



## How to ship with ETD when create shipment at Get Quote for Heavy Shipment

# Last-Minute Rate

## When you prepare customs documentation

1

Keep the choice “Yes, I want FedEx to send invoice electronically”

Customs Documentation

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

HOW WOULD YOU LIKE TO PROVIDE THIS DOCUMENT?  
I'll create my own invoice

Should FedEx send the invoice to customs for you?  
 Yes, I want FedEx to send my invoice electronically (recommended)  
 No, I will print and attach the invoice to my package

Upload Customs Invoice

UPLOAD No File Chosen

Invoice is required by Customs.

Additional documents  
+ ADD ADDITIONAL DOCUMENTS

NEXT

2-1

Choose system help to create customs documentation option

2-1-1 Select “I want FedEx to help me create a Commercial Invoice”.

HOW WOULD YOU LIKE TO PROVIDE THIS DOCUMENT?  
I want FedEx to help me create a commercial invoice  
I'll create my own invoice  
I want FedEx to help me create a commercial invoice

In step 2, you can choose step 2-1 or step 2-2

2-1-2 Upload the images of letter head and signature, which is prepared in advanced.

Invoice Details

Letterhead  
+ UPLOAD LETTERHEAD

Signature  
+ UPLOAD SIGNATURE

- Letterhead typically contains a company name, logo and address. The image must be in .gif or .png format and is most legible with a width and height aspect ratio of 14:1 (example: 1400 pixels wide by 100 pixels tall).
- The image must be in .gif or .png format and is most legible with a width and height aspect ratio of 10:1 (example: 1000 pixels wide by 100 pixels tall).



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## 2-2 Choose customer own customs documentation option

2-2-1 Select “I will create my own Invoice”.

Customs Documentation

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

HOW WOULD YOU LIKE TO PROVIDE THIS DOCUMENT?  
I'll create my own invoice

Should FedEx send the invoice to customs for you? ⓘ

Yes, I want FedEx to send my invoice electronically (recommended)

No, I will print and attach the invoice to my package

2-2-2 Click “UPLOAD FILE” at Customs Invoice section.

Upload Customs Invoice

UPLOAD No File Chosen

Invoice is required by Customs.

Additional documents

+ ADD ADDITIONAL DOCUMENTS

1. Max 5 MB per file.

2. Recommend uploading files in .pdf, .jpg, .gif, .tif, .png, or .bmp format to avoid transfer failure.

3. If your file is in .doc, .docx, .xls, .xlsx, .txt format, please ensure your document contains only English characters inputted using an English keyboard input method on your computer's language preference settings and does not contain special characters and/or symbols (for example: \*, #, ¥, Ѓ, ₩, ₪).

4. Please include letter head image and signature in your customs invoice. You can check which market requires letter head and/or signature at [https://www.fedex.com/content/dam/fedex/us-united-states/services/Commercial\\_Invoice\\_Country\\_List.pdf](https://www.fedex.com/content/dam/fedex/us-united-states/services/Commercial_Invoice_Country_List.pdf).



## How to ship with ETD when create shipment at Get Quote for Heavy Shipment

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### 3 System will determine whether ETD or EWO is applied to destination

**ETD:** shipment destination doesn't require hard copies

**EWO:** shipment destination requires hard copies

### 4 After you print label, you will see "ETD" or "EWO" mark on AWB bill (AWB)

After you print label, you will see "ETD" or "EWO" mark on Air Waybill (AWB). If your shipment destination requires a hard copy of your Commercial Invoice, "EWO" will be marked on AWB instead of "ETD".

3-2

**NEXT STEP**  
PRINT YOUR DOCUMENTS

↓ Address 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.

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

If you not able to view the document(s), please ensure your browser allows pop-ups

3-1

**NEXT STEP**  
PRINT YOUR DOCUMENTS

↓ Commercial Invoice   ↓ Address label

You may print and copy for your records.

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

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

If you not able to view the document(s), please ensure your browser allows pop-ups

ETD label

EWO label

Step 3-1 or step 3-2 is based on your choice of step 2-1 or step 2-2