UPS CampusShip®

Quick Start Guide

July 2010

Table of Contents

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 of your 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**.

Login and Initial Steps

To log in, click on the link for your company's unique UPS CampusShip Internet address, which you received via e-mail or log in to www.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 e-mails 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 e-mail.

Login

Welcome to UPS CampusShip. To begin, please enter your User ID and Password.
Note: User ID and Password fields are case sensitive.

Please Log In   Help ?

User ID
[   ]   → Forgot User ID or Password

Password
[   ]

☐ Remember Me?
(Do not check for shared computer.)

Change the language of this page:
[Select Language   ▼] ⟳

Log In →

Login and Initial Steps (continued)

*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 e-mail link on the bottom of each page.*

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

Company Support: 800-555-1212   support@mycompany.com

Administrator Lookup

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

Freight Resources

Create a Freight Shipment

View Freight History

Manage Commodity List

Schedule a Freight Pickup

View Freight Pickup History

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, e-mail 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:
UPS Ground Service

Packaging:
Other Packaging

☐ Review Shipping details, including price, before completing this shipment
☐ Default to Save As Shipping Ticket
☐ Default Shipment to UPS carbon neutral.

Reference Values

RM number:
ref1
☐ Print RM number on {1} Label as Bar Code

My Ref 2:
ref2
☐ Print RM number on {1} Label as Bar Code

Reference #3:
ref3

Payment Method

Select default payment methods for shipping charges. You may select a default payment method for international shipment Duties and Taxes.

My Settings (continued)

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   :: 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   **My UPS Address Book**
:: Search Corporate Address Book   :: Search My UPS Address Book
:: Create New Address   :: Create New Address
:: Distribution Lists   :: Distribution Lists
:: Import Addresses   :: Import Addresses
:: Export Addresses   :: Export Addresses
:: Manage Address Groups   :: 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, 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 (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.

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.

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

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.

8

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.

9

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.

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 »**

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 »

11

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.

12

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 UPSVW
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

13

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 checkbox for the shipment, then select the appropriate button.

14

Resources

Your UPS CampusShip Administrator is the best contact to understand which services you can access. To contact your company's UPS CampusShip Administrator select **Administrator Lookup**.

Resources has helpful links to find locations, order supplies, schedule pickups and more. If you have any questions, or need further explanation of UPS CampusShip's features or functions, click on the **UPS CampusShip Support** link on the **Resources** tab, or select **UPS CampusShip Help**. You can also contact your UPS Account Representative.

Company Support: 800-555-1212   support@mycompany.com

Administrator Lookup

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

Freight Resources

Create a Freight Shipment

View Freight History

Manage Commodity List

Schedule a Freight Pickup

View Freight Pickup History