

*Shipping with  
UPS CampusShip*

**UPS CampusShip**

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## 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 \*.

[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](#)

**2** Where is this shipment coming from?

Ship From Address: [Edit](#)

Company 1  
 John Doe  
 123 Main Street  
 Suite 100  
 ATLANTA GA 30328

If the shipment is undeliverable return to:

Contact:

Return Address:   
 Same As Ship From

**3** What are you shipping?

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

Packaging Type:  \*

Package Declared Value:

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

**4** How would you like to ship?

Service:  \* [Compare Time and Cost](#)

Do you need additional services?

<input type="checkbox"/> Send E-mail Notifications	Fee?	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:  \*

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.

**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](#)

## 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

<ul style="list-style-type: none"> <li><a href="#">UPS Tracking</a></li> <li><a href="#">UPS Locations</a></li> <li><a href="#">Export Documentation</a></li> <li><a href="#">Order Supplies</a></li> <li><a href="#">Packaging Advisor</a></li> <li><a href="#">UPS Customer Service</a></li> <li><a href="#">Legal Agreement</a></li> <li><a href="#">UPS CampusShip Support</a></li> <li><a href="#">UPS CampusShip Help</a></li> <li><a href="#">User Guides</a></li> </ul>	<h4>UPS TradeAbility™ International Tools</h4> <ul style="list-style-type: none"> <li>⌘ Screen for Denied Parties</li> <li>⌘ Find Harmonized Codes</li> <li>⌘ Estimate Landed Cost</li> <li>⌘ Detect Export Licenses</li> <li>⌘ Check Import Compliance</li> <li>⌘ Access International Forms</li> </ul> <h4>Other Features</h4> <ul style="list-style-type: none"> <li>⌘ Create and manage a Product List</li> <li>⌘ View your Transaction History</li> </ul>
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#### Freight Resources

<ul style="list-style-type: none"> <li><a href="#">Create a Freight Shipment</a></li> <li><a href="#">View Freight History</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Manage Commodity List</a></li> <li><a href="#">Schedule a Freight Pickup</a></li> <li><a href="#">View Freight Pickup History</a></li> </ul>
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Company Support: [companysupport@email.com](mailto:companysupport@email.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, 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.

#### Shipping Options [Help](#)

<p><b>Service:</b>  <input type="text" value="Select Service"/></p> <p><b>My Preferred Ship From Address:</b>  <input type="text" value="My Location Address"/></p> <p><b>My Preferred Shipper Address:</b>  <input type="text" value="My Location Address"/></p>	<p><b>Packaging:</b>  <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>
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**Set pickup or delivery preferences for UPS Worldwide Express Freight™ shipments.**

<b>Pickup Option</b>	<b>Delivery Option</b>
<input type="text" value="UPS will Pickup"/>	<input type="text" value="UPS will Deliver"/>

#### Return Options

**Return To Address:**

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

<b>Pickup Option</b>	<b>Delivery Option</b>
<input type="text" value="UPS will Pickup"/>	<input type="text" value="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

<p><b>Reference #1:</b>  <input type="text"/> <a href="#">Search</a></p> <p><b>Reference #2:</b>  <input type="text"/> <a href="#">Search</a></p> <p><b>Reference #3:</b>  <input type="text"/> <a href="#">Search</a></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>
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## 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**

<p><b>UPS CampusShip Profile Information</b></p> <ul style="list-style-type: none"> <li>:: <a href="#">Edit User Profile</a></li> <li>:: <a href="#">Change Password</a></li> </ul>	<p><b>Shipping Preferences Settings</b></p> <ul style="list-style-type: none"> <li>:: <a href="#">Edit Shipping Preferences</a></li> </ul>
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**Address Books**

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

<p><b>Corporate Address Book</b></p> <ul style="list-style-type: none"> <li>:: <a href="#">Search Corporate Address Book</a></li> <li>:: <a href="#">Create New Address</a></li> <li>:: <a href="#">Distribution Lists</a></li> <li>:: <a href="#">Import Addresses</a></li> <li>:: <a href="#">Export Addresses</a></li> <li>:: <a href="#">Manage Address Groups</a></li> </ul>	<p><b>My UPS Address Book</b></p> <ul style="list-style-type: none"> <li>:: <a href="#">Search My UPS Address Book</a></li> <li>:: <a href="#">Create New Address</a></li> <li>:: <a href="#">Distribution Lists</a></li> <li>:: <a href="#">Import Addresses</a></li> <li>:: <a href="#">Export Addresses</a></li> <li>:: <a href="#">Import / Export Status</a></li> </ul>
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## 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

#### 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 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.

*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 ♦.

[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](#)

**2 Where is this shipment coming from?**

<p><b>Ship From Address:</b> <a href="#">Edit</a></p> <p>UPS Customer 2                  Jane Doe                  456 Main Street                  Suite/Room 1907                  ATLANTA GA 30328</p>	<p>If the shipment is undeliverable return to :</p> <p><b>Contact:</b>  <input type="text" value="Jane Doe"/></p> <p><b>Return Address:</b> <a href="#">?</a>  <input type="text" value="Same As Ship From"/></p>
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**3 What are you shipping?**

<p><b>Number of Packages:</b>  <input type="text" value="1"/></p> <p><b>Packaging Type:</b> <a href="#">?</a>  <input type="text" value="Select One"/> ♦</p> <p><b>Package Declared Value:</b> <a href="#">?</a>  <input type="text" value=""/> USD</p>	<p><b>Use the same values for all packages?</b>  <input type="text" value="Yes"/></p> <p><b>Note:</b> Additional shipping fees may apply based on declared value.</p>
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## 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:**  
 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](#)

## 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 ♦.

**Bill Shipping Charges to:**

1YE595 - UPS Test

### 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

### 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, 8/20/2013.

**Select an Option:** ♦

**Request a Smart Pickup.**  
 If submitted before 12:00 AM on Tuesday, 8/20/2013, a UPS driver will make a pickup at this UPS Account's pickup location Tuesday, 8/20/2013.

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

John Doe

Package

**Review Your Shipment Details** [Help](#)

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

**1 Address Information** [Edit](#)

<b>Ship To:</b> <a href="#">Edit</a> UPS Customer 1 John Doe 123 Main Street ALPHARETTA GA 30005 Telephone:4045555555	<b>Ship From:</b> <a href="#">Edit</a> UPS Customer 2 Jane Doe 456 Street Name Suite/Room 55 ADDISON IL 60101 Telephone:555-555-5555	<b>Return Address:</b> <a href="#">Edit</a> UPS Customer 2 Jane Doe 456 Street Name Suite/Room 55 ADDISON IL 60101 Telephone:555-555-5555
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**2 Package Information** [Edit](#)

Weight	Dimensions / Packaging	Declared Value	Reference Numbers
1. 3.0 lbs	Other Packaging		Reference #1 - Reference #2 - Reference #3 -

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

**Service:** UPS Ground Service

**Guaranteed By:** End of Day Wednesday, Aug 21, 2013

[Compare Time and Cost](#)

**Do you need it there sooner?**

<input checked="" type="radio"/> UPS Ground Service	currently selected	No later than end of day Wednesday, Aug 21, 2013
<input type="radio"/> UPS 2nd Day Air A.M.	10.60 more	10:30 AM Wednesday, Aug 21, 2013
<input type="radio"/> UPS Next Day Air Saver	43.07 more	3:00 PM Tuesday, Aug 20, 2013

[Update](#)

**Shipping Fees Subtotal:** 8.25 USD

[Show Shipping Fees Subtotal Details](#)

**4 Payment Information** [Edit](#)

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

Standard List rates were applied to this shipment

**Total Charged:** 8.25 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:	1YE5951111111111
Service:	UPS Ground Service
Guaranteed By:	End of Day Wednesday, Aug 21, 2013
Bill Shipping Charges to:	Shipper's Account 1YE595

**Standard List rates were applied to this shipment**

Total Charged:	8.25 USD
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#### 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](#)

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#### 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](#)

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#### 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](#)

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#### Getting your Shipment to UPS

- [Schedule a Pickup](#) - You can schedule a pickup for today or schedule a UPS driver to pick up 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.

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

### 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

<b>Ship To:</b> <a href="#">Edit</a> UPS Customer 1 John Doe 123 Main Street ALPHARETTA GA 30005 Telephone:67858581925 x123	<b>Ship From:</b> <a href="#">Edit</a> UPS Customer 2 Jane Doe 456 Street Name Suite/Room 55 ADDISON IL 60101 Telephone:404-555-5555	<b>Return Address:</b> <a href="#">Edit</a> UPS Customer 2 Jane Doe 456 Street Name Suite/Room 55 ADDISON IL 60101 Telephone:404-555-5555
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#### 4 Payment Information [Edit](#)

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

Standard List rates were applied to this shipment

**Total Charged:** USD

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

## 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 UPS CampusShip web interface for Batch File Shipping. The top navigation bar includes the UPS logo and 'UPS CampusShip®'. Below this, there are tabs for 'Shipping' and 'Resources'. A user greeting 'Welcome, UPS CampusShip | Logout' and links for 'Administration' and 'My Settings' are visible. The main content area is titled 'Batch File Shipping' and contains a 'Begin Your Batch File Shipment' section with a 'Help' link. The interface is divided into three numbered steps:

- 1 Upload Batch File:** A text input field for 'Enter a file name or path:' with a 'Browse...' button.
- 2 Where is this shipment coming from?:** A 'Ship From Address:' field with an 'Edit' link, containing 'UPS Customer 2', 'Jane Doe', '456 Street Name', 'Suite/Room 55', and 'ADDISON IL 60101'. To the right, there is a 'Contact:' field with 'Jane Doe' and a 'Return Address:' dropdown menu set to 'Same As Ship From'.
- 3 Payment Information:** A 'Bill Shipping Charges to:' dropdown menu set to '1YE595 - UPS Test'.

At the bottom of the form, there is a checkbox for 'I agree to the Terms and Conditions.' and two buttons: 'Start Over' and 'Next »'.

## 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 \*.

**1** Where is this shipment going?

**My UPS Address Book**  
Select One ▼

<b>Contact Name:</b> John Doe * <small>(Required for Air Freight)</small>	<b>City:</b> Timonium *
<b>Company or Name:</b> UPS Customer 1 *	<b>State:</b> Maryland ▼ *
<b>Country:</b> United States ▼ *	<b>Zip Code:</b> 21093 *
<b>Street Address:</b> 123 Main Street *	<b>Telephone:</b> 410-555-5555 * <small>(Required for Air Freight)</small>
<b>Room; Floor; Apartment:</b> <input type="text"/>	<b>Ext.:</b> <input type="text"/>
<b>Store Number:</b> <input type="text"/>	<input type="checkbox"/> Perform Detailed Address Validation

**Save Options for Address:** Select One ▼      **Save this to my Address Book as:**

**2** Where is this shipment coming from?

**Ship From Address:** [Edit](#)  
UPS Customer 2  
456 Street Name  
Suite/Room 55  
Addison, IL 60101  
United States

**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 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.

**How are you shipping?**

**My Accounts:**  
1YE595 - UPS Test

**Freight Service:**  
UPS Air Freight Direct

**Estimated Shipment Weight:**  
170 lbs

**Payment Information**

**Bill To:**  
Shipper Prepaid

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

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

No  Yes

**Freight Drop-off Date:**  
Friday, 09/6/2013

**What time will your freight shipment be dropped off?**  
09 : 00 AM PM  
(Local Time)

[Cancel](#) [Next](#)

**Shipment Information** [Help](#)

**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 Each	Weight Each	Description of Goods
10	Pallets	10 in.	10 in.	15 in.	17 lbs.	Paperback Books
	Pallets					
	Pallets					
	Pallets					
	Pallets					

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:** UPS1907      **Receiver Reference:** 9847631-UPS



## 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.

**Select Shipment Options (Optional)**

**Shipment Options**

Declared / Insured Value:  Declared Value Currency:

Hold at Destination Airport for Pickup  Liftgate Required

**Special Instructions:**

(150 character maximum.)

**Add E-mail Notifications (Optional)**

**Quantum View Notify<sup>SM</sup>:**  
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="test@ups.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.)

## 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**

<b>Ship From:</b> <a href="#">Edit</a> UPS Customer 2 496 Street Name Suite/Room 55 Addison, IL US 60101 Contact: Jane Doe Telephone: 678-555-5555	<b>Ship To:</b> <a href="#">Edit</a> UPS Customer 1 123 Main Street Timonium, MD US 21093 Contact: John Doe Telephone: 410-555-5555
--	--

**Freight Detail** [Edit](#)

Description of Goods	Handling Unit	Length Each	Width Each	Height Each	Weight Each
Books	10 Loose items	5 in.	15 in.	5 in.	17.5 lbs

**Service and Payment Information** [Edit](#)

**Service:** UPS 2nd Day Air® Freight  
[Compare Air Freight Time and Cost](#)

**Guaranteed By:** Friday, 08/23/2013 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.

Air Freight:	408.00
Fuel Surcharge:	68.20
<b>Freight Total:</b>	<b>476.20</b>

**Shipment Date:** Wednesday, 08/21/2013  
**Earliest Pickup Time:** 09:00 AM  
**Pickup Site Close Time:** 05:00 PM  
**Pickup Requestor:**  
 Contact: UPS CampusShip User  
 Telephone: 678-555-5555

<b>Actual Weight:</b>	175.0 lbs
<b>Dimensional Weight:</b> <input type="text"/>	23.0 lbs
<b>Billable Weight:</b> <input type="text"/>	200.0 lbs

Miscellaneous Origin Fees:	6.00
Security Fee:	0.00

**Shipment Options** [Edit](#)

\*\*\* Pickup:  
 \*\*\* Delivery:  
 Declared/Insured Value Surcharge: 5000 USD 42.50  
**Total:** \*\* 524.70

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.

**Special Instructions:**  
 Paperback books use caution when opening

**Notifications** [Edit](#)

Email Addresses	Type
1. test@ups.com	Ship, Delivery
2. tester@ups.com	Failure Address

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

## 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 2nd Day Air® Freight
Guaranteed By:	Friday, 08/23/2013 12:00 PM
Shipment Date:	Wednesday, 08/21/2013
Payment Terms:	Shipper Prepaid
Total:	524.70 USD

**Pickup Confirmation:** 1YE595111  
**Freight Tracking Number:** 1YE595111

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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.

Air 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** [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.

[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** [Help](#)

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](#)

<input type="checkbox"/>	Shipped Date	Ship To Company or Name	Service	Shipment Tracking #	Voided
<input checked="" type="checkbox"/>	19 Aug 2013	UPS	UPS Next Day Air	1Z <a href="#">Reprint Label</a>	

### 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](#)

<input type="checkbox"/>	Shipment Creation Date	Shipped To	Freight Service: Reference Account	Pickup Number and Date	Tracking Number / PRO Number
<input checked="" type="checkbox"/>	08/19/2013	UPS Customer 1 Timonium, MD 21093	UPS 2nd Day Air® Freight 1YE595	1YE595111 08/21/2013	1YE5951111 <a href="#">View Waybill</a>

Displaying results 1 through 1 of 1

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

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