

Shipping

When you are ready to begin shipping, log in to access the Shipping page. From here, you can Create a Shipment, Create a Return, Create an Import or Ship Using a Batch File. Select the desired option to begin your shipment.

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.



Create A Shipme	ent
Package Freight	
Begin Your Shipm	ent Help ② ng information below. Required fields are indicated with ♦
	o enable one-step shipping. (Dont show this message again)
Where is this sl	nipment going?

Shipping (continued)

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.

2 Where is this shipment co	ming from?
Ship From Address: <u>Edit</u>	If the shipment is undeliverable return to :
CampusShip	Contact:
JOHN 117 435 SOUTH ST	CampusShip
AUTO MORRISTOWN NJ 07960 Telephone: 555123456	Return Address: Same As Above

3 What are you shipping?	
Number of Packages:	Use the same values for all packages?
Packaging Type: Other Packaging *	
Weight: Ib ♦	i
Package Dimensions: ② Length: Width: Height:	
Large or Unusually Shaped Packag Large Package Additional Handling	es①
Package Declared Value: 13	
Note: Additional shipping fees may ap	oly based on declared value.

Shipping (continued)

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.

Service:	
UPS Next Day Air	
Compare Service Options ឆ្នា	
Do you need <u>additional services?</u> 🛽	Fee
Send E-mail Notifications	Fre
☐ Receive Confirmation of Delivery	Fre
Deliver Without Signature (Shipper Release)	Fre
☑ Deliver On Saturday	Fre
□ c.o.d.	Υe
MOSSet the climate impact of this shipment (UPS carbon neutral)	Υε

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Shipping (continued)

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 checkbox to schedule a pickup.

n How would	ou like to pay?	
Please enter your transmitted using	payment information below. The information you en a secure connection. Required fields are indicated v	ter will be with �
Bill Shipping Ch	arges to: 🗓	
Select One	\(\frac{1}{2}\) \(\frac{1}{2}\) \(\frac{1}{2}\) \(\frac{1}{2}\)	
Associate a Ship	per's UPS Account 🗉	
Select One	₹	

7 Would you like to s	chedule a pickup?		The Fast of
☐ Schedule a <u>UPS On-C</u>	Call Pickup, ☑ - An addition	nal fee may apply.	
Review Shipping details, Review Shipping details. Review	including price, before co	impleting this shipment	
☐ Save As Shipping Ticket			
		Shqove	Nexi

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 checkbox to **Save as Shipping Ticket**.

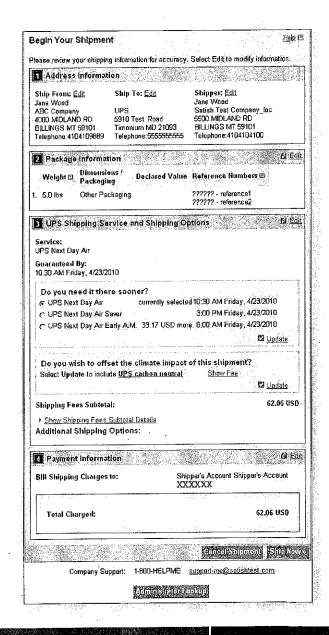
To review your details, including price before completing your shipment, keep the checkbox selected before completing your shipping ticket or shipment. When complete, select Next.

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

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: ☑ Select One	
Associate a Shipper's UPS Account Select One	
☐ Bill Declared Value Charges to Shipper	
 Schedule a <u>UPS On-Call Pickup.</u> 2 - An additional fee may apply.	
 Review Shipping details, including price, before completing this shipment	
□ Save As Shipping Ticket Sien Over Next≽	

Review Shipment Details

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

