Post-Shipment Document Upload User Guide

Getting more done online helps save youtime, paper, and money. With the recent enhancements to FedEx® Electronic Trade Documents, we've made it easier than ever to submit your customs documentation online.

Post-Shipment Document Upload (PSDU) is ideal for shippers who create their own Commercial Invoices and would like to have the flexibility to upload customs documents with FedEx® shipping solutions after the labels have been created.

How does it work?

① Go to **fedex.com/GTM**.

FedEx Global Trade Manager

? Help ▼

Select the tool you need or check more than one to combine several tools then press "Go".   All Tools

Find International Documents
Get help finding the necessary documents for your international shipment.

Shipping Advisories
Get important regulatory information specific to your shipment.

Estimate Duties and Taxes
Estimate the duties and taxes that will be levied against your international shipment.

Denied Party Screening
Identify individuals, companies, and other parties that have been denied international business transactions.

Country/Territory Profiles
Get a snapshot of country/territory information including demographics, business information and statistics.

Harmonized Code Search
Find the World Customs Organization (WCO) tariff classification for your product.

Go

How does it work? *(cont'd)*

2 Click the Document Preparation Center link in the middle of the screen or click the Upload Documents tab within the FedEx Document Preparation Center.

3 Enter your **fedex.com** user ID and password to access your accounts. Then, select Post-Shipment from the drop-down menu.

Note: To access PSDU, you must be logged in **with an account number**. When you log in to FedEx Global Trade Manager, the application determines and confirms if an account associated with a PSDU shipment is linked to your user ID. If no account is linked, a message will display on the screen and you will be directed to the **Add an account page**.

4 The **Manage Post-Shipment Document Upload** screen provides a table that contains columns and rows to display your PSDU shipments. If no PSDU shipments are retrieved, "No entries found." will display on the screen.

Within the **Manage Post-Shipment Document Upload** screen, you will be able to configure theinterface using:
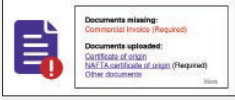
a. *Drag and Drop* – Drag and drop the column names on the PSDU table to customize the display, except for the Document status column, which is static.

How does it work? *(cont'd)*

PSDU Table Options	Description
View Account / All Accounts	View your account or all accounts associated with your user ID,or select an individual account from the list.
Add an Account	Add or link an account to your user ID.
Default Columns	Modify the columns using the Choose columns option. Column Name: • Ship date • Origin • Destination • Company • Tracking no. (Required) • Platform • Document status (Required)
Choose Columns Link	Launch a window that allows you to select which column headers display on the PSDU table.
Search in	Select from the drop-down menu to perform a column search. • Company • Contact name • Department no. • Destination • Document status • Invoice no. • Meter no. • Origin • Platform • Purchase order no. • Ship date • Tracking no. • Your reference
View Past Shipments Link	View past PSDU shipments. PSDU data is only stored for 7 days.
Page Controls • Rows Per Page • Go to Page	Control the number of rows displayed on the table by selecting a value from the page drop-down menu (5, 10, 15, 25, 50, 75, and 100). You can jump directly to a page by selecting the page number in the list. If you customize the columns using the Choose columns option, the settings will be saved and become the default column settings. If you change the number of rows, the display is only good for the current session.

How does it work? *(cont'd)*

PSDU Table Options	Description
Filter Columns	Sort the data in ascending/descending order by clicking the column header.
Document Icon (see screenshot)	View the status of the documents for the PSDU shipment. • The color of the icon is <u>red</u> if a required document is missing, regardless of what documents are uploaded. The sum of the required missing documents is reflected on the red icon. • Hover the mouse over the icon to display the missing document(s) list. • If all required documents are uploaded, the icon is green with a checkmark. • Hover the mouse to display the list for successfully uploaded documents. Click the hyperlink to view uploaded documents (view one document at a time). • If the document is not returned, an error message will display — ***"Your document cannot be viewed at this time. Please try again later. We regret any inconvenience."***
Upload Documents Button	Select a shipment from the PSDU table and click the **Upload documents** button to launch the **Upload Documents** window. • If a shipment is not selected, a message will display: ***"Please select a shipment."*** • If a shipment is selected, the **Upload Documents** window will launch.

How does it work? *(cont'd)*

b. **Choose Column Link** – The Choose Column link option allows you to customize the display of the PSDU columns.

   i. The Document status column is not configurable and will always display as the last column in the table.

   ii. The Tracking number column is always required to display on the table, but you can drag and drop the column order.

c. **Select Action** – When you select a column, it is added as the last configurable column on the Displayed list (to the left of the Document status column on the upload screen). If a column is unchecked, it is removed from the Displayed list.

   i. The total number of columns selected cannot exceed seven (7). If you attempt to select an 8th column, an alert message will display.

   ii. Click the **Save** button to keep the new column view as a preferred view or the Cancel button to discard the changes.

d. **Calendar** – The calendar widget allows you to select a date range to upload a document. The default is the current calendar date.

   i. The allowable date range is **Current date + 10 calendar days**.

   ii. If you are viewing the **Past Shipments** PSDU screen, the default is the previous calendar date.

   iii. You can select from the current date minus **1 back 6 calendar days**.

e. **PSDU Pagination** – When you scroll from page to page on the PSDU landing page, it's possible that new shipment data will be retrieved that is displayed on a previous page. In this case, you will have to return to that page to see the latest shipments.

For example: If you are on Page 9 and move to Page 10, viewing shipments with all documents attached, additional shipments that need required documents may be retrieved and displayed on Page 1. That means, you would need to return to Page 1 to see the shipments.

⑤ To review your upload history, click the **View past shipments** link. It offers the same functionality as the PSDU landing page, allowing you to upload documents in the event the local time at the origin location is still within the cut-off window.

How does it work? *(cont'd)*

6 To submit documentation for a shipment, simply select the shipment and click **Upload documents**. You can upload documents from your own computer/network or from the FedEx Document Preparation Center. Documents can be uploaded to the same shipment/tracking number from either location, but you will be required to complete the upload from one location before navigating to the other.

    a. You can also view the status of documents that were previously uploaded on the shipping devices or FedEx Global Trade Manager, as well as the documents required.

    b. You can also view the status of documents that were previously uploaded on the shipping devices or FedEx Global Trade Manager, as well as the documents required.

    c. When you initiate the document upload from the PSDU table, FedEx Global Trade Manager will launch an overlay that allows you to browse and upload documents from either your own computer/network or from the FedEx Document Preparation Center.

7 If the cut-off time to upload documents has passed for the origin/destination pair, a past cut-off time error message will display. The Upload button will not be available if it is past the cut-off time for the PSDU.

Note: The cut-off time information means that the customs documents need to be uploaded by the pickup time. Customer Service will respond to PSDU cut-off time issues, and you will be transferred to Customer Service if:

• You call immediately after the pickup cut-off time or later and say you forgot to upload documents and want to submit paperwork.

• You call about being PSDU disabled.

How does it work? *(cont'd)*

8 To upload documents from your own computer/network, select a **Document type** from the drop-down list and click the **Browse** button to find the document to upload. Only 10 documents can be uploaded at a time.

9 Click the **Remove** button to discard the document from the upload list.

10 Click the Done button to close the upload window and return to the PSDU landing page.
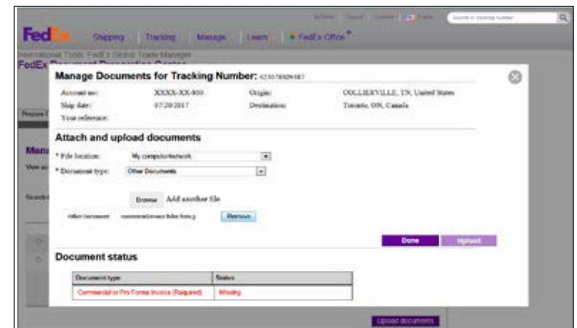
More info

- Contact your FedEx account executive
- Go to **fedex.com/tradedocs/upload**
- Call **1.800.GoFedEx 1.800.463.3339**
- For technical assistance, call **1.877.339.2774** (toll-free)