

#### To process an international shipment:

Step	Window (if available)
<ol> <li>On the Ship To tab in the Shipping window, type the name, address, and telephone number of the company or person that is to receive your shipment.</li> <li>Notes:         <ul> <li>Because WorldShip cannot validate all international addresses, be sure the City or Town and Postal Code boxes are correct to avoid an extended area surcharge.</li> <li>Package Entry processing mode was used in all screen samples. The Service and Options tabs will appear differently using Shipment Entry processing mode.</li> </ul> </li> </ol>	Werk My Services       Tools Printing Activities       Inport-Export       UPS cont       Support         Ship Tool Ship From Distribution       Cursomer D       Update Address Book       Service Options Datail Paterince   Customs Documentation         Ship Tool Ship From Distribution       Update Address Book       Package Type:         Rakh and Salle Bergbower       Package Type:         Salle Bergbower       Package Type:         Salles Bergbower       Package Type:         Address 1       Schort Code         Salles Bergbower       Package Type:         Address 1       Schort Code         Salles Bergbower       Package Type:         Bergbower       Package Type:         Salles Bergbower       Big Transportation To         Salles Bergbower       Big Transportation To         Salleston:       Supper:       Otop         Stopper:       Tag ID Number:       Noff Package Shi



St	ер		Window (if available)
2.	On	the <b>Service</b> tab:	Home My Services Tools Printing Activities Import-Export UPS.com Support
	•	Click the down arrow in the <b>UPS</b> <b>Service</b> box and select a service.	Ship To   Ship From   Distribution           Service   Options   Detail   Reference   Customs Documentation             Customer ID         VUpdate Address Book         Shipment   Package   Treight   Treight   Treight   Treight   Treight   Treight
	•	Click the down arrow in the <b>Package Type</b> box and select a type.	Ralph and Sallie Bergbower     Image: Sallie Bergbower       Admetor:     Need it there sooner?       Jalie Bergbower     Delvery Date: Unavailable       Address 1.     Saturday Delivery       Schiller Strasse 13     Documents Only
	•	Type a description of the goods in the <b>General Description of Goods</b> box.	Addess 2 Address 3 General Desc. of Goods Country/Territory. Postal Code: Germany 71544 Bill Transportation To: Bill Duty and Tex To:
	•	Click the down arrow in the <b>Bill</b> <b>Transportation To</b> box and select who pays the transportation cost to ship the package, shipment, or movement.	Chy or Town     State/Province/County.       Weisbaden     Emgal Address:       Telephone:     Ergal Address:       123456789393765     With Return Services       UPS Account Number     Tag ID Number:       0.0     Elegtonic Scale Activated
	•	Click the down arrow in the <b>Bill Duty</b> and Tax To box and select who pays the duty and tax cost to ship the package, shipment, or movement.	Shipper         Profile           XXXXX         UPS           Add         1           Pkgs         Delete Pkg           Vers         XOFV Pending: 0 Shpmt(s), 0 Pkg(s)
	•	Select or clear the <b>With Return</b> <b>Services</b> check box to specify the <b>Return Services</b> shipment option. If selected, the <b>Return Services</b> type defaults to the type selected on the <b>Return Services</b> tab in the <b>Shipper</b> <b>Editor</b> window.	
	•	Select or clear the <b>Split Duty and Tax</b> check box to indicate who pays the duty cost to ship the package, shipment, or movement.	
	•	A message displays to clarify who is to pay the duty cost.	WorldShip
		Click <b>OK</b> .	The party who pays for the Transportation charges will now also pay for Duty.
			WorldShip
			The party who pays for the Taxes will now also pay the Duty.
			Do not display this message again.





Step	Window (if available)
<ul> <li>3. The Service tab displays.</li> <li>Type the weight of your package in the Package Weight box. The Shipper's Cost displays in the lower right.</li> <li>Click the Customs Documentation tab.</li> </ul>	Image: Second and the second and th
<ul> <li>4. If you are processing the first international shipment for a shipper, the <i>Export Documentation</i> help topic displays.</li> <li>Read Help as needed.</li> <li>Close Help.</li> </ul>	We would be a service of the se



Step	Window (if available)
<ul> <li>5. If you are processing the first international shipment for a shipper, the International Document Settings for Shipper xxxxx displays.</li> <li>Click the down arrow in the Invoice Setting box and select either Enable Invoice or Disable Invoice. If you select Enable Invoice, the Invoice Terms and Conditions window displays. Click Accept to continue.</li> <li>Click the down arrows in the Currency and Country/Territory of Origin boxes and select the default values fo this shipper.</li> <li>Click the down arrow in the Declaration Statement box and select</li> </ul>	International Document Settings For Shipper XXXXXX       ?         This screen allows you to set default invoice preferences for shipper XXXXXXX. These values can be modified on the Customs Documentation tab while processing a shipment, or by going to the Tools tab and selecting Shipper Editor.       OK         Invoice Setting       OK       Image: Choose to enable or disable the Invoice for your international shipments.         Invoice Setting:       Enable Invoice       Image: Currency and Country/Territory of Origin         Choose the default Currency and Country/Territory of Origin for this shipper or choose "(None)."       Currency:         Currency:       Country/Territory of Origin:         US dollar       United States
<ul> <li>a default Declaration Statement and type the number of invoices to print for this shipper in the Number of Copies box.</li> <li>Tip: Click to display the Declaratio Statement Editor window and either view the default Declaration Statements or create a custom Declaration Statement.</li> <li>Click OK.</li> </ul>	Choose the Customs Declaration Statement and number of invoice copies to print for this shipper. Declaration Statement Number of Copies: Invoice 3
The Invoice Terms and Conditions displays. Read then Click Accept or Decline to back out and disable invoice.	Invoice Terms and Conditions  I acknowledge that the data entered into WorldShip for international clearance purposes is true and correct and the contents and value will be as stated. This data will be transmitted to UPS and will be made available through paper and/or electronic means to government agencies to assess the appropriate Customs Duties and Taxes in accordance with local government laws.  I further acknowledge that incorrect or misstated information may result in shipment delays, fines and seizures of shipment contents. <u>Accept</u> <u>Decline</u>



Ste	p	Window (if available)
6.	The <b>Customs Documentation</b> tab displays. For each export document that you enabled on the <b>International</b> tab in the <b>Shipper Editor</b> , an export document sub- tab displays on the <b>Customs</b> <b>Documentation</b> tab.	Image: Second
	<b>Tip:</b> If you want WorldShip to create an Invoice, but the Invoice sub-tab does not display, select the <b>Create an Invoice</b> check box.	Addjional Comments:  Other  Total Inv. Amt: 0.00  Goods Enter commodities below:  Pequest Duties and Taxes  Commodities  Pequest Duties and Taxes  Commodities  Pequest Duties and Taxes  Pequest Duties and Taxes  Performance  Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performanc
F	For each sub-tab:	
	Click the sub-tab.	Tariff Code Lookup         Delete         Delete         Delete         Estimate           Shipper's Cost(USD)
	• Complete the necessary fields on the sub-tab.	Your invoice may vary from the displayed rates.
	To the right of the sub-tabs:	Ver. XOFY Pending: 0 Shpmt(s), 0 Pkg(s)
	• Select the <b>Packing List</b> check box to display the <b>Packing List</b> window and supply the Packing List details for your shipment.	
	• Click Access Additional Forms to view and download additional forms on UPS.com that may be needed for your shipment.	
	• Click <b>Preview Document</b> to see an on screen view of the export document.	



Step		Window (if available)
7.	Under Goods on the Customs Documentation tab:	Image: Services       Tools       Printing Activities       Import-Export       UPS.com       Support       Image: Services       Image: Services
	<ul> <li>Click the Search Commodities icon to display the International Commodity Search window and search for commodities.</li> </ul>	Create/Elit Reviewed Fields Create/Elit Reviewed Fields Profile Tools Profile Tools Ship To Ship Frem Datrbutton Ship To Ship Frem Datrbutton Service Options Detail Reference Customs Documentation Wrokce EEI CO Biggeneter (Sold To) Same as Ship To Many Multiple Cumencies No Line Tot: 000
	• Select the <b>Request Duties and Taxes</b> check box to save the estimated duties and taxes in <b>Shipment History</b> .	Quency:       Declaration Statement:       Decount:         None       Invoice       Charges         Reason for Egoort:       Terms of Sale:       Freight:         Sale       Unknown       Other;         Additional Comments:       Total Inv. Ant:       0.00
	<b>Tip:</b> The estimated duties and taxes are saved in <b>Shipment History</b> , and <b>Duties and Taxes</b> in the <b>Shipment</b> <b>History</b> window becomes active only if you select this check box.	Goods Erter commodities below:
	• Select the <b>Save/Update Commodities</b> check box to save/update the commodity information to the <b>Commodity Editor</b> .	Tartf Code Lookup     Delete     Delete     0.00     Eatigate       Your invoice may vary from the deplayed rates.     Published:     Process Shipment     F10
	• Specify the goods details in the <b>Goods</b> grid for each good that you want to ship.	
	<ul> <li>Click Tariff Code Lookup to display the Tariff Code Lookup window and search for tariff codes.</li> </ul>	
	• Select a good and click <b>Delete</b> to delete one commodity on the <b>Goods</b> grid, and click <b>Delete All</b> to delete all commodities on the <b>Goods</b> grid.	
	• Click <b>Estimate</b> to display an estimate of the duties and taxes for the shipment.	





Step	Window (if available)
<ul> <li>Step</li> <li>8. Click Process Shipment F10.</li> <li>Note: <ul> <li>When you click Process Shipment F10, WorldShip will validate the receiver e-mail address and display a message indicating the shipment may require documentation from the receiver if: <ul> <li>a) The receiver E-mail address is blank.</li> <li>b) The shipment is a worldwide shipment (excludes domestic and transborder.)</li> <li>c) The shipment is not a Return Service shipment.</li> <li>You have the option to enter the E-mail address now. If you select Yes, WorldShip will process the shipment, You can stop the display of this message by selecting the Do not show this dialog box again check box.</li> </ul> </li> </ul></li></ul>	Window (if available)         US WorldShp         Import Flore         Window (if available)         US WorldShp         Import Flore         Window (if available)         Window (if available)         Window Atkine         Window Atkin Conceret of Coonty of Cogn Unkine at Maxine





Step	Window (if available)
<ul> <li>8. A message may display if a required field was not completed (see samples).</li> <li>Click OK.</li> <li>Complete the required field(s).</li> <li>Repeat if needed.</li> </ul>	Image: Provide Ship       Image: Ship Ship Ship Ship Ship Ship Ship Ship
<ul> <li>9. If you do not have an International Shipper Agreement with UPS, the <b>Power of</b> <b>Attorney</b> window displays.</li> <li>Review the information.</li> <li>Click <b>OK</b>.</li> </ul>	Power of Attorney for Shipper Number: WX0644     This shipment requires a signed Customs Power of Attorney from the exporter so that UPS may act as forwarding agent for export control and customs puppose.     Please complete, date/sign and include with your invoice the Customs Power of Attorney form by selecting "OK" to print this form.     Note To avoid signing this agreement on a per shipment basis in the future, complete and return to UPS an International Shipper Agreement?.     To print an International Shipper Agreement, select "Activities" from the main menu. Then select "Print International Shipper Agreement".     For more information refer to UPS WorldShip Help.
<ul> <li>10. A blank Shipping window displays, and the package labels and export documents print.</li> <li>On the Home tab, select History or press F3 .</li> </ul>	Image: Control of the second of the secon





Step	Window (if available)
11. The Shipment History window shows the shipment under UPS Pickups. Note: To reprint a document for an international shipment, select the recipient or tracking number, click the Printing Activities tab, then Reprint International Documents, and select the document you want to reprint.	OpS WorldShip       OpS WorldShip<