

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

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Step1: Accept FedEx Electronic Trade Documents Terms of Use. 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 invoice¹ with Step2: Click "Edit" for a pop-up window to edit "sender information". letterhead and electronic signature inserted.

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**".

Terms and Conditions				
FedEx® Electronic Trade Documents Terms of Use	-			
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FeelEx. Ship Track/History Pickup Export	t Documents Databases Preferences Reports	Sender Information Details Document	o screen after step 2
Message Ship Return Shipments in Progress Shipment Histor	tory Upload Data (?) Quick Help	ropu	
Sender Information	Shipment Details	FedEx Account #	Second Phone #
* Sender ID ETD test 2 Edit	Shipping Date 25/12/2020 Shipment # 946660716084		Second Phone #
Company Name ETD Test	* Service Select Service V Special Handling	Sender ID ETD test	Fax
Contact Name ETD Test	* Packaging Select Packaging V ShipAlert	Company Name ETD Test	Email
First Phone # 88888888	Packages 1		
Country/Territory China		Contact Name ETD Test	Department
FedEx Account # 368256560		Country/Territory China	V Bank Account #
RecipientInformation	* Total Weight 1.00 Kilograms ~	Address Line 1 ETD address Test	Trade #
Single Group	Carriage Value 0.00 US Dollars ~		IIdue #
	*Customs Value 10.00 *Purpose of Shipment Sold ~	Address Line 2	
Recipient ID MY-ETD-TEST Edit	Shipment Reference Include Return Label	City Guangzhou	
Company Name FDX	Department/Notes	Postal Code 510620	Sender will be available to All Users ~
Contact Name Test FDX	Shipment Contents	Postal Code 510620	
*Country/Territory Malaysia ~	Shipmer Tras Obcuments Only Commodities Generate Commercial Invoice 77? Yes		
* Address 1 51, Persiaran Bayan Indah		First Phone # 88888888	Digital Signature on FedEx Cl No signature image has been uploaded
Address 2 Bayan Bay Address 3			
		Signature ETD test name	Browse
* City / Postal code Bayan Lepas 11900	Commercial Invoice Details	VAT/Customs ID/EIN #	
6	Electronic Trade Docs		
* First Phone 6168000 Ext	Return Reason Type (None)		
VAT/Customs ID/EIN #	Return Other Reason	3 go. 🗹 Company Logo	No Logo image has been uploaded
ShipAlert email to	Billing Details		yet
Save in/Update Address Book	* Bill shipment to (None) V Account #		
	* Bill Duties and Taxes to (None) V Account #		
* Please Complete the Mandatory Fields			Defaults OK Cancel
Carry info over to next shipment Documents	Save Preview Cancel Ship		



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

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.





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