How to ship with ETD when creating shipment through FedEx Ship Manager™ at fedex.com

Comfortable mode

When you prepare customs documentation

1 Keep "Send trade documents to customs electronically (recommended)" checked

2-1 Choose system help to create customs documentation option

In step 2, you can choose step 2-1 or step 2-2

2-1-1 Select "**I want FedEx to help me create a Commercial Invoice**" or "**I want FedEx to help me create a Pro Forma Invoice**"

2-1-2 Upload the images of letter head and signature, which is prepared in advanced

- Letterhead typically contains a company name, logo and address. The image must be in .gif or .png format and is most legible with a width and height aspect ratio of 14:1 (example: 1400 pixels wide by 100 pixels tall).

- The image must be in .gif or .png format and is most legible with a width and height aspect ratio of 10:1 (example: 1000 pixels wide by 100 pixels tall).

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Comfortable mode

Tips on letter head and signature image upload

Click "**SELECT LETTERHEAD FILE**" or "**SELECT SIGNATURE**" and select your image file, a pop-up is shown as below. Your image might not be fit in the view box. You can

i. Adjust the image smaller with the adjust bar

ii. Move the view box to fit the image within the view box: put your cursor in the box and left click your mouse and move

iii. Click "**SAVE**" when the image is within view box. Your image will be uploaded successfully

Crop your letterhead

Letterhead typically contains a company name, logo and address. Make sure that your letterhead fits in the box before saving. Your image is most legible when uploaded with a width and height aspect ratio of 14:1 (example: 1400 pixels wide by 100 pixels tall).

ii. → View box

LOGO image for test shipments
Address: Room201, Backer street, Guangzhou, China
Tel: 22222222

ROTATE LEFT   ROTATE RIGHT

i. ⟶ Size adjust bar

SAVE

CANCEL

Crop your letterhead

Letterhead typically contains a company name, logo and address. Make sure that your letterhead fits in the box before saving. Your image is most legible when uploaded with a width and height aspect ratio of 14:1 (example: 1400 pixels wide by 100 pixels tall).

ii. — The image is perfectly in view box

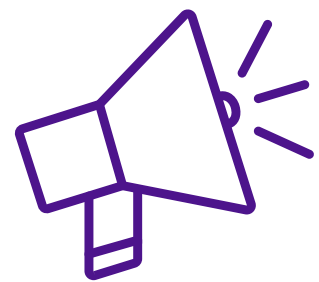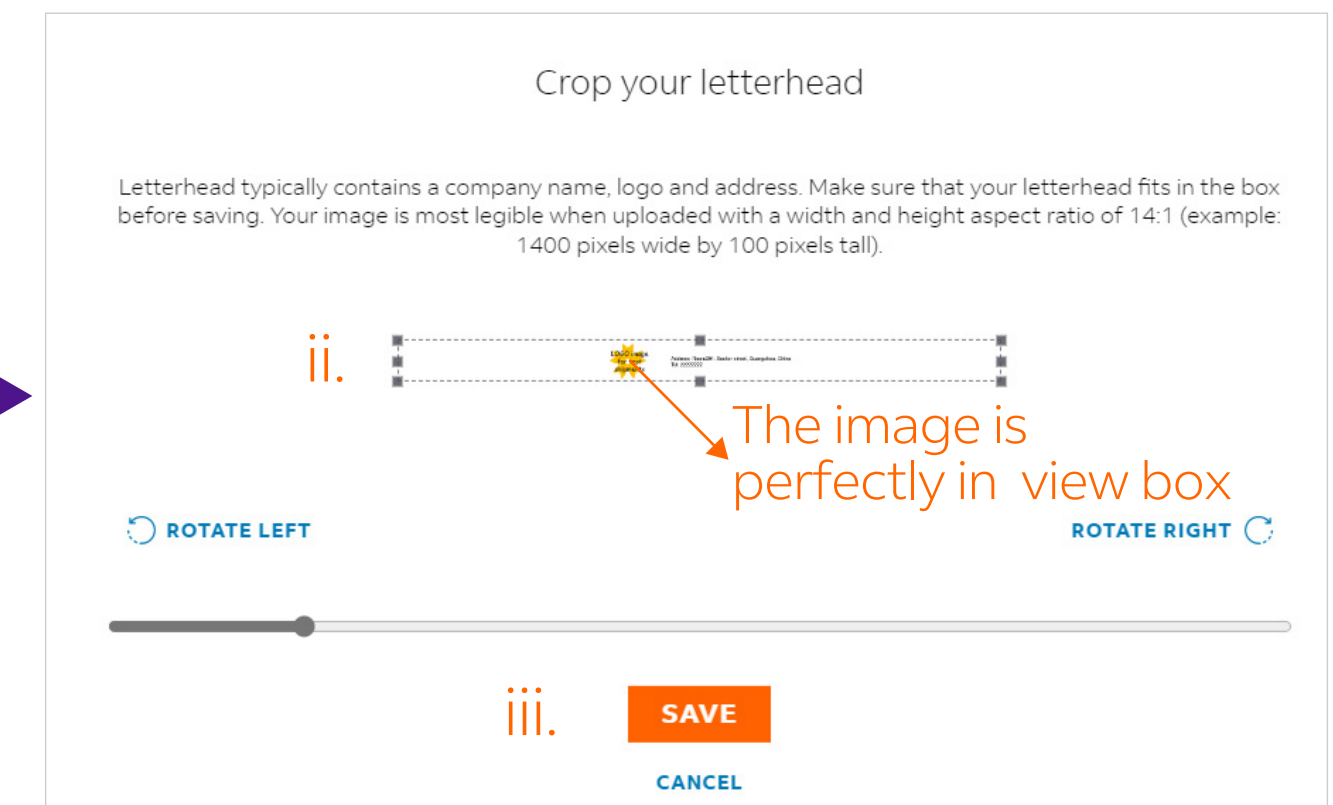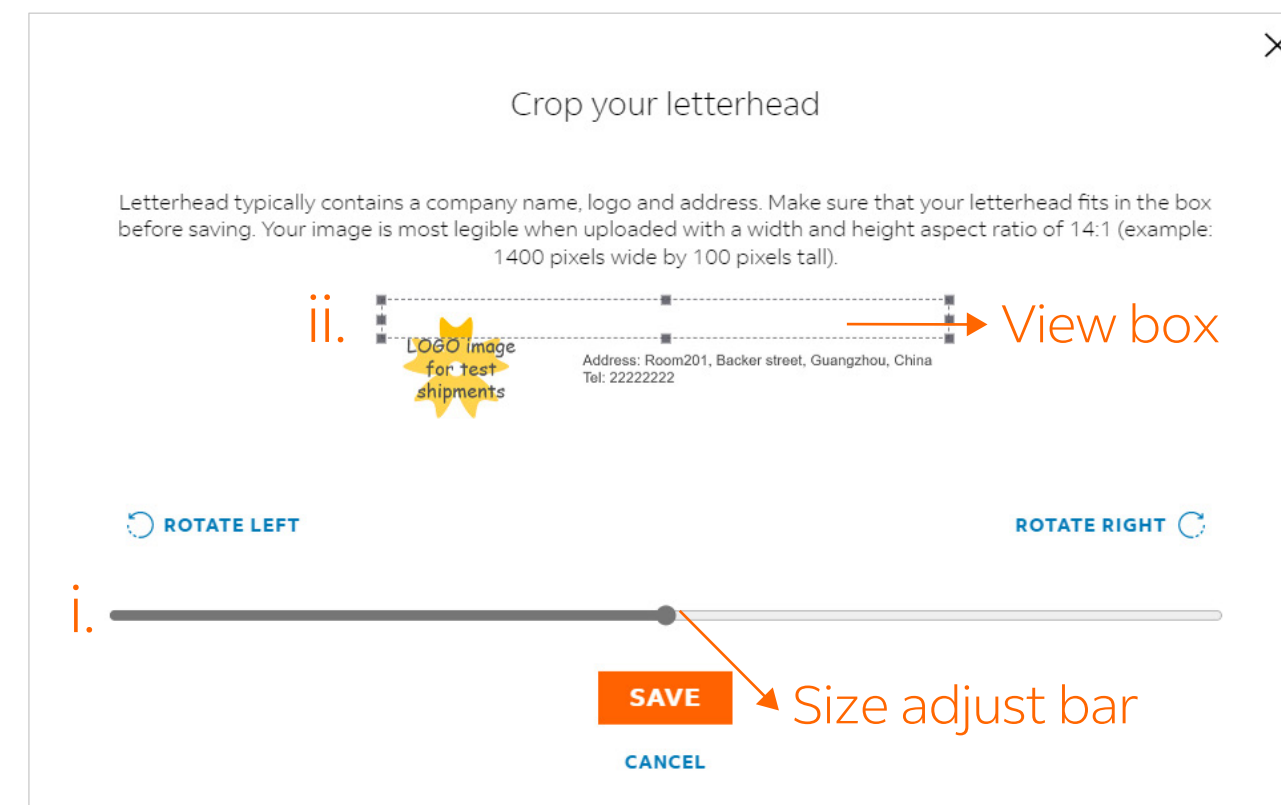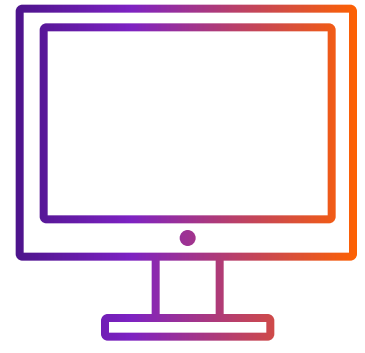ROTATE LEFT   ROTATE RIGHT

iii. SAVE

CANCEL

- Letterhead typically contains a company name, logo and address. The image must be in .gif or .png format and is most legible with a width and height aspect ratio of 14:1 (example: 1400 pixels wide by 100 pixels tall).

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Comfortable mode

In step 2, you can choose step 2-1 or step 2-2

2-2 **Choose customer own customs documentation option**

2-2-1 Select "**I will create my own invoice**"

2-2-2 Upload customer's own customs invoice

1. Max 5 MB per file.

2. Recommend uploading files in .pdf, .jpg, .gif, .tif, .png, or .bmp format to avoid transfer failure.

3. If your file is in .doc, .docx, .xls, .xlsx, .txt format, please ensure your document contains only English characters inputted using an English keyboard input method on your computer's language preference settings and does not contain special characters and/or symbols (for example: *, #, ¥, ￥, ₩, ฿).

4. Please include letter head image and signature in your customs invoice. You can check which market requires letter head and/or signature at https://www.fedex.com/content/dam/fedex/us-united-states/services/Commercial_Invoice_Country_List.pdf.

How to ship with ETD
when creating shipment through
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Comfortable mode

When you finalize the shipment

Step 3-1 or step 3-2 is based on your choice
of step 2-1 or step 2-2

3-1 **System will determine whether ETD or EWO is applied to destination**

ETD: shipment destination does't require hard copies

EWO: shipment destination require hard copies

Download and print your documents

Shipment label
Attach shipment labels to the top of each package, making sure the barcode is clearly visible.

DOWNLOAD PDF

Commercial invoice
You may print a copy for your records.

DOWNLOAD PDF

Transaction record ⓘ
Print a detailed transaction record.

DOWNLOAD PDF

Download and print your documents

Shipment label
Attach shipment labels to the top of each package, making sure the barcode is clearly visible.

DOWNLOAD PDF

Commercial invoice
Include one copy of the invoice in the shipping pouch behind the shipping label.

DOWNLOAD PDF

Transaction record ⓘ
Print a detailed transaction record.

DOWNLOAD PDF

4 **After you print label, you will see "ETD" or "EWO" mark on Air Waybill (AWB)**

If your shipment destination requires a hard copy of your Commercial Invoice, "**EWO**" will be mark on AWB instead of "**ETD**"

ETD label

FedEx Express
E
TRK# 7751 0153 7590
PM
INTL PRIORITY
ETD
AB RSEA
2020
-AU SYD

EWO label

FedEx Express
E
TRK# 7751 0153 7590
PM
INTL PRIORITY
EWO
AB RSEA
2020
-AU SYD

How to ship with ETD
when creating shipment through
FedEx Ship Manager™ at fedex.com

Comfortable mode

Step 3-1 or step 3-2 is based on your choice
of step 2-1 or step 2-2

3-2 Choose customer own customs documentation option

"**Commercial /Pro forma invoice**" will not be displayed because it is your own form

Download and print your documents

Shipment label
Attach shipment labels to the top of each package, making sure the barcode is clearly visible.
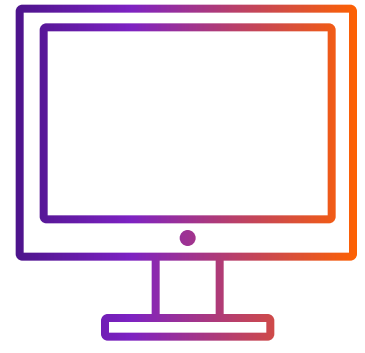
DOWNLOAD PDF

Transaction record ⓘ
Print a detailed transaction record.

DOWNLOAD PDF

4 After you print label, you will see "ETD" or "EWO" mark on Air Waybill (AWB)

"**ETD**" will be marked on AWB if shipment destination doesn't require hard copies of your Commercial Invoice.

"**EWO**" will be marked on AWB if shipment destination require hard copies of your Commercial Invoice. Please print one copy of "**Commercial /Pro forma invoice**" and attach in the shipments if "**EWO**" mark on Air Waybill.

ETD label

FedEx Express
E
TRK# 0430 7751 0153 7590
PM
INTL PRIORITY
ETD
2020
-AU SYD
AB RSEA

EWO label

FedEx Express
E
TRK# 0430 7751 0153 7590
PM
INTL PRIORITY
EWO
2020
-AU SYD
AB RSEA

How to ship with ETD
when creating shipment through
FedEx Ship Manager™ at fedex.com

Compact mode

When you prepare customs documentation

1 **Keep "Send trade documents to customs electronically (recommended)" checked**

2-1 **Choose system help to create customs documentation option**

In step 2, you can choose step 2-1 or step 2-2

2-1-1 Select "**I want FedEx to help me create a Commercial Invoice**" or "**I want FedEx to help me create a Pro Forma Invoice**"

2-1-2 Click "**SELECT LETTERHEAD FILE**" and "**SELECT SIGNATURE FILE**" to upload images for Commercial Invoice and Pro Forma Invoice

Left screenshot

⊘ What are you shipping? **REQUIRED**

◉ Items ○ Documents

SEARCH SAVED ITEMS 🔍 **+ ADD NEW ITEM**

SHIPMENT PURPOSE *
Sample ⌄

ⓘ **Fill in the necessary information for China**
If you're shipping from China, you need to complete the export declaration information. It's all laid out in the declaration tool, which can be found on the confirmation page after you've booked a shipment - just enter all the shipment information and you'll be good to go.
SHOW ME HOW

INVOICE FOR CUSTOMS *
I will create my own invoice. ⌄

☑ Send trade documents to customs electronically (recommended) ⊘

Customs invoice * ⊘
UPLOAD FILE
Invoice is required by customs.

Additional documents ⊘
UPLOAD FILE

Middle screenshot

INVOICE FOR CUSTOMS *
I will create my own invoice. ⌄

I will create my own invoice.
I want FedEx to help me create a commercial invoice.
I want FedEx to help me create a pro-forma invoice.

...ecommended) ⊘

UPLOAD FILE

Invoice is required by customs.

Additional documents ⊘
UPLOAD FILE

Right screenshot

☑ Send trade documents to customs electronically (recommended) ⊘

Additional documents ⊘
UPLOAD FILE

Letterhead and signature ⊘

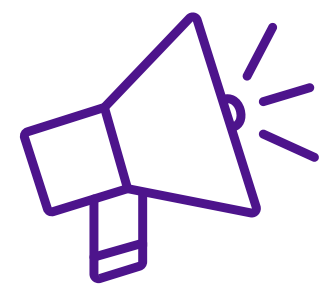**SELECT LETTERHEAD FILE** *
Letterhead is required by customs.

SELECT SIGNATURE FILE *
Signature is required by customs.

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How to ship with ETD
when creating shipment through
FedEx Ship Manager™ at fedex.com

Compact mode

2-1-3 Upload the images of letter head and signature,
which is prepared in advanced

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How to ship with ETD
when creating shipment through
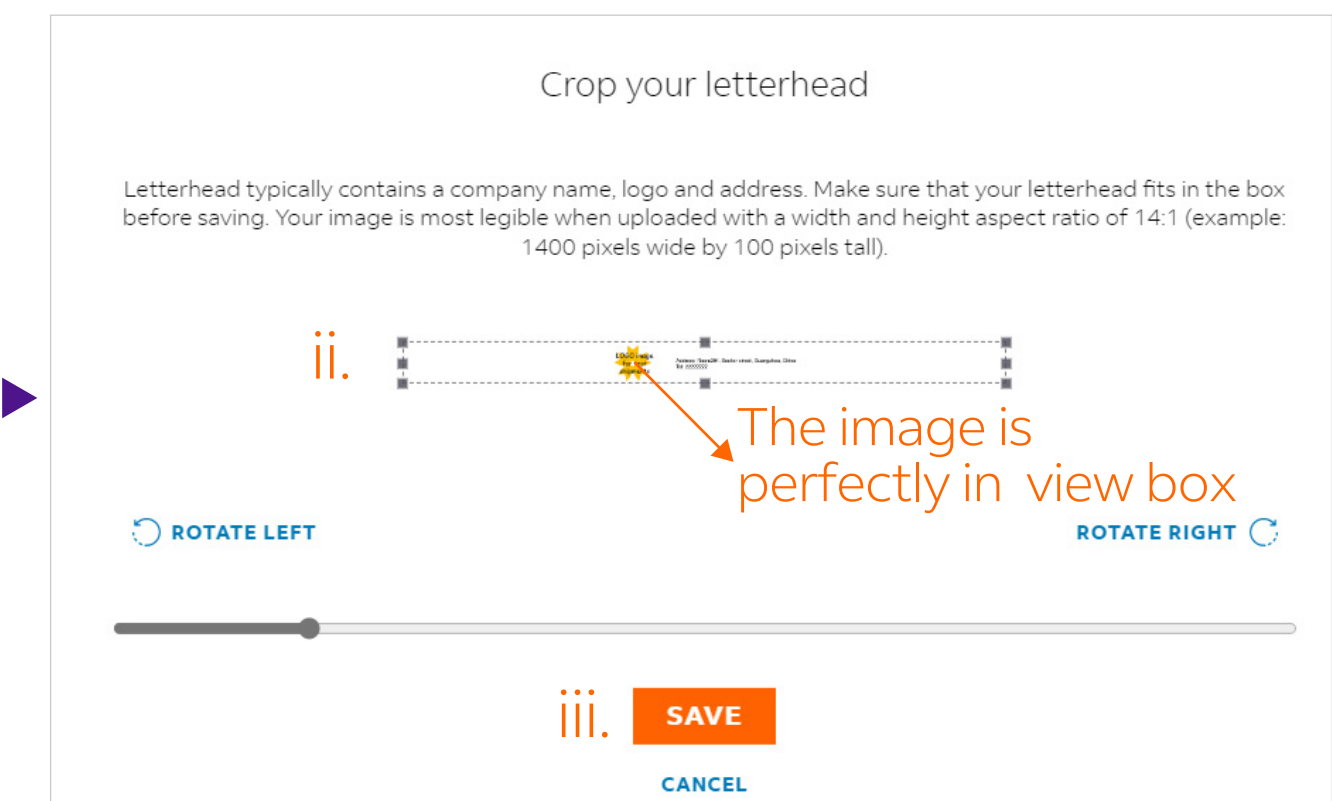FedEx Ship Manager™ at fedex.com

Compact mode

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Crop your letterhead

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ii. → View box

LOGO image for test shipments

Address: Room201, Backer street, Guangzhou, China
Tel: 22222222

ROTATE LEFT   ROTATE RIGHT

i.

SAVE → Size adjust bar

CANCEL

Crop your letterhead

Letterhead typically contains a company name, logo and address. Make sure that your letterhead fits in the box before saving. Your image is most legible when uploaded with a width and height aspect ratio of 14:1 (example: 1400 pixels wide by 100 pixels tall).

ii.

The image is perfectly in view box

ROTATE LEFT   ROTATE RIGHT

iii. SAVE

CANCEL

- Letterhead typically contains a company name, logo and address. The image must be in .gif or .png format and is most legible with a width and height aspect ratio of 14:1 (example: 1400 pixels wide by 100 pixels tall).

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How to ship with ETD
when creating shipment through
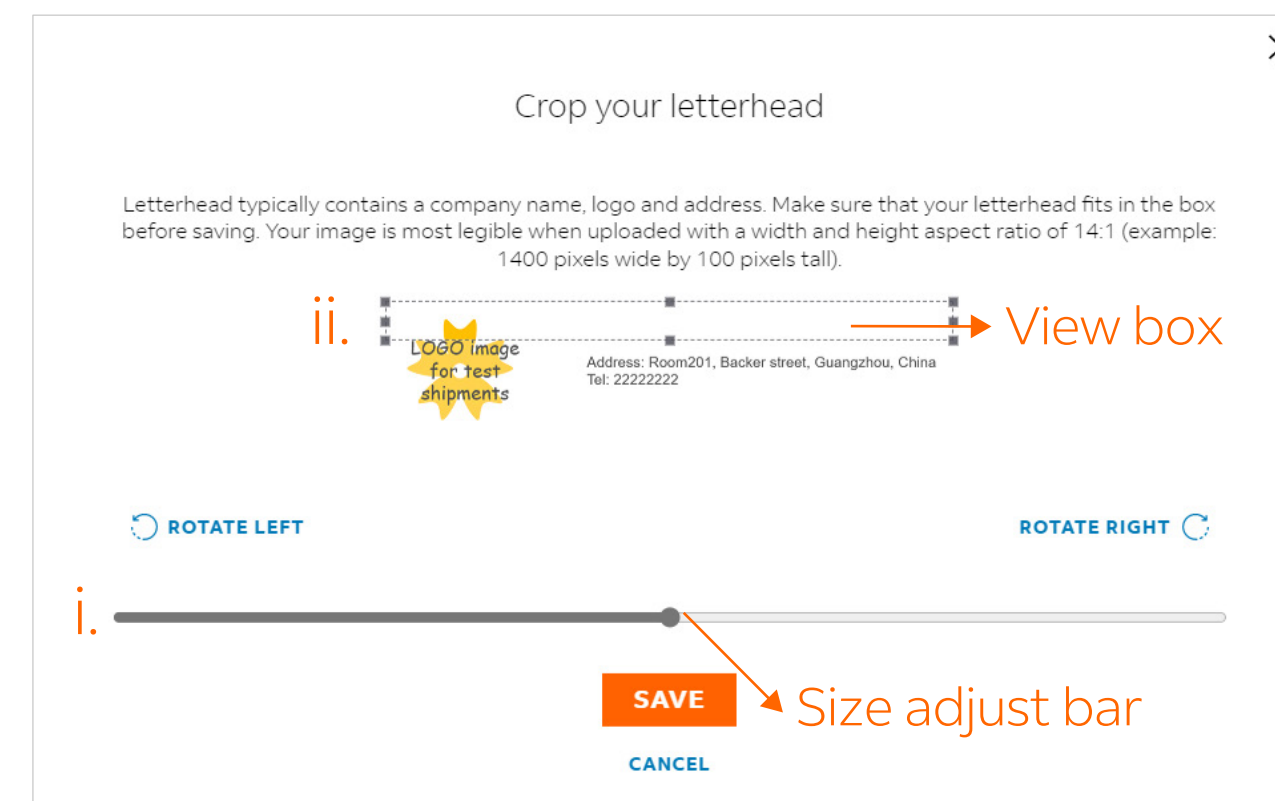FedEx Ship Manager™ at fedex.com

Compact mode

2-2 **Choose customer own customs documentation option**

In step 2, you can choose step 2-1 or step 2-2

2-2-1 Select "**I will create my own Invoice**"
2-2-2 Click "**UPLOAD FILE**" at Customs Invoice section

SHIPMENT PURPOSE *
Commercial

With respect to eligible outbound shipments from Mainland China, it is recommended to submit necessary export declarations information and/or documents through the FedEx Online Declaration Tool

INVOICE FOR CUSTOMS *
I will create my own invoice.   **2-2-1**

☑ Send trade documents to customs electronically (recommended) ⓘ

Customs invoice * ⓘ
UPLOAD FILE   **2-2-2**

I will create my own invoice.
I want FedEx to help me create a commercial invoice.
I want FedEx to help me create a pro-forma invoice.

Additional documents ⓘ
UPLOAD FILE

1. Max 5 MB per file.

2. Recommend uploading files in .pdf, .jpg, .gif, .tif, .png, or .bmp format to avoid transfer failure.

3. If your file is in .doc, .docx, .xls, .xlsx, .txt format, please ensure your document contains only English characters inputted using an English keyboard input method on your computer's language preference settings and does not contain special characters and/or symbols (for example: *, #, ¥, ￥, ₩, ฿).

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Compact mode

Step 3-1 or step 3-2 is based on your choice of step 2-1 or step 2-2

3-1 System will determine whether ETD or EWO is applied to destination

ETD: shipment destination does't require hard copies

Download and print your documents

Shipment label
Attach shipment labels to the top of each package, making sure the barcode is clearly visible.

DOWNLOAD PDF

Commercial invoice
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DOWNLOAD PDF

Transaction record ⓘ
Print a detailed transaction record.

DOWNLOAD PDF

EWO: shipment destination require hard copies

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ETD label

TRK# 7751 0153 7590
INTL PRIORITY
PM
ETD
2020
AB RSEA
-AU SYD

EWO label

TRK# 7751 0153 7590
INTL PRIORITY
PM
EWO
2020
AB RSEA
-AU SYD

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Transaction record ⚠

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ETD label

EWO label

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