

Note: There are five Return Services options available. This document addresses only the UPS Print Return Label option. For information on other Return Services options, see the Process a Return Services Shipment document.

To process a shipment with a Return Services label:

Step	Window (if available)
 In the Shipping window, click the Options tab. Note: Package Entry processing mode was used in all screen samples. The Service and Options tabs will appear differently using Shipment Entry processing mode. 	Weinderstein UPS WorldShip Home My Services Tools Printing Activities Import-Export UPScon Suport Ship Ton Ship Form Distribution Service Options, Detail Reference Package P
2. The Options tab shows the available shipment and package options. Select the Return Services check box under Shipment Options.	UPS WorldShip UPS Cond Support Home My Services Tools Printing Activities Import-Export UPS.com Support Ship To] Ship From Distribution] Cardomer (2) I/U pdate Address Block Percent Process Distribution 2 Cardomer (2) I/U pdate Address Block Percent Process Distribution 3 Cardomer (2) I/U pdate Address Block Percent Process Distribution 1 Cardomer (2) I/U pdate Address Block Percent Process Distribution 1 Cardomer (2) I/U pdate Address Block Percent Process Distribution 1 Cardomer (2) I/U pdate Address Block Percent Process Distribution 1 Address 1 Address 2 Country Territory Postal Code: Delivery Confirmation Process Disponer Address 3 Country Territory Postal Code: Delivery Confirmation

Process a Shipment with a Return Services Label





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5. The Pickup From tab appears.	UPS WorldShip
 Type where UPS is to pick up the return package. Click the Service tab. 	Home My Services Tools Printing Activities Import-Eport UPScont Support Prickup From [Return To] Distribution [Customer I2] Return To] Distribution [Presidegifal Services UPS Print Main Services UPS Returns: UPS Returns: UPS Returns: UPS Returns: UPS Print Return Label Xm2 Company of Name: Import Provide Address Book [Presidegifal UPS Print Return Label UPS Print Return Label Xm2 Company of Name: Import Provide Address Return Label UPS Print Return Label UPS Print Return Label Address 1 Import Provide Value (Data States - 2) Import Provide Value (Data States - 2) UPS Print Return Label Company of Name: Import Provide Value (Data States - 2) Import Provide Value (Data States - 2) UPS Print Return Label Company of Name: Import Provide Value (Data States - 2) UPS Print Return Label UPS Returns Namption (Data Decision Return Label Company of Name: Ver States - 2) UPS Print Return Label UPS Returns Namption (Data Decision Return Label Company of Name: Ver States - 2) UPS Print Return Label UPS Returns Namption (Data Decision Return Label Company of Name: Ver States - 2) UPS Print Return Label UPS Returns Namption (Data Cost 0.000 USD
 6. The Service tab appears. Click the down arrow in the UPS Service box and select a service. Click the down arrow in the Package Type box and select a type. Click the down arrow in the Bill Transportation To box and select who pays the transportation cost to ship the package, shipment, or movement. Type the weight of your package in the Package Weight box. Click the Process Shipment F10 button. 	Wirder My Services Tools Printing Activities Import-Export UPS com Support Pickup From Return Tool Service Options Detail Returnee Customer Customer UPS WorldShip Package Package Package XY2 Company Residegial Shipmert Package Package Length: Width: Height: Need it there sooner? Declared Value: Reference Number 2 Staturday Delivery Reference Number 2 Width: Height: Ned it there sooner? Declared Value: Reference Number 2 Staturday Delivery Staturday Delivery Staturday Delivery Reference Number 2 Staturday Delivery Staturda

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7. A blank Shipping window appears.	UPS WorldShip = UX
On the Home tab, select History or press the F3 key on the keyboard.	Home My Services Tools Printing Activities Import-Suport UPS.com Support Import-Suport Import-Sup
 The Shipment History window appears and identifies the shipment with an RS icon under UPS Pickups and details the option on the Options tab. 	Openent 7 of 7 Pickup Rec 0000 0 21 Openent 7 of 7 Pickup Rec 0000 0 21

Notes:

- Be sure to include the Return Services label with the outbound shipment. Your customer applies the return label to the package and gives the package to a UPS driver or drops it off at a UPS customer counter or an Authorized Shipping Outlet.
- You will be charged the return shipping cost when the package is actually shipped.
- To determine shipping rates or option availability, see the UPS Rate and Service Guide or call 1-800-PICK-UPS[®] (1-800-742-5877)