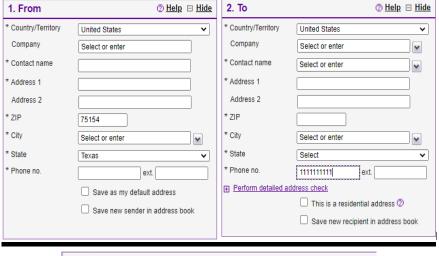# How to Ship FedEx Ground Collect to AAFES
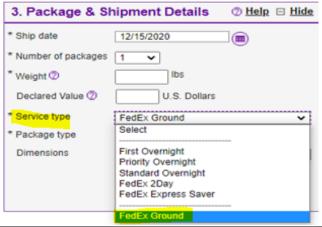
X EXCHANGE™

Have a Ground-enabled enterprise account number (EAN); To enable, call Customer Service New Account Setup (NAS) at 1.800.503.1428
Vendors can select FedEx Ground service and the Ground COLLECT payment option when creating shipping labels using: FedEx Ship Manager (FSM) at fedex.com, FSM Software, or FedEx Ship Manager Server (FSMS). Note: Ground service must be selected before Ground COLLECT appears as an available billing option

1. From
* Country/Territory: United States
Company: Select or enter
* Contact name:
* Address 1:
Address 2:
* ZIP: 75154
* City: Select or enter
* State: Texas
* Phone no.: ___ ext. ___
☐ Save as my default address
☐ Save new sender in address book

2. To
* Country/Territory: United States
Company: Select or enter
* Contact name: Select or enter
* Address 1:
Address 2:
* ZIP:
* City: Select or enter
* State: Select
* Phone no.: 1111111111 ext. ___
⊞ Perform detailed address check
☐ This is a residential address ⓘ
☐ Save new recipient in address book

Shipping at FedEx.com

In **Section 1**, **"From"**, Enter Your shipping address

In **Section 2**, **"To"**, Enter the Recipient's Address information. Ensure the address matches the address on the PO. If you do not have the phone number, please enter 10 "1s". The address information can be saved in the address file for later use.

3. Package & Shipment Details
* Ship date: 12/15/2020
* Number of packages: 1
* Weight ⓘ: ___ lbs
Declared Value ⓘ: ___ U.S. Dollars
* Service type: FedEx Ground
  - Select
  - First Overnight
  - Priority Overnight
  - Standard Overnight
  - FedEx 2Day
  - FedEx Express Saver
  - **FedEx Ground**
* Package type
Dimensions

In **Section 3**, **"Package & Shipment Details"**, select "Service Type". Use the drop down menu and chose **"FedEx Ground"**.

Use the drop down menu for "Package Type" and choose "your packaging". From here you can input the dimensions.

4. Billing Details
* Bill transportation to: Collect (Authorized Ground Accounts O ∨
⚠ **Alert:** Please remember to enter your reference information.
Your reference: ___
⊟ More reference fields   Add an account
PO no.: ___
Invoice no.: ___
Department no.: ___

In **Section 4**, **"Billing Details"** under "*Bill Transportation Charges To" use the drop down menu to select **"Collect (Authorized Ground Accounts only)"**.

AAFES Stores and Distribution Centers are set up with Authorized Collect Accounts. In the "PO no." field enter the AAFES PO number. **AAFES PO numbers are required**. In addition, input any reference numbers in the appropriate boxes.

5. Complete your Shipment
☐ Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

Please note:
- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the FedEx Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in the applicable FedEx Service Guide and the Shipper's Terms and Conditions for FedEx Express international shipments.
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the Help for more information.
- Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed.
- FedEx makes no warranties, express or implied, regarding Address Checker information.
- Correct completion of shipping documents is the responsibility of the customer.
- If the delivery address is later identified as residential, you could receive a residential surcharge.

Save for later | Ship

Ship | LTL Freight | Ship History | My Lists | Reports
Prepare a shipment
ⓘ Enter shipping information 🖨 Print label(s)

Thank you for shipping with FedEx. Your tracking number: 775510672810
☑ Label
☐ Receipt | View
Print   Create return shipment | Edit shipment
                          FedEx Ground End of Day

After completing the shipping information, In **Section 5 "Complete Your Shipment"**, click **Ship**. A picture of your shipping label will come up. Click the box next to Label and then "Print" to print the shipping label to your laser printer. You can use a FedEx Airbill Pouch to affix the label to the box.

If you would like more information or training on how to ship at fedex.com, please go to https://www.fedex.com/en-us/shipping/how-to-ship.html.

Note: "Bill FedEx Ground COLLECT" should not be confused with C.O.D. service