Shipping with UPS CampusShip

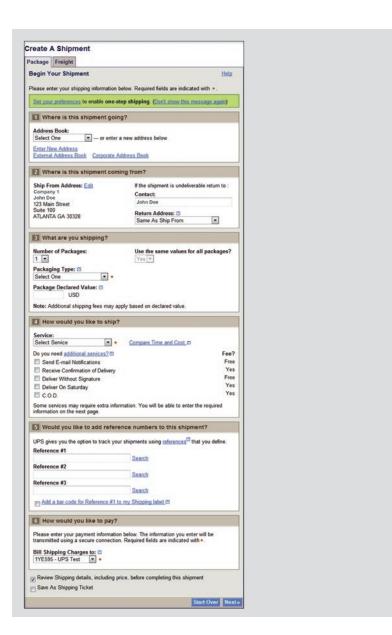
UPS CampusShip

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**.



Log in and initial steps

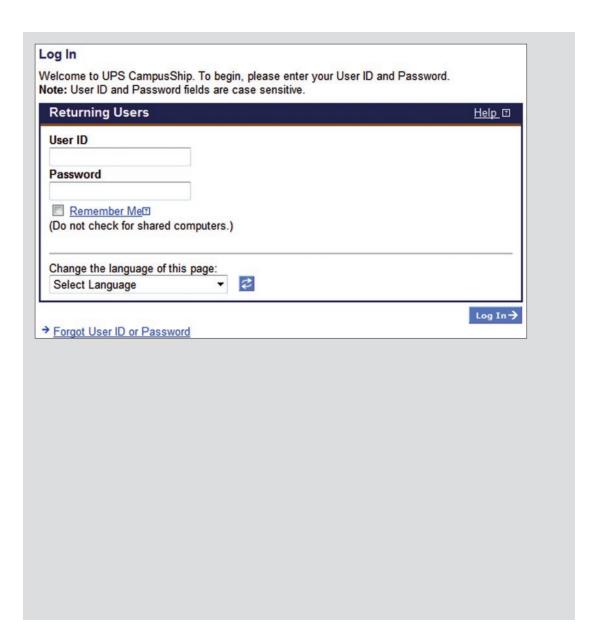
To log in, click on the link for your company's unique UPS CampusShip Internet address, which you received via e-mail or log in to **campusship.ups.com**.

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 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

Export Documentation

Order Supplies

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

<u>Create a Freight Shipment</u> <u>Manage Commodity List</u> <u>View Freight History</u> <u>Schedule a Freight Pickup</u>

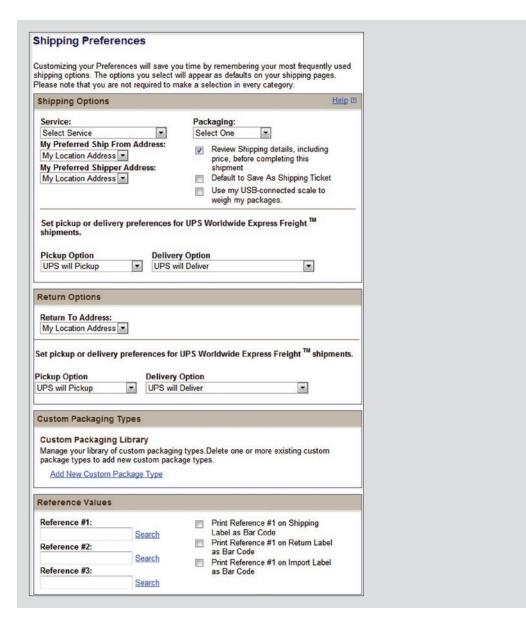
View Freight Pickup History

Company Support: 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.



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 Shipping Preferences Settings

- : Edit User Profile
- : Change Password

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

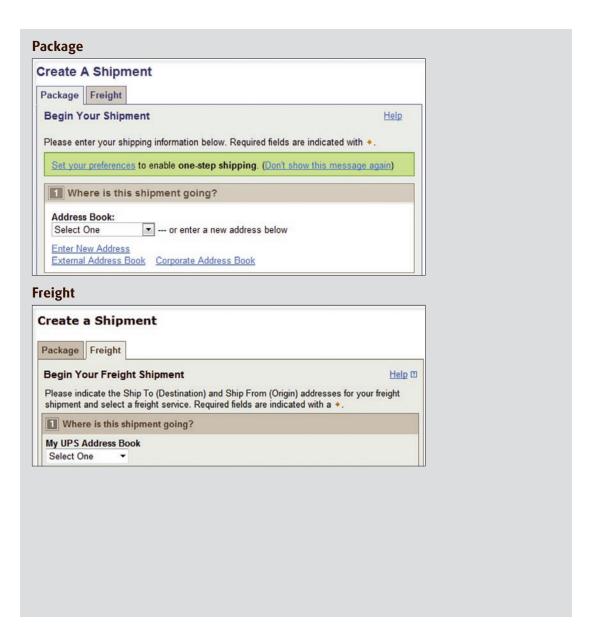
- " Search My UPS Address Book
- :: Create New Address
- .. Distribution Lists
- :: Import Addresses
- . Export Addresses
- " Import / Export Status

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 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.

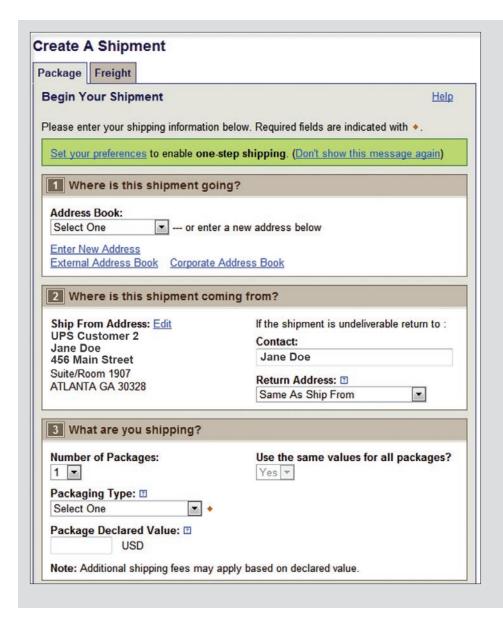
Where is this shipment coming from? Verify your **Ship From Address** and select **Edit** to modify. The **Ship From Address** is used for determining rates and available services, so it should reflect the actual address from which a shipment will originate. If needed, you can specify a different return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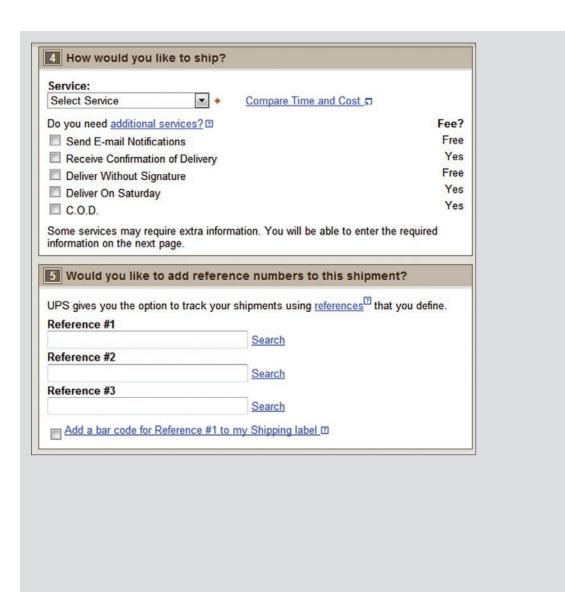


Package shipping (cont.)

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.



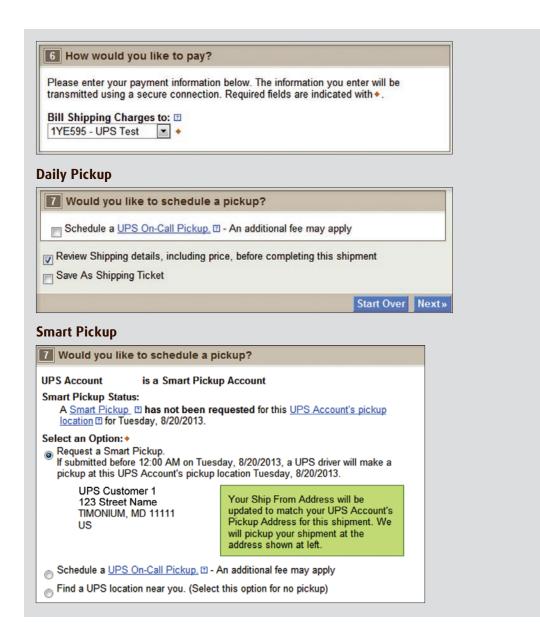
Package shipping (cont.)

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.

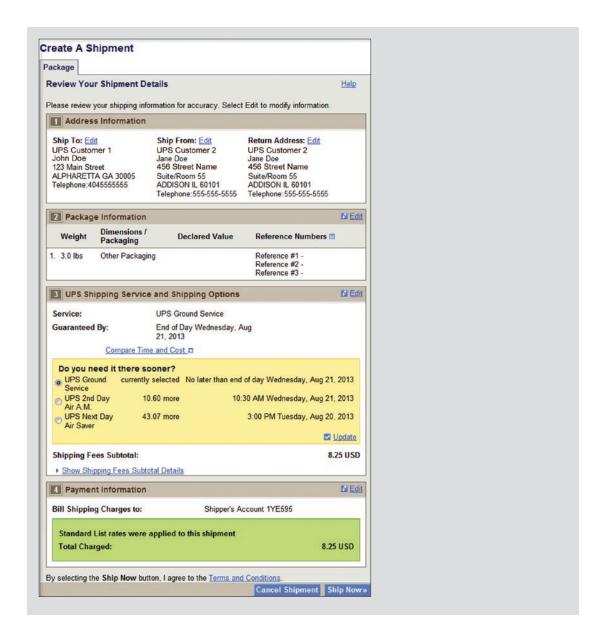
Would you like to Schedule a Pickup? After selecting a payment method, your default pickup options will be displayed, including previously scheduled pickups and the option to **Schedule an On-Call Pickup**. Select the check box to schedule a pickup.

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.



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.



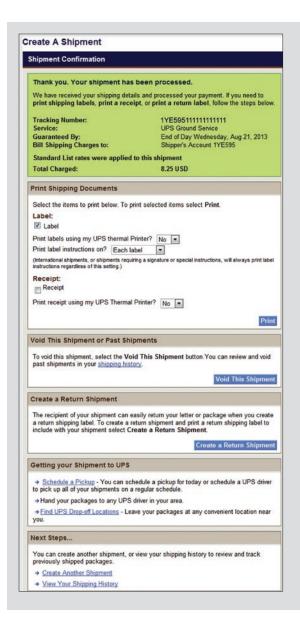
Shipment confirmation

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.



Shipping ticket

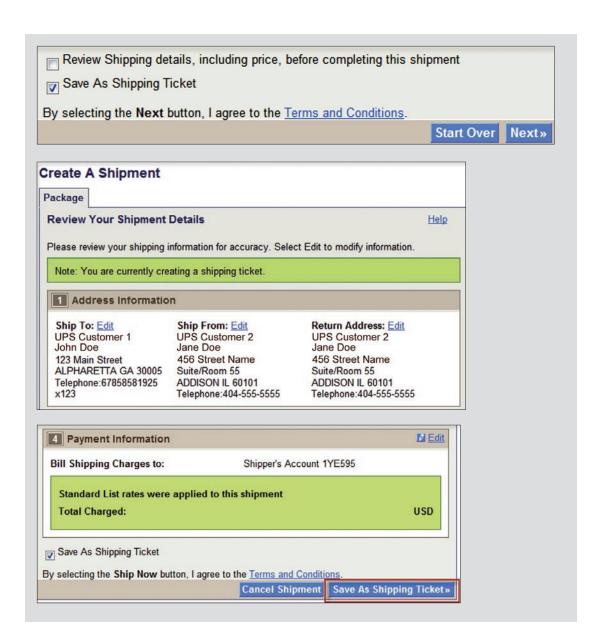
Administrators may give users the ability to partially process shipments. This feature is useful for users who want to process a package with UPS CampusShip before they know the actual weight or when the shipment will be complete for processing.

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.

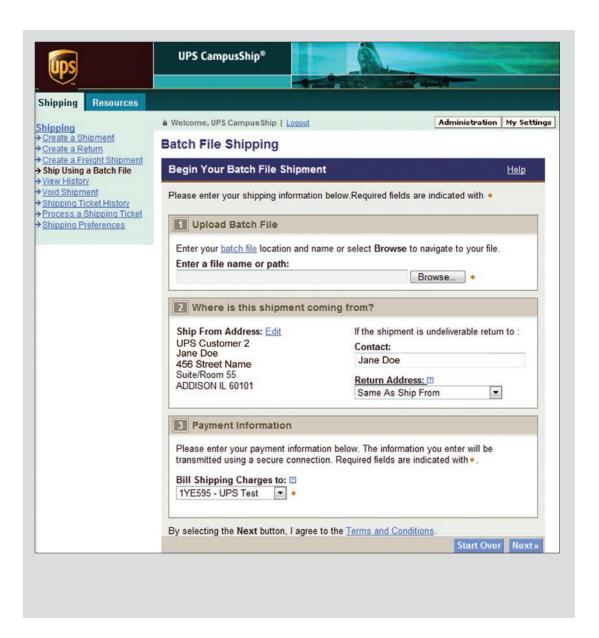


Batch file shipping

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.



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.



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

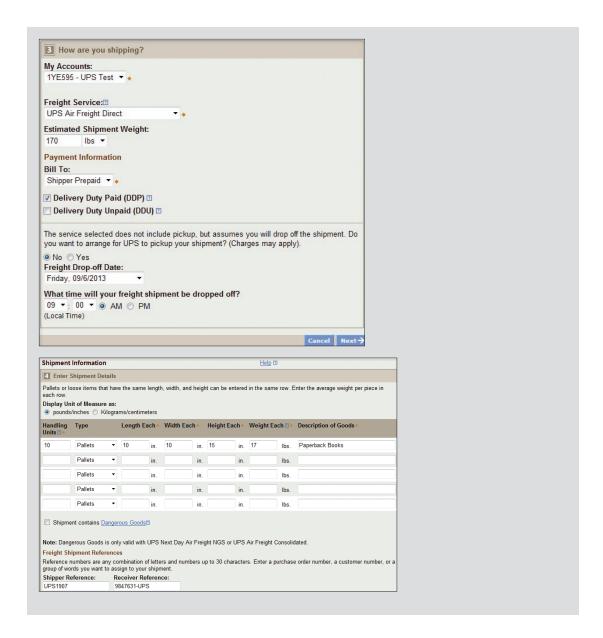
For Shipper Prepaid selected as the Bill To option, you may select either your six-digit or nine-digit UPS Account Number.

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.

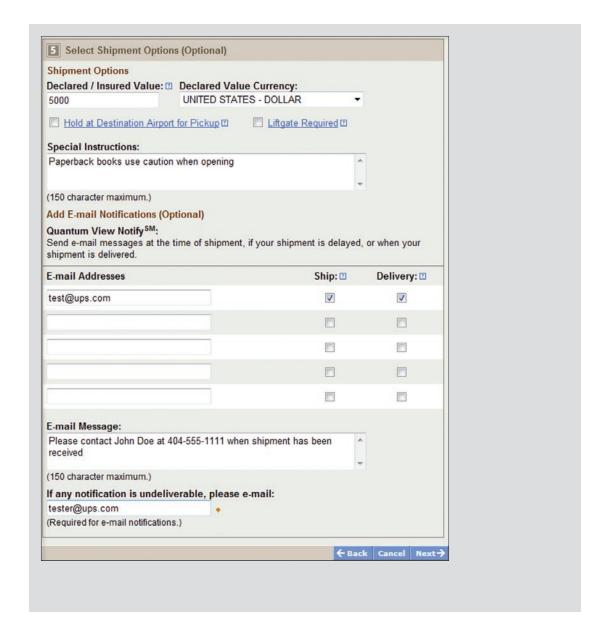
Enter shipment details. You have up to five commodity lines available per shipment for you to input the specifics about the shipment such as: "will the shipment be placed on a pallet" or "will the shipment consist of loose items". The information contained in the section must be completed.

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.



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.



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.



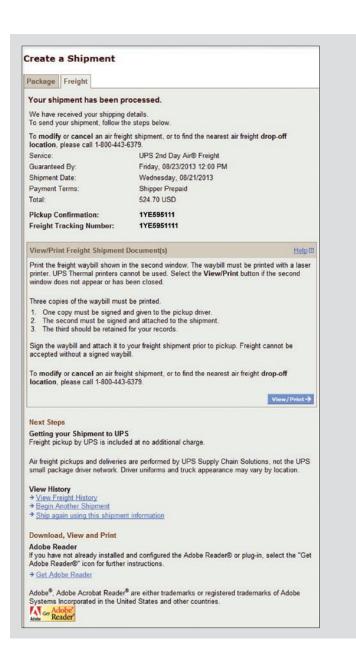
Shipment confirmation

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.



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.

