



FedEx Ship Manager® Software

# FedEx International Priority DirectDistribution® User Guide



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## Label and Document Samples, continued

This guide is for FedEx International Priority DirectDistribution (IPD) and FedEx International Priority DirectDistribution® Freight (IDF) shippers using FedEx Ship Manager® version 2420 or higher.

Use this guide as a supplement to the FedEx Ship Manager User Guide, which includes more detailed information about FedEx Ship Manager and how to streamline your shipping process with profiles and preferences.

## Support Information

In the U.S. and Canada, call 1.877.FDX Assist (1.877.339.2774). For all other countries, call 1.800.GoFedEx (1.800.463.3339).

## Service Information

FedEx International Priority DirectDistribution (IPD) is a contractual service that allows you to send multiple pieces in a consolidated shipment from a single location in an origin country to multiple recipients in a single destination country.

FedEx International Priority DirectDistribution Freight (IDF) is a contractual IPD service that allows you to send multiple skids or pallets in a consolidated shipment. Shipments may not be tendered by freight forwarders.

Go to [fedex.com](https://www.fedex.com) for a list of origin and destination countries for IPD and IDF services.

- Goods are shipped as one electronically consolidated shipment consigned from you, the shipper. The shipment clears customs with one

Consolidated Commercial Invoice (CCI) using a single international master air waybill (MAWB). These documents travel separately to the clearance facility as a FedEx International Priority® shipment. Following customs clearance, FedEx deconsolidates the shipment and distributes packages to the final recipients.

- The master shipment is created when you process the first package and cannot be changed when you add or modify packages.
- A CCI is required whether FedEx generates the document or you provide your own. If you want FedEx to generate your CCI, check the Print a FedEx generated consolidated commercial invoice option when you process the first package. Your selection applies to the entire shipment and cannot be changed when you add or modify packages.
- An importer of record (IOR) is required in the destination country. You can have only one shipment open at a time to a specific IOR for the same ship date. A non-resident importer (NRI) is allowed for shipments from the U.S. to Canada only.
- Single point of clearance (SPOC) delivery allows you to send consolidated shipments to multiple recipients in various European Union (EU) countries. An IOR is required in one of the EU countries.
- Shipments can be billed to the sender or a third party. Billing to individual recipients is not available.
- Appointment Delivery is available for IDF shipments. FedEx notifies the recipient when the shipment arrives and arranges a delivery time.
- Piece-Count Verification is available for IDF shipments. FedEx verifies the number of pieces on the pallet or skid at the origin and the destination.

## Service Information, continued

- You can manage shipments and packages from the IPD/IDF/IED Dashboard. To access the dashboard, select **IPD/IDF/IED** from the Shipping list menu, or click the dashboard icon on the Shipment details screen.

### Packages

- Shipments must contain at least two packages, also referred to as child reference numbers (CRNs).
- Shipments can be mixed and may consist of loose packages, skids or pallets up to 9,998 packages per shipment. See the FedEx Service Guide for information about package weights and sizes.
- Shippers are required to use their own packaging. Each package must have a FedEx automated shipping label, which prints as you process each package.
- You can process single packages or multiple-piece shipments (MPS). Group shipping is not available for MPS.

### Commodities

- All necessary customs-clearance information must be provided to FedEx in advance of shipment for every commodity being shipped. Country-specific commodity restrictions may apply.
- Each package may contain up to 999 total commodities. Each shipment may contain up to 999 different commodities.

- For shipments with commodities that require Electronic Export Information (EEI) filing, the underlying transaction is between the U.S. Principal Party in Interest (USPPI), which is generally the shipper or exporter, and one overseas buyer (foreign principal party in interest). EEI filing is the responsibility of the shipper. You must file at the shipment level, not at the package level. Go to **fedex.com** for detailed EEI requirements.



## Quick Start

Follow these steps to create the shipment, add packages and confirm the shipment.

1. Click the **Shipment details** tab.
2. Select the Recipient ID or provide the required recipient information. Enter a new Recipient ID to save the recipient in your Address Book.
3. Change the current sender and return address, if needed. The return address may be in the origin country or the destination country.

**Package and shipment details**

**Package contains:** ☐ Document ☒ Commodity/Merchandise

**Number of packages:** 3 ☐ Identical packages

**Weight:** 45 lbs Man Wt

**Service type:** A - FedEx IP Direct Distribution

**Package type:** 1 - Your Packaging

**Package dimensions:** Select an item...

**Ship date:** 01/27/2009 ☐ Saturday Delivery

**Total carriage value:** 0.00 USD

**IPD/IDF/IED IOR:** IPD-YwGI1-ABCO

☒ Print a FedEx generated consolidated commercial invoice

4. Provide the following package and shipment details:

- Select **Commodity/Merchandise** (required).
- Enter the number of packages (required).
- Provide the package weight and type (required).
- Select the service type (required).
- Select **1-Your Packaging** as the package type (required).

- Enter the package dimensions (optional).
  - Keep the current ship date or select a future date up to 10 days from today (required).
  - Check **Saturday Delivery** if applicable (optional).
  - Enter the total carriage value of the package (optional).
  - Select the importer of record (required).
  - Check **Print a FedEx generated consolidated commercial invoice** if you want FedEx to generate your Consolidated Commercial Invoice (CCI) (optional). Commodity data is required with this option.
5. Select the accounts to bill for transportation and duties/taxes/fees (required). Provide the account number if you select **Third Party**.
  6. Continue with one of the following options:
    - **Process package** – Click **Ship** to process a single package or multiple identical packages without selecting options or entering commodities.
    - **Select options and special services** – Click the **Options** tab.
    - **Send e-mail notifications** – Click the **ShipAlert** tab.
    - **Enter commodities** – Click the **Commodity/Merchandise** tab to enter commodity information for a single package or multiple identical packages.
    - **Process a multiple-piece shipment (MPS)** – Click **Multiple-piece shipment** at the bottom of the screen to enter package and commodity information for multiple non-identical packages.
  7. After you process all packages, select **IPD/IDF/IED** from the Shipping list menu to confirm the shipment.
  8. Select the shipment and click **Confirm Shipment**.

## Quick Start, continued

9. Provide the required master air waybill (MAWB) and Electronic Export Information (EEI) information on the MAWB information tab.
10. Enter optional information on the Consolidated Commercial Invoice tab. This tab is available only if FedEx is generating your CCI.
11. Click **OK**. The shipment labels and documents print, and the shipment status changes to **Confirmed** on the IPD/IDF/IED Dashboard.
12. Place the International Priority IPD Docs label on the International

The screenshot shows a software window titled "IPD/IDF/IED Dashboard". Inside, there is a section labeled "Current IPD/IDF/IED Shipments" containing a table with the following data:

Pickup Date	MAWB Number	Status	Service	Dest. Country	IOR Code
01/26/2009	980476635796	Confirmed	IPD	CA	IPD-YWGI1
01/27/2009	980476635970	Open	IPD	CA	IPD-YWGI1

Below the table, there are several buttons: "EEI", "Confirm Shipment", "View CRNs", "Delete Shipment", "Configure Print Copies", and "Reprint Documents". At the bottom left, there is an "OK" button.

Priority package. Place the MAWB labels and shipment documents inside the package. Do not seal.

## Create a Shipment

The master shipment is created automatically when you process the first package. Master shipment data, such as weight type and importer of record, cannot be changed when you add or modify packages.

Provide the following information for each package, as needed.

- [Recipient information](#) or [Group information](#)
- [Sender Information](#)
- [Package and Shipment Details](#)
- [Billing Details](#)
- [Options and Special Services](#)
- [FedEx ShipAlert](#)
- [Commodity Information](#)
- [Multiple-Piece Shipment Information](#)

**FedEx Ship Manager**

File Databases Customize Utilities Integration Inbound fedex.com Help

Ship Track Shipping list Address Book Reports Close fedex.com

Shipment details Options ShipAlert Commodity/Merchandise

**Recipient information**

☐ Ship to group ☐ Hold

Recipient ID: CAN1

Country: CA - Canada

Contact name:

Company name: Company, Inc.

Address 1: Company Lane

Address 2: Unit 2

Postal code: L1J 2L7 State/Province: ON

City: Oshawa

Telephone: (800) 555-5555 Ext:

Tax ID/EIN: Location #:

☐ This is a residential address PM-H2

☒ Save in/update my address book

**Package and shipment details**

Package contains: ☐ Document ☒ Commodity/Merchandise

Number of packages: 1 ☐ Identical packages

Weight: 14 lbs Man Wt

Service type: A - FedEx IP Direct Distribution

Package type: 1 - Your Packaging

Package dimensions: Select an item...

Ship date: 01/27/2009 ☐ Saturday Delivery

Total carriage value: 0.00 USD

IPD/IDF/IED IOR: IPD-YW/G11 - ABCD

☒ Print a FedEx generated consolidated commercial invoice

**Sender information**

Current sender: ABC Company  
10 FedEx Parkway  
Memphis, TN 38138

Change return address: Current sender

**Billing details**

Bill transportation to: 3 - Third Party Acct #: 111111111

Bill duties/taxes/fees: 3 - Third Party Acct #: 111111111

Department notes:

Customer reference:

Clear fields Delete/Modify shipment Repeat shipment Override prefs Rate quote Multiple-piece shipment **Ship**

## Recipient Information

Provide the following recipient information. Refer to [Group Information](#) for group shipments.

1. **Recipient ID**–Select a Recipient ID or provide the following information (required).  
Note: Enter a new Recipient ID to save the recipient in your Address Book.
2. **Country**–Select the destination country (required).
3. **Contact name / Company name**–Enter the contact or company name, up to 35 characters (at least one of these fields is required).
4. **Address**–Provide address information for Address 1, up to 35 characters (required). Address 2 is optional, up to 35 characters. P.O. Box addresses are not accepted.
5. **Postal code**–Enter the postal code (required for all U.S. destinations; recommended for postal aware countries).
6. **State/Province**–Select the state or province or enter the two-character abbreviation (when required).
7. **City**–Select the city or enter up to 35 characters (required).
8. **Telephone**–Enter the telephone number, up to 15 characters (when required). Include an extension number, up to six characters (optional).
9. **Tax ID/EIN**–Enter the tax ID number or Employer Identification Number (EIN), up to 15 characters (required for shipments to Brazil; required for single point of clearance Regime 4200 shipments).

☐ Ship to group
 ☐ Hold

Recipient ID: CAN1

Country: CA - Canada

Contact name: C. Smith

Company name: Company, Inc.

Address 1: 123 Company Lane

Address 2: Unit 2

Postal code: L1J 2L7
 State/Province: ON

City: Oshawa

Telephone: (800) 555-5555
 Ext: 201

Tax ID/EIN: 123456789000000
 Location #:

☐ This is a residential address
 ☒ Save in/update my address book

10. **This is a residential address**–Select this option when the recipient address is a residence (optional).
11. **Save in/update my address book**–Select this option when you use a Recipient ID to save or update recipient information in your Address Book (optional).



## Group Information

Use group shipping to send the same type of package to more than one recipient. The recipients must already be saved in the Address Book.

Group shipping is not available for FedEx International Priority DirectDistribution (IPD) and FedEx International Priority DirectDistribution Freight (IDF) multiple-piece shipments.



**Recipient information**

☒ [Ship to group](#) ☐ [Hold](#)

Group ID: CANADA

Description: Canada Import Recipients

### Select an Existing Group

1. Check **Ship to group** in the Recipient information section.
2. Select the group from the Recipient ID menu.

### Create a New Group

1. Click **Ship to group** in the Recipient information section.
2. Enter a new group ID in the Recipient ID field and press **Tab**. The View/Edit Group screen displays.
3. Enter a group description.
4. Select **International** as the group type.

5. Select recipients and click **Add**.
6. After you add all recipients, click **OK** to save the group and return to the Shipment details screen. The group information displays in the Recipient information section.

### Create a Temporary Group

1. Check **Ship to group** in the Recipient information section.
2. Select **Create/Modify a temporary group** from the Recipient ID menu. The View/Edit Group screen displays.
3. Select **International** as the group type.
4. Select recipients and click **Add**.
5. After you add all recipients, click **OK** to return to the Shipment details screen. The temporary group information displays in the Recipient information section.

## Sender Information

The sender displayed is the **Current sender** selected in your Sender database. The sender for the first package applies to the entire shipment and cannot be changed when you add or modify packages.

1. **Change sender** – Select a different sender (optional).
2. **Change return address** – Select a different return address (optional). The return address may be in the origin country or the destination country.

**Sender information**

Current sender: ABC Company  
10 FedEx Parkway  
Memphis, TN 38138

[Change sender:](#) ABC CO - J. Smith

[Change return address:](#) Current sender

## Package and Shipment Details

1. **Package contains** – Select **Commodity/Merchandise** (required).
2. **Number of packages** – Enter the number of packages (required). See [Multiple-Piece Shipment Information](#) to process multiple non-identical packages.
3. **Weight** – Provide the package weight and type (required). The weight type selected for the first package applies to the entire shipment and cannot be changed when you add or modify packages.
4. **Service type** – Select the service type (required).

**Package and shipment details**

**Package contains:** ☐ Document ☒ Commodity/Merchandise

**Number of packages:** 3 ☐ Identical packages

**Weight:** 45 lbs ☐ Man Wt

**Service type:** A - FedEx IP DirectDistribution

**Package type:** 1 - Your Packaging

**Package dimensions:** Select an item...

**Ship date:** 01/27/2009 ☐ Saturday Delivery

**Total carriage value:** 0.00 USD

**IPD/IDF/IED IOR:** IPD-YWGI1 - ABCO ☒ Print a FedEx generated consolidated commercial invoice

5. **Package type** – Select **1-Your Packaging** (required).
6. **Package dimensions** – Select preset dimensions or enter dimensions manually (optional).
7. **Ship date** – Keep the current Ship date or select a future date up to 10 days from today (required).
8. **Saturday Delivery** – Check this option if applicable (optional).
9. **Total carriage value** – Enter the total carriage value (optional).
10. **IPD/IDF/IED IOR** – Select the importer of record (IOR) (required). Your selection for the first package applies to the entire shipment and cannot be changed when you add or modify packages.

## Package and Shipment Details, continued

### 11. Print a FedEx generated consolidated commercial invoice –

Check this option if you want FedEx to generate and print your Consolidated Commercial Invoice (CCI) (optional). Your selection for the first package applies to the entire shipment and cannot be changed when you add or modify packages. Commodity information is required with this option.

### Billing Details

The billing accounts selected for the first package apply to the entire shipment and cannot be changed when you add or modify packages. Billing to individual recipients is not available.

1. **Bill transportation to** – Select **Sender** or **Third Party** (required).  
Provide the FedEx account number for Third Party.
2. **Bill duties/taxes/fees** – Select **Sender** or **Third Party** (required).  
Provide the FedEx account number for Third Party.
3. **Notes and References** – Enter department notes for department and charge-back reports and reference information used for reports and tracking (optional).
4. **Add'l handling** – Click **Add'l handling** to override handling charge defaults saved in your shipping profile (optional).

Billing details			
<b>Bill transportation to:</b>	3 - Third Party	<b>Acct #:</b>	111111111
<b>Bill duties/taxes/fees:</b>	3 - Third Party	<b>Acct #:</b>	111111111
Department notes:	2030	Accessories	
Customer reference:	AugPromo	<input type="button" value="Add'l handling"/>	

## Options and Special Services

Click the **Options** tab to select options and special services for the shipment. Special services may vary depending on the origin, destination, and package and shipment details.

FedEx International Broker Select® is not available as a service option.

## Special Services

- **Alcohol** – Provide the contents, packaging, quantity of units and volume per packaging unit. To ship alcohol, you must meet conditions stated in the FedEx Service Guide.
- **Dangerous Goods** – Certain inaccessible dangerous goods are allowed, depending on the origin and destination countries. Allowable amounts and other factors are determined on a case-by-case basis. A Shipper's Declaration for Dangerous Goods (M-1421C) (#146491) must accompany all packages containing dangerous goods. An additional day is added to the transit time with this service.
- **Dry Ice Only** – Enter the weight of the dry ice (maximum 150 pounds). For Canadian shipments, the total dry ice weight prints in kilograms on the label. For single point of clearance (SPOC) shipments, the destination country, postal code and clearance facility location ID must allow dry ice.
- **Hold at Location** – Select a code or enter the FedEx location address where you want the package held for pickup. FedEx contacts the recipient when the package arrives.
- **Saturday Delivery** – This service is available from any origin to the U.S., where available. Mixed shipments, pallets and packages under the same master air waybill (MAWB), are not allowed.
- **Saturday Pickup** – This service is available from the U.S. to any destination, where available. Mixed shipments, pallets and packages under the same MAWB, are not allowed.

## Options and Special Services, continued

### Optional Information

Enter additional reference information to print on reports and shipping label doc-tabs.

### FedEx InSight

1. Click **Shipment contents** if you are enrolled in FedEx InSight and want to enter contents for the shipment.
2. Select **Block Shipment Data** if you do not want the recipient or a third party to view the shipment contents.

### Shipment Receipt

Select **Print shipment receipt** to print a one-page summary that includes detailed information about the shipment, such as sender and recipient information, package details and billing information.

### FedEx ShipAlert

Click the **ShipAlert** tab to send e-mail notifications to yourself and others.

1. Enter up to four e-mail addresses.
2. Select a notification language for each address.
3. Select one or more notification types for each address:
  - **Shipment notification** indicates when a package has been shipped.
  - **Exception notification** identifies any exception scans that may cause a delivery delay, such as recipient not available.
  - **Delivery notification** indicates when a package has been delivered.

Email address	Notification language	Shipment notification	Exception notification	Delivery notification
Sender: sender@sample.com	English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recipient: recipient@sample.com	French (Canada)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Broker:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other 1: admin@sample.com	French (Canada)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: distributor@sample.com	English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select format: ☒ HTML ☐ Text ☐ Wireless

Add personal message: Thank you for your order!

Not available to Wireless or non-English characters

4. Select the notification format.
5. Add a personal message. This option is not available for wireless format or non-English characters.



## Commodity Information

Commodity information is required if FedEx is generating your Consolidated Commercial Invoice (CCI). It is optional if you are providing your own CCI. See [Electronic Export Information \(EEI\) Pre-determination Report](#) to help you identify commodities in the shipment that require EEI filing.

Commodity information can be entered in two ways:

- **Commodity/Merchandise screen** – Click the **Commodity/Merchandise** tab to add commodities to a single package or multiple identical packages. See the steps below.
- **Multiple-piece Shipment Information screen** – Click **Multiple-piece shipment** at the bottom of the screen to add commodities to a Multiple-Piece Shipment (MPS) with non-identical packages. See [Multiple-Piece Shipment Information](#).

### Commodity/Merchandise Screen

1. **Add a commodity** – Select a Commodity ID or provide the following required information.

Note: Enter a new Commodity ID to save the commodity to your Commodity database.

- **Commodity description** – Enter a commodity description, up to 450 characters.
- **Country of manufacture** – Select the country of manufacture. FedEx does not create customs documents when you select XX-Multiple Countries.
- **Quantity** – Enter the total number of commodity units in the shipment.

**FedEx Ship Manager**

File Databases Customize Utilities Integration Inbound fedex.com Help

Ship Track Shipping list Address Book Reports Close fedex.com

Shipment details Options ShipAlert Commodity/Merchandise

**Add a commodity**

Commodity ID: GAME1

Commodity description: Computer Game

Country of manufacture: US - United States

Quantity: 1

Unit of measure: EA - Each

Unit value: \$150.000000 USD

Total customs value: \$150.00 USD

**Additional commodity information**

Quantity	Unit of measure	Commodity Description	Country of manufacture
2	AUG	Plastic Toy	GB

Total commodity weight: 12 lbs

Harmonized code: 8523.40.0000

Part number:

Marks/Numbers:

SKU/Item/UPC:

Export license: Exp. Date: / /

View/Edit Delete

Total customs value: 100.00  
Total commodities: 1  
Total shipment weight: 0.00

A Commercial Invoice must accompany this shipment.

Clear fields Delete/Modify shipment Repeat shipment Override prefs Rate quote Multiple-piece shipment Ship

- **Unit of measure** – Select the unit of measure from the menu (e.g., EA - Each).
- **Unit value** – Enter the declared value for one unit of the commodity.
- **Total customs value** – This total is calculated automatically based on the Quantity and Unit value.

## Commodity Information, continued

2. **Additional commodity information** – Provide the following optional information.
  - **Total commodity weight** – Enter the total weight of the commodity.
  - **Harmonized code** – Enter the harmonized commodity classification number or Schedule B commodity number. A harmonized code is highly recommended.
  - **Part number** – Enter the part number or manufacturer number associated with the commodity.
  - **Marks/Numbers** – Enter any distinguishing marks or numbers that identify the commodity.
  - **SKU/Item/UPC** – Enter the unique SKU or item number used to identify the commodity.
3. Click **Add to Shipment** and repeat the previous steps to add each commodity to the package.
4. **Commodity summary**
  - **Additional charges** – Enter additional charges, if applicable.
  - **I want to enter total customs value at the shipment level** – This option is available if you are providing your own CCI.
  - **View/Edit** – Select a commodity and click **View/Edit** to modify the information.
  - **Delete** – Select the commodity and click **Delete** to delete the commodity from the package.
5. Click **Ship** to process the package and print the label. If you are shipping to a group of recipients, a package label prints for each recipient in the group.

The screenshot shows the FedEx Ship Manager application window. The 'Commodity/Merchandise' tab is active. The 'Add a commodity' section contains the following fields:

- Commodity ID: GAME1
- Commodity description: Computer Game
- Country of manufacture: US - United States
- Quantity: 1
- Unit of measure: EA - Each
- Unit value: \$150.000000 USD
- Total customs value: \$150.00 USD

The 'Additional commodity information' section contains:

- Total commodity weight: 12 lbs
- Harmonized code: 8523.40.0000
- Part number: (empty)
- Marks/Numbers: (empty)
- SKU/Item/UPC: (empty)
- Export license: (empty)
- Exp. Date: / /

The 'Commodity summary' section shows:

- Additional charges: \$0.00
- ☐ I want to enter total customs value at the shipment level
- Click to see if your commodity can travel to this country

Quantity	Unit of measure	Commodity Description	Country of manufacture
2	AUG	Plastic Toy	GB

Summary statistics:

- Total customs value: 100.00
- Total commodities: 1
- Total shipment weight: 0.00

Buttons: View/Edit, Delete, Add to shipment

Footer: Clear fields, Delete/Modify shipment, Repeat shipment, Override prefs, Rate quote, Multiple-piece shipment, Ship

## Multiple-Piece Shipment Information

Click **Multiple-piece shipment** at the bottom of the screen to process non-identical packages in a multiple-piece shipment (MPS).

You have two options on the Multiple-piece Shipment Information screen:

- **Enter package information only** – You can enter only the package information when you provide your own Consolidated Commercial Invoice (CCI). Commodity information is not required. Provide the information and click **Add**.
- **Enter package and commodity information** – You must provide commodity information if FedEx is generating your CCI. Complete the Package information section then complete the Commodities section. Click **Add to Package** to add commodities then click **Add** to add the package.

Follow these steps for each package. See [Next Step](#) in this section to process, save or cancel the MPS.

### Package Information

1. **Package Weight** – Enter the weight (required).
2. **Package dimensions** – Enter the dimensions (optional). Select preset dimensions from your Dimensions database or enter dimensions manually.
3. **Carriage Value** – Enter the carriage value (optional).
4. **Identical packages** – Check this option, when applicable, and enter the number of packages.

5. **Add** – Click **Add** now if you are entering package information only. Repeat these steps for each package. If you are entering commodity information, see the Commodities steps below.
6. **Repeat** – Click **Repeat** to populate the screen with information from the previous package. You can modify the data before you click **Add**.
7. **Update** – Select the package in the Package summary to populate the screen with package and commodity information. Make any changes and click **Update**.

## Multiple-Piece Shipment Information, continued

### Package Summary

The Package summary updates each time you add a package.

1. **View** – Select the package to view package and commodity information. Make changes, if needed, and click **Update**.
2. **Delete** – Select the package and click **Delete**.

### Commodities

1. **Commodity tab** – Select a commodity ID or provide the commodity information (required).  
  
Note: Enter a new Commodity ID to save the commodity to your Commodity database.
2. **Add'l Commodity Data tab** – Enter additional commodity information (optional). A harmonized code is highly recommended.
3. **Additional charges** – Enter additional charges (optional).
4. **I want to enter total customs value at the shipment level** – This option is available if you are providing your own CCI.
5. **Add to Package** – Click **Add to Package** and repeat these steps to add each commodity to the package.
6. Continue with one of the following options before you add the package, if applicable:
  - **Click to see if your commodity can travel to this country** – Select a commodity and click this link to determine if the commodity is allowed in the destination country.

- **View/Edit** – Select a commodity and click **View/Edit** to modify the information.
  - **Delete** – Select a commodity and click **Delete** to delete the commodity from the package.
7. **Add** – Click **Add** in the Package information after you add all commodities to the package.

### Next Step

Continue with one of the following options:

- **Process packages** – After you have added all packages, click **Ship** to process the packages and print the labels.  
  
Note: You can view, modify, repeat and delete packages individually after you process the MPS. Click View CRNs on the IPD/IDF/IED Dashboard to access all packages in the shipment.
- **Save & Exit** – Click **Save & Exit** to save your information and return to the previous screen. Click **Multiple-piece shipment** again to return to this screen.
- **Cancel** – Click **Cancel** to cancel the entire shipment and return to a blank Shipment details screen.

## Add aPackage

You can add packages to Open shipments.

1. Click the **Shipment details** tab and provide the following information.

- [Recipient Information](#) or [Group Information](#)
- [Sender Information](#)
- [Package and Shipment Details](#)
- [Billing Details](#)

2. Continue with one of the following options:

- **Process package** – Click **Ship** to process a single package or multiple identical packages without selecting options or entering commodities. See [Options and Special Services](#).
- **Select options and special services** – Click the **Options** tab. See [FedEx ShipAlert](#).
- **Send e-mail notifications** – Click the **ShipAlert** tab. See [FedEx ShipAlert](#).
- **Enter commodities** – Click the **Commodity/Merchandise** tab to enter commodity information for a single package or multiple identical packages. Commodity information is required if FedEx is generating your Consolidated Commercial Invoice (CCI). See [Commodity Information](#).
- **Process a multiple-piece shipment (MPS)** – Click **Multiple-piece shipment** to enter package and commodity information for multiple non-identical packages. Commodity information is required if FedEx is generating your CCI. See [Multiple-Piece Shipment Information](#).

**FedEx Ship Manager**

File Databases Customize Utilities Integration Inbound fedex.com Help

Ship Tracks Shipping list Address Book Repgts Close fedex.com

Shipment details Options ShipAlert

**Recipient information**

☐ Ship to group ☐ Hold

Recipient ID: CAN1

Country: CA - Canada

Contact name:

Company name: Company, Inc.

Address 1: Company Lane

Address 2: Unit 2

Postal code: L1J 2L7 State/Province: ON

City: Oshawa

Telephone: (800) 555-5555 Ext:

Tax ID/EIN: Location #:

☐ This is a residential address PM-H2

☒ Save in/update my address book

**Package and shipment details**

Package contains: ☐ Document ☒ Commodity/Merchandise

Number of packages: 3 ☐ Identical packages

Weight: 45 lbs Man Wt

Service type: A - FedEx IP Direct Distribution

Package type: 1 - Your Packaging

Package dimensions: 13 - Lg Box 15 x 15 x 15 in

Ship date: 01/27/2009 ☐ Saturday Delivery

Total carriage value: 0.00 USD

IPD/IDF/IED IOR: IPD-YWGI1 - ABCD

☒ Print a FedEx generated consolidated commercial invoice

**Sender information**

Current sender: ABC Company  
10 FedEx Parkway  
Memphis, TN 38138

Change return address: Current sender

**Billing details**

Bill transportation to: 1 - Sender Acct #: 285150779

Bill duties/taxes/fees: 1 - Sender Acct #: 285150779

Department notes:

Customer reference:

Clear fields Delete/Modify shipment Repeat shipment Override prefs Rate quote Multiple-piece shipment **Ship**



## View aPackage

You can view packages in Open or Confirmed shipments. Packages are also referred to as child reference numbers (CRNs).

1. Select **IPD/IDF/IED** from the Shipping list menu to open the IPD/IDF/IED Dashboard.
2. Select the shipment and click **View CRNs**.
3. Use the scroll bar to view package information.

**View Shipped List - International**

**Shipment Type**  
☒ FedEx Express

**Packages Shipped**

	Total	Deleted	Future
FedEx Express:	5	0	0

Enter Tracking Number and press Search or highlight in list

☐ Show Master Tracking # Only  
☒ Show deleted shipments

Carrier	Tracking #	Master Trk #	Deleted	Ship Date	Service	Weight	Recipient Company
Express	980476636050	980476636050	No	01/27/2009	FedEx IP DirectDistribution	5	Attic Toyshop
Express	980476636049	980476636049	No	01/27/2009	FedEx IP DirectDistribution	4	Attic Toyshop
Express	980476636038	980476636038	No	01/27/2009	FedEx IP DirectDistribution	7	Attic Toyshop
Express	980476636027	980476636027	No	01/27/2009	FedEx IP DirectDistribution	4	Castle Toys
Express	980476636016	980476636016	No	01/27/2009	FedEx IP DirectDistribution	12	Company, Inc.

Buttons:

## Modify a Package

You can modify packages in Open shipments. When you modify a package and print the new label, a new package is added to the Shipped List. The Deleted status for the original package changes to **Yes**.

1. Select **IPD/IDF/IED** from the Shipping list menu to open the IPD/IDF/IED Dashboard.
2. Select the shipment and click **View CRNs**.
3. Select the package and click **Modify**.
4. Click **Modify Shipment**.
5. Click **OK** on the IPD/IDF/IED Dashboard to display the Shipment Details screen.
6. Modify the package information.
7. Click **Ship** to process the package and print a new label.
8. Remove the old label from the package and replace it with the new label.

**View Shipped List - International**

**Shipment Type**  
☒ FedEx Express

**Packages Shipped**

	Total	Deleted	Future
FedEx Express:	4	1	0

Enter Tracking Number and press Search or highlight in list

☐ Show Master Tracking # Only  
☒ Show deleted shipments

Carrier	Tracking #	Master Trk #	Deleted	Ship Date	Service	Weight	Recipient Company
Express	980476636050	980476636050	Yes	01/27/2009	FedEx IP Direct Distribution	5	Attic Toyshop
Express	980476636049	980476636049	No	01/27/2009	FedEx IP Direct Distribution	4	Attic Toyshop
Express	980476636038	980476636038	No	01/27/2009	FedEx IP Direct Distribution	7	Attic Toyshop
Express	980476636027	980476636027	No	01/27/2009	FedEx IP Direct Distribution	4	Castle Toys
Express	980476636016	980476636016	No	01/27/2009	FedEx IP Direct Distribution	12	Company, Inc.

## Repeat a Package

Click **Repeat shipment** at the bottom of the screen, or follow these steps to repeat a package in Open or Confirmed shipments.

1. Select **IPD/IDF/IED** from the Shipping list menu to open the IPD/IDF/IED Dashboard.
2. Select the shipment and click **View CRNs**.
3. Select the package and click **Repeat**.
4. Click **OK** on the IPD/IDF/IED Dashboard to display the Shipment Details screen.
5. Modify the package information, if needed.
6. Click **Ship** to process the package and print the label.

The screenshot displays the FedEx Ship Manager application window. The title bar reads "FedEx Ship Manager". The menu bar includes File, Databases, Customize, Utilities, Integration, Inbound, fedex.com, and Help. The toolbar contains buttons for Ship, Track, Shipping list, Address Book, Reports, Close, and fedex.com. The main window is divided into several sections:

- Shipment details** (Options, ShipAlert):
  - Recipient information:** Includes fields for Recipient ID (CAN1), Country (CA - Canada), Contact name, Company name (Company, Inc.), Address 1 (Company Lane), Address 2 (Unit 2), Postal code (L1J 2L7), State/Province (ON), City (Oshawa), Telephone ((800) 555-5555), and Ext. There are checkboxes for "Ship to group", "Hold", "This is a residential address", and "Save in/update my address book".
  - Sender information:** Shows "Current sender: ABC Company, 10 FedEx Parkway, Memphis, TN 38138".
- Package and shipment details:**
  - Package contains:** Radio buttons for Document and Commodity/Merchandise.
  - Number of packages:** 3, with a checkbox for "Identical packages".
  - Weight:** 45 lbs, Man Wt.
  - Service type:** A - FedEx IP Direct Distribution.
  - Package type:** 1 - Your Packaging.
  - Package dimensions:** X3 - Lg Box, 15 x 15 x 15 in.
  - Ship date:** 01/27/2009, with a checkbox for "Saturday Delivery".
  - Total carriage value:** 0.00 USD.
  - IPD/IDF/IED IOR:** IPD-YWGI1 - ABCO.
  - ☒ Print a FedEx generated consolidated commercial invoice.
- Billing details:**
  - Bill transportation to:** 1 - Sender, Acct #: 285150779.
  - Bill duties/taxes/fees:** 1 - Sender, Acct #: 285150779.
  - Department notes:** (empty field).
  - Customer reference:** (empty field) with an "Add'l handling" button.

The bottom status bar includes buttons for Clear fields, Delete/Modify shipment, Repeat shipment, Override prefs, Rate quote, Multiple-piece shipment, and a prominent Ship button.

## Delete a Package

You can delete packages in Open shipments.

1. Select **IPD/IDF/IED** from the Shipping list menu to open the IPD/IDF/IED Dashboard.
2. Select the shipment and click **View CRNs**.
3. Select one or more packages and click **Delete**.
4. Click **Delete Shipment** to delete the package from the shipment. The Deleted status changes to **Yes**.

**View Shipped List - International**

**Shipment Type**  
☒ FedEx Express

**Packages Shipped**

	Total	Deleted	Future
FedEx Express:	4	1	0

Enter Tracking Number and press Search or highlight in list

☐ Show Master Tracking # Only  
☒ Show deleted shipments

Carrier	Tracking #	Master Trk #	Deleted	Ship Date	Service	Weight	Recipient Company
Express	980476636050	980476636050	Yes	01/27/2009	FedEx IP DirectDistribution	5	Attic Toyshop
Express	980476636049	980476636049	No	01/27/2009	FedEx IP DirectDistribution	4	Attic Toyshop
Express	980476636038	980476636038	No	01/27/2009	FedEx IP DirectDistribution	7	Attic Toyshop
Express	980476636027	980476636027	No	01/27/2009	FedEx IP DirectDistribution	4	Castle Toys
Express	980476636016	980476636016	No	01/27/2009	FedEx IP DirectDistribution	12	Company, Inc.

Buttons:

## Configure DocumentCopies

You can configure the number of shipment documents to print for Open shipments. See [Reprint Shipment Labels and Documents](#) for Confirmed shipments.

Any changes made on the IPD/IDF Documents screen are saved across shipments and system restarts.

1. Select **IPD/IDF/IED** from the Shipping list menu to open the IPD/IDF/IED Dashboard.
2. Select the shipment and click **Configure Print Copies** to open the IPD/IDF Documents screen.
3. Check the document and select the number of copies to print, up to 5. You cannot configure the number of labels to print.
4. Uncheck the document if you do not want to print copies.
5. Click **OK**.



The dialog box titled "IPD/IDF Documents" contains a table with document types and their corresponding number of copies. The table has two columns: the document name and the number of copies, which is represented by a text box with up and down arrows. Below the table are four buttons: "OK", "Select All", "Unselect All", and "Cancel".

	# of copies
<input checked="" type="checkbox"/> Consolidated Commercial Invoice	3
<input checked="" type="checkbox"/> Visa Manifest Report	2
<input checked="" type="checkbox"/> Customs Packing List	1
<input checked="" type="checkbox"/> CRN Report	1
<input type="checkbox"/> MAWB Label	
<input type="checkbox"/> IPD/IDF Documents Label	

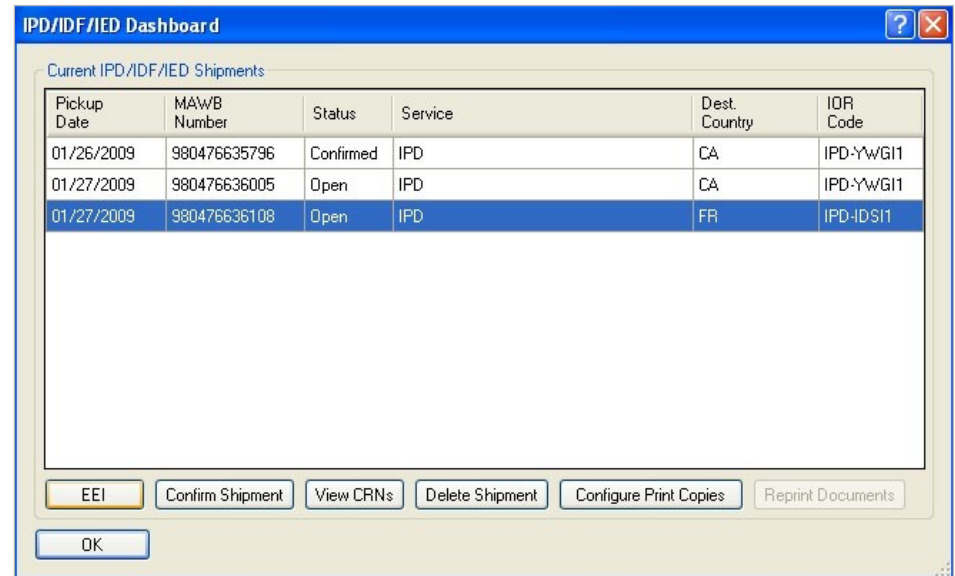


## Electronic Export Information (EEI) Pre-determination Report

You can generate the EEI Pre-determination Report for Open shipments. The report includes all commodities entered for your shipment, listed from highest to lowest total value, to help you identify commodities in the shipment that require EEI filing. Go to **fedex.com** for information about EEI requirements.

Note: If you are generating your own Consolidated Commercial Invoice (CCI), commodity data is not required. However, this report is beneficial to you only if you enter all commodity information as you process each package.

1. Select **IPD/IDF/IED** from the Shipping list menu to open the IPD/IDF/IED Dashboard.
2. Select the shipment and click **EEI** to view the report on screen.
3. Click **Print** to print the report.
4. Click **Save file** to export the report in .csv format.



The screenshot shows the 'IPD/IDF/IED Dashboard' window. It features a table titled 'Current IPD/IDF/IED Shipments' with the following data:

Pickup Date	MAWB Number	Status	Service	Dest. Country	IDR Code
01/26/2009	980476635796	Confirmed	IPD	CA	IPD-YWGI1
01/27/2009	980476636005	Open	IPD	CA	IPD-YWGI1
01/27/2009	980476636108	Open	IPD	FR	IPD-IDSI1

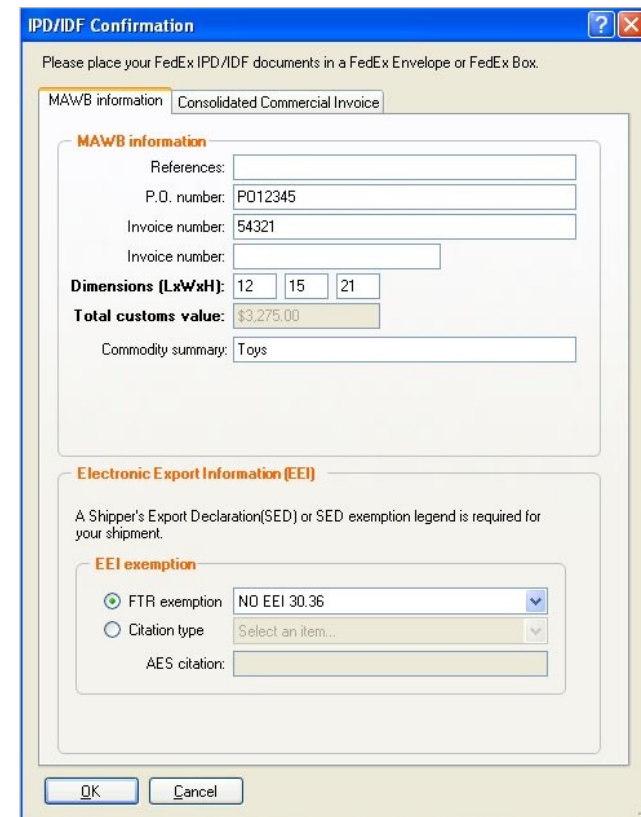
Below the table, there are several buttons: 'EEI' (highlighted in yellow), 'Confirm Shipment', 'View CRNs', 'Delete Shipment', 'Configure Print Copies', and 'Reprint Documents'. At the bottom left, there is an 'OK' button.

## Confirm a Shipment

Once you have processed all packages in the shipment, you must confirm the shipment to close it and print the shipment labels and documents. The shipment cannot be modified once it has been confirmed.

Follow these steps to confirm the shipment:

1. Select **IPD/IDF/IED** from the Shipping list menu to open the IPD/IDF/IED Dashboard.
2. Select the shipment and click **Confirm Shipment**. The IPD/IDF Confirmation screen displays.
3. **Master air waybill (MAWB) information**
  - **References** – Enter reference information to print on the MAWB label (optional).
  - **Dimensions** – Enter the approximated dimensions of the entire shipment unit (required).
  - **Total customs value** – This field is calculated automatically if FedEx is generating your Consolidated Commercial Invoice (CCI). If you are providing your own, you are required to enter the total customs value provided on your CCI.
  - **Commodity summary** – Enter a commodity summary (optional). This field displays if FedEx is generating your CCI.
  - **Commodity description** – Enter at least one commodity description if you are providing your own CCI (required). These fields are pre-populated when you enter commodity information to your first package and can be edited.



The image shows a screenshot of the 'IPD/IDF Confirmation' dialog box. At the top, it says 'Please place your FedEx IPD/IDF documents in a FedEx Envelope or FedEx Box.' Below this, there are two tabs: 'MAWB information' (selected) and 'Consolidated Commercial Invoice'. The 'MAWB information' section contains the following fields: 'References' (empty), 'P.O. number' (P012345), 'Invoice number' (54321), 'Dimensions (LxWxH)' (12, 15, 21), 'Total customs value' (\$3,275.00), and 'Commodity summary' (Toys). Below this is the 'Electronic Export Information (EEI)' section, which includes a note: 'A Shipper's Export Declaration (SED) or SED exemption legend is required for your shipment.' Under 'EEI exemption', there are two radio buttons: 'FTR exemption' (selected) and 'Citation type' (unselected). The 'FTR exemption' dropdown is set to 'NO EEI 30.36'. The 'Citation type' dropdown is set to 'Select an item...'. There is also an 'AES citation' field (empty). At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

## Confirm a Shipment, continued

4. **Electronic Export Information (EEI)** – For shipments with commodities that require EEI filing, select the exemption number, or select the citation type and provide the citation number. See [Electronic Export Information \(EEI\) Pre-determination Report](#) to help you identify commodities in the shipment that require EEI filing. Go to **fedex.com** for more information about EEI requirements.
5. **Consolidated Commercial Invoice** – Provide information to print on the CCI (optional). This tab is available only when FedEx is generating your CCI.
6. Click **OK** to confirm the shipment. The following labels and documents print, when applicable, and the shipment status changes to **Confirmed**.
  - Consolidated Commercial Invoice
  - Visa Manifest
  - Customs Packing List
  - CRN Report
  - MAWB labels
  - International Priority IPD Docs labels
7. See [Prepare Shipment Labels and Documents](#) to prepare the shipment for pickup.

**IPD/IDF Confirmation**

Please place your FedEx IPD/IDF documents in a FedEx Envelope or FedEx Box.

**MAWB information** | **Consolidated Commercial Invoice**

Terms of sale: 1 - Free Carrier (FCA/FOB) ▼

Reference:

Purpose: Sold ▼

☒ Include NAFTA statement  
To CA - Only applicable if the shipment has a total value less than 1600 CAD.

**Additional charges**

Freight charge: \$25.00

Insurance charge: \$0.00

Miscellaneous charge: \$75.00 2 - Handling Fees ▼

Comment 1: Holiday Promo

Comment 2:

Comment 3:

## Prepare Shipment Labels and Documents

The master airway bill (MAWB) labels, document labels and shipment documents travel separately to the clearance facility as a FedEx International Priority shipment.

1. Place the following labels **on** a FedEx® Envelope for FedEx International Priority Direct Distribution (IPD) and FedEx International Priority Direct Distribution Freight (IDF) shipments. Place them **on** a FedEx® Medium Box for IPD and IDF single point of clearance (SPOC) shipments.
  - FedEx International Priority IPD Docs label with barcode
  - FedEx International Priority IPD Docs label with customs information (in pouch)
2. Place the following items **inside** the envelope or box. Do not seal the package.
  - IPD MAWB label with bar code
  - IPD MAWB label with customs information (usually two labels)
  - Consolidated Commercial Invoice (multiple copies may be required for the destination country)
  - Customs Packing List
  - VISA Manifest
  - CRN Report
  - Any other required trade documents (e.g., Certificate of Origin)

## Reprint Shipment Labels and Documents

You can reprint master shipment labels and documents up to 10 days after you confirm the shipment. See [Configure Document Copies](#) for Open shipments.

Any changes made on the IPD/IDF Document Reprint screen are not saved across shipments and system restarts.

1. Select **IPD/IDF/IED** from the Shipping list menu to open the IPD/IDF/IED Dashboard.
2. Select the shipment and click **Reprint Documents** to open the IPD/IDF Document Reprint screen.
3. Check the label or document and select the number of copies to reprint, up to 5 copies.
4. Uncheck the label or document if you do not want to reprint copies.
5. Click **OK**.

The dialog box titled "IPD/IDF Document Reprint" contains a table with the following items:

	# of copies
<input type="checkbox"/> Consolidated Commercial Invoice	1
<input checked="" type="checkbox"/> Visa Manifest Report	1
<input type="checkbox"/> Customs Packing List	1
<input type="checkbox"/> CRN Report	1
<input checked="" type="checkbox"/> MAWB Label	
<input checked="" type="checkbox"/> IPD/IDF Documents Label	

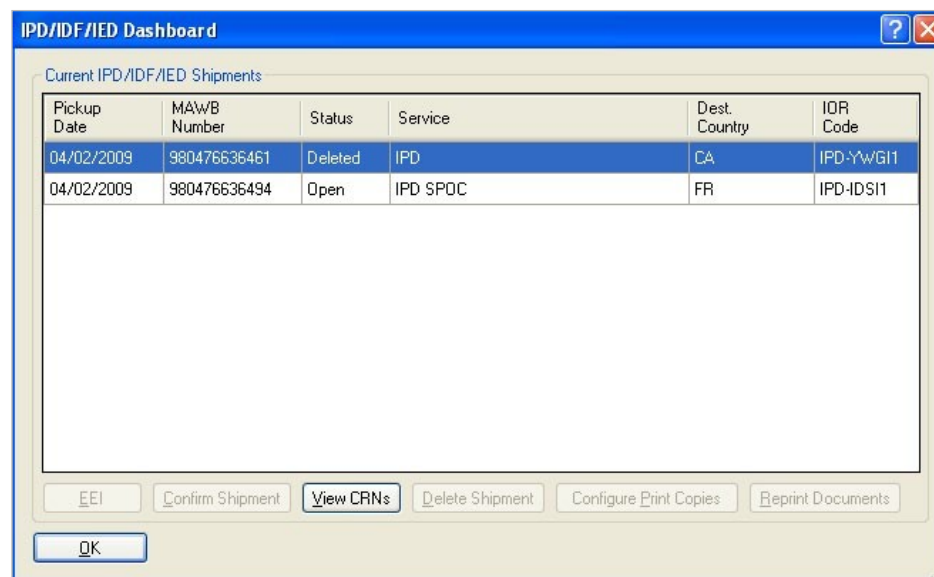
At the bottom of the dialog box are four buttons: OK, Select All, Unselect All, and Cancel.



## Delete a Shipment

You can delete Open and Confirmed shipments.

1. Select **IPD/IDF/IED** from the Shipping list menu to open the IPD/IDF/IED Dashboard.
2. Select the shipment and click **Delete Shipment**.
3. Click **Yes** to delete the shipment and all associated packages. The shipment status changes to **Deleted** on the IPD/IDF/IED Dashboard.



## MasterAirWaybillLabel-Laser

[illegible]

## MasterAirWaybillLabel-Thermal

Src: IPD TRACK: 4033 8003 1200		Src: IPD TRACK: 4033 8003 1200	
ORIGIN ID: HKAA (800)555-1212 J. SMITH ABCD 10 FEDEX PARKWAY COLLIERVILLE, TN 38017 UNITED STATES US		SHIP DATE: 03FEB09 ACTWGT: 10.0 LB HAN CNO: 145630/CAFE2420 BILL SENDER 89 COLLEGE	
10 VIA FEDEX IPD FEDEX 6895 BRAMALEA RD ATTN: GTS OPS MISSISSAUGA ON L909L1 (905)293-6000 CNY PO: DEPT:		10 via FedEx IPD FEDEX 6895 Bramalea Rd Attn: GTS OPS Mississauga, ON L909L1 (905)293-6000	
			
FedEx Express  MAWB TOTAL WGT: 5 TOTAL ADS: 1		XH YYZI PKG TYPE: TRK# 4033 8003 1200 Form 0431 1 of 1 ECI IPD REF: DESC: Toys DESC: Computer Game DESC: Playing Cards EE1: NO EE1 30.36	
TRK# 4033 8003 1200 0431 ## MASTER ## XH YYZI		PM IPD L909L1 ON-CA YYZ	
		COUNTRY MF6: GB US US CARRIAGE VALUE: 0.00 USD CUSTOM VALUE: 420.00 USD SIGN: J. Smith T/C: S 214877600 D/T: S 214877600	



## Label and Document Samples

## Label and Document Samples, continued

## DocumentsLabel-Laser

[illegible]

PLEASE FOLD THIS SHIPPING DOCUMENT IN HALF AND PLACE IT IN A WAYBILL POUCH AFFIXED TO YOUR SHIPMENT SO THAT THE BARCODE PORTION OF THE LABEL CAN BE READ AND SCANNED. \*\*\*WARNING: USE ONLY THE PRINTED ORIGINAL LABEL FOR SHIPPING. USING A PHOTOCOPY OF THIS LABEL FOR SHIPPING PURPOSES IS FRAUDULENT AND COULD RESULT IN ADDITIONAL BILLING CHARGES, ALONG WITH THE CANCELLATION OF YOUR FEDEX ACCOUNT NUMBER.

From: Origin ID: NQMA  
 1 J.B.M  
 ABC Company  
 10 FedEx Parkway  
 Memphis, TN 38138  
 UNITED STATES  
  
 SHIP TO: (204)72-8887  
 IPD Docs - 980476636370  
 Brokerage Manager on Duty  
 1950 Sargent Ave  
 Winnipeg Intl Airport

Winnipeg, MB R9C9R9	TRK# 9804 7663 6406	INTL PRIORITY	PM
---------------------	---------------------	---------------	----

0430 3004 7005 0400 INTE PRIORITY

**XH YWGI**

The Warsaw Convention may apply and will govern and in most cases limit the liability of Federal Express for loss or delay of or damage to your shipment. Subject to the conditions of the contract

PLACE ON PACKAGE CONTAINING CUSTOMS PAPERWORK

Evcs: INTL PRIORITY TRACK: 4093 8009 1277			
ORIGIN ID: HKAA (800)555-1212 J. SMITH ABCD 10 FEDEX PARKWAY COLLIERSVILLE, TN 38017 UNITED STATES US		SHIP DATE: 03FEB09 ACTWG1: 1.0 LB MAN CAD: 145630/CAFE2420	
TO IPD DOCS — 403380031200 BROKERAGE MANAGER ON DUTY 6895 BRAMALEA RD ATTN: GTS OPS MISSISSAUGA ON L9O9L1 (365)293 — 6900 REF: IPD DOCS — 403380031200		BILL THIRD PARTY NO 0112030	
		FedEx Express 	
TRK# 0430 4033 8003 1277		PM INTL PRIORITY	
XH YYZI		L9O9L1 ON — CA YYZI	
			

Sves: INTL PRIORITY TRACK: 4039 0003 1277			
ORIGINAL ID: HKAA (800)555-1212 J. Smith ABCD 10 FedEx Parkway Collierville, TN 39017 UNITED STATES, US		Ship Date: 03Feb08 ActWgt: 1.0 LB MAN CAD: 145630/CAFE2420 Account: S 214877800	
10 IPD Docs - 403380031200 Brokerage Manager on Duty 6895 Bramalea Rd Attn: GTS OPS Mississauga, ON L909L1		EIN/VAT: _____ (905)293-6000	
			
		(CA) 	
		AWB	
		<b>XH YYZI</b> PKG TYPE: CUSTOMER	
TRK# 4033 0003 1277		Form 4350	
		1 of 1	
<b>INTL PRIORITY</b>			
REF: IPD Docs - 403380031200			
EEI: NO EEI 30.96			
1			
COUNTRY MFG: US CARRIAGE VALUE: 1.00 USD CUSTOM VALUE: 1.00 USD		SIGN: J. Smith T/C: G ***** D/T: G *****	
The Maersk Line of Steamers (may apply and will govern) and its agent (accepts the liability of Federal Expenses for loss or delay of or damage to goods shipped). Subject to the conditions of the contract on the reverse.			
<b>PLACE ON PACKAGE CONTAINING CUSTOMS PAPERWORK</b>			



# Label and Document Samples

## Label and Document Samples, continued

### PackageLabel–Laser

DEFINITIONS: On the Air Waybill we, "us" and "we" refer to Federal Express Corporation, its subsidiaries and branches and their respective employees, agents and independent contractors. "You" and "your" refer to the shipper, its employees, principals and agents. If your shipment originates outside the United States, your contract of carriage is with the Federal Express subsidiary, branch or independent contractor who originally accepts the shipment from you. "Package" means any container or envelope that is accepted by us for delivery, including any such items tendered by you utilizing our automated systems, meters, manifests or waybills. "Shipment" means all packages, which are tendered to and accepted by us as a single air waybill.

AGREEMENT TO TERMS: By giving us your shipment, you agree, regardless of whether you sign the face of this Air Waybill, for yourself and as agent, for and on behalf of any other person having an interest in this shipment, to all terms on this NONNEGOTIABLE Air Waybill, in any applicable tariff, and in our current Service Guide or Standard Conditions of Carriage, claims of which are available upon request. If there is a conflict between this Air Waybill and either the tariff, Service Guide or Standard Conditions then in effect, the tariff and the terms of any customer automation agreement between the shipper and Federal Express will control (the Service Guide or Standard Conditions have secondary priority). No one is authorized to alter or modify the terms of our agreement. This Air Waybill will be binding on you when the shipment is accepted.

YOUR OBLIGATIONS: You warrant that each article in the shipment is properly described on this Air Waybill and is acceptable for transport by air, and that the shipment is properly marked, addressed (including postal codes) and packaged to ensure safe transportation with ordinary care and handling.

NOTICE CONCERNING LIMITATIONS OF LIABILITY: Air Carriage Notice: If the carriage of your shipment by air involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention, an international treaty relating to international carriage by air, may be applicable, which treaty would then govern and in most cases limit our liability for loss or delay of or damage to your shipment. In the U.S. the Warsaw Convention limits our liability to U.S. \$500 per pound (\$1,100 per kilogram). Unless you declare a higher value for carriage as described below, the integration of the Warsaw Convention liability limits may vary in other countries. There are no stopping places which are agreed at the time of tender of the shipment and we reserve the right to route shipments in any way we deem appropriate.

Road Transport Notice: Shipments transported partly or solely by road may be subject to a liability by explicit agreement to do so or not to, from a country which is party to the Convention on the Contract for the International Carriage of Goods by Road (the CMR) are subject to the terms and conditions of the CMR, notwithstanding any other provisions of this Agreement. For these shipments transported solely by road, if a conflict arises between the provisions of the CMR and this Air Waybill the terms of the CMR shall prevail.

Limitation of Liability: Even if governed by the Warsaw Convention or the CMR as described above, our maximum liability for loss, damage or delay is limited by this Air Waybill to U.S. \$100 per shipment or U.S. \$500 per pound (\$1,100 per kilogram) (or equivalent local currency), whichever is greater, unless you declare a higher value for carriage as described below. FedEx does not provide cargo liability or all-risk insurance, but you may pay an additional charge for each additional U.S. \$100 (or equivalent local currency) of declared value for carriage. If a higher value for carriage is declared and the additional charge is paid, FedEx' maximum liability will be the lesser of the declared value for carriage or your actual damages.

LIMITED LIABILITY ASSUMED IN ANY EVENT: WE WON'T BE LIABLE FOR ANY DAMAGES WHETHER DIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL, IN EXCESS OF THE DECLARED VALUE FOR CARRIAGE (INCLUDING BUT NOT LIMITED TO LOSS OF INCOME OR PROFITS) WHETHER OR NOT WE HAD ANY KNOWLEDGE THAT SUCH DAMAGES MIGHT BE INCURRED, UNLESS SUCH DAMAGES WERE CAUSED BY OUR OWN WILLFUL MISCONDUCT OR GROSS NEGLIGENCE.

WE won't be liable for your acts or omissions, including but not limited to: incorrect declaration of cargo, improper or insufficient packing, securing, marking or addressing of the shipment, or for the acts or omissions of the recipient or anyone else who is interested in the shipment. Also we won't be liable if you tell the recipient outside any of the terms of our agreement. We won't be liable for loss of or damage to shipments of such, currency or other prohibited items. We won't be liable for loss, damage or delay caused by events we cannot control, including but not limited to acts of God, parts of the air, weather conditions, mechanical delays, acts of public enemies, war, strikes, civil commotions, or acts of civil authorities. We make no warranty, express or implied, that the goods will be delivered in the condition in which they were received.

CLAIM FOR LOSS, DAMAGE FOR DELAY: ALL CLAIMS MUST BE NOTIFIED TO US WITHIN 15 DAYS AFTER DELIVERY OF THE SHIPMENT. FILING A CLAIM FOR DAMAGES MAY BE BROUGHT. All claims for loss, damage or delay must be received by us within 90 days after the shipment is accepted by us. The right to recover damages against us shall be extinguished unless an action is brought within two years from the date of delivery of the shipment or from date on which the shipment should have been delivered. Within 30 days after notification to us of the claim, it must be documented by sending us all relevant information about it. We are not obligated to act on any claim until all transportation charges have been paid, the claim stated in it is not in default from those charges. If the recipient accepts the shipment without noting any damage on the delivery receipt, we will assume the shipment was delivered in good condition. In order for us to consider a claim for damages, the contents, original shipping cartons, and packing must be available to us for inspection.

RIGHT TO INSPECT: Your shipment may, at our option or at the request of governmental authorities, be opened and examined by us or such authorities on or off our premises.

CUSTOMS CLEARANCE: It is your responsibility to provide proper customs documentation and confirmation, where required.

EXPORT CONTROL: Your shipment Federal Express may be subject to export control and customs purposes. You hereby certify that all statements and information contained in this Air Waybill relating to exportation are true and correct. Furthermore, you understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements or for the violation of any United States laws on exportation, including but not limited to, 18 USC Sec. 2382, 22 USC Sec. 405, 18 USC Sec. 2201, 18 USC Sec. 2202.

MANDATORY LAW: Insofar as any provision contained or referred to in this Air Waybill may be contrary to any applicable international treaty, law, government regulations, orders or requirements such provision shall remain in effect as a part of our agreement to the extent that it is not preempted. The applicability of a particular law or government regulation shall not affect any other part of this Air Waybill. Unless otherwise indicated the Sender's address indicated on the face of this Waybill is the place of execution and the place of signature, and Recipients address noted on the face of this Waybill is the place of destination. Unless otherwise indicated Federal Express Corporation, P.O. Box 727, Memphis, TN 38108 USA is the first carrier of this shipment.

PLEASE FOLD THIS SHIPPING DOCUMENT IN HALF AND PLACE IT IN A WAYBILL POUCH AFFIXED TO YOUR SHIPMENT SO THAT THE BARCODE PORTION OF THE LABEL CAN BE READ AND SCANNED. \*\*\*WARNING: USE ONLY THE PRINTED ORIGINAL LABEL FOR SHIPPING. USING A PHOTOCOPY OF THIS LABEL FOR SHIPPING PURPOSES IS FRAUDULENT AND COULD RESULT IN ADDITIONAL BILLING CHARGES, ALONG WITH THE CANCELLATION OF YOUR FEDEX ACCOUNT NUMBER.

From: Origin ID: HQAA J. Smith ABC Company 10 FedEx Parkway  Memphis, TN 38138 UNITED STATES	 SHIP TO: (800)555-5555  Company, Inc. Company Lane Unit 2  Oshawa, ON L1J2L7 CA	Ship Date: 29Jan09 ActWgt: 35.0 LB MAN CAD: 450490/CAFE2420 Account#: S 285150779 REF: MAWB: 9804 7663 6163
--	--	--

PKG TYPE: PM

CRN# 9804 7663 6174 IPD

Mstr# 9804 7663 6163 0431

R9C9R9  
MB-CA  
YWG

**XH YWGI**



The Warsaw Convention may apply and will govern and in most cases limit the liability of Federal Express for loss or delay of or damage to your shipment. Subject to the conditions of the contract.

**PLACE THIS LABEL ON THE PACKAGE**

### PackageLabel–Thermal

ED Amt: 0.00	Date: 03Feb09	Shipping: 0.00
Customer: COMPANYREF1	Weight: 1.0	Special: 0.00
Phone: (800)555-5555	COO: 0.00	Handling: 0.00
Dept: Sales Promo	DV: 0.00	Total: 0.00
Sys: IPD		
TRACK: 4033 8003 1255		

ORIGIN ID: HKAA (800)555-1212  
J. SMITH  
ABC  
10 FEDEX PARKWAY  
COLLIERVILLE, TN 38017  
UNITED STATES US

SHIP DATE: 03FEB09  
ACTWGT: 1.0 LB MAN  
CAD: 145630/CAFE2420

BILL SENDER

TO

**COMPANY, INC.**  
**COMPANY LANE**  
**UNIT 2**  
**OSHAWA ON L1J2L7** (CA)  
(800)555-5555 REF: COMPANYREF1  
DEPT: SALES PROMO



**FedEx Express**  
**E**  
CRN

CRN# 0491 4033 8003 1255  
Mstr# 4033 8003 1200 0431

**XH YYZI**



PM  
IPD  
L909L1  
ON-CA  
YYZ

Printed on 125148-4364 INST. 125148-4364



# Label and Document Samples

## Label and Document Samples, continued

### Consolidated Commercial Invoice

TEST      FedEx IPD Consolidated Commercial Invoice      Page 1 of 2

Ship Date      Intl Air Waybill      Invoice Number

01/29/2009      980476636277

ACI-980476636277

Purpose of Shipment      Customer References

Sample

Bill Trans.Charges      Bill D/T/F      Related Parties      Currency

2851-5077-9      2851-5077-9           USD

INCO Terms      Total Wgt      Wgt type      Total Packages:

FCA/FOB      105.00      lbs      3

FDA:

Exporter/Shipper      Ship To (Consignee):

Contact J. Smith      Contact via FedEx IPD

Co Name ABC Company      Co Name ABCO

Address 1 10 FedEx Parkway      Address 1 1950 Sargent Ave

Address 2      Address 2 Winnipeg Intl Airport

City Memphis      City Winnipeg

St/PV TN Country US Postal 38138      St/PV MB Country CA Postal R9C9R9

Phone Tax ID 1111111111111111      Phone 2047728887

Broker:      Importer

Contact      Contact Contact Name

Co Name      Co Name ABCO

Address 1      Address 1 10 Archibald

Address 2      Address 2

Additional Address info      City Yellowknife

City      St/PV NT Country CA Postal X1A2R3

St/PV Country Postal      Phone 8005555555

Phone      Tax ID 1111111111111111

Marks & No	Part Number	HS Code/Description of Goods	Country of Mfg	Unit of Measure	Qty	Unit Value	Total Value
		8523.40.0000 Computer Game	US	EA	3.00	150.000000	450.00
<b>TOTAL</b>					<b>3</b>		<b>450.00</b>
<b>Computer Game</b>							

Marks & No	Part Number	HS Code/Description of Goods	Country of Mfg	Unit of Measure	Qty	Unit Value	Total Value
		9503.00.0000 Plush Toy	US	EA	3.00	20.000000	60.00

TEST      FedEx IPD Consolidated Commercial Invoice      Page 2 of 2

Ship Date      Intl Air Waybill      Invoice Number

01/29/2009      980476636277

ACI-980476636277

TOTAL      9503.00.0000      3      60.00

Plush Toy

Marks & No	Part Number	HS Code/Description of Goods	Country of Mfg	Unit of Measure	Qty	Unit Value	Total Value
		9504.40.0000 Playing Cards	US	EA	3.00	5.000000	15.00
<b>TOTAL</b>					<b>3</b>		<b>15.00</b>
<b>Playing Cards</b>							

These commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to United States law is prohibited.

**Total Shipment Weight:** 105.00

**Total Commodity Value:** 525.00

**Freight:** 25.00

**Insurance:** 0.00

**Other:** 50.00

**Total Invoice Value:** 75.00

Comments:  
1) Summer Promo Samples  
2)  
3)

I DECLARE ALL INFORMATION IN THIS INVOICE TO BE TRUE AND CORRECT.

\_\_\_\_\_  
Signature of Shipper/Exporter (Name and Title)      Date

\_\_\_\_\_  
Name (Printed) of Shipper/Exporter (Name and Title)





# Label and Document Samples

## Label and Document Samples, continued

### CustomsPackingList

FedEx IDF Customs	FedEx IPD Customs Packing List	Page 1
Shipper ABC Company J. Smith 10 FedEx Parkway  Memphis US TN 38138 () - Master Air Waybill: 980476636277	Consignee Company2, Inc. Company2 Lane  5 ON CA L1J2L7 8005555555	
Currency: USD CRN TRKG: 980476636299 COMPANY NAME: ADDRESS Company2 Lane LN1: ADDRESS LN2: CITY: Oshawa REFERENCE: STATE: ON POSTAL: L1J2L7 Tax ID/VAT#: DESCRIPTIO Playing Cards Phone: 8005555555 N: HarmonizedCd 9504.40.0000	Weight Type: lbs Company2, Inc.  WEIGHT: 35 Dest. Cntry: CA	Total # of CRNs: 3
Currency: USD CRN TRKG: 980476636303 COMPANY NAME: ADDRESS Company3 Lane LN1: ADDRESS LN2: CITY: Oshawa REFERENCE: STATE: ON POSTAL: L1J2L7 Tax ID/VAT#: DESCRIPTIO Playing Cards Phone: 8005555555 N: HarmonizedCd 9504.40.0000	Weight Type: lbs Company3, Inc.  WEIGHT: 35 Dest. Cntry: CA	Total # of CRNs: 3
Currency: USD CRN TRKG: 980476636314 COMPANY NAME: ADDRESS Company1 Lane LN1: ADDRESS Unit 2 LN2: CITY: Oshawa REFERENCE: STATE: ON POSTAL: L1J2L7 Tax ID/VAT#: DESCRIPTIO Playing Cards Phone: 8005555555 N: HarmonizedCd 9504.40.0000	Weight Type: lbs Company1, Inc.  WEIGHT: 35 Dest. Cntry: CA	Total # of CRNs: 3
Date: FedEx IDF Customs Packing List 01/29/2009 Page 1		

### VisaManifest

01/29/2009	FedEx IPD Visa Manifest	Page 1
METER#: 450490	SERVICE#: 18	
US TO CA NOTE: RETURN TO STATION FOR CUSTOMS MANIFEST DATA ENTRY *****MASTERAWR*****		
AWB: 980476636277	SHIP DATE: 29/01/2009	
SHIPPER NAME: J. Smith	SHIPPER: 285150779	
CO NAME: ABC Company	PH: () -	
ADDR LN1: 10 FedEx Parkway	ST/PV: TN	
ADDR LN2:	CTRY: US	
CITY: Memphis	PSTL: 38138	
REFERENCE:		
RESCIP COMPANY ABCO		
NR:		
IOR CONTACT: via FedEx IPD	PH: 2047728887	
ADDR LN1: 1950 Sargent Ave	ST/PV: MB	
ADDR LN2: Winnipeg Intl Airport	CNTRY: CA	
CITY: Winnipeg	PSTL: R9C9R9	
IOR FACILITY CODE: IPD-YMG11		
CUSTOMER INVOICE#:	SERVICE TYPE: IPD	PCS
BILL FRT: 1	PAYOR ACCT 285150779	
#:		
BILL DUTY/TAX 1	PAYOR ACCT 285150779	
#:		
CURRENCY USD	DECLARED/CARRIAGE VALUE: 0.00	
TYPE:		
CRNs: 3	WEIGHT 105 K/L: lbs DIM: 12x12x12 IN	
:		
TERMS OF SALE: FCA/FOB	COUNTRY OF ULTIMATE DESTINATION: CA	
COMMERCIAL INVOICE PRINT & UPLOAD Y		
FLAG:		
# OF ADDRESSES: 0	CUSTOMS ID: 1111111111111111	
BROKER:	PH:	
DESCRIPTION: Computer Game	HARMONIZED CODE: 8523.40.0000	CUSTOMS VAL: 450
TOTAL PACKAGE COUNT: 3		
TOTAL CUSTOMS VALUE: 450.00		
Date: 29/01/2009 Page Number 1 Printed data valid for Fedex reports only		





## Label and Document Samples, continued

### Package Report

01/29/2009	FedEx IPD CRM Report	Page 1
Use For Manual Data Entry As Required		
Shipper: 285150779	Master AWB #: 980476636277	
Origin: NQAA	Overnight Docs Trk: 980476636325	
Number of CRN's: 3	MAWB Form ID: 0431	
Number of Address: 0	CRN Form ID: 0491	
CRN Weight Type: lbs		
-----		
CRN TRKG#: 980476636299	WEIGHT: 35	
CONTACT NAME:	COMPANY NAME: Company2, Inc.	
ADDRESS LN1: Company2 Lane	ADDRESS LN2:	
CITY: Oshawa	St/Pv: ON	CNTRY: CA
Phone: 8005555555	RECIP CODE: CAN2	DIM WGT: 35
SVC: 18	REFERENCE#:	PCV COUNT: 0
SPEC HDLG:	HDL: N	DG:
DESCRIPTION: Playing Cards	BILL - SPEC HDLG: 1	ACCOUNT: 285150779
	HARMONIZED CODE: 9504.40.0000	
-----		
CRN TRKG#: 980476636303	WEIGHT: 35	
CONTACT NAME:	COMPANY NAME: Company3, Inc.	
ADDRESS LN1: Company3 Lane	ADDRESS LN2:	
CITY: Oshawa	St/Pv: ON	CNTRY: CA
Phone: 8005555555	RECIP CODE: CAN3	DIM WGT: 35
SVC: 18	REFERENCE#:	PCV COUNT: 0
SPEC HDLG:	HDL: N	DG:
DESCRIPTION: Playing Cards	BILL - SPEC HDLG: 1	ACCOUNT: 285150779
	HARMONIZED CODE: 9504.40.0000	
-----		
CRN TRKG#: 980476636314	WEIGHT: 35	
CONTACT NAME:	COMPANY NAME: Company1, Inc.	
ADDRESS LN1: Company1 Lane	ADDRESS LN2: Unit 2	
CITY: Oshawa	St/Pv: ON	CNTRY: CA
Phone: 8005555555	RECIP CODE: CAN1	DIM WGT: 35
SVC: 18	REFERENCE#:	PCV COUNT: 0
SPEC HDLG:	HDL: N	DG:
DESCRIPTION: Playing Cards	BILL - SPEC HDLG: 1	ACCOUNT: 285150779
	HARMONIZED CODE: 9504.40.0000	
-----		
Date: 29/01/2009		
Page 1		
Printed data valid for Fedex		