

## Follow the instructions below to transfer commodity information from FedEx Ship Manager<sup>™</sup> Software to FedEx Ship Manager<sup>™</sup> at fedex.com

Note: Below instructions only apply to FedEx Ship Manager<sup>™</sup> Software Version 12 and above. For version below 12, please contact technical hotline for migration support.

🖦 FedEx Ship Manager	Software		- 0	×
File Edit Ship Track	/History Pickup Databases Reports Setup Message	2	H	lelp
	Ship Track/History Pickup Export	Documents Dat	abases Preferences Reports	
Message SH	hip Return Shipments in Progress Shipment Histo	ry Upload Data	(?) Quick	Hel
Sender Information		Shipment Details		_
* Sender ID	Testing Sender Edit	Shipping Date	29/07/2020 Shipment # 911110683009	
Company Name	Testing Company	* Service	Select Service V Special Handling	
Contact Name	Testing Contact Name	* Packaging	Select Packaging V ShipAlert	
First Phone #	1234567890	Packages	1	
Country/Territory	Hong Kong SAR, China			
FedEx Account #	202702848			
Recipient Information	1	* Total Weight	0.00 Kilograms ~	
Recipientinomalon	Single  Group	Carriage Value	0.00 Select Currency V	
Perintent ID		* Customs Value	0.00 * Purpose of Shipment Sold	
neopierit ib		Shipment Reference	Include Return Label	
Company Name		Department/Notes		
* Countract Internet	Salact Country/Tantiony	Shipment Contents		
* Address 1	Seccessing removes a	10 JUL 1	Shipment contains   Documents Only  Commodities	
Address 2		Description		
Address 3				
* Chu / Pantal anda				
City / Postal Code			×	_
t C-t Divers		Electronic Trade D	ocs Post-Shipment Add Documents	
VAT/Custeme ID/EIN #	Ext			
ShipAlert email to				
	Save in/Undate Address Book	Billing Details		_
			Bill shipment to (None) V Account #	
		* Bill Dutie	s and Taxes to (None) ~ Account #	
* Please Complete the Mar	ndatory Fields	Sauce	Preview Cancel Chin	-
Cany info over to next :	shipment	Save	Cancei Snip	

#### **STEP 1.** Launch FedEx Ship Manager<sup>™</sup> Software

#### **STEP 2.** Select File tab in Top Menu and Select "Export to FSM@fedex.com"

<ul> <li>FedEx Ship Manager</li> </ul>	Software					- 0	×
le Edit Ship Track	/History Pickup Databases Reports Setup Messa	ge					Help
Import / Export te	emplates						
Export to FSM@fe	edex.com						
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* Sender ID	Testing Sender Edit	Shipping Date	29/07/2020		Shipment # 911	110683009	J
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Contact Name	Testing Contact Name	* Packaging	Select Packaging		~	ShipAlert	
First Phone #	1234567890	Packages	1 🜲				
Country/Territory	Hong Kong SAR, China						
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		* Total Weight	0.00	Kilograms 🗸			
ecipient intormator	Single Group	Carriage Value	0.00	Select Currency	~		
		* Customs Value	0.00	* Purpose of Shipmen	Sold		
Recipient ID	Edit	Shipment Reference				Include Return La	sbel [
Company Name		Department/Notes					
Contact Name		Shipment Contents	1				
* Country/Territory	Select Country/Territory V		Shipmer	nt contains	ts Only 🔘 Commo	dities	
- Address I		* Description				^ <u></u>	
Address 2							
Address 3							
* City / Postal code						$\sim$	
		Electronic Trade	Docs	Post-Shipme	ent A	dd Documents	
* First Phone	Ext						_
AT/Customs ID/EIN #							
J ShipAlert email to		Billing Details					
	Save in/Update Address Book		Bill shipment to (N	lone) 🗸	Account #		
		* Bill Duti	es and Taxes to 🕅	lone) 🗸	Account #		
lease Complete the Mar	ndatory Fields Documents	Save		Preview	Cancel	Shin	
Carry into over to next	snipment					omp	_

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**STEP 3.** Click on the arrow next to the Select Template field and choose a category from the drop-down menu (For example: FSM@fedex.com - Export Commodity Template for Commodity)

plate	
Select Template: Type:	Select template Select template FSM@fedex.com - Export Recipient Template for Recipient FSM@fedex.com - Export Commodity Template for Commodity FSM@fedex.com - Export Sender Template for Sender FSM@fedex.com - Export Broker Template for Broker
File Name:	Browse
us Report	
Records Exported =	0 Records Unsuccessful = 0

STEP 4. Click Browse and Enter a new file name for exporting commodity information

Select Template:	FSM@fedex.com - Export Commodity Template for Commodity $\checkmark$	
Type:	Export	
File Name:	D:\commodity.csv Browse	
atus Report		
Records Exported =	0 Records Unsuccessful = 0	



**STEP 5.** When the pop-up message confirms "Records exported", click OK



**STEP 6.** Login to FedEx Global Trade Manager and select "Product Profiles"

Feelex Ship *	Track • Manage My Account • Learn •
	FedEx Global Trade Manager
Product Profiles	Select the tool you need or check more than one to combine several tools
International Resource Center	Find International Documents Get help finding the necessary documents for your international shipment.

STEP 7. Select "Upload Products" from main tab to enter Select File page

Product Profiles							Logout	t ?	Hel	p 🔻
My Product Profiles	Upload Products									
1. Select File	2. Data Validation									
You can upload your exte (csv) file. Download a <u>cs</u>	ernal commodity databases iv template or view details fr	s into your l for uploadin	FedEx pro	duct profil dity inform	es by savir ation. Fedl	ng the file a Ex will stor	as a comma- re up to 2000	-separate ) product	ed-val profil	ue es.
You currently have store	d 35 profiles. You will be ab	ble to uploa	ad 1965 ne	w profiles.						
File to Upload Choose file No file	chosen									
Upload										



### HOW TO TRANSFER COMMODITY INFORMATION FROM SOFTWARE TO FEDEX.COM

# **STEP 8.** Click on "Choose File" button then select a file you exported previously (i.e.: commodity.csv) and click "Upload" button

Product Profiles		Lo	j <u>out</u> ?	Help 🔻
My Product Profiles	Upload Products			
1. Select File	2. Data Validation			
You can upload your ext (csv) file. Download a <u>cs</u> You currently have store	ternal commodity databases in sv template or view details for ed 35 profiles. You will be able	nto your FedEx product profiles by saving the file as a com uploading commodity information. FedEx will store up to 2 to upload 1965 new profiles.	ma-separate DOO product	ed-value profiles.
File to Upload Choose file commo Upload	odity.csv			

**STEP 9.** Click on "My Product Profiles" tab to view commodities in the Globe Trade Manager

Product Profiles				Logo	ut 🥐 Help 🔻
My Product Profiles	Upload Products	Proc	luct/commodit You	ty profiles us I can add up	ed: 3 profiles to: 1997 profiles
View By: All Groups	▼ Edit Groups	ALL ABCD. Yz	EEGHIJK	LMNOPO	DRSTUVWX
Product Name	▲ Product Description	Country of Manufacture	<u>Unit of</u> <u>Measure</u>	<u>Unit</u> <u>Value</u>	Currency Code
Apple	Red Apple	JP	KILOGRA M		
book1	Story Book	HK	PIECES		
camera	Digital Camera	CN	UNIT		