



Galls Domestic Transportation Routing Update

Dear Valued Supplier,

We are pleased to announce that Galls and FedEx have partnered to streamline small parcel shipping instructions for drop ship and inbound shipments. We are providing these new shipping instructions to Galls' vendors in support of this initiative.

Routing Instructions for FedEx Ground®, and FedEx Express®

Implementing the program for shipping FedEx from your facility is easy. Just follow these steps:

1. You will need your own FedEx account number to ship via FedEx and schedule your pickups. If you do not already have an account, call FedEx Customer Service at 1.800.463.3339 (1.800.GoFedEx), Option 65, to set one up.
2. Create your FedEx shipping label to be attached to your letter or package. Labels can be generated with FedEx Ship Manager® at fedex.com or with FedEx Ship Manager Hardware or Software. Use the guidelines in this packet when preparing your product to ship via FedEx.

Commercial Domestic Small Parcel Shipments Specifications (shipping to all Galls locations):

- o Individual cartons not to exceed 49lbs
- o Total shipment not to exceed 150 lbs
- o Individual cartons shall not exceed 105" in length and girth (L + 2H +2W)
 - Select "FedEx Ground" as the Service Type (unless otherwise instructed by Galls)
 - Select "Recipient" for Bill Transportation To
 - Enter inbound account number as provided by Galls/FedEx

The screenshot shows two panels from a shipping label creation interface:

- 3. Package & Shipment Details:**
 - * Ship date: 01/16/2023
 - * Number of packages: 1
 - * Weight: [] lbs
 - Declared Value: [] U.S. Dollars
 - * Service type: FedEx Ground (indicated by a red arrow)
 - * Package type: Your Packaging
 - Dimensions: Select
 - Include a return label
- 4. Billing Details:**
 - * Bill transportation to: Recipient (indicated by a red arrow)
 - * Account no.: [] (indicated by a red arrow)
 - Alert:** Please remember to enter your reference information.
 - Your reference: D131
 - [More reference fields](#)
 - PO no.: []
 - Invoice no.: []
 - Department no.: 10

Commercial Domestic Small Parcel Shipments Specifications (shipping to all Galls customer's commercial addresses):

- o Individual cartons not to exceed 49lbs
- o Total shipment not to exceed 150 lbs
- o Shipments that do not exceed 105" in length and girth (L + 2H +2W)
 - Select "FedEx Ground" as the Service Type (unless otherwise instructed by Galls)
 - Select "Third Party" for Bill Transportation To
 - Enter drop ship account number as provided by Galls/FedEx

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

* Ship date: 01/16/2023

* Number of packages: 1

* Weight: lbs

Declared Value: U.S. Dollars

* Service type: **FedEx Ground**

* Package type: Your Packaging

Dimensions: Select

Include a return label

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

* Bill transportation to: **Third party**

* Account no.:

Alert: Please remember to enter your reference information.

Your reference: D131

[More reference fields](#)

PO no.:

Invoice no.:

Department no.: 10

Residential Domestic Small Parcel Specifications (shipments directly to Galls customer's residential addresses):

- o Individual cartons not to exceed 49 lbs
- o Total shipment not to exceed 150 lbs
- o Shipments that do not exceed 105" in length and girth (L + 2H + 2W)
 - Select **"FedEx Home Delivery"** as the Service Type (unless otherwise instructed by Galls)
 - Select "Third Party" for Bill Transportation To
 - Enter **drop ship** account number as provided by Galls/FedEx
 - When shipping to a RESIDENTIAL ADDRESS, you must check the box "This is a residential address" (in section 2; "To:") and select **"FedEx Home Delivery"** under Service Type (section 3; "Package and Shipment Details").

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

* 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.:

[Perform detailed address check](#)

This is a residential address

Save new recipient in address book

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

* Ship date: 01/16/2023

* Number of packages: 1

* Weight: lbs

Declared Value: U.S. Dollars

* Service type: **FedEx Home Delivery**

* Package type: Your Packaging

Dimensions: Select

Include a return label

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

* Bill transportation to: **Third party**

* Account no.:

Alert: Please remember to enter your reference information.

Your reference: D131

[More reference fields](#)

PO no.:

Invoice no.:

Department no.: 10

- When shipping via FedEx small parcel, do not insure, declare value, or ship using any other service than what is outlined in this document.



- Schedule your package pickup online at [fedex.com](https://www.fedex.com) or by calling 1.800.463.3339 (1.800.GoFedEx). If you do not have a regular FedEx Ground® pickup, the FedEx Ground pickup needs to be scheduled one day in advance. Avoid pickup fees by dropping off your package at a FedEx drop-off location. Find the nearest location online at [fedex.com](https://www.fedex.com) or call 1.800.463.3339 (1. 800.GoFedEx).

FedEx account numbers are confidential and should only be communicated for the limited purpose of preparing FedEx shipments under these Routing Instructions. Do not post this information online or make it generally available beyond what is required for your company to follow the instructions.

Program Adherence

These shipping guidelines supersede all previous shipping instructions and are effective immediately. Under this arrangement, shipping charges will be invoiced directly to Galls. Any additional fees associated with your FedEx packages (including weekly pickup fees, where applicable) will be invoiced to you.

Please Note:

Any packages exceeding the specifications for commercial or residential shipments do not belong in the FedEx small parcel network. If Galls is assessed an unauthorized package charge due to the vendor partner not following these guidelines, Galls will “Bill Back” that full penalty, plus the cost of the shipment charges to the vendor.

Please Note:

All shipments and invoices will be monitored for compliance, and any deviation from these instructions will result in a charge-back of the shipping costs. *Galls will only be responsible for shipments to their facilities and dropped shipped on their behalf.*

A FedEx representative will be contacting your shipping department within the next few weeks to review this program and answer any questions you may have about utilizing FedEx services. You may also contact FedEx Customer Service at 1.800.463.339 (1.800.GoFedEx) for assistance anytime. Shipping information is also available at **[fedex.com](https://www.fedex.com)**.

Galls values you as a supplier and trust that this new process will enhance shipment processing efficiencies. Thank you for your cooperation and support.

Sincerely,