

Service Guide

Everything you need to make international shipping easier and more reliable



**For easy reference, enter your
FedEx Customer Number here:**

Welcome to FedEx.

At FedEx we always put you, our customer, at the heart of everything that we do. We are continually working to improve all aspects of our service so that we not only meet, but exceed your expectations.

FedEx employs 139,000 people throughout the world – each one motivated by the same commitment to ensure that your experience of shipping with FedEx is outstanding.

Careful preparation is the key to successful shipping. Your FedEx Service Guide shows you exactly what you need to do for every type of shipment, in easy, step-by-step tasks. To complete documents, we have a host of online applications that really do make your shipping easier, quicker and more reliable. And if you have any shipping queries, or need additional information, you can call us at any time.

Shipping with FedEx will save you valuable time and ensure that your shipment arrives safely and when it is required.



Shipping with FedEx

1 . Choosing your FedEx service	4
2 . Completing your international Air Waybill	6
3 . Completing your Commercial Invoice	8
4 . Packing your shipment	10
5 . Booking your collection	12
6 . Tracking your shipment	12
7 . Your FedEx Invoice	13
8 . Additional, specialised FedEx services	14
9 . Contacting FedEx	14

Choosing your FedEx service



FedEx offers you a comprehensive portfolio of international shipping solutions that includes **both express and economy delivery** of packages and freight throughout the world. Whether you're an exporter, an importer or both, we give you flexible service choices, comprehensive global coverage, continuous shipment visibility, and consistent reliability and service to meet all your shipping needs.



Which FedEx service best meets your needs?

	Your shipment	Your destination	Your transit times ⁽¹⁾	Your FedEx service	Dimensions	Service features
URGENT	For all your shipments containing packages weighing up to 68kg	EUROPE	Next day by 9am, 9.30am or 10am Next day by 12 noon or end of business day	FedEx Europe First™ FedEx International Priority®	<ul style="list-style-type: none"> Maximum 274cm in length (always longest side) Maximum 330cm in length and girth combined (girth = 2 x height + 2 x width) 	<ul style="list-style-type: none"> Proof of delivery Money-back guarantee⁽²⁾ Shipment tracking Dangerous goods accepted Customs clearance included⁽³⁾
		USA	Next day by 8am or 8.30am Next day by 10.30am or 3pm	FedEx International First® FedEx International Priority®		
		CANADA	Next day by noon	FedEx International Priority®		
		LATIN AMERICA	1-2 days to key business centres	FedEx International Priority®		
		ASIA - MIDDLE EAST - INDIA	2 days to key business centres	FedEx International Priority®		
		AFRICA - OCEANIA	2-4 days	FedEx International Priority®		
	For all your shipments that include items weighing between 68 and 1,000kg	EUROPE	2-3 days	FedEx International Priority® Freight	<ul style="list-style-type: none"> At least one item must weigh over 68kg or exceed the maximum dimension for FedEx International Priority® Service Dimensional limits per package: length 302cm, width 203 and height 178cm 	
		USA	Next day by 3pm or 2 days by 10.30am or 12 noon	FedEx International Priority® Freight		
		CANADA	2 days	FedEx International Priority® Freight		
		ASIA - LATIN AMERICA - INDIA MIDDLE EAST - OCEANIA - AFRICA	2-4 days	FedEx International Priority® Freight		
LESS URGENT	For all your shipments containing packages weighing up to 50kg	EUROPE	2-5 days	FedEx International Economy®	<ul style="list-style-type: none"> Maximum 200cm in length, 60cm in height, 80cm in width, or a maximum of 300cm in length and girth combined (girth = 2 x height + 2 x width)⁽⁴⁾ 	<ul style="list-style-type: none"> Proof of delivery Shipment tracking Customs clearance included⁽³⁾
		USA	4 days	FedEx International Economy®		
	For all your shipments containing packages weighing up to 68kg	CANADA	4 days	FedEx International Economy®	<ul style="list-style-type: none"> Maximum 274cm in length (always longest side) Maximum 330cm in length and girth combined (girth = 2 x height + 2 x width) 	
		LATIN AMERICA	4-6 days	FedEx International Economy®		
		ASIA - MIDDLE EAST - INDIA	4 days	FedEx International Economy®		
		AFRICA - OCEANIA	4-6 days	FedEx International Economy®		
	For all your shipments that include items weighing between 68 and 1,000kg	EUROPE	4-6 days	FedEx International Economy® Freight	<ul style="list-style-type: none"> At least one item must weigh over 68kg or exceed the maximum dimension for FedEx International Economy® Dimensional limits per package: length 302cm, width 203 and height 178cm 	
		USA	4-6 days	FedEx International Economy® Freight		
		CANADA	4-6 days	FedEx International Economy® Freight		
		ASIA - LATIN AMERICA - INDIA MIDDLE EAST - OCEANIA - AFRICA	4-6 days	FedEx International Economy® Freight		

Shipping with FedEx – it's easy

FedEx® 10kg and 25kg Box: an express delivery service for any shipments up to 10kg or 25kg, at a competitive, fixed price. FedEx® 10kg and 25kg Box cannot be used when shipping FedEx International Economy®.



* Dimensions are internal ones.

Shipping with FedEx – it's easy

You can obtain shipping rates and transit times



Online
Visit fedex.com/ch web site:
Click on 'Get rates and Transit Times' on the roll-over navigation menu under 'Ship'.



Phone
Call our Customer Service on **0848 1 33339**.

(1) To check service availability and precise transit times, please call our Customer Service.

(2) Money-back guarantee: please see FedEx Conditions of Carriage for details.

(3) Maximum declared value may vary depending on the country of destination, please call our Customer Service.

(4) Any package that exceeds these dimensions or size may automatically be considered to be FedEx International Economy® Freight and will be billed accordingly.

2 Completing your international Air Waybill



An international Air Waybill is required for each shipment to ensure that it is delivered quickly and safely. One international Air Waybill is required for each destination address, irrespective of how many packages the shipment contains. Your international Air Waybill does not replace a Commercial Invoice.

Online international Air Waybill: available on fedex.com/ch, click on 'Prepare a Shipment Online' on the roll-over navigation menu under 'Ship'.



Registration: Go to fedex.com/ch and choose a user ID and password. Enter your personal details in the 'Contact Information' section. You will then receive confirmation by email of your registered user ID.

Information required on your international Air Waybill:

1 Entering recipient information

The first step in processing a shipment is to enter information about the recipient of your package. If you select a recipient from your Address Book the recipient's details will be automatically completed by the system. You can store up to 2,000 recipients in your Address Book.

3 Specifying billing details

From the drop-down list, select the party that will be paying the shipping cost and the duties, taxes and fees.

If you choose to bill the recipient or third party, you also need to enter their account number.

2 Specifying package details

Select the **type of service and the packaging** you want to use. Select the number of packages in the current shipment. You can process up to 25 packages in a single shipment.

Enter the **weight and value** of each package separately.

If you're shipping documents set the declared value of shipment to zero.

Indicate whether your shipment contains **documents, or products and commodities**.

Enter a **description of the contents** of your shipment.

Optionally, enter **your reference** information in the designated text box.

4 ShipAlert

You can choose to receive alerts via email when a shipment has been shipped, delivered or when there has been a critical event that affects delivery. Enter the email addresses of everyone you wish to receive notifications from ShipAlert.

When you have entered all details for your shipment, FedEx Ship Manager® at fedex.com will generate an international Air Waybill. You can print it onto plain paper.

Online shipping with FedEx – it's easy

- You can save time and reduce the risk of error in completing your international Air Waybill.
- You can store shipping information (address, recipient, description of goods) to retrieve and use again for future shipments.
- You can also get courtesy rate quote or schedule a pick-up.

3 Completing your Commercial Invoice



Customs authorities require an invoice for *all* international shipments. This means a Commercial Invoice if the goods are intended for resale, or a *pro forma* invoice if they are not. If you complete your international Air Waybill online, this will also automatically generate a Commercial Invoice.



Information required on your Commercial Invoice:

- A Commercial Invoice is not required for commodities shipped within the European Union (EU). It is mandatory for all shipments to countries outside the EU, except for documents that weigh less than 10kg.
- Entering accurate and detailed information on the Commercial Invoice is a major factor in guaranteeing swift customs clearance.
- You should enclose one original plus two copies of the invoice, each with an original signature.

- 1 Name, address and VAT number of shipper/exporter.
- 2 Name, address (including postcode and phone number) of recipient.
- 3 Country of manufacture
 - If the goods were made in more than one country, each country of origin must be stated next to each corresponding product.
 - The country of origin is the country in which the goods were produced – not the country from which they are exported.
- 4 Give a complete description of the item(s). Generic descriptions are insufficient. You need to indicate:
 - What it is
 - What it is made of
 - How many/how much
 - How it will be used

For example: "10 boxes of stainless steel screws for civil aircraft," rather than "civil aircraft parts."

Quantities. Show individual and column totals for the number of packages, quantity, unit of measurement, weight, unit value and total value.
- 5 Specify the currency. Remember, several countries use the dollar sign (\$), so it is important to specify the unique three-letter code for each currency, e.g. USD, CAD. The sign "\$" is insufficient. You can find the appropriate currency code on the web site www.iso.org and click on 'Customer Services' section.

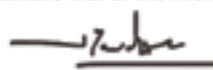
Online shipping with FedEx – it's easy

Complete your Commercial Invoice quicker online

- You can remove the need to complete paperwork manually by creating a Commercial Invoice automatically when you ship online using FedEx Ship Manager® at fedex.com.

Online help with all aspects of customs documentation

- Our online tool, FedEx® Global Trade Manager on fedex.com/ch (click on 'Customs Tools'), can indicate whether or not you require a Commercial Invoice and highlight any additional customs clearance forms that would be required to accompany your shipment.
- It gives detailed information on the commodity being shipped, and the country of origin and destination.
- It also provides information on relevant customs regulations, a currency converter and can even estimate **shipping duties and taxes** that would be due on your shipment.

ULTIMATE DESTINATION United States		NO. OF PKGS. 1		ECI	
DATE OF EXPORTATION 13JUN06		SHIPPING LABEL NO. 7919 6838 1235		CURRENCY CHF 5	
SHIPPER/EXPORTER 1 Jane Yardner +41 (0)44 129 29 12 Graphik Studio Bahnstrasse,16 8001 Zürich Switzerland Shipper's Ref: B1574		CONSIGNEE 2 Isabelle wood (901) 456-6026 Labels Inc 146 Oak Avenue Interstate Industrial Park Memphis, US TN 38200 United States		IMPORTER Same as Consignee United States Importer Customs Tax ID: 12-3456789	
3 COUNTRY OF MFR.	4 DESCRIPTION OF GOODS Packaging type:(FedEx Pak)	WEIGHT (KGS)	QTY	UNIT VALUE	COMMODITY VALUE
Switzerland	Camera-ready Artwork (For printing in USA.)	2.00	1 piece	150.00	150.00
FREIGHT					0.00
INSURANCE					0.00
ADDITIONAL CHARGES					0.00
PURPOSE		TOTAL 2.00			TOTAL CUSTOMS VALUE 150.00
Terms of Sale: Free Carrier(FCA/FOB)					
TOTAL INVOICE VALUE 150.00					
SIGNATURE OF SHIPPER/EXPORTER: I declare that all the information contained in this invoice is true and correct.					
 _____ Jane Yardner Date: 13JUN06					

4 Packing your shipment



FedEx provides tough, easy-to-use packaging, **at no extra cost**. You can request them from fedex.com/ch or call our Customer Service on 0848 1 33339. Whatever your shipment weighs and whatever distance it is travelling, good packaging will protect it during its journey. **You can also use your own packaging.**

FedEx no longer applies a limit on customs value for regular international shipments. A limit may still apply depending on destination and commodity shipped. Please call our Customer Service for information.

FedEx® Envelope

Can hold and protect up to sixty A4 pages.
Maximum weight 0.5kg



FedEx® Pak

Ideal for larger documents and compact products.
Maximum weight 2.5kg



FedEx® Tube

For items that travel better when rolled up, e.g. blueprints, sketches and photos.
Maximum weight 9kg



FedEx® Box

Tough card boxes in three sizes.



Shipping with FedEx – it's easy

FedEx® 10kg and 25kg Box: an express delivery service

for any shipments up to 10kg or 25kg, at a competitive, fixed price. FedEx® 10kg and 25kg Box cannot be used when shipping FedEx International Economy®.



Dangerous goods are not accepted in FedEx packaging.

* Dimensions are internal ones.



Shipping with FedEx – it's easy

Eight packing tips for trouble-free carriage

To ensure that your shipments arrive on time and in good condition, it is important to take time in packing and labelling them correctly.



- Protect printed material in plastic covers.
- Use padded packs for small parts.
- Pack fragile items individually to prevent impact.
- Protect any sharp edges using bubble-wrap or corrugated card or foam.
- Seal packages using tough adhesive sheet or tape. Never tie packages with string, which can get tangled up in sorting machines.
- Remove all previous address details and other old labels from the packaging.
- Heavy or bulky freight shipments must be stacked on a pallet, skid or similar, that can be easily fork-lifted. Pack any heavy objects carefully to avoid them moving around inside the package. Distribute weight evenly. Stack boxes on a pallet squarely corner-to-corner. Keep the top level of the pallet flat, to minimise risk of loss or damage to cartons, and cover at least the top layer to give better protection.
- FedEx carries products that are defined as dangerous by IATA. These include items such as explosives, flammable gas and liquids, corrosive materials, but also items such as paintings, cosmetics and alcohol (above certain volumes). International regulations are strict and shipping calls for meticulous verification by international specialists in shipping dangerous goods. **To ship dangerous goods, do not use standard FedEx packaging**, but call our Customer Service on 0848 1 33339.



8

Additional, specialised FedEx services



Express delivery service for your bulk shipments:
FedEx International Priority DirectDistribution®.

For your more complex import and export requirements,
FedEx offers a range of special customs clearance
services, subject to an additional fee:

FedEx Customs Brokerage Services.

Improve your supply chain performance with FedEx
Supply Chain Management and IT expertise:

FedEx Supply Chain Services.

FedEx offers **a specialised Dangerous Goods service**
that includes the following benefits: fast transit times,
door-to-door delivery, customs clearance, complete
shipment tracking and proof of delivery.

For further information on these services, visit
fedex.com/ch or call our Customer Service
on **0848 1 33339**.

9

Contacting FedEx



To find out more about FedEx Services

- Visit our web site at **fedex.com/ch**
- Call our Customer Service on **0848 1 33339**

For help with our online shipping applications

Call Technical Support on **0800 554 390**

