



Guide for Shippers

UPS CampusShipTM



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 .

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

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™ 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

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 .

Shipping Preferences

Customizing your Preferences will save you time by remembering your most frequently used shipping options. The options you select will appear as defaults on your shipping pages. Please note that you are not required to make a selection in every category.

Shipping Options

Service:
Select Service

Packaging:
Select One

☒ Review Shipping details, including price, before completing this shipment

☐ Default to Save As Shipping Ticket

☐ Default Shipment to UPS carbon neutral.

☒ UPS Returns® Exchange - Like Item Only

☐ UPS Returns® Exchange - Driver Instructions Inside

Set pickup or delivery preferences for UPS Worldwide Express Freight™ shipments.

Pickup Option
UPS will Pickup

Delivery Option
UPS will Deliver

Return Options

Return To Address:
My Location Address

Set pickup or delivery preferences for UPS Worldwide Express Freight™ shipments.

Pickup Option
UPS will Pickup

Delivery Option
UPS will Deliver

Custom Packaging Types

Custom Packaging Library

Manage your library of custom packaging types. Delete one or more existing custom package types to add new custom package types.

[Add New Custom Package Type](#)

Reference Values

Reference # 1:

Reference # 2:

Reference # 3:

☐ Print Reference # 1 on Shipping Label as Bar Code

☐ Print Reference # 1 on Return Label as Bar Code

☐ Print Reference # 1 on Import Label as Bar Code

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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

- :: [Edit User Profile](#)
- :: [Change Password](#)

Shipping Preferences Settings

- :: [Edit Shipping Preferences](#)

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

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](#)

Freight

Create a Shipment

Package Freight

Begin Your Freight Shipment

[Help](#) ⓘ

Please indicate the Ship To (Destination) and Ship From (Origin) addresses for your freight shipment and select a freight service. Required fields are indicated with a ♦.

1 Where is this shipment going?

My UPS Address Book

Select One ▼

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 .

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Create A Shipment

Package

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:
 -- or enter a new address below
[Enter New Address](#)
[External Address Book](#) [Corporate Address Book](#)

2 Where is this shipment coming from?

<p>Ship From Address: UPS Customer 2 Jane Doe 456 Street Name Mississauga ON L4V1X5 Telephone: 5555555555</p>	<p>If the shipment is undeliverable return to : Contact: <input type="text" value="Jane Doe"/> Return Address: ? <input type="text" value="Same As Ship From"/> </p>
---	--

3 What are you shipping?

<p>Number of Packages: <input type="text" value="1"/></p> <p>Unit of Measurement: <input type="text" value="Imperial (pounds/inches)"/></p> <p>Packaging Type: ? <input type="text" value="Select One"/> ♦</p>	<p>Use the same values for all packages? <input type="text" value="Yes"/></p>
--	---

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 .

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: ♦

1YE595 – UPS Customer 1 ♦

Daily Pickup

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 »

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 .

Create A Shipment

Package

Review Your Shipment Details [Help](#)

Shipments processed without Split Duty VAT (SDVAT) as SDVAT is not a valid option for the selected payers. (UPS: 81189)

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

1 Address Information

Ship To: Edit UPS Customer 1 John Doe 123 Street Name QUEBEC CITY QC G2E5X6 Telephone: 5555555555	Ship From: Edit UPS Customer 2 Jane Doe 456 Street Name Montreal QC H2Z2B3 Telephone: 5555555555	Return Address: Edit UPS Customer 2 Jane Doe 456 Street Name Montreal QC H2Z2B3 Telephone: 5555555555
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2 Package Information [Edit](#)

Weight	Dimensions / Packaging	Declared Value	Reference Numbers i
1. 2.0 lbs	UPS PAK		Reference # 1 - dghdzfh Reference # 2 - Reference # 3 -

3 UPS Shipping Service and Shipping Options [Edit](#)

Service: UPS Express Saver

Guaranteed By: End of Day Thursday, 5-Sep-2013

[Compare Time and Cost](#) [i](#)

Do you need it there sooner?

☒ UPS Express Saver currently selected No later than end of day Thursday, 5-Sep-2013
☐ UPS Express 4.05 more 12:00 PM Thursday, 5-Sep-2013

[Update](#)

Shipping Fees Subtotal: 24.91 CAD

[Show Shipping Fees Subtotal Details](#)

Additional Shipping Options

UPS carbon neutral [Cancel](#) 0.20 CAD

Total Shipping Charges 25.11 CAD

4 Payment Information [Edit](#)

Bill Shipping Charges to: Shipper's Account 1YE595

Total Charged: 25.11 CAD

By selecting the Ship Now button, I agree to the [Terms and Conditions](#).

[Cancel Shipment](#)
[Ship Now»](#)

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.

Batch File Shipping

Begin Your Batch File Shipment

[Help](#)

Please enter your shipping information below. Required fields are indicated with ♦

1 Upload Batch File

Enter your [batch file](#) location and name or select **Browse** to navigate to your file.

Enter a file name or path:

 ♦

2 Where is this shipment coming from?

Ship From Address: Edit UPS Customer 2 Jane Doe 456 Street Name Montreal QC H2Z2B3 Telephone: 5555555555	If the shipment is undeliverable return to : Contact: <input type="text" value="Jane Doe"/> Return Address: ? <input type="text" value="Same As Ship From"/> ▼
--	--

3 Payment Information

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: [?](#)

 ▼ ♦

By selecting the **Next** button, I agree to the [Terms and Conditions](#).

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 .

Package History

View Package History or Void Shipment

Package Freight

The Shipping History page allows you to view your shipping history for the past 90 days. Use this history to review, track and void shipments. Packages can also be re-shipped using shipping information from a previous shipment.

Administrators can view their own shipping history or the history for any user or location they administer. To see your personal history, select the "View History For" radio button and choose "personal" from the list.

To see another history, select the "View History For" radio button and choose either "user", "location" or "location and reference" from the list.

Administrators can export the history for any location they administer by selecting the "Export history for" radio button and choosing either "location" or "location and reference" from the associated list.

History Selections

Help

Your history request will be submitted when you select one of the links below. It may take several minutes for your data to display, depending upon server volume. Please do not select the link again until data for this request has been received.

[Customize Package History View](#)

[Export History for all Locations Administered](#)

[View Export Query List](#)

[Export Current View](#)

Display per Page:
25

View History for:
Personal

Show History For the Last:
30 Days

Export History for:
None Selected

Go

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 6), and select Track to display tracking details for these items.

Shipments 1 through 6 out of 6 in the last 30 Days

Show Detail/Receipt Track Ship Again Void

	Shipped Date	Ship To - Company or Name	Service	Shipment Tracking #	Voided
<input type="checkbox"/>	18 Sep 2013	CANADA	UPS Express	1YE5959999999999999 Report Label	●
<input type="checkbox"/>	18 Sep 2013	CANADA	UPS Express	1YE5959999999999999 Report Label	●
<input type="checkbox"/>	18 Sep 2013	CANADA	UPS Standard	1YE5959999999999999 Report Label	●
<input type="checkbox"/>	17 Sep 2013	CANADA	UPS Standard	1YE5959999999999999 Report Label	●
<input type="checkbox"/>	17 Sep 2013	CANADA	UPS Standard	1YE5959999999999999 Report Label	●
<input type="checkbox"/>	17 Sep 2013	CANADA	UPS Standard	1YE5959999999999999 Report Label	●

Shipments 1 through 6 out of 6 in the last 30 Days

Show Detail/Receipt Track Ship Again Void

Freight History

Create a Shipment

Package Freight International Forms

View Freight History

Help

Use this history to view and track previous freight shipments. Up to 25 freight shipments can be tracked by marking the desired checkboxes and selecting the Track button. Ground Freight shipments can schedule a pickup, ship again, or be marked for deletion in this history view.

To modify or cancel an air freight shipment, or to find the nearest air freight drop-off location, please use the [UPS Supply Chain Solutions Global Directory](#) to find contact and address information.

Display per page:
25

Displaying shipment history in the last 90 days.

Displaying results 1 through 2 of 2

Show Detail Track Ship Again

	Shipment Creation Date	Shipped To	Freight Service; Reference Account	Pickup Number and Date	Tracking Number / PRO Number
<input type="checkbox"/>	07/10/2013	UPS Customer 1 Alpharetta, GA, 30005	UPS Next Day Air® Freight	1YE595555 10/10/2013	1YE5955555 View Waybill
<input type="checkbox"/>	07/10/2013	UPS Customer 2 Alpharetta, GA, 30005	UPS Next Day Air® Freight	1YE595555 10/10/2013	1YE5955555 View Waybill

Displaying results 1 through 2 of 2

Show Detail Track Ship Again

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