickup of your shipment can be selected on the calendar. If the date you need is not available, please call FedEx Customer Service at 17 334448 to schedule your pickup.
- 2 Drop off package at a FedEx location:** choose this option if you plan to drop off your package. You will be able to see the nearest FedEx location for your shipments.
- 3 Use an already scheduled pickup/Schedule a pickup later:** select any of these option if you are a FedEx account holder and already have scheduled a previous pickup request on fedex.com/bh.

Shipment Notifications (optional)

You can send an email to the sender, recipient or any additional recipient, indicating the status of your shipment. To allow shipment notifications, click 'Edit' to expand the section, and enter all the information required.

- 1 Notify Sender/Recipient via:**
 - a. Select the format type for your email notifications.
 - b. Enter the email addresses of the sender and recipient, and select the email language from the drop-down menu.
- 2 Notification type:** select the type of notification you would like to receive
 - a. 'Ship': indicates that the shipment's information has been sent to FedEx.
 - b. 'Tendered': indicates when FedEx picked up the shipment.
 - c. 'Exception': indicates any exception that may cause a delivery delay.
 - d. 'Estimated Delivery': indicates that the pickup has been successfully scheduled.
 - e. 'Delivery': indicates that the shipment has been delivered.
- 3 Add additional recipients**

Select this option if you want to send notifications to two additional contacts. Please select 'Choose the email language' for each from the drop-down menus.
- 4 Add a personal message**

You can add a personal message to your email notifications by entering up to 120 characters.

Special Services (optional) [Help](#) [Edit](#)

Please enter required shipment information prior to selecting special services.

5. Pickup/Drop-off [Help](#) [Hide](#)

- Schedule a pickup
- Drop off package at a FedEx location
- Use an already scheduled pickup/Schedule a pickup later

Shipment Notifications (optional) [Help](#) [Edit](#)

Send an email to yourself, the recipient or others indicating the status of your shipment.

Shipment Notifications (optional) [Help](#) [Hide](#)

- 1 Notify Sender via:**
 - Email (HTML)
 - Email (Plain Text)
- 2 Notification type**
 - Ship
 - Tendered
 - Exception
 - Estimated Delivery
 - Delivery

Sender Email
dtadjine@fedex.com
English

- 1 Notify Recipient via:**
 - Email (HTML)
 - Email (Plain Text)
- 2**
 - Ship
 - Tendered
 - Exception
 - Estimated Delivery
 - Delivery

Recipient Email
English

- 3** [Add additional recipients](#)
- 4** [Add a personal message](#)

Rates & Transit Times (optional)

Use our simple solution to obtain a rate quote and determine the expected delivery date and time for your shipment.

Click 'Calculate' to get the estimated shipping costs and delivery for your shipment. The rate you receive may be different from the billed charges for your shipment based on the actual shipment weight, dimensions and other details.

Select	Service and Transit Time	Your Rate
	Click calculate to get rates and transit times.	Calculate

Amounts are shown in INR

6. Customs Documentation

6. Customs Documentation

[Help](#) [Hide](#)

Alert:
Invoices created through this system are not accepted for the origin or destination country. Please provide your own Commercial/Pro Forma Invoice for this shipment.

[Additional FedEx generated trade documents](#)

Alert:
The origin or destination country requires a Commercial/Pro Forma Invoice that includes a Letterhead & Signature. Please include this with your shipment.

Commercial Invoice

The Commercial Invoice is the most common document required for clearing your shipments through customs. It is typically required for shipments of non-document commodities, but this varies by country, size, weight, quantity and value.

7. Complete your Shipment

- 1 Select 'Create a Shipment Profile' to store the shipment information (i.e. recipient, package, etc.) as a Shipment Profile that you can use for future shipments. Enter a unique profile nickname.
- 2 Select 'Save for later' if you want to save your shipment as a pending shipment to process later during the day, or on a future date.
 - a. A pending shipment must contain complete shipping information in order to process it later in the day or in the future.
 - b. Pending shipments will automatically expire 10 days after the date you created the shipment or the designed future date when creating the shipment
- 3 Click 'Ship' and you're done!

7. Complete your Shipment

[Help](#)

Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.

[Save for later](#) [Ship](#)



Store details to ship fast

Prepare and maintain your documents with the FedEx Document Preparation Center to save time when shipping.

FedEx Global Trade Manager (GTM)

Learn about the documents required, estimated duties, taxes and regulatory details for your international shipment, and get country profiles and other relevant information with FedEx Global Trade Manager:

- a. Go to fedex.com/bh and click on 'Support' then choose 'Custom Tools'.
- b. Click on 'Go To Global Trade Manager'.
- c. The following options are available. Select the option(s) you are interested in, click 'Go' and login using your FedEx User ID and Password.

Option	Description
Find International Documents	Get help finding the necessary documents for your international shipment.
Estimate Duties and Taxes	Estimate the duties and taxes that will be levied against your international shipment.
Country Profiles	Get a snapshot of country information including demographics, business information and statistics.
Shipping Advisories	Get important regulatory information specific to your shipment.
Denied Party Screening	Identify individuals, companies, and other parties that have been denied international business transactions.
Harmonized Code Search	Find the World Customs Organization (WCO) tariff classification for your product.



Watch Demo on FedEx GTM

See what the FedEx Global Trade Manager can do for you

Commercial Invoice

A Commercial Invoice (CI) is mandatory for all non-document shipments. Entering the information accurately helps ensure swift customs clearance. Please enclose one original invoice along with two copies of the invoice to your shipment, each with an original signature.

- 1 Shipper/Exporter details:** add the contact name, company name, full address and VAT number of the shipper.
- 2 Recipient/Consignee details:** fill in the name, address (including postal code and phone number) of the recipient.
- 3 Country of manufacture:** state each country of origin next to each corresponding product, in case the goods were made in more than one country. The country of origin is the country in which the goods were initially produced – not the country from which they are exported.
- 4 Quantities:** show individual and totals columns for:
 - 4a** the number of shipments and units
 - 4b** the units of measurement
 - 4c** weight
- 5 Description of goods:** give a complete description of the item(s). Generic descriptions are insufficient. Indicate:
 - a. what it is
 - b. what it is made of
 - c. what the value of each item is
 - d. how many/how much items
 - e. how it will be used

For example: write “10 boxes of stainless steel screws for civil aircraft,” rather than “civil aircraft parts.”
- 6 Specify the currency:** specify the unique three-letter code for each currency (e.g. USD, CAD). The dollar sign (\$) is insufficient, as several countries use it.

Date of Export: 02.07.02				Export References (i.e. order no., invoice no., etc.): B1674				
Shipper/Exporter (complete name and address): John Smith Al Mirzam St Abou Dabi UAE VAT No. 437 7916 13				Recipient (complete name and address): Jane Yarwood Computer Labels Inc 1465 Oakland Avenue Interstate Industrial Park Memphis, US TN 38200				
Country of export: England				Importer - if other than recipient (complete name and address): As Above				
Country of manufacture: As above								
Country of ultimate destination: USA								
Federal Express International Air Waybill No.: 400-7604-7274				Currency: Euro				
Marks/Nos 4	No. of pkgs 4a	Type of packaging	Full Description of goods 5	Qty	Units of measure 4b	Weight 4c	Unit Value	Total Value
1 of 1	1	Brown Package	Camera-ready Artwork (For printing in USA.)	1	kg	2.5		125 EUR 6
	Total No. of Pkgs					Total Weight		Total Invoice Value
	1					2.5		125 EUR
I declare all the information contained in this invoice to be true and correct								Tick
Signature of shipper/exporter (type name and title and sign) J Smith, Designer				Date: 02.07.02				<input checked="" type="checkbox"/> FOB
								<input type="checkbox"/> C&F
								<input type="checkbox"/> CIF

Note: Required Signature

Sign and date the Commercial Invoice, certifying that the details provided are true and are correct representations of the contents of the shipment. Ensure that all the information are consistent with the Air Waybill to avoid customs delays of your shipment. It is required to provide one original Commercial Invoice with two copies, all individually signed. We also recommend you to put a copy of the invoice inside one package. Please note that certain commodities may need extra documentation or export licenses.

Tracking

Find out the status of your shipment or get a proof of delivery by choosing the most convenient option.

fedex.com

- a. Go to the 'Track' section on the homepage of fedex.com.
- b. Enter up to 30 FedEx tracking numbers (one per line) to track the status of your shipment.

Advanced Tracking Options

Sign up for our advanced tracking options in the 'Track' section on fedex.com/bh, which will help you save time and monitor your shipments easily. You don't need to track each shipment separately.

FedEx Advanced Tracking

Get 24/7 access to information on your shipments. Customize your tracking views, and sort or search by ship date, delivery date, origin, recipient and more.

To access FedEx Advanced Tracking:

- a. Login using your FedEx User ID and Password. If you do not have a FedEx User ID and Password, please refer to page 11 for directions on creating them.
- b. Track your shipment with the dedicated tracking number (up to 30 at a time) or by any reference number related to your shipment.
- c. Obtain a proof of delivery by requesting a signature proof of delivery. This option includes a delivery confirmation and an image of your recipient's signature.
- d. View the proof of delivery for up to 30 tracking numbers.

FedEx Mobile

Go to fedex.com from your smart device to track your shipments.

- a. Receive the latest shipment updates, from pickup to delivery.
- b. Initiate a tracking request via text message tracking and follow a shipment via text.



Track

Our tracking tools give you control over shipments, by helping you stay informed so you can ship with confidence.

Other Tracking Options

Phone and Email

- Call FedEx Customer Service at 17 334448
- Email us at Bahrain@fedex.com

FedEx Mobile App

Download the FedEx Mobile app from Google Play or the App Store and access FedEx solutions anytime, from anywhere, using your mobile device.

- **Track:** enter your tracking number, and click 'Track' to monitor the status of your shipments.
- **Get Rates & Transit Times:** get a quick quote or specific rates, along with estimated delivery dates.
- **Schedule a Pickup:** contact us for a pickup, even when you're away from the office.
- **Locate:** get details of the nearest FedEx location.



Track by email

Email the tracking number or reference number for one or multiple shipments to Bahrain@fedex.com. You can track up to 30 shipments at a time.

Specialized Solutions

FedEx Delivery Manager: a solution for e-commerce

Let your customers receive their shipments when and where it is convenient for them, with FedEx Delivery Manager.⁽¹⁾

- a. They will receive an email notification when the shipment has been picked up by FedEx.
- b. If they wish to change the delivery information, they can do so in a few simple steps on fedex.com.
- c. They can choose to have their shipment delivered as planned or to a neighbor; delivered to their address at a later date or to another address; or delivered to a pickup point.

As a FedEx customer, you are automatically signed up for FedEx Delivery Manager, at no cost. Share your customer's contact details, email address and/or mobile phone, depending on the shipping application you use. A FedEx Customer Care Representative will assist you in checking and configuring your system.

This service is available for domestic and international B-2-C shipments ⁽¹⁾ and varies by origin country and destination postal code.

Some of the industries that we cater to are fashion/ apparel, electronics and luxury goods. See how our services can help your business – talk to a FedEx Sales Representative or email Bahrain@fedex.com



(1) Contact FedEx Customer Service at 17 334448 to check the exact coverage.

FedEx Delivery Signature Options

Whether you need to prove the safe arrival of your valuable goods, need an adult's signature, or even when you do not want a signature at all, you have the flexibility to choose a specific signature option for your shipment.

The following delivery options⁽¹⁾ may be chosen at the time of booking your shipment:

Option	Description	Fees ⁽²⁾ (BHD)
Indirect Signature Required	FedEx will obtain a signature from someone at the delivery address, from a neighbor or from a building manager. If no one is available to sign, FedEx will attempt to redeliver the package.	<ol style="list-style-type: none"> 1. Free 2. Free. Residential shipment to US and Canada with declared value below USD 500 are subject to BHD 1/shipment surcharge. 3. BHD 1.5/shipment. Free for shipments to US and Canada above USD 500 declared value. 4. BHD 2/shipment
No Signature Required	FedEx will attempt to obtain a signature at the delivery address. If no one is available to sign, FedEx will deliver the package in a safe place without obtaining signature.	
Direct Signature Required	FedEx will obtain a signature from someone at the delivery address only. If no one is available to sign, FedEx will attempt redelivery of the package.	
Adult Signature Required	FedEx will obtain a signature from any person of legal age at the delivery address, subject to the provision of a valid ID. If no one qualified to sign is available, FedEx will attempt to redeliver the package. Legal age will vary depending on the destination country/territory and is governed by local legal age of an adult, not the legal age to purchase specific products (i.e. alcohol).	

(1) Visit <http://www.fedex.com/bh/dso/index.html> for more details.

(2) All fees are exclusive of VAT.

Billing

FedEx Billing Online

Give yourself the insight and control you need, when you need it, with FedEx Billing Online. This powerful online billing solution provides total transparency and control, meaning you not only know what went where and how much it cost, but also have the ability to dispute charges, download your invoice data, and make payments. It doesn't matter if you handle 1,000 shipments a day or 10; FedEx Billing Online is an asset for every business.

- Get an up-to-date view of all your open invoices, as well as visibility on closed invoices, up to 180 days after the payment date.
- Get an exact copy of the paper invoice in digital format.
- View invoice information for multiple accounts with one login.
- View shipment charges at invoice level, shipment-detail level, or both.
- View your Duty and Tax invoices.
- Search, download, print and save invoices in a variety of formats.
- Reconcile invoices, dispute shipment charges and request adjustments, right from your desktop.
- Pay open invoices online

Get secured and controlled access to your vital invoicing and payment information

- Register online at fedex.com/bh using your FedEx account number and two recent invoices.
- To register, select 'Account' followed by 'Manage Billing Online' and fill in the required information.
- You can apply for one registration for several FedEx accounts and set up additional users with access to your accounts online.

FedEx Invoice

Here's how to read your FedEx Invoice

- Shipper (Name & Address):** features the shipper's details.
- Customer Number:** this is the customer's FedEx account number.
- Invoice Number:** the invoice number appears here.
- Invoice Date:** gives the issuing date of the invoice.
- Due Date & Amount Due:** provides the amount to be paid, and the last date for making the payment.
- Bill to:** specifies who is getting billed: the shipper, consignee or a third party.
- Shipments:** mentions the total number of shipments.
- Freight:** this is the freight cost of the shipment.
- Other Charges:** includes other charges, such as fuel surcharge, etc.
- Taxable Charges:** this is the tax amount calculated for the shipments.

Original For Recipient

1 Shipper (Name & Address)

2 Customer Number
3 Invoice Number
4 Invoice Date
5 Amount Due
6 Bill to: P.O. Code No.

5 Bill to
6 Shipments
8 Freight
9 Other Charges
10 Taxable Charges

Bill to	Shipments	Freight	Other Charges	Total
Company	0	14,242.00	3,844.30	17,986.30

Please visit fedex.com/invt and share your SST details now

Billing and collections in respect of international inbound air consignee shipments are done by FedEx Business Transportation & Supply Chain Services (India) Pvt. Ltd. for and on behalf of Federal Express Corporation.

This is a computer generated invoice, electronically signed. For any queries about this invoice please call FedEx Customer Service at 1800 226 6181 or 1800 22 6181 for international or 1800 618 6362 for domestic, or write to us at invt@fedex.com within 7 days from invoice date, otherwise, this invoice shall be deemed to be correct and payable in full. Payment due not later than the due date shown, if you have any questions please call the number above.

	DD UGST 5%	DD UGST 9%	DD UGST 18%	Total
Taxable Charges	17,986.30	1,810.10	1,810.10	21,799.75
Non Taxable Charges	0.00	0.00	0.00	0.00
Total Amount Due				21,799.75

Invoice @ 1% is to be deducted to payment after the due date.



Signature Verified
2009-02-27 11:48:45
11846

FedEx® Global Returns

Simplify the returns process with FedEx Global Returns on fedex.com/bh

- a. **Get more control:** control where the return is destined and how fast it gets there. Link it to the original shipment, maintain full visibility throughout, and manage tracking and reporting for all returns in your account.
- b. **Experience more flexibility:** create return labels and customs documents at the same time as the outbound shipment or just for the return leg. Send the label as a hard copy, PDF or editable online return label.
- c. **Get customs clearance assistance:** we'll help with key information items that brokers and customs officials need and minimize delays.

More Information

-  Go to the FAQs section on fedex.com/bh, under the 'Support' tab on the homepage
-  Call FedEx Customer Service at 17 334448

Condition of Carriage

All services offered by FedEx and further described in the service guide are subject to FedEx Conditions of Carriage for Europe, the Middle East, the Indian Subcontinent and Africa in effect at the time of shipment and as published on www.fedex.com/en-bh/conditions-of-carriage.html



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To find out more, go to [fedex.com/bh](https://www.fedex.com/bh) or call 17 334448