

# Guide for Shippers

# UPS CampusShip









# Getting started

Once your UPS CampusShip representative has enrolled your company, you will receive two emails:

- The first is your Welcome Email containing your User ID and the URL to access the site .
- The second email contains your temporary password .
- **1.** To log in, click on the link for your company's unique UPS CampusShip Internet address, which you received via email, or log in at **campusship.ups.com**.
- 2. You will be asked to log in to your company's UPS CampusShip system with the User ID and password provided in the two emails from UPS CampusShip. Please note that User IDs and passwords are case sensitive.

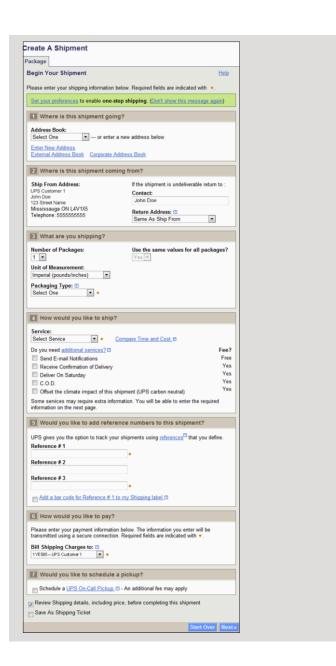
 $\begin{array}{ll} \textbf{Optional Step} - \text{If you would like to change the language} \\ \text{on the Log In page, choose the appropriate language from} \\ \text{the Languages drop-down menu} \ . \\ \textbf{Then click the blue arrow} \\ \end{array}$ 

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

#### 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 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** .

# 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 email, 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 emails 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 login, 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 email .

# 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 **email** link on the bottom of each page.

#### 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<sup>™</sup> International Tools

- Screen for Denied Parties
- " Find Harmonized Codes
- " Estimate Landed Cost
- " Detect Export Licenses
- " Check Import Compliance
- Access International Forms

#### Other Features

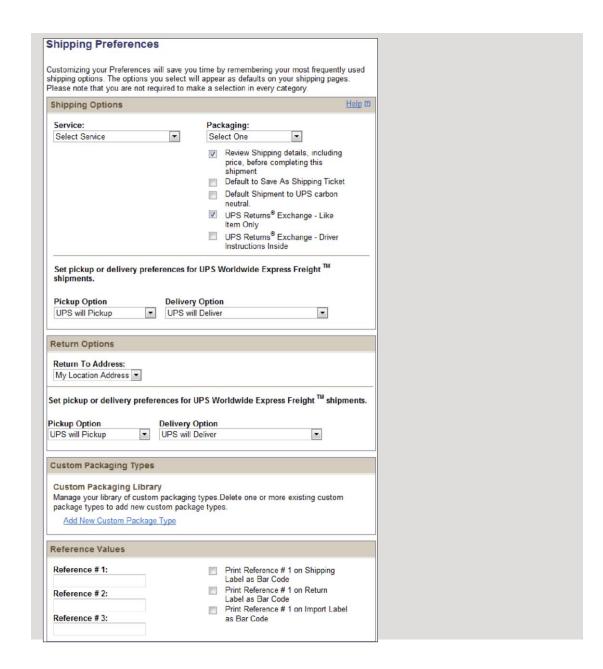
- " Create and manage a Product List
- " View your Transaction History

#### UPS CampusShip™ Guide for Shippers

From Resources, select **UPS CampusShip Support** for the help desk phone number in your region .

### My settings

Begin by setting your Shipping Preferences, which saves time and ensures a tailored shipping experience . Select My Settings, then Edit Shipping Preferences to set default shipping options, reference values, payment method, email notifications, pickup information, printing preferences and more .



# 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 Shipping Preferences Settings

- # Edit User Profile
  - USer Prolite # Edit Snippin
- : Edit Shipping Preferences

: Change Password

#### **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

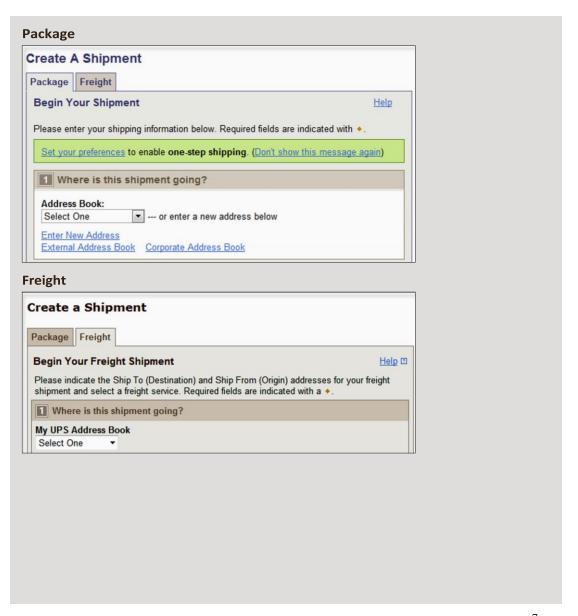
- : Search My UPS Address Book
- :: Create New Address
- .. Distribution Lists
- :: Import Addresses
- : Export Addresses
- :: Import / Export Status

# 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 68 kg (150 lbs)) or for Freight (over 68 kg (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 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 .

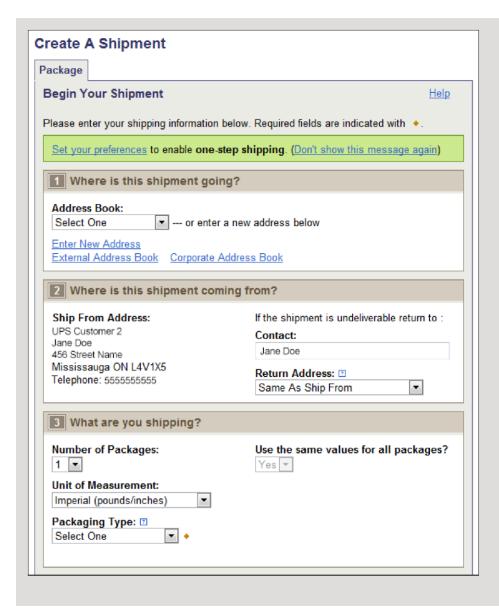
Where is this shipment coming from? Verify your Ship From Address and select Edit to modify. The Ship From Address is used for determining rates and available services, so it should reflect the actual address from which a shipment will originate. If needed, you can specify a different return to address 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 travelling 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.

Microsoft and Outlook are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.



# Package shipping (cont.)

How do you want to ship? Select the UPS service you want 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.

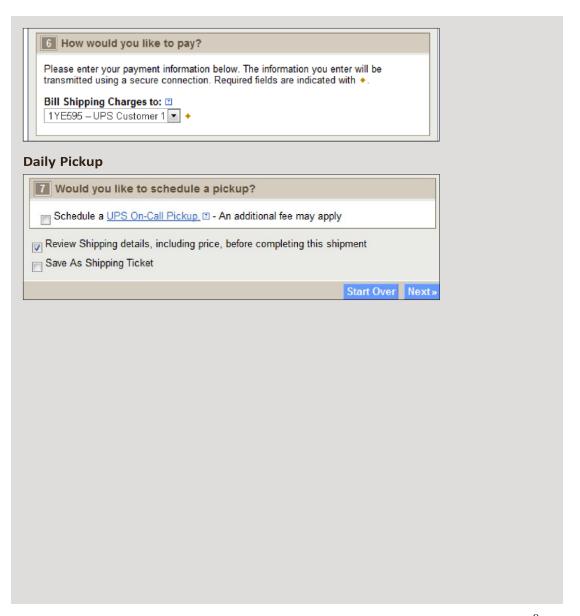
Would you like to add reference numbers? Your Administrator may require references for your shipment . You can search for or enter references in the fields provided

# Package shipping (cont.)

How do you want 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 .

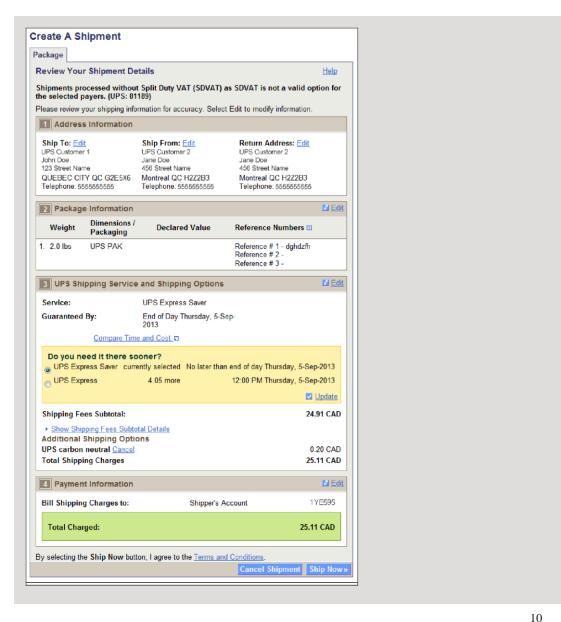
**Note:** Enter new payment cards in your Shipping Preferences.

Do you want 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.



# 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.



# 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 .

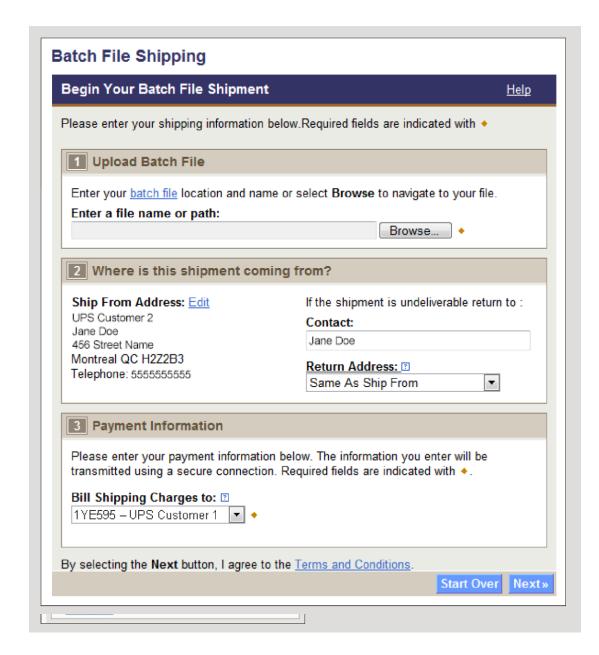
The **Complete Shipment** screen contains tips on suggested **Next Steps** for getting your shipments to UPS, obtaining shipping history and instructions for shipping again .

# 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 this privilege to you.



## 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 .



#### **Freight History**

