



FedEx[®]
Express

**Welcome
on
board.**

This is a step-by-step guide to support you with all your shipping requirements.

At FedEx, we aim to provide you with an outstanding experience for each transaction.



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FedEx Services

Domestic Services

At FedEx, our commitment is to meet your expectations for speed, reliability, and ease of use. With our time-definite, door-to-door, overnight domestic service with same-day pickup serving the whole of Nigeria, you can always count on us to get your urgent shipments to their destination on time, every time.

Your Service	Specific features of the service	Your transit time
SDX Same day Express Major Centers	A dedicated vehicle is dispatched to pick-up your shipment and to lodge the shipment on the next available flight. The shipment will be delivered within two hours after arrival at destination. This service is dependent on availability of flights and is only available between major centers. Contact Customer Service on 070080601198 for Same day requirements to an outlying delivery area.	Within two hours after arrival at destination
FDX E Early Delivery	The early delivery service will take place between 08h00 and 09h00 on business days to major centers within South Africa. Should an early delivery service be required within or to an outlying delivery area, this can be arranged at an additional cost. A quotation must be requested in such cases.	Next day delivery between 08h00 and 09h00
FDX 1 Overnight Delivery	This service is available throughout Nigeria and delivery to major centers will take place by 10h30 the following business day. A delay of up to 24 hours may be experienced on shipments to or from an outlying delivery area.	Next day delivery by 10h30
FDX 2 24-48 Hour Delivery	This service is available throughout Nigeria and delivery will take place within 24 to 48 hours after collection between major centers. Certain outlying delivery area routes and major centers may experience a 24-hour delay due to flight availability in certain locations.	1 - 2 business days
FDX 3 48-72 Hour Delivery	This service is available throughout Nigeria and delivery will take place between 48 to 72 hours after the day of collection, depending on origin and / or destination. A further delay of up to 24 hours may be experienced on shipments to or from an outlying delivery area.	2 - 3 business days

Surcharges

Security Surcharge

A security surcharge may be applicable to comply with Civil Aviation Regulation 1997, part 108 which requires the security screening of all air transported shipments. An additional surcharge per chargeable kg will be applicable on all air-transported shipments via the FDX E, FDX 1, FDX 2, and SDX services.

Documentation and Liability Fee

A documentation and liability fee will be charged on all domestic shipments. The documentation fee provides automatic cover up to 35%* or any physical damage or loss, which is not consequential unless the customer opts out of this. If a claim may arise, find out [here](#) how to submit your claim.

Additional services

FedEx Express offers various additional services for our customers, such as:

- After-hours pickup or delivery¹
- Chain store deliveries/collections
- Embassies and Consulates deliveries/collections
- Game Reserve, Park, Mine, Power Station, and Farm deliveries/collections
- Saturdays deliveries/collections¹
- Township deliveries/collections
- Public holiday deliveries/collections¹
- Additional Liability Insurance Cover Additional services are subject to surcharges.

¹ Available on FDX E and FDX 1 only.

* loss/damage cover is subject to package size

International Services

FedEx offers a flexible range of international express services for reliable, time-definite¹, door-to-door, and Customs-cleared deliveries to over 220 countries and territories worldwide.

Service	Description	Transit Times ¹	Service Features
FedEx International Priority®	A service for sending documents and shipments up to 68kg per package.	2-5 Days	<ul style="list-style-type: none"> • Proof of delivery • Money Back Guarantee • Shipment tracking • Customs clearance included. • Express delivery service to over 220 countries and territories worldwide
FedEx International Priority® Freight	Fast, time-definite, customs-cleared, premium air freight service. At least one item must weigh over 68kg or exceed the maximum dimension for FedEx International Priority service.	3-5 Days	
FedEx International Economy®	Economical, time-definite, customs-cleared, door-to-door service for worldwide shipments up to 68kg per shipment	4-6 Days	
FedEx International Economy® Freight	Economical, time-definite, customs-cleared, air freight service. At least one item must weigh over 68kg or exceed the maximum dimension for FedEx International Economy service. Pickup and delivery options include door-to-door, door-to-airport, airport-to-airport and airport-to-door.	5-8 Days	
FedEx 10 kg® and FedEx 25 kg® Box	Easy to assemble, convenient boxes offering optimum protection during transportation. This flat-rate pricing option uses FedEx International Priority® service	6-9 Days	
Western Africa Road Network (SARN)	Cross border express road network that connects countries in western Africa	1-3 Days	

To check service availability and transit times, go to [Get Rates & Transit Times on fedex.com/ng](https://www.fedex.com/ng) or call FedEx Customer Service on **070080601198**

The maximum declared value may vary depending on the country of destination. For more information, call FedEx Customer Service.

¹. To check service availability and precise transit times, call our FedEx Customer Service.

Rates and Transit Times

Start by going to **Get Rates and Transit Times on fedex.com/ng**, on the main menu under **Ship**. You don't need to log in for this. However, to view your personalized rates, you need to log in first. Refer to page 08 for instructions on creating a login.

1. Ship From / To

- a. **From** enter the address details – country/ location of origin, postal code, and city.
- b. **To:** fill in the details of the destination country/location, postal code, and city, and click the box to indicate if it is a residential address.
- c. **Additional Information:** insert the number of packages, total weight, whether you are shipping with a FedEx account number, who will be doing the pickup/drop-off, and shipping ping date.
- d. Click **'Get Transit Time'**.

2. Package and Shipment Details

- a. **Package contents:** select the 'Documents' or 'Products / Commodities' link/tab. Shipment purpose: mention whether the shipment is for Commercial or Personal use.
- b. **Total customs value:** fill in the selling price or the market value of the shipment's contents. This value should be the same on the FedEx Ship Manager™ shipping document and the Commercial Invoice (CI).

- c. **Enter individual package information:** give details of the quantity, weight, shipment type, dimensions, and carriage value of each shipment. Add rows if multiple items are shipped in the same shipment.
- d. **Package contents:** select Documents or Products/Commodities. If Documents is selected, the document description needs to be checked.

3. Get Rates

- a. **Select** your preferred option from the delivery dates/times, FedEx services, and rates displayed.
- b. Click **'Learn more'** for details about the duty and tax exemptions applicable. View more information about your results, if applicable.
- c. Click the option to **'Rate another package'**, View/Print rate details, schedule a pickup, or ship.

Select	Delivery Date/Time	Service	Published Rate	Your Rate
<input type="radio"/>	Thu Apr 19, 2018 by 6:00 PM	FedEx International Priority®	1263.65	1263.65

Amounts are shown in ZAR

Estimated Duties and Taxes

- Certain countries have duty and tax exemptions that may apply based on the declared customs value. Your duty and tax estimate does not take these exemptions into consideration. [Learn more.](#)

More information about your results:





- **Important for Customs:** To prevent delays, your shipment must have the following customs documents attached: Commercial Invoice, Certificate of Origin, Shippers Export Declaration. Additional clearance documents may also be required. For more information, please visit our [international](#) help site.
- For countries where zip/postal code or city name can be entered, it is recommended that zip/postal code be entered to obtain a more accurate number of available services.
- Multiweight rated shipment

FedEx measurement tools
[Customer Converter](#)

[Rate another package](#) [View/Print rate details](#) [Schedule a pickup](#) [Help](#)

Packaging Solutions

For domestic and international services, choose from our range of ready-to-use, self-sealing packaging in a choice of shapes and sizes. They are available free of charge for your domestic and international shipments, sent with FedEx.

Shipping Need	Our Solution	Weight Limit
<p>Packaging for standard-size and legal-size documents.</p> 	<p>FedEx® Envelope (window)* Envelope to hold up to 60 unfolded pages of standard A4 paperwork Special FedEx® Envelope rate is applicable. Internal Dimensions: Height 24.1cm, Width 31.8cm</p>	500g
<p>Tear- and water-resistant packaging.</p> 	<p>FedEx® Pak* Envelope for larger documents or other compact items Special FedEx® Pak rate is applicable Internal Dimensions: Height 30.5cm, Width 39.4cm</p>	2.5kg
	<p>FedEx® Padded Pak* Oversized envelope intended for heavier documents that require additional protection Special FedEx® Pak rate is applicable. Internal Dimensions: Height 29.8cm, Width 39.3cm</p>	2.5kg
	<p>FedEx® Extra Large Poly Pak* Packaging for soft, light, and bulky shipments Dimensional-weight pricing is applicable for shipments exceeding 940 cubic inches or 15,400 cubic centimeters in volume. Internal Dimensions: Height 44.4cm, Width 52.7cm</p>	500g

*Not applicable for FedEx International Economy Service

Boxes in a variety of sizes.



Packaging for plans, posters, fabric rolls, charts, or blueprints.



Packaging to ship non-infectious specimens.



FedEx® Small Box

Self-assembly box designed to hold a single reel of magnetic tape, small documents, catalogs, file folders, Videotapes, and CDs

Internal Dimensions:

Height 27.6cm, Width 31.1cm, Depth 3.8cm

Minimum weight charged: 1kg.

9kg

FedEx® Medium Box

Self-sealing box designed for binders, books, or large documents.

Internal Dimensions:

Height 29.2cm, Width 33cm, Depth 6cm

Minimum weight charged: 1kg.

9kg

FedEx® Large Box

Self-sealing box designed for large stacks of paper, computer printouts, Machine parts, etc.

Internal Dimensions:

Height 31.4cm, Width 45.4cm, Depth 7.6cm

Minimum weight charged: 1kg.

13kg

FedEx® Tube

Self-sealing tube for drawings, blueprints, charts, photographs, fabric samples, and any other items that are better rolled than folded.

Internal Dimensions:

Height 96.5cm, Width 15.2cm, Depth 15.2cm

Minimum weight charged: 4kg.

9kg

FedEx® Clinical Pak

Plastic overwrap for non-infectious clinical samples after they are inserted into a sturdy inner container. Properly packaged clinical sample shipments smaller than 17.8cm x 10.2cm x 5.1cm must be shipped in the FedEx® Clinical Pak overwrap.

Internal Dimensions:

Height 45.1cm, Width 36.2cm

9kg

Packaging for Biological Substance, Category B (UN 3373) specimens.



FedEx® UN 3373 Pak

Plastic overwrap for specimens containing or suspected of containing infectious substances, meeting the International Air Transport Association (IATA) definition of Biological Substance, Category B (UN 3373). Properly packaged shipments smaller than 17.8cm x 10.2cm x 5.1cm must be shipped in the FedEx® UN 3373 Pak overwrap.

Internal Dimensions:
Height 35.6cm, Width 22.9cm

9kg

Packaging Tips

To ensure your consignments arrive on time and in good condition, it is vital you take time to pack and label them correctly.

Do

- Only use rigid cartons in good condition with all edges intact.
- Pack contents in the center of the carton, cushioned on all sides using polystyrene chippings or bubble wrap. Ensure that items not fitting into cartons or that have sharp edges and protrusions are thoroughly wrapped, with taped corrugated panels or pads.
- If you send liquids, check that the cases are hermetically sealed. For the shipping of fragile goods, we suggest the use of wooden cases and separators inside. Inside the carton, include a document (e.g. business card or letterhead) that carries your address, and both your and your recipient's telephone numbers.
- Tape all seams and flaps well, with pressure-sensitive plastic tape. The tape should be at least 5cm wide, but preferably 7.5cm wide.
- If finishes could be damaged or soiled in transit, place them in a protective container.

Don't

- Don't ship lightweight gift boxes unless packed in stronger cartons.
- Don't exceed the weight specifications for your box.
- Don't ship packages smaller than 18cmx10cmx5cm. Instead, pack small items into larger cartons.
- Never use cellophane tape, masking tape, string, or rope, and avoid duct tape and kraft paper tape for sealing.

Measuring Length and Girth

The length and girth formula is simple: Packages can be up to 274cm in width and 330cm in height and girth combined (girth = 2 x height + 2 x width)



FedEx Automation Tools

FedEx has developed various tools to help you ship quickly and efficiently. You can use a smartphone, a tablet, or a computer to create a label, schedule a pickup, order supplies online, and much more.

Choose from a range of digital solutions and manage your entire shipping process seamlessly.

FedEx User ID and Password

fedex.com is a complete online resource for shipping solutions, information, and support to help you optimize your shipping and your business. Go to fedex.com/ng to register for a FedEx login to manage all your shipping requirements easily.

Remember to save your answers to the secret questions in case you need them later. You can log in directly at fedex.com/ng if you have an existing User ID and Password.

Scheduling Pickups

To schedule a pickup, log in to fedex.com/ng with your User ID and Password. If you do not have a FedEx User ID and Password, please refer to the above section for directions on creating them.

- a. Click on **Schedule a Pickup**, which appears on the menu under **Ship**.
- b. Fill in the details required, including the pickup address and shipment information, and click on **Schedule pickup**.
- c. You can send a confirmation of the pickup to up to four email addresses.

Air Waybill

To create an Air Waybill:

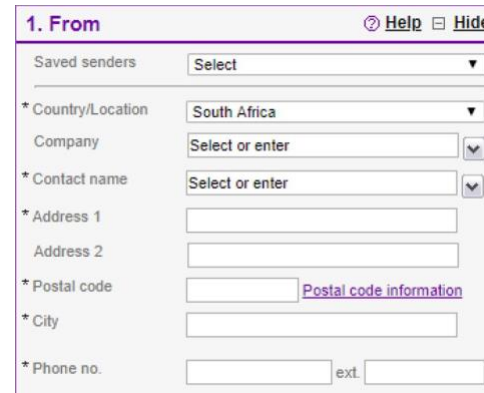
Login to fedex.com/ng for details with your User ID and Password. If you do not have a FedEx User ID and Password, please refer to the above section for directions on creating them.

- d. Click on the **Ship** icon.
- e. Follow the steps detailed below.

Note: your Air Waybill does not replace a Commercial Invoice.

My Shipping Profiles

- Save all the details when you want to ship a similar shipment (same weight/dimensions) repeatedly to the same recipient.
- Select the profile you want to ship to if already created or fill in the details for a new recipient as detailed below.



The screenshot shows a form titled "1. From" with a "Help" icon and a "Hide" button. The form contains the following fields:

- Saved senders: Select (dropdown menu)
- * Country/Location: South Africa (dropdown menu)
- Company: Select or enter (dropdown menu)
- * Contact name: Select or enter (dropdown menu)
- * Address 1: (text input field)
- Address 2: (text input field)
- * Postal code: (text input field) with a link for "Postal code information"
- * City: (text input field)
- * Phone no.: (text input field) and ext. (text input field)

1. From (Sender's information)

Select a sender from your Address Book using the Saved Senders, Contact ID, Company, or Contact Name dropdown menus or add new details.

- a. **Company:** mention the company name if the shipment is sent from a business.
- b. **Contact name:** enter the contact name of the individual representing the business.
- c. **Address details:** give the sender's address details, including postal code and city.
- d. **Phone number:** mention the sender's contact number (valid landline/mobile number).
- e. **Save as my default address:** select this field to designate the sender as the default sender for future shipments.
- f. **Save new sender in address book:** save a new sender to use for future shipments.

2. To Help Hide

* Country/Location

Company

* Contact name

* Address 1

Address 2

* Postal code [Postal code information](#)

* City

* Phone no. ext.

Recipient tax ID

This is a residential address

Save new recipient in address book

2. To (Recipient's information)

- a. **Company:** mention the company name if the shipment is sent to a business.
- b. **Contact name:** enter the name of the contact person representing the business.
- c. **Address details:** give the recipient's address details, including postal code and city.
- d. **Phone number:** mention the recipient's contact number (valid landline/mobile number).
- e. **Save new recipient in address book:** save the recipient for future use.

3. Package & Shipment Details Help Hide

* Ship date

* No. of packages

* Weight

Declared Value

Currency Converter

* Service type

* Package type

Include a return label

3. Package and Shipment Details

- a. **Ship date:** specify the date for sending the shipment.
- b. **No. of packages:** mention the number of boxes/packages being shipped. When it is more than one box/package, an additional section opens asking 'Are packages identical'.
 - If 'Yes': mention the weight per package.
 - If 'No': an additional section opens to capture weight unit, quantity, dimensions, and carriage value. To add more details, use the 'Add row' tab.

c. **Weight:** mention the total weight of all the boxes/packages together in kilograms.

d. **Carriage Value:** fill in the replacement cost of your shipment's contents*.

e. **Package contents:** select Documents or Products/Commodities.

- f. **Shipment purpose:** mention whether it is a Commercial (has a commercial intent) or a Personal (has no commercial intent) shipment.
 - a. Total invoice value: enter the selling price or the market value of the shipment's contents. This value should be the same on the shipping documents and the Commercial Invoice (CI) available on FedEx Ship Manager TM at fedex.com.

g. **Service type:** choose the service to move the shipment from the origin country, depending on the urgency, weight, and size of the shipment.

h. **Package type:** select the packaging in which the shipment is being sent – select 'Your Packaging/ FedEx Packaging' (name available on the packaging). See **Packaging Solutions** for details on FedEx packaging or go to; <https://www.fedex.com/ng/supplies/> to order FedEx supplies.

i. **Dimensions:** choose a saved dimensions profile from the drop-down menu or click 'Enter dimensions manually'.

* The declared value for carriage represents the maximum liability for FedEx in connection with that shipment. Exposure to and risk of loss over the declared value is assumed by the shipper. This value should be the same on the shipping documents and the Commercial Invoice (CI) available to FedEx. The carriage value must not exceed the customs value.

4. Billing Details Help Hide	
* Bill transportation to	TEST1_ACCOUNT-823
* Bill duties/taxes/fees to	Recipient
Account no.	
Your reference	
More reference fields Add an account	
P.O. no.	
Invoice no.	
Department no.	

4. Billing Details

- a. Bill transportation to** select the account number to bill for the shipment from the drop-down menu. If you select 'Recipient' or 'Third Party', enter the 9-digit FedEx account number of the recipient or third party to bill in the Account number field.
- b. Bill duties/taxes/fees:** choose the account number to bill for an international shipment's duties, taxes, and fees. If you select 'Recipient' or 'Third Party', enter the 9-digit FedEx account number to bill in the Account number field.
- c. Your reference:** enter reference information such as a customer number used by the sender if any.
- d. More reference fields:** use this to enter or select a P.O. Box number, invoice number, and department number as per your requirement.
 - P.O. no (Purchase Order):** the invoice date format is ddmmyy (e.g., enter 310518 for the date not sure of date)
 - Invoice no.:** enter the shipment invoice number either (GST or Non-GST)
 - Department no.:** refer only to the 'department notes reference utility' to get the exact value for the shipment clearance type. Copy the value created and paste it into Department No. field. Do not make any changes in the value copied from the utility. Information varies for different types of clearances.

Special Services (optional)

If your shipment requires special handling, please select the instructions about the pickup, processing, and delivery. Click on Edit to expand the section and enter any additional special handling comments that you may require.

Special Services (optional) Help Edit
Please enter required shipment information prior to selecting special services.

5. Pickup/Drop-off Help Hide
<input type="radio"/> Schedule a pickup <input type="radio"/> Drop off package at a FedEx location <input type="radio"/> Use an already scheduled pickup/Schedule a pickup later

5. Pickup/Drop-off

- a. Schedule a pickup:** select this option if you do not have a regularly scheduled pickup at your location. Enter or select the date of your pickup. Only those days that qualify for pickup of your shipment can be selected on the calendar. If the date you need is not available, please call FedEx Customer Service at **07080601198** to schedule your pickup.
- b. Drop off the package at a FedEx location:** choose this option if you plan to drop off your package. A list of the nearest FedEx locations and the latest drop-off locations will be displayed.
- c. Use an already scheduled pickup/Schedule a pickup later:** select this option if you are a FedEx account holder and have scheduled a previous pickup request on fedex.com/ng

Shipment Notifications (optional)

Shipment Notifications (optional) [Help](#) [Edit](#)

Send an email to yourself, the recipient or others indicating the status of your shipment.

Shipment Notifications (optional) [Help](#) [Hide](#)

Notify Sender via:

Email (HTML) Email (Plain Text)

Notification type

Ship Tendered Exception Estimated Delivery Delivery

Sender Email

Notify Recipient via:

Email (HTML) Email (Plain Text)

Recipient Email

[Add additional recipients](#)

[Add a personal message](#)

You can send an email to the sender, recipient, or any additional recipient, indicating the status of the shipment. To allow shipment notifications, click Edit to expand the section, and enter all the information required:

a. Notify Sender/Recipient via:

- Select the format type for your email notifications.
- Enter the email addresses of the sender and recipient and select the email language from the drop-down menu.

b. Notification type:

select the type of notification you would like to receive.

- 'Ship': indicates that the shipment's information has been sent to FedEx.
- 'Tendered': indicates when FedEx picked up the shipment.
- 'Exception': indicates any exception that may cause a delivery delay.
- 'Pickup / Estimated Delivery': indicates that the pickup has been successfully scheduled.
- 'Delivery': indicates that the shipment has been delivered.

c. Add additional recipients.

- Select this option if you want to send notifications to two additional contacts. Please select 'Choose the e-mail language' for each from the drop-down menus.

d. Add a personal message.

- You can add a personal message to your email notifications by entering up to 120 characters.

Rates and Transit Times (optional)

Rates & Transit Times (optional) [Help](#) [Hide](#)

Amounts are shown in ZAR

Select	Service and Transit Time	Your Rate
	Enter more information to get rates and transit times.	--,--

6. Customs Documentation [Help](#) [Hide](#)

Alert:

Invoices created through this system are not accepted for the origin or destination country. Please provide your own Commercial/Pro Forma Invoice for this shipment.

[Additional FedEx generated trade documents](#)

Alert:

The origin or destination country requires a Commercial/Pro Forma Invoice that includes a Letterhead & Signature. Please include this with your shipment.

7. Complete your Shipment [Help](#)

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

[Save for later](#) [Ship](#)

Click **Calculate** to get the estimated shipping costs and transit times for your shipment. The rate quote you receive may be different from the billed charges for your shipment based on actual shipment weight, dimensions, and other details.

6. Customs Documentation

Commercial Invoice

The Commercial Invoice is the most common document required for clearing your shipments through customs. It is typically required for shipments of non-document commodities, but this varies by country, size, weight, quantity, and value.

7. Complete your Shipment.

- Select **Create a Shipment Profile** to store the shipment information as a Shipment Profile which you can use for future shipments. Enter a unique profile nickname.
- Select **Save for Later** to save your shipment as a pending shipment to process later that day or on a future date.
 - A pending shipment must contain complete shipping information to process it later that day or in the future.
- Pending shipments will automatically expire 10 days after the date you created the shipment or the future date you selected when creating the shipment.
- Click **Ship** and you're done!

FedEx Global Trade Manager (GTM)

Learn about the documents required, estimated duties, taxes, and regulatory details for your international shipment, and get country profiles and other relevant information with FedEx Global Trade Manager.

Find International Documents	Get help finding the necessary documents for your international shipment.
Estimate Duties and Taxes	Estimate the duties and taxes that will be levied against your international shipment.
Country Profiles	Get a snapshot of country information including demographics, and business information statistics.
Shipping Advisories	Get important regulatory information specific to your shipment.
Denied Party Screening	Identify individuals, companies, and other parties that have been denied international business transactions.
Harmonized Code Search	Find the World Customs Organization (WCO) tariff classification for your product.

- Go to fedex.com/ng and click on **Customs Tools** (located in the **Support** drop-down menu) and click on Go **Global Trade Manager** to access this tool.
- The following options are available; select the option/s you want, click **Go** and log in using your User ID and Password.
 - International Documents
 - Country Profiles
 - Shipping Advisories
 - Harmonized Code Search

Date of Export: 02.07.02		Export References (i.e. order no., invoice no., etc.): B1674						
Shipper/Exporter (complete name and address):		Recipient (complete name and address):						
Country of export: England		Importer - if other than recipient (complete name and address): As Above						
Country of manufacture: As above								
Country of ultimate destination: USA								
Federal Express International Air Waybill No.: 400-7604-7274		Currency: Euro						
Marks/Nos	No. of pkgs	Type of packaging	Full Description of goods	Qty	Units of measure	Weight	Unit Value	Total Value
1 of 1	1	Brown Package	Camera-ready Artwork (For printing in USA.)	1	kg	2.5		125 EUR
	Total No. of Pkgs					Total Weight		Total Invoice Value
	1					2.5		125 EUR
I declare all the information contained in this invoice to be true and correct								Tick
Signature of shipper/exporter (type name and title and sign) J Smith, Designer								<input checked="" type="checkbox"/>
Date: 02.07.02								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>

Commercial Invoice

Customs authorities require a Commercial Invoice (CI) for all non-document shipments. Entering the information accurately helps ensure swift customs clearance. Please enclose one original invoice along with two copies of the invoice to your shipment, each with an original signature.

The shipper/exporter provides this document to describe the parties involved in the shipping transaction and the goods being transported. It is the primary document used by Customs. The Commercial Invoice should be prepared in the official language of the country to which the goods are being exported, when possible.

Your commercial invoice should include the following information:

- a. Shipper/Exporter details:** add the contact's name, company name, full address, and VAT number of the shipper.
- b. Recipient/Consignee details:** fill in the name, address (including postal code and phone number) of the recipient.
- c. Country of manufacture:** state each country of origin next to each corresponding product, in case the goods were made in more than one country. The country of origin is the country in which the goods were initially produced – not the country from which they are exported.
- d. Quantities:** show individual and totals columns for:
 - the number of shipments and units
 - the units of measurement
 - weight
- e. Description of goods:** give a complete description of the item(s). Generic descriptions are insufficient. Indicate:
 - what is
 - what it is made of
 - what the value of each item is
 - how many/how many items
 - how it will be used

For example, write "10 boxes of stainless-steel screws for civil aircraft," rather than "civil aircraft parts."
- f. Specify the currency:** specify the unique three-letter code for each currency (e.g., USD, CAD). The dollar sign (\$) is insufficient, as several countries use it.

Required Signature

Sign and date the Commercial Invoice, certifying that the details provided are true and are correct representations of the contents of the shipment. Ensure that all the information is consistent with the Air Waybill to avoid customs delays of your shipment. It is a requirement to provide one original Commercial Invoice with two copies, all individually signed. We also recommend that you put a copy of the invoice inside one package. Please note that certain commodities may need extra documentation or export licenses.

Tracking

Find out the status of your shipment or get proof of delivery by choosing the option most convenient for you.

fedex.com

- a. Go to the **Track a Shipment** section on the homepage of fedex.com.
- b. Enter up to 30 FedEx tracking numbers (one per line) to track the status of your shipments.

'Track' section on fedex.com – Advanced Tracking Options

Sign up for our advanced tracking options, which will help you save time and monitor your shipments easily. You don't need to track each shipment separately.

FedEx® Tracking

Get 24/7 access to information on your shipments. Customize your tracking views, and sort or search by ship date, delivery date, origin, recipient, and more. To access FedEx Advanced Tracking:

- a. Login using your FedEx User ID and Password. If you do not have a FedEx User ID and Password, please refer to page 08 for directions on creating a login.
- b. Track your shipment with the dedicated tracking number (up to 30 at a time) or by any reference number related to your shipment.
- c. Obtain proof of delivery by requesting a signature proof of delivery. This option includes a delivery confirmation and an image of your recipient's signature.
- d. View the proof of delivery for up to 30 tracking numbers.

FedEx® Mobile (Responsive Website)

Go to fedex.com from your smart device to track your shipments.

- a. Receive the latest shipment updates, from pickup to delivery.
- b. Initiate a tracking request via text message tracking and follow a shipment via text.

Other Tracking Options

Ask FedEx

- a. Go to **fedex.com/ng**
- b. Click on 'Ask FedEx' which appears on the right side of the screen and chat with our Virtual Assistant.

Phone

Call: 07080601198

Online Shipping Tools

Access FedEx online shipping tools on **fedex.com/ng**

FedEx Ship Manager™

If you have multi-piece shipments or need advanced features for freight, log in with your FedEx account to complete your shipment.

FedEx Mobile App

Download the FedEx Mobile app from Google Play or the App Store and access our solutions anytime, from anywhere using your mobile device.

Ship: send an international shipment in simple steps.

Track: enter your tracking number and click 'Track' to monitor the status of your international shipments from wherever you are.

Get Rates & get a quick quote or specific rates and estimates.

Transit Times: delivery dates.

Schedule a Pickup: contact us for a pickup, even when you're away from the office

Locate: get details of your nearest FedEx location.



Conditions of Carriage

All services offered by FedEx and further described in the service guide are subject to FedEx conditions of carriage for Middle-East, Africa, and the Indian Subcontinent in effect at the time of shipment and as published on office <https://www.fedex.com/ng/conditions-of-carriage.html>

Sanctioned Countries

Please visit [fedex.com](https://www.fedex.com) to see the list of countries impacted by export controls and sanctions.

FedEx Invoice

Here's how to read your FedEx Invoice:

- a. **Shipper (Name and Address):** features the shipper's details.
- b. **Customer Number:** this is the customer's FedEx account number.
- c. **Invoice Number:** the invoice number appears here.
- d. **Invoice Date:** gives the issuing date of the invoice.
- e. **Due Date and Amount Due:** provides the amount to be paid, and the last date for making the payment.
- f. **Bill to** specify who is being billed: the shipper, consignee, or a third party.
- g. **Shipments:** mentions the total number of shipments.
- h. **Freight:** this is the freight cost of the shipment.
- i. **Other Charges:** includes other charges, such as fuel surcharge, etc.
- j. **Taxable Charges:** this is the tax amount calculated for the shipments.

More Information

Go to [fedex.com](https://www.fedex.com), click **Ask FedEx** which appears on the right side of the screen, and connect with the FedEx Virtual Assistant. Customer Call Centre 07080601198



To find out more, go to fedex.com/ng or call **07080601198**.