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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 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](http://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.

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**.
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 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
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).

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.

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.

---

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).

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

   - **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.

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

   - **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.
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.
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 **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 a Package

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.
   - **Select options and special services** – Click the **Options** tab. See **Options and Special Services**.
   - **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**.
View a Package

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.
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.
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.
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**.
Configure Document Copies

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.
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](http://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.
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 approximate dimensions of the entire shipment unit (required).
   - Total custom 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.
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](http://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.
Prepare Shipment Labels and Documents

The master air waybill (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 bar code
   - 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.
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.
Label and Document Samples

MasterAirWaybillLabel–Laser

MasterAirWaybillLabel–Thermal
Label and Document Samples, continued

DocumentsLabel–Laser

DocumentsLabel–Thermal
**Label and Document Samples, continued**

### Consolidated Commercial Invoice

**Consolidated Commercial Invoice**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ship Date</strong></td>
<td>01/27/2020</td>
</tr>
<tr>
<td><strong>Invoice Number</strong></td>
<td>0001746340257</td>
</tr>
<tr>
<td><strong>Bill To</strong></td>
<td><strong>Ship To</strong></td>
</tr>
<tr>
<td><strong>Ship To</strong></td>
<td><strong>Customer Name</strong></td>
</tr>
<tr>
<td><strong>Ship Date</strong></td>
<td><strong>Ship To</strong></td>
</tr>
<tr>
<td><strong>Invoice Number</strong></td>
<td><strong>Customer Name</strong></td>
</tr>
<tr>
<td><strong>Country of Origin</strong></td>
<td><strong>Zip Code</strong></td>
</tr>
<tr>
<td><strong>Country of Destination</strong></td>
<td><strong>Zip Code</strong></td>
</tr>
<tr>
<td><strong>Unit of Measure</strong></td>
<td><strong>Unit of Measure</strong></td>
</tr>
<tr>
<td><strong>Unit Value</strong></td>
<td><strong>Unit Value</strong></td>
</tr>
<tr>
<td><strong>Total Value</strong></td>
<td><strong>Total Value</strong></td>
</tr>
</tbody>
</table>

**Summary of Charges**

- **Item**: Freight
  - **Description**: Consolidated Commercial Invoice
  - **Detail**: 01/27/2020 0001746340257

**Items**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Unit of Measure</th>
<th>Unit Value</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computer Game</td>
<td>EA</td>
<td>3.00</td>
<td>150.00</td>
</tr>
</tbody>
</table>

**Total** 150.00

**Comments**

- 1/14/2020
- 1/14/2020
- I DECLARE ALL INFORMATION IN THIS INVOICE TO BE TRUE AND CORRECT.

**Signature of Shipper/Exporter (Name and Title)**

<table>
<thead>
<tr>
<th>Name (printed) of Shipper/Exporter (Name and Title)</th>
</tr>
</thead>
</table>
**Customs Packing List**

**FedEx ID: Customs**

**Shipment Details**

- **Shipper**: ABC Company, Inc., 1600 Elmway, Memphis, TN 38133-3000
- **Consignee**: Company, Inc.

**Packing Information**

- **Number of Items**: 3
- **Description**: Playing Cards

**Shipping Details**

- **Currency**: USD
- **Weight**: 50 lbs
- **Address**: Dest., City: CA

**Gerana**

**FedEx ID: Visa Manifest**

**Shipment Details**

- **Shipper**: FedEx Express, 1234 Main St., Memphis, TN 38133
- **Consignee**: Company, Inc.

**Packing Information**

- **Number of Items**: 3
- **Description**: Visa Cards

**Shipping Details**

- **Currency**: USD
- **Weight**: 50 lbs
- **Address**: Dest., City: CA

**Gerana**

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**Date**: 01/25/2009
**Page**: 1

*Printed data valid for FedEx reports only*
# Package Report

<table>
<thead>
<tr>
<th>Shipper: 201150779</th>
<th>Master ADR: 990616936277</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CSS#: 5</td>
<td>ARFS Form ID: 0471</td>
</tr>
<tr>
<td>Number of Addresses: 0</td>
<td>CSS Form ID: 0491</td>
</tr>
<tr>
<td>CWG Weight Type: lbs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Unit: Company Lane</th>
<th>Address City: Ozona</th>
<th>Address State: TX</th>
<th>Address Zip: 79245</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address: 12345 Main St.</td>
<td>Company Address: 12345 Main St.</td>
<td>Company Address: 12345 Main St.</td>
<td>Company Address: 12345 Main St.</td>
</tr>
<tr>
<td>City: Ozona</td>
<td>City: Ozona</td>
<td>City: Ozona</td>
<td>City: Ozona</td>
</tr>
<tr>
<td>State: TX</td>
<td>State: TX</td>
<td>State: TX</td>
<td>State: TX</td>
</tr>
<tr>
<td>Piano: 010553555</td>
<td>Piano: 010553555</td>
<td>Piano: 010553555</td>
<td>Piano: 010553555</td>
</tr>
<tr>
<td>Package Description: Playing Cards</td>
<td>Package Description: Playing Cards</td>
<td>Package Description: Playing Cards</td>
<td>Package Description: Playing Cards</td>
</tr>
</tbody>
</table>

| Date: 01/29/2019 | Page 1 | Printed data valid for FedEx |