

How to Ship FedEx Ground Collect to AAFES

Please note: Activate/Enable FedEx Ground COLLECT Billing option for FedEx automation. Café – FedEx Ship Manager – You will need to Customize System Settings as COLLECT. Please call 1.877-339.2774.

1- Select Service type FedEx Ground

Shipping at fedex.com

From the home page, select the “Ship Tab” and from the menu select “Prepare shipments on Line.”

(If you have not shipped on line, you will need to register your account number and create a user ID and Password. Click on “Sign Up Now”).

Enter the Recipient’s Address information. 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.

1 – In the **“Package and Shipment Details”** block select **“Service Type”**.

Use the drop down menu and select FedEx Ground.

2- Select option COLLECT in billing Details

2– In the **“Billing Details”** block **“Bill Transportation Charges To”** use the drop down menu to select **“Collect (Authorized Ground Accounts only)”**.

3 Leave Bill Transportation account number blank FedEx Ground has all AAFES locations already in file. Please Enter the AAFES PO# in the reference field.

3- All of the AAFES Stores and Distribution Centers are set up with Authorized Collect Accounts. In the **“Your Reference”** field enter the AAFES PO number.

After completing the shipping information, click on **CONTINUE**. A picture of your shipping label will come up. Use you “File” “Print” function 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 contact Patricia Scott at pascott@fedex.com or 214-492-2756. Patricia will arrange for one of our trainers to call you and go over how to ship and create reports or Cindy Shepherd; csmoody@fedex.com

“Bill FedEx Ground COLLECT” means transportation charges will be billed to the recipient and certain additional charges will be billed to the sender. The transportation charges billed to the recipient include, but are not limited to, fuel surcharges and out-of-area surcharges. The certain additional charges billed to the sender include, but are not limited to, pickup fees, address correction fees and fees associated with FedEx Delivery Signature Options. In order to choose “Bill FedEx Ground COLLECT,” the sender is responsible for shipping to consignees who are authorized COLLECT recipients. If the consignee is not authorized, the sender is liable for, and will be billed for, all charges and fees, plus all special handling fees in the event the recipient or any third party does not pay. If not paid by the third party, any additional rebilling will be to the sender’s account (see section M, Billing Special Handling Fees). **“Bill FedEx Ground COLLECT” should not be confused with C.O.D. service.**