How to ship with ETD when creating shipment at FedEx® Ship Manager Software

FedEx ® Ship Manager Software

Step1: Accept FedEx Electronic Trade Documents Terms of Use.

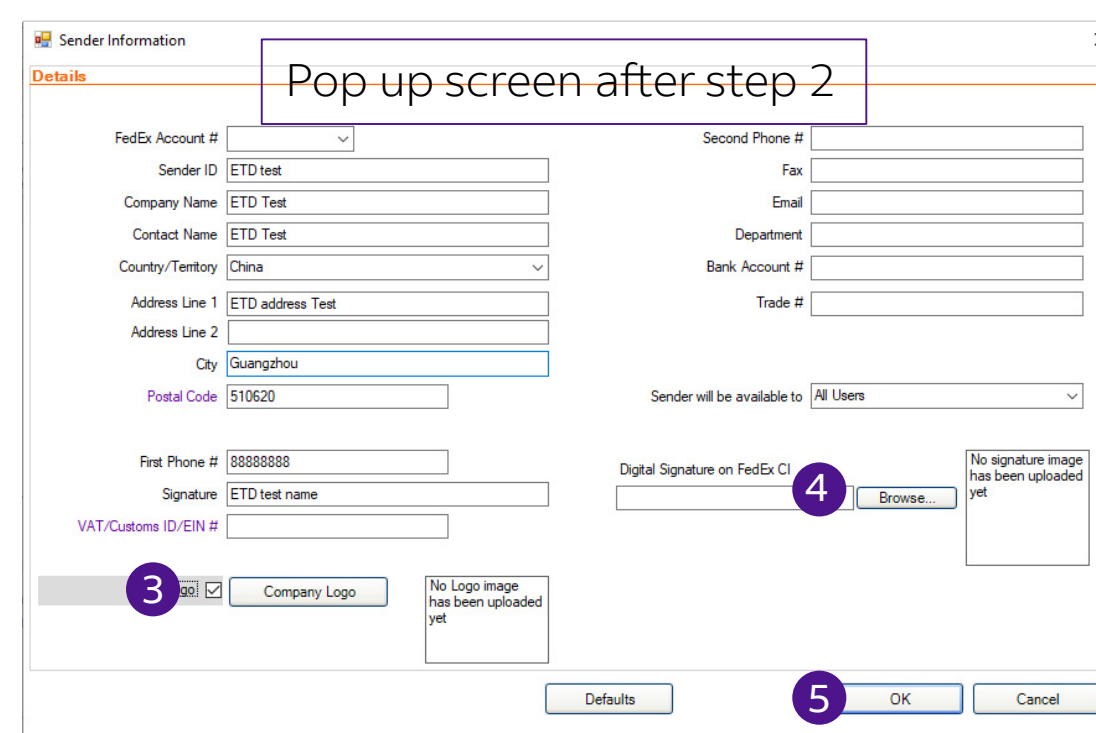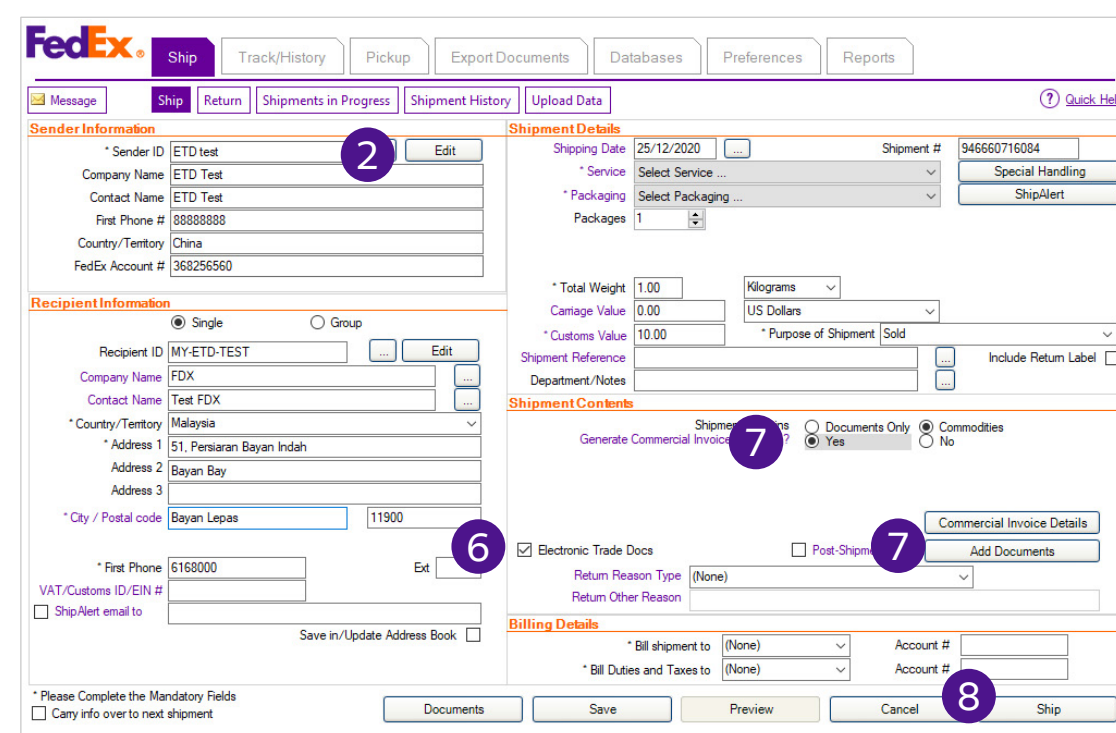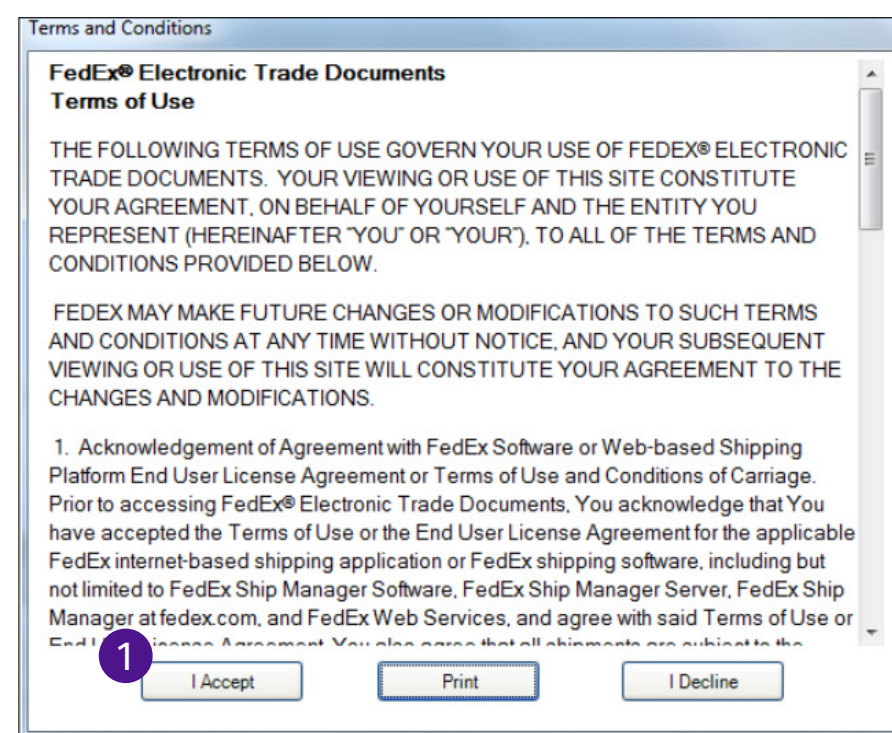**Step2:** Click "**Edit**" for a pop-up window to edit "**sender information**" .

Step 3, 4 & 5: Upload letterhead and signature prior to the first ETD shipment at "**sender information**" and click "**Ok**" to save the changes.

Step 6: Tick "**Electronic Trade Docs**".

Step 7: Select "**Yes**" at Generate Commercial invoice.
If you are using your own Commercial Invoice, select "**No**" at Generate Commercial invoice and upload the commercial invoice[1] with letterhead and electronic signature inserted.

Step 8: After you finalize your shipment, system will print the Commercial Invoice copies automatically if destination requires to include in your shipment pouch.

Pop up screen after step 2

1. You can attach a maximum of 20 files, with each file no larger than 5 MB. Please convert the file into .tif, .png or .pdf format before uploading to avoid data lost during transfer.