FedEx® Electronic Trade Documents checklist

Submit your customs documents electronically with FedEx Electronic Trade Documents on FedEx Ship Manager® Software.

Upload your own customs documents or let FedEx generate documents for you. You can also add a company letterhead and signature image to the FedEx generated Commercial Invoice or Proforma Invoice.

Refer to this checklist before you get started with FedEx Electronic Trade Documents.

☐ **Use a high-speed internet connection.** FedEx Electronic Trade Documents functionality is designed to perform at its best with a high-speed, broadband internet connection. Dial-up customers with slower data-transfer rates will experience long processing times.

☐ **Know your customs requirements.** Applicable customs laws, rules, and regulations may require additional documentation for certain commodities, values, quantities, and/or original hard copy Commercial Invoices, licenses, or permits.

- It is the responsibility of the shipper to know when an original, hard copy document is required and to place the original document in the pouch on the package. Some countries will allow for all customs documents to be submitted electronically. To find out if electronic copies are accepted in the countries you ship to or from, check out the list at **fedex.com/content/dam/fedex/us-united-states/services/Commercial_Invoice_Country_List.pdf**

- Countries not listed are not eligible to have the documents electronically submitted and require an original document to be placed in the pouch on the package.

- Keep up with regulatory and customs laws at **fedex.com/en-us/regulatory-news.html**

- The Country Profiles on FedEx® Global Trade Manager provide an overview of essential, country-specific shipping information and regulatory requirements, including proper documentation, special clearance requirements, what duties and taxes will need to be paid, and much more. To learn more, go to **fedex.com/GTM** and enter your user ID and password.

☐ **Enable FedEx Electronic Trade Documents and customize FedEx generated trade documents using your letterhead and signature images.**

- You may scan hard copies of the necessary images for digital use.

- Company letterhead and signature image files must be in .gif or .png file format.

- You may use a graphics program such as Microsoft Paint to resize your images, and/or re-save in the required format. Image requirements for FedEx Ship Manager Software:

  - Letterhead images should be no larger than 720 pixels wide by 154 pixels high.

  - Signature images should be no larger than 336 pixels wide by 48 pixels high.

☐ **Use your own customs documents.** If you will be using your own customs documents, save the documents to a location on your computer where you will be able to easily find them.

- Document for upload should:

  - Be equal to, or less than, 1MB in size per document.

  - Be in one of these file formats: .doc, .xls, .txt, .rtf, .jpg, .gif, .bmp, .tif, .png, or .pdf.

  - Have file names that do not exceed 30 characters.

- Up to 5 documents can be submitted electronically per shipment.

We recommend creating a file folder for your trade and customs documents with a name that you will easily recognize, such as "FedEx Electronic Trade Documents." Then create sub folders for different types of documents and/or different types of shipments.

Now you are just one step away from using FedEx Electronic Trade Documents. Go to **fedex.com/en-us/electronic-trade-documents/enable.html** for instructions on how to set up FedEx Electronic Trade documents functionality.

i **Go to fedex.com/en-us/electronic-trade-documents/enable.html**