

FEDEX GROUND COLLECT SHIPPING

How do I get FedEx Ground Collect shipping capabilities?

First, the Neiman Marcus vendor needs to open a FedEx Express and Ground account number. If shipping via your in-house manifest system, you will need to select "bill ground collect" billing option in your system.

If shipping via the internet at FedEx.com, you will need to select the "Collect Authorized Ground Accounts Only" billing option. In both scenarios the packages shipped will be billed collect when the driver reaches his destination and scans the delivery cartons and then scans the collect billing barcode at the Neiman Marcus facility.

The screenshot shows the 'Create a Shipment' page in the FedEx Ship Manager. The page is divided into several sections:

- 1. From:** Shipper's address: Amanda Saunders, 2301 Neiman Marcus Pkwy, Longview, Texas, 75602, United States. Callout: "Shipper's info will appear here."
- 2. To:** Recipient address. Callout: "Key in your ship to location." Fields include Country/Location (United States), Company (Neiman Marcus-NSC), Contact name (Select or enter), Address 1 (2301 Neiman Marcus Pkwy), City (Longview), State (Texas), ZIP (75602), and Phone no.
- 3. Package & Shipment Details:** Service type (FedEx Ground), Package type (Your Packaging), No. of packages (1), Weight (20 lbs). Callout: "Choose Service type" and "FedEx Ground".
- 4. Billing Details:** Bill transportation to (Collect Authorized Ground Accounts Only). Callout: "Click on Drop Down Arrow and Select the Collect Authorized Ground Accounts Only option". Your reference (NM PO# goes here). Callout: "Key the NM Purchase Order Number here".
- 5. Continue your Shipment:** Create a Shipment Profile to store recipient, package and other details of this shipment for future use. Buttons: Save for later, Ship.

The browser window title is "FedEx Ship Manager - Create a Shipment - Microsoft Internet Explorer provided by Neiman Marcus". The taskbar shows the Start button and several open applications including Neiman Marcus, Amanda..., NMGM..., Traffic..., FedEx..., and Document...

Shipper information will appear in box 1. Enter the ship-to information in box 2. Select Fedex ground Service type from the drop down in box 3. Then select "Collect Authorized Ground Account Only" option from the 'Bill transportation to' field in box 4. Enter the PO number in the "Your Reference" field in box 4. This will ensure the package is shipped and billed as ground collect to Neiman Marcus