

Save Time When You File Trade Documents Online

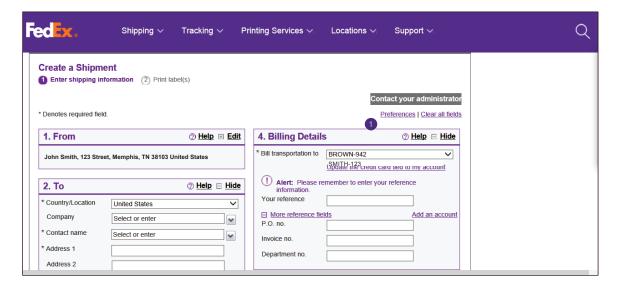
With FedEx Electronic Trade Documents, you can upload and submit your customs documentation electronically. With this shipping solution, you'll save time and money, and enjoy greater peace of mind.

Follow the instructions to set up FedEx Electronic Trade Documents on FedEx Ship Manager® at fedex.com.

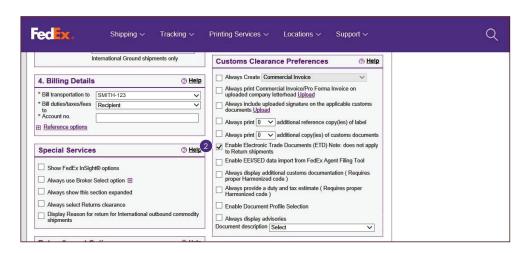
How to Enable FedEx Electronic Trade Documents





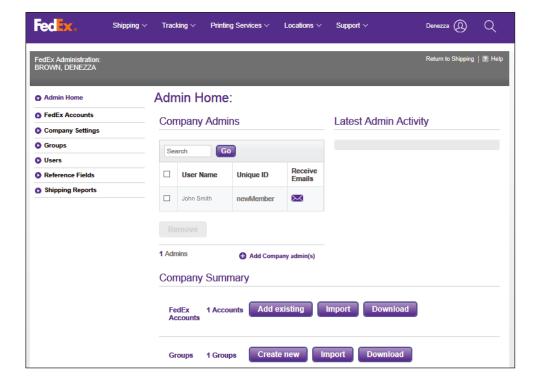


Within the Customs Clearance Preferences section, check the "Enable Electronic Trade Documents (ETD)" box.

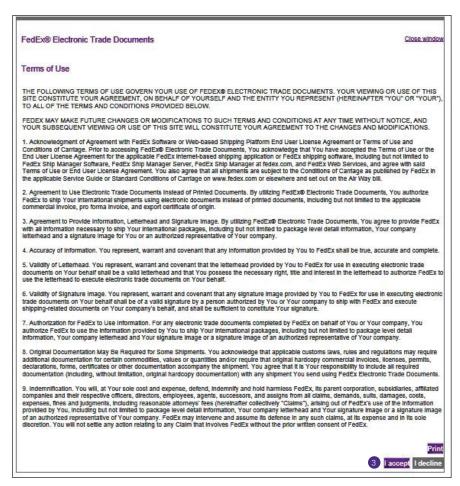


Note: If your user account does not have ETD as an option in Customs Clearance Preferences, your shipping administrator will need to enable ETD by selecting the "customize privileges, references and default" option in the User Settings from the *Administration* tab.

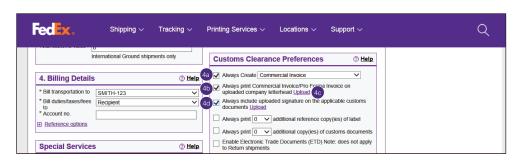
FedEx Ship Manager [®]					My Profile	Logout	? Help
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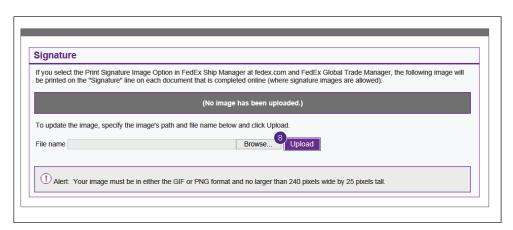
Review the FedEx Electronic Trade Documents Terms of Use. After reviewing, click the "I accept" button.



- 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.
 - 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.

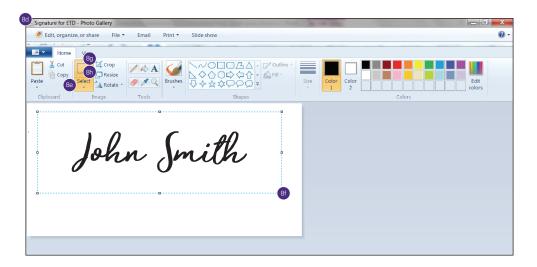


8 Click "**Upload**" to upload a signature image. Signature image les must be in either GIF or PNG format and no larger than 240 pixels wide by 25 pixels high.



If you need to create your digital signature file, you will first need to scan, size, and upload your signature.

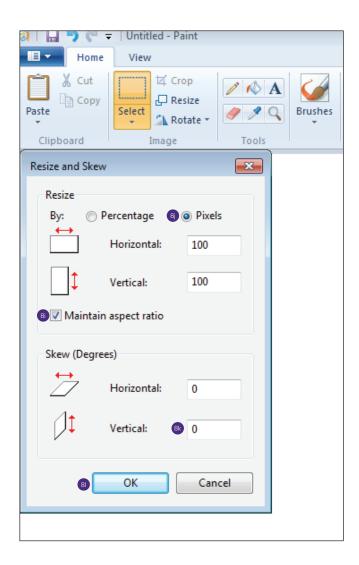
- a. To begin, sign your name on a blank piece of paper. It is suggested that you use a marker.
- b. Next, use a scanner to capture your signature and save it to your computer.
- c. To correctly size the image, use a tool such as Microsoft Paint.
- d. Open the scanned signature file in Microsoft Paint. 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.



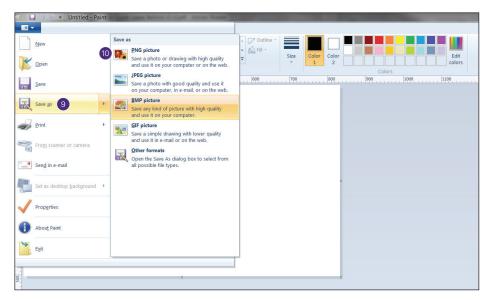
- i. Ensure that the "Maintain aspect ratio" box is selected.
- j. Select the "Pixels" radio button.
- k. Enter 25 pixels in the "**Vertical**" input field. Check the updated horizontal pixel number. If it is under 240, no further changes are required. If the image is larger than 240 pixels wide, then enter 240 in the horizontal field.

Note: It is required that a signature le be no larger than 240 pixels wide by 25 pixels high and for a logo le to be no larger than 700 pixels wide by 50 pixels high.

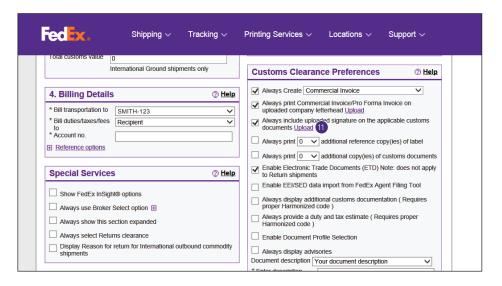
I. Click "OK."



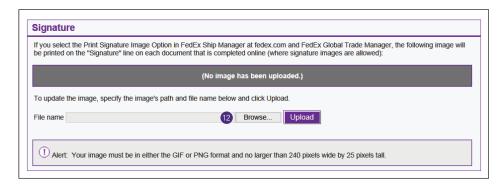
- 9 Under the *Utility* tab, click "Save as."
- (10) Select "PNG picture."



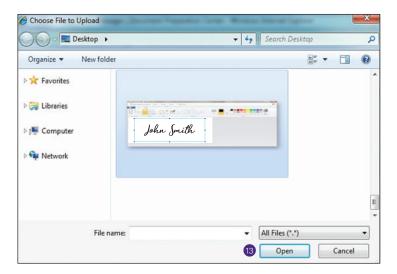
You can now upload the digital signature to **fedex.com** by clicking "**Upload**" next to the "**Always include uploaded signature on the applicable customs documents**" option.



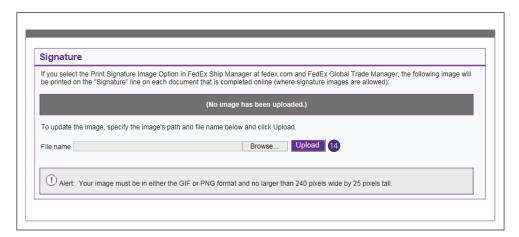
(12) Click "Browse."



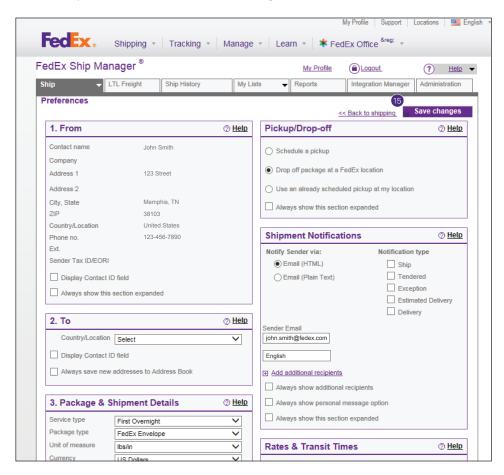
(13) Select the saved image file from your computer and then click the "**Open**" button.



(14) Click "**Upload**" to upload your file.

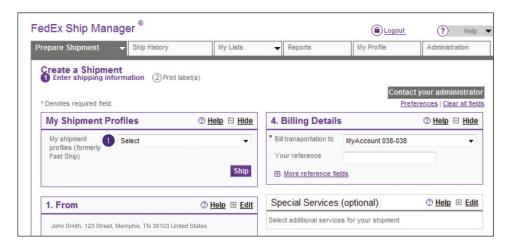


Scroll to the top of the Preferences page and click the "Save changes" button. Your account is now set up to submit customs documents using FedEx Electronic Trade Documents.

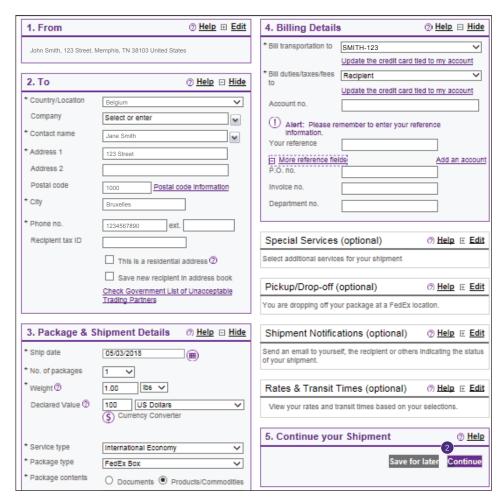


How to Process a Shipment with FedEx Electronic Trade Documents

Enter the recipient and shipping information, or select a saved recipient from "**My Shipment Profiles**."

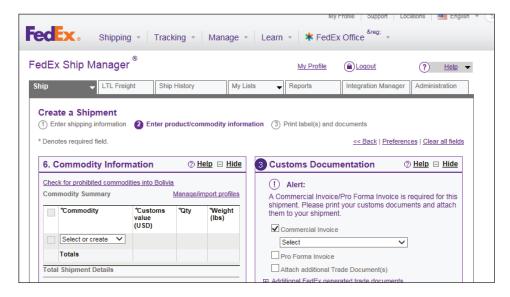


2 Scroll down the page and click the "Continue" button.



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.

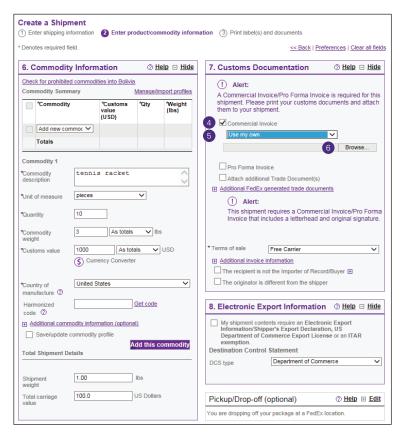
Note: Up to five documents can be electronically submitted with your shipment.



Click "Commercial Invoice" to submit your Commercial Invoice using one of three different options — "Use my own," "Attach from Document Preparation Center," and "Use FedEx generated."

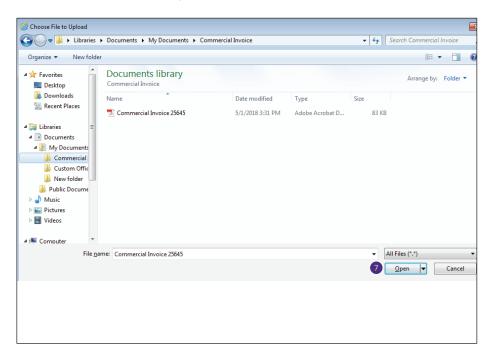
In the first scenario, we will submit a Commercial Invoice using a customs document you have already created and saved on your computer.

- 5 Select "Use my own."
- (6) Click "Browse."

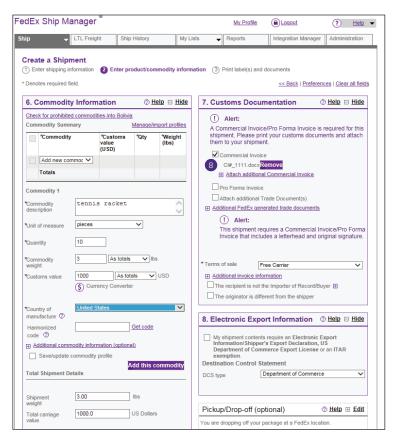


7 Select the Commercial Invoice document you would like to use and click "Open" to attach it.

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.

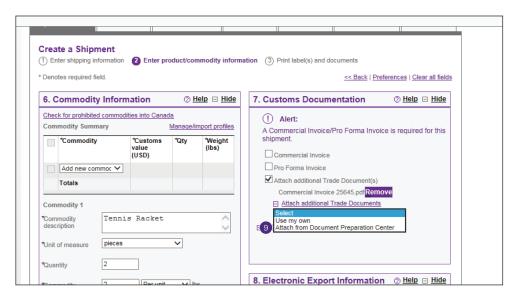


8 Your document has uploaded successfully.

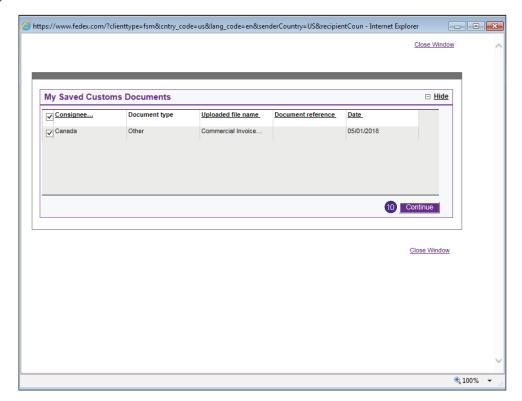


In the second scenario, we will submit a Commercial Invoice you have saved in the Document Preparation Center.

9 Select "Attach from Document Preparation Center."

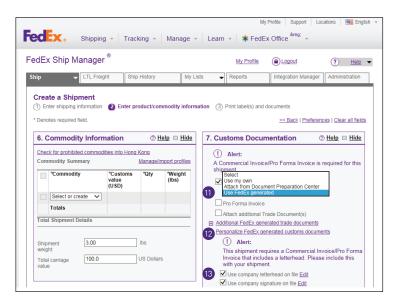


(10) Select the document and click "Continue."

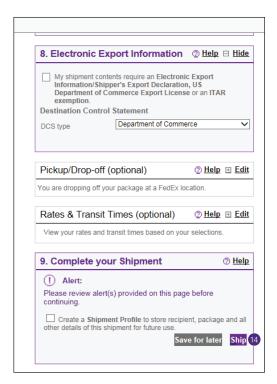


In the third scenario, we will submit a FedEx generated Commercial Invoice with the company logo and signature.

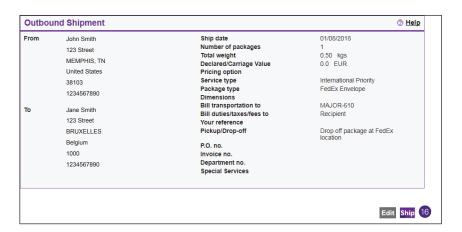
- (11) Select "Use FedEx generated."
- To attach your company logo and signature, first click "Personalize FedEx generated customs documents."
- 13) Next, select "Use company letterhead on file" and "Use company signature on file."



(14) Click the "Ship" button at the bottom of the page.



- (15) Confirm your shipment details.
- (16) Click the "Ship" button.

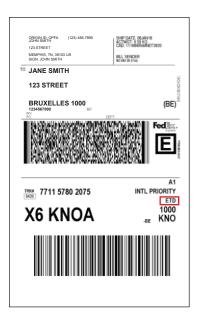


Note: ETD (or EWO for Electronic with Originals shipments) is clearly marked on the shipping label. For Electronic with Originals shipments, printed documentation must also be attached to the shipment.

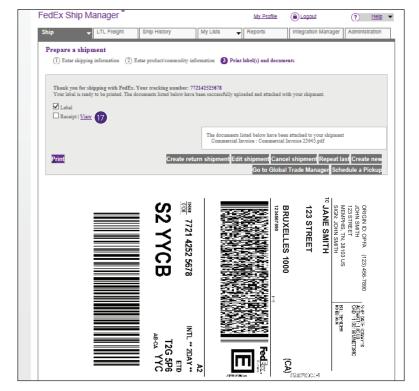


Examples of EWO and ETD labels:





(17) To view your Commercial Invoice, click "View."





More info

- Contact your FedEx account executive
- Go to fedex.com/tradedocs/
- Call your local service number