

FedEx Ship Manager (Not under Shipping Admin) – Setting Ground as Default Service

Step 1: Click “Preferences” on the Ship Screen

My Profile | Support | Log

FedEx Ship Track Manage Learn FedEx Office

FedEx Ship Manager My Profile Logout Help

Ship LTL Freight Ship History My Lists Reports Integration Manager

Create a Shipment

1 Enter shipping information 2 Print label(s)

* Denotes required field.

[Preferences](#) | [Clear all fields](#)

1. From [Help](#) [Edit](#)

Aaron Hall, 900 7TH ST NW STE 550, Washington, District of Columbia, 20001, United States

2. To [Help](#) [Hide](#)

* Country/Location

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to

Your reference

[More reference fields](#) [Add an account](#)

Special Services (optional) [Help](#) [Edit](#)

Select additional services for your shipment

Pickup/Drop-off (optional) [Help](#) [Edit](#)

You are dropping off your package at a FedEx location.

Email Notifications (optional) [Help](#) [Edit](#)

Send an email to yourself, the recipient or others indicating the status of your shipment.

Step 2: Select “FedEx Ground” as Service type under the Package & Shipment Details section (3). Click “Save Changes” at the bottom.

<h3>3. Package & Shipment Details Help</h3> <p>Service type: <input type="text" value="FedEx Ground"/></p> <p>Package type: <input type="text" value="Your Packaging"/></p> <p>Unit of measure: <input type="text" value="Select"/></p> <p>Currency: <input type="text" value="US Dollars"/></p> <p>Total customs value: <input type="text"/></p> <p>International Ground shipments only</p>	<h3>Customs Clearance Preferences Help</h3> <p><input type="checkbox"/> Always Create <input type="text" value="Commercial Invoice"/></p> <p><input type="checkbox"/> Always print Commercial Invoice/Pro Forma Invoice on uploaded company letterhead Upload</p> <p><input type="checkbox"/> Always include uploaded signature on the applicable customs documents Upload</p> <p><input type="checkbox"/> Always print <input type="text" value="0"/> additional reference copy(ies) of label</p> <p><input type="checkbox"/> Always print <input type="text" value="0"/> additional copy(ies) of customs documents</p> <p><input type="checkbox"/> Enable Electronic Trade Documents (ETD) Note: does not apply to Return shipments</p> <p><input type="checkbox"/> Enable EEI/SED data import from FedEx Agent Filing Tool</p> <p><input type="checkbox"/> Always display additional customs documentation (Requires proper Harmonized code)</p> <p><input type="checkbox"/> Always provide a duty and tax estimate (Requires proper Harmonized code)</p> <p><input type="checkbox"/> Enable Document Profile Selection</p> <p><input type="checkbox"/> Always display advisories</p> <p>Document description: <input type="text" value="Your document description"/></p> <p>* Enter description: <input type="text"/></p>
<h3>4. Billing Details Help</h3> <p>* Bill transportation to: <input type="text" value="MyAccount-584"/></p> <p>* Bill duties/taxes/fees to: <input type="text" value="Recipient"/></p> <p>* Account no.: <input type="text"/></p> <p>Reference options</p> <p>Enable additional handling charges</p>	<h3>Printer and Scale Options Help</h3> <p>Label Printing: <input checked="" type="radio"/> Laser/Inkjet Printer <input type="radio"/> Thermal Printer</p> <p><input type="button" value="Set up thermal printer"/></p> <p><input type="checkbox"/> Use Scale (Com 1 only)</p>
<h3>Special Services Help</h3> <p><input type="checkbox"/> Show FedEx InSight® options</p> <p><input type="checkbox"/> Always use Broker Select option +</p> <p><input type="checkbox"/> Always show this section expanded</p> <p><input type="checkbox"/> Always select Returns clearance</p> <p><input type="checkbox"/> Display Reason for return for International outbound commodity shipments</p>	<h3>5. Complete your Shipment Help</h3> <p><input type="checkbox"/> Remind me to print Pending shipments</p> <p><input type="checkbox"/> Remind me to print Ground Manifest</p> <p><input type="checkbox"/> Remind me to Save for later</p> <p><input checked="" type="checkbox"/> Always show shipment confirmation</p> <p><input type="checkbox"/> Always show Pending shipment confirmation</p> <p><input type="button" value="Save changes"/></p>
<h3>Return Options Help</h3> <p>Return label type: <input type="text" value="Select"/></p> <p>Return service: <input type="text" value="Select"/></p> <p><input type="checkbox"/> Allow Saturday return deliveries</p> <p>Label accessible until: <input type="text" value="1"/> <input type="text" value="Select"/> after creation</p> <p>Return item description: <input type="text"/></p> <p>Return contact phone no.: <input type="text"/></p> <p>Language for email: <input type="text" value="Select"/></p> <p><input type="checkbox"/> Add English text in email</p> <p>+ Add a personalized message to be included in the email</p>	

FedEx Ground will be the default Service for the User going forward.

* Denotes required field. [Preferences](#) | [Clear all fields](#)

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2. To [Help](#) [Hide](#)

* Country/Location

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

* Phone no. ext.

[Perform detailed address check](#)

This is a residential address.

Save new recipient in address book

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date

* No. of packages

* Weight lbs

Declared Value U.S. Dollars

* Service type

* Package type

Dimensions

Include a return label

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to

Your reference

[More reference fields](#) [Add an account](#)

Special Services (optional) [Help](#) [Edit](#)

Select additional services for your shipment

Pickup/Drop-off (optional) [Help](#) [Edit](#)

You are dropping off your package at a FedEx location.

Email Notifications (optional) [Help](#) [Edit](#)

Send an email to yourself, the recipient or others indicating the status of your shipment.

Rates & Transit Times (optional) [Help](#) [Hide](#)

Amounts are shown in USD

Select	Service and Transit Time	Your Rate
	Enter more information to get rates and transit times.	--

5. Complete your Shipment [Help](#)

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

[Send a Mobile Shipping Label](#)

[Save for later](#) [Ship](#)