



# How to ship with ETD when creating shipment through FedEx Ship Manager™ at fedex.com

## Comfortable mode

**Step 1:** Choose “Yes, I want FedEx to send invoice electronically”.

**Step 2:** Accept the FedEx Electronic Trade Documents Terms and Conditions in the first time you use ETD.

**Step 3:** Select “I want FedEx to help me create a Commercial Invoice”, “I will create my own invoice”, etc., based on your preference.

**Step 4:** If you are using the FedEx generated Commercial Invoice, upload your company letterhead and personal signature prior to the first ETD shipment.

If you are using your own Commercial Invoice<sup>1</sup>, upload the commercial invoice with letterhead and electronic signature inserted.

**Step 5:** After you finalize your shipment, you will be informed that “FedEx will send your invoice to customs for you, along with any other uploaded documents”

The ‘Commercial /Pro forma invoice’ is default unticked if shipment is identified to be marked “ETD” and default ticked if shipment is identified to be marked “EWO”. You can simply click ‘PRINT DOCUMENTS’ and system will help to determine how many pages to be printed.

You can also tick ‘Commercial /Pro forma invoice’ and print additional for your own purpose.

Shipment details

Shipping Items  
Harmonized customs code  
Manufactured in: AE  
Quantity: 1 PCS  
Weight of items: 0.5 KG  
Customs value: AS1

3 I want FedEx to help me create a Commercial Invoice.  
I want FedEx to help me create a Pro Forma Invoice.  
I will create my own invoice.

Documentation is required for your shipment to clear customs. It must be printed on company letterhead and signed.

3 HOW WOULD YOU LIKE TO PROVIDE THIS DOCUMENT?  
I will create my own invoice.

Should FedEx send the invoice to customs for you?<sup>?</sup>

1  Yes, I want to send my invoice electronically (recommended)  
 No, I will print and attach the invoice to my package

2  Accept FedEx Electronic Trade Documents terms and conditions

For FedEx to send your invoice to customs electronically, turn on the Electronic Trade Documents service for this shipment and future shipments.

Invoice Details

Letterhead  
4 + UPLOAD LETTERHEAD

Signature  
4 + UPLOAD SIGNATURE

Upload customs invoice

4 UPLOAD No File Chosen

Additional documents  
4 + ADD ADDITIONAL DOCUMENT

Next step

Print your documents

Label  
Place 1 copy of the shipment label in the shipping pouch and affix it to your package, making sure the barcode is clearly visible.  
5 DOWNLOAD PDF

Commercial/pro forma invoice  
You may print a copy for your records.  
DOWNLOAD PDF

PRINT DOCUMENTS

5

1 FedEx will send your invoice to customs for you, along with any other uploaded documents.

1. You can attach a maximum of 5 files, with each file no larger than 5 MB. Please convert the file into .tif, .png or .pdf format before uploading to avoid data lost during transfer

\* This page is for reference purpose only.



# How to ship with ETD when creating shipment through FedEx Ship Manager™ at fedex.com

## Compact mode

**Step 1:** Tick “Send trade documents to customs electronically”.

**Step 2:** Accept the FedEx Electronic Trade Documents Terms and Conditions at the pop-up screen in the first time you use ETD.

**Step 3:** Select “I want FedEx to help me create a Commercial Invoice.” or “I will create my own invoice”, etc., based on your preference.

**Step 4:** If you are using the FedEx generated Commercial Invoice, upload your company letterhead and personal signature prior to the first ETD shipment.

If you are using your own Commercial Invoice (“CI”)<sup>1</sup>, upload the commercial invoice with letterhead and electronic signature inserted.

**Step 5:** After you finalize your shipment, you will see “ETD” mark on Air Waybill (AWB).

If your shipment destination requires a hard copy of your Commercial Invoice, you will see “EWO” mark on AWB.

You can click to view and print AWB and CI file accordingly.

What are you shipping?

Items  Documents

SEARCH ITEM PROFILES (OPTIONAL)

DESCRIPTION	HS CODE
100% cotton ladies shirt	500100

SHIPMENT PURPOSE\*  
Commercial

With respect to eligible outbound shipments from Mainland China, it is

Send trade documents to customs electronically

Terms and conditions

For FedEx to send your invoice to customs electronically, turn on the Electronic Trade Documents service for this shipment and future shipments.

Accept FedEx Electronic Trade Documents terms and conditions

**CONFIRM**

CANCEL

QUANTITY  
1 PCS

INVOICE FOR CUSTOMERS\*  
 I will create my own invoice  
 I want FedEx to help me create a commercial invoice  
 I want FedEx to help me create a pro-forma invoice

any export declarations information and/or documents through the FedEx Online Declaration Tool

Send trade documents to customs electronically

Additional documents (optional) ?

UPLOAD FILE

Letterhead & signature ?

VIEW LETTERHEAD

VIEW SIGNATURE



1. You can attach a maximum of 5 files, with each file no larger than 5 MB. Please convert the file into .tif, .png or .pdf format before uploading to avoid data lost during transfer

\* This page is for reference purpose only.