

Vendor Guide to Shipping with FedEx Ground

FedEx Ground®

FedEx Ground is for packages up to 150 lbs. requiring delivery in 1 to 5 business days.

Service	Billing	Shipping Label Preparation	Package Pickup	Package Dropoff
FedEx Ground® COLLECT	FedEx billing account number is NOT required	- An electronic FedEx shipping device is required by the supplier. Labels can be generated with FedEx Ship Manager® at fedex.com or with FedEx Ship Manager® Hardware or Software (Café).	To schedule a pickup, call 1.800.GoFedEx 1.800.463.3339 or log in to fedex.com . FedEx Ground pickups are scheduled for the next business day. A pickup fee may apply. See fee chart below.	FedEx Ground packages can be dropped off at most staffed FedEx locations at no additional charge. To locate the nearest staffed location, go to fedex.com or call 1.800.GoFedEx 1.800.463.3339 .
FedEx Ground Bill Third Party	Use the account number provided by your customer	- An electronic FedEx shipping device is required by the supplier. Labels can be generated with FedEx Ship Manager® at fedex.com or with FedEx Ship Manager® Hardware or Software (Café).	To schedule a pickup, call 1.800.GoFedEx 1.800.463.3339 or log in to fedex.com . FedEx Ground pickups are scheduled for the next business day. A pickup fee may apply. See fee chart below.	FedEx Ground packages can be dropped off at most staffed FedEx locations at no additional charge. To locate the nearest staffed location, go to fedex.com or call 1.800.GoFedEx 1.800.463.3339 .

Scheduling a FedEx Ground Pickup

To schedule a FedEx Ground pickup, call **1.800.GoFedEx 1.800.463.3339** or follow the steps below:

- Go to fedex.com and hover over the “Ship” tab.
- Select “Schedule a Pickup” from the drop-down menu.
- Select “Schedule a Ground Pickup.”
- Follow the prompts to schedule your pickup.

FedEx Ground pickups can be scheduled for the next business day or any business day up to 14 days in advance. A pickup fee may apply. To avoid the pickup fee, you can drop off your FedEx Ground packages at most staffed FedEx locations. To locate the closest staffed location, call **1.800.GoFedEx 1.800.463.3339** or go to fedex.com.

Vendors are responsible for the following fees:

FedEx Ground Pickup Avoid pickup fees by dropping off your packages at a FedEx drop-off location. Locate the nearest location by calling 1.800.GoFedEx 1.800.463.3339 .	\$7 per week if shipping more than \$60 per week \$11 per week if shipping less than \$60 per week
Address Corrections	\$5 special handling fee
FedEx® Delivery Signature Options	\$1.50 Indirect Signature Required \$2.25 Direct Signature Required \$3.25 Adult Signature Required
FedEx Ground P.O.D. Advantage Options	\$1 per package or \$150 per month

Using FedEx Ship Manager at fedex.com to Process FedEx Ground COLLECT Shipments

To ship your FedEx Ground COLLECT packages with FedEx Ship Manager at fedex.com, you will need Internet access, an inkjet or laser printer, and a FedEx account number. If you do not have an account number, call the FedEx Vendor Support Desk at **1.877.946.2447**.

Go to fedex.com

Hover over the "Ship" tab and select "Prepare Shipment Online." Enter your user ID and password and click Login. Now you're ready to ship.

1. Recipient Information

Complete the recipient information. If you will be shipping to this address again, click "Save in/update my address book" for faster access in the future.

2. Package and Shipment Details

Select "FedEx Ground" and the type of package you will be shipping.

3. Billing Details

Complete the billing details. Select "COLLECT (Ground only)" in the drop-down menu. (You will need to complete step 2 for the correct billing option to appear.) If applicable, enter your purchase order number or other required reference information in the "Your reference" field. *You are not required to include a FedEx account number for FedEx Ground COLLECT shipments.*

The screenshot displays the FedEx Ship Manager web interface with five numbered callouts indicating the steps in the shipping process:

- 1. Recipient information:** Fields for Company name (General Hospital), Contact name (Bob Main), Country (United States), Address 1 (2260 Meadow Glade Lane), City (Del Rio), State (Texas), ZIP (38019), and Telephone (555-555-5555). Includes checkboxes for "This is a residential address", "Save in/update my address book", and "Add to my Fast Ship profiles".
- 2. Package and shipment details:** Service type (FedEx Ground), Package type (Your Packaging), Number of packages (1), Weight (5 lbs), Dimensions (Choose dimensions), and Declared value (US Dollars). Includes a section for FedEx ShipAlert® - Ground shipment notification with Method of notification (Email) and Send message to (Jack Carroll). An "Add personal message" field contains "Package is fragile and needs to be handled carefully".
- 3. Billing details:** Bill transportation to (Collect (Ground Only)), Recipient/third party account # (xxxxxxx), and Your reference (012345).
- 4. More shipment details:** Ship date (Today), checkboxes for "Process return label" and "Link outbound and return tracking", and a "Go to options" button.
- 5. Continue:** A "Continue" button at the bottom right of the form.

Navigation buttons at the bottom include "Clear fields", "Check recipient address", "Change sender address", "Get courtesyrate", and "Continue".

4. Drop Off Your Package (optional)

If you would like to drop off your package and avoid possible pickup fees, select "Go to options" and follow the instructions.

5. Ship

When you're ready to ship, click "Continue." A pop-up window will appear confirming your shipment details. Review the information and click "Continue" to generate your shipping label. Print your shipping label and affix it to your shipment.

For questions about using FedEx Ship Manager at fedex.com call FedEx Technology Support Solutions at **1.877.339.2774**.