FedEx Ground Collect Shipping Instructions

Last modified: 03/11/15

How do I get FedEx Ground Collect shipping capabilities?
All vendors will need to have a FedEx Express and Ground account to ship ground collect. If you do not have one you should contact FedEx to set up an account.
If shipping via your in-house manifest system, you will need to select a “bill ground collect” billing option in your system.
If shipping via FedEx.com:

- Login to FedEx.com and open the Ship Manager form.
- Make sure the 'Service Type' in Box 3 is set to 'FedEx Ground'
- In Box 4 make sure the 'Bill Transportation To' field is set to 'Collect (Authorized Ground Accounts Only)'.
- Also, remember to enter the PO number in the 'Your Reference' field in Box 4.

(Click image to enlarge)
[Element context="current" type="content" key="image"]

© Copyright 2024, The Neiman Marcus Group, Inc. All rights reserved.