Shipping with UPS CampusShip
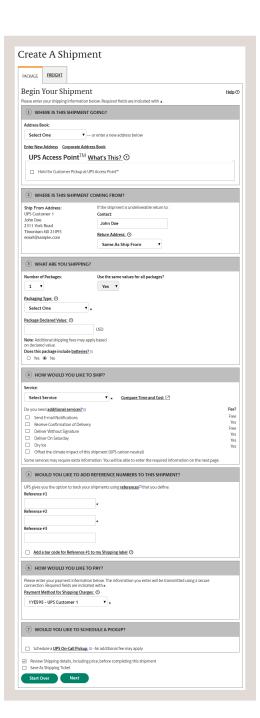
UPS CampusShip®

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:
[Select One ▾] — or enter a new address below

Enter New Address   Corporate Address Book

UPS Access PointTM **What's This?** ⓘ

☐ Hold for Customer Pickup at UPS Access Point™

② WHERE IS THIS SHIPMENT COMING FROM?

Ship From Address: If the shipment is undeliverable return to :
UPS Customer 1   Contact:
John Doe   [John Doe]
2311 York Road
Timonium MD 21093   Return Address: ⓘ
email@sample.com   [Same As Ship From ▾]

③ WHAT ARE YOU SHIPPING?

Number of Packages: Use the same values for all packages?
[1 ▾]   [Yes ▾]

Packaging Type: ⓘ
[Select One ▾] ∗

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:
[Select Service ▾] ∗ Compare Time and Cost ⎘

Do you need additional services? ⓘ   Fee?
☐ Send E-mail Notifications   Free
☐ Receive Confirmation of Delivery   Yes
☐ Deliver Without Signature   Free
☐ Deliver On Saturday   Yes
☐ Dry Ice   Yes
☐ Offset the climate impact of this shipment (UPS carbon neutral)
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: ⓘ
[1YE595 - UPS Customer 1 ▾] ∗

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]
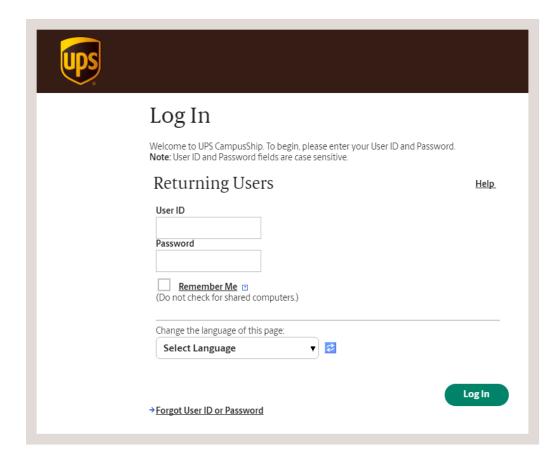
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Log in and initial steps

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

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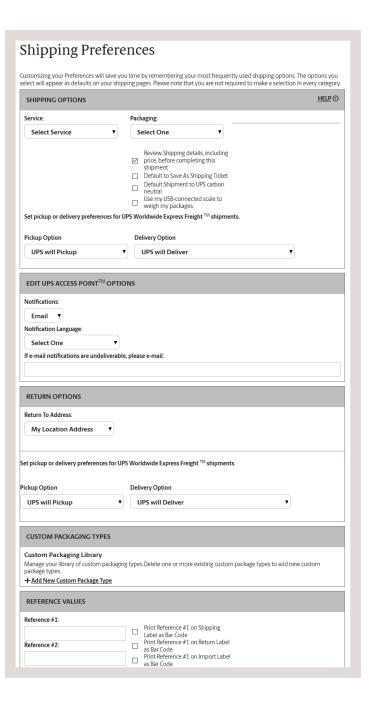
Other Features
- Create and manage a Product List
- View your Transaction History

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.

SHIPPING OPTIONS   HELP ⊙

Service: Packaging:
[Select Service ▼]   [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   Delivery Option
[UPS will Pickup ▼]   [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   Delivery Option
[UPS will Pickup ▼]   [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
                          ☐ Print Reference #1 on Return Label as Bar Code
Reference #2:
[_____]   ☐ 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
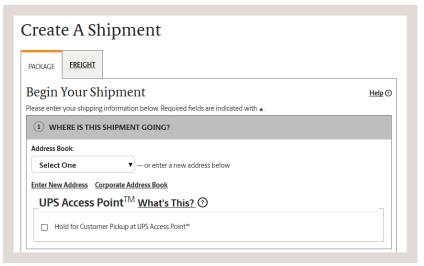- Export Addresses
- Import / Export Status

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

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:

[Select One ▼] --- or enter a new address below

Enter New Address   Corporate Address Book

UPS Access PointTM **What's This?** ⓘ

☐ Hold for Customer Pickup at UPS Access Point™

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 Contacts:

[Select One ▼]

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:

[Select One ▼] --- 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:

[John Doe]

Return Address: ⊙

[Same As Ship From ▼]

③ WHAT ARE YOU SHIPPING?

Number of Packages:

[1 ▼]

Use the same values for all packages?

[Yes ▼]

Packaging Type: ⊙

[Select One ▼] ★

Package Declared Value: ⊙

[   ] USD

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?** ⍰   **Fee?**
☐ Send E-mail Notifications   Free
☐ Receive Confirmation of Delivery   Yes
☐ Deliver Without Signature   Free
☐ Deliver On Saturday   Yes
☐ Dry Ice   Yes
☐ 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.*

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 ★.
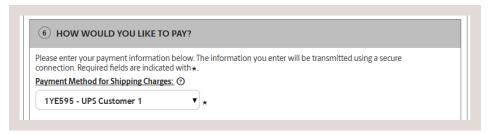
Payment Method for Shipping Charges: ⑦

1YE595 - UPS Customer 1 ▼ ★

Daily Pickup

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.

⑦ WOULD YOU LIKE TO SCHEDULE A PICKUP?

☐ Schedule a **UPS On-Call Pickup.** ⑦ - An additional fee may apply

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

[Start Over] [Next]

Smart 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.

[7] Would you like to schedule a pickup?

UPS Account is a **Smart Pickup Account**

Smart Pickup Status:
A Smart Pickup ⑦ **has not been requested** for this UPS Account's pickup location ⑦ 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. ⑦ - An additional fee may apply
○ Find a UPS location near you. (Select this option for no pickup)

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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: <u>Edit</u>	Ship From: <u>Edit</u>	Return Address: <u>Edit</u>
UPS Customer 1	UPS Customer 2	UPS Customer 2
John Doe	Jane Doe	Jane Doe
123 Main Street	456 Street Name	456 Street Name
ALPHARETTA GA 30005	Suite/Room 55	Suite/Room 55
Telephone:404-555-55 55	ADDISON IL 60101	ADDISON IL 60101
	Telephone:555-555-55 55	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

<u>Guarantees and Notices</u> ↗
Shipping Fees Subtotal: 10.42 USD
▶ <u>Show Shipping Fees Subtotal Details</u>

④ **PAYMENT INFORMATION**   ✎ EDIT

Bill Shipping Charges to: Shipper's Account X5R661

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

By selecting the **Ship Now** button, I agree to the **Terms and Conditions**.

Cancel Shipment   **Ship Now**

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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 on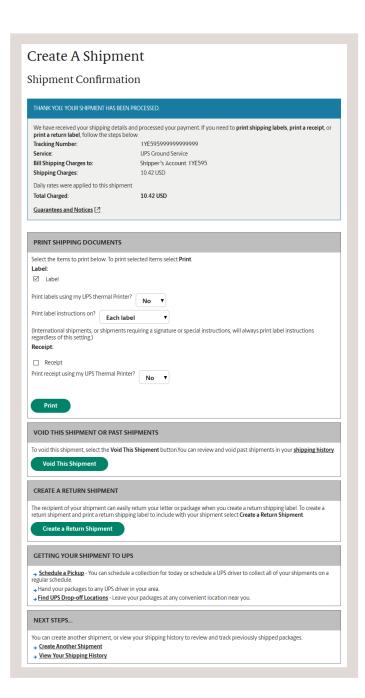ly, in the **Printing Preferences** section at the bottom of the screen. Then, select the **Print** button. You can also specify if you want instructions printed.

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**
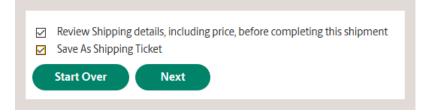→ **View Your Shipping History**

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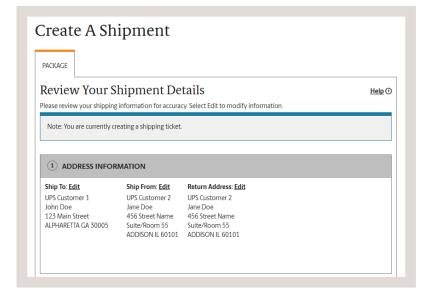
At the time of shipment processing, the user who created the Shipping Ticket or another designated Shipping Ticket processor can access the shipment, enter or modify shipment data, complete the shipment, and print the label when the **Ship Now** button is selectable.

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
UPS Customer 1
John Doe
123 Main Street
ALPHARETTA GA 30005

Ship From: Edit
UPS Customer 2
Jane Doe
456 Street Name
Suite/Room 55
ADDISON IL 60101

Return Address: Edit
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**

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Batch file shipping

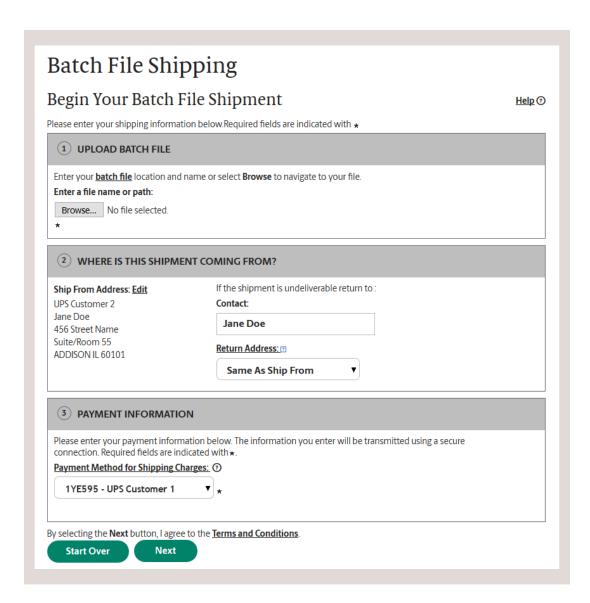You may import a batch of up to 250 shipments from a CSV file. This will enable you to quickly batch process shipments to multiple destinations. All batch shipments' **Ship From Address** and payment method (bill to **Account Number** or **Third Party** only) must be the same for all shipments in the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

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

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

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:

[Browse...] No file selected.
★

---

② WHERE IS THIS SHIPMENT COMING FROM?

Ship From Address: Edit
UPS Customer 2
Jane Doe
456 Street Name
Suite/Room 55
ADDISON IL 60101

If the shipment is undeliverable return to :
Contact:

[Jane Doe]

Return Address: ⊡

[Same As Ship From   ▼]

---

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: ⊘

[1YE595 - UPS Customer 1   ▼] ★

By selecting the **Next** button, I agree to the **Terms and Conditions**.
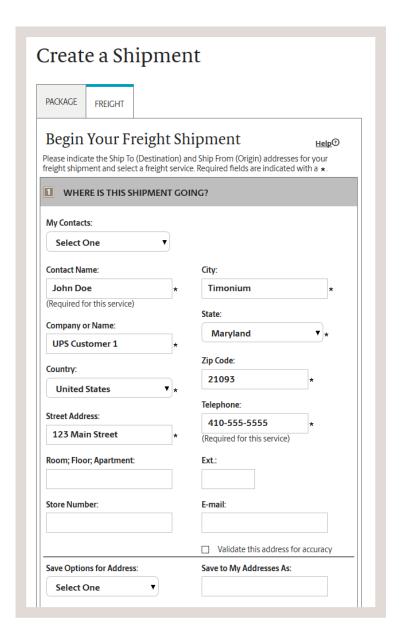
(Start Over)   (Next)

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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 Contacts:
Select One ▼

Contact Name:
John Doe ★
(Required for this service)

Company or Name:
UPS Customer 1 ★

Country:
United States ▼ ★

Street Address:
123 Main Street ★

Room; Floor; Apartment:

Store Number:

City:
Timonium ★

State:
Maryland ▼ ★

Zip Code:
21093 ★

Telephone:
410-555-5555 ★
(Required for this service)

Ext.:

E-mail:

☐ Validate this address for accuracy

Save Options for Address:
Select One ▼

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:
1YE595 - UPS Customer 1 ▼ *

Freight Service
UPS Next Day Air® Freight ▼ *

Estimated Shipment Weight:
170   lbs ▼

Payment Information

Bill To:
Shipper Prepaid ▼ *

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 *		HEIG
10	Loose items ▼	10	in.	10	in.	15
	Pallets ▼		in.		in.	
	Pallets ▼		in.		in.	
	Pallets ▼		in.		in.	
	Pallets ▼		in.		in.	

☐ Shipment contains **Dangerous Goods**

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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: ▣

[5000]

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 Notify[SM]:

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: ▣
email@sample.com	☑	☑
	☐	☐
	☐	☐
	☐	☐
	☐	☐

E-mail Message:

[ ]

(150 character maximum.)

If any notification is undeliverable, please e-mail:

[email@sample.com] *

(Required for e-mail notifications.)

(Back)   (Cancel)   (Next)

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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:	XYZ456

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 .

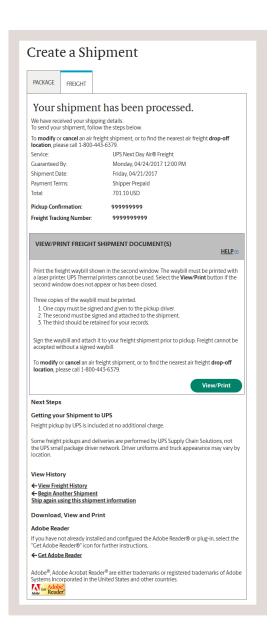| Back	Cancel	Ship Now

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

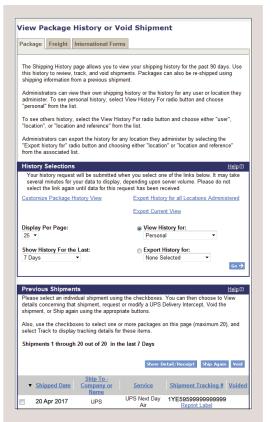**3.** The third should be retained for your records

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:	9999999999

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

Freight history