

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

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

### STEP 1. Launch FedEx Ship Manager™ Software

The screenshot shows the 'Ship' form in FedEx Ship Manager Software. The form is divided into several sections:

- Sender Information:** Includes fields for Sender ID, Company Name, Contact Name, First Phone #, Country/Territory, and FedEx Account #.
- Recipient Information:** Includes fields for Recipient ID, Company Name, Contact Name, Country/Territory, Address 1, Address 2, Address 3, City / Postal code, First Phone, and VAT/Customs ID/EIN #.
- Shipment Details:** Includes Shipping Date, Shipment #, Service, Packaging, Packages, Total Weight, Carriage Value, Customs Value, Purpose of Shipment, and Special Handling options.
- Shipment Contents:** Includes a Description field, a checkbox for Electronic Trade Docs, and a checkbox for Post-shipment.
- Billing Details:** Includes Bill shipment to, Bill Duties and Taxes to, and Account # fields.

Buttons at the bottom include Documents, Save, Preview, Cancel, and Ship.

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

The screenshot shows the 'File' menu open in the FedEx Ship Manager Software. The menu options are:

- Import / Export templates
- Export to FSM@fedex.com
- Exit

The 'Export to FSM@fedex.com' option is highlighted. The background shows the same 'Ship' form as in the previous screenshot.

**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)

Export to FSM@fedex.com ×

**Template**

Select Template:  ▼

Type:

- 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:

**Status Report**

Records Exported = 0      Records Unsuccessful = 0

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

Export to FSM@fedex.com ×

**Template**

Select Template:  ▼

Type:

File Name:

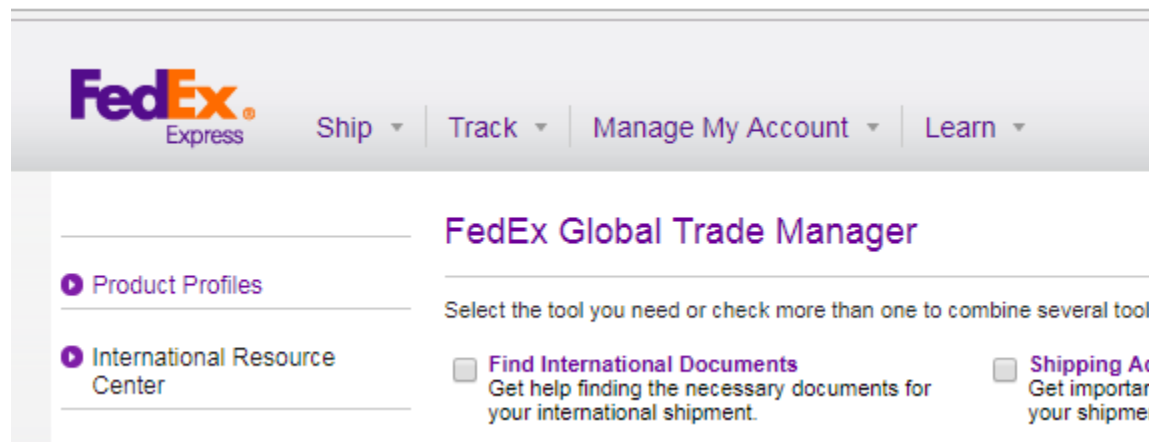
**Status Report**

Records Exported = 0      Records Unsuccessful = 0

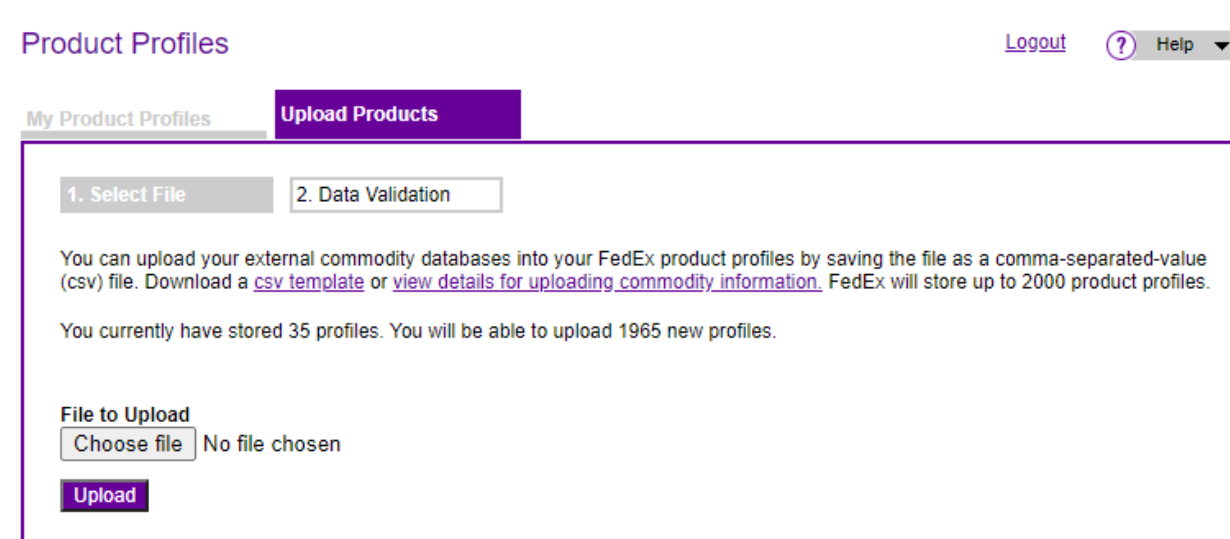
**STEP 5.** When the pop-up message confirms “Records exported”, click OK



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



**STEP 7.** Select “Upload Products” from main tab to enter Select File page



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

Product Profiles [Logout](#) [? Help](#) ▼

**My Product Profiles** **Upload Products**

1. Select File    2. Data Validation

You can upload your external commodity databases into your FedEx product profiles by saving the file as a comma-separated-value (csv) file. Download a [csv template](#) or [view details for uploading commodity information](#). FedEx will store up to 2000 product profiles.

You currently have stored 35 profiles. You will be able to upload 1965 new profiles.

**File to Upload**  
 commodity.csv

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

Product Profiles [Logout](#) [? Help](#) ▼

**My Product Profiles** **Upload Products** Product/commodity profiles used: 3 profiles  
You can add up to: 1997 profiles

View By:   ALL [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)

<input type="checkbox"/>	Product Name	Product Description	Country of Manufacture	Unit of Measure	Unit Value	Currency Code
<input type="checkbox"/>	Apple	Red Apple	JP	KILOGRAM		
<input type="checkbox"/>	book1	Story Book	HK	PIECES		
<input type="checkbox"/>	camera	Digital Camera	CN	UNIT		