Schedule us on your schedule

Need to notify FedEx of a pickup? With our easy-to-use online tool, you can schedule all your FedEx® pickups — packages and freight — without having to pick up the phone. **Get us there when you need us there.**

Use the **Schedule a Pickup** tool to quickly and conveniently arrange a pickup for your FedEx Freight® shipment. And when you use the functionality through your [fedex.com](http://fedex.com) login, you have access to account-specific information to make the process that much easier.

**How it works**

1. Go to [fedex.com/us](http://fedex.com/us). From the Ship tab in the top navigation, select **Schedule a Pickup** under the Freight Shipments list.
2. You can immediately begin scheduling a pickup by manually completing the fields on the screen. Or you can click on the “login here” link and enter your fedex.com user ID and password to access your accounts. If you log in and select an account from the drop-down menu, some of the required fields will automatically populate.
3. Complete the pickup information details. Please note: The ready time and close time fields automatically include default times. You'll need to review these times and adjust them according to your business. Use the “Special services” section to let us know if special services are required for your shipment. Check all options that may apply. Use the “Special instructions” area to provide pickup numbers and other instructions relative to the shipment. For international shipments, be sure to enter the contact information for your customs broker. Last, click the “Notify me that FedEx has received my pickup request” checkbox and enter an email address to receive a notification that your pickup has been successfully scheduled.

4. Complete the Shipment Details section. Use the “Add row” and “Delete row” buttons to adjust the number of shipments included in your pickup request. Click the “Schedule pickup” button to complete your pickup.

5. Your confirmation screen provides the pickup details as well as a confirmation number you can use as reference when communicating with your FedEx Freight service center. From the bottom of this screen you can also:
   - Schedule another pickup.
   - Get a rate quote. Click this button to transfer the pickup details to the Get Rates and Transit Times tool for quicker results.
   - Create a Bill of Lading. Click this button to transfer all of your pickup details to the Generate a Bill of Lading (FedEx Ship Manager® at fedex.com) tool.


More info
- Contact your FedEx account executive
- Go to fedex.com/us/freight
- Call 1.800.GoFedEx 1.800.463.3339
- Call FedEx Freight Technical Support at 1.800.435.7949