UPS CampusShip® is a web-based, UPS-hosted shipping solution that helps you increase efficiency and reduce costs. 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 call your company’s CampusShip Administrator.
Login and Initial Steps

1. 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.

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.

   **Optional Step** – If you would like to change the language on the login 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.
Login and Initial Steps (continued)

4 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.

5 If you forgot your User ID, contact your Company Administrator. If you forgot your password, use the **Forgot Your Password?** link and UPS CampusShip will send you a temporary password via e-mail.
Shipping

Address Information

You have several options for entering, editing and saving addresses:

1. Enter your Ship To address information.
   - Select an address from your My UPS Address Book, Corporate Address Book or an External Address Book by clicking the appropriate link, or enter a new address by selecting the Enter New Address link in 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: You cannot select an address from the My UPS Address Book until you populate your Address Book 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, select from a drop-down list of saved addresses, or modify the address information displayed in the form.
- To save your modified Shipper or Ship From address, select the appropriate save option and then select the Update button. The Shipping screen will refresh with your new address choices displayed.

Note: You will only be able to modify these addresses if your Company Administrator has set you up as a traveling user.
Shipping (continued)

Shipment Information

Enter your preferred service, packaging, declared value or reference.

[2] Enter the required information in the Shipment Information section.

- **Service**: Select the UPS service appropriate for your shipment.
- **Packaging**: Select the packaging you are using from 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 Add Shipping Options page.

  Note: If you select UPS Letter/Envelope as your packaging and Next Day Air service, weight is not required.

- **Reference Numbers**: Enter any desired or required reference numbers for your shipment.
- **Export Shipment Fields**: Some fields will be visible only for export shipments, such as:
  - **Description of Goods**: Describe the contents of your package. Required unless shipment contains documents of no commercial value.
  - **Documents of No Commercial Value**: Check this box for shipments containing documents with no customs value.
  - **Declared Value**: For more detailed information on declared value, go to the Package Information section in this guide.
Shipping (continued)

After completing the Shipping screen, you have three options:

- To view your shipment details, select the Preview Shipment button. This page will also display the UPS rate for your shipment, if allowed by your UPS CampusShip® Administrator.

- For more shipping options, like e-mail notifications or to enter dimensions, select the Add Shipping Options button.

- To complete your shipment and print your package labels, select the Ship Now button.

Shipment-Level Processing

For customers outside the U.S., Puerto Rico and Canada, users can process their multiple-piece shipments by providing shipment-level information such as total shipment weight. Users also have the option to process the same shipment using package-level information.
Add Shipping Options

Note: Availability of shipping options is based on your company set-up and origin country. Certain options can only be used if set up by your Administrator.

To access additional shipping options, select the Add Shipping Options button on 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, select the Edit link.

Shipment Information

You can request specific services for your shipment.

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 Shipment 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 NotifySM: 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 the online Help link or your UPS CampusShip® Administrator.
Add Shipping Options (continued)

Package Information

Additional package options may be available for one to 20 packages per shipment.

Note: Multiple packages sent as one shipment have same Ship To and Ship From addresses.

Declared Value: Each UPS domestic package or international shipment is automatically protected by UPS against loss or damage up to a value of US$ 100 at no additional charge. If additional protection is desired, enter the declared value in excess of US$ 100. An additional charge for amounts in excess of US$ 100 will be assessed.

For customers in the U.S. or Puerto Rico: the maximum declared value for a package is US$ 50,000, regardless of the value in excess of the maximum.

For customers outside the U.S. or Puerto Rico: the maximum declared value for a package is US$ 50,000, or local currency equivalent for UPS account transactions (including credit cards for which a UPS account number has been provided) and US$ 5,000 or local currency equivalent for credit card transactions, regardless of the value in excess of the maximum. For complete details of the limitation on UPS’s liability, and declared value limits, visit www.ups.com.

Dimensions: For UPS supplies, dimensions will be automatically entered for you. If you select My Packaging from the Packaging drop-down menu, it is suggested that you enter the appropriate dimensions in the Dimensions fields. This will ensure accurate rating of your shipment.

Large Package: A package is considered a “Large Package” when its length, combined with twice the width plus twice the height, exceeds 130 inches, and is equal to or less than 165 inches. Large Packages are subject to a minimum billable weight of 90 pounds. Simply enter the package Dimensions into CampusShip and the minimum billable rate, if applicable, will be calculated automatically.
Add Shipping Options (continued)

Package Information (continued)

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: For customers in the U.S., Puerto Rico and Canada, UPS provides confirmation of shipment delivery. 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 age requirement will vary by country. For specific country information, go to UPS.com®.

Reference Values: Enter up to three reference values per package (plus two per shipment on the main shipping screen) for shipping control.

Shipper Release: If you select Shipper Release, your time sensitive shipment will be delivered on the first attempt with no signature required. No additional charges will be assessed on a shipment designated for Shipper Release.

To view Proof of Delivery or the status of your shipment in CampusShip, select the View History or Void Shipment link on the left, check the package, select Track, then select View Detail.
Add Shipping Options (continued)

Payment Information

You can choose to bill shipping charges to the Shipper’s UPS Account, Credit Card, Receiver, Third Party or 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 Shipper’s UPS Account.
- To bill to a credit card, select 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.
  Note: Traveling users outside of their shipping country must use a credit card.
- To bill the receiver, select Receiver and specify the receiver’s UPS account number and postal code, if applicable.
- To bill a third party, select Third Party. Then specify the UPS third party account number and postal code, if applicable.
  Note: The third party must be located in the shipper’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.

Split Duty VAT: You may designate one payor of transportation and duties and a different payor of taxes by checking the box and making your selection. Select the Preview Shipment or Ship Now button when satisfied with your shipment.
Add Shipping Options (continued)

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. A user given this privilege can print a “Shipping Ticket” that will accompany the shipment until the time of label printing.

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.

Note: These CampusShip features are only available if assigned by your Administrator.

Complete Shipment Ticket

1. Print Shipping Tickets

Review the following Shipping Tickets. Check the boxes next to the Shipping Tickets you want to complete. To review or print the selected tickets, select View/Print.

☐ Ticket

Note: For most newer browsers, the shipping tickets appear in the same window. For some older browsers, each ticket appears in a separate window. For best results, use Microsoft’s Internet Explorer (IE) 6.x or newer. This does not apply to UPS thermal printers.

2. Complete Return ticket

Recipients can easily return your letter or package when you Create a Return Shipment. You can create a shipping ticket for a return to include with the above shipping ticket. A UPS Return Label will be generated when your shipping tickets are processed.

Complete Your Return Ticket

Printing Preferences

☐ Use my UPS thermal printer to print tickets.
Preview Shipment (optional)

Select the Preview Shipment button to confirm your shipment details. This page will also display the published or negotiated UPS rates for your shipments, if allowed by your UPS CampusShip® Administrator. 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.

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. See steps below for more details. If you do not wish to ship the package you have just processed, select Void Shipment to ensure you will not be charged.

1. 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 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, a single pop-up window will then open containing the labels and receipts for your shipment.
- A print dialog box will also display prompting you to print the labels and other post-shipping documents. Select Print in this box.
- 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.
Give your package to UPS. The Complete 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, you may add a Return Service to your outgoing shipment. The following applies for this option:

An editable Preview Return Shipment screen displays, with the Ship To and Ship From addresses changed to the Return 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 Create Return button to go to the Complete Shipment page. You may then print your return label or receipt and view tips on suggested Next Steps.
History – Tracking and Voiding

Select View History or Void Shipment 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(s) (you may select up to 25 shipments). 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.

If you select OK, 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 28 days 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:

1. Complete the required fields in the Shipment Information section.

2. Click the Preview 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 at 1-800-782-7892.
Help

Now that you’ve familiarized yourself with the UPS CampusShip® Shipping Quick-Start Guide, you are ready to put CampusShip’s powerful, full-featured functionality to work for you. Select the Resources tab for additional links to ups.com.
Help (continued)

If you have questions, or need further explanations of CampusShip’s features or functions, select Help on the left navigation bar. You can also contact your company’s CampusShip Administrator.