

請依照下列指示，將商品資訊從  
**FedEx Ship Manager™ 軟件轉移至 FedEx Ship Manager™ at fedex.com**

請注意：下列指示只適用於 FedEx Ship Manager™ 軟件版本 12 及以上版本。如果您使用版本 12 以下的版本，請致電技術熱線協助您轉移資料。

## 第 1 步。開啟 FedEx Ship Manager™ 軟件

The screenshot shows the FedEx Ship Manager software interface. The top menu bar includes options like '檔案', '編輯', '寄件', '交易處理', '追蹤/記錄', '取件', '資料庫', '報告', '設定', '訊息', '進階設定', and '系統'. Below the menu is a navigation bar with buttons for '寄件', '追蹤/記錄', '取件', '出口文件', '資料庫', '偏好設定', and '報告'. The main area is divided into several sections: '寄件人資料' (Sender Information), '收件人資料' (Recipient Information), '貨件詳細資料' (Shipment Details), '貨件內容' (Shipment Contents), and '帳單詳細資料' (Invoice Details). The '寄件人資料' section contains fields for sender name, address, and phone number. The '收件人資料' section contains fields for recipient name, address, and phone number. The '貨件詳細資料' section includes fields for shipment date, service, package type, weight, and value. The '貨件內容' section has a '貨件內容' dropdown and a '新增文件' button. The '帳單詳細資料' section includes fields for payment terms and invoice number.

## 第 2 步。在頂部選單選取「檔案」索引頁，然後選取「匯出至 FSM@fedex.com」

The screenshot shows the same FedEx Ship Manager software interface as in the first step, but with the '檔案' (File) menu open. The '匯出至 FSM@fedex.com' (Export to FSM@fedex.com) option is highlighted in blue. The rest of the interface remains the same as in the previous screenshot.

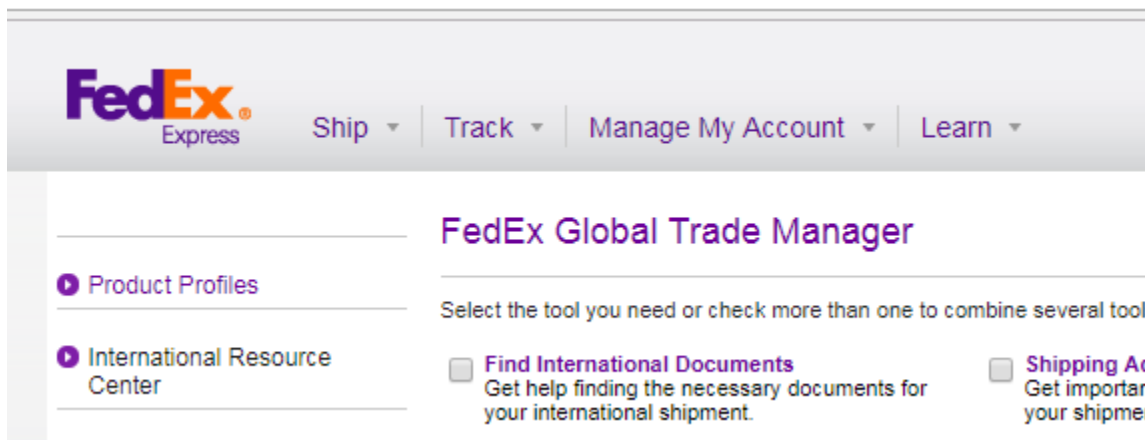
**第 3 步。** 點擊「選取範本」欄位旁邊的箭咀，然後從下拉式選單選擇一個類別 (例如：FSM@fedex.com - Export Commodity Template for Commodity)

**第 4 步。** 點擊「瀏覽」，然後輸入新的檔案名稱以便匯出商品資料

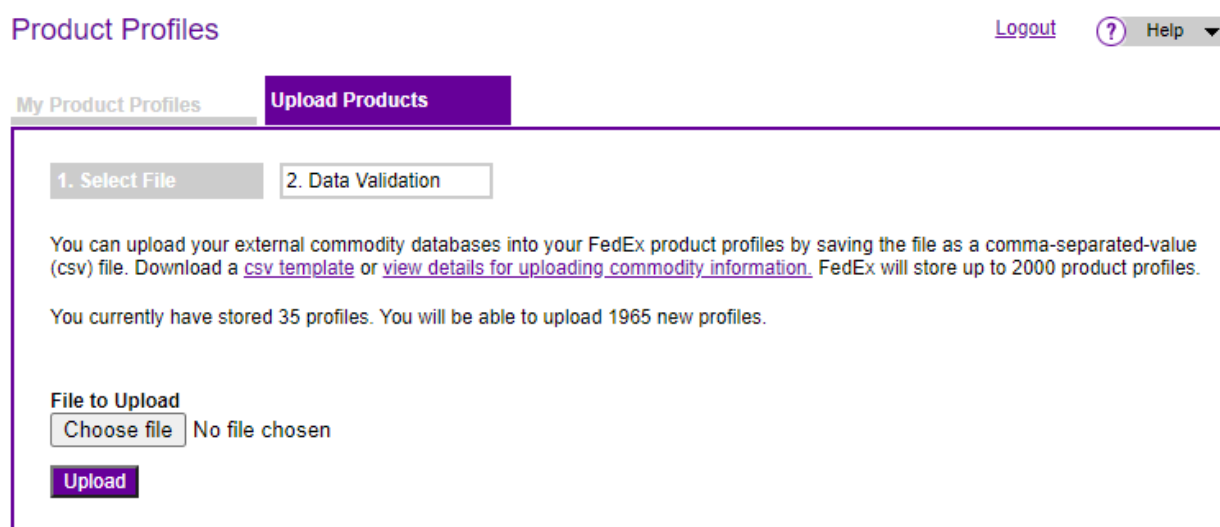
第 5 步。系統會彈出「已匯出記錄」的自動訊息，點擊「確定」



第 6 步。登入 FedEx Global Trade Manager，選取「產品檔案」



第 7 步。在主索引頁選取「上載產品」，進入「選擇檔案」頁面



**第 8 步。** 點擊「選擇檔案」按鈕，然後選擇您先前匯出的檔案 (例如：commodity.csv)，再點擊「上載」按鈕

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**  
Choose file commodity.csv  
Upload

**第 9 步。** 點擊「我的產品檔案」索引頁，查看 Globe Trade Manager 的商品記錄

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 Groups Edit Groups 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		