UPS CampusShip®
Quick Start Guide
July 2010

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.

Shipping | Resources

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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:

| Select One | ▼ | ✦ --- or enter a new address below

Enter New Address   External Address Book   Corporate Address Book

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.

2 Where is this shipment coming from?

Ship From Address: Edit
CampusShip
JOHN 117
435 SOUTH ST
AUTO
MORRISTOWN NJ 07960
Telephone: 555123456

If the shipment is undeliverable return to :
Contact:
CampusShip

Return Address: ⊡
Same As Above ▼

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.

3 What are you shipping?

Number of Packages:
1 ▼

Use the same values for all packages?
Yes ▼

Packaging Type: ⊡
Other Packaging ▼ ✦

Weight:
[   ] lb ✦

Package Dimensions: ⊡
Length: Width: Height:
[   ] x [   ] x [   ] in.

Large or Unusually Shaped Packages ⊡
☐ Large Package
☐ Additional Handling

Package Declared Value: ⊡
[   ] USD

Note: Additional shipping fees may apply 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.

4 How would you like to ship?

Service:

| UPS Next Day Air ▼ |

Compare Service Options

Do you need additional services? ⊡   **Fee?**

☐ Send E-mail Notifications   Free

☐ Receive Confirmation of Delivery   Free

☐ Deliver Without Signature (Shipper Release)   Free

☑ Deliver On Saturday   Free

☐ C.O.D.   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

| SSB RFA 7005 |

☐ Add a bar code for Reference # 1 to my Shipping label ⊡

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.

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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

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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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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

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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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.

Begin Your Shipment   Help

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

1 Address Information

Ship From: Edit	Ship To: Edit	Shipper: Edit
Jane Wood		Jane Wood
ABC Company	UPS	Satish Test Company_loc
4000 MIDLAND RD	5910 Test Road	5500 MIDLAND RD
BILLINGS MT 59101	Timonium MD 21093	BILLINGS MT 59101
Telephone:4104109889	Telephone:5555555555	Telephone:4104104100

2 Package Information   Edit

	Weight	Dimensions / Packaging	Declared Value	Reference Numbers
1.	5.0 lbs	Other Packaging		?????? - reference1
				?????? - reference2

3 UPS Shipping Service and Shipping Options   Edit

Service:
UPS Next Day Air

Guaranteed By:
10:30 AM Friday, 4/23/2010

Do you need it there sooner?
- ⦿ UPS Next Day Air   currently selected 10:30 AM Friday, 4/23/2010
- ○ UPS Next Day Air Saver   3:00 PM Friday, 4/23/2010
- ○ UPS Next Day Air Early A.M.   33.17 USD more 8:00 AM Friday, 4/23/2010

✓ Update

Do you wish to offset the climate impact of this shipment?
Select Update to include UPS carbon neutral   Show Fee

✓ Update

Shipping Fees Subtotal: 62.06 USD

▸ Show Shipping Fees Subtotal Details
Additional Shipping Options:

4 Payment Information   Edit

Bill Shipping Charges to:	Shipper's Account Shipper's Account
	XXXXXX

Total Charged:	62.06 USD

Cancel Shipment   Ship Now »

Company Support: 1-800-HELPME   support-me@satishtest.com

Administrator Lookup

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.

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.

Note: If the total customs value or commercial invoice value of your shipment exceeds 1000 EUR, an Export Accompanying Document must be completed and provided with this shipment.

Tracking Number:	1Z1UPSVW019130UPS
Service:	UPS Next Day Air
Bill Shipping Charges to:	Shipper's Account UPSWW
Total Charged:	62.06 USD

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 labels 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 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.

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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