



# Streamline your international paperwork

Save time and money by using Electronic With Originals (EWO) for your international paperwork needs with FedEx Ship Manager™ Software.



# Reduce the risk of Customs delays with FedEx Ship Manager™ Software.

## What is FedEx® Electronic Trade Documents?

FedEx® Electronic Trade Documents (ETD) is an international<sup>(1)</sup> shipping solution that allows you to submit your signed Customs documents electronically so you no longer need to print multiple copies.

## An option if paper documentation is still required

In India, paper copies are required for Customs clearance when you opt for ETD. Hence, we bring the option of Electronic With Originals (EWO) to provide seamless upload of the required documents for Customs clearance.

You would need to print and attach these documents. The number of copies required to be printed will be less than what you would need for a non-ETD or a non-EWO shipment.

## Let's get started!

(1) Due to Customs restrictions or other regulatory requirements, Electronic Trade Documents is not available in all locations. Visit [https://www.fedex.com/content/dam/fedex/us-united-states/services/Commercial\\_Invoice\\_Country\\_List.pdf](https://www.fedex.com/content/dam/fedex/us-united-states/services/Commercial_Invoice_Country_List.pdf) for full country availability.





# Benefits



Prepare your Customs documents electronically.



Simple and easy to use.



Reduced risk of Customs clearance delays.



Less paperwork is printed, saving time and money.



Minimized risk of lost, missing or damaged trade records.



We may notify you when your shipment is delayed in Customs clearance.



Quicker pick-up time due to simple process.

# Features

## ▶ Ship history

View and save your shipping history from the last 90 days.

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## ▶ Preferences

Display frequently used shipping information and more.

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## ▶ Address book

Store names and addresses and create recipient groups by location.

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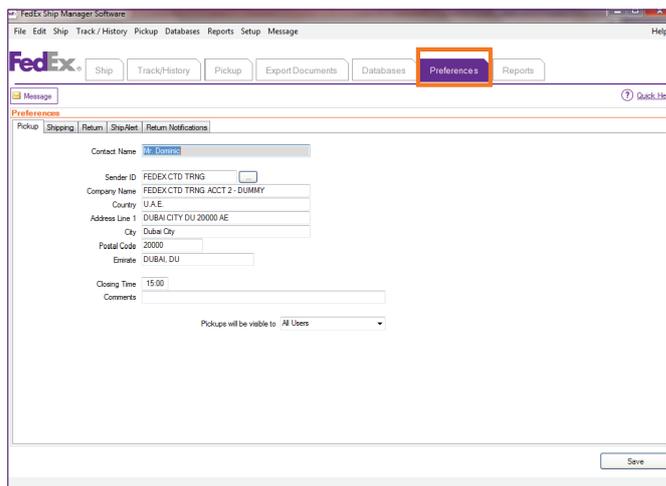
## ▶ Pending shipments

Save your shipment details for use at a later date.

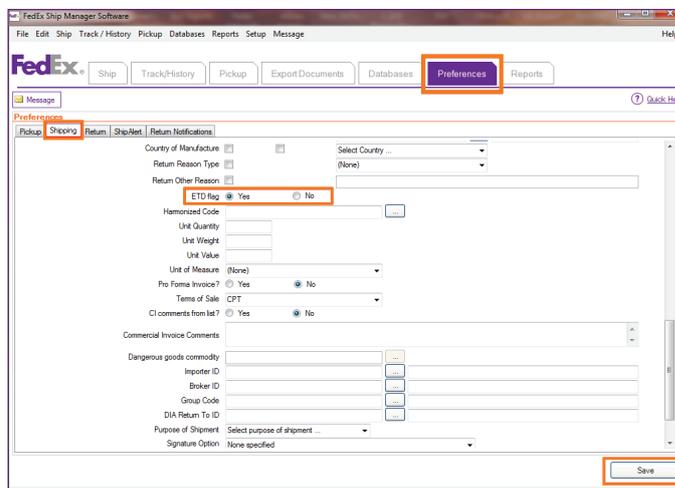
# Process EWO shipments in six easy steps to start shipping with FedEx Ship Manager™ Software

## Enable EWO

1. Open the FedEx Ship Manager™ Software and click on **Preferences** tab.

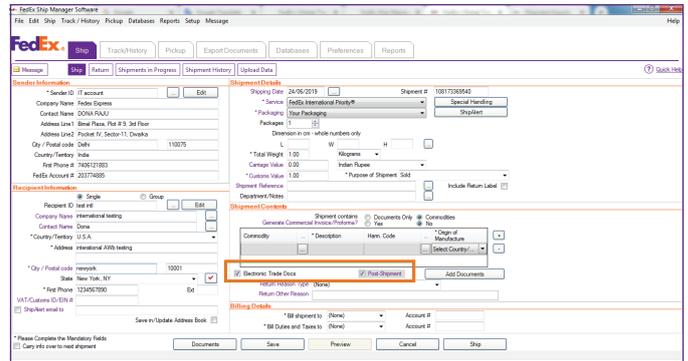


2. Click on **Shipping** tab. Select **Yes** for ETD flag and click on **Save** at the bottom right of the screen. This is a one-time setting.



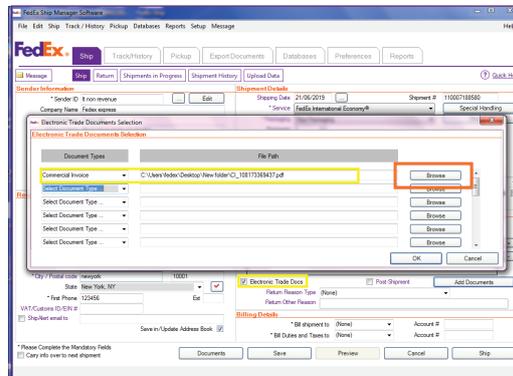
3. Click on **Ship** tab and enter the shipment details.

- Please note: When shipment contents are selected as **Commodities**, you can see that **Enable Electronic Trade Documents** has been enabled.

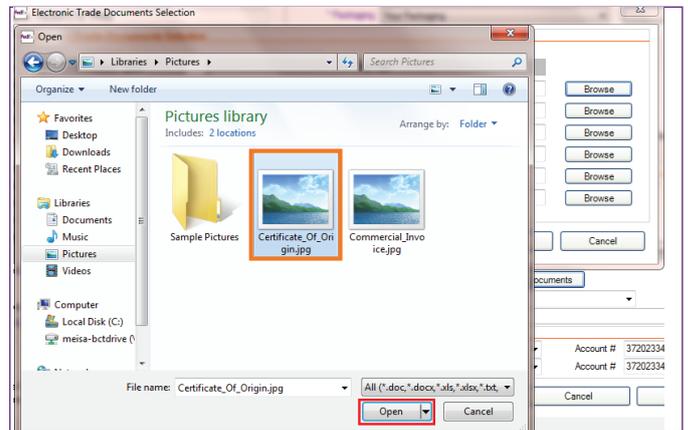


4. If any additional documents are required, you can upload customs documents by clicking on **Add Additional Documents** to attach your documents electronically. (Please note that the document file size should not be more than 5MB per document.)

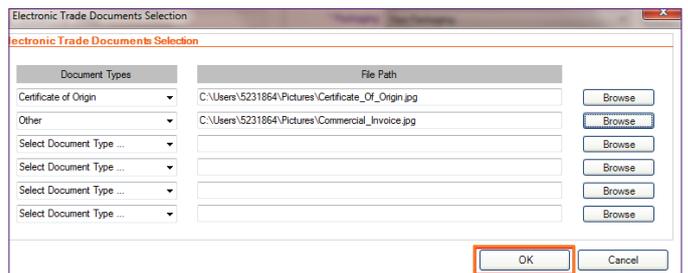
- Select document type and click on **Browse** to upload the document from your computer.



- Select the document and click on **Open**.



- When all the required documents are added, click on **OK**.



5. If you choose to use FedEx generated commercial invoice:

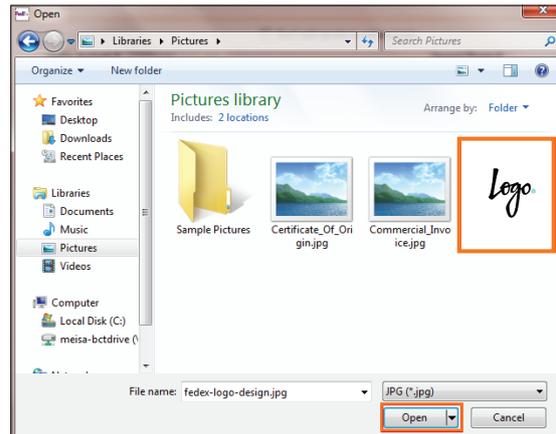
➤ Click on **Edit**.

**Sender Information**

* Sender ID	FEDEX CTD TRNG	<input type="button" value="Edit"/>
Company Name	FEDEX CTD TRNG ACCT 2 - DUMMY	
Contact Name	FEDEX CTD TRNG	
Address Line 1	DUBAI CITY DU 20000 AE	
Address Line 2	CUSTOMER TECHNOLOGY DUBAI	
City / Postal code	Dubai City	20000
Country	U.A.E.	
First Phone #	9712995000	
FedEx Account #	372023341	

➤ To upload the company logo, select **Use logo** and click on **Company logo**.

For logo, image must be either .jpg or .png format and no larger than 700 pixels wide by 50 pixels tall.



➤ To upload the electronic signature, click on **Browse**.

For signature, image must be either .jpg or .png format and no larger than 240 pixels wide by 25 pixels tall.

**Sender Information - Details**

Use Logo   No Logo image has been uploaded yet

Digital Signature on FedEx CI

➤ The uploaded logo will now be displayed. Confirm the details and click on **OK**.

Uploading the electronic signature and logo is a one-time setting.

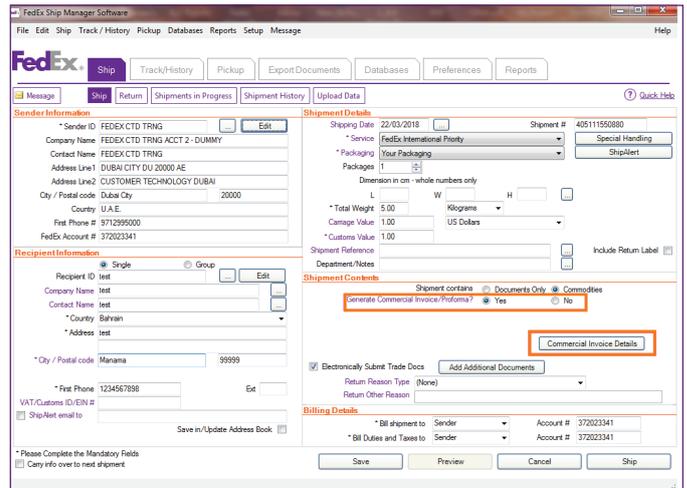
**Sender Information - Details**

Use Logo   No Logo image has been uploaded yet

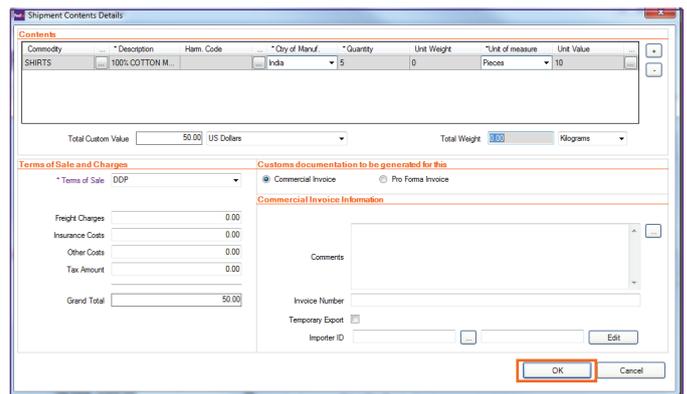
Digital Signature on FedEx CI

➤ While entering the shipment details, select **Generate Commercial Invoice/Proforma?** as **Yes** to print a FedEx generated invoice. This option is available if you choose to use a FedEx generated invoice.

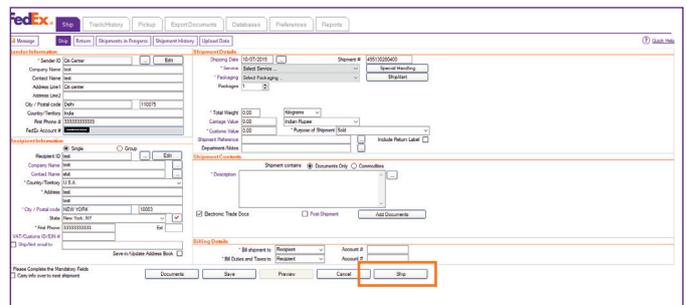
➤ Click on **Commercial Invoice Details** to complete the commodity details.



➤ Click on **OK** once the information is complete.



6. Review the shipment details and click on **Ship**.



**More information:**

Contact your FedEx Sales Representative or Customer Service.

1800 209 6161 / 1800 22 6161