

Streamline your international paperwork

Save time and money by using FedEx® Electronic Trade Documents for your international paperwork needs.

Reduce the risk of customs delays with FedEx online solutions

What is FedEx® Electronic Trade Documents (ETD)?

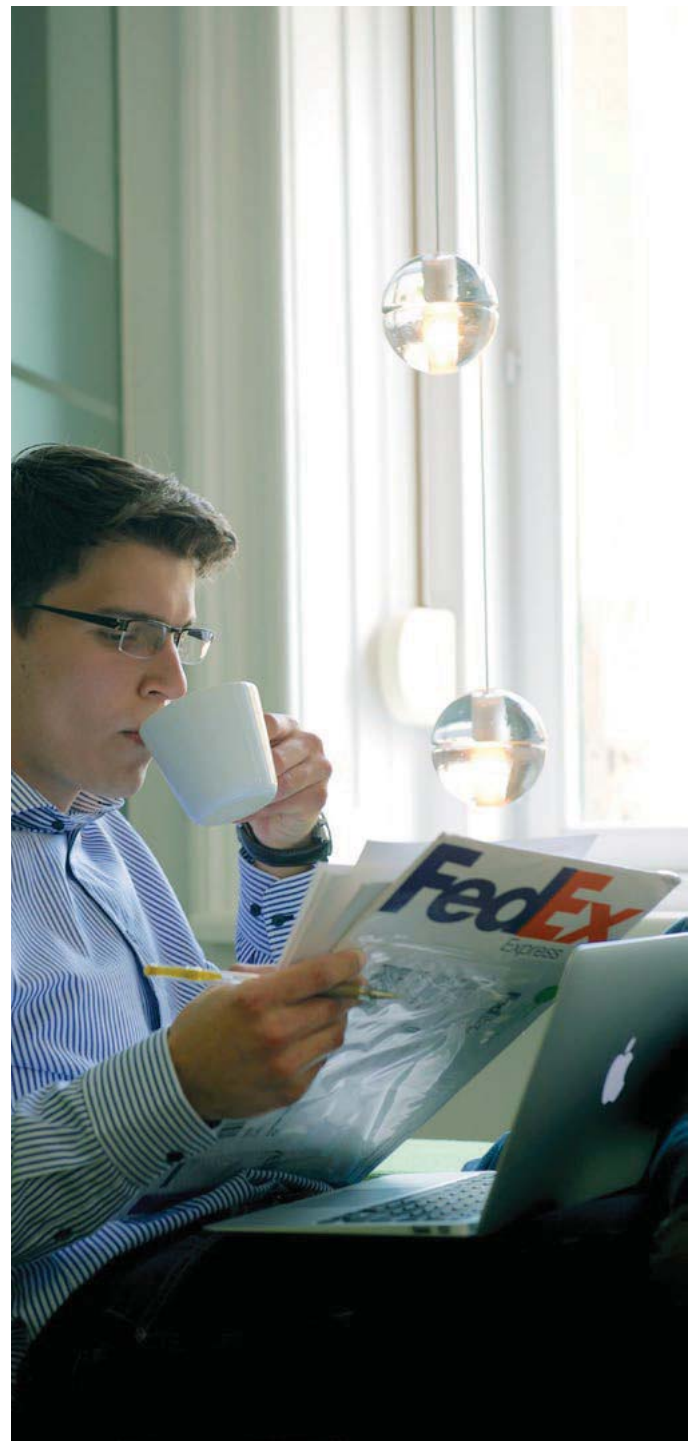
Have you experienced customs clearance delays? ETD is a feature within FedEx Ship Manager™ (FSM) shipping tool that allows you to prepare your customs documentation electronically so you no longer need to print multiple copies.

We may notify you if your shipment is going to be delayed by customs clearance.

ETD helps reduce customs clearance delays meaning you can spend more time on the things that matter.

Follow these seven easy steps to create an ETD shipment.

Let's get started!





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.



Minimised 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.

Features

▶ Ship history

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

▶ Preferences

Display frequently used shipping information and more.

▶ Address book

Store up to 2,500 names and addresses. Create recipient groups by location.

▶ Pending shipments

Save the details of your shipments to use at a later date.



Seven easy steps to start shipping

1 ▶ Enable ETD

Click [Preferences](#) button on the top right corner of the page.

The screenshot shows the FedEx Ship Manager interface. At the top, there is a navigation bar with the FedEx logo and menu items: Ship, Track, Manage My Account, Customs Tools, and Let Us Help You. Below this is the 'FedEx Ship Manager' header with 'My Profile', 'Logout', and 'Help' links. The main content area is titled 'Create a Shipment' and includes three numbered steps: 1. Enter shipping information, 2. Enter product/commodity information, and 3. Print label(s) and documents. A red location pin icon is positioned over the 'Preferences' button in the top right corner of the main content area. Below the steps, there are sections for 'My Shipment Profiles', '4. Billing Details', and '5. Pickup/Drop-off'. The 'My Shipment Profiles' section has a dropdown menu with 'Select' and a 'Ship' button. The 'Billing Details' section has 'Help' and 'Edit' buttons. The 'Pickup/Drop-off' section has 'Help' and 'Hide' buttons.

2 ▶ Customs Clearance Preferences

Make sure you select 'Enable Electronic Trade Documents' in order for you to create an ETD shipment online. Read the terms and conditions, and click **I Accept**.

If using FedEx generated documentation, it is also recommended to select

- Always print Commercial Invoice/Pro Forma Invoice on uploaded company letterhead.
- Always include uploaded signature on the applicable trade documents.

3 ▶ Save

Click **Save changes**.

4 ▶ Required information

Enter all required information when required to send your shipment

- From and To
- Packaging & Shipment Details
- Billing Details
- Pick-Up/Drop-Off
- Shipment Notifications

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 Select

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)

FedEx Ship Track Manage My Account Customs Tools Let Us Help You

FedEx Ship Manager [My Profile](#) [Logout](#) [Help](#)

Ship Ship History My Lists Reports

Create a Shipment

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

* Denotes required field. [References](#) [Clear all fields](#)

My Shipment Profiles [Help](#) [Hide](#)

My shipment profiles (formerly Fast Ship) Select [SHIP](#)

1. From [Help](#) [Edit](#)

John Smith, 36 Brook Lane, LEEDS, LS7 9LD, United Kingdom

2. To [Help](#) [Hide](#)

* Country/Location Select

Company Select or enter

* Contact name Select or enter

* Address 1

Address 2

* Postal code [Postal code information](#)

* City Select or enter

* Phone no. ext.

This is a residential address

Save new recipient in address book

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date 23/02/2016

* No. of packages 1

* Weight 1 kg

4. Billing Details [Help](#) [Edit](#)

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

Select additional services for your shipment

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.

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

Amounts are shown in U.K.L.

Select	Service and Transit Time	Your Rate
Enter more information to get rates and transit times.		

6. 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](#)

5 ▶ Additional trade documents

Please select the relevant box when completing paperwork. For **Commercial Invoice** you can select

- Use my own
- Attach from Document Preparation Center
- Use FedEx generated

For any additional documentation, tick **Attach additional Trade Document(s)**.

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

Trade documentation may be required for this shipment. Please select from the appropriate option(s) below.

Alert:
A Commercial Invoice/Pro Forma Invoice is required for this shipment. You may print the FedEx-generated CI for customs clearance.

Commercial Invoice

Select
Use my own
Attach from Document Preparation Center
Use FedEx generated

Additional FedEx generated trade documents

Personalize FedEx generated customs documents

Use company letterhead on file [Edit](#)

Use company signature on file [Edit](#)

* Terms of sale: Free Carrier

Additional invoice information

The recipient is not the Importer of Record/Buyer

The originator is different from the shipper

6 ▶ Complete your shipment

Now that you have attached all of the required documents and information please double check everything is correct, including selecting a pick-up if needed before clicking **Ship**.

10. Complete your Shipment [Help](#)

Alert:
Please review alert(s) provided on this page before continuing.

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

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

7 ▶ Print and save

Print your Air Waybill off and make sure you save for future reference.

FedEx Ship Manager

Prepare a shipment

Thank you for shipping with FedEx. Your tracking number: 7756 9772 5981

Label
 Receipt View

[Print](#) [Create return shipment](#) [Edit shipment](#) [Cancel shipment](#) [Repeat last](#) [Create new](#)

[Go to Global Trade Manager](#) [Schedule a Pickup](#)

TESTING COMPANY
123 MAIN STREET
NEW YORK, NY 10001
(US)

7756 9772 5981
XA TSSA
INTL PRIORITY
EVR



Minimum System Requirements for ETD:

- ▶ Windows Vista, 7, 8 and 10
- ▶ Mac OS X 10.5 Leopard
- ▶ Adobe PDF
- ▶ Internet Explorer
- ▶ Firefox
- ▶ Chrome
- ▶ Safari



You can attach a maximum of 5 files



5MB

Each file no larger than 5MB in size



Document file names should not exceed 244 characters



The max characters in the path cannot exceed 244 characters
E.g. C:\Users\298363\Documents\FedEx\
Commercial Invoices\invoice123.pdf

Other key information



System requirements

- A Secure Sockets Layer (SSL) browser, such as Microsoft Internet Explorer 6.0 or higher, or Mozilla Firefox 3.0 or higher.
- A laser printer, quality inkjet printer or thermal printer.



More info:

Contact your sales representative or Customer Service

- For UAE go to fedex.com/ae/tradedocuments/ or call 80033339
- For Bahrain go to fedex.com/bh/tradedocuments/ or call 17334448
- For Kuwait go to fedex.com/kw/tradedocuments/ or call 1802233

