Guide to
UPS CampusShip™

Your company’s shipping solution.

Shipping Quick-Start Guide

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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.

**Step 3** – To change your language settings, choose the appropriate language from the *Languages* drop-down menu.

**Step 4** – As a new user, please read the UPS CampusShip Terms and Conditions and click the *Accept* button to continue.

**Step 5** – 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.
Shipping

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: Selecting an address from the My UPS Address Book will initially be unavailable until you populate it 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, or modify the address information displayed in the form. To save your modified Shipper or Ship From address to the Address Information module, select the Update button. The Shipping screen will refresh with your new address choices displayed.

Note: You will only be able to modify the Ship From address if your company administrator has given you privileges.

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 Additional 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 Review Shipment button. This page will also display the published UPS rate for your shipment, if allowed by your UPS CampusShip™ administrator.
- To add additional shipping options to your shipment, select the Additional Shipping Options button.
- To complete your shipment and print your package labels, select the Ship Now button.
Additional Shipping Options

Note: Certain options can only be used if set up by your administrator and are available in your country.

To access additional shipping options, select the Additional 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.

<table>
<thead>
<tr>
<th>Address Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ship To:</strong> UPS CampusShip Administrator 770-555-1212 55 Glenlake Parkway Mailroom Building 1 ATLANTA GA 30329</td>
<td><strong>Shipper:</strong> Text Company UPS 2010 Warsaw Suite 12 Floor 39 ROSWELL GA 30076</td>
</tr>
<tr>
<td><strong>Ship From:</strong> UPS 2010 Warsaw Suite 12 Floor 39 Roswell GA 30076</td>
<td><strong>Shipper:</strong> Text Company UPS 2010 Warsaw Suite 12 Floor 39 ROSWELL GA 30076</td>
</tr>
</tbody>
</table>
Shipment Information

**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 Package 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 your online Help guide or your UPS CampusShip™ administrator.
Additional package options may be available for your shipments, such as:

**Insured Value:** For customers in the U.S. or Puerto Rico, UPS will insure every package for US$100 (U.S. destinations) or any shipment for US$100 (international destinations) at no additional charge. Enter an insured value, and you will be charged incrementally for any coverage amount greater than US$100 (up to $50,000). Visit UPS.com® for information on Insured Value for each specific country.

**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:** Oversize handling is a method to standardize and simplify large or odd-size packages using UPS Ground or UPS Standard To Canada service. For more information on oversize practices, go to the **Glossary** found by selecting the **Help** link on the left side of the screen.

**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 must be 21 years of age.

Payment Method

You can choose your payment method to bill to a UPS account number, credit card, or third party 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 for the account.

• 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 shipment’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 Review Shipment or Ship Now buttons when satisfied with all of the additional shipping options.

Shipping Ticket

In addition to processing a shipment normally by completing the shipping information and printing a label, UPS CampusShip™ allows you to save incomplete shipping information in the form of a Shipping Ticket. Once you have entered some shipment information, you can select the Print and Save Shipping Tickets link to save information until it can be completed later. After selecting the link, you will have the option of printing a Shipping Ticket, which you can then attach to your shipment. Then either you or someone else can process the Shipping Ticket and complete the shipment after entering the remaining information.

Note: This CampusShip function may or may not be assigned by your administrator.
Review Shipment (optional)

Select the **Review 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.

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

Address Information
Ship To:  
UPS 
CampusShip Administrator 
55 Glenlake Parkway 
Mailroom 
Building 1 
ATLANTA GA 30328
Shipper:  
Test Company 
UPS 
2010 Warsaw 
Suite 12 
Floor 39 
ROSELLE GA 30076
Ship From:  
Test Company 
UPS 
2010 Warsaw 
Suite 12 
Floor 39 
ROSELLE GA 30076

Shipment Information

<table>
<thead>
<tr>
<th>Service:</th>
<th>UPS Ground Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>End of Day, Wed. 5 Nov. 2003</td>
</tr>
<tr>
<td>Shipping:</td>
<td>.......................... **4.62</td>
</tr>
</tbody>
</table>

Package Information

<table>
<thead>
<tr>
<th>Package 1 of 1</th>
<th>Your Packaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Weight:</td>
<td>10.0 lb</td>
</tr>
<tr>
<td>Billable Weight:</td>
<td>10.0 lb</td>
</tr>
<tr>
<td>Reference #1:</td>
<td>123</td>
</tr>
<tr>
<td>Reference #2:</td>
<td>456</td>
</tr>
<tr>
<td>Reference #3:</td>
<td>789</td>
</tr>
</tbody>
</table>

Billing Information

<table>
<thead>
<tr>
<th>Payment Method:</th>
<th>Bill Sender ECS103</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>All currencies in USD **4.62</td>
</tr>
</tbody>
</table>

**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. If you decide that you do not wish to ship the packages that you have just processed, go to Shipping History and void the shipment. Otherwise, UPS will charge you for the shipment.

Step 1 – Select the Label and Receipt boxes to review and print your label and/or receipt. You may change your printing preferences (laser printer or thermal printer) by checking the box for your desired type of label 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, browser windows will open containing the labels and receipts for your shipment. Select File on the menu bar within each window, and then select Print.
- 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 a 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, it means you are enabled to add a Return Service to your outgoing shipment. The following applies for this option:

An editable Review Return Shipment screen displays, with the Ship To and Ship From addresses changed to the Pick Up 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 Ship Now button to go to the Complete Shipment page. There, you may print your return label and view tips on suggested Next Steps.
Shipping History – Tracking and Voiding

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

To track a shipment, select the shipment. 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 the void action.
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 Review 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.

Following are the documents most often used for international non-document shipments. In some
cases, additional documentation will be required.

Invoice: One original and two copies are required for all international non-document shipments.

Certificate of Origin (Available for U.S. and Puerto Rico): This may be necessary depending on your
destination and the goods you are shipping.

U.S. Shipper’s Export Declaration (SED): Required for shipping single commodities valued at more
than $2,500 or commodities requiring a license or license exemption.

NAFTA Certificate of Origin: Available for CA, MX, and U.S. origin/destinations only and is used
to authenticate the country of origin. This may be necessary for shipments above US$100.