



Guide for Selecting Terms of Sale (Incoterms) and Bill D&T Options

FedEx Digital Tools	Simple steps required
FedEx Ship Manager™ at fedex.com (Compact View/Comfortable View)	<p data-bbox="338 544 943 577"><u>Selecting Appropriate Terms of Sale (Incoterms)</u></p> <ol data-bbox="338 593 1409 719" style="list-style-type: none"><li data-bbox="338 593 1409 674">1. If you would like to generate a commercial invoice, select 'I want FedEx to help me create a commercial invoice' in Customs documentation.<li data-bbox="338 685 1350 719">2. Check 'Add additional invoice information' and then click 'PROVIDE DETAILS'. <div data-bbox="389 741 1233 1093"><p data-bbox="403 748 628 770">Customs documentation</p><p data-bbox="403 786 887 808"><input type="checkbox"/> Attach trade documents electronically (recommended) ⓘ</p><div data-bbox="403 819 1219 891"><p data-bbox="418 837 564 855">INVOICE FOR CUSTOMS *</p><p data-bbox="418 857 820 880">I want FedEx to help me create a commercial invoice</p></div><p data-bbox="403 900 624 922">Commercial Invoice options:</p><p data-bbox="403 934 708 956"><input checked="" type="checkbox"/> Add additional invoice information</p><div data-bbox="432 976 1219 1088"><p data-bbox="453 996 1043 1019"> ⓘ No additional invoice information defined. Providing details is optional.</p><p data-bbox="496 1032 639 1055">PROVIDE DETAILS</p></div></div> <ol data-bbox="338 1167 1485 1346" style="list-style-type: none"><li data-bbox="338 1167 1485 1346">3. Please select the appropriate terms of sale such as 'Delivered Duty Paid (DDP)' in 'TERMS OF SALE' dropdown list, complete the rest of invoice details, then click 'SAVE' to add additional invoice information. Please check and ensure your choice of terms of sale does not conflict with your choice of Duties and Tax Payor (as indicated below).



Add additional invoice information

Invoice details

TERMS OF SALE

- Free Carrier (FCA)
- Ex Works (EXW)
- Carriage/Insurance/Paid To (CIP)
- Carriage Paid To (CPT)
- Delivered at Place (DAP)
- Delivered At Terminal (DAT)
- Delivered Duty Paid (DDP)**
- Other

0 / 300

Costs

INSURANCE COSTS	CNY
FREIGHT COSTS	CNY
PACKING COSTS	CNY
HANDLING COSTS	CNY

[CANCEL](#) [SAVE](#)

Duties & Taxes Payor Options

1. Select 'Recipient' or 'My account' or 'Third-party' from the 'BILL DUTIES, TAXES AND FEES TO' drop-down list

Compact view:

✓ **Billing details**

BILL TRANSPORTATION COST TO *
My account

BILL DUTIES, TAXES AND FEES TO *
Recipient

- Recipient**
- My account
- Third-party



Comfortable view:

✓ **Billing details**

Transportation costs

BILL TRANSPORTATION COST TO *
My account

Duties, taxes and fees

BILL DUTIES, TAXES AND FEES TO *
My account
Recipient
My account
Third-party

- If you are selecting 'Recipient' as duties and taxes payor, please provide 9-digit FedEx account number of the recipient.

Compact view:

✓ **Billing details**

BILL TRANSPORTATION COST TO *
My account

BILL DUTIES, TAXES AND FEES TO *
Recipient

FEDEX ACCOUNT NUMBER

Comfortable view:

✓ **Billing details**

Transportation costs

BILL TRANSPORTATION COST TO *
My account

Duties, taxes and fees

BILL DUTIES, TAXES AND FEES TO *
Recipient

FEDEX ACCOUNT NUMBER



FedEx Ship
Manager
Software

Selecting Appropriate Terms of Sale (Incoterms)

1. Choose to use FedEx generated Commercial Invoice/ Proforma and click “Commercial Invoice Details” button to input details in Shipment Contents section.

Shipment Contents

Documents Only Commodities

Generate Commercial Invoice/Profoma? Yes No

Electronic Trade Docs Post-shipment

Commercial Invoice Details

Add Documents

2. On Shipment Content Details page, select the appropriate terms of sale (such as DDP) from the ‘Terms of Sale’ dropdown list and enter rest of the details to complete the input for Commercial Invoice. Please check and ensure your choice of terms of sale does not conflict with your choice of Duties and Tax Payor (as indicated below).

Shipment Contents Details

Contents

Commodity	Description	Ham. Code	Org of Manuf.	Quantity	Weight	Unit of Measure	Unit Value
			Select Country...	1	0		0

Total Custom Value: 0.00 Total Weight: 0.00 Kilograms

Terms of Sale and Charges

* Terms of Sale: **DDP**

Freight Charges: 0.00
Insurance Costs: 0.00
Other Costs: 0.00
Tax Amount: 0.00
Grand Total: 0.00

Customs documentation to be generated for this

Commercial Invoice Pro Forma Invoice

Commercial Invoice Information

Comments: [Text Area]

Invoice Number: [Text Field]

Temporary Export:

Importer ID: [Text Field] [Edit]

OK Cancel

Duties & Taxes Payor Options

1. Select ‘Shipper’ or ‘Recipient’ or ‘Third Party’ from the dropdown list of ‘Bill Duties and Taxes to’.
2. If you are selecting ‘Recipient’ as duties and taxes payor, please provide 9-digit FedEx account number of the recipient.



Billing Details		
* Bill shipment to	Sender	Account #
* Bill Duties and Taxes to	Recipient	Account #

FedEx APIs

Selecting Appropriate Terms of Sale (Incoterms)

If you are using FedEx generated commercial invoice, in your Ship API request, please specify the Terms of Sale (such as DDP) on the commercial invoice under customsClearanceDetail as below. Please check and ensure the terms of sale you choose does not conflict with your choice of Duties and Tax Payor (as indicated below).

```
"customsClearanceDetail": {  
  "commercialInvoice": {  
    "termsOfSale": "DDP"  
  }  
}
```

...

Duties & Taxes Payor Options

In your Ship API request, please specify the payor details in the "paymentType" field. If you are billing the duties and taxes to your 'Recipient' as duties and taxes payor, please specify the recipient's FedEx 9-digit account in the value field as below.

"paymentType" can be "SENDER", "RECIPIENT" or "THIRD_PARTY".

```
"dutiesPayment": {  
  "paymentType": "RECIPIENT",  
  "payor": {  
    "responsibleParty": {  
      "accountNumber": {  
        "value": "12345xxxx"  
      }  
    }  
  }  
}
```



	<p>* For details, please refer to the API documentation on the FedEx Developer Portal.</p> <p>* For technical enquiries, please contact our APAC FedEx API support team (apacfedexapi@fedex.com)</p>
FedEx Web Services	<p>Caution: SOAP based FedEx Web Services will be phased out soon. We highly recommend upgrading your integration using the new FedEx RESTful APIs. Please visit the FedEx Developer Portal to learn more.</p> <p><u>Selecting Appropriate Terms of Sale (Incoterms)</u></p> <p>If you are using FedEx generated commercial invoice, in your Ship request, please specify the appropriate Terms of Sale (such as DDP) on the commercial invoice under CustomsClearanceDetail as below. Please check and ensure the terms of sale you choose does not conflict with your choice of Duties and Tax Payor (as indicated below).</p> <pre><CustomsClearanceDetail> ... </CustomsValue> <CommercialInvoice> <TermsOfSale>DDP</TermsOfSale> </CommercialInvoice> ...</pre> <p><u>Duties & Taxes Payor Options</u></p> <p>In your Ship request, please specify the payor details in the " PaymentType " field. If you are billing the duties and taxes to your 'Recipient' as duties and taxes payor, please specify the recipient's FedEx 9-digit account in the value field as below.</p> <p>" PaymentType" can be "SENDER", "RECIPIENT" or "THIRD_PARTY".</p> <pre><DutiesPayment> <PaymentType>RECIPIENT</PaymentType> <Payor> <ResponsibleParty> <AccountNumber>12345xxxx</AccountNumber> </ResponsibleParty> </Payor> </DutiesPayment></pre>



	* For technical enquiries, please contact our APAC Web Services support team (apacwebservices@fedex.com).
FedEx Compatible solutions / Third-party solutions	Please contact your solution provider for assistance in updating the fields.