

To ship using third-party billing:

Step		Window (if available)
1.	On the Ship To tab in the Shipping window, type the address of the person or company where the shipment is to be delivered.	Image: State Provide Code: UPS wind Address 2 Contrary Territory: Postal Code: UPS consort United States 2 Address 3 Contrary Territory: Postal Code: Bit Transportation Tc: Bit Temport English Address 2 Contrary Territory: Postal Code: Bit Transportation Tc: Bit Temport English Address 3 Contrary Territory: Postal Code: Bit Transportation Tc: Bit Transportation Tc: Bit T
2.	 On the Service tab: 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. Type the weight of your package in the Package Weight box. Click the down arrow in the Bill Transportation To box and select Third Party. 	Import Ship From Distribution Currently Carbonic Detail Reference Currently Carbonic Distribution Service Options Detail Reference X72 Company (Value) Package Address 1: Service Options Detail Reference 2311 Highriver Road Residence View of State Province Recover, Declared Value: Reference Number 1: Reference Number 2: Address 2: Postal Code Under State Province Courtor Shipper's Cost (USD) Published: Tas2 Package Postal Code Package Shipper's Cost (USD) Published: Tas2 Detail Qost Postal Code NOXX UPS Postal View 1 In Is NEW Process Shipment Add 1 Pkgs Perently is NEW

Ship using Third-Party Billing



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3.	A message appears.	UPS WorldShip
	Review the message.	Charges not billed to the shipper will not be provided.
	 Select the Do Not Show This Dialog Box Again check box if desired. 	
	Click the OK button.	
		Do not show this dialog box again.
4.	The Third Party Address window appears.	Third Party Address
	 Type the address of the person or company that will pay all of the charges that the shipper would pay for the current shipment. Click the OK button. 	Customer ID: ✓ Update Address Book Company or Name: ✓ ✓ MMM Company ✓ Attention: ☐ Billing Department ☐ Addregs 1: 1800 Paradise Avenue Address 2: Address 3: Country/Territory: Postal Code: United States 21093- City or Town: State/Province/County: THERVILLE TIMONIUM MD MD ✓ UPS Account Number: XXXXX

WorldShip[®] Ship using Third-Party Billing

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5.	 The Shipping window appears. The button appears next to the Bill Transportation To box. If you need to make any further changes to the third-party information, click the Click the Process Shipment F10 button. 	Home My Service Tools Printing Activities Import-Sport UPS com Support Home My Service Tools Printing Activities Import-Sport UPS com Support Stip To Ship From Distribution Exervice Options Detail Reference Customer Package Package </th <th>E 2 Pkg(s)</th>	E 2 Pkg(s)
6.	A blank Shipping window appears. On the Home tab, select History or press the F3 key on the keyboard.	Horne My Services Tools Printing Activities Import-Export UPS WorldShip Horne My Services Tools Printing Activities Import-Export UPS com Support Multi-pices Signers Signers Signers Signers Messaging Nonigite Signers Signers Signers Signers Messaging Address 1: Address 2: Address 3: Tock Manage Addresse End of Day Pickups Messages Address 2: Address 3: Siste/Polyince/County Declaged Value: Reference Number 2: Reference Number 2: Address 2: Address 3: Siste/Polyince/County Declaged Value: Reference Number 2: Inded States O: Siste/Polyince/County Siste/Polyince/County Polsig Cost UPS Account Number Tag: D Number: 0:0 Delail Gost 0:0 Shipper: Profile Mill Pices Sistement 1 Polsie XXXXX IPS Profile Mill Sistement 1 Polsie XXXXX IPS Profile Mill Sistement	E B B Preg(s) d



 7. The Shipment History window shows the shipment under UPS Pickups. Review the third-party information, as follows: Click the Billing Information tab. Click the induction button. 	Image: Constraint of the image: Constrai
 8. The Third Party Address window appears. This window is read-only. Review the third-party information. Click the Close button to close this window and return to the Shipment History window. 	Third Party Address Customer ID: Company or Name: MMM Company Attention: Billing Department Address 1: 1800 Paradise Avenue Address 2: Address 3: Country/Territory: Postal Code: United States 21093- City or Town: State/Province/County: LUTHERVILLE TIMONIL MD Telephone: Fax: (410) 555-5555 [] UPS Account Number: XXXXX