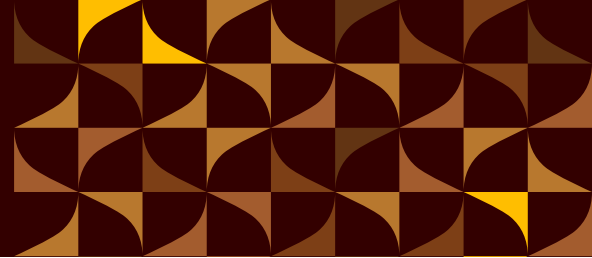![UPS logo]

Import Control
Step by Step

Process a UPS® Import Control shipment at UPS.com

UPS Import Control® puts you in charge of managing your import package shipments and commercial invoices – enabling you to initiate package shipments from another country for delivery to yourself or a third party, and generate shipping labels and commercial invoices. Follow these steps at ups.com to create an Import Control label for your inbound international packages.

For more help, click **Customer Support** near the top of any UPS.com page.

1 Visit **UPS.com** and log in with your User ID. Select **Create Import** from the **Shipping** menu. Then tell us where the shipment is coming from, and where it is going. You may use your address book for these addresses if you wish.
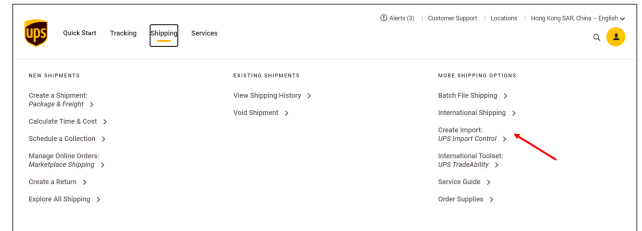
2 **What are you shipping?**
We will need to know a description of the goods being imported and the packaging used.

3 **How would you like to ship?**
Tell us what UPS service you want for your package and how you want UPS to deliver the shipping label to the ship from address. You may also add additional services (such as email notifications and commercial invoice removal) and you may add reference numbers to your import.

4 **How would you like to pay?**
Let us know how you want to pay for the shipping charges and any applicable duties and taxes associated with your import.

5 **Review your UPS Import Control details.**
Take another look at your import and edit any details as needed. When you are ready to proceed, you will be given the option to complete international forms like a commercial invoice.