



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



Comfortable mode

When you prepare customs documentation

1 Keep “Send trade documents to customs electronically (recommended)” checked

2-1 Choose system help to create customs documentation option

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

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

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

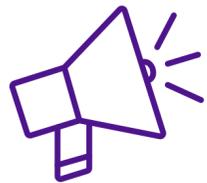
- Letterhead typically contains a company name, logo and address. The image must be in .gif or .png format and is most legible with a width and height aspect ratio of 14:1 (example: 1400 pixels wide by 100 pixels tall).
- The image must be in .gif or .png format and is most legible with a width and height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



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Comfortable mode



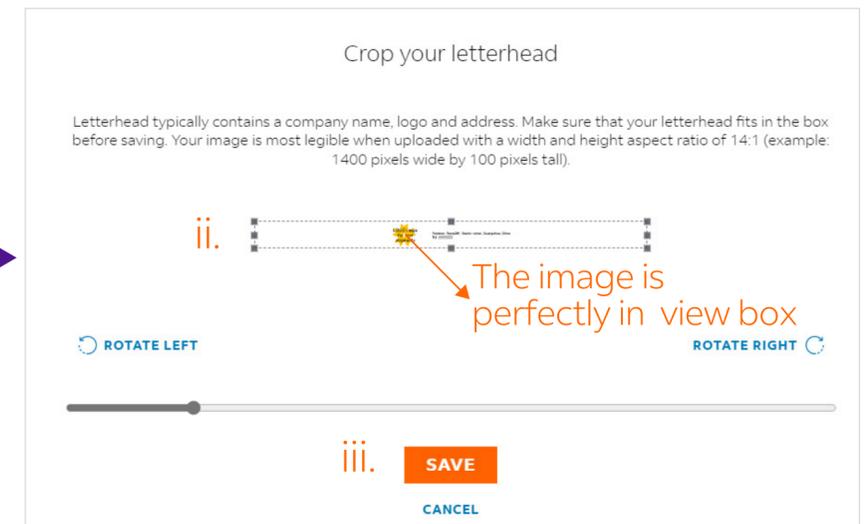
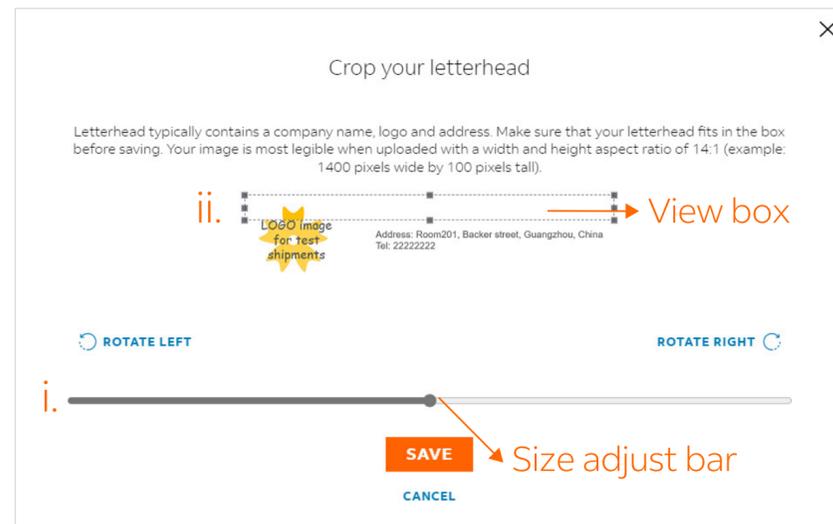
Tips on letter head and signature image upload

Click **“SELECT LETTERHEAD FILE”** or **“SELECT SIGNATURE”** and select your image file, a pop-up is shown as below. Your image might not be fit in the view box. You can

i. Adjust the image smaller with the adjust bar

ii. Move the view box to fit the image within the view box: put your cursor in the box and left click your mouse and move

iii. Click **“SAVE”** when the image is within view box. Your image will be uploaded successfully



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Comfortable mode

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

2-2 Choose customer own customs documentation option

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

INVOICE FOR CUSTOMS *

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.

UPLOAD FILE

2-2-2 Upload customer's own customs invoice.

INVOICE FOR CUSTOMS *

I will create my own invoice.

Send trade documents to customs electronically (recommended) ?

Customs invoice * ?

UPLOAD FILE

Additional documents ?

UPLOAD FILE

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: *, #, ¥, ￥, ₩, ₪).

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.



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Comfortable mode

When you finalize the shipment

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

3-1 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

Next step:
Download and print your documents

Shipment label
Attach shipment labels to the top of each package, making sure the barcode is clearly visible.
[DOWNLOAD PDF](#)

Commercial invoice
You may print a copy for your records.
[DOWNLOAD PDF](#)

Transaction record ⓘ
Print a detailed transaction record.
[DOWNLOAD PDF](#)

Next step:
Download and print your documents

Shipment label
Attach shipment labels to the top of each package, making sure the barcode is clearly visible.
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Commercial invoice
Include one copy of the invoice in the shipping pouch behind the shipping label.
[DOWNLOAD PDF](#)

Transaction record ⓘ
Print a detailed transaction record.
[DOWNLOAD PDF](#)

4 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”.

ETD label	EWO label
TRK# 7751 0153 7590	TRK# 7751 0153 7590
INTL PRIORITY	INTL PRIORITY
ETD	EWO
2020	2020
AB RSEA	AB RSEA
-AU SYD	-AU SYD



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



Comfortable mode

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

3-2 Choose customer own customs documentation option

“Commercial /Pro forma invoice” will not be displayed because it is your own form.

Next step:
Download and print your documents

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[DOWNLOAD PDF](#)

Transaction record ⓘ
Print a detailed transaction record.
[DOWNLOAD PDF](#)

4 After you print label, you will see “ETD” or “EWO” mark on Air Waybill (AWB)

“ETD” will be marked on AWB if shipment destination doesn’t require hard copies of your Commercial Invoice.

“EWO” will be marked on AWB if shipment destination require hard copies of your Commercial Invoice. Please print one copy of “Commercial /Pro forma invoice” and attach in the shipments if “EWO” mark on Air Waybill.

ETD label		EWO label	
7751 0153 7590	INTL PRIORITY	7751 0153 7590	INTL PRIORITY
	ETD		EWO
	2020		2020
AB RSEA	-AU SYD	AB RSEA	-AU SYD



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

Compact mode

When you prepare customs documentation

1 Keep “Send trade documents to customs electronically (recommended)” checked

What are you shipping? **REQUIRED**

Items Documents

SEARCH SAVED ITEMS

SHIPMENT PURPOSE *
Commercial

INVOICE FOR CUSTOMS
I will create my own invoice.

Send trade documents to customs electronically (recommended)

Customs invoice

Additional documents

2-1 Choose system help to create customs documentation option

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

INVOICE FOR CUSTOMS *
I will create my own invoice.

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.

Invoice is required by customs.

Additional documents

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

2-1-2 Click “SELECT LETTERHEAD FILE” and “SELECT SIGNATURE FILE” to upload images for Commercial Invoice and Pro Forma Invoice.

Send trade documents to customs electronically (recommended)

Additional documents

Letterhead and signature

Letterhead is required by customs.

Signature is required by customs.



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Compact mode

2-1-3 Upload the images of letter head and signature, which is prepared in advanced.

SHOW ME HOW

INVOICE FOR CUSTOMS * I want FedEx to help me create a pro-forma invoice	TERMS OF SALE
ADDITIONAL INVOICE INFO	DECLARATION STATEMENT
INSURANCE COSTS CNY	FREIGHT COSTS CNY
PACKING COSTS CNY	HANDLING COSTS CNY

Send trade documents to customs electronically (recommended)

Additional documents

UPLOAD FILE

Letterhead and signature

<input checked="" type="checkbox"/> VIEW LETTERHEAD	
<input checked="" type="checkbox"/> VIEW SIGNATURE	

UPLOAD FILE

Letterhead and signature

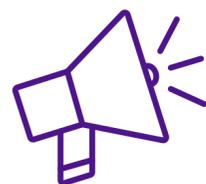
SELECT LETTERHEAD FILE *	2-1-2
Letterhead is required by customs.	
SELECT SIGNATURE FILE *	2-1-2
Signature is required by customs.	

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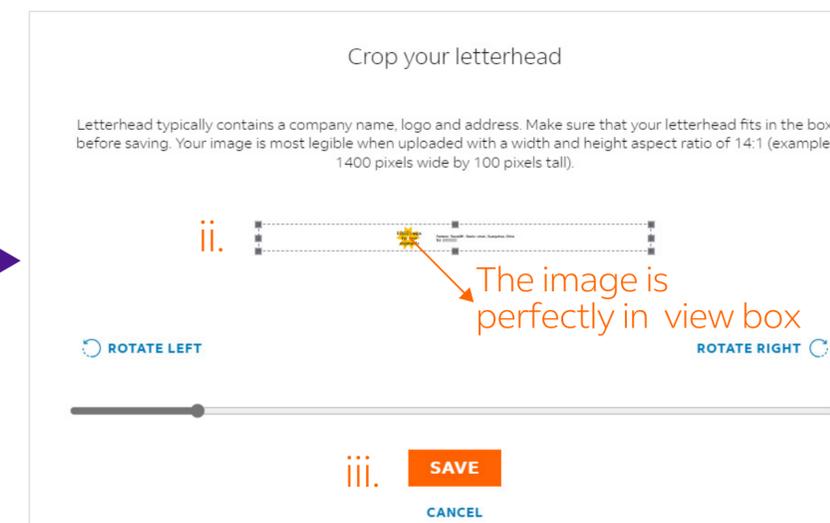
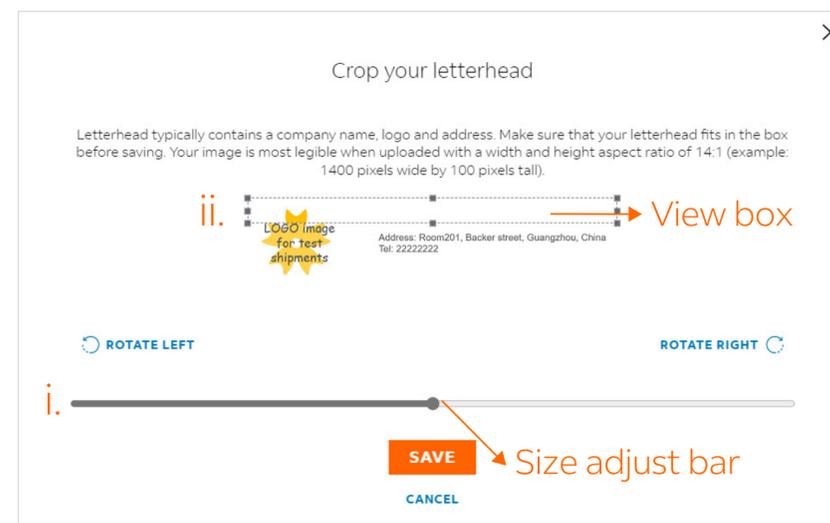
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Compact mode

2-2 Choose customer own customs documentation option

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

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

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

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: *, #, ¥, ￥, ₩, ₩, ₩).

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.



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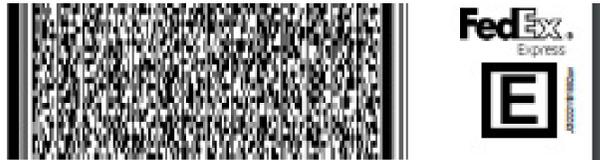
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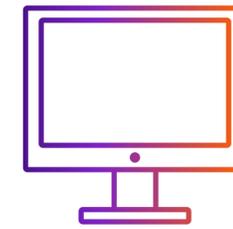
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ETD label	EWO label
	
<p>TRKF 7751 0153 7590 INTL PRIORITY PM ETD 2020 AB RSEA -AU SYD</p>	<p>TRKF 7751 0153 7590 INTL PRIORITY PM EWO 2020 AB RSEA -AU SYD</p>
	



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ETD label



EWO label

