



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 e-mails:

- The first is your Welcome E-mail containing your User ID and the URL to access the site.
- The second e-mail 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 e-mail, 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 e-mails 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.

[Help](#)

Returning Users

User ID

Password

Remember Me ⓘ
(Do not check for shared computers.)

Change the language of this page:
Select Language ▼ ⓘ

[→ Forgot User ID or Password](#)

[Log In](#)

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 a selection labeled “**CampusShip Administration**” listed in your **Quick Start** menu.

Select **CampusShip Administration** from the **Quick Start** menu to go to a screen that provides total access to the administration functions of UPS CampusShip.

1. Select **CampusShip Administration** from the **Quick Start** menu to access the administration functions of UPS CampusShip.
2. Use the administration functions to manage your company’s locations, reference numbers, shipping privileges, address groups and users.

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](#)
- [Using Export 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 **CampusShip Administration** from the **Quick Start** menu, then select **Manage Company** 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 organization's network (with the exception of Traveling 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 utilize this feature, you need basic information about your company's network; you may want to contact your company's network administrator.

Manage Company Information

Manage your company information stored and displayed by UPS CampusShip.

- [View or Edit Company Information](#)
- [View or change company log-in labels displayed by UPS CampusShip](#)
- [View or change company logo displayed by UPS CampusShip](#)

Import a company logo

1. Select **CampusShip Administration** from the **Quick Start** menu, then select **Manage Company**. Choose the **View or change company logo displayed by 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 privilege set reference number options with these settings:

- Require users to enter reference numbers while processing shipments by selecting the check 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 directions on how to create a list of reference numbers.)

Reference Number Options

	<u>Ref List 1</u>	<u>Ref List 2</u>	<u>Ref List 3</u>
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 checked="" type="checkbox"/>	<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 organizing and naming locations within a single global company setup. For any location, you can choose whether the location name or company name appears on the return address of all packages 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 Mail 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

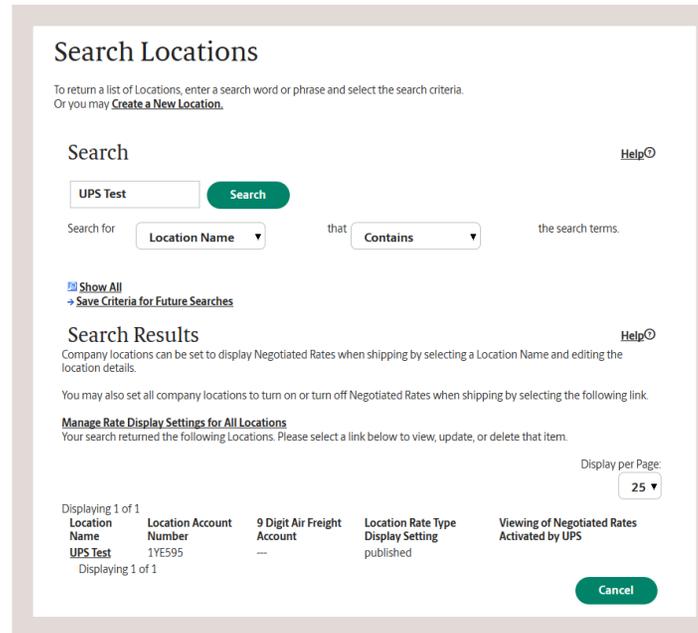
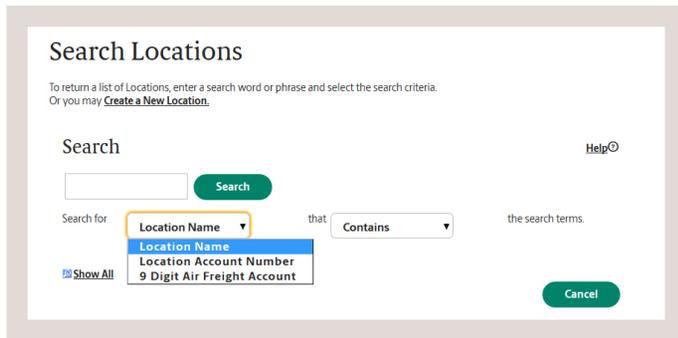
1. Select **CampusShip Administration** from the **Quick Start** menu, then select **Manage Locations**. Choose **Create Location** to add a new company location.
2. A **Location Details** screen displays. (To stop this process, select the **Cancel** button on the bottom of the screen.)
3. Enter detailed information about the location (e.g., address, location contact name, e-mail 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, or CSV, file. For information and instructions, please refer to the online **Help**, which can be accessed by clicking the **Administration Help** option in the **CampusShip Support** menu.

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.

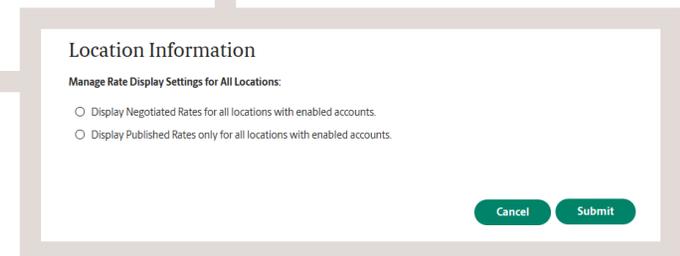
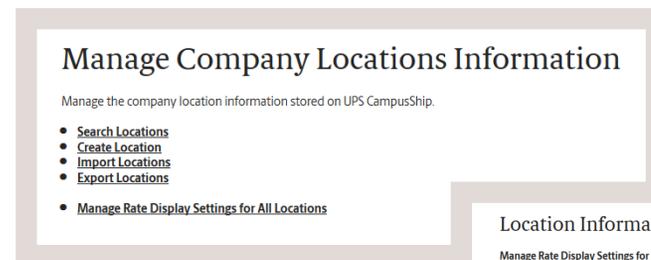


Manage rates display

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.



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**.

Location Details

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

Location Information

Location Name:

Country: United States ▼

Street Address:

City:

State: Select One ▼

ZIP Code:

Location Account Number:

Currently displaying **published rates** [m](#)

Verify Rate Display Settings

9 Digit Air Freight Account:

Important Note:

Associated Address Group:

[Search](#) for Address Groups

[Help](#)

Location Contact Name:

E-mail:

Telephone: **Ext.:**

Fax:

Location Support Information

Support E-mail Address:

Support Phone: **Ext.:**

Location Shipping Information

Select the identifying name that will appear on the shipping label.

Company Name

Location Name

Cancel Create

Accounts assigned to locations can display either **Negotiated Rates** [m](#) or **UPS Published Rates** [m](#) when shipping.

Location Information

Location Account Number:
1YE595

Display UPS Published Rates

Display Negotiated Rates

Note: This display control can only be set or changed by a Company Administrator.

Cancel Update

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 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 traveling user** (all shipping privileges).

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

Manage shipping privileges (cont.)

Create new shipping privileges

If you would like to customize 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** check box.

1. Select **CampusShip Administration** from the **Quick Start** menu, then select **Manage Shipping Privileges** and choose **Create Shipping Privileges**.
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 check boxes (e.g., allowable payment or billing methods, rate display settings and address book privileges).
4. Once you have entered all 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.

Create Shipping Privileges

Create a CampusShip Shipping Privilege set. Enter the name for the Shipping Privilege and assign one or more countries to the set. To save this Shipping Privilege, select **Create**.

Once you have saved this Shipping Privilege, you can assign users to it.

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)
 Allow Access to UPS Ground® with Freight Pricing (also requires that UPS Ground® service checkbox is selected below)
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.)

<input checked="" type="checkbox"/> UPS Next Day Air® Early	<input checked="" type="checkbox"/> UPS Express Plus™
<input checked="" type="checkbox"/> UPS Next Day Air®	<input checked="" type="checkbox"/> UPS Express™
<input checked="" type="checkbox"/> UPS Next Day Air Saver®	<input checked="" type="checkbox"/> UPS Saver™
<input checked="" type="checkbox"/> UPS 2nd Day Air A.M.®	<input checked="" type="checkbox"/> UPS Expedited™
<input checked="" type="checkbox"/> UPS 2nd Day Air®	<input checked="" type="checkbox"/> UPS Standard

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 checked="" 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 checked="" 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** users may access.

Additional Shipping Options:

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

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 **CampusShip Administration** from the **Quick Start** menu, then select **Manage Users** and choose **Create Users**.
 - 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 authorize the user to modify the **Ship From** address, set **Traveling 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**):

Manage CampusShip User Information

Create a CampusShip user. To save, select Create.

User Information

User Name:

User ID:

E-mail:

Re-enter E-mail Address:

Telephone: Ext:

Fax:

Company Location: [Search for Location Names](#)

Language Preference:

Assigned to Shipping Privilege Set: [Search for Shipping Privilege Names](#)

Default Reference #1 Value: [Search for Reference #1 values](#)

Do not allow user to change Reference #1 value

Default Service Level:

Traveling User Status:

ON

OFF

Authority to Order UPS Supplies:

ON

OFF

[Help](#)

- 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 check 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 you would like the user to administer. To complete this:

- Select the **Search Users** link to find the user you 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 the **Administration Help** option in the **CampusShip Support** menu. To view the **Import File Format for Users**, click the **Help** link in the upper right of the **Import Users** page.

Import Users

Enter the file name, or Browse to locate the file to import.

If you are importing users assigned to locations also being imported, please allow the location import to complete fully before attempting to import users.

File Information

Location and Name of File:

No file selected.

[Help](#)

Add imported users to the current list.

Cancel
Import

Import File Format for Users

Review the import file format table below for specific details about each information field. All files must be saved with a .csv extension with a comma as the field delimiter. For more information saving .csv files see Gather Key Information under the Before You Begin section. Using a comma as the field delimiter: When importing information, use a comma to separate the information for each field. If a field is empty, a comma is required to "skip" to the next field. Thus, the format could contain multiple commas in a row without spaces, as shown in the "required fields only" sample below.

- Sample record with required fields only:
John Doe,jdoe,jdoe123,1,Test,Location,jdoe@company.com,,Test Shipping Privilege Set,.....
- Sample record with all fields:
John Doe,jdoe,jdoe123,1,Test,Location,jdoe@company.com,770 555 1212,1000,Test Shipping Privilege Set,Reference 1,003,0,1,770 555 1234,0

Note: Various import files have limitations detailed in File Importing Limitations under the Gather Key Information section in this guide.

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 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.

Invite Users

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**.

Complete Invitation

User ID:

E-mail:

Submit Query



Technology Invitation

Learn more:
[UPS CampusShip Features and Benefits](#)

You have been invited to join Company A as a company user on UPS.com. Company A has requested to add your User ID, 999999999 to their company. By joining as a company user, you will have access to additional service offerings.

To join Company A 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 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 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 Lookup**.

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:
 — or enter a new address below

Enter New Address Corporate Address Book

UPS Access Point™ [What's This?](#)

Hold for Customer Pickup at UPS Access Point™

2 WHERE IS THIS SHIPMENT COMING FROM?

Ship From Address:
 UPS Customer 1
 John Doe
 2311 York Road
 Timonium MD 21093
 email@sample.com

If the shipment is undeliverable return to:
 Contact:

 Return Address: [?](#)

3 WHAT ARE YOU SHIPPING?

Number of Packages: Use the same values for all packages?

Packaging Type: [?](#)

Package Declared Value: [?](#) USD

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

Does this package include batteries? [?](#)
 Yes No

4 HOW WOULD YOU LIKE TO SHIP?

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"/> Dry Ice	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.

Reference #1

Reference #2

Reference #3

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 *

Payment Method for Shipping Charges: [?](#)

7 WOULD YOU LIKE TO SCHEDULE A PICKUP?

Schedule a UPS On-Call Pickup. — An additional fee may apply

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 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 forgot your User ID or password, use the **Forgot User ID or Password?** link and UPS CampusShip will send your User ID and a temporary password via e-mail.



Log In

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

[Help](#)

Returning Users

User ID

Password

Remember Me ⓘ
(Do not check for shared computers.)

Change the language of this page:
Select Language ▼ ⓘ

[→ Forgot User ID or Password](#)

Log In

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 Lookup** 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 Locations](#)

[Schedule a Pick Up](#)

[Export Documentation](#)

[Packaging Advisor](#)

[UPS Customer Service](#)

[Legal Agreement](#)

[UPS CampusShip Support](#)

[UPS CampusShip Help](#)

[User Guides](#)

[UPS TradeAbility™ International Tools](#)

- Screen for Denied Parties
- Find Harmonized Codes
- Estimate Landed Cost
- Detect Export Licenses
- Check Import Compliance
- Access International Forms

Other Features

- Create and manage a Product List
- View your Transaction History

FREIGHT RESOURCES

[Create a Freight Shipment](#)

[View Freight History](#)

[Manage Commodity List](#)

[Schedule a Freight Pickup](#)

[View Freight Pickup History](#)

My settings

Begin by setting your Shipping Preferences which saves time and ensures a tailored shipping experience. Access your Profile Preference Center by clicking the downward arrow next to your name in the upper-right corner of the screen. Select **My Settings**, then **Edit Shipping Preferences** to set default shipping options, reference values, payment method, e-mail notifications, pickup 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.

[HELP](#)

SHIPPING OPTIONS

Service: Select Service ▼ Packaging: Select One ▼

Review Shipping details, including price, before completing this shipment
 Default to Save As Shipping Ticket
 Default Shipment to UPS carbon neutral.
 Use my USB-connected scale to weigh my packages.

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

Pickup Option: UPS will Pickup ▼ Delivery Option: UPS will Deliver ▼

EDIT UPS ACCESS POINT™ OPTIONS

Notifications: Email ▼

Notification Language: Select One ▼

If e-mail notifications are undeliverable, please e-mail:

RETURN OPTIONS

Return To Address: My Location Address ▼

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

Pickup Option: UPS will Pickup ▼ Delivery Option: UPS will Deliver ▼

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

Reference #1: Print Reference #1 on Shipping Label as Bar Code

Reference #2: Print Reference #1 on Return Label as Bar Code

Print Reference #1 on Import Label as Bar Code

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 150 lbs) or for Freight (over 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

The screenshot shows the 'Create A Shipment' interface for Package shipping. At the top, there are two tabs: 'PACKAGE' and 'FREIGHT', with 'FREIGHT' selected. Below the tabs is the heading 'Begin Your Shipment' and a 'Help' icon. A sub-heading reads 'Please enter your shipping information below. Required fields are indicated with *.' The main section is titled '1 WHERE IS THIS SHIPMENT GOING?' and contains an 'Address Book' section with a 'Select One' dropdown menu and the text '— or enter a new address below'. Below this are links for 'Enter New Address' and 'Corporate Address Book'. A 'UPS Access Point™' section includes a 'What's This?' icon and a checkbox labeled 'Hold for Customer Pickup at UPS Access Point™'.

Freight

The screenshot shows the 'Create a Shipment' interface for Freight shipping. At the top, there are two tabs: 'PACKAGE' and 'FREIGHT', with 'FREIGHT' selected. Below the tabs is the heading 'Begin Your Freight Shipment' and a 'Help' icon. A sub-heading reads '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 *.' The main section is titled '1 WHERE IS THIS SHIPMENT GOING?' and contains a 'My Contacts' section with a 'Select One' dropdown menu.

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 traveling 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.

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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:
 or enter a new address below

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

UPS Access Point™ [What's This?](#)

Hold for Customer Pickup at UPS Access Point™

2 WHERE IS THIS SHIPMENT COMING FROM?

<p>Ship From Address: UPS Customer 1 John Doe 2311 York Road Timonium MD 21093 email@sample.com</p>	<p>If the shipment is undeliverable return to:</p> <p>Contact: <input type="text" value="John Doe"/></p> <p>Return Address: ? <input type="text" value="Same As Ship From"/></p>
---	--

3 WHAT ARE YOU SHIPPING?

<p>Number of Packages: <input type="text" value="1"/></p>	<p>Use the same values for all packages? <input type="text" value="Yes"/></p>
<p>Packaging Type: ? <input type="text" value="Select One"/> *</p>	
<p>Package Declared Value: ? <input type="text" value=""/> USD</p>	

Package shipping (cont.)

How would you like to ship? Select the UPS service 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 display.

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:

* [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"/> Deliver Without Signature	Free
<input type="checkbox"/> Deliver On Saturday	Yes
<input type="checkbox"/> Dry Ice	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.

Reference #1

*

Reference #2

*

Reference #3

[Add a bar code for Reference #1 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 Pickup? After selecting a payment method, your default pickup options will be displayed, including previously scheduled pickups and the option to **Schedule an On-Call Pickup**. Select the check box to schedule a pickup.

Your account may be set up to use Smart Pickup. Package processing and other functionality is the same as Daily Pickup. But, unlike Daily Pickup, a Smart Pickup is only completed when you process a package in UPS CampusShip.

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 *.

Payment Method for Shipping Charges: Ⓞ

1YE595 - UPS Customer 1 ▼ *

Daily Pickup

7 WOULD YOU LIKE TO SCHEDULE A PICKUP?

Schedule a [UPS On-Call Pickup](#) - An additional fee may apply

Review Shipping details, including price, before completing this shipment

Save As Shipping Ticket

Start Over Next

Smart Pickup

7 Would you like to schedule a pickup?

UPS Account is a Smart Pickup Account

Smart Pickup Status:
A [Smart Pickup](#) has not been requested for this [UPS Account's pickup location](#) for Tuesday, 4/18/2017.

Select an Option: ♦

Request a Smart Pickup.
If submitted before 12:00 AM on Tuesday, 4/18/2017, a UPS driver will make a pickup at this UPS Account's pickup location Tuesday, 4/18/2017.

UPS Customer 1
123 Street Name
TIMONIUM, MD 11111
US

Your Ship From Address will be updated to match your UPS Account's Pickup Address for this shipment. We will pickup your shipment at the address shown at left.

Schedule a [UPS On-Call Pickup](#) - An additional fee may apply

Find a UPS location near you. (Select this option for no pickup)

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 Main Street ALPHARETTA GA 30005 Telephone: 404-555-5555	UPS Customer 2 Jane Doe 456 Street Name Suite/Room 55 ADDISON IL 60101 Telephone: 555-555-5555	UPS Customer 2 Jane Doe 456 Street Name Suite/Room 55 ADDISON IL 60101 Telephone: 555-555-5555

2 PACKAGE INFORMATION [EDIT](#)

WEIGHT	DIMENSIONS / PACKAGING	DECLARED VALUE	REFERENCE NUMBERS
1. 3.0 lbs (3.0 lbs billable)	Other Packaging	50.00 USD	Reference #1 - ABC123 Reference #2 - XYZ456

3 UPS SHIPPING SERVICE AND SHIPPING OPTIONS [EDIT](#)

Service: UPS Ground Service [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](#)

Guarantees and Notices [?](#)
Shipping Fees Subtotal: 10.42 USD

[Show Shipping Fees Subtotal Details](#)

4 PAYMENT INFORMATION [EDIT](#)

Bill Shipping Charges to: Shipper's Account X5R661

Shipping Charges:	10.42 USD
Subtotal Shipping Charges:	10.42 USD
Daily rates were applied to this shipment	
Total Charged:	10.42 USD

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:	1YE595999999999999
Service:	UPS Ground Service
Bill Shipping Charges to:	Shipper's Account 1YE595
Shipping Charges:	10.42 USD

Daily rates were applied to this shipment

Total Charged:	10.42 USD
-----------------------	------------------

[Guarantees and Notices](#) [?]

PRINT SHIPPING DOCUMENTS

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

Label:

Label

Print labels using my UPS thermal Printer? No ▾

Print label instructions on? Each label ▾

(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? No ▾

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

GETTING YOUR SHIPMENT TO UPS

- [Schedule a Pickup](#) - 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](#)

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 finalize your shipment, select the check box to **Save as Shipping Ticket**.

To review your details, including price before completing your shipment, keep the check 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

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	Ship From: Edit	Return Address: Edit
UPS Customer 1 John Doe 123 Main Street ALPHARETTA GA 30005	UPS Customer 2 Jane Doe 456 Street Name Suite/Room 55 ADDISON IL 60101	UPS Customer 2 Jane Doe 456 Street Name Suite/Room 55 ADDISON IL 60101

4 PAYMENT INFORMATION EDIT

Bill Shipping Charges to: Shipper's Account 1YE595

Shipping Charges:	10.42 USD
Subtotal Shipping Charges:	10.42 USD
Daily rates were applied to this shipment	
Total Charged:	10.42 USD

- Save As Shipping Ticket

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

Cancel Shipment

Save As Shipping Ticket

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.

Batch File Shipping

Begin Your Batch File Shipment [Help](#)

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

1 UPLOAD BATCH FILE

Enter your **batch file** location and name or select **Browse** to navigate to your file.

Enter a file name or path:

No file selected.

*

2 WHERE IS THIS SHIPMENT COMING FROM?

<p>Ship From Address: Edit</p> <p>UPS Customer 2 Jane Doe 456 Street Name Suite/Room 55 ADDISON IL 60101</p>	<p>If the shipment is undeliverable return to :</p> <p>Contact:</p> <p><input type="text" value="Jane Doe"/></p> <p>Return Address: □</p> <p><input type="button" value="Same As Ship From"/></p>
---	---

3 PAYMENT INFORMATION

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

Payment Method for Shipping Charges: [⊙](#)

*

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

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 traveling user.

How are you shipping? Select the UPS service 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 pickup and the latest time that the shipment may be picked up 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 *.

WHERE IS THIS SHIPMENT GOING?

My Contacts:

Contact Name: *
(Required for this service)

Company or Name: *

Country: *

Street Address: *

Room; Floor; Apartment:

Store Number:

City: *

State: *

Zip Code: *

Telephone: *
(Required for this service)

Ext.:

E-mail:

Validate this address for accuracy

Save Options for Address:

Save to My Addresses As:

Air freight shipping (cont.)

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

For Shipper Prepaid 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.

3 HOW ARE YOU SHIPPING?

My Accounts:
 *

Freight Service:
 *

Estimated Shipment Weight:

Payment Information
Bill To:
 *

4 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/centimeters

HANDLING UNITS	TYPE	LENGTH EACH *	WIDTH EACH *	HEIGHT
10	Loose items	10 in.	10 in.	15
	Pallets			

Shipment contains [Dangerous Goods](#)

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 personalized message for the e-mail recipients.

5 SELECT SHIPMENT OPTIONS (OPTIONAL)

Shipment Options

Declared / Insured Value:

Declared Value Currency: UNITED STATES - DOLLAR ▼

Saturday Delivery ⓘ

 Liftgate Required ⓘ

Hold at Destination Airport for Pickup ⓘ

Special Instructions:

Paperback books use caution when opening

(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: ⓘ	Delivery: ⓘ
<input type="text" value="email@sample.com"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input 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:	Ship To: Edit
UPS Customer 2	UPS Customer 1
456 Street Name	123 Main Street
Suite/Room 55	Timonium, MD
Addison, IL	US
US	21093
60101	Contact: John Doe
Contact: Jane Doe	Telephone: 410-555-5555
Telephone: 555-555-5555	

Freight Detail [Edit](#)

DESCRIPTION OF GOODS	HANDLING UNIT	LENGTH EACH	WIDTH EACH	HEIGHT EACH	WEIGHT EACH
Paperback Books	10 Loose Items	10 in.	10 in.	15 in.	17 lbs

Service and Payment Information [Edit](#)

Service: UPS Next Day Air® Freight
[Compare Freight Time and Cost](#) [?] [?](#)

Guaranteed By: Monday, 04/24/2017 12:00 PM

Payment Terms: Shipper Prepaid
 1YE595

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

Freight:	592.00
Fuel Surcharge:	26.60
Freight Total:	618.60

Shipment Date: Friday, 04/21/2017

Earliest Pickup Time: 09:00 AM

Pickup Site Close Time: 05:00 PM

Pickup Requestor:
 Contact: Jane Doe
 Telephone: 555-555-5555

Actual Weight: 170.0 lbs

Dimensional Weight: [?] 78.0 lbs

Billable Weight: [?] 200.0 lbs

Security Fee: 0.00

Shipment Options [Edit](#)

*** Pickup:

*** Delivery:

Declared/Insured Value Surcharge: 5000 USD 32.50

Total: **** 701.10**

All Shipping Charges in USD

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, please call 1-800-443-6379 to discuss your rate options.

Shipper Reference: ABC123

Receiver Reference: XY2456

Special Instructions:
 Paperback books use caution when opening

Notifications [Edit](#)

EMAIL ADDRESSES	TYPE
1. email@sample.com	Ship; Delivery
2. email@sample.com	Failure Address

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

Back
Cancel
Ship Now

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 print.

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 1-800-443-6379.

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 call 1-800-443-6379.

Service:	UPS Next Day Air® Freight
Guaranteed By:	Monday, 04/24/2017 12:00 PM
Shipment Date:	Friday, 04/21/2017
Payment Terms:	Shipper Prepaid
Total:	701.10 USD

Pickup Confirmation: 999999999
Freight Tracking Number: 999999999

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 pickup 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 pickup. 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 call 1-800-443-6379.

View/Print

Next Steps

Getting your Shipment to UPS

Freight pickup by UPS is included at no additional charge.

Some freight pickups 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](#)

Download, View and Print

Adobe Reader

If you have not already installed and configured the Adobe Reader® or plug-in, select the "Get Adobe Reader®" icon for further instructions.

← [Get Adobe Reader](#)

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Shipping history

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

Package history

View Package History or Void Shipment

Package **Freight** International Forms

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 personal history, select View History For radio button and choose "personal" from the list.

To see others 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

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.

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

[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

Please select an individual shipment using the checkboxes. You can then choose to View details concerning that shipment, request or modify a UPS Delivery Intercept, Void the shipment, or Ship again using the appropriate buttons.

Also, use the checkboxes to select one or more packages on this page (maximum 20), and select Track to display tracking details for these items.

Shipments 1 through 20 out of 20 in the last 7 Days

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

Shipped Date	Ship To - Company or Name	Service	Shipment Tracking #	Voided
<input type="checkbox"/> 20 Apr 2017	UPS	UPS Next Day Air	1YE5959999999999 Reprint Label	

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 call 1-800-445-6379.

Display per page: 25

Displaying shipment history in the last 90 days.

Displaying results 1 through 1 of 1

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SHIPMENT CREATION DATE	SHIPPED TO	FREIGHT SERVICE; REFERENCE ACCOUNT	PICKUP NUMBER AND DATE	TRACKING NUMBER / PRO NUMBER
<input type="checkbox"/> 04/20/2017	UPS Customer 1 Timonium MD 21093	UPS Next Day Air® Freight 1YE595	999999999 04/21/2017	9999999999 View Waybill

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