FedEx Ship Manager® Software

FedEx Ground® Economy Guide

Version 2600 or higher

Disclaimer Notice

Most FedEx Ground® Economy packages are delivered by FedEx Ground®; however, certain destinations (i.e., P.O. Box, U.S. territories, Military Mail) receive United States Postal Service (USPS) delivery. For this reason, limited elements of the label that can be used by the USPS are necessary for FedEx Ground® Economy onboarding and shipping.

Overview

FedEx Ground® Economy (formerly FedEx SmartPost®) is a cost-effective U.S. residential shipping option for low-weight, non-urgent, high-volume shipments by utilizing the entire FedEx Ground® delivery network. FedEx Ground® Economy provides efficient package delivery to all U.S. residential addresses.

FedEx Ground® Economy is a contract service, available for FedEx account holders that have signed an agreement for FedEx Ground® Economy services. Once enabled on your system by FedEx®, FedEx Ground® Economy will display as a service option under the name 'FedEx SmartPost' on the Shipment details screen.

To learn more information about FedEx Ground® Economy, click here.

To start using this contract-only service, contact your FedEx account executive or call 1.800.GoFedEx (1.800.463.3339).

Refer to the following information to use FedEx Ground® Economy:

- Service Description
- Service Areas
- FedEx Ground® Economy Label
- Demand Download
- Shipment Details
- Shipping List
- Labels
- Close

Service Description

Current service information for FedEx Ground® Economy is:

Transit times

Typically, 2 to 7 business days within the contiguous U.S., based on the destination ZIP code. (Longer transit times to destinations outside the contiguous U.S.)

Delivery days

Monday-Sunday (Sunday residential coverage for nearly 80% of the U.S. population.)

Package Specifications

Maximum weight is 70 lbs.; maximum length plus girth is 130 inches. The ideal package weight is 1–10 lbs.

Exceptions

FedEx Ground Economy is not available for the FedEx Money- Back Guarantee, collect on delivery, declared value, FedEx Signature Proof of Delivery, shipper-requested delivery redirect, address correction, FedEx Hold at Location, FedEx Redirect to Hold, FedEx Evening Home Delivery®, FedEx Appointment Home Delivery®, FedEx Date Certain Home Delivery® or hazardous materials shipments.

To learn more about FedEx Ground® Economy, Click here.

Service Areas

Outbound Service (FedEx Ground® Economy Origins)

FedEx Ground® Economy is available to U.S. origins in the 48 contiguous U.S. states.

Alaska, Hawaii, Puerto Rico, and the U.S. territories are not included as origin points for FedEx Ground® Economy.

Inbound Service (FedEx Ground® Economy Destinations)

FedEx Ground® Economy is available for residential destinations in the 50 U.S. states, Puerto Rico, and the U.S. territories, including P.O. boxes and military APO/FPO/DPO destinations.

The following U.S. territories and Puerto Rico, while currently categorized as international destinations by FedEx, are treated as U.S. domestic locations for FedEx Ground® Economy. A CN22 customs declaration form is required for shipping.

A fillable PDF can be found here.

- American Samoa (AS)
- Guam (GU)
- Marshall Islands (MH)
- Micronesia (FM)
- Northern Mariana Islands (MP)
- Puerto Rico (PR)
- Republic of Palau (PW)
- U.S. Virgin Islands (VI)

FedEx Ground® Economy Label

FedEx Ground® Economy users can now enjoy better end-to-end visibility and enhanced performance of the new FedEx Ground® Economy label, using a FedEx barcode and tracking number. In addition, these labels will contain updated branding to align with the new product name that launched in March 2021. For U.S. Postal Service (USPS) compliance purposes, these labels will also contain the U.S. Postal Service Intelligent Mail package barcode (IMpb). The IMpb barcode has been a stated USPS requirement since January 2013.

Demand Download

Use the Demand Download screen to download FedEx Ground® Economy rates and FedEx tracking numbers.

To download:

1. Select Download from the Utilities drop-down menu.

2. Select 'SmartPost Rates' and 'SmartPost Earned Discounts' check boxes from the Rates section. Select the Smart Post Tracking Numbers' check box from the Tracking Numbers section.

3. Click **OK** and restart the software.

    Note: FedEx SmartPost was renamed FedEx Ground® Economy in March 2021; however, some automation systems continue to reflect to former FedEx SmartPost product name.

    Note: Tracking numbers should only have to be downloaded when FedEx Ship Manager® Software version 2500 or higher is initially loaded on your system.
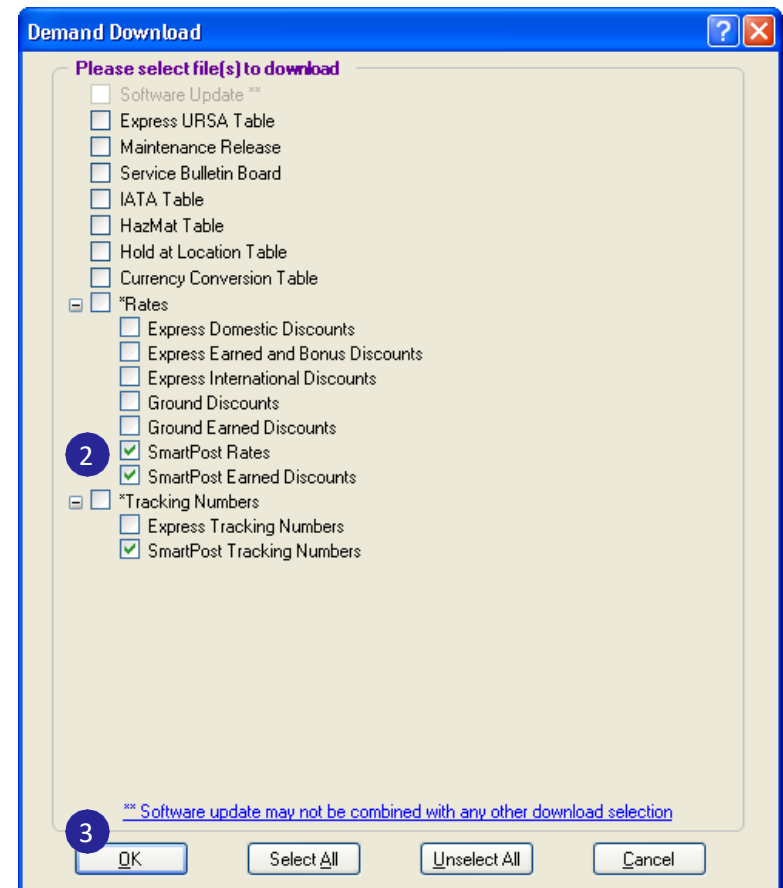
Shipment Details

To create a FedEx Ground® Economy shipping label:

1. Click **Ship** at the top of the screen. The Shipment details screen is displayed.

2. In the Recipient Information section, select an existing Recipient ID from the menu or enter required information manually (including the Contact name). Required fields appear bold on the screen.

   Note: You can add, view, edit and delete recipients in the Recipient database.

   To access the Recipient database, select Recipient from the Databases menu or click the Address Book tab.
   Refer to the Database Functions section in the Interactive User Guide. You can download the PDF format of the guide from here: User Guide.

3. In the Sender information section, you can change the current sender by selecting the appropriate sender from the Change sender menu. You can also select a different return address from the Change return address menu. Select a return address before shipping the package.

   Note: *If you select a different sender (not the return address), the ZIP code must match the ZIP code of the account address.*

4. In the Package and shipment details section, select or enter the following information. Required fields appear bold on the screen.

   Note: *The Number of packages defaults to 1, but it can be edited for multiple-piece entries.*

- Weight – The maximum weight is 70 lbs. for all FedEx Ground Economy services.

- Service – Select the appropriate contracted FedEx Ground Economy service (FedEx SmartPost, FedEx SmartPost Bound Printed Matter, FedEx Smart Post Media) from the Service type drop- down menu. Select 'FedEx Smart Post' from the Service type drop-down menu for FedEx Ground Economy (packages weighing 1lb. or more) or for FedEx Ground Economy (under 1lb.). Some of the Service type options available are determined by the weight entered in the Weight field and the FedEx Ground Economy services included in your contract.

Shipment Details, Continued

- Package type – The Package type field defaults to Your Packaging. Complete the Package dimensions field.

- Package dimensions

    o For all FedEx Ground® Economy services, the package length, width or height cannot exceed 60 inches.

    o For a FedEx Ground® Economy package less than 1 lb., the dimensions of length plus girth (L + 2W + 2H) cannot exceed 84 inches.

    o For a FedEx Ground® Economy package greater than or equal to 1 lb., the dimensions of length plus girth (L + 2W + 2H) cannot exceed 130 inches.

- Special Services – Click the Options tab to display the Options screen. Select any additional special services, as needed. Select the Instructions for Undeliverable Packages check box to display the following options on the resulting screen:

    o Address Service Requested

    o Carrier Leave if No Response

    o Change Service Requested

    o Forwarding Service Requested

    o Return Service Requested

    Note: Undeliverable package instructions only apply to FedEx Ground Economy packages delivered by the U.S. Postal Service; all FedEx Ground Economy packages delivered by FedEx Ground will be Returned to Sender only.

Shipment Details, Continued

5. In the Billing details section, enter an optional customer reference and purchase order number, if desired.

   Note: The Bill transportation to field is automatically defaulted to Bill Sender. The Acct # defaults to the FedEx Express account number associated with the FedEx Ground Economy Mailer ID being used for the shipment and is also disabled.

6. Click **ShipAlert** tab to send FedEx Ground Economy shipment notifications to your customer, yourself, and others.

7. To view a courtesy rate quote for your shipment, click **Rate quote** at the bottom of the screen. The Courtesy Rate Quote screen is displayed showing rate quote details. Click **OK** to close this screen.

8. Click **Ship** to create a shipping label for your FedEx Ground Economy shipment.

Shipping List

FedEx SmartPost shipments are available in the Domestic Shipping List when FedEx SmartPost has been enabled on your system.

FedEx SmartPost Returns shipments are available in the Returns Shipped List.

To access this list:

1. Click **Shipping list** tab.

2. Select **Domestic** from the drop-down menu.
    The View Shipped List – Domestic screen is displayed.

Labels

A FedEx Ground® Economy Labels option is available on the Label/Report Type list on the Form Settings screen when FedEx Ground® Economy has been enabled on your system.

To access this option:

1. Click the **Reports** tab. The 1-Shipment screen is displayed.

2. Click the **Customize forms** tab. The Form Settings screen is displayed.

    Note: You can also access the Form Settings screen by selecting Forms from the Customize drop-down menu.

3. Select **FedEx Smart Post Labels** from the Form settings list.

4. Click **OK**.

Close

A FedEx Ground Economy option is available for the Close process when FedEx Ground Economy has been enabled on your system.

To access this option:

1. Click **Close**. The 1-Request Close screen is displayed.

2. Click **All-systems** in the Select system(s) section.

3. Select the 'FedEx Smart Post' check box in the Select shipments to close section.

4. Click **End your shipping day** to complete the close process. A message is displayed when the close finishes.

   Note: FedEx Ground Economy shipments can also be included with the close of any FedEx Express and FedEx Ground shipments by selecting the 'All Shipments' check box in the Select shipments to close section.

   Note: If your pickup carrier is set to FedEx Ground, a FedEx Ground Pickup Manifest containing all your FedEx Ground Economy shipments prints out at the end of the day.