



International Shipping Checklist

Whether you're a one-time international shipper, or you're looking to go global with your business, shipping around the world is more complicated than sending a letter to your neighbor down the street. Use this checklist to start your international shipping journey without feeling overwhelmed.

1 Open a FedEx account.

Opening a FedEx account gives you access to useful international shipping tools, like FedEx® Global Trade Manager. Plus, you can get exclusive savings available only to account holders.

To open an account, follow these simple steps:

- Go to [fedex.com](https://www.fedex.com).
- In the top left-hand corner, click "Register Now."
- On the left-hand side of the page, click "Open a FedEx account."

2 Determine if you can ship your commodity.

Many countries have restrictions regarding what commodities may be shipped across their borders, as well as what services may be used to ship those commodities. FedEx provides detailed information on these restrictions in our [Country Profiles](#).

Also, double check the [denied parties list](#) to ensure you are not prohibited from sending a shipment to your recipient.

3 Choose your shipping option.

Explore [this list of flexible shipping options](#) to find the ideal service for your schedule and budget needs. Shipments less than 150 lbs. are "packages" and shipments weighing 150 lbs. or more are "freight." Keep in mind that your service choice may affect which international documents you'll need.

4 Gather some important info.

Before you begin completing your paperwork, make sure you have the information listed here. It will save you valuable time.

Find your commodity's code in the Harmonized System (HS).

You can use the [HS code search tool online at FedEx Global Trade Manager](#) to search for or confirm a code.

Confirm your commodity's value.

The accurate and consistent commodity value not only impacts the duties and taxes, but is required on many customs documents.

Estimate your duties and taxes.

Use the [estimating tool at FedEx Global Trade Manager](#). The country of manufacture of the commodity will influence the duty assessment.

5 Complete your documents.

Log in and ship with **FedEx Ship Manager® at fedex.com**. It will take you through the required documentation step-by-step to make sure the process runs as smoothly as possible. Remember to explore **FedEx Global Trade Manager** for additional tools to help with documentation. Explore our **international document assistance** information to learn best practices.

International Air Waybill (IAWB)

The International Air Waybill is the primary shipping document for most international shipments. You can fill it out online using **FedEx Ship Manager at fedex.com**.

Other international forms

Other required documents will vary by shipment, and you can learn more about them [here](#).

Examples of commonly required forms include:

- Commercial Invoice
- Certificate of Origin
- Pro Forma Invoice
- Packing List
- Electronic Export Information (EEI)
 - Only if your shipment value is > \$2,500 USD or qualifies under other EEI guidelines.

6 Clear customs.

Getting a shipment through customs in any country can seem complicated, but if you stick to these best practices, you can minimize delays and maximize efficiency.

Best practices:

- Declare the accurate value of your item, even if it's being provided at no charge (i.e. sample or not for resale). The value will be used to assess duties and taxes.
- Keep multi-piece shipments together, and label each piece of the shipment individually.
- Correctly complete all necessary documents. Keep your answers specific, accurate, and free of spelling errors.
- Make sure information is consistent across all documents.
- List each commodity separately, and provide a detailed, accurate description of each one, including what it's made of and how it will be used.
- Legibly print the commodity's country of origin/manufacturer to indicate where your commodity was manufactured, grown, or produced.
- If you're using your own broker, please include their complete contact information.
- Provide phone number or fax information for both the sender and the consignee.

7 Let us help.

Don't hesitate to ask us. Check out our **International Resource Center** if you have any questions regarding international shipping.

You can also get answers fast by phone. Just call FedEx Customer Service at **1.800.GoFedEx 1.800.463.3339**.