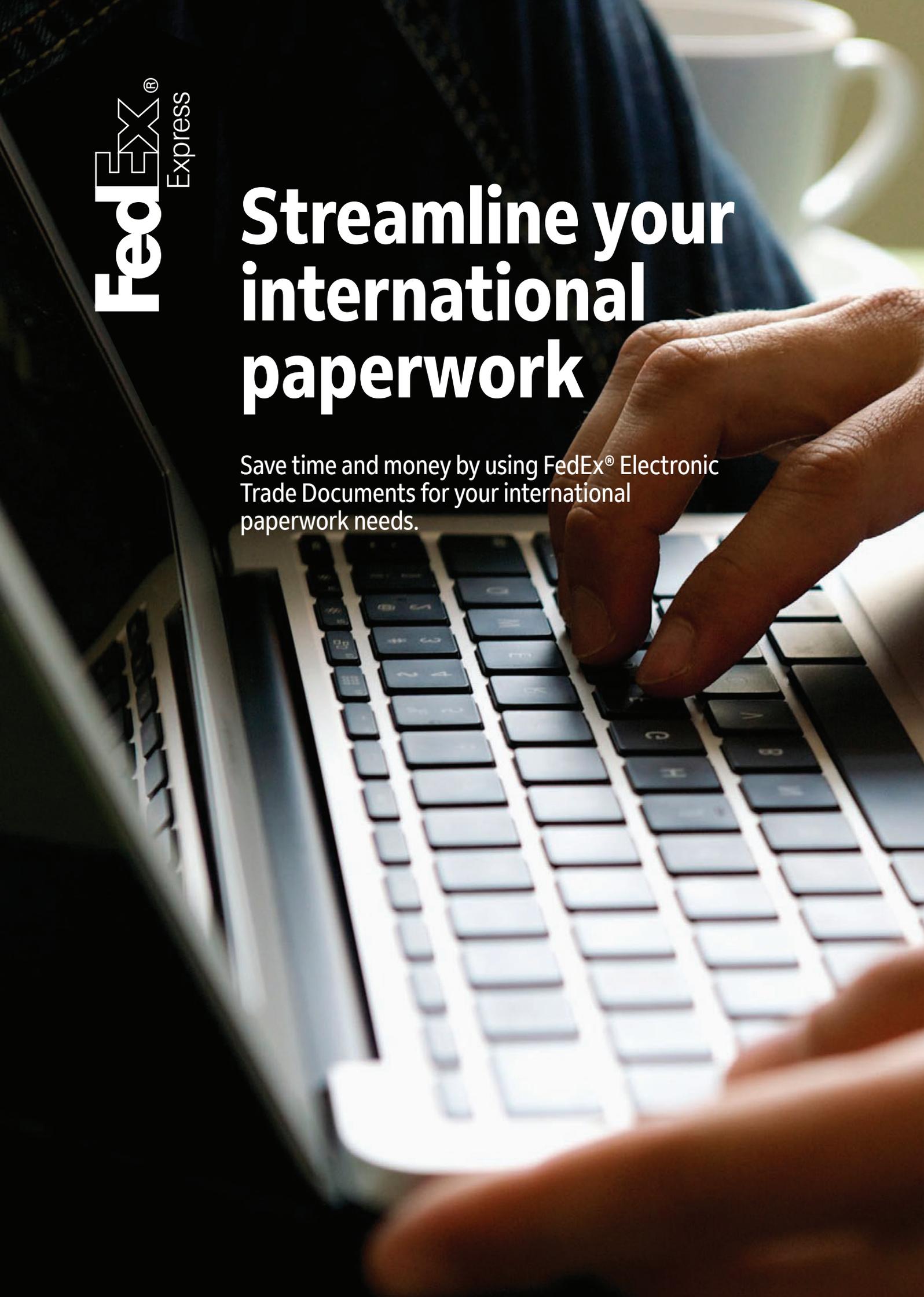




# Streamline your international paperwork

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)?

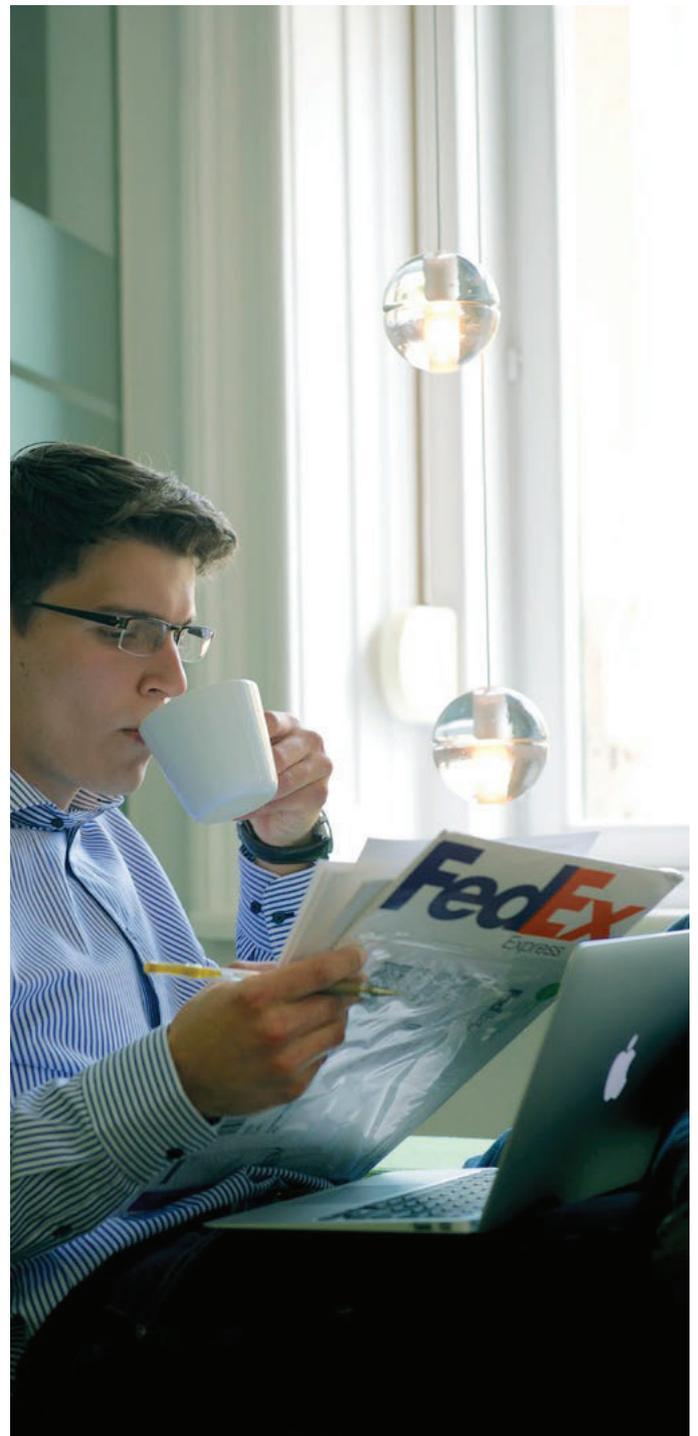
Have you experienced customs clearance delays? ETD is a feature within FedEx Ship Manager™ (FSM) shipping tool that allows you to prepare your customs documentation electronically so you no longer need to print multiple copies.

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.

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## ▶ Preferences

Display frequently used shipping information and more.

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## ▶ Address book

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

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## ▶ 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's a navigation bar with the FedEx logo and menu items: Ship, Track, Manage My Account, Customs Tools, and Let Us Help You. Below this, the 'FedEx Ship Manager' header includes 'My Profile', 'Logout', and 'Help' links. The main content area is titled 'Create a Shipment' and features a progress bar with three steps: 1. Enter shipping information, 2. Enter product/commodity information, and 3. Print label(s) and documents. A red location pin icon is positioned above the 'Preferences' button, which is highlighted with a red box. Other buttons like 'Clear all fields', 'My Shipment Profiles', '4. Billing Details', and '5. Pickup/Drop-off' are also visible.

## 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





# 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/](https://fedex.com/ae/tradedocuments/) or call 80033339
- For Bahrain go to [fedex.com/bh/tradedocuments/](https://fedex.com/bh/tradedocuments/) or call 17334448
- For Kuwait go to [fedex.com/kw/tradedocuments/](https://fedex.com/kw/tradedocuments/) or call 1802233

