



Guide for Administrators and Shippers

UPS CampusShip[®]



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*UPS CampusShip
administration*

UPS CampusShip

Getting started

Once your UPS CampusShip representative has enrolled your company, you will receive two emails:

- The first is your Welcome Email containing your User ID and the URL to access the site.
 - The second email contains your temporary password.
1. To log in, click on the link for your company's unique UPS CampusShip Internet address, which you received via email, or log in at **campusship.ups.com**.
 2. You will be asked to log in to your company's UPS CampusShip system with the User ID and password provided in the two emails from UPS CampusShip. Please note that User IDs and passwords are case sensitive.

Optional step – If you would like to change the language on the **Log In** page, choose the appropriate language from the **Languages** drop-down menu. Then click the blue arrow.

3. As a new user, please read the UPS CampusShip Terms and Conditions and click the **Accept** button to continue.

Log In


Welcome to UPS CampusShip. To begin, please enter your User ID and Password.
Note: User ID and Password fields are case sensitive.

Returning Users [Help](#)

User ID

Password

[Remember Me](#)
(Do not check for shared computers.)

Change the language of this page:
Select Language 

[Log In](#)

[Forgot User ID or Password](#)

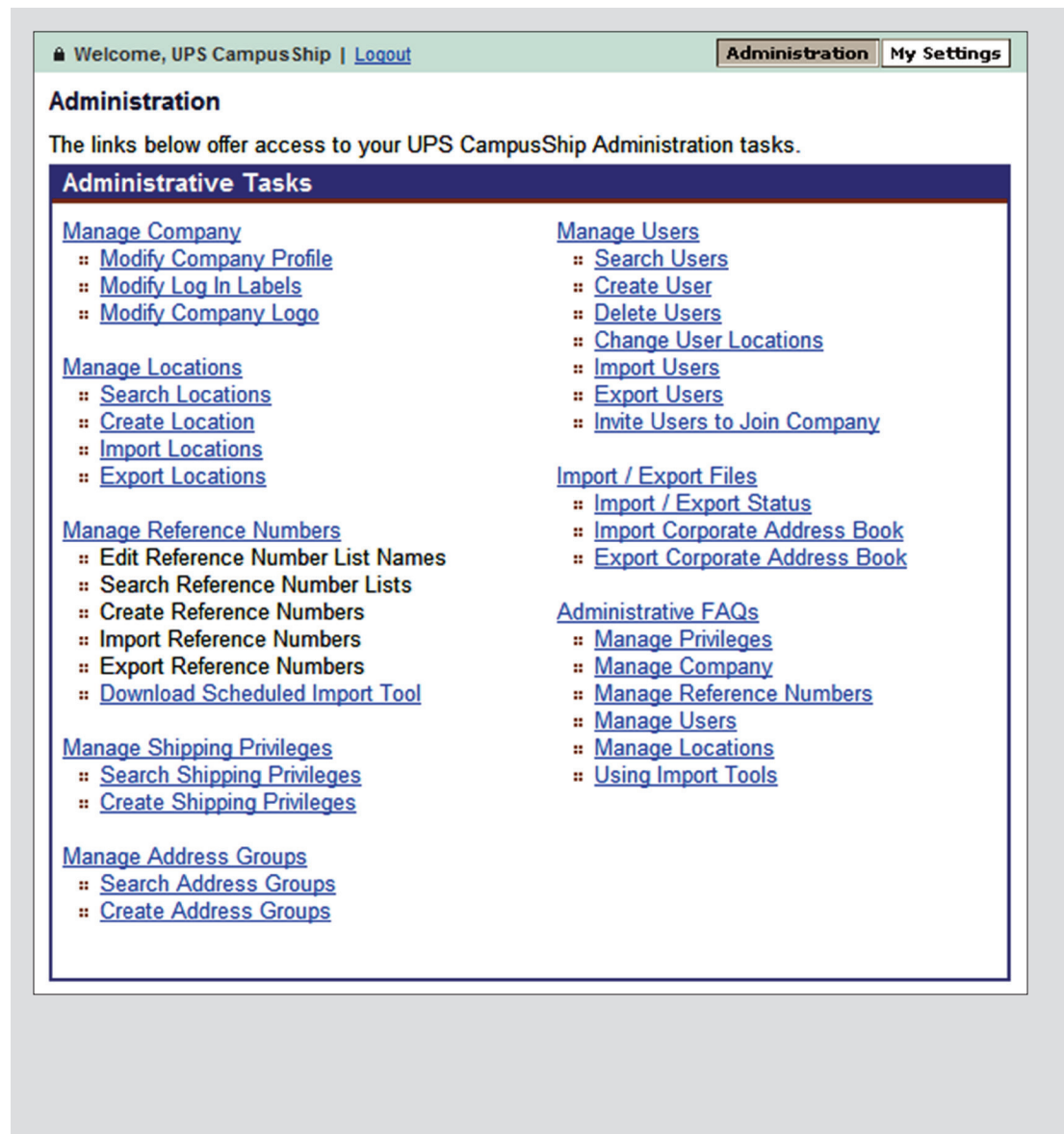
Getting started (cont.)

As a UPS CampusShip administrator, your authority can range from all rights at the company level (Company Administrator) to certain rights granted for a specific location (Location Administrator).

As an administrator, you will have an **Administration** button next to the **My Settings** button, on the top navigation tool bar.

Click the **Administration** button to go to a screen that provides total access to the administration functions of UPS CampusShip.

1. Use the administration functions to manage your company's locations, reference numbers, shipping privileges, address groups and users.



Welcome, UPS CampusShip | [Logout](#) **Administration** My Settings

Administration

The links below offer access to your UPS CampusShip Administration tasks.

Administrative Tasks

- [Manage Company](#)
 - ⌘ [Modify Company Profile](#)
 - ⌘ [Modify Log In Labels](#)
 - ⌘ [Modify Company Logo](#)
- [Manage Locations](#)
 - ⌘ [Search Locations](#)
 - ⌘ [Create Location](#)
 - ⌘ [Import Locations](#)
 - ⌘ [Export Locations](#)
- [Manage Reference Numbers](#)
 - ⌘ [Edit Reference Number List Names](#)
 - ⌘ [Search Reference Number Lists](#)
 - ⌘ [Create Reference Numbers](#)
 - ⌘ [Import Reference Numbers](#)
 - ⌘ [Export Reference Numbers](#)
 - ⌘ [Download Scheduled Import Tool](#)
- [Manage Shipping Privileges](#)
 - ⌘ [Search Shipping Privileges](#)
 - ⌘ [Create Shipping Privileges](#)
- [Manage Address Groups](#)
 - ⌘ [Search Address Groups](#)
 - ⌘ [Create Address Groups](#)
- [Manage Users](#)
 - ⌘ [Search Users](#)
 - ⌘ [Create User](#)
 - ⌘ [Delete Users](#)
 - ⌘ [Change User Locations](#)
 - ⌘ [Import Users](#)
 - ⌘ [Export Users](#)
 - ⌘ [Invite Users to Join Company](#)
- [Import / Export Files](#)
 - ⌘ [Import / Export Status](#)
 - ⌘ [Import Corporate Address Book](#)
 - ⌘ [Export Corporate Address Book](#)
- [Administrative FAQs](#)
 - ⌘ [Manage Privileges](#)
 - ⌘ [Manage Company](#)
 - ⌘ [Manage Reference Numbers](#)
 - ⌘ [Manage Users](#)
 - ⌘ [Manage Locations](#)
 - ⌘ [Using Import Tools](#)

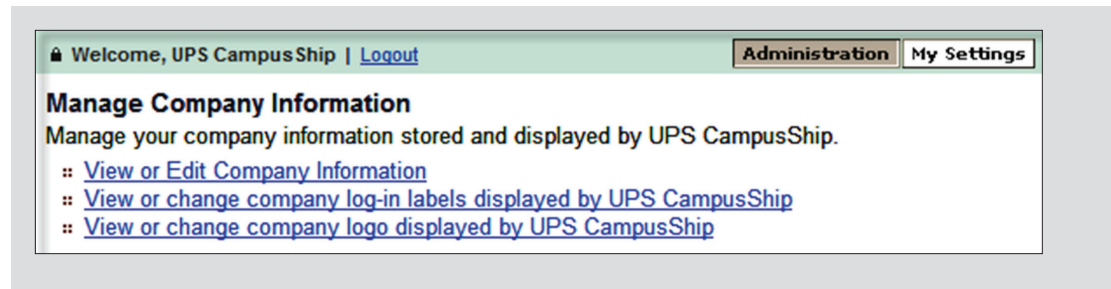
Manage company information

The Manage Company Information section allows you to enter and manage key information, such as company contact information. You may also choose either company or location name to be displayed on shipping labels, and you may add your logo to all UPS CampusShip screens and to your Commercial Invoices. Select the **Administration** button, and the appropriate link on the left navigation bar to edit company information at any time.

Reference number options: Located under the **View or Edit Company Information** link, you may set the default Reference Number display and validation for the entire company.

Log-on labels: Located under the **View or Change Company Log-On Labels** link, you may edit the field names on the Log-On page of UPS CampusShip (for example: you may replace User ID with Employee Number).

IP filter settings: As an added security measure, you may restrict users from accessing UPS CampusShip outside of your organisation's network (with the exception of Travelling Users and Company Administrators). If users attempt to access UPS CampusShip from an IP address not in the recorded range, they are denied access and receive an error message. To utilise this feature, you need basic information about your company's network; you may want to contact your company's network administrator.



Import a company logo

1. Select the **Administration** button on the top navigation tool bar, go to the **Manage Company** link and select the **View or change company logo displayed by the UPS CampusShip** link.
2. Browse to the logo's file location. UPS CampusShip supports two GIF file format image layouts/sizes: Portrait (62 pixels wide by 50 pixels high) and Landscape (124 pixels wide by 50 pixels high) with a maximum file size of 4KB. The logo must conform to these file specifications.
3. Select the **Update** button to display your company logo.
Note: *Only Company Administrators can complete this task.*

Manage company information (cont.)

Within the **Manage Company** screen, you can override all shipping privileges and set reference number options with these settings:

- Request that users enter reference numbers while processing shipments by selecting the tick box for references from List 1, 2 or 3 in **Manage Reference Numbers**.
- Allow users to select reference numbers from a list or display a **Search** link.
- Choose to validate the reference numbers that users enter against List 1, 2 or 3 in **Manage Reference Numbers**. (See the **Manage Reference Numbers** section for instructions on how to create a list of reference numbers.)

Reference Number Options

	<u>Ref</u> <u>List</u> 1	<u>Ref</u> <u>List</u> 2	<u>Ref</u> <u>List</u> 3
Require to Ship:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select from List / Display Search Link:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Validate against List:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Override all Shipping Privilege set reference number options with these settings.

Manage locations

A UPS CampusShip company location can be defined as a department, office, business unit, subsidiary or multiple departments sharing the same physical address. An unlimited number of locations can be set up in all countries offering UPS CampusShip, allowing for maximum flexibility in organising and naming locations within a single global company set-up. For any location, you can choose whether the location name or company name appears on the return address of all the packages that you send.

Set up a company location before you add or import users. Each location must be associated with a UPS® account number belonging to that location. Before you set up a new location, you must have the UPS account number available for that location. You may have multiple locations for one UPS account number (i.e. account 123456 may have a location called Post Room and a location called Accounting). Locations may be set up in any country that offers UPS CampusShip (i.e. a German company may set up their U.S. location under their German UPS CampusShip company).

TIP: If you need a UPS account number, go to [ups.com](https://www.ups.com)® and select **Open a UPS Account** from the **Shipping** tab.

Create new company locations

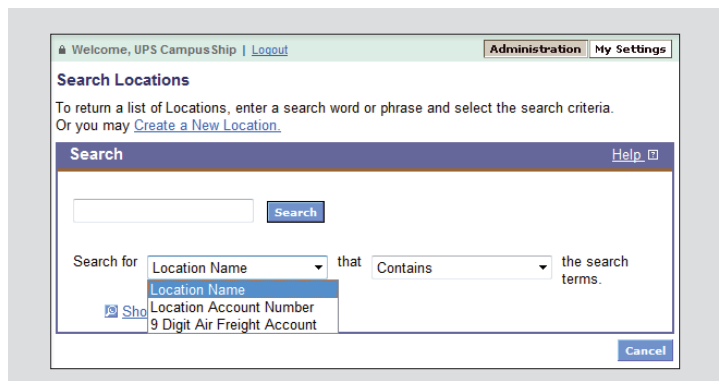
1. Select the **Administration** button on the top navigation tool bar, go to the **Manage Locations** link and select the **Create Location** link.
2. A **Location Details** screen displays. (To stop this process, select the **Cancel** button on the bottom of the screen.)
3. Enter detailed information about the location (e.g. address, location contact name, email address, phone number and extension and the UPS account number and/or SCS account number for that location). If enabled by UPS, you have the option to display published or negotiated rates by location. It is also recommended that you enter information into the **Location Support Information** fields. This support information appears at the bottom of the **UPS CampusShip** screen for all users assigned to that location.
4. Ensure that the required fields in bold contain acceptable and accurate data, then select the **Create** button. If the update is unsuccessful, you will receive a message informing you of the fields that should be modified or completed.

Import new company locations

You may import location information from a comma-separated value (CSV) file. For information and instructions, please refer to the online **Help**, which can be accessed by clicking on the **Help** link on the left side of your screen.

Manage locations (cont.)

As a UPS CampusShip Administrator you may quickly search for a location by Name, Account Number or by a 9-Digit Air Freight Account Number.



Manage rates display

For the **Manage Locations** page, administrators must enable the display of account-specific negotiated rates for new or existing locations once UPS has activated your company and account(s) for Negotiated Rates.

1. Select **Manage Rate Display Settings for All Locations**.
2. Select **Display Negotiated Rates for all locations with enabled accounts** and then select **Submit**.

To verify a location's rate display setting, select **Search Locations**, then view the **Location Rate Type Display Setting** as either published or negotiated. For users to view the negotiated rates, the **Viewing of Negotiated Rates Activated by UPS** column must say "Yes" if Negotiated Rates were activated by UPS.

Search Locations

To return a list of Locations, enter a search word or phrase and select the search criteria. Or you may [Create a New Location](#).

UPS Customer 1 Search

Search for Location Name that Contains the search terms.

[Show All](#)

[Save Criteria for Future Searches](#)

Search Results

Company locations can be set to display Negotiated Rates when shipping by selecting a Location Name and editing the location details.

You may also set all company locations to turn on or turn off Negotiated Rates when shipping by selecting the following link.

[Manage Rate Display Settings for All Locations](#)

Your search returned the following Locations. Please select a link below to view, update, or delete that item.

Display per Page: 25

Displaying 1 of 1

Location Name	Location Account Number	9 Digit Air Freight Account	Location Rate Type Display Setting	Viewing of Negotiated Rates Activated by UPS
UPS Customer 1	1YE595	---	published	

Displaying 1 of 1

Manage Company Locations Information

Manage the company location information stored on UPS CampusShip.

- [Search Locations](#)
- [Create Location](#)
- [Import Locations](#)
- [Export Locations](#)
- [Manage Rate Display Settings for All Locations](#)

Location Information

Manage Rate Display Settings for All Locations:

Display Negotiated Rates for all locations with enabled accounts.

Display Published Rates only for all locations with enabled accounts.

Cancel Submit

Manage locations (cont.)

For any location, you can set the display for either negotiated or published rates by first viewing **Location Details** and then selecting **Verify Rate Display Settings**. If desired, select **Display Negotiated Rates**.

Welcome, UPS Campus Ship | [Logout](#) **Administration** **My Settings**

Location Details

Please provide the requested location information. Required fields are shown in bold.

Location Information [Help](#)

Location Name: <input type="text"/>	Location Contact Name: <input type="text"/>
Country: United States ▼	E-mail: <input type="text"/>
Street Address: <input type="text"/> <input type="text"/> <input type="text"/>	Telephone: <input type="text"/> Ext.: <input type="text"/>
City: <input type="text"/>	Fax: <input type="text"/>
State: Select One ▼	Location Support Information
ZIP Code: <input type="text"/>	Support E-mail Address: <input type="text"/>
Location Account Number: <input type="text"/>	Support Phone: <input type="text"/> Ext.: <input type="text"/>
Currently displaying published rates	Location Shipping Information
Verify Rate Display Settings	Select the identifying name that will appear on the shipping label:
9 Digit Air Freight Account: <input type="text"/>	<input checked="" type="radio"/> Company Name
Important Note:	<input type="radio"/> Location Name

Manage shipping privileges

Privileges determine the shipping services and options that are permitted for a set of users. This feature allows you to quickly apply a set of privileges to the new users that you create. The available options described within Manage Shipping Privileges apply to small package services only.

Use default shipping privileges

To provide a baseline, UPS CampusShip features four default shipping privilege sets in **Search Shipping Privileges**.

The following are available for users in the U.S. or Puerto Rico:

- **All services, all add-on services** (domestic and international services with ALL add-on services).
- **All services, limited add-on services** (domestic and international services with a limited set of allowable add-on services).
- **Domestic only, all add-on services** (no international services with ALL add-on services).
- **Domestic only, limited add-on services** (no international services and a limited set of add-on services, such as Saturday Delivery).

The services within each privilege set shown below are the automatic defaults established for each UPS CampusShip geographic region.

- **All services, all add-on services**, North and South America.
- **All services, all add-on services**, Europe.
- **All services, all add-on services**, Asia.
- **World travelling user** (all shipping privileges).

These shipping privilege sets can be customised to meet your users' specific shipping needs.

Manage shipping privileges (cont.)

Create new shipping privileges

If you would like to customise privilege sets for **small package shipments**, you must create them before you can assign users to them. To enable your users to ship Freight, you must select the **Freight Services** tick box.

1. Select the **Administration** button on the top navigation tool bar, go to the **Manage Shipping Privileges** link and select the **Create Shipping Privileges** link.
2. A **Shipping Privilege Details** page displays. (To stop this process, select the **Cancel** button at the bottom of the page.)
3. Enter a **Shipping Privilege Name** (i.e., “All Services”). Then confirm that the **Shipping Privilege Countries** are correct. If incorrect, select the **Edit** link to make the necessary changes. Next choose the shipping privileges that you would like to grant based on your company’s needs. There are two ways to build the privilege set:
 - Activate ALL privileges in a section.
 - Activate specific privileges by selecting individual tick boxes (e.g. allowable payment or billing methods, rate display settings and address book privileges).
4. Once you have entered all the information, select the **Create** button. If more information is required, you will receive a message that displays the fields that should be modified or completed.

Shipping Privilege Detail Help

Shipping Privilege Name:

Shipping Privilege Countries: [Edit](#)
 United States

Restricted Destinations:
[View/Edit Shipping Destinations](#)

Freight Services:

Allow Access to All Freight Services (Shipments over 150 lbs. or 70 kg)
Note: Privileges below are not applicable to freight shipping.

UPS Shipping Services:

Allow Access to All Shipping Services (Apply to small package shipping only.)
 Allow Only Indicated Shipping Services (Apply to small package shipping only.)

UPS Next Day Air Early A.M.®
 UPS Next Day Air®
 UPS Next Day Air Saver®
 UPS 2nd Day Air A.M.®
 UPS 2nd Day Air®
 UPS 3 Day Select®
 UPS Ground®

UPS Express Plus™
 UPS Express™
 UPS Saver™
 UPS Expedited™
 UPS Standard
 UPS Worldwide Express Freight™ (a palletized small package service)

Reference Number Restrictions:

Activate All Reference Number Restrictions
 Activate Only Indicated Reference Number Restrictions

	Ref List 1	Ref List 2	Ref List 3
Require to Ship:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select from List / Display Search Link:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Validate against List:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Prevent Administrator Lookup:

Prevent Administrator Lookup

Manage shipping privileges (cont.)

Administrators control the display of negotiated or published rates for users with new or existing shipping privileges. Administrators may also choose to not display rates to users.

1. Select **Manage Shipping Privileges** and create or view an existing privilege.
2. Under **Additional Shipping Options** for **Rate display when shipping**, select **UPS Published Rates**, **UPS Published and Negotiated Rates** or **No Rates**.

Within **Shipping Privileges** you can control the types of **Delivery Confirmation**, **UPS Returns** and the types of **UPS Import Control** that users may access.

Additional Shipping Options:

<input checked="" type="checkbox"/> International Documentation <input type="checkbox"/> Override Paperless Lane Settings <input type="checkbox"/> Prevent profile and password changes <input type="checkbox"/> Hide Service Upgrade Message	<input type="checkbox"/> Allow Batch File Shipping <input type="checkbox"/> Create Shipping Tickets <input type="checkbox"/> Create Shipping Tickets Only - No Shipping Labels <input checked="" type="checkbox"/> Allow display of UPS Account Number <input type="checkbox"/> Allow UPS TradeAbility™ services <input type="checkbox"/> Allow 3rd Country Returns / Import Control Destinations (Contract Only)
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Rate display when shipping

UPS Published Rates ▼

UPS Published Rates

UPS Published and Negotiated Rates

No Rates

Delivery Confirmation

Delivery Confirmation

Delivery Confirmation- Signature Required

Delivery Confirmation - Adult Signature Required

Verbal Confirmation of Delivery

UPS Returns

UPS Returns Plus - 1 UPS Pickup Attempt With Label

UPS Returns Plus - 3 UPS Pickup Attempts With Label

UPS Returns Electronic Return Label

UPS Returns Print and Mail Return Label

UPS ReturnsSM Print Return Label

UPS Returns Flexible Access (Contract Service)

UPS Returns[®] Exchange (Contract Service)

UPS Import ControlSM

1 UPS Pickup Attempt With Label

3 UPS Pickup Attempts With Label

Electronic Label

Print and Mail Label

Print Label

Commercial Invoice Removal

Manage users

Create new users

Create new UPS CampusShip users by entering their profile information into the system.

1. Select the **Administration** button on the top navigation tool bar, go to the **Manage Users** link and select the **Create Users** link.
 - Enter the requested user information. Required fields are shown in bold.
 - Assign the user to a company location. To find the location, select the **Search** link.
 - Assign a shipping privilege set to the user. To find a shipping privilege set, select the **Search** link.
 - Select the **Create** button. The user then receives his or her User ID and temporary password in two separate e-mails.
2. To set additional privileges, including administrative authorities, select the **Modify This User's Privileges** link on the confirmation page.
 - To authorise the user to modify the **Ship From** address, set **Travelling User Status** to **ON**.
 - Company Administrators in the U.S. may allow users to order UPS supplies online from **ups.com** by setting **Authority to Order UPS Supplies** to **ON**.
 - To set administrative authority (the default is **NO Administrative Authority**):

- Select either **Company Administrator** or **Location Administrator**. If **Location Administrator** is selected, activate **All Location Administrator Authority** or assign the specific authorities by selecting the appropriate tick boxes.
- To save and activate your choices, select the **Update** button.

Manage users (cont.)

If you have set a user to be a Location Administrator, you must edit the user again and add the locations that you would like the user to administer. To complete this:

- Select the **Search Users** link to find the user you have just created, then click on their **User ID** link.
- Select the **Edit** link next to the assigned locations.
- Type in the **Location Name** or select **Search for location names**, then select the **Add** button.
- You may assign multiple locations. Once all locations have been added, select the **Update** button.

Import new users

You may input user information from a comma-separated value, or CSV, file. For information and instructions, please refer to the online **Help**, which can be accessed by clicking on the **Help** link on the left side of your screen. To view the **Import File Format for Users**, click on the **Help** link in the upper right of the **Import Users** page.

What is the correct import file format for users?

Review the Import File Format table for the Users import file. All files must be saved with a .csv extension with the comma as the field delimiter. The import file must include the comma delimiter even for optional fields.

Field Name	Field Type	Maximum Field Length	Required	Valid Values
Name	Alphanumeric	35	Yes	User's first and last name
Login Name	Alphanumeric	16	Yes	User's login name. Must be unique across system
Location	Alphanumeric	35	Yes	User's location name. Location must be created prior to user import
E-mail Address	Alphanumeric	50	Yes	User's e-mail address; example jdoe@somecompany.com
Telephone	Numeric	15	No	User's telephone number
Extension	Numeric	4	No	User's telephone extension
User Shipping Privilege Set Name	Alphanumeric	50	Yes	User's Shipping Privilege. Shipping Privilege must be created prior to user import
Default Reference 1	Alphanumeric	35	No	Default Reference 1
Default Service Level	Alphanumeric	3	No	Default Service Level. See codes below
Traveling User	Alphanumeric	1	No	Enter 1 if the user should be a traveling user. Enter 0 if the user should be a non-traveling user
Supply Ordering	Numeric	1	No	Enter 1 if user has the authority to order UPS supplies. Enter 0 if the user does not have the authority to order UPS supplies
Fax Number	Alphanumeric	15	No	User's Fax Number
Location Administrator Indicator	Alphanumeric	1	No	Enter 1 if the user is a location administrator. Enter 0 if the user is not a location administrator
Do not allow user to edit Reference #1 value	Alphanumeric	1	No	Enter 1 for checked to not allow user to change Reference #1 value. Enter 0 for unchecked to allow user to change Reference #1 value.

Manage users (cont.)

Invite users to join your company

You may invite existing My UPS users to join your company so that they may begin using UPS CampusShip. By using the **Invite Users** link from the **Manage Users** page, simply enter the user's My UPS User ID and e-mail address. The recipient will receive an e-mail inviting him or her to join the company. Once the user has accepted, a notification e-mail will be sent to the Company Administrator. Upon receipt of the acceptance e-mail, the Company Administrator must log in to UPS CampusShip, access the user profile using **Search** in **Manage Users**, and assign the user to a Shipping Location and a Shipping Privilege.

The screenshot shows the 'Invite Users' form in the UPS CampusShip interface. At the top, there is a navigation bar with 'Welcome, UPS CampusShip | Logout', 'Administration', and 'My Settings'. The main heading is 'Invite Users'. Below it, a message states: 'To invite a user that is not currently a company user to join your company, provide the following user information. User ID is case sensitive. Required fields are shown with **bold**.' The form is titled 'Complete Invitation' and contains two input fields: 'User ID:' and 'E-mail:'. At the bottom right of the form are 'Cancel' and 'Submit' buttons.

Below the form is an example of an invitation email. The email header includes the UPS logo and the title 'Technology Invitation'. The body of the email reads: 'Learn more: [UPS CampusShip Features and Benefits](#). You have been invited to join UPS Customer 1 as a company user on UPS.com. UPS Customer 1 has requested to add your User ID 9999999999, to their company. By joining as a company user, you will have access to additional service offerings. To join UPS Customer 1 as a company user, click [here](#) to confirm your acceptance. Thank you'.

*Shipping with
UPS CampusShip*

UPS CampusShip

Overview

UPS CampusShip is a web-based, UPS-hosted shipping solution that helps you to increase efficiency and reduce costs. UPS CampusShip’s powerful, full-featured functionality is designed to provide faster and more accurate shipping.

This Shipping Quick Start Guide to UPS CampusShip is a convenient, step-by-step reference that will help you to manage all of your small package and freight shipping needs.

If you have any questions or require additional information, please use the **Help** link on UPS CampusShip or contact your company’s UPS CampusShip Administrator by selecting **Administrator Look-up**.

Create A Shipment

Package | Freight

Begin Your Shipment [Help](#)

Please enter your shipping information below. Required fields are indicated with *

[Set your preferences to enable one-step shipping](#) (Don't show this message again)

1 Where is this shipment going?

Address Book:
 [Select One] -- or enter a new address below
[Enter New Address](#)
[External Address Book](#) [Corporate Address Book](#)

2 Where is this shipment coming from?

Ship From Address: [Edit](#)
 UPS Customer 1
 John Doe
 123 Street Name
 Suite 100
 ATLANTA GA 30328

If the shipment is undeliverable return to:
 Contact:
 John Doe
 Return Address: []
 Same As Ship From []

3 What are you shipping?

Number of Packages: [1] Use the same values for all packages? [Yes]
 Packaging Type: []
 [Select One] +
 Package Declared Value: []
 USD
 Note: Additional shipping fees may apply based on declared value.

4 How would you like to ship?

Service:
 [Select Service] + [Compare Time and Cost](#)

Do you need additional services? []

<input type="checkbox"/> Send E-mail Notifications	Free
<input type="checkbox"/> Receive Confirmation of Delivery	Yes
<input type="checkbox"/> Deliver Without Signature	Free
<input type="checkbox"/> Deliver On Saturday	Yes
<input type="checkbox"/> C.O.D.	Yes

Some services may require extra information. You will be able to enter the required information on the next page.

5 Would you like to add reference numbers to this shipment?

UPS gives you the option to track your shipments using [references](#) that you define.

Reference #1 [] [Search](#)

Reference #2 [] [Search](#)

Reference #3 [] [Search](#)

Add a bar code for Reference #1 to my Shipping label []

6 How would you like to pay?

Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with *

Bill Shipping Charges to: []
 11E995 - UPS Customer 1 [] +

Review Shipping details, including price, before completing this shipment
 Save As Shipping Ticket

[Start Over](#) [Next](#)

Log in and initial steps

To log in, click on the link for your company's unique UPS CampusShip Internet address, which you received via e-mail or log in to **campusship.ups.com**.

You will be asked to log in to your company's UPS CampusShip system with the User ID and password provided in the e-mails from UPS CampusShip. User IDs and passwords are case sensitive.

As a new user, please read the UPS Technology Agreement (which contains Terms and Conditions) and click on the **Accept** button to continue.

Upon initial log in, you will be prompted to change your temporary password. After changing, select the **Update** button.

If you have forgotten your User ID or password, use the **Forgotten User ID or Password?** link and UPS CampusShip will send your User ID and a temporary password via e-mail.

The screenshot shows the 'Log In' page for returning users. At the top, it says 'Log In' and 'Welcome to UPS CampusShip. To begin, please enter your User ID and Password. Note: User ID and Password fields are case sensitive.' Below this is a dark blue header for 'Returning Users' with a 'Help' link. The main form area contains two input fields for 'User ID' and 'Password'. There is a checkbox for 'Remember Me?' with a note '(Do not check for shared computers.)'. Below the form is a language selection section with a dropdown menu set to 'Select Language' and a refresh icon. At the bottom right is a blue 'Log In' button with a right-pointing arrow. At the bottom left is a blue link for 'Forgot User ID or Password'.

Log in and initial steps (cont.)

Note: Your shipping services and options may be limited by your Administrator. Contacting your Administrator first is the best way to get an apparent issue resolved. Use the **Administrator Look-up** tool to find your Administrator contact information or use the **Company Support phone number** and **e-mail** link on the bottom of each page.

From Resources, select **UPS CampusShip Support** for the help-desk phone number in your region.

Resources

The resource links below offer access to instructional content, business and shipping tools, and customer service.

General Resources

UPS Tracking	UPS TradeAbility™ International Tools
UPS Locations	⌘ Screen for Denied Parties
Export Documentation	⌘ Find Harmonized Codes
Order Supplies	⌘ Estimate Landed Cost
Packaging Advisor	⌘ Detect Export Licenses
UPS Customer Service	⌘ Check Import Compliance
Legal Agreement	⌘ Access International Forms
UPS CampusShip Support	Other Features
UPS CampusShip Help	⌘ Create and manage a Product List
User Guides	⌘ View your Transaction History

Freight Resources

Create a Freight Shipment	Manage Commodity List
View Freight History	Schedule a Freight Pickup
	View Freight Pickup History

Company Support: email@sample.com

[Administrator Lookup](#)

My settings

Begin by setting your Shipping Preferences which saves time and ensures a tailored shipping experience. Select **My Settings**, then **Edit Shipping Preferences** to set default shipping options, reference values, payment method, e-mail notifications, collection information, printing preferences and more.

Shipping Preferences

Customizing your Preferences will save you time by remembering your most frequently used shipping options. The options you select will appear as defaults on your shipping pages. Please note that you are not required to make a selection in every category.

Shipping Options [Help](#)

<p>Service: <input type="text" value="Select Service"/> ▼</p> <p>My Preferred Ship From Address: <input type="text" value="My Location Address"/> ▼</p> <p>My Preferred Shipper Address: <input type="text" value="My Location Address"/> ▼</p>	<p>Packaging: <input type="text" value="Select One"/> ▼</p> <p><input checked="" type="checkbox"/> Review Shipping details, including price, before completing this shipment</p> <p><input type="checkbox"/> Default to Save As Shipping Ticket</p> <p><input type="checkbox"/> Use my USB-connected scale to weigh my packages.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Set pickup or delivery preferences for UPS Worldwide Express Freight™ shipments.

Pickup Option **Delivery Option**

▼ ▼

Return Options

Return To Address:
 ▼

Set pickup or delivery preferences for UPS Worldwide Express Freight™ shipments.

Pickup Option **Delivery Option**

▼ ▼

Custom Packaging Types

Custom Packaging Library
 Manage your library of custom packaging types. Delete one or more existing custom package types to add new custom package types.

[Add New Custom Package Type](#)

Reference Values

<p>Reference #1: <input type="text"/> Search</p> <p>Reference #2: <input type="text"/> Search</p> <p>Reference #3: <input type="text"/> Search</p>	<p><input type="checkbox"/> Print Reference #1 on Shipping Label as Bar Code</p> <p><input type="checkbox"/> Print Reference #1 on Return Label as Bar Code</p> <p><input type="checkbox"/> Print Reference #1 on Import Label as Bar Code</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

My settings (cont.)

My Settings is where your personal and corporate address books are found. Selecting recipients from an address book saves time and reduces errors. Here, you can also enter a new address, import addresses or create a distribution list of up to 100 recipients, helpful when you are sending the same type of shipment to everyone on your list.

Manage My Settings Information

Access your personal user settings: edit your profile information, change your password and set your shipping preferences.

You may also access your available address books.

Profile and Preference Settings

UPS CampusShip Profile Information

- :: [Edit User Profile](#)
- :: [Change Password](#)

Shipping Preferences Settings

- :: [Edit Shipping Preferences](#)

Address Books

Access and modify your address books here. Some functions may display only if the administrator has allowed that privilege.

Corporate Address Book

- :: [Search Corporate Address Book](#)
- :: [Create New Address](#)
- :: [Distribution Lists](#)
- :: [Import Addresses](#)
- :: [Export Addresses](#)
- :: [Manage Address Groups](#)

My UPS Address Book

- :: [Search My UPS Address Book](#)
- :: [Create New Address](#)
- :: [Distribution Lists](#)
- :: [Import Addresses](#)
- :: [Export Addresses](#)
- :: [Import / Export Status](#)

Shipping

When you are ready to begin shipping, log in to access the **Shipping** page. From here you can Create a Shipment for Package (less than 68 kg/150 lbs) or for Freight (over 68 kg/150 lbs) shipments. Then, select the desired option to begin your shipment.

The next few pages will cover the process to complete a Package Shipment.

Note: In order for you to complete a Freight shipment, your company's UPS CampusShip Administrator will need to enable Freight Services in Administration.

Package

Create A Shipment

Package

Freight

Begin Your Shipment [Help](#)

Please enter your shipping information below. Required fields are indicated with ♦.

[Set your preferences](#) to enable **one-step shipping**. ([Don't show this message again](#))

1 Where is this shipment going?

Address Book:
 --- or enter a new address below

[Enter New Address](#)
[External Address Book](#) [Corporate Address Book](#)

Freight

Create a Shipment

Package

Freight

Begin Your Freight Shipment [Help](#)

Please indicate the Ship To (Destination) and Ship From (Origin) addresses for your freight shipment and select a freight service. Required fields are indicated with a ♦.

1 Where is this shipment going?

My UPS Address Book

Package shipping

Where is this shipment going? First, enter or select a contact or a distribution list by typing into the field provided. You can also access the Corporate Address Book, or select **External Address Book** to select a contact from your Microsoft® Outlook® address book.

Where is this shipment coming from? Verify your **Ship From Address** and select **Edit** to modify. The **Ship From Address** is used for determining rates and available services, so it should reflect the actual address from which a shipment will originate. If needed, you can specify a different return to address in case the shipment is undeliverable.

Note: You will only be able to modify these addresses if your Company Administrator has set you up as a travelling user.

What are you shipping? Specify the number of packages in the shipment (up to 20), and whether the packages are the same. Provide a weight. Specify dimensions for a more accurate rate.

Visit the **Help** link for further detail.

Microsoft and Outlook are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Create A Shipment

Package **Freight**

Begin Your Shipment [Help](#)

Please enter your shipping information below. Required fields are indicated with ♦.

1 Where is this shipment going?

Address Book:
 UPS Customer 1 ▼ --- or enter a new address below

[External Address Book](#) [Corporate Address Book](#)

Ship To: [Edit](#)
 UPS Customer 1
 John Doe
 123 Street Name
 BILLINGSHURST RH14 9DE
 Telephone: 5555555555

2 Where is this shipment coming from?

Ship From Address: Edit	If the shipment is undeliverable return to :
UPS Customer 2	Contact:
Jane Doe	Jane Doe
456 Street Name	Return Address: ?
London W1JQE	Same As Ship From ▼
Telephone: 5555555555	
x1234	

3 What are you shipping?

Documents of No Commercial Value

Number of Packages: 1 ▼ **Packages are all the same?** Yes ▼

Packaging Type: [?](#)
 UPS PAK ▼ ♦

Shipment Weight:
 5 kg ♦

Total Dimensional Weight: [?](#) [or enter package dimensions](#)
 kg

Shipment Declared Value: [?](#)
 GBP

Note: Additional shipping fees may apply based on declared value.

Package shipping (cont.)

How would you like to ship? Select the UPS service that you would like to use from the drop-down menu. Select the **Compare Service Options** link for estimated transit times and rates. You can also select **additional services** from this page. Additional information will be requested on a subsequent page for some options.

Note: *If enabled, your account specific negotiated rates will be displayed.*

Would you like to add reference numbers? Your Administrator may require references for your shipment. You can search for or enter references in the fields provided.

4 How would you like to ship?

Service:
 UPS Express Plus [Compare Time and Cost](#)

Do you need [additional services?](#)

	Fee?
<input type="checkbox"/> Send E-mail Notifications	Free
<input type="checkbox"/> Receive Confirmation of Delivery	Yes
<input type="checkbox"/> C.O.D.	Yes
<input type="checkbox"/> Offset the climate impact of this shipment (UPS carbon neutral)	Yes

Some services may require extra information. You will be able to enter the required information on the next page.

5 Would you like to add reference numbers to this shipment?

UPS gives you the option to track your shipments using [references](#) that you define.

Ref1

Ref 2

[Add a bar code for Ref1 to my Shipping label.](#)

Package shipping (cont.)

How would you like to pay? Specify a payment method using the drop-down menu. You may select **Shipper's UPS Account**, **Bill Receiver**, **Bill Third Party** or **Payment Card**.

Note: Enter new payment cards in your *Shipping Preferences*.

Would you like to Schedule a Collection? After selecting a payment method, your default pickup options will be displayed, including previously scheduled pickups and the option to **Schedule an On-Call Collection**. Select the tick box to schedule a collection.

The screenshot shows a web interface with two main sections. The first section, titled '6 How would you like to pay?', contains a text box with instructions: 'Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with ♦.' Below this is a dropdown menu labeled 'Bill Shipping Charges to:' with a small blue icon to its right and a diamond symbol to the right of the dropdown arrow. The second section, titled '7 Would you like to schedule a collection?', contains three options: 'Schedule a UPS On-Call Collection' with an unchecked checkbox and a blue icon; 'Review Shipping details, including price, before completing this shipment' with a checked checkbox; and 'Save As Shipping Ticket' with an unchecked checkbox. At the bottom right of this section are two buttons: 'Start Over' and 'Next »'.

Review shipment details

Verify that all shipment details are correct. To make changes, select the **Edit** link. When you are satisfied with all shipment details, select the **Ship Now** button and your shipment data will be sent to UPS. For additional support, please refer to the **Help** link or contact your UPS CampusShip Administrator.

Create A Shipment

Package

Review Your Shipment Details [Help](#)

Please review your shipping information for accuracy. Select Edit to modify information.

1 Address Information

Ship To: Edit	Ship From: Edit	Return Address: Edit
UPS Customer 1 John Doe 123 Street Name London W1JQE Telephone: 5555555555	UPS Customer 2 Jane Doe 456 Street Name London W1JQE Telephone: 5555555555	UPS Customer 2 Jane Doe 456 Street Name London W1JQE Telephone: 5555555555

2 Shipment Information [Edit](#)

General Shipment Information

Shipment Weight:	5.0 kg
Total Billable Weight: <input type="checkbox"/>	5.0 kg
Number of Packages:	1
Packaging Type:	UPS PAK
Reference #1:	Ref1 - 1234
Reference #2:	Ref 2 -

Package Information

Weight	Dimensions / Packaging	Declared Value
1. 5.0 kg (5.0 kg billable)	UPS PAK	

3 UPS Shipping Service and Shipping Options [Edit](#)

Service: UPS Express Plus
[Compare Time and Cost](#)

Do you wish to offset the climate impact of this shipment?
Select **Update** to include [UPS carbon neutral](#) [Show Fee](#)
 Update

Shipping Fees Subtotal: **86.36 GBP**
[Show Shipping Fees Subtotal Details](#)

4 Payment Information [Edit](#)

Bill Shipping Charges to: Shipper's Account: 1YE595

Total Charged: **86.36 GBP**

By selecting the **Ship Now** button, I agree to the [Terms and Conditions](#).

[Cancel Shipment](#) [Ship Now](#)

Shipment confirmation

Complete shipment

At this point, UPS has received your shipment data. Now print the labels, affix them to the packages and give the packages to UPS.

Check the **Label** and/or **Receipt** boxes to print your label and/or receipt. You may change your printing preferences (laser printer or thermal printer) for this shipment only, in the **Printing Preferences** section at the bottom of the screen. Then, select the **Print** button. You can also specify if you want instructions printed.

The **Complete Shipment** screen contains tips on suggested **Next Steps** for getting your shipments to UPS, obtaining shipping history and instructions for shipping again.

Create A Shipment

Shipment Confirmation

Thank you. Your shipment has been processed.

We have received your shipping details and processed your payment. If you need to **print shipping labels**, **print a receipt**, or **print a return label**, follow the steps below.

Tracking Number:	1YE5959999999999
Service:	UPS Express Plus
Bill Shipping Charges to:	Shipper's Account 1YE595
Total Charged:	86.36 GBP

Print Shipping Documents

Select the items to print below. To print selected items select **Print**.

Label:
 Label

Print labels using my UPS thermal Printer?

Print label instructions on?

(International shipments, or shipments requiring a signature or special instructions, will always print label instructions regardless of this setting.)

Receipt:
 Receipt

Print receipt using my UPS Thermal Printer?

[Print](#)

Void This Shipment or Past Shipments

To void this shipment, select the **Void This Shipment** button. You can review and void past shipments in your [shipping history](#).

[Void This Shipment](#)

Create a Return Shipment

The recipient of your shipment can easily return your letter or package when you create a return shipping label. To create a return shipment and print a return shipping label to include with your shipment select **Create a Return Shipment**.

[Create a Return Shipment](#)

Collection and Drop-off:

- [Schedule a Collection](#) - You can schedule a collection for today or schedule a UPS driver to collect all of your shipments on a regular schedule.
- Hand your packages to any UPS driver in your area.
- [Find UPS Drop-off Locations](#) - Leave your packages at any convenient location near you.

Next Steps...

You can create another shipment, or view your shipping history to review and track previously shipped packages.

- [Create Another Shipment](#)
- [View Your Shipping History](#)

UPS provides online documents for international shipments.

- [Export Documents](#)

Shipping ticket

Administrators may give users the ability to partially process shipments. This feature is useful for users who want to process a package with UPS CampusShip before they know the actual weight or when the shipment will be complete for processing.

At the time of shipment processing, the user who created the Shipping Ticket or another designated Shipping Ticket processor can access the shipment, enter or modify shipment data, complete the shipment and print the label when the **Ship Now** button is selectable.

If you are creating a shipping ticket, in order for someone else to process the ticket and finalise your shipment, select the tick box to **Save as Shipping Ticket**.

To review your details, including price before completing your shipment, keep the tick box selected before completing your shipping ticket or shipment.

When complete, select **Next**.

Note: These UPS CampusShip features are only available if assigned by your Administrator.

Review Shipping details, including price, before completing this shipment
 Save As Shipping Ticket

By selecting the **Next** button, I agree to the [Terms and Conditions](#).

Start Over
Next »

Create A Shipment

Package

Review Your Shipment Details [Help](#)

Please review your shipping information for accuracy. Select Edit to modify information.

Note: You are currently creating a shipping ticket.

1 Address Information

Ship To: Edit UPS Customer 1 John Doe 123 Street Name ATLANTA GA 303283474 United States Telephone: 5555555555	Ship From: Edit UPS Customer 2 Jane Doe 456 Street Name London W1JQE United Kingdom Telephone: 5555555555 x1234	Return Address: Edit UPS Customer 2 Jane Doe 456 Street Name London W1JQE United Kingdom Telephone: 5555555555 x1234
---------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------

4 Payment Information [Edit](#)

Bill Shipping Charges to: Shipper's Account 1YE595

Total Charged: **86.36 GBP**

Save As Shipping Ticket

By selecting the **Ship Now** button, I agree to the [Terms and Conditions](#).

Cancel Shipment
Save As Shipping Ticket »

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Batch file shipping

You may import a batch of up to 250 shipments from a CSV file. This will enable you to quickly batch process shipments to multiple destinations. All batch shipments' **Ship From Address** and payment method (bill to **Account Number** or **Third Party** only) must be the same for all shipments in the batch.

An Error File will be generated for any failed shipments in the batch, enabling users to easily download, correct and re-import the shipments.

Note: You will only be able to ship using a Batch File if your Company Administrator has assigned you to this privilege.

The screenshot displays the 'Batch File Shipping' interface in the UPS CampusShip system. The page is divided into a header with the UPS logo and 'UPS CampusShip®', a navigation sidebar with 'Shipping' and 'Resources' tabs, and a main content area. The main content area is titled 'Batch File Shipping' and includes a 'Begin Your Batch File Shipment' section with a 'Help' link. Below this, there are three numbered sections: '1 Upload Batch File', '2 Where is this shipment coming from?', and '3 Payment Information'. The 'Upload Batch File' section prompts the user to enter a file name or path or to browse for a file. The 'Where is this shipment coming from?' section includes a 'Ship From Address' field with a value of 'UPS Customer 2', 'Jane Doe', '456 Street Name', 'Suite/Room 55', 'ADDISON IL 60101', and a 'Return Address' dropdown menu set to 'Same As Ship From'. The 'Payment Information' section prompts the user to enter payment information and includes a 'Bill Shipping Charges to:' dropdown menu set to '1YE595 - UPS Customer 1'. At the bottom, there is a 'Start Over' button and a 'Next' button.

Air freight shipping

Like Package shipping, the first step to air freight shipping is to let UPS know where the shipment is going. You can either key enter an address or select a saved address from your Address Book.

Where is this shipment coming from? Verify your **Ship From Address** and select **Edit** to modify. The **Ship From Address** is used for determining rates and available services, so it should reflect the actual address from which a shipment will originate. If needed, you can specify a different return to address in case the shipment is undeliverable.

Note: You will only be able to modify these addresses if your Company Administrator has set you up as a travelling user.

How are you shipping? Select the UPS service that you would like to use from the drop-down menu. You may also enter the estimated weight for your shipment. This will help UPS to determine the most accurate cost for your shipment. Next, select the date of your shipment and the time that the shipment will be ready for UPS to collect and the latest time that the shipment may be collected by UPS.

Create a Shipment

Package
Freight

Begin Your Freight Shipment [Help](#)

Please indicate the Ship To (Destination) and Ship From (Origin) addresses for your freight shipment and select a freight service. Required fields are indicated with a *

1 Where is this shipment going?

My UPS Address Book
Select One

<p>Contact Name: John Doe <small>(Required for Air Freight)</small></p> <p>Company or Name: UPS Customer 1</p> <p>Country: United States</p> <p>Street Address: 123 Street Name</p> <p>Room; Floor; Apartment:</p> <p>Store Number:</p>	<p>City: Atlanta</p> <p>State: Georgia</p> <p>Zip Code: 30328</p> <p>Telephone: Ext.: 5555555555</p> <p>E-mail:</p> <p><input type="checkbox"/> Perform Detailed Address Validation</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Save Options for Address: Save as New Entry

Save this to my Address Book as: GL55

2 Where is this shipment coming from?

Ship From Address: [Edit](#)
UPS Customer 2
456 Street Name
London BR11AA
United Kingdom

Contact Name:
Jane Doe

Air freight shipping (cont.)

How are you shipping (cont.)? Specify a payment method using the drop-down menu. You may select **Shipper Pre-paid**, **Freight Collect** or **Third Party**.

For Shipper Pre-paid selected as the Bill To option, you may select either your six-digit or nine-digit UPS Account Number.

Note: In order for a nine-digit account number to be displayed, your Company's Administrator must add the account to the UPS CampusShip Location you are assigned.

Enter shipment details. You have up to five commodity lines available per shipment for you to input the specifics about the shipment such as: "will the shipment be placed on a pallet" or "will the shipment consist of loose items". The information contained in the section must be completed.

Pallets or loose items that have the same length, width and height can be entered in the same row. You will also need to provide the average weight of the pieces in each row.

You may also specify a reference number for the Shipper and a reference number for the Receiver in this step.

How are you shipping?

My Accounts:
1YE595 - UPS Customer 1

Freight Service:
UPS Air Freight Direct

Estimated Shipment Weight:
300 kg

Payment Information

Bill To:
Shipper Prepaid

Delivery Duty Paid (DDP)
 Delivery Duty Unpaid (DDU)

The service selected does not include collection, but assumes you will drop off the shipment. Do you want to arrange for UPS to collect your shipment? (Charges may apply).

No Yes

Freight Drop-off Date:
Wednesday 9 July 2014

What time will your freight shipment be dropped off?
11 : 00 AM

(Local Time)

Shipment Information

Enter Shipment Details

Pallets or loose items that have the same length, width, and height can be entered in the same row. Enter the average weight per piece in each row.

Display Unit of Measure as:
 pounds/inches Kilograms/centimetres

Handling Units	Type	Length Each	Width Each	Height Each	Weight Each	Description of Goods
10	Pallets	20 cm	30 cm	20 cm	30 kg	Books
	Pallets	cm	cm	cm	kg	
	Pallets	cm	cm	cm	kg	
	Pallets	cm	cm	cm	kg	
	Pallets	cm	cm	cm	kg	

Shipment contains **Dangerous Goods**

Note: Dangerous Goods is only valid with UPS Next Day Air Freight NGS or UPS Air Freight Consolidated.

Freight Shipment References
Reference numbers are any combination of letters and numbers up to 30 characters. Enter a purchase order number, a customer number, or a group of words you want to assign to your shipment.

Shipper Reference:
Receiver Reference:

Customs Value: 10000
Customs Currency: UNITED KINGDOM - POUND

Country of Original Manufacture
Select up to 5 Countries of Original Manufacture for the commodities in your shipment.

Select One
Select One
Select One
Select One
Select One

Note: For detailed information on product country of origin, rules of origin, certificate of origin if applicable, and any related matters, please contact your country's Customs authority.

Air freight shipping (cont.)

Select shipment options. You may provide a Declared/ Insured Value for your shipment. Specify any Special Instructions for your shipment and provide up to five e-mail addresses to receive Ship or Delivery notifications. You may also provide a personalised message for the e-mail recipients.

5 **Select Shipment Options (Optional)**

Shipment Options

Declared / Insured Value: **Declared Value Currency:** UNITED KINGDOM - POUND

[Customs Clearance](#)
 [Liftgate Required](#)
 [Delivery to Door](#)

Special Instructions:

(150 character maximum.)

Add E-mail Notifications (Optional)

Quantum View NotifySM:
Send e-mail messages at the time of shipment, if your shipment is delayed, or when your shipment is delivered.

E-mail Addresses	Ship: <input type="checkbox"/>	Delivery: <input type="checkbox"/>
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

E-mail Message:

(150 character maximum.)

If any notification is undeliverable, please e-mail:

◆

(Required for e-mail notifications.)

← Back
Cancel
Next →

Air freight shipping (cont.)

Review shipment details

Like the Package shipment process, you will have an opportunity to verify that all your shipment details are correct. To make changes, select the **Edit** link. When you are satisfied with all the shipment details, select the **Ship Now** button and your shipment data will be sent to UPS. For additional support, please contact your UPS CampusShip Administrator.

Create a Shipment

Package | Freight

Preview Shipment

Please preview your freight shipment summary for accuracy. To modify information, select Edit.

Address Information

Ship From: Edit UPS Customer 2 456 Street Name London GB BR11AA Contact: Jane Doe Telephone: 5555555555	Ship To: Edit UPS Customer 1 456 Street Name Atlanta, GA US 30328 Contact: John Doe Telephone: 5555555555
-----------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------

Freight Detail [Edit](#)

Description of Goods	Handling Unit	Length Each	Width Each	Height Each	Weight Each
Books	10 Pallets	20 cm.	30 cm.	20 cm.	30 kg

Service and Payment Information [Edit](#)

Service: UPS Air Freight Direct
[Compare Air Freight Time and Cost](#)

Available for Collection at Destination Airport: Friday, 11/07/2014

Earliest time for Collection: 12:00

Payment Terms: Shipper Prepaid
1YES96
Delivery Duty Paid (DDP)

*Charges for freight shipments are billed separately by UPS-SCS, and will not appear on your UPS invoice.

Air Freight:	237.00
Fuel Surcharge:	147.00
Freight Total:	384.00

Customs Value: 5000 GBP
Shipment Date: Wednesday, 09/07/2014
Latest Drop off Time: 11:00
Actual Weight: 300.0 kg
Dimensional Weight: 20.0 kg
Billable Weight: 300.0 kg

Customs Automation Fee:	5.50
Miscellaneous Destination Fees:	37.79
Miscellaneous Origin Fees:	69.00
Peak Season Surcharge:	206.15
Security Fee:	30.00

Shipment Options [Edit](#)

DDP/DDU Service Fee: 25.00
Total: **** 772.44**

All Shipping Charges in GBP
 We are unable to return negotiated rates for this shipment. If you have a negotiated rate, it will apply at the point of billing. If you do not have a negotiated rate, use the UPS Supply Chain Solutions [Global Directory](#) to find your local contact and discuss your rate options.

Notifications [Edit](#)

Email Addresses	Type
1. email@sample.com	Failure Address

Note: This shipment requires export forms documentation. When you select **Next** you will be taken to the Select Export Forms page. When you complete your export forms documentation, you will be taken to the shipment complete page to view your shipment details.

By selecting the **Next** button, I agree to the [Terms and Conditions](#).

[← Back](#) | [Cancel](#) | [Next →](#)

Air freight shipping (cont.)

Shipment confirmation

When you have completed your shipment, you may View/Print your shipment documents which include your Air Waybills.

Three copies of the Air Waybills will be printed.

1. One copy must be signed and given to your UPS driver
2. The second must be signed and attached to the shipment
3. The third should be retained for your records

In order to modify or cancel an air freight shipment, or find the nearest air freight drop-off location, please call.

Avonmouth / Avon: +44 1179 379860

Berkshire: +44 1753 760100

Coventry: +44 2476 701040

Crawley: +44 (0) 1293 577030

Derby: +44 1332 576427

Manchester: +44 (0) 161 436 9200

Newcastle: +44 191 2863121

Paisley: +44 141 8877777

Wakefield: +44 1924 876125

Create a Shipment

Package
Freight

Your shipment has been processed.

We have received your shipping details.
To send your shipment, follow the steps below.

To **modify** or **cancel** an air freight shipment, or to find the nearest air freight **drop-off location**, please use the [UPS Supply Chain Solutions Global Directory](#) to find contact and address information.

Service:	UPS Air Freight Direct
Available for Collection at Destination Airport:	Friday, 11/07/2014
Earliest time for Collection:	12:00 PM
Shipment Date:	Wednesday, 09/07/2014
Payment Terms:	Shipper Prepaid
Total:	772.44 GBP

Collection Confirmation: 1YE595
Freight Tracking Number: 999999999999999

UPS PaperlessSM Invoice

UPS PaperlessSM Invoice eliminates the need for paper commercial invoices by transmitting commercial invoice data to enable clearance by Customs offices across the globe.

[Learn More About UPS Paperless Invoice Enrolment](#)

View/Print Freight Shipment Document(s) [Help](#)

Print the freight waybill shown in the second window. The waybill must be printed with a laser printer. UPS Thermal printers cannot be used. Select the **View/Print** button if the second window does not appear or has been closed.

Three copies of the waybill must be printed.

1. One copy must be signed and given to the collection driver.
2. The second must be signed and attached to the shipment.
3. The third should be retained for your records.

Sign the waybill and attach it to your freight shipment prior to collect. Freight cannot be accepted without a signed waybill.

To **modify** or **cancel** an air freight shipment, or to find the nearest air freight **drop-off location**, please use the [UPS Supply Chain Solutions Global Directory](#) to find contact and address information.

[View/Print](#) →

Next Steps

Getting your Shipment to UPS

Air freight collections and deliveries are performed by UPS Supply Chain Solutions, not the UPS small package driver network. Driver uniforms and truck appearance may vary by location.

View History

- [View Freight History](#)
- [Begin Another Shipment](#)
- [Ship again using this shipment information](#)

Shipping history

Select **View History** on the menu bar. To schedule a collection, show detail or print a receipt, track, ship again, request an intercept or void, select the **tick box** for the shipment, then select the appropriate button.

Package history

View Package History or Void Shipment

Package | Freight

The Shipping History page allows you to view your shipping history for the past 90 days. Use this history to review, track and void shipments. Packages can also be re-shipped using shipping information from a previous shipment.

Administrators can view their own shipping history or the history for any user or location they administer. To see your personal history, select the "View History For" radio button and choose "personal" from the list.

To see another history, select the "View History For" radio button and choose either "user", "location" or "location and reference" from the list.

Administrators can export the history for any location they administer by selecting the "Export history for" radio button and choosing either "location" or "location and reference" from the associated list.

History Selections [Help](#)

Your history request will be submitted when you select one of the links below. It may take several minutes for your data to display, depending upon server volume. Please do not select the link again until data for this request has been received.

[Customise Package History View](#) [Export History for all Locations Administered](#)

[View Export Query List](#) [Export Current View](#)

Display Per Page: 25

Show History For the Last: 7 Days

View History for: Personal

Export History for: None Selected

[Go](#)

Previous Shipments [Help](#)

Please select an individual shipment using the check boxes. You can then choose to View details concerning that shipment, Void the shipment or Ship again using the appropriate buttons.

Also, use the check boxes to select one or more packages on this page (maximum 1), and select Track to display tracking details for these items.

Shipments 1 through 1 out of 1 in the last 7 Days

[Show Detail/Receipt](#) [Track](#) [Ship Again](#) [Void](#)

Shipped Date	Ship To - Company or Name	Service	Shipment Tracking #	Voided
<input type="checkbox"/>	07 Jul 2014	UPS Customer 1	UPS Express Plus 1YE595 Reprint Label	

Shipments 1 through 1 out of 1 in the last 7 Days

[Show Detail/Receipt](#) [Track](#) [Ship Again](#) [Void](#)

Freight history

Create a Shipment

Package | Freight | International Forms

[View Freight History](#) [Help](#)

Use this history to view and track previous freight shipments. Up to 25 freight shipments can be tracked by marking the desired checkboxes and selecting the Track button. Ground Freight shipments can schedule a pickup, ship again, or be marked for deletion in this history view.

[View Freight Pickup Request History](#)

To **modify** or **cancel** an air freight shipment, or to find the nearest air freight **drop-off location**, please use the [UPS Supply Chain Solutions Global Directory](#) to find contact and address information.

Display per page: 25

Displaying shipment history in the last 90 days.

Displaying results 1 through 1 of 1

[Show Detail](#) [Track](#) [Ship Again](#)

Shipment Creation Date	Shipped To	Freight Service: Reference Account	Pickup Number and Date	Tracking Number / PRO Number
<input type="checkbox"/>	08/19/2013 UPS Customer 1 Timonium, MD 21093	UPS 2nd Day Air® Freight 1YE595	1YE595999 08/21/2013	1YE595999 View Waybill

Displaying results 1 through 1 of 1

[Show Detail](#) [Track](#) [Ship Again](#)

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