



How to set up  
FedEx® Electronic Trade Documents  
on FedEx Ship Manager™ at [fedex.com](https://www.fedex.com)

With Electronic Trade Documents (ETD), you can upload and submit your customs documentation electronically. This means you save time and money when preparing your shipments. And that's not all, you reduce the risk of customs delays.

You benefit from an early submission of customs documentation electronically and automatically - our representatives will be able to operate the customs clearance quickly and efficiently for you.

In accordance with local regulatory requirements, it is required to attach printed copies of your customs documentation to your shipment in addition to submitting it electronically. That's when **Electronic with Originals (EWO)** comes in - your shipping label will indicate "EWO".

The customs documentation will be transmitted electronically directly to the clearance stations in the destination country and to FedEx systems in Israel.

Usually, **the number of copies will be reduced** compared to what is required without ETD.



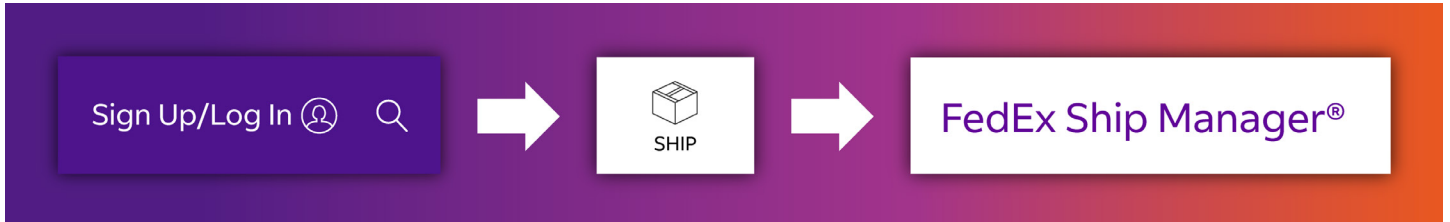
Terms of the service apply -please visit [fedex.com](https://www.fedex.com).

The information provided in this document does not constitute legal, tax, finance, accounting, or trade advice, but is designed to provide general information. The document's content, information, and services are not a substitute for obtaining the advice of a competent professional, for example a licensed attorney, law firm, accountant, or financial adviser.

Follow the instructions to activate and create shipments with ETD on FedEx Ship Manager™ at fedex.com.

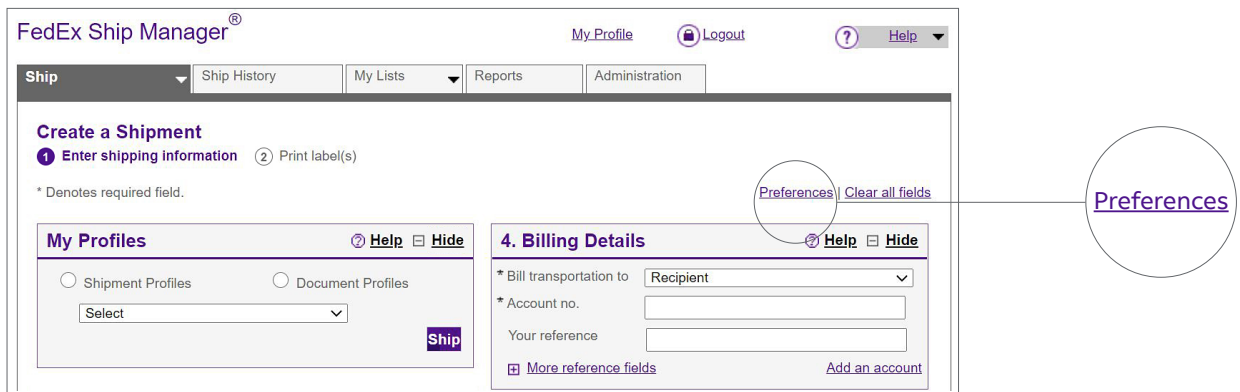
## Enable FedEx® Electronic Trade Documents

- Enter to [fedex.com](https://fedex.com). The website is available in English and Hebrew.
- Login with your username and password
- Press **SHIP** and you will get to the first page of FSM

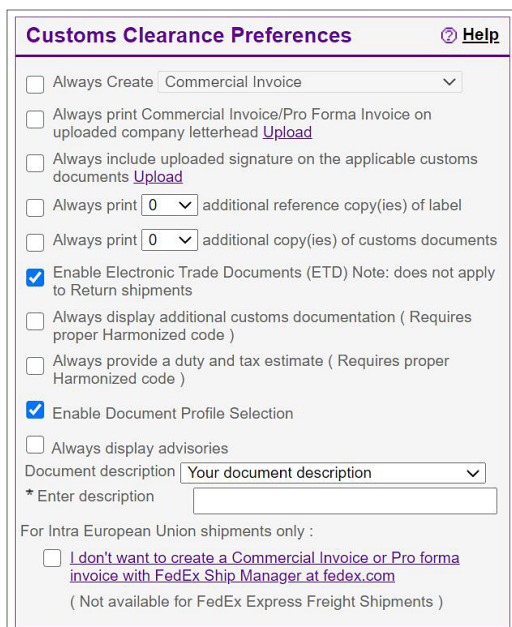


## How to activate FedEx® Electronic Trade Documents on FedEx Ship Manager™ at fedex.com

1 Select 'Preferences'



2 Within the Customs Clearance Preferences section, check the 'Enable Electronic Trade Documents (ETD)' box.





- 3 Review the FedEx® Electronic Trade Documents Terms of Use (you can print them by clicking the **'Print'** button) and if something is not clear please contact your FedEx contact. As a condition of using this application, the terms of use must be approved by clicking on **'I accept'** button. This is a one-time approval process.

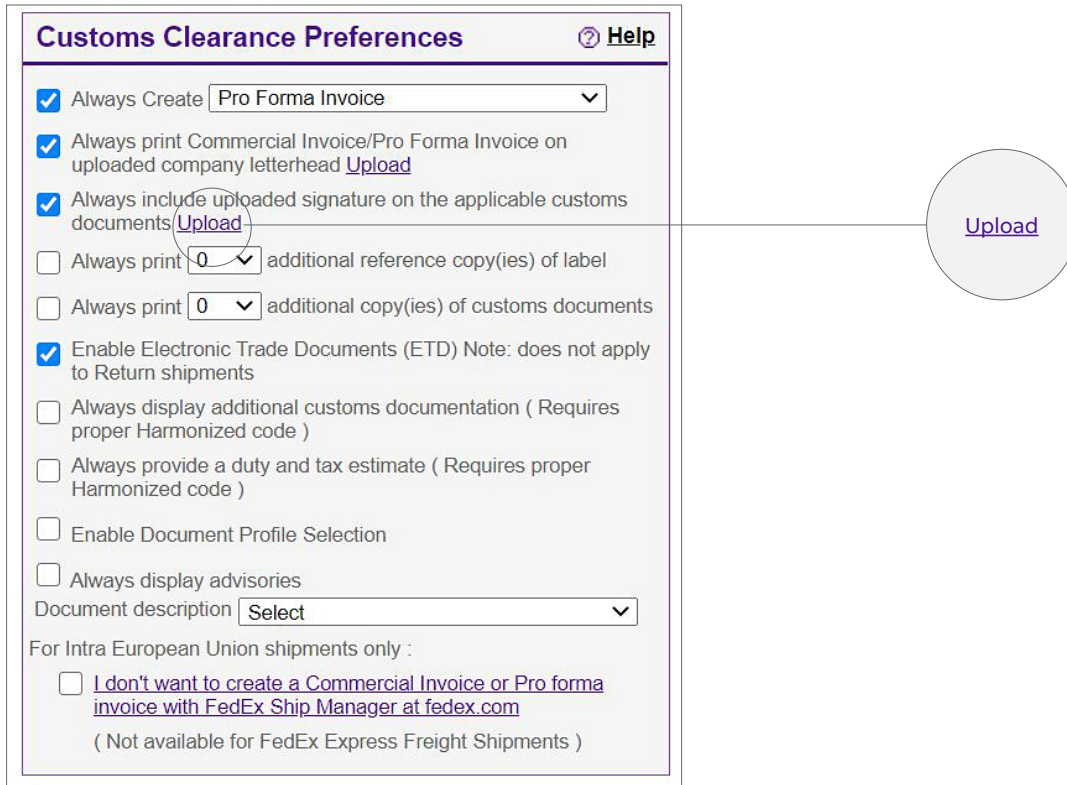
- 4 Although not required, FedEx highly recommends selecting the following options to help avoid regulatory or customs delays with your shipment.
  - a. Select **'Always Create Commercial Invoice'** to make it a default option.
  - b. Select **'Always print Commercial Invoice/Pro Forma Invoice on uploaded company letterhead'** as a default option.
  - c. Click **'Upload'** to upload a letterhead image. Letterhead image files must be in either GIF or PNG format and no larger than 700 pixels wide by 50 pixels high.
  - d. Select **'Always include uploaded signature on the applicable customs documents'** as a default option.



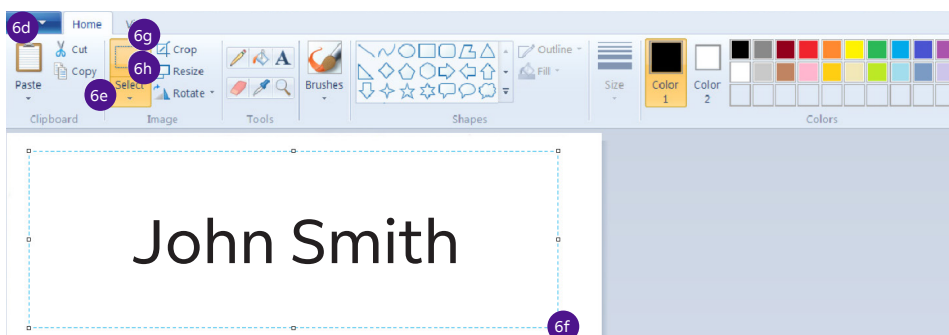
- 5 If you have your digital signature file ready and saved on your computer, you can click 'Upload' next to 'Always include uploaded signature on the applicable customs documents' and go directly to step 7.

If you don't, go to step 6 and follow the instructions to create one.

**Note:** Signature image must be in either the GIF or PNG format and no larger than 240 pixels wide by 25 pixels high.



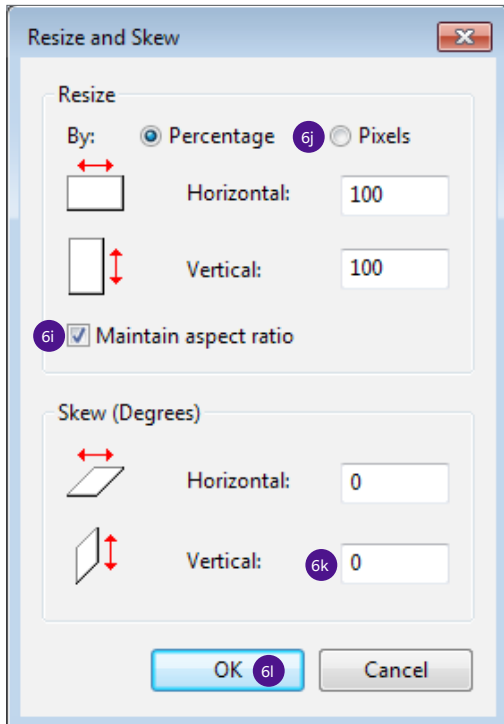
- 6 If you need to create your digital signature file, you will first need to scan, size, and upload your signature.
  - a. To begin, sign your name on a blank piece of paper. It is suggested that you use a marker.
  - b. Next, use a scanner to capture your signature and save it to your computer.
  - c. To correctly size the image, use a tool such as Microsoft Paint.
  - d. Open the scanned signature file in Microsoft Paint. If necessary, rotate the image so that it is correctly oriented on the screen.
  - e. Under the **Home** tab, click the 'Select' icon.
  - f. Using your mouse, draw a rectangle around the image, leaving limited white space around the signature.
  - g. Click the 'Crop' icon.
  - h. Next, click the 'Resize' icon.



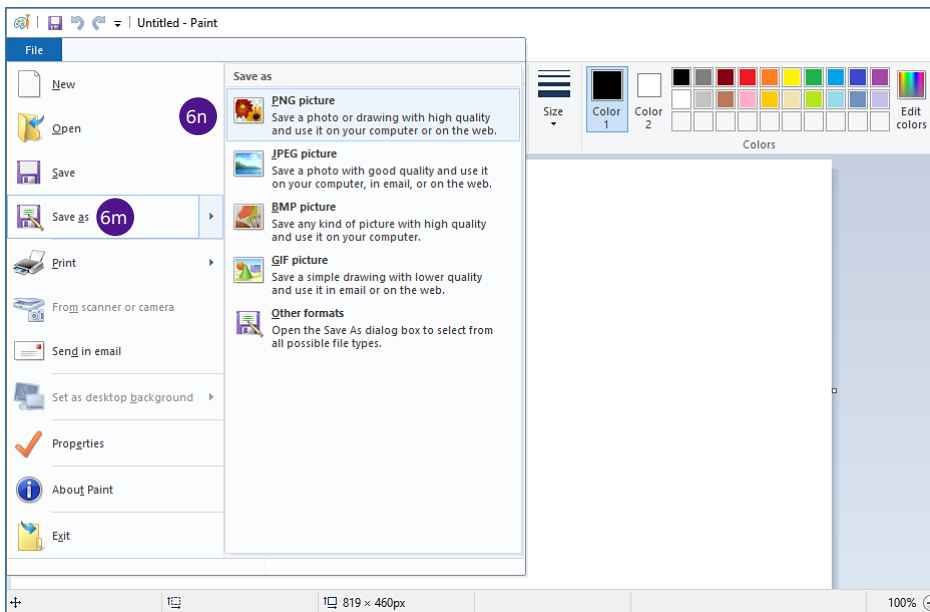
- i. Ensure that the ‘Maintain aspect ratio’ box is selected.
- j. Select ‘Pixels’.
- k. Enter 25 pixels in the ‘Vertical’ input field. Check the updated horizontal pixel number. If it is under 240, no further changes are required. If the image is larger than 240 pixels wide, then enter 240 in the horizontal field.

**Note:** It is required for a signature to be no larger than 240 pixels wide by 25 pixels high and for a logo to be no larger than 700 pixels wide by 50 pixels high.

- l. Click ‘OK.’



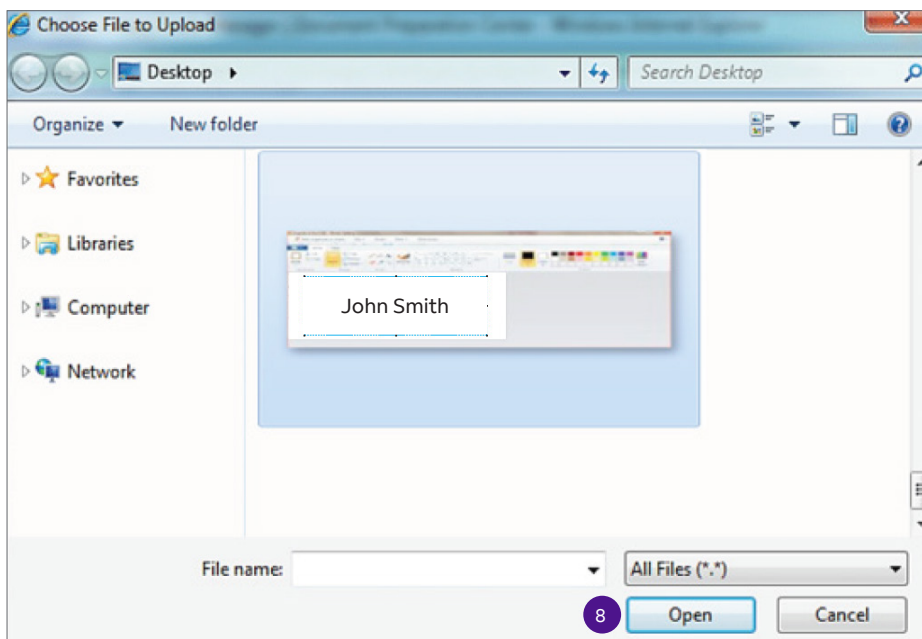
- m. Under the Utility tab, click ‘Save as’.
- n. Select ‘PNG picture’.



- o. You can now upload the digital signature to fedex.com by clicking ‘Upload’ next to the ‘Always include uploaded signature on the applicable customs documents’ option.

- 7 In the Signature section click ‘Choose file’.

- 8 Select the saved image file from your computer and then click the ‘Open’ button.





9 Click 'Upload' to upload your file.

### Signature

If you select the Print Signature Image Option in FedEx Ship Manager at fedex.com and FedEx Global Trade Manager, the following image will be printed on the "Signature" line on each document that is completed online (where signature images are allowed):

John Smith

To update the image, specify the image's path and file name below and click Upload.

File name  No file chosen Upload 9

! Alert: Your image must be in either the GIF or PNG format and no larger than 240 pixels wide by 25 pixels tall.

10 Scroll to the top of the Preferences page and click the 'Save changes' button. Your account is now set up to submit customs documents using FedEx® Electronic Trade Documents.

**FedEx Ship Manager®** My Profile Logout Help

**Ship** | Ship History | My Lists | Reports | Administration

### Preferences

<< Back to shipping
Save changes

#### 1. From Help

Contact name: Nathalia Valencia  
 Company: FedEx  
 Address 1: Avenue du Bourget 40  
 Address 2:  
 City, Province: Brussels  
 Postal code: 1130  
 Country/Territory: Belgium  
 Phone no.: +32 123 45 67 89  
 Ext.:  
 Sender Tax ID/EORI:  
 Display Contact ID field  
 Always show this section expanded

#### Pickup/Drop-off Help

Select while shipping  
 Schedule a pickup  
 Drop off package at a FedEx location  
 Use an already scheduled pickup/Schedule a pickup later  
 Always show this section expanded

#### Shipment Notifications Help

Notify Sender via: <input checked="" type="radio"/> Email (HTML) <input type="radio"/> Email (Plain Text)	Notification type <input type="checkbox"/> Ship <input type="checkbox"/> Tendered <input type="checkbox"/> Exception <input type="checkbox"/> Estimated Delivery
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**Please notice!** This is a one-time process in which you can activate ETD and upload your letterhead and digital signature.

Exit the 'preferences' page by clicking **Save** to 'back to shipping' and start producing the shipping label as usual.

# How to create a Shipment with FedEx® Electronic Trade Documents on FedEx Ship Manager™ at fedex.com

- 1 Enter the recipient and shipping information, or select a saved recipient from 'My Shipment Profiles'.

FedEx Ship Manager®

My Profile Logout Help

Ship Ship History My Lists Reports Administration

### Create a Shipment

1 Enter shipping information 2 Print label(s)

\* Denotes required field. Preferences | Clear all fields

#### My Profiles

Shipment Profiles
  Document Profiles

Select **1** **Ship**

#### 1. From

Nathalia Valencia, Avenue du Bourget 40, BRUSSELS, 1130, Belgium

#### 4. Billing Details

\* Bill transportation to: MyAccount-378  
 \* Bill duties/taxes/fees to: Recipient  
 Account no.:   
 Your reference:   
[More reference fields](#) [Add an account](#)

#### Special Services (optional)

[Help](#) [Edit](#)

- 2 Scroll down the page and click the 'Continue' button.

#### 1. From

Nathalia Valencia, Avenue du Bourget 40, BRUSSELS, 1130, Belgium

#### 2. To

\* Country/Territory: United States  
 Contact ID: Denezza Brown  
 Company:   
 \* Contact name: Denezza Brown  
 \* Address 1: 1447 Bridge Drive  
 Address 2:   
 \* ZIP: 38107  
 \* City: MEMPHIS  
 \* State: Tennessee  
 \* Phone no.: 305 876 12 34 ext.   
 Recipient tax ID:   
 Perform detailed address check  
 This is a residential address  
 Save new recipient in address book  
 Save changes in address book

#### 3. Package & Shipment Details

\* Ship date: 20/11/2020  
 \* Number of packages: 1  
 \* Weight: 10 kgs  
 Declared Value: 1000 Euro  
 Saturday delivery  
 \* Service type: International Priority  
 \* Package type: Your Packaging  
 Dimensions: Select  
 \* Package contents:  Documents  Products/Commodities  
 \* Shipment purpose: Commercial  
 \* Total customs value: 1000 Euro

#### 5. Pickup/Drop-off

Schedule a pickup  
 Drop off package at a FedEx location  
 Use an already scheduled pickup/Schedule a pickup later

#### 6. Continue your Shipment

**Alert:**  
Please review alert(s) provided on this page before continuing.

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express international shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information.
- Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed.
- FedEx makes no warranties, express or implied, regarding Address Checker information.
- Correct completion of shipping documents is the responsibility of the customer.
- If the delivery address is later identified as residential, you could receive a residential surcharge.

**2** **Continue**

- 3 You can electronically submit a Commercial Invoice, Pro Forma Invoice, or Certificate of Origin with your shipment in the **Customs Documentation** section. You can also select ‘**Attach additional Trade Document(s)**’ to attach documents not listed.

**Note:** Up to five documents can be electronically submitted with your shipment.

- 4 Click ‘**Commercial Invoice**’ to submit your Commercial Invoice using one of two different options:

**Option 1: Use my Own**

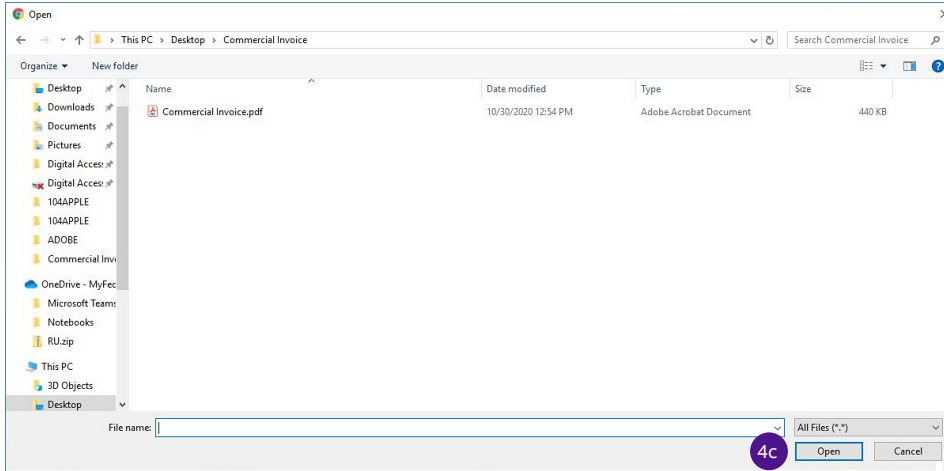
This option allows you to submit a Commercial Invoice using customs documents you have already created and saved on your computer.

- Select ‘**Use my own**’.
- Click ‘**Choose File**’.



c. Select the Commercial Invoice document you would like to use and click 'Open' to attach it.

**Note:** The document should not exceed 5MB and must be in one of the following formats: .doc, .docx, .xls, .xlsx, .txt, .rtf, .jpg, .gif, .bmp, .tif, .png, or .pdf. The file name size is limited to 244 characters on Internet Explorer and 255 characters for all other browsers.



d. Your document has uploaded successfully.

### 7. Commodity Information Help Hide

[Check for prohibited commodities into United States](#)

Commodity Summary [Manage/import profiles](#)

*Commodity	*Customs value (EUR)	*Qty	*Weight (kgs)
<input type="checkbox"/> Add new commoc			
<b>Totals</b>			

**Commodity 1**

\*Commodity description:

\*Unit of measure:

\*Quantity:

\*Commodity weight:  As totals

\*Customs value:  As totals  [Currency Converter](#)

\*Country of manufacture:

Harmonized code:  [Get code](#)

### 8. Customs Documentation Help Hide

**Alert:**  
A Commercial Invoice/Pro Forma Invoice is required for this shipment.

Commercial Invoice

**4d**  Commercial Invoice.docx Remove

Attach additional Commercial Invoice

Pro Forma Invoice

Attach additional Trade Document(s)

[Additional FedEx generated trade documents](#)

Terms of sale:

[Additional invoice information](#)

The recipient is not the Importer of Record/Buyer

The originator is different from the shipper

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### 9. Pickup/Drop-off Help Edit

You are dropping off your package at a FedEx location.

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### Rates & Transit Times (optional) Help Edit

View your rates and transit times based on your selections.

### Option 2: Use FedEx generated

This option allows you to submit a FedEx generated Commercial Invoice with your company logo and signature.

**Note:** In order the invoice to be acceptable for use, you must add a company logo and invoice number.

- g. Select 'Use FedEx generated'.
- h. To attach your company logo and signature, first click 'Personalize FedEx generated customs documents'.
- i. Next, select 'Use company letterhead on file' and 'Use company signature on file'.

#### 7. Commodity Information Help Hide

[Check for prohibited commodities into United States](#)

Commodity Summary [Manage/import profiles](#)

<input type="checkbox"/> *Commodity	*Customs value (EUR)	*Qty	*Weight (kgs)
<input type="checkbox"/> Add new commoc			
<b>Totals</b>			

Commodity 1

\*Commodity description:

\*Unit of measure:

#### 8. Customs Documentation Help Hide

**Alert:**  
A Commercial Invoice/Pro Forma Invoice is required for this shipment.

Commercial Invoice

4g

Pro Forma Invoice

Attach additional Trade Document(s)

[Additional FedEx generated trade documents](#)

[Personalize FedEx generated customs documents](#)

4h  Use company letterhead on file [Edit](#)

4i  Use company signature on file [Edit](#)

- 5 Click the 'Ship' button at the bottom of the page.

## 10. Complete your Shipment Help

**Alert:**  
Please review alert(s) provided on this page before continuing.

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

**Please note:**

- Product/commodity information will be saved in your Product profile with the Weight and Value of Customs for 1 (one) unit. You will need to enter the appropriate Quantity each time you ship this commodity.
- A maximum of ninety nine separate products/commodities can be entered.
- If a commercial Invoice/Pro Forma is not produced for this shipment, the shipper is responsible for completing this document as required by the destination country.

Save for later
Ship

5

6 Confirm your shipment details.

7 Click the 'Ship' button.

Outbound Shipment		Help	
<b>From</b>	Nathalia Valencia fedex Avenue du Bourget 40 BRUSSELS Belgium 1130 7868767868768	<b>Ship date</b>	20/11/2020
<b>To</b>	Denezza Brown 1447 Bridge Drive MEMPHIS, TN United States 38107 305 876 12 34	<b>Number of packages</b>	1
		<b>Total weight</b>	10.00 kgs
		<b>Declared/Carriage Value</b>	1000.0 EUR
		<b>Pricing option</b>	
		<b>Service type</b>	International Priority
		<b>Package type</b>	Your Packaging
		<b>Dimensions</b>	
		<b>Bill transportation to</b>	MyAccount-378
		<b>Bill duties/taxes/fees to</b>	Recipient
		<b>Your reference</b>	
		<b>Pickup/Drop-off</b>	Drop off package at FedEx location
		<b>P.O. no.</b>	
		<b>Invoice no.</b>	
		<b>Department no.</b>	
		<b>Special Services</b>	Direct signature required

By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express International shipments](#).

**7**  
Edit Ship

**Note: Printed documentation must also be attached to the shipment. As a result, your shipping label will indicate “EWO” which stands for Electronic with Originals.**

Example of EWO label:





**FedEx.**  
**Where now meets next.**



For more info, contact your FedEx Representative.