

Guide to UPS CampusShip™

Your company's shipping solution.



Shipping Quick-Start Guide



UPS CampusShip™ is a web-based, UPS-hosted shipping solution that helps you increase efficiency and reduce costs. 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 shipping needs.

If you have any questions or require additional information, please use the Help Link on UPS CampusShip or call your company's CampusShip Administrator.

January 2005



Table of Contents

| | |
|---------------------------------------|-----------|
| Login and Initial Steps | 2 |
| Shipping | 3 |
| Shipment Level Processing | 5 |
| Add Shipping Options | 6 |
| Address Information | 6 |
| Shipment Information | 7 |
| Package Information | 8 |
| Payment Method | 10 |
| Shipping Ticket | 11 |
| Preview Shipment (Optional) | 12 |
| Complete Shipment | 13 |
| History – Tracking and Voiding | 15 |
| Export Information | 16 |
| Help | 17 |



Login and Initial Steps

Step 1 – To log in, click on the link for your company’s unique UPS CampusShip™ Internet address, which you received via e-mail.

Step 2 – 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. Please note that User IDs and passwords are case sensitive.

Optional Step – If you would like to change the language on the login page, choose the appropriate language from the *Languages* drop-down menu. Then click the blue arrow.

Step 3 – As a new user, please read the UPS CampusShip Terms and Conditions and click the *Accept* button to continue.

Step 4 – Upon initial login, you will be prompted to change your temporary password. After changing, select the *Update* button. Please note that passwords are case sensitive.

A screenshot of a web form titled "Update Profile". The form has a header section with the title and a sub-header "Password Information" with a "Help" link. Below the sub-header are two text input fields: "New Password: (6 to 10 characters)" and "Re-enter New Password:". At the bottom right of the form are two buttons: "Cancel" and "Update".

Update Profile
Enter your new password and confirm it in the appropriate field. Select Update to save your new password.

Password Information [Help](#)

New Password: (6 to 10 characters)

Re-enter New Password:



Shipping

Shipping

Please enter your shipping information below. Required fields are shown in **bold**.

Begin Your Shipment Help

| | | |
|---|--|---|
| <h4>Address Information</h4> <p>Ship To: My UPS Address Book Select One Corporate Address Book External Address Book Enter New Address</p> <p>Shipper: Edit Michael's Company 617 Atlanta Street Roswell GA 30075</p> <p>Ship From: Edit Roswell GA 30075</p> <p><input type="checkbox"/> Schedule a Pickup</p> <h4>Payment Information</h4> <p>Bill To: UPS Account ECS100</p> | <h4>Shipment Information</h4> <p>Service: Select Service</p> <p>Packaging: Select Packaging</p> <p>Package 1 Weight: (Not required for UPS Letters) lbs</p> <p>Reference # 1: Search</p> <p>Return Service: None Selected</p> <p>Print and Save Shipping Ticket</p> | <p>Number of Packages: 1</p> <p>Package 1 Declared Value: USD</p> |
|---|--|---|

[Add Shipping Options](#) [Clear All](#) [Preview Shipment](#) [Ship Now](#)

Step 1 – Enter your **Ship To** address information. Select an address from the **Corporate Address Book** link, or enter a new address by selecting the **Enter New Address** link under the Address Information section. Complete the appropriate fields and select the **Update** button. The **Shipping** screen will then refresh with your address choice displayed as the **Ship To** address. To change this information, select the **Edit** link.

*Note: You cannot select an address from the **My UPS Address Book** until you populate your Address Book with data.*



Optional Step – Modify *Shipper* or *Ship From* addresses: To modify the *Shipper* or *Ship From* addresses, select the **Edit** link next to each address. 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. The *Shipper* address will appear as the return address on the shipment label. Enter new information into the address fields, select from a drop-down list of saved addresses, or modify the address information displayed in the form. To save your modified *Shipper* or *Ship From* address, select the appropriate save option and then select the **Update** button. The *Shipping* screen will refresh with your new address choices displayed.

Note: You will only be able to modify these addresses if your company administrator has set you up as a traveling user.

Step 2 – Enter the required information under the Shipment Information section.

Service: Select the UPS service appropriate for your shipment.

Packaging: Select the packaging you are using in the *Packaging* drop-down menu.

Number of packages: Enter the number of packages you intend to ship using the *Number of Packages* drop-down menu. You can ship up to 20 packages per shipment.

Package 1 Weight: Enter the weight for your package. If you are shipping more than one package, enter each package weight on the *Add Shipping Options* page.

Note: If you select UPS Letter/Envelope as your packaging, weight is not required.

Reference Numbers: Enter any desired or required reference numbers. Please note that your administrator may require some reference numbers.

Export Shipment Fields: Some fields will be visible only for export shipments, such as:

- **Description of Goods:** Describe the contents of your package. Required for all packaging other than UPS Letters/Envelopes.
- **Documents of No Commercial Value:** Check this box for shipments containing documents with no customs value.
- **Customs Value:** Declare a customs value for all packaging other than UPS Letters/Envelopes.

Step 3 – After completing the Shipping screen, you have three options:

- To view your shipment details, select the **Preview Shipment** button. This page will also display the published UPS rate for your shipment, if allowed by your UPS CampusShip™ administrator.
- For more shipping options, select the **Add Shipping Options** button.
- To complete your shipment and print your package labels, select the **Ship Now** button.



Shipment Level Processing

For customers outside the U.S., Puerto Rico and Canada, users can process their multiple-piece shipments by providing shipment level information such as total shipment weight. Users also have the option to process the same shipment using package level information.



Add Shipping Options

Note: Availability of shipping options is based on your company set-up and origin country. Certain options can only be used if set up by your administrator.

To access additional shipping options, select the **Add Shipping Options** button from the **Shipping** screen. This allows you to access the following sections:

Address Information

If you need to change the **Ship To**, **Shipper** or **Ship From** addresses, use the **Edit** link.

Address Information Help

| | | |
|--|--|--|
| Ship To: Edit UPS CampusShip Administrator 404.555.1212 x1234 55 Glenlake Parkway NE Mailroom Building 1 ATLANTA GA 30328-3474 | Shipper: Edit UPS Test Company 2010 Warsaw Suite 12 Floor 39 ROSWELL GA 30075 | Ship From: Edit UPS Test Company 2010 Warsaw Suite 12 Floor 39 ROSWELL GA 30075 |
|--|--|--|

Perform Detailed Address Validation



Shipment Information

Shipment Information

Service: [Calculate Delivery Time](#)

Number of Packages:

Schedule a Pickup

Saturday Delivery

Return Service:

Quantum View Notify™
Send an e-mail message at the time of shipment, when an exception occurs, or when your shipment is delivered.

| E-mail Addresses: | Ship | Exception | Delivery |
|----------------------|--------------------------|--------------------------|--------------------------|
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

E-mail Message (Max. 150 Characters):

If any notification is undeliverable, please E-mail:

Note: The Use of Quantum View Notify™ may incur a small charge per shipment.

Saturday Delivery: A door-to-door optional service for packages to be delivered on a Saturday. Available for certain air services, typically for packages shipped on Friday.

Return Services: If you select an optional **Return Service**, enter a Merchandise Description in the **Shipment Information** module. For more information regarding return services, go to the **Glossary** found by selecting the **Help** link on the left side of the screen.

Quantum View Notify™: Send notifications of shipment status to as many as five recipients. There are three types of possible notifications:

- Ship Notification
- Exception Notification
- Delivery Notification

For additional instructions, please refer to the online **Help** link or your UPS CampusShip™ administrator.



Package Information

Package Information

Package 1 of 1

| | |
|--|---|
| <p>Packaging: <input type="text" value="Your Packaging"/></p> <p>Weight: (Not required for UPS Letters) <input type="text"/> lbs</p> <p>Declared Value: <input type="text"/> USD</p> <p>Reference #1: Search <input type="text" value="123"/></p> <p>Reference #2: Search <input type="text"/></p> <p>List of Products: Search <input type="text"/></p> <p><input type="checkbox"/> Shipper Release (Deliver without Signature)</p> | <p>Dimensions (Your packaging only): Length: <input type="text"/> in./ Width: <input type="text"/> in./ Height: <input type="text"/> in.</p> <p>Oversize: <input type="text" value="No"/></p> <p><input type="checkbox"/> Additional Handling</p> <p>C.O.D. Amount: <input type="text"/> USD</p> <p><input type="checkbox"/> Cashier's Check or Money Order Only</p> <p>Delivery Confirmation: <input type="text" value="None Selected"/></p> |
|--|---|

Additional package options may be available for your shipments, such as:

Declared Value: Each UPS *domestic package* or *international shipment* is automatically protected by UPS against loss or damage up to a value of US\$ 100 at no additional charge. If additional protection is desired, enter the declared value in excess of US\$ 100. An additional charge for amounts in excess of US\$ 100 will be assessed.

For customers in the U.S. or Puerto Rico: the maximum declared value for a package is US\$ 50,000, regardless of the value in excess of the maximum.

For customers outside the U.S. or Puerto Rico: the maximum declared value for a package is US\$ 50,000, or local currency equivalent for UPS account transactions (including credit cards for which a UPS account number has been provided) and US\$ 5,000 or local currency equivalent for credit card transactions, regardless of the value in excess of the maximum. For complete details of the limitation on UPS's liability, and declared value limits, visit www.ups.com.

Dimensions: If you selected *Your Packaging* in the *Packaging* drop-down menu, it is suggested that you include the appropriate dimensions within the *Dimensions* fields. This will ensure accurate rating of your shipment.

Oversize/Large Package: Oversize handling is a method of processing large or odd sized packages using UPS Ground or UPS Standard to Canada. Once you have entered the dimensions of a package, go to UPS.com® to determine under what classification (Oversize 1, Oversize 2 or Oversize 3) your package should ship.



Package Information

Package 1 of 1

Packaging:
Your Packaging

Weight: (Not required for UPS Letters)
lbs

Declared Value:
USD

Reference #1: [Search](#)
123

Reference #2: [Search](#)

List of Products: [Search](#)

Shipper Release (Deliver without Signature)

Dimensions (Your packaging only):
Length: in./ Width: in./ Height: in.

Oversize:
No

Additional Handling

C.O.D. Amount:
USD

Cashier's Check or Money Order Only

Delivery Confirmation:
None Selected

Additional Handling: Indicates that a charge will be calculated for any package over 60 inches or 150 centimeters in length, or any package of unusual size, shape, or packaging.

COD: Indicates that the UPS driver will collect funds from the recipient when delivering such a shipment. Some origin/destination combinations can specify how the funds should be collected, using secured funds, and in a specified currency.

Delivery Confirmation: If selected, UPS provides confirmation of shipment delivery. To verify arrival of your package or shipment, UPS offers three types of optional delivery confirmation services:

- **Delivery Confirmation:** Provides automatic confirmation of delivery for any package you designate.
- **Signature Required:** Provides automatic confirmation with a printed copy of the recipient's digital signature.
- **Adult Signature Required:** Provides automatic confirmation with a printed copy of the adult's digital signature. The adult age requirement will vary by country. For specific country information, go to UPS.com®.

Shipper Release: By selecting **Shipper Release**, your time sensitive shipment will be delivered on the first attempt with no signature required. No additional charges will be assessed on a shipment designated for **Shipper Release**.



Payment Method

The screenshot shows a web form titled "Payment Method". It contains the following sections:

- Select UPS Account Number for this shipment:** A dropdown menu with "UPS Account" selected.
- Select Payment Method:**
 - Bill my UPS Account Number
 - [Add Credit Card](#)
 - Bill Receiver
 - Receiver UPS Account Number: [text box]
 - Receiver Postal Code: [text box]
 - Country: US
 - Bill Third Party:
 - Third Party UPS Account Number: [text box]
 - Third Party Postal Code: [text box]
 - Country: US
 - Bill Consignee

You can choose your payment method to bill to a UPS account number, credit card, receiver, third party or consignee. Please note that you will be able to select these options if your UPS CampusShip™ administrator set them up and if they are available in your country.

- To bill your UPS Account, select **Bill my UPS Account Number**.
- To bill to a credit card, select **Bill Credit Card** and indicate the credit card you would like to use. If you have not entered any credit cards in your **Payment Method** information, you may enter a credit card by selecting the **Add Credit Card** link.
- To bill the receiver, select **Bill Receiver** and specify the receiver's UPS account number and the postal code, if applicable.
- To bill a third party, select **Bill Third Party**. Then specify the UPS third party account number and postal code, if applicable.

Note: The third party must be located in the shipper's origin country.

- Select **Bill Consignee** if you are a U.S. or Puerto Rico customer and you would like to bill a consignee. This billing option will only display if the **Ship To** address is designated as consignee billable in the address book.

Note: This is a UPS Contract-Only Service.

Select the **Preview Shipment** or **Ship Now** buttons when satisfied with your shipment.



Shipping Ticket

Administrators may give users the ability to partially process shipments. This feature is useful for those users that want to process a package with UPS CampusShip™ before they know the actual weight or when the shipment will be complete for processing. A user given this privilege can print a “Shipping Ticket” that will accompany the shipment until the time of label printing.

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 and print the label.

Note: This CampusShip feature is only available if assigned by your administrator.



Preview Shipment (optional)

Select the **Preview Shipment** button to confirm your shipment details. This page will also display the published UPS rates for your shipments, if allowed by your UPS CampusShip™ administrator. Verify that all shipment details are correct. To make changes, click 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.

Preview Shipment

Please review your shipping summary for accuracy. To modify information select the appropriate edit link.

| Address Information | | |
|--|--|--|
| Ship To: Edit UPS CAMPUSHIP ADMINISTRATOR 4045551212 x1234 55 GLENLAKE PARKWAY MAILROOM BUILDING 1 ATLANTA GA 30328-3498 | Shipper: Edit UPS TEST COMPANY 2010 WARSAW SUITE 12 FLOOR 39 ROSWELL GA 30075 | Ship From: Edit UPS TEST COMPANY 2010 WARSAW SUITE 12 FLOOR 39 ROSWELL GA 30075 |

| Shipment Information Edit | |
|---|--------------------------------|
| Service: | UPS Ground Service |
| Guaranteed By: | End of Day, Thurs. 3 Jun. 2004 |
| Shipping: | 3.92 |

| Package Information Edit | |
|--|----------------|
| Package 1 of 1 | |
| Package Type: | Your Packaging |
| Actual Weight: | 5.0 lbs |
| Billable Weight: | 5.0 lbs |
| Reference 1: | 123 |
| Reference 2: | 456 |
| Reference 3: | 789 |

| Billing Information Edit | |
|--|---|
| Payment Method: | Bill Sender: ECS101 |
| Total: | All Shipping Charges in USD 3.92 |

Cancel Shipment
Ship Now →

Note: Rates reflected above are for example purposes only.

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. See steps below for more details. If you do not wish to ship the package you have just processed, select **Void Shipment** to ensure you will not be charged.

Complete Shipment

Your shipment has been processed.

We have received your shipping details and processed your payment. To send your shipment, follow the steps below.

Service: UPS Ground Service
Guaranteed By: End of Day, Mon. 24 May 2004
Payment Method: Bill Sender: UPS Account
Total: 3.92 USD

1. Print Label(s) and Receipt Help

Review the selected labels or receipts. To print checked items, select View/Print. You may change your [printing preferences](#) at any time. You may void this shipment now by selecting Void Shipment.

Label
 Receipt

Note: For most newer browsers, the shipping labels and receipts appear in the same window. For some older browsers, each appears in a separate window. For best results, use Microsoft's Internet Explorer (IE) 5.x or newer. This does not apply to UPS Thermal Printers.

[Void Shipment](#) [View / Print](#)

Step 1 – Select the **Label** and **Receipt** boxes to print your label and/or receipt. You may change your printing preferences (laser printer or thermal printer) for this shipment only, under the **Printing Preferences** section at the bottom of the screen. Then, select the **View/Print** button.

- If you are using a thermal printer, the labels and receipts will print automatically.
- If you are using a laser or ink-jet printer, a single pop-up window will then open containing the labels and receipts for your shipment.
- A print dialog box will also display prompting you to print the labels and other post-shipping documents. Select **Print** from this box.
- If you are shipping from an Asian origin, please ensure that you print two copies of each label.
- Print to your local printer, fold paper(s) in half and insert into a UPS pouch. Then peel the backing from the UPS pouch and affix it to the package.



Step 2 – Give your package to UPS. The **Complete Shipment** screen contains tips on suggested **Next Steps** for getting your shipments to UPS, obtaining shipping history, and instructions for shipping again.

If the **Complete Your Return Label** button is displayed on your screen, you may add a Return Service to your outgoing shipment. The following applies for this option:

An editable **Preview Return Shipment** screen displays, with the **Ship To** and **Ship From** addresses changed to the **Return From** and **Return To** addresses. You can edit these addresses. Verify that the return information is accurate, complete the required **Merchandise Description** field, and then select the **Create Return** button to go to the **Complete Shipment** page. You may then print your return label or receipt and view tips on suggested **Next Steps**.

2. Optional UPS Return Shipment

Recipients can easily return your letter or package when you Create a Return Shipment. UPS will create a return label to include in your shipment.

[Complete Your Return Label](#)



History – Tracking and Voiding

Select **View History or Void Shipment** on the left side menu bar. You will be notified that you will be leaving the **Shipping** screen. Click the **OK** button to continue.

View History or Void Shipment

Use this history to review, track, and void your previous shipments. You can also re-ship using the information from a previous shipment. Any changes you make to how your history is displayed are automatically saved.

History Selections Help

[Change Shipping History View](#) [Export Current View](#)

Display Per Page:

Show History For the Last:

Previous Shipments Help

Please select an individual shipment using the checkboxes. You can then choose to View details concerning that shipment, Void the shipment, or Ship again using the appropriate buttons.

Also, use the checkboxes to select one or more packages on this page (maximum 1), and select Track to display tracking details for these items.

Shipments 1 through 1 out of 1 in the last 7 Days

[Show Detail/Receipt](#) [Track](#) [Ship Again](#) [Void Shipment](#)

| ▼ Shipped Date | Ship To - Company or Name | Service | Shipment Tracking # | Voided |
|--------------------------------------|---------------------------|--------------------|---------------------|--------|
| <input type="checkbox"/> 21 May 2004 | UPS | UPS Ground Service | 1ZECS1010390158339 | |

Shipments 1 through 1 out of 1 in the last 7 Days

[Show Detail/Receipt](#) [Track](#) [Ship Again](#) [Void Shipment](#)

To track a shipment, select the shipment(s) (you may select up to 25 shipments). Then click the **Track** button. A tracking summary will appear. For more details, select the **Details** link.

To void a shipment, select the desired shipment and then select the **Void Shipment** button. When a new window appears, select the **OK** button to confirm the void action you are requesting, or select the **Cancel** button to quit.

If **OK** is selected, the page will refresh with a message that the void will be processed, but it will take a moment for the information to be updated in the UPS systems. An **X** will appear next to the shipment. Please note that you may void shipments from UPS CampusShip™ **within 24 hours of processing**.



Export Information

The export shipping process starts with the **Shipping** screen. When you select (or enter) a destination address outside of your country, your screen will automatically refresh, providing fields that must be completed for international shipments. Complete the following steps to begin:

Step 1 – Complete the required fields in the **Shipment Information** section.

Step 2 – Click the **Preview Shipment** button to review your shipment detail. To proceed with the international shipping process, click the **Ship Now** button. This will take you to the **Select Documentation Forms** screen (if this feature has been enabled by your administrator).

The **Select Documentation Forms** screen: (1) indicates the documents that may be completed for a non-document shipment, and (2) is used to select the method you will use to complete the documents (electronic or manual).

When you enter your shipping address, UPS CampusShip™ automatically displays the documents available for shipments to that destination. For more information, click on the name of the document, or call UPS International Customer Service.



Help

Now that you've familiarized yourself with the UPS CampusShip™ Shipping Quick-Start Guide, you are ready to put CampusShip's powerful, full-featured functionality to work for you.

If you have questions, or need further explanation of CampusShip's features or functions, select **Help** on the left navigation bar. You can also contact your company's CampusShip Administrator.