

How to prepare a shipment with FedEx Ship Manager™ at fedex.com?

FedEx Ship Manager®

Logout Help

Prepare Shipment | View Pending Shipment | Ship History | My Lists | Reports | My Profile

Prepare a Shipment

1 Enter shipping information 2 Print label(s)

* Denotes required field

[Preferences](#) | [Clear all fields](#)

My Shipment Profiles [Help](#) [Hide](#)

My Shipment Profiles: [Ship](#)

1. From [Help](#) [Edit](#)

Chan Tai Man, Rm 101, Tower C, Lonsdate Center., 5 Wan Hong Road, Chao Yang District, Beijing, 200015, China

2. To [Help](#) [Hide](#)

* Country/Location:

Company:

* Contact name:

* Address 1:
Address 2:

* City:

* State:

* ZIP:

* Phone no.: ext.

Recipient tax ID:

Perform detailed address check
 Save new recipient in address book

3. Billing Details [Help](#) [Hide](#)

* Bill transportation to:

* Bill duties/taxes/fees to:

* Account no.:

Your reference:

[More reference fields](#)

4. Services [Help](#)

* Ship date:

* Package contents: Documents Products/Commodities

* Service type: [Special Services](#)

5. Package & Shipment Details [Help](#) [Hide](#)

* Package type:

* No. of packages:

* Weight:

* Shipment purpose:

6. Commodity Information [Help](#) [Hide](#)

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

Commodity Summary [Manage/import profiles](#)

Commodity	Customs value (CHF)	Quantity	Weight (kgs)
<input type="checkbox"/> Book	30	1	1.5
<input type="checkbox"/> Select or create			
<input type="checkbox"/> Select or create			
<input type="checkbox"/> Add new commodity			
<input type="checkbox"/> Books	30		1.5

[Edit](#) [Delete](#)

Total Shipment Details

Total customs value: 30
Total carriage value: 1.5

Pickup/Drop-off (optional)

Online pickup is not available in the sender's country. [Customer Service](#) to arrange a courier package in FedEx location.

E-mail Notifications (optional)

Rates & Transit Times (optional)

7. Customs Documentation

Trade documentation may be required. [Additional commodity information](#)

Save/update commodity profile

Commodity 1

Commodity description:
Unit of measure:
Quantity:
Commodity weight: kgs
Customs value:

Currency:
Country of manufacture:
Harmonized code:

Commercial Invoice
 Pro Forma Invoice

[Additional FedEx generated trade documents](#)
[Personalize FedEx generated trade documents](#)

8. Complete your Shipment [Help](#)

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

Profile nickname:

[Ship](#)

This part is hidden before Shipment Profile is created successfully. (Please ref to Step 8)

Step 1
Verify the sender's address. Click "Edit" to modify the sender's address if needed.

Step 2
Enter the recipient's information.

Step 2b
Check the box "Save new recipient in address book".

Step 3
Enter billing information.

Step 4
Confirm the "Ship date", then select "Package contents" and "Service type". (If it is a Document shipment, select the "Document Description").

Step 5
Enter package and shipment details.

Step 6a
If it is a Products / Commodities shipment, click "Select or create and select "Add new commodity".

Screen after "Add new commodity" is selected.

Step 6b
Enter Commodity description, check the box "Save/update commodity" and click "Add this commodity" button.

[Add this commodity](#)

Step 7
Check the relevant box to create "Customs documentation".

Step 8
Check the box to create shipment profile, enter the Profile nickname and click "Ship" button to complete the shipment.

Mapping between FedEx Ship Manager at fedex.com and Air-waybill

2. To [Help](#) [Hide](#)

* Country/Location: United States

Contact ID: Select or enter

Company: CDE Company

* Contact name: Peter Pan

* Address 1: No. 100, ABC Road,

Address 2:

* City: New York

* State: New York

* ZIP: 10018

* Phone no.: 98842567 ext.

Recipient tax ID:

Perform detailed address check

Save new recipient in address book

1. From [Help](#) [Edit](#)

Chan Tai Man, Rm 101, Tower C, Lonsdale Center., 5 Wan Hong Road, Chao Yang District, Beijing, 200015, China

4. Services [Help](#)

* Ship date: 10 Aug 2010

* Package contents: Documents Products/Commodities

* Service type: International Priority

[Special Services](#)

5. Package & Shipment Details [Help](#) [Hide](#)

* Package type: FedEx Box

* No. of packages: 1

* Weight: 1.5 kgs

* Shipment purpose: Commercial

FedEx International Air Waybill

Sender's Copy

1 From Please print and press hard

Date: 09/08/2010 Sender's FedEx Account Number: 987654321

Sender's Name: Chan Tai Company: FedEx

Address: Rm. 101, Tower C, Lonsdale Center, 5 Wan Hong Road, Chao Yang District, Beijing, China

City: Beijing State/Province: ZIP: 100015

2 To

Recipient's Name: Peter Pan Company: CDE Company

Address: No. 100, ABC Road, New York, New York, United States

City: New York State/Province: ZIP: 10018

Country: United States

3 Shipment Information

Total Packages: 1 Total Weight: 1.5 lbs 0.7 DIM

Commodity Description: BOOK

Harmonized Code: Country of Manufacture: Value for Customs: HKD 5

4 Express Package Service

FedEx Intl. Priority

5 Packaging

FedEx Envelope FedEx Pak FedEx Box FedEx Tube

6 Special Handling

HOLD at FedEx Location SATURDAY Delivery

7a Payment Bill transportation charges to:

Sender Acct. No. in Section 7a to be billed Recipient Third Party Credit Card Cash Check/ Cheque

7b Payment Bill duties and taxes to:

Sender Acct. No. in Section 7a to be billed Recipient Third Party

9 Required Signature

Use of this Air Waybill constitutes your agreement to the Conditions of Contract on the back of this Air Waybill, and you represent that this shipment does not require a U.S. State Department License or certain clearance goods. Certain international treaties, including the Warsaw Convention, may apply to this shipment and limit our liability for damage, loss, or delay, as described in the Conditions of Contract.

For Completion Instructions, see back of fifth page.

[Ship and track packages at fedex.com](#)

Questions? Go to our Web site at fedex.com.

6. Commodity Information [Help](#) [Hide](#)

Check for prohibited commodities into United States

Commodity Summary [Manage/import profiles](#)

Commodity	Customs value (CHF)	Quantity	Weight (kgs)
<input checked="" type="checkbox"/> Book	30	1	1.5
<input type="checkbox"/> Select or create			

Commodity 1

Commodity description: Book

* Unit of measure: pieces

* Quantity: 1

* Commodity weight: 1.5 As totals kgs

* Customs value: 30 As totals

* Currency: Chinese Renminbi

* Country of manufacture: China

Harmonized code: [Get code](#)

Additional commodity information (optional)

Save/Update commodity profile

[Add this commodity](#)

Totals	30	1	1.5
--------	----	---	-----

Total Shipment Details

Total customs value: 30 Chinese Renminbi

Total carriage value: 1.5 Chinese Renminbi

3. Billing Details [Help](#) [Hide](#)

* Bill transportation to:

* Bill duties/taxes/fees to: Recipient

* Account no.:

Your reference:

[More reference fields](#)

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

Trade documentation may be required for this shipment. Please select from the appropriate option(s) below.

Alert: Electronic trade documents are not approved for one or both of these countries. Please print your trade documents and attach them to your shipment. Go to the help section of this module to see which countries support electronic trade documents.

Alert: A Commercial Invoice/Proforma Invoice may be required for this shipment. You may print the FedEx-generated CI for customs clearance.

Commercial Invoice

Pro Forma Invoice

Additional FedEx generated trade documents

Personalize FedEx generated trade documents

Commercial Invoice

