




FedEx Ground Economy® Claims How to Form

A simple guide with step-by-step instructions on how to fill out the claims form and other useful resource links.

Entering claim information into the claims form:

1. Click [here](#) to access the FedEx Ground Economy® Claims Form
2. Enter the **Customer Name**
3. Enter the **USPS Tracking Number OR FedEx Ground® Tracking Number**
4. Enter the **Claim Value**
5. Enter the **Shipping Charges**
6. Enter the **Billing Address 1, Address 2, City, State, and Zip**
7. Enter **Shipper Comments**
 - o Important notes to consider:
 - Form holds 1-200 claims per submission.
 - Batch Claims over 200 must be submitted separately.

Submitting FedEx Ground Economy® Claims:

- Copy/paste claim data using: **Match Destination Formatting (M)** 
- Claims files must be saved using – **Save as type: Excel workbook (.xlsx)**.
- Claims file name must be saved in the following format:
 - o **customer name_# of claims_ mmddyy_batch #**
 - o Example: testshipper_200_060524_1
- All claims must be submitted via email to FGEClaims@fedex.com

Additional Resources:

- [FedEx Ground Economy® Claims Form – Excel file](#)
- [FedEx Ground Economy® Help Guide](#) (*Column formatting guidance*)
- [FedEx Ground Economy® Home Page](#)
- [FedEx Ground Economy® Terms and Conditions](#)