

UPS accepts COD shipments for delivery throughout the US, Puerto Rico, and some parts of the EU.

## To process a COD shipment:

Step	Window (if available)
<ol> <li>On the Ship To tab in the Shipping window, type the address of the person or company where the shipment is to be delivered.</li> <li>Note: Package Entry processing mode was used in all screen samples. The Service and Options tabs will appear differently using Shipment Entry processing mode.</li> </ol>	With Services       Tools       Printing Activities       Import-Export       UPS com       Support         Ship Ton Ship Form Distribution       Service, options       Detail Reference       Package Type:       Package Type:         Company or Name:       Residegial       Package Type:       Package Type:       Package Type:         Address 1:       2311 Highwise/Road       Address 3       Package Type:       Package Type:         Country/Tenthory       Potal Code       Bit Transportation To:       ShipPer's Cost (USD)       Bit Transportation To:         Shipper:       Telephone:       Tag D Number:       Tag D Number:       Bit Transportation To:       Shipper's Cost (USD)       Detail Code         Shipper:       Dollar       Detail Code       Disponse       Published:       Dollar         Shipper:       Dollar       Detail Code       Detail Code       Detail Code       Detail Code         Shipper:       Tag D Number:       Tag D Number:       Tag D Number:       Price III III IIIIIIIIIIIIIIIIIIIIIIIIIIII
2. On the Service tab:	Image: State
Click the down arrow in the UPS     Service box and select a service.	Ship To         Ship Form         Distribution         Service         Options         Detail         Reference           Customer ID         V Update Address Book         Ship Freight         Package         Package Type:
<ul> <li>Click the down arrow in the Package Type box and select a type.</li> </ul>	XYZ Company     V       Attention:     in       Address 1:     2311 Highview Road         Z311 Highview Road     Reference Number 2;
<ul> <li>Click the down arrow in the Bill Transportation To box and select who pays the transportation cost to ship the package, shipment, or movement.</li> <li>Type the weight of the package in the Package Weight box.</li> </ul>	Address 2 Address 3 Country/Temtory Postal Code United States 21093 Chy or Town: State/Province/County THERVILLE TIMONIUM MD Telephone: Email Address: () · [] UPS Account Number: Tagl D Number: Tagl D Number: Shipper's Cost (USD) Weight (b) Package: Shipper's Cost (USD)
	Shipper:     Profile       XXXXX     UPS       Add     1       Pkgs     Detail Cost       Ver:     XOPY Pending: 1 Shpmt(s), 1 Pkg(s)



2	The Chipper's Cost encours in the lower	UPS WorldShip	X
3.	The Shipper's Cost appears in the lower	Home My Services Tools Printing Activities Import-Export UPS.com Support	V () -
	right.	Ship To Ship From Distribution Service Options Detail Reference	<u>^</u>
	Click the Options tab.	Customer D Ubdate Address Book Residential XYZ Company V V V Need there sconer? Need there sconer?	
		Attention:  Addregs 1:  2311 Highview Road  Reference Number 2:  Reference Number 3:  Reference Number 3:  Reference Number 3:  Reference Number 4:  Referen	
		Address 2: Address 3: Country/Territory: Postal Code: United States  21093- Bill Transportation To:	H
		City or Town         State/Province/County           THERVILLE TIMONIUM         MD           Teleghone:         E-mail Address           With Return Services         Shipper's Cost (USD)	
		() · [] <u>UPS Account Number</u> Tag/D Number: <u>UPS Account Number</u>	
		Detail Cost           Shipper         Profile           Pkg:         H           Image: New York         Process Shipment	
		XXXXX V UPS V F10 Add 1 Pkgs Delete Pkg	÷
		Ver: XOFY Pending: 1 Shp	pmt(s), 1 Pkg(s)
-			
4.	The Options tab appears and shows the available shipment and package options.	Image: State of the s	X V0-
4.	available shipment and package options. Select the COD check box under Package	Home         My Services         Tools         Printing Activities         Import-Export         UPS.com         Support           Ship To         Ship From         Dishbution         Service         Options         Detail         Reference            Customer D:         V Update Address Book         Shipment Options:         Package COD         Package COD         Package COD         Ampoint           Company or Name:         YZ Company         V D         Very Discon neutral         USD         VISD	
4.	available shipment and package options.	Home     My Services     Tools     Printing Activities     Import-Export     UPS.com     Support       Ship To     Ship Tool     Distribution     Service     Options     Detail     Reference       Customer Q:     IV Update Address Book     Service     Options     Detail     Reference       Company or Name     Residential     Service     Options     Package CO       Attention:     UPS carbon neutral     UPS     Amount       Address 1     2311 Highriew Road     Bandman Dataser:     Package CO	
4.	available shipment and package options. Select the COD check box under Package	Home     My Services     Tools     Printing Activities     Import-Export     UPS.com     Support       Ship To     Ship To     Distribution     Service     Options     Detail     Reference       Customer I2:     IV Update Address Book     Stipment Options:     Stipment Options:     Package COD       Attendors     Residegial     Options     Detail     Reference     Macount:       Attendors     Import Correl     Options Detail     Reference     Address       Attendors     Import Correl     Options Detail     Reference       Attendors     Import Correl     Options Detail     Address       Address 1:     Zastina's Checky     Money Onder Only     Add Shipping Charges       Country/Tembory     Postal Code:     Detaivery Confirmation     To COD       United States     21903-     Detaivery Confirmation     States	
4.	available shipment and package options. Select the COD check box under Package	Home     My Services     Tools     Printing Activities     Import-Export     UPS.com     Support       Ship To     Ship From     Diskbudon     Service     Options     Detail     Reference       Customer (2)     If Update Address Book     Service     Options     Detail     Reference       Company or Name     Reaidegital     Service     Options     Detail     Reference       Address 1     Options     Options     Over Services     USD       Address 2     Address 3     Options     Options     Options       Curthoff sentory     Postal Code:     Destard Code:     Options     Options       Umde State     21033     State/Poymer.efCounty     Shipper Release     To COD       Shipper Release     Shipper Release     Shipper Release     To COD	
4.	available shipment and package options. Select the COD check box under Package	Home     My Services     Tools     Printing Activities     Import-Export     UPS.com     Support       Ship To     Ship To     Distribution     Service     Options     Detail     Reference       Customer (2)     IV Update Address Book     Stipment Options:     Package CO     Address (2)       Attention     Residegial     Stipment Options:     Package CO     Address (2)       Attention     Import Corteol     Company or Name.     Package Options:     Package CO       Attention:     Residegial     Options     Options     Package Options:     Package CO       Adderess 1:     2311 Highview Road     Address 3:     Options     Options     Options     Options       Country/Teentory:     Postal Code:     2103-     2103-     Code Options     To COD     To COD       Shipper Release     Shipper Release     Shipper Release     Shipper Release     To COD     To COD	
4.	available shipment and package options. Select the COD check box under Package	Home     My Services     Tools     Printing Activities     Import-Export     UPS.com     Support       Ship To     Ship To     Dishbution     Service     Options     Detail     Reference       Customer Q:     IV Update Address gook     Singment Options     Detail     Reference     Amount       Attention:     Company or Name     Residegtal     Detail     Reference     Amount       Address 1:     2311 Highview Road     Address 3     Default     Country Territory     Postal Code       United States     21093-     Code     Colored Value     Code     Code       United States     21093-     Code     Colored Value     Code     To COD       Shipper Release     21093-     Code     Code     Code     Code       UPS Account Number:     Empland Address     Code     Code     Code     Code       UPS Account Number:     Tag ID Number:     Total Cost     9.62 USD	



- 5. The fields needed to complete a COD shipment appear to the right of the option check box.
  - Type the amount of the COD in the Amount box.
  - Select the Cashier's Check/Money Order Only check box if the UPS driver should only accept a cashier's check, money order, official bank check, or similar instrument for the exact amount of the COD package as shown in the Amount box.

If you do not select this check box, the UPS driver can also accept a business or personal check. UPS does not accept cash (currency) in any amount for a COD package.

 Select the Add Shipping Charges To COD check box if the UPS driver should collect the amount shown in the Amount box plus a shipping charge.

Tips:

- The amount added to the COD Amount is the charge for that package only – not the entire shipment.
- For Hundredweight shipments within the US, the rate that would have applied to the package if it were shipped as a single-piece shipment is added to the COD Amount.

ome My Services	Tools Printing Activities	Import-Export UPS.	.com Support		• •
Ship To Ship From Dis		and the second second			
Company or Name. XYZ Company VXZ Company	V Update Address Book Resideptial	Shipment Options: Handling Charge Import Control Quankum View Notify Reaum Services UPS catbon neutral Package Options: Additional Handling V COD Dangerous Goods Declared Value Delivery Confirmation Quantum View Notify Shipper Release	Package COD Amount 21.50 I cashier's Ch Money Ord V Add Shippin To COD	er Only	
JPS Account Number:	Tag ID Number:		Option Cost	11.00 USD	
			Total Cost	20.62 USD Detail <u>C</u> ost	
Shipper. XXXXXX -	Profile UPS T	Pkg: H + 1	Delete Pkg	Process Shipment F10	



	1		
6.	The Option Cost appears in the lower right	Image: Control of the second	- □ X ∨0-
	on the Options tab.	Ship To         Ship To <t< th=""><td>Í</td></t<>	Í
	Click the Process Shipment F10 button.	Company or Mane:       Parading Charge         Company or Mane:       Parading Charge         Attention:       Parading Charge         Address 1:       213 Highriew Road         Address 2:       Address 3:         Country Tentingy       Postal Code         Under States       2109 -         Country Tentingy       Postal Code         Under States       2109 -         Carl Y or Tow:       States/Province/Country         Telephone:       E-gail Address         () - []       I]         UPS Account Number:       Tag ID Number:         Shipper:       Profile         XXXXX       UPS         XXXXX       UPS	н
		Ver: XOFY Pending: 1 Shp	▼
			omi(s), i Pkg(s)
7.	A blank Shipping window appears.	ت المحمد المحم المحمد المحمد المحم المحمد المحمد	
7.	A blank Shipping window appears. On the Home tab, select History or press the F3 key on the keyboard.	Image: Addresses 1:     Shipment Activities     Track     Manage Addresses     End of Day     Pickups     Messaging       Address 1:     Signature     Signature     Signature     Signature     Signature     Signature	_ = X
7.	On the Home tab, select History or press	Image: Stress in the state	_ = X
7.	On the Home tab, select History or press	With Services     Tools     Printing Activities     Import-Export     UPS WorldShip       Home     My Services     Tools     Printing Activities     Import-Export     UPS.com     Support       With Services     Shipment     Repeat     Undo     Void     First     Addresses     End of     Pickup     Messaging       Manage     Shipment     Repeat     Undo     Void     Track     Manage Addresses     End of Day     Pickup     Messaging       Address     Shipment     Shipment Activities     Track     Manage Addresses     End of Day     Pickup     Messaging       Address     Shipment Activities     Track     Manage Addresses     End of Day     Pickup     Messages       Address     I     Shipment Activities     Track     Manage Addresses     End of Day     Pickup       Address     Shipment Activities     Shipment Activities     Track     Manage Addresses     End of Day     Pickup       Address     I     Shipment Activities     Shipment Activities     Pickup     Reference Number J:       Address     Country/Tentingy     Postal Code     Bit Transportation To:     Bit Transportation To:	_ = X
7.	On the Home tab, select History or press	Address 1       Context a Beturn v       Vid       Vid <td< th=""><th></th></td<>	



8. The Shipment History window shows the shipment under UPS Pickups and the COD option for the shipment on the Options tab.

## Tips:

- The total amount to be collected appears on the Options tab in the Shipment History window and on the package label and the Daily Shipment Detail Report.
- The COD information prints on the label. The UPS driver scans the label and is alerted to collect payment upon delivery. Your customer pays the UPS driver for the cost of the package and UPS sends this payment to you.

🖬 🚱 🕸 • 🧞 👚 🔹	UPS WorldShip	_ = ×
Home My Services Tools Printing Activi	ties Import-Export UPS.com Support	✓ Q -
Tracking No/Pkg Ticketid: Type: 2 PS Pickups Weekdays Pending Pickup C ABC S ABC	Shipper: WXX807     Ship To     Ship From       XYZ congany     2311 Highwer Road     Telephone:       LUTHERVILLE TMONUUM MD 21033     Email:       Package     Package Cost       Tracking No:     12WX05077282000043       Dimensions:     None Entered       Package Wt     150 lb       Options     Misc.       COD by     Pub: 1100 USD       Amount 42.12 USD     Ca	н
	Ver:	Package 1 of 1