

There are five types of Import Control options (see Notes at the end for more information).

To process a shipment with Import Control:

Step	Window (if available)
 On the Ship To tab: Type the international address from which the shipment will be exported. Tip: To select an international address from your Address Book, click the down arrow in the Company or Name box and select a company or name. Click the Options tab. 	Image: Status UPS WorldShip Image: My Services Tools Printing Activities Import-Export UPS com Support Ship Ton Disbribution Import-Export UPS com Support Ship Ton Disbribution Package Package Package Outporter 10 Update Address Book Package Package Package Address 1 Package
 2. The Options tab appears and shows the available shipment and package options. Select the Import Control check box under Shipment Options. Tip: The Import Control shipment option appears only if an international address appears on the Ship To tab (step 1). 	WorldShip Home My Services Tools Printing Activities Import-Export UPS conting Support Ship Too Ship Too Dip Dishbusion Service Options Betail Reference Customs Documentation Ship Too Ship Too Dip Dishbusion Import-Export UPS conting Ship Too Ship Too



 3. The Import Control options appear, the Ship To tab changes to the Pickup From tab, and the Ship From tab changes to the Return To tab. Select the desired Import Control option. Describe the contents of the package to be exported in the Merchandise Desc. for Package box. Tip: The description that you type in this box will also appear on the Detail tab. When you type or change a description in the Merchandise Description for Package box on one of these tabs, the box on the other tab displays the same description or change. If you select UPS Electronic Label, the Details button appears. Click this button and continue with step 4; otherwise, skip to step 5. 	Image: Service Tools Printing Activities Import-Equal UPS.com Support Support Parkup: From Return Too Distribution in Customs Documentation in Customs Documentatin Customs Documentation Documentation Documentations D
 4. The Import Control Details window appears. Type the e-mail address in the Recipient E-mail Address box to which UPS sends the shipment label(s). Type the e-mail address in the Failed E-mail Address box to which UPS sends a notification of a failed label delivery. Click the down arrow in the Instruction and Receipt Language box and select the language in which to print the customer instructions and receipt. Click the OK button. 	Import Control Details Details Recipient E-mail Address: icustomer@wyz.com Failed E-mail Address: iowner@wyz.com Instruction and Receipt Language: English (US) QK Cancel Help



5.	The Options tab appears.	□ • UPS WorldShip	_ = X
0.		Home My Services Tools Printing Activities Import-Export UPS.com Support	V 🕢 -
	 Tip: The Comm. Inv. Removal shipment option becomes available only after you select the Import Control check box. To remove the Commercial Invoice prior to delivery, select the Comm. Inv. Removal check box. (Optional) Click the Service tab. 	Pickup From Retain Do Customer ID: I pickup From MMM Idematocal I pickup From Addges 1 T 23 Toronto Square Addges 2 Addecsa 3 Commy Tempory Postal Code: Canada W MEE TB 3 Package Options: Caddocal Handing Coard MeE TB 3 Canada W MEE TB 3 Package Options: Caddocal Handing Coard Option Coart Canada W MEE TB 3 Package Options: QIP or Toom: T agl Address: UPS Account Number: T agl D Number: UPS Account Number: T agl D Number: Shipppet: Profile Profile Profile	
		XXXXX V UPS V Add 1 Pkgs Delete Pkg	
		Your invoice may vary from the displayed rates. Ver: XOFY Pending: 1	Shpmt(s), 1 Pkg(s)
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6.	The Service tab appears.	Home My Services Tools Printing Activities Import-Export UPS.com Support	V0-
	Click the down arrow in the UPS Service box and select a service.	Pickup From Retum To Distribution Service Options Detail Reference Customs Documentation Customer D: Image: Company or Name: Image: Company or Name: Package Image: Company or Name: Package Image: Company or Name: Package Image: Company or Name:	
	 Click the down arrow in the Package Type box and select a type. 	MMM International Image: Constraint of the second of the	
	 Describe the contents of the package to be exported in the General Desc. of Goods box. 	Lcs forming Square □Documents Only 2 Purchase No: Address 2: Address 3:	E
	 Click the down arrow in the Bill Transportation To and Bill Duty and Tax To boxes and select who pays these fees. 	Teleghone: Email Address: Uservices Support Societ(USD) 1234573939575 Weight (b) Support Societ(USD) UPS Account Number: Tag ID Number: Support Societ(USD) Package: Support Societ(USD) Image: Support Societ(USD) Published: Image: Support Societ(USD) Support Societ(USD) Image: Support Societ(USD) Published: Image: Support Societ(USD) Support Societ(USD) Image: Support Societ(USD) Image: Support Soci	
	 Type the weight of the package in the Package Weight box. 	Shipper: Profile XXXXXX UPS Your invoice may vary from the displayed rates.	*
	Click the Customs Documentation tab, as needed.	Ver: XOPY Pending:	Shpmt(s), 1 Pkg(s)



7.	 The Customs Documentation tab appears. Enter required international documentation information including Commercial Invoice and Goods information. Click the Process Shipment F10 button. 	UPS WorldShip Home My Services Tools Printing Activities Import-Eport UPS consumption Pickup Form Return To Distribution Service Option Detail Reference Customs Documentation Immonion (Sold To) Same as Ship To Immonion (Sold To) Sold (Sold To)
8.	A message appears and reminds you that the Import Control request will be transmitted to UPS during the next End of Day process. Click the OK button.	Customer Reminder(s) You have processed 1 Import Control package(s). Your Import Control request(s) will be sent electronically when you complete the End of Day process. The Recipient E-mail Address is: icustomer@wyz.com OK
9.	A blank Shipping window appears. To view your Import Control shipment in the Shipment History window, select History on the Home tab or press the F3 key on the keyboard.	Home Wy Services Tools Printing Activities Import-Export UPS com Support Home My Services Tools Printing Activities Import-Export UPS com Support Width-Expose Shipment Repaid Undo Void Iffit Import-Export UPS com Import-Export UPS com Import-Export





Notes:

- Five Import Control options are available:
 - ✓ UPS Print Label The shipper prints the label and the Import Control Customer Receipt using UPS WorldShip® and includes the label and receipt with the outbound shipment. The customer applies the label to the package and gives the package to a UPS driver or drops it off at a UPS Customer Center or an Authorized Shipping Outlet. The customer keeps the Import Control Customer Receipt for tracking purposes and as proof of pick up by UPS.

Tip: You can choose whether or not to print the Import Control Customer Receipt automatically each time you process a shipment with the Print Label shipment option. On the Tools menu, click System Preferences Editor and then select the Printing Setup tab. On this tab, select the Print Return Service/Import Control Receipt check box to print the receipt, or clear the Print Return Service/Import Control Receipt check box if you do not want to print the receipt.

- ✓ UPS Electronic Label UPS electronically notifies the customer via e-mail that a label and receipt are available. To print the label and receipt, the customer clicks the Web link in the e-mail, prints the label and receipt using a Web browser, applies the label to the package, and gives the package to a UPS driver or drops it off at a UPS Customer Center or an Authorized Shipping Outlet. The customer keeps the receipt for tracking purposes and as proof of pick up by UPS.
- ✓ UPS Print & Mail Label UPS prints the label and mails the label to the customer. The customer applies the label to the package and gives the package to a UPS driver or drops it off at a UPS Customer Center or an Authorized Shipping Outlet.



- ✓ 1 UPS Pickup Attempt The UPS driver makes one attempt to bring the package label to the pickup location and pick up the package. If the package cannot be picked up, the driver leaves the label at the pickup location, and the customer gives the package to a UPS driver or drops it off at a UPS Customer Center or an Authorized Shipping Outlet.
- ✓ 3 UPS Pickup Attempts The UPS driver brings the package label to the pickup location and picks up the package. If the package cannot be picked up on the first attempt, the driver attempts to pick up the package on each of the next two business days. If the package is not picked up after three attempts, the driver returns the label to UPS.
- You will be charged a per-package (not per-shipment) fee for UPS Electronic Label, UPS Print & Mail Label, 1 UPS Pickup Attempt, and 3 UPS Pickup Attempts.
- You will be charged the shipping cost after 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).