

## 請按照以下說明將商品資訊自 FedEx Ship Manager™ 軟體中 轉移至 FedEx Ship Manager™ at fedex.com

注意：以下說明僅適用於 FedEx Ship Manager™ 軟體版本 12 和更高版本。針對版本 12 以下的版本，請聯繫技術專線以獲得相關協助。

### 步驟 1. 啟動 FedEx Ship Manager™ 軟體。

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', '回件', '處理中的貨件', '貨件記錄', and '上傳資料'. 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 includes fields for sender name, address, and phone number. The '收件人資料' section includes fields for recipient name, address, and phone number. The '貨件詳細資料' section includes fields for shipment date, weight, and tracking number. The '貨件內容' section includes a field for '說明' (Description) and a checkbox for '電子貿易文件' (Electronic Commerce Documents). The '帳單詳細資料' section includes fields for '運費付款人' (Carrier Payment) and '關稅與貨物付款人' (Duties and Freight Payment).

### 步驟 2. 在頂端列選單中點選「檔案」，然後選擇「請匯出至 FSM@fedex.com」。

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

**步驟 3.** 點擊「選取範本」欄位旁的箭頭，然後由下拉選單中選取一個類型。

(例如：FSM@fedex.com - Export Commodity Template for Commodity)

請匯出至 FSM@fedex.com

**範本**

選取範本: 選擇範本

類型:

- 選擇範本
- 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

檔案名稱:  瀏覽

**狀態報告**

已匯出記錄 = 0      失敗的記錄 = 0

記錄檔

檢視    執行    關閉

**步驟 4.** 點擊「瀏覽」，然後輸入一個新的檔案名稱以匯出商品資訊。

請匯出至 FSM@fedex.com

**範本**

選取範本: FSM@fedex.com - Export Commodity Template for Commodity

類型: 匯出

檔案名稱: C:\test\Commoditytest.csv 瀏覽

**狀態報告**

已匯出記錄 = 0      失敗的記錄 = 0

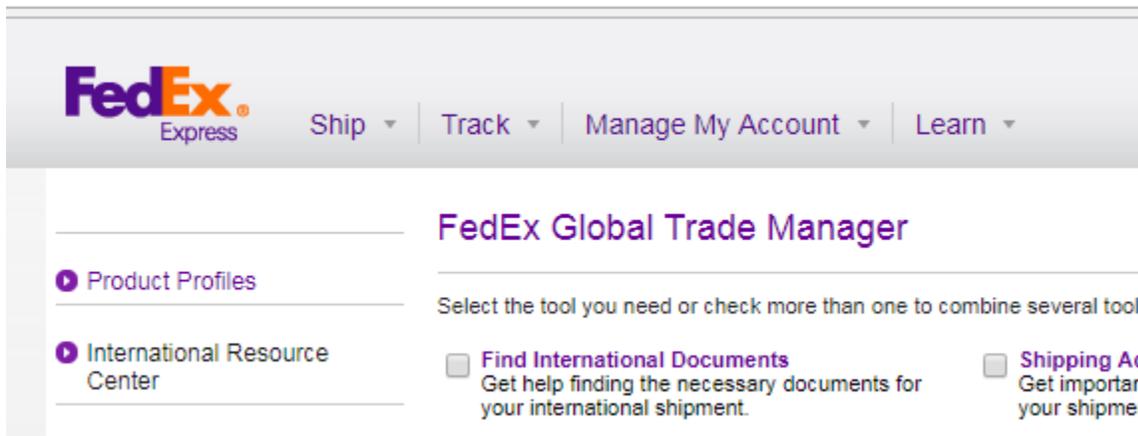
記錄檔

檢視    執行    關閉

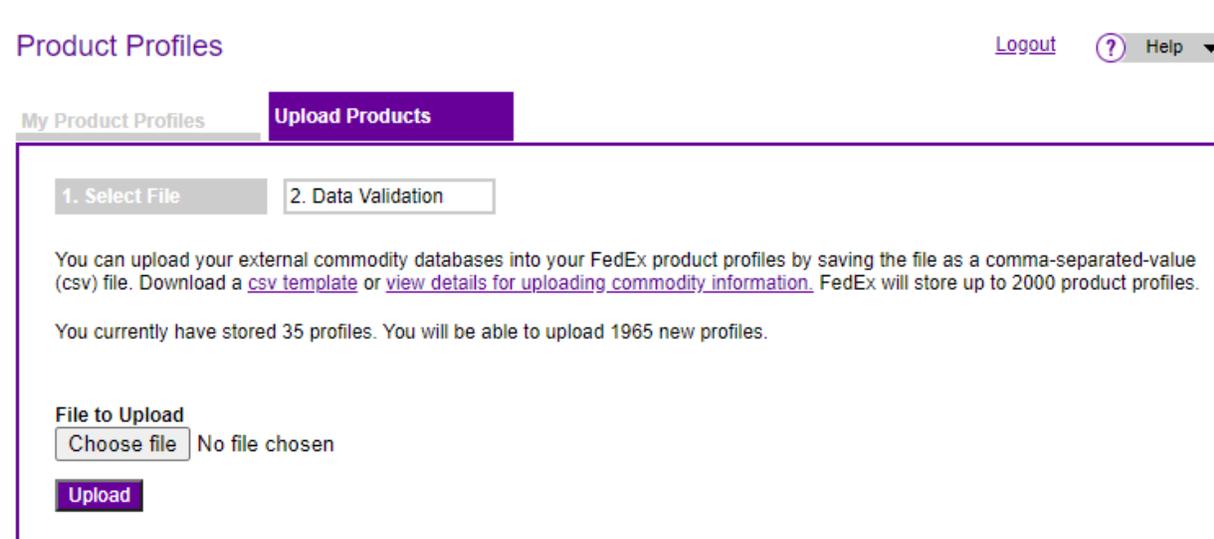
步驟 5. 當彈跳視窗顯示「已匯出記錄」時，點擊「確定」。



步驟 6. 登入 FedEx Global Trade Manager，並選取「貨品資料」。



步驟 7. 從主要列選單中選取「上傳貨品」以進入「選擇檔案」頁面。



步驟 8. 點擊「選擇檔案」，接著選取您先前匯出的檔案 (例如：商品.csv) 並點選「上傳」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**  
 commodity.csv

步驟 9. 點擊「我的貨品資料」選單，並在 Globe Trade Manager 中檢視商品。

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		