

To process a single-piece shipment:

Step		Window (if available)				
typ wh N S di	n the Ship To tab in the Shipping window, pe the address of the person or company here the shipment is to be delivered. Iote: Package Entry processing mode vas used in all screen samples. The service and Options tabs will appear ifferently using Shipment Entry processing hode.		Home My Services Tools Printing Acti Home My Services Tools Printing Acti Customer Up IV Update Address Book IV Update Address Book Company or Name: IP Residegial XYZ Conpany IP Residegial Address 1: Address 3: IP Address 2: Postal Code: Inhed States United States 2109-3 IP Update Address 3: IP IP Courtry/Tentory: Postal Code: INhed States: () - [] IP IP UPS Account Number: Engli Address: IP Shpper: Postal IP Vari Invoice may vary from the daplayed rates. Your invoice may vary from the daplayed rates.	Service Options Detail Ref Service Detail Ref Free Day Air Need It there sconer? Saturday Delivery Bill Transportation To: Shipper With Return Services Weight (b) Package: Shipmert: 0.0 Begtronic Scale Activated Pkg: (el < 1 >) (H)	S.com Support Perception Support Package Type Package Type Package Units Reference Number 1: Reference Number 2: Published: 0.000 Detal Cost INTER Process Shipment F10	- G X
2. Or • •	n 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. 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.		Hone My Service: Tools Printing Acti Ship To Ship Form Dethoda Address Book Corpany or Name: IV Upda & Address Book XV2 Corpany or Name: IV Upda & Address Book Address 1: 4311 Highview Road Address 2: Address 3: Country/Tentory: Postal Code: United States 21933 Yoy or Town: State Province/Country: TIMONIUM MD MD V Telephone: Engal Address: UPS Account Number: Tag ID Number: Your invoice may vary from the dasplayed rates. Tranat times shown are estimated based on UPS business	Service Options Detail Ref Stigment Freight UPS Service: Ground Need I there sconer? Delivery Date: 29-Oct-2013 Saturday Delivery With Return Services Weight (b) Package: Shipper Weight (b) Package: Begronic Scale Activated Pkg: (6 @ [] b (k) @ dd] Pkgs Cel	Stom Support erence Peckage Tpoe Package Tpoe Package Tpoe Package Value: Langth: Width: Height: Declared Value: Reference Number 1: Reference Number 2: Reference Number 2: Reference Number 2: Reference Stopper's Cost (USD) Published: 0.00 Detail Cost Reference Stoppert F10 Reference Stoppert R	- = ×



3. The Shipper's Cost appears in the lower right.Click the Options tab.	Home My Services Tools Printing Activities Import-Export UPS com Support Ship To Ship To Distribution Import-Export UPS com Support Package Company or Bane: Preckage Package Package
 The Options tab appears and shows the available shipment and package options. Select the check boxes for the desired options. The Option Cost and Total Cost change as you select options. Click the Process Shipment F10 button. 	Detail Cost Shipper: Profile Very Prog: # (1)) (1)
	Cutomer ID: I Update Address Book Company or Name: Peedagial XYZ Company Import Corticit Attention: Address 1: Address 1: Import Corticit Address 2: Address 3: Contray Tentor: Postal Code: United States 21093- Cyr or Town: State/Province/Courty, Timedonic I: Engal Address: (1) - L] LIPS Accourt Number: LIPS Accourt Number: Tag ID Number: Option Cost: 6 80 USD Total Cost: 15 34 USD
	Shapper: Podle BibliokCold UPS Your invoice may vary from the diaplayed rates. Tranet times shown are estimated based on UPS business days for packages tendered and picked up today.

Process a Single-Piece Shipment



5.	If this is the first shipment that you have processed, the Congratulations! window appears. Click the OK button.	UPS WorldShip Congratulations! You have processed a shipment with UPS WorldShip. Ensure that the printed label(s) are placed on the package(s). You must click the End of Day button on the toolbar after you have processed all of your shipments for the day. Running End of Day will: Send data to UPS that is needed to provide the services that you want. Print a Summary Report for your driver to scan. Print a Daily Shipment Detail Report for your shipments.
6.	A blank Shipping window appears. On the Home tab, select History or press the F3 key on the keyboard.	Image: Address 2: Address 2: Address 2: Address 2: Address 2: Address 2: Address 2: Address 2: Image: Address 3: Image: Address 3: Image:



