**FedEx International Parcel Shipping Instruction Template**

**Note:**

* This instruction is for Cummins paid parcel shipments only (<150lbs) via FedEx.
* Suppliers/Customers, please contact you respective materials planner should you have any questions regarding the shipment letter.
* Additional approval from Cummins is needed if FedEx International First Overnight is to be selected.

Effective Date: November 2017

Supplier Name(s):ABC Supplier

Ship From: ABC street, ABC city, ABC State 12345

Ship To: ( RL, street address, city, state, zip code, country )

Pickup Time: Month/Date/Year, Appointment Time

Shipment Pickup: www.fedex.com

Parcel Carrier: FedEx

Broker: FedEx or ABC

Service Type: PO, F1, F2

Reference Field: Ex. PO Number

Freight Payment Terms: Prepaid, Third Party, Collect

Part # & description: Part Number, Description, HS Code, and etc.

Commercial Docs: Please prepare descriptive commercial invoices for customs clearance purpose

**Common Issues:**

Common issue 1: Shipment on hold due to lack of information on bill to party for taxes and duties

Attached below is a FedEx international shipping instruction. On page 2, it shows where you can enter taxes/duties billing party. When the supplier arranges a shipment, please obtain clear instructions on which party pays for what and enter the billing party for duties and taxes instead of leaving it blank.



Common issue 2: Part information not on file

To ensure part information is up to date in FedEx system, please provide part number, description and HS code. Please reach out to your respective materials planner and Cummins Customs Compliance team if any questions.

Common issue 3: Lack of information on commercial invoice

It is especially critical to have descriptive part information when a particular part is not listed in FedEx database profile group. Customs scrutinizes closely for the composition and the use of products.

Attached below are sample invoice documents.

 

Other general issues to be aware of include but are not limited to FedEx broker select service, bill to address on the commercial invoice needs to be a physical street address instead of a P.O. Box number. Please make sure you follow the standard process by preparing the shipping label and shipping documents for FedEx international shipments as instructed to prevent any delivery delays or holding up Cummins production.