How to Use
UPS CampusShip™
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Getting Started
“Welcome to UPS CampusShip” E-mail

You should have received a “Welcome to UPS CampusShip” email which includes your User ID, temporary password and the URL that will provide access to your CampusShip site.

NOTE: Your User ID and password are case-sensitive and must be entered exactly as they appear.

From: customer-notification@ups.com [mailto:customer-notification@ups.com]
Sent: Monday, February 17, 2003 4:06 PM
To: Jane Doe
Subject: Welcome to UPS CampusShip (User ID and Password Enclosed)

Welcome to UPS CampusShip™. To access your new web-based shipping system, please visit [https://www.campusship.ups.com/login/abccompany](https://www.campusship.ups.com/login/abccompany)

To begin shipping, you will need to enter your User Name (ID) and Password.

Your User Name (ID) is: Janedoe
Your temporary* Password is: samplepassword

*Please Note: Upon initial login, you will be required to change your password. Your User Name (ID) and Password are case sensitive.

If you have any questions, please contact your Company Administrator.

Company Administrator: John Doe
Phone: xxx-xxx-xxxx
E-mail: JohnDoe@yourcompany.com

Thank you and enjoy UPS CampusShip.

Please do not reply directly to this e-mail. UPS will not receive any reply message. For questions or comments, contact your UPS CampusShip Company Administrator.
Initial Login Screen

- Using the URL provided in your “Welcome to UPS CampusShip” e-mail, access your CampusShip site. The Initial Login screen will appear. Enter your User ID and temporary password and click the Log In button.
Read the “UPS CampusShip Terms and Conditions” screen. At the bottom, click **Accept** if you agree with the terms and conditions. If you click **Decline** you will be unable to use CampusShip.
Change Temporary Password

- This screen will appear when you log on the first time. It prompts you to change your temporary password to a password of your choice.

- You must also select a verification question and key enter a verification response. The verification is used if you forget your password.

You are now ready to begin shipping packages.
Domestic Shipments

**NOTE:** The shipping options shown on the following screens may vary based on the shipping privileges your administrator has selected.
Shipping Screen

- After logging in, you will automatically be taken to the Shipping screen. Select an address from:
  - Your personal (My UPS) address book
  - Your corporate address book
  - A designated external address book (MS Outlook or ACT!)
- Click Enter New Address to key in a new address.
Enter New Address

- When you click **Enter New Address**, a pop-up window will appear. Key in the address.

- To save the new address, select **Save as New Entry** from My UPS Address Book Options. Make sure to record a “nickname” for this entry.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company or Name</td>
<td>XYZ Manufacturing</td>
</tr>
<tr>
<td>Address</td>
<td>123 S. Main Street, Building 3 Floor 4, Shipping Department</td>
</tr>
<tr>
<td>City</td>
<td>Salt Lake City</td>
</tr>
<tr>
<td>State</td>
<td>Utah</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>Postal Code</td>
<td>84111-1917</td>
</tr>
<tr>
<td><em>Phone</em></td>
<td>555.555.1212</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:tpaquette@ups.com">tpaquette@ups.com</a></td>
</tr>
</tbody>
</table>

To save the new address, select **Save as New Entry** from My UPS Address Book Options. Make sure to record a “nickname” for this entry.
Shipment Information

- In the Shipment Information section, enter appropriate shipment detail.

- For additional shipping options, click the **Additional Shipping Options** button (lower left). To review shipment detail, click the **Review Shipment** button. To process the package, click the **Ship Now** button.
Additional Shipping Options

This is the Additional Shipping Options screen. It allows you to select:
- E-mail Ship Notification
- Schedule a Pickup
- Calculate Delivery Time
- Saturday Delivery
- Return Services

And . . .
Additional Shipping Options (cont’d)

- C.O.D. Amount
- Delivery Confirmation
And...
Additional Shipping Options (cont’d)

– Payment Method

When you have completed this screen, click the Review Shipment button to review shipment detail, or click the Ship Now button to print the shipping label.
Review Shipment

- When you click the **Review Shipment** button, this screen will appear. Review shipment detail for accuracy. To make changes, click the appropriate **Edit** link.

- To process the shipment, click the **Ship Now** button.
Complete Shipment

This screen appears when you click the **Ship Now** button.

Follow the on-screen instructions to print the shipping label/receipt (Section 1). If you want to print a return label, follow instructions in Section 2.

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**Complete Shipment**

1. **Print Label(s) and Receipt**

   Review the selected labels or receipts. To print checked items, select View/Print. You may change your **printing preferences** at any time.

   - **Label**
   - **Receipt**

   **View / Print**

   **Note:** For most newer browsers, the shipping labels appear in the same window. For some older browsers, each label 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.

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.

   **Create a Return Label**

**Next Steps...**

**Getting your Shipment to UPS**

- **Customers without a Daily Pickup**
  - Schedule a same day or future day Pickup to have a UPS driver pickup all of your Internet Shipping packages.
  - Hand the package to any UPS driver in your area.
  - Take your package to an Authorized Shipping Outlet, or a UPS Customer Counter.
  - Drop off your Air Shipments including Worldwide Express℠ at one of our 50,000 UPS Drop-Off locations.

- **Customers with a Daily Pickup**
  - Your driver will pick up your shipment(s) as usual.

**Shipping History**

Use Shipping History to review shipment information, track previously shipped packages, and cancel packages you no longer ship. Packages may be cancelled within 24 hours of execution; otherwise...
Sample Domestic Shipping Label

- Follow the instructions to complete the shipment.

UPS CampusShip: View/Print Label

1. **Print the label(s):** Select Print from the File menu in this browser window to print any labels displayed below.

2. **Fold the printed label at the dotted line.** Place the label in a UPS Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label.

3. **GETTING YOUR SHIPMENT TO UPS**
   - **Customers without a Daily Pickup**
     - Schedule a same day or future day Pickup to have a UPS driver pickup all of your Internet Shipping packages.
     - Hand the package to any UPS driver in your area.
     - Take your package to an Authorized Shipping Outlet, or a UPS Customer Counter.
     - Drop off your Air Shipments including Worldwide Express SM at one of our 50,000 UPS Drop-Off locations.
   - **Customers with a Daily Pickup**
     - Your driver will pickup your shipment(s) as usual.
Sample Shipment Receipt

- The Shipment Receipt must be kept for your records. You may access receipts online for 90 days through Shipping History.

- The label/receipt must be included with your statement package.
International Shipments

**NOTE:** The shipping options shown on the following screens may vary based on the shipping privileges your administrator has selected.
Shipping Screen

- As with domestic shipments, the international shipping process starts with the Shipping screen.

- When you select (or enter) a non-U.S. address, your screen will automatically refresh, providing fields that must be completed for international shipments.

Select/enter address
Shipping Screen (International)

- Complete the required fields in the Shipment Information section.
- To review your shipment detail, click the Review Shipment button.
- 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).
Select Documentation Forms

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).

Let’s take a closer look at these functions.

(1) Documents available for non-document shipments

(2) Method to be used to complete documents
Select Documentation Forms

Available Documents

When you enter your shipping address, CampusShip automatically displays the documents available for shipments to that destination.

For more information about the documents, click on the name of the document. Or, you may call UPS International Customer Service at 1-800-782-7892.
International Documentation

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

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Certificate of Origin</th>
<th>U.S. Shipper’s Export Declaration (SED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One original and two copies are required for all international non-document shipments.</td>
<td>Used to authenticate the country of origin. Visit <a href="https://www.ups.com">UPS.com</a> or call 1-800-782-7892 for a complete list of countries requiring this document.</td>
<td>Required for shipping single commodities valued at more than $2,500 or commodities requiring a license or license exemption.</td>
</tr>
</tbody>
</table>

**Invoice**

<table>
<thead>
<tr>
<th>Date: 06/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Shipper’s Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State/Province:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Postal Code:</td>
</tr>
<tr>
<td>Net:</td>
</tr>
<tr>
<td>Total:</td>
</tr>
</tbody>
</table>

**Certificate of Origin**

- **Date**: 
- **Issuing Shipper’s Name**: 
- **Address**: 
- **City**: 
- **State/Province**: 
- **Country**: 
- **Postal Code**: 
- **Net**: 
- **Total**: 

**U.S. Shipper’s Export Declaration (SED)**

- **Date**: 
- **Issuing Shipper’s Name**: 
- **Address**: 
- **City**: 
- **State/Province**: 
- **Country**: 
- **Postal Code**: 
- **Net**: 
- **Total**: 

- **Date**: 
- **Issuing Shipper’s Name**: 
- **Address**: 
- **City**: 
- **State/Province**: 
- **Country**: 
- **Postal Code**: 
- **Net**: 
- **Total**: 

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Select Documentation Forms
Method Used to Complete Documents

Now let's look at the second section of the Select Documentation Forms screen which is used to select the method you will use to complete documents for non-document shipments.

Click **Create Documents** if you wish to complete the documents online. Many of the fields in the documents will be pre-populated with your shipment information.

Click **Print Blank Forms** if you wish to print out blank copies of the documents and complete them manually.

Click the **Ship With No Export Documents** button to indicate that your shipment requires no documentation or that you will provide any additional documents required for the shipment.
Select Documentation Forms

- After completing and printing the documentation, you will be returned to the Select Documentation Forms screen. Click the **Ship Now** button to generate the shipping label/receipt.

- Once you have printed the label/receipt be sure to keep and include the receipt with your statement package.
Complete Shipment

Follow the on-screen instructions to print the shipping label/receipt.
Sample International Shipping Label

IMPORTANT: Make sure to sign and date the shipping label in the space provided.

UPS CampusShip: View/Print Label

1. Print the label(s): Select Print from the File menu in this browser window to print any labels displayed below.

2. Fold the printed label at the dotted line. Place the label in a UPS Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label.

3. GETTING YOUR SHIPMENT TO UPS
   Customers without a Daily Pickup
   - Schedule a same day or future day Pickup to have a UPS driver pickup all of your Internet Shipping packages.
   - Hand the package to any UPS driver in your area.
   - Take your package to an Authorized Shipping Outlet, or a UPS Customer Counter.
   - Drop off your air shipments including Worldwide Express℠ at one of our 50,000 UPS Drop-Off locations.
   Customers with a Daily Pickup
   - Your driver will pickup your shipment(s) as usual.

4. To acknowledge your acceptance of the original language of the agreement with UPS as stated on the confirm payment page, and to authorize UPS to act as forwarding agent for export control and customs purposes, sign and date here:

   **Shipper's Signature**
   **Date of Shipment**

   Jane Doe 8-19-03
For more information about how to use UPS CampusShip, select the **Resources** tab, then click on the desired subject in the **General Resources** section.
Documentation

All receipts for shipping charges must be included in statement packets.