



Service*	Package Dimensions	Weight
FedEx Ground®	Up to 108" (274cm) in length, and 165" (419cm) in length plus girth.	Up to 150 lbs.
FedEx Home Delivery®	Up to 108" (274cm) in length, and 165" (419cm) in length plus girth.	Up to 150 lbs.
FedEx Ground® Economy	Up to 130" in length plus girth	Up to 70 lbs.
FedEx Express Saver® 3 Day shipping	Up to 119" in length, 165" in length plus girth	Up to 150 lbs.
FedEx 2Day®	Up to 119" in length, 165" in length plus girth	Up to 150 lbs.
FedEx Standard Overnight®	Up to 119" in length, 165" in length plus girth	Up to 150 lbs.
FedEx Priority Overnight®	Up to 119" in length, 165" in length plus girth	Up to 150 lbs.
FedEx International Ground®	Up to 108" (274cm) in length, and 165" (419cm) in length plus girth.	Up to 150 lbs.
FedEx International Economy®	108" (274cm) in length and 130" (330cm) in length and girth	Up to 150 lbs.
FedEx International Priority®	108" (274cm) in length and 130" (330cm) in length and girth	Up to 150 lbs.
FedEx International Priority Express®	108" (274cm) in length and 130" (330cm) in length and girth	Up to 150 lbs.

* Please refer to the [FedEx® Service Guide 2024](#) for additional information.

Packaging

Kroger expect each vendor to use good packaging practices when preparing parcels and/or pallets to ship to our facilities to ensure the proper package and protection of goods and avoid any unnecessary empty cube space. Vendors should use the smallest package available to complete shipments without damaging the package's contents to minimize shipping costs. It is the vendor's responsibility to make sure the packaging is durable enough to protect the package's contents while in transit. You can use the packaging references below as a reference while preparing your parcel and/or pallets:

- [FedEx Express® Customer Packaging Guidelines](#)
- [FedEx® General Packaging Guidelines](#)
- [FedEx® How to pack basics & guides](#)
- [FedEx® How to ship perishables](#)
- [FedEx® Express Packaging Perishable Shipments](#)
- [FedEx® Packaging Guidelines for Shipping Freight](#)
- [FedEx® Express How to Pack](#)
- [FedEx® step-by-step for how to send a package](#)
- [FedEx® How to create, print, and manage shipping labels](#)
- [FedEx® Schedule a One-Time Pickup or Recurring Pickups](#)

GROUND PARCEL

STANDARD SERVICE

FedEx Ground®

Please note for all small parcel shipments into a Kroger site, use [FedEx Ground®](#) or [FedEx Ground® multiweight pricing](#) and mark the shipment waybill "**Bill Third Party**" and list the account number provided by your Kroger Business Owner. You must reference the Kroger Purchase Order number, invoice number and/or order reference number or contact name, Cost Center name and number in the shipment reference fields as complete as possible (PO number, Invoice number and/or Contact Name. and Department/Cost Center name and number) on your FedEx Shipping Label. If you are shipping several purchase orders at once, the documentation must specify the PO number for each box. If you have no PO number, please reach to the Kroger Business Owner for help in advance of making the shipment to provide the necessary information to add for



the reference fields. Do not declare any value on small parcel shipments. For **FedEx®** Customer Service please call **+1 (800) GO-FEDEX**, or **+1 (800) 463-3339**.

3. Package & Shipment Details		Help	Hide
* Ship date	<input type="text" value="12/12/2023"/>		
* Number of packages	<input type="text" value="1"/>		
* Weight	<input type="text"/> lbs		
Declared Value	<input type="text"/> U.S. Dollars		
* Service type	<input type="text" value="FedEx Ground"/>		
* Package type	<input type="text" value="Your Packaging"/>		
Dimensions	<input type="text" value="Select"/>		
	<input type="checkbox"/> Include a return label		

4. Billing Details		Help	Hide
* Bill transportation to	<input type="text" value="Third party"/>		
* Account no.	<input type="text"/>		
Alert: Please remember to enter your reference information.			
Your reference	<input type="text"/>		
<input type="checkbox"/> More reference fields	<input type="text"/>	Add an account	
PO no.	<input type="text"/>		
Invoice no.	<input type="text"/>		
Department no.	<input type="text"/>		

Reference Fields:

Your Reference: Enter the Kroger Oracle DLT Location number for distribution centers, manufacturing plants, fulfillment centers, regional freight management centers, storage facilities, pharmacies, clinics and retail stores and/or Cost Center Name and Number for a Department within an office (in our campuses), store or Drop Ship vendors on this field. For Oracle DLT Location numbers please reach out to your Kroger Business Owner to obtain this information.

PO no. Use the Purchase Order number generated from one of our buying systems provided to you via e-mail directly from the system or by your Kroger Business Owner. If you are using a **Coupa Business Spend Management (BSM) Purchase Order** for Indirect Goods please create an **Advance Shipping Notice (ASN)** in the **Coupa Supplier Portal (CSP)** and **add the Shipment Tracking Information from FedEx® as the Carrier**. If you are using the same Purchase Order to ship to multiple stores/facilities, please use the tracking number of one of the facilities or more as the system allows.

Coupa Business Spend Management (BSM) Advance Shipping Notice (ASN) Fields

Create Advance Ship Notice

General info	Ship To
* ASN # <input type="text" value="12345"/>	Address <input type="text" value="1835 S Grant St"/>
Status <input type="text" value="draft"/>	<input type="text" value="San Mateo, CA 04402"/>
Ship Date <input type="text"/>	<input type="text" value="United States"/>
Delivery Date <input type="text"/>	<input type="text" value="Location Code: USHQ"/>
	Shipping Info
	Tracking Number <input type="text"/>
	Carrier <input type="text"/>
	Shipping Method <input type="text"/>
	Ship Note <input type="text"/>

Invoice no. Please list the invoice number for your shipment and/or contact name.

Department no. Please enter the Cost Center name and number of the Kroger store/facility/department for internal routing within the facility.

Individual cartons or boxes over 150lbs. but less than 10,000 lbs. must be palletized and sent via LTL.



EXPEDITED SERVICE

Boxes weighing 1-150 lbs., when alternate ground service cannot meet the required delivery date and time or when shipping to Alaska, Hawaii, Puerto Rico and the US Virgin Islands are to be shipped FedEx Express®.

FedEx Express®

Only use FedEx Express® if approved by the Kroger Business Owner and time sensitive shipments. Premium Services including FedEx First Overnight® and FedEx 2Day® A.M. are prohibited unless approved in writing by the Kroger Business Owner. Also, FedEx Express Saver® 3 Day Shipping is prohibited as well as it more expensive and has an extra day transit time. After receiving authorization, if you are instructed by your Kroger Business Owner to ship via FedEx Express® please select the FedEx® Service based on the most cost effective option (ranked below) and the desired delivery date as follows:

- FedEx 2Day® (2-Day before 5:00PM Service)
- FedEx Standard Overnight® (Next Business Day before 5:00 PM Service)
- FedEx Priority Overnight® (Next Business Day 12:00 PM Service)

If you are shipping on a Thursday for a 2-Day Delivery or Friday for a Next Day Delivery, please select the Saturday Delivery option for facilities open on Saturdays or as required by the Kroger Business Owner, you need to select this service option while creating the shipment label.

You need to mark the shipment as "**Bill Third Party**" and use the account number provided by your Kroger Business Owner. You must list the Kroger Purchase Order number, Cost Center, Invoice numbers and/or other shipment references in the shipment reference field (one of the first three reference fields: PO no. Invoice no. and Department no.) on your FedEx Shipping Label. If you are shipping several purchase orders at once, the documentation must specify the PO number for each box. If you have no PO number, please reach to the Kroger Business Owner for help in advance of preparing the shipment to provide the necessary information for the reference field. Do not declare any value on parcel shipments. For FedEx® Customer Service please call +1 (800) GO-FEDEX, or +1 (800) 463-3339.

3. Package & Shipment Details		Help	Hide
* Ship date	<input type="text" value="12/12/2023"/>		
* Number of packages	<input type="text" value="1"/>		
* Weight	<input type="text"/> lbs		
Declared Value	<input type="text"/> U.S. Dollars		
* Service type	<input type="text" value="FedEx 2Day"/>		
* Package type	<input type="text" value="Your Packaging"/>		
Dimensions	<input type="text" value="Select"/>		
	<input type="checkbox"/> Include a return label		

4. Billing Details		Help	Hide
* Bill transportation to	<input type="text" value="Third party"/>		
* Account no.	<input type="text"/>		
<p>Alert: Please remember to enter your reference information.</p>			
Your reference	<input type="text"/>		
<input type="checkbox"/> More reference fields		Add an account	
PO no.	<input type="text"/>		
Invoice no.	<input type="text"/>		
Department no.	<input type="text"/>		

Reference Fields:

Your Reference: Enter the Kroger Oracle DLT Location number for distribution centers, manufacturing plants, fulfillment



centers, regional freight management centers, storage facilities, pharmacies, clinics and retail stores and/or Cost Center Name and Number for a Department within an office (in our campuses), and retail stores. For Oracle DLT Location numbers please reach out to your Kroger Business Owner to obtain this information.

PO no. Use the Purchase Order number generated from one of our buying systems provided to you via e-mail directly from the system or by your Kroger Business Owner. If you are using a Coupa Business Spend Management (BSM) Purchase Order for Indirect Goods please create an Advance Shipping Notice (ASN) in the Coupa Supplier Portal (CSP) and add the Shipment Tracking Information from FedEx® as the Carrier. If you are using the same Purchase Order to ship to multiple stores/facilities, please use the tracking number of one of the facilities or more as the system allows.

Coupa Business Spend Management (BSM) Advance Shipping Notice (ASN) Fields

Create Advance Ship Notice

General Info	Shipping Info
* ASN # 12345	Address 1855 S Grant St San Mateo, CA 94402 United States Location Code: USHQ
Status draft	Tracking Number
Ship Date	Carrier
Delivery Date	Shipping Method
	Ship Note

Invoice no. Please list the invoice number for your shipment and/or contact name.

FedEx® Account Confidentiality

FedEx® account numbers are confidential and should only be communicated to the designated individuals in your organization for the limited purpose of preparing FedEx® shipments under these routing instructions. Do not post this information online, on a Purchase Order, Bill of Lading, Commercial Invoice, Shipping Reference fields or other non-restricted view documents or make it generally available beyond what is required for your company to follow these routing instructions. This account is for shipments to Kroger facilities only and its use will be monitored by our freight pay and audit service provider. Non-compliance with these instructions will result on chargebacks from your invoice payment.

Separate Purchase Order ("PO") boxes may be consolidated and packaged into a larger container to be shipped via the same transportation mode on any single day to any single consignee address.

FedEx Ground® Hazardous Materials (Haz Mat) or FedEx Express® Dangerous Goods (DG)

If your shipment contains Hazmat **you must be an approved FedEx Ground® HazMat shipper**. Suppliers are responsible for ensuring FedEx Ground® Hazardous Materials packages comply with applicable U.S. Department of Transportation (DOT); Federal Motor carrier Safety Administration regulations and FedEx® Ground requirements. Please contact FedEx Ground® Hazardous Materials (Haz Mat) or FedEx Express® Dangerous Goods (DG) Hotline for general questions, +1 (800) GO-FEDEX, or +1 (800) 463-3339 between 7:00 AM and 7:00 PM CST Monday - Friday, and between 10:00 AM and 2:00 PM CST Saturday and mention "Dangerous Goods" when prompted by voice prompt system.

Suppliers are responsible for ensuring Air HazMat packages comply with applicable IATA / ICAO regulations and carrier