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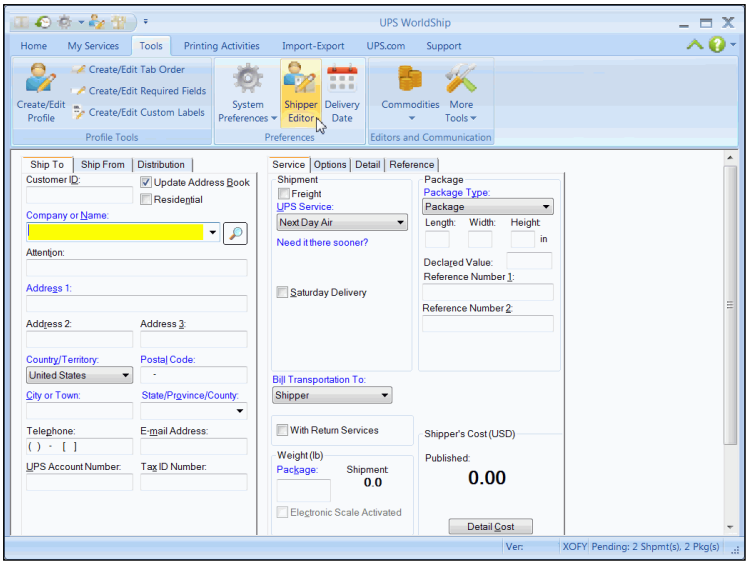
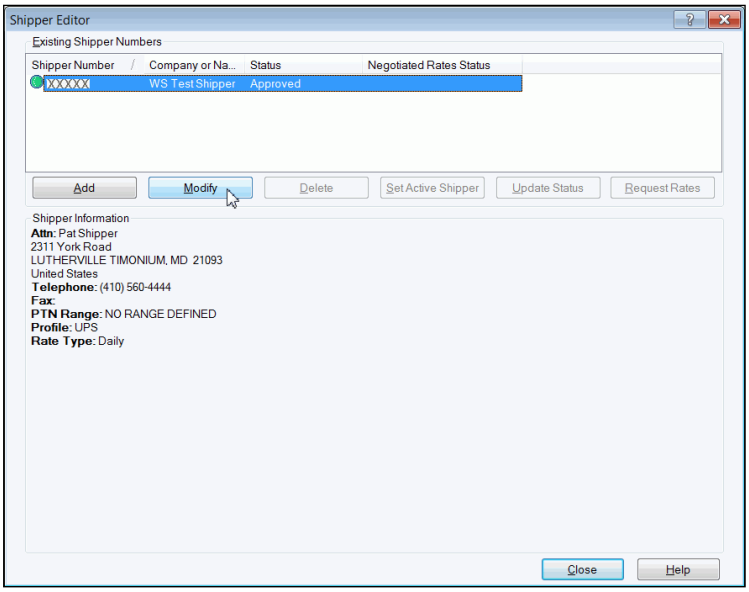
Set Air Freight Shipper Preferences

To set Air Freight shipper preferences:

Step	Window (if available)
1. On the **Tools** tab in the **Shipping** or **History** window, select **Shipper Editor**.	
2. The **Shipper Editor** window appears. • Select the shipper that you want to modify under **Existing Shipper Numbers**. • Click **Modify**.	

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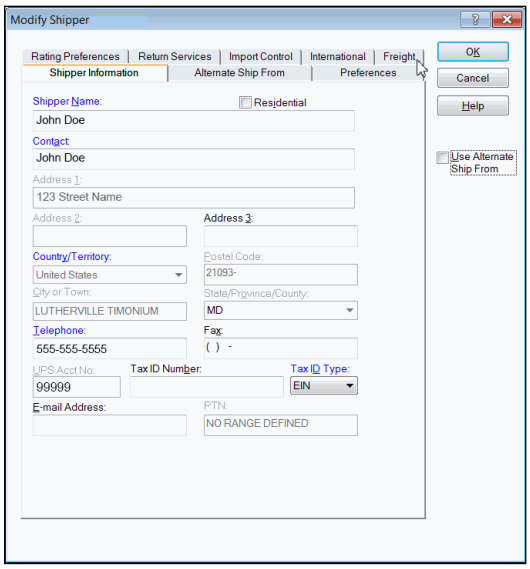
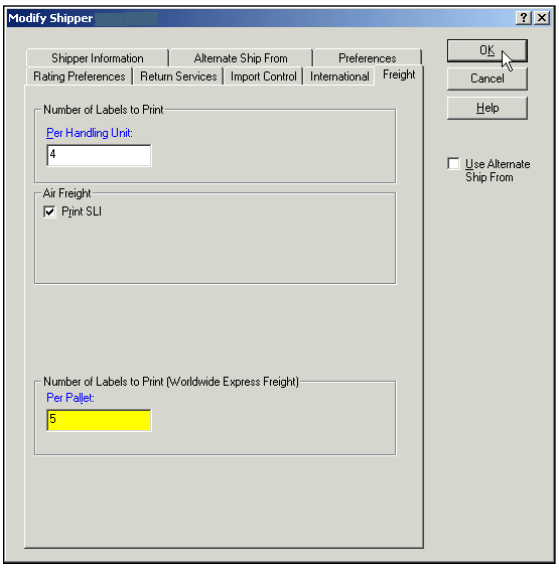
Step	Window (if available)
3. The **Modify Shipper** window appears. Click the **Freight** tab.	
4. The **Freight** tab appears. • Under **Number of Labels to Print**, type the number of labels to print (from 1 to 99) in the **Per Handling Unit** box. **Tip:** Four labels are currently required per shipment/pallet/handling unit. • The following **Ground Freight** fields appear only for Ground Freight shippers eligible to consolidate and close out shipments: ○ Select the **Consolidate Shipments** check box to consolidate shipments, or clear the check box if you do not want to consolidate shipments. ○ If you select the **Consolidate Shipments** check box, click the down arrow in the **Based on Reference Number** box and select the reference number as a Ground Freight shipment consolidation criteria. • Under **Number of Labels to Print (Worldwide Express Freight)**, type the number of labels to print in the **Per Pallet** box. • Click **OK**.	

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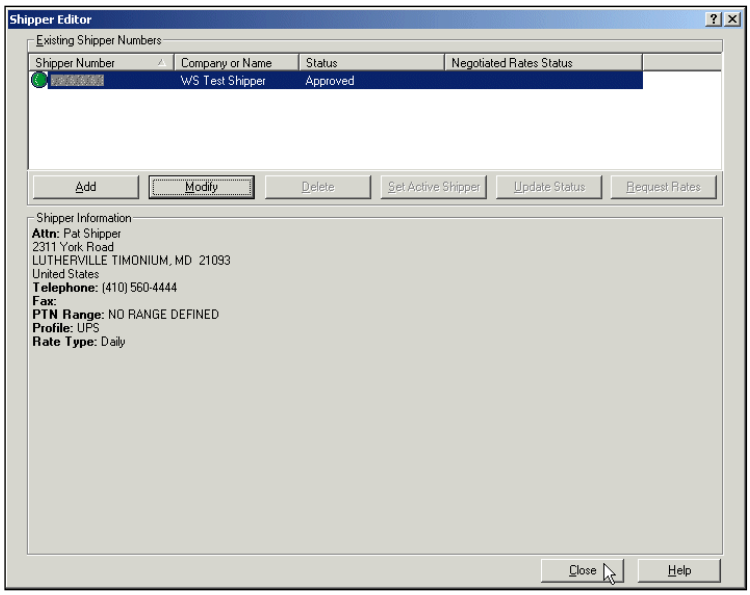
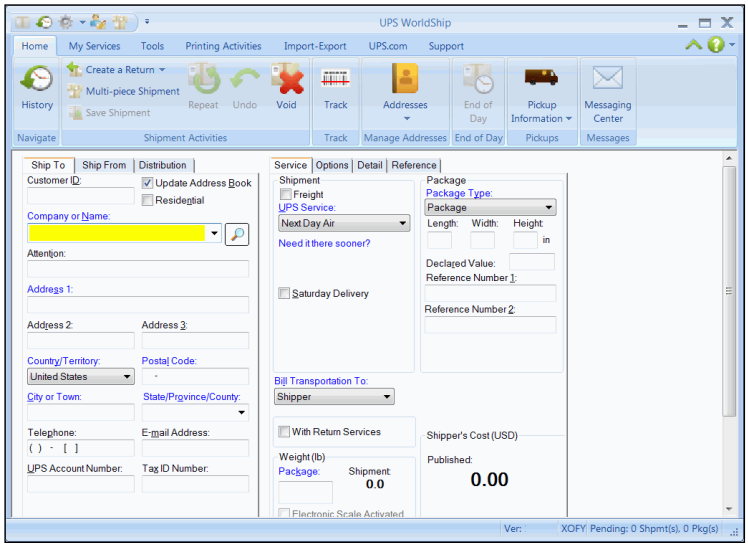
Step	Window (if available)
5. The **Shipper Editor** window appears. Click **Close**.	
6. The **Shipping** window appears.	

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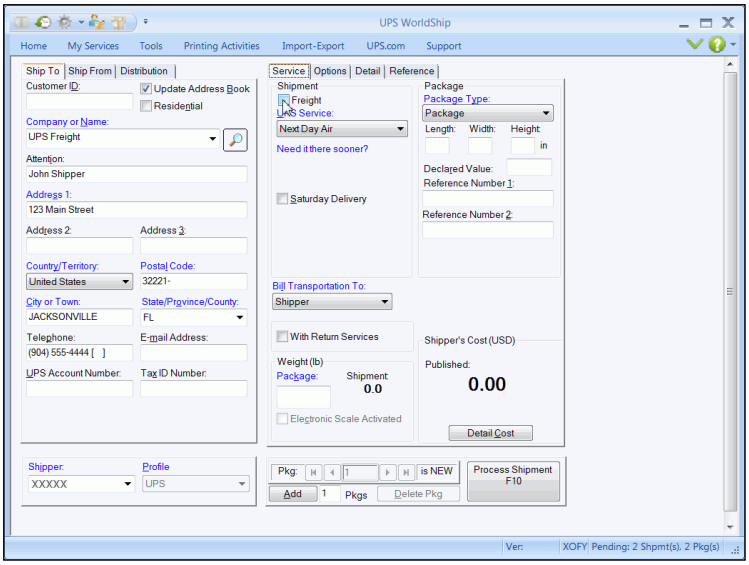
Process an Air Freight Shipment

To process an Air Freight shipment:

Step	Window (if available)
1. On the **Ship To** tab in the **Shipping** window: a) Type the address of the person or company where the shipment is to be delivered. b) Click **Service** tab. c) Select the **Freight** check box.	

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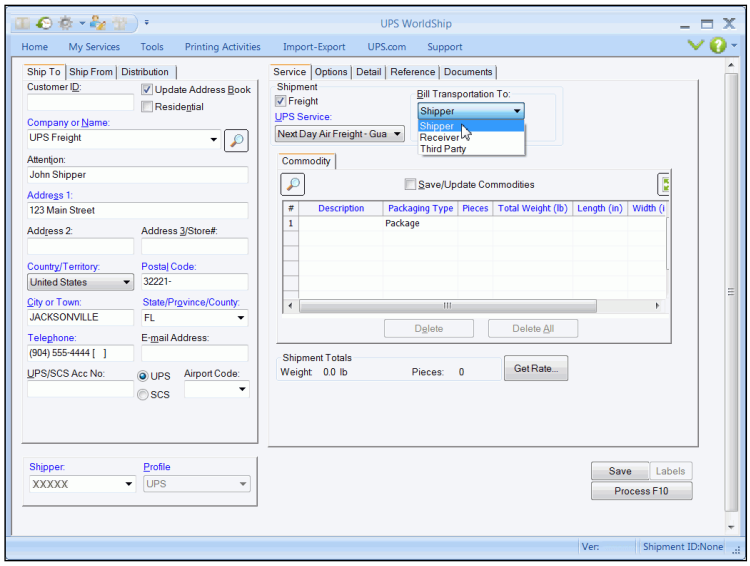
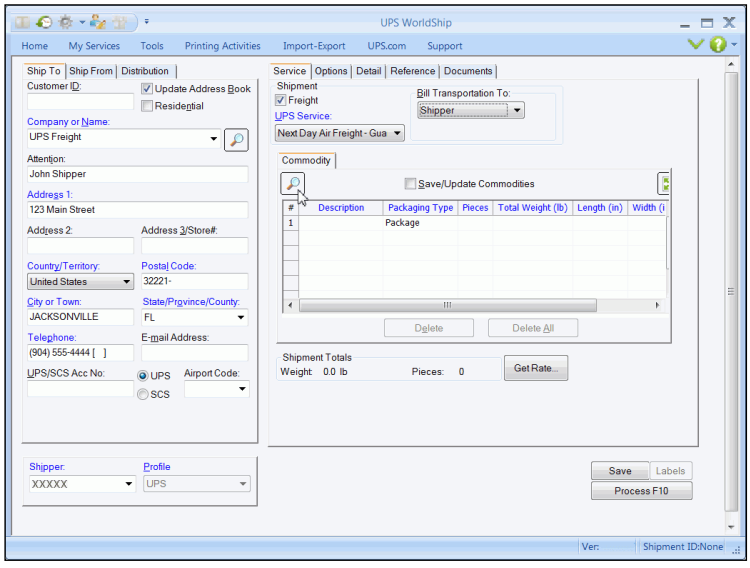
Step	Window (if available)
2. On the **Service** tab: a) Click the down arrow in the **UPS Service** box and select an Air Freight service type. b) Click the down arrow in the **Bill Transportation To** box and select who will pay for the transportation, duty, and taxes. **Note:** If you select **Third Party**, the **Third Party Address** window appears. In this window, type information about the third party and click **OK**. The … appears on the **Service** tab to the right of **Third Party** indicating you have selected **Third Party**. Click the … to view or change the third-party information. c) Click the **Commodity** Search and continue with step 4.	
3. On the **Service** tab, specify the **Commodity** information using either of the following methods or a combination thereof: • Search commodities that you entered in the **Commodity Editor** and select those commodities that apply to the shipment that you are processing. To use this method, click the **Commodity Search** and continue with step 4. • Enter each commodity separately. To use this method, skip to step 7.	

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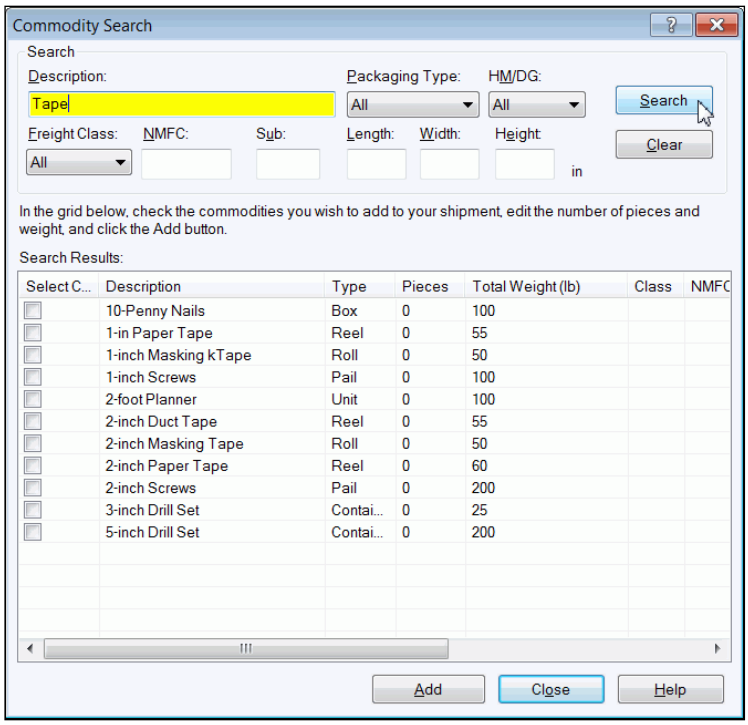
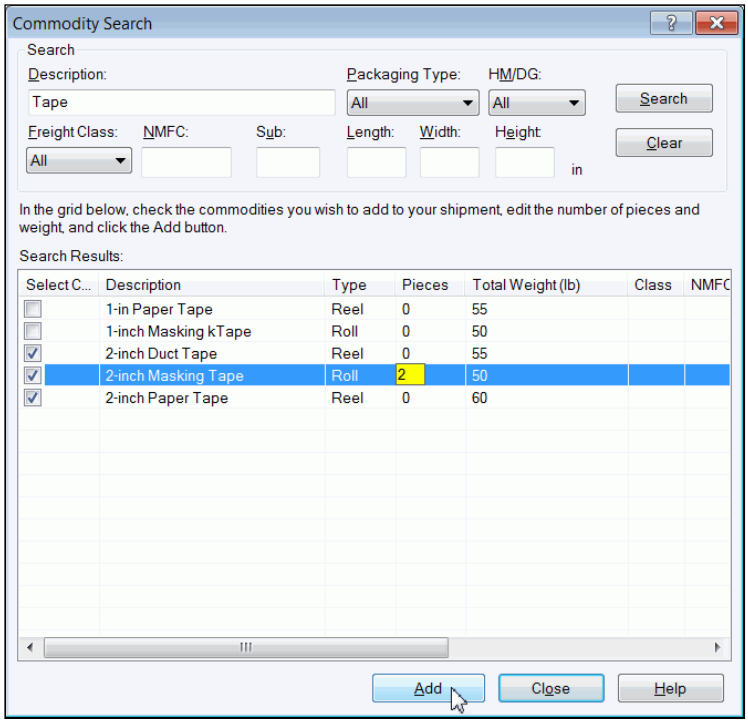
Step	Window (if available)
4. The **Commodity Search** window appears and shows all the commodities that you entered through the **Commodity Editor**. Use the following methods to search for commodities: • Use the side scroll bar to scroll through the **Search Results** list. • Click the column heading to sort the list in ascending or descending order by that column. • Use the fields in the **Search** box to narrow the **Search Results** and then click **Search**.	
5. The **Commodity Search** window appears and shows all the commodities that match your search criteria. • Select the check box in the **Select Commodity** column for each commodity that you want to add to the commodity list on the **Service** tab. • To edit a number in the **Pieces** or **Total Weight** column for a particular commodity, double click the number and type the new number. • Click **Add**.	

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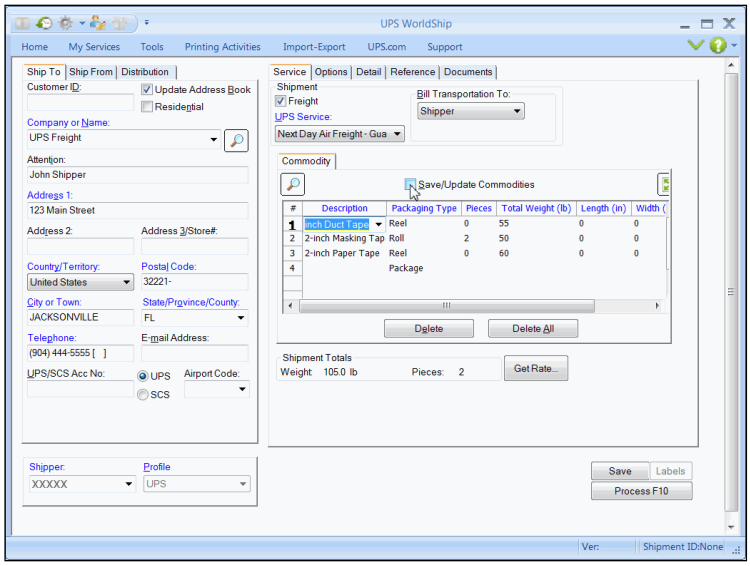
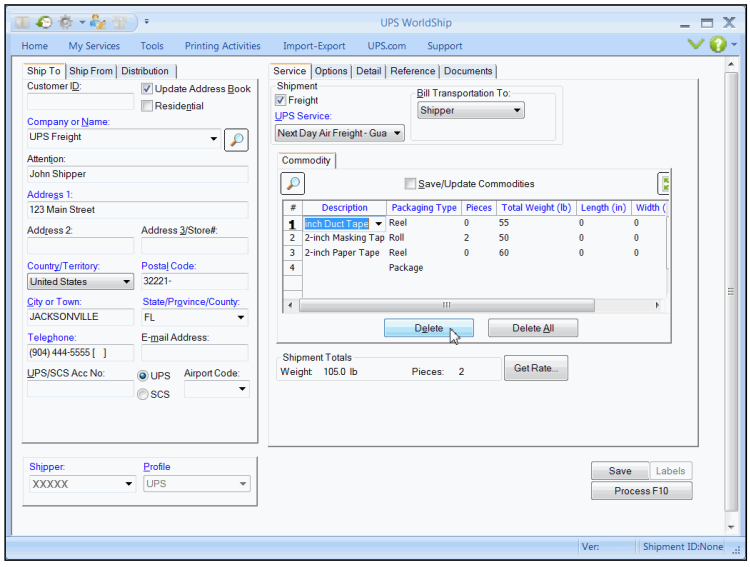
Step	Window (if available)
6. The **Shipping** window appears and the commodity (or commodities) that you selected in the **Commodity Search** window appear in the commodity list on the **Service** tab. For each commodity in the commodity list: a) Select the commodity and review its attributes. b) To update a commodity, update the fields and select the **Save/Update Commodities** check box. c) To delete a commodity, select the commodity and click **Delete**. d) To delete all of the commodities, click **Delete All**.	 

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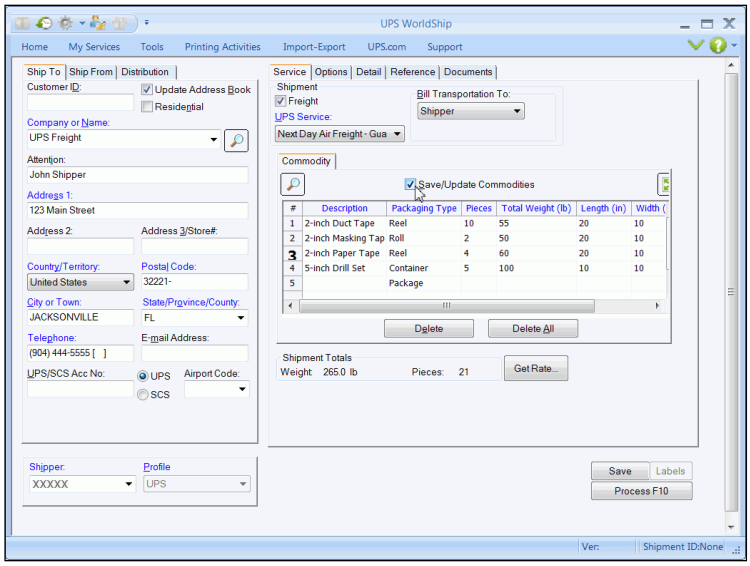
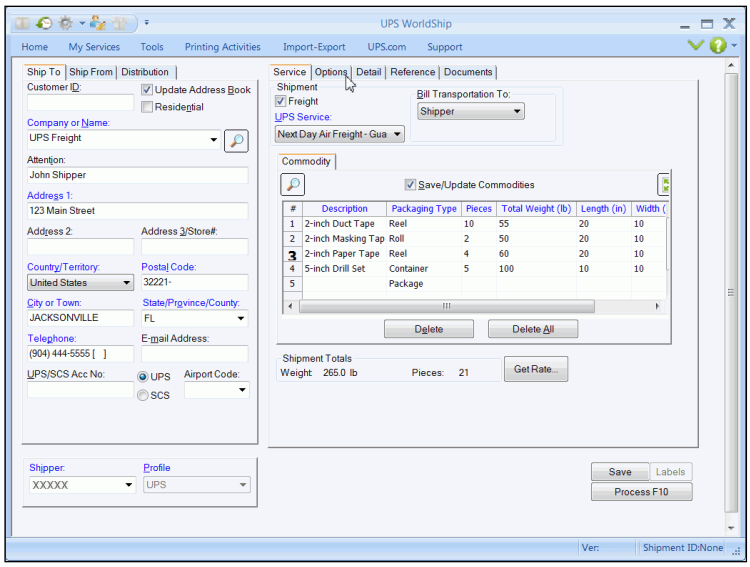
Step	Window (if available)
7. On the **Service** tab, specify the commodity information for a new commodity as follows: • Under **Description**, type the description. • Under **Packaging Type**, click the down arrow and select a packaging type. • Under **Pieces**, enter the number of pieces (up to and including 9,999). • Under **Total Weight**, type the weight. • Under **Length**, type the largest dimension. • Under **Width**, type the second largest dimension. • Under **Height**, type the third largest dimension. • Select the **Save/Update Commodities** check box to indicate if your entries should be saved to the **Commodity Editor**.	
8. Do the following: • Repeat step 7 to add more commodities as needed. • Once you have added all of the commodities for this shipment, click the **Options** tab.	

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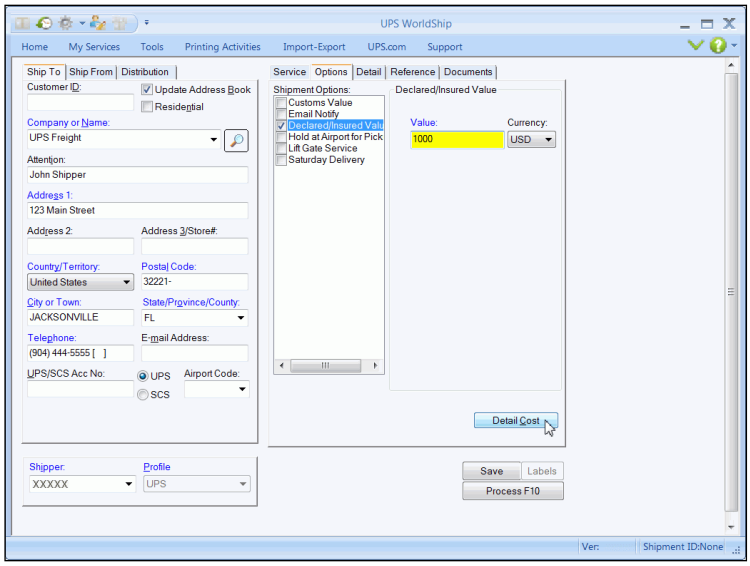
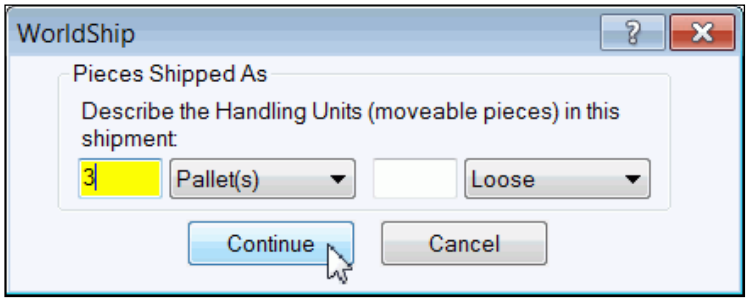
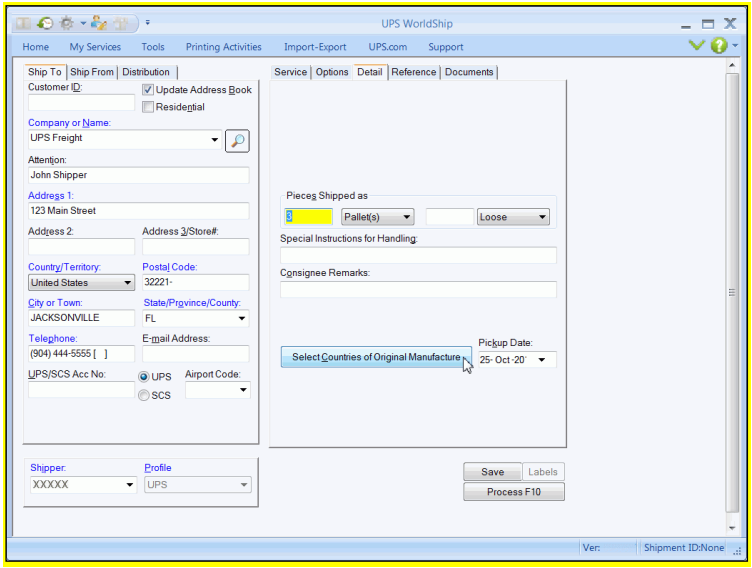
Step	Window (if available)
9. The **Options** tab appears. • Select a **Shipment Option** check box. Entry fields appropriate to that option appear at the right. • Type the needed information or select the needed options. **Tip:** Information does not have to be typed immediately, but must be completed before you can process the shipment. • Repeat this step for each additional option. **Tip:** To remove an option, clear the check box next to the selected option. • Click **Detail Cost**.	
10. The **Pieces Shipped As** window appears. • Enter details for **Describe the Handling Units (moveable pieces) in this shipment**. • Click **Continue**.	
11. The **Detail** tab appears. Continue as follows: • Under **Pieces Shipped As**, change the number of pieces for each handling unit as needed. • In the **Special Instructions for Handling** box, type up to 400 characters. • In the **Consignee Remarks** box, type up to 400 characters. • In the **Pickup Date** box, click the down arrow and select the pickup date on the calendar. • Click **Select Countries Of Original Manufacture**.	

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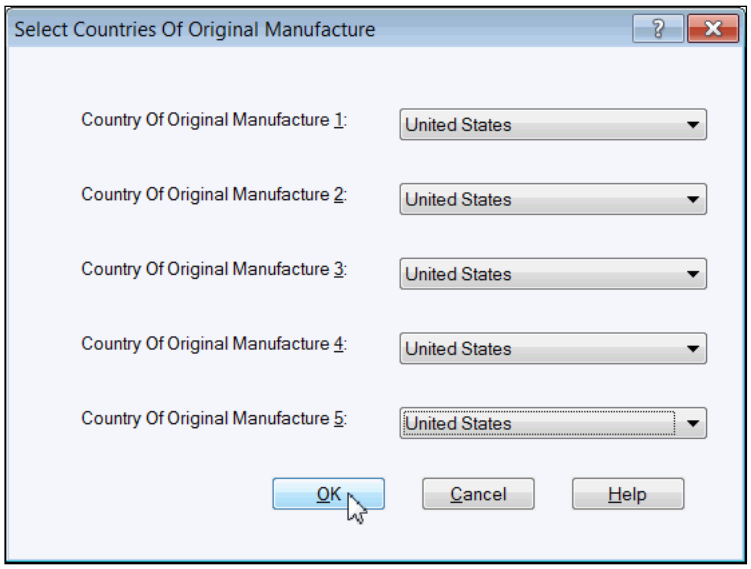
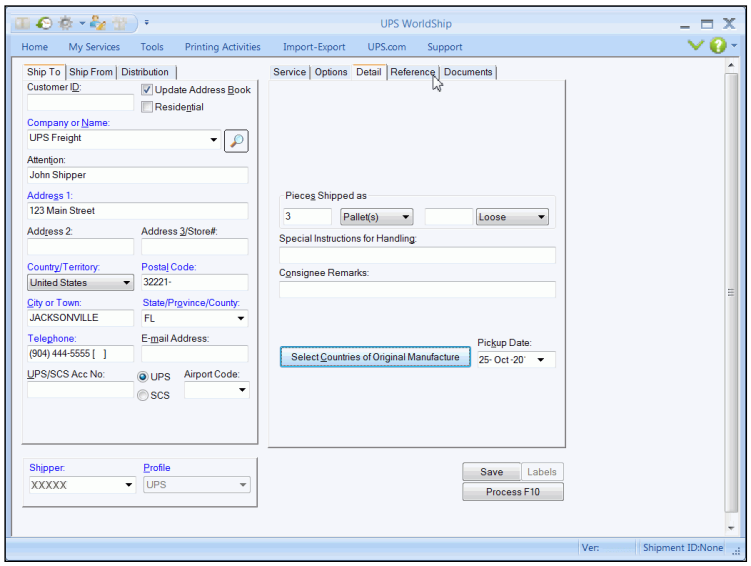
Step	Window (if available)
12. The **Select Countries Of Original Manufacture** window appears. • In each **Country Of Original Manufacture** box, click the down arrow and select a country as needed. **Note:** You must select at least one country of manufacture for an **Air Freight** shipment with a Canada destination. • Click **OK**.	
13. The **Detail** tab appears. Click the **Reference** tab.	

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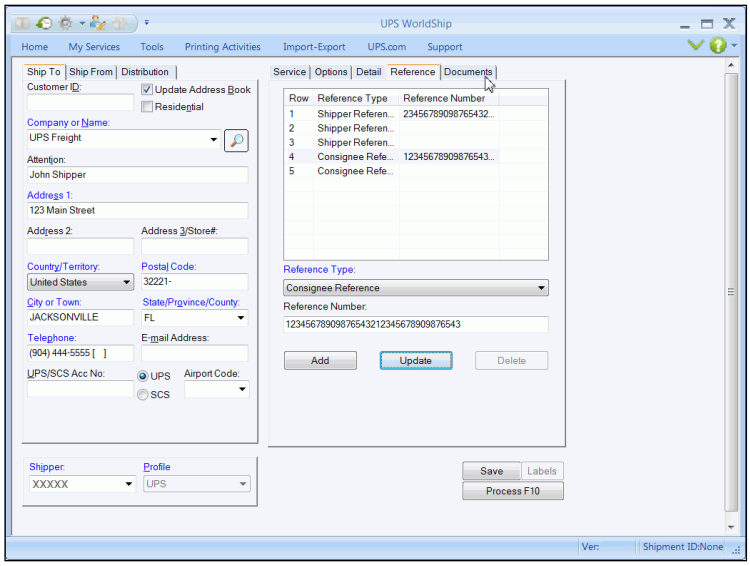
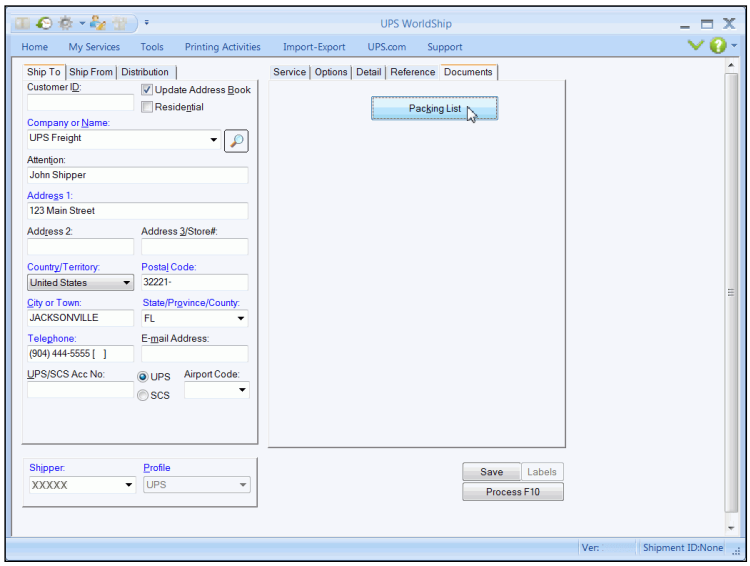
Step	Window (if available)
14. The **Reference** tab appears. Continue as follows: • Select the **Shipper Reference** and/or **Consignee Reference** reference type and type the reference number in the **Reference Number** box. • Click **Add**, **Update**, or **Delete** to select that action. • Click the **Documents** tab.	
15. The **Documents** tab appears. Click **Packing List**.	

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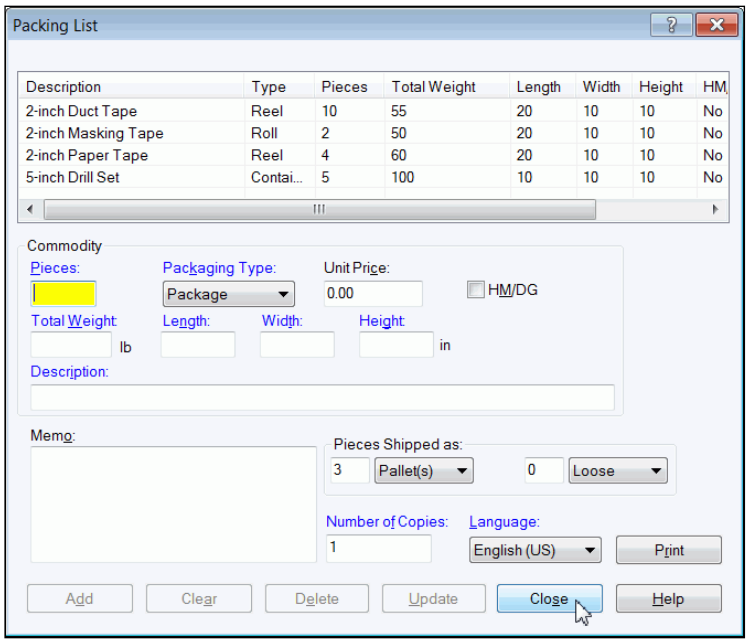
Step	Window (if available)
16. The **Packing List** window appears and shows the commodities that you entered on the **Service** tab and the **Pieces Shipped As** that you entered on the **Detail** tab. a) Update the commodities list as needed using the fields under **Commodity** then click **Add**, **Delete**, or **Update**. b) In the **Memo** box, type the information to print on the **Packing List**. **Note:** When your shipment is processed, only this information is saved with the shipment for future repeat/reprint of the **Packing List**. c) Update the **Pieces Shipped As** boxes as needed. d) In the **Number of Copies** box, type the number of copies of the **Packing List** to print. e) In the **Language** box, click the down arrow and select the language in which to print the **Packing List**. f) Click **Print**. The displayed **Packing List** details print. g) Click **Close**. The **Packing List** window closes. **Note:** All updates are saved until the shipment is processed or discarded. If you save the shipment as a draft, however, the updates are not saved with the shipment.	

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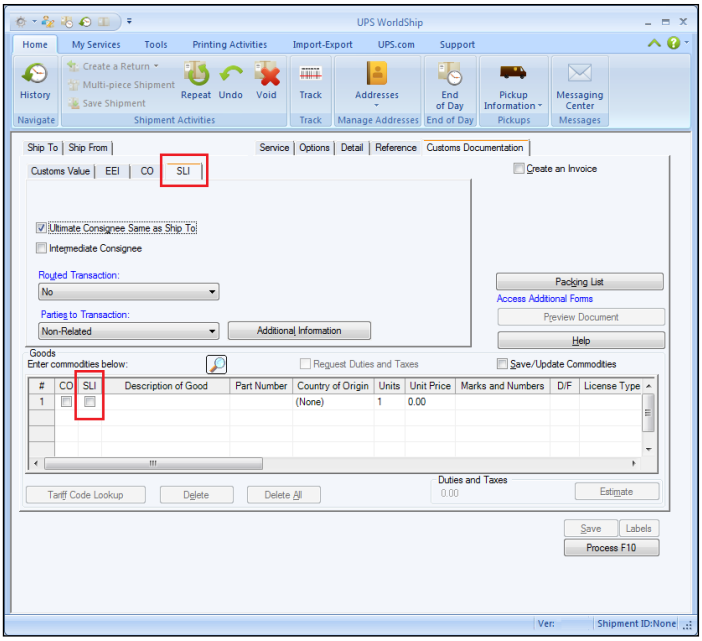
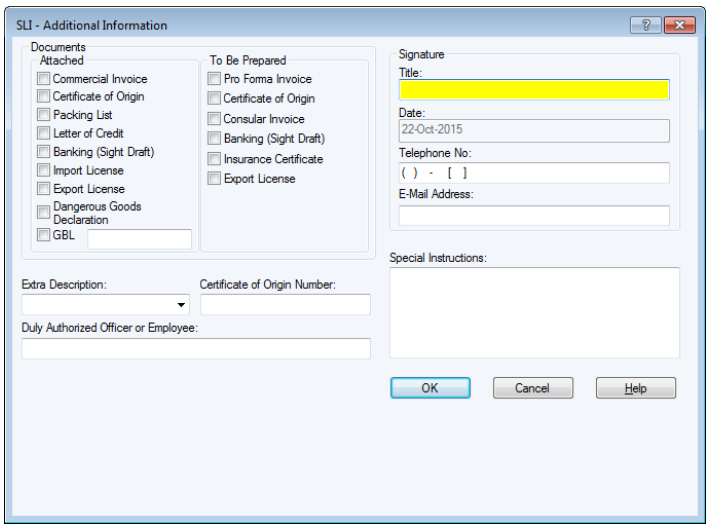
Step	Window (if available)
Note: If the shipment is an international shipment, the **Documents** tab is replaced with the **Customs Documentation** tab. For a detailed description on this tab see the WorldShip Help, ***Shipping Window Overview*** topic, ***Customs Documentation tab*** section. 17. Select the **SLI** tab to set up printing of the Shipper's Letter of Instruction (SLI). • Select the **Ultimate Consignee Same as Ship To** check box if the ultimate consignee is the same as the receiver. The **Ultimate Consignee Address** window appears. After you provide the ultimate consignee information, the **...** appears on the **SLI** tab. Click the **...** to edit the ultimate consignee information. • Select the **Intermediate Consignee** check box, as needed. The **Intermediate Consignee Address** window appears. After you provide the intermediate consignee information, the **...** appears on the **SLI** tab. Click the **...** to edit the intermediate consignee information. • Click the down arrow in the **Routed Transaction** box and select **Yes** or **No**. Yes means that the foreign principal party in interest authorizes a US forwarding or other agent to facilitate export of items from the US. • Click the down arrow in the **Parties to Transaction** box and select an item. Related means the shipper and ultimate receiver are with the same company; Non-Related means they are with different companies. • Click **Additional Information** to display the **SLI - Additional Information** window options. ▪ Under **Documents**, select the check boxes to indicate all documents to be attached and to be prepared. **Tip:** You cannot select the **Certificate of Origin, Banking (Sight Draft)**, and **Export License** under both **Attached** and **To Be Prepared**. ▪ Complete the remaining fields as needed: **Special Instructions** for Shipment**, Extra Description**, **Certificate of Origin Number**, and **Duty Authorized Officer or Employee**. ▪ Under **Goods**, select the **SLI** check box for each commodity you want to include in the SLI. ▪ Click **OK**.	 

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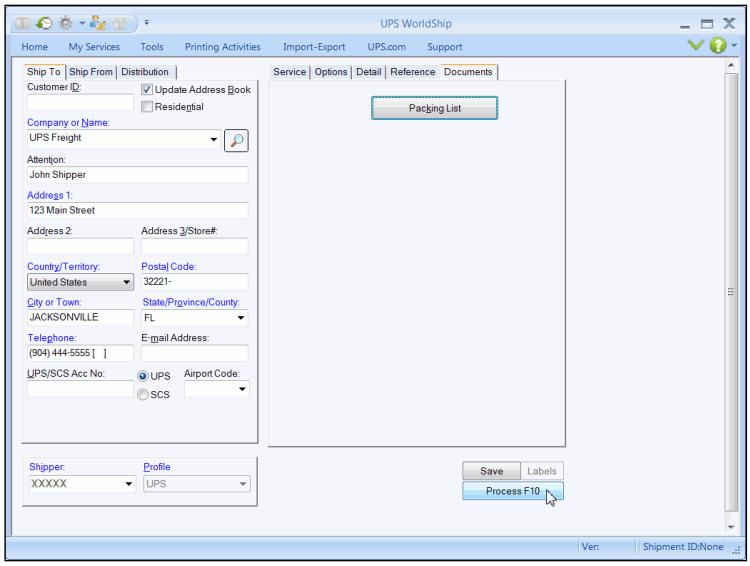
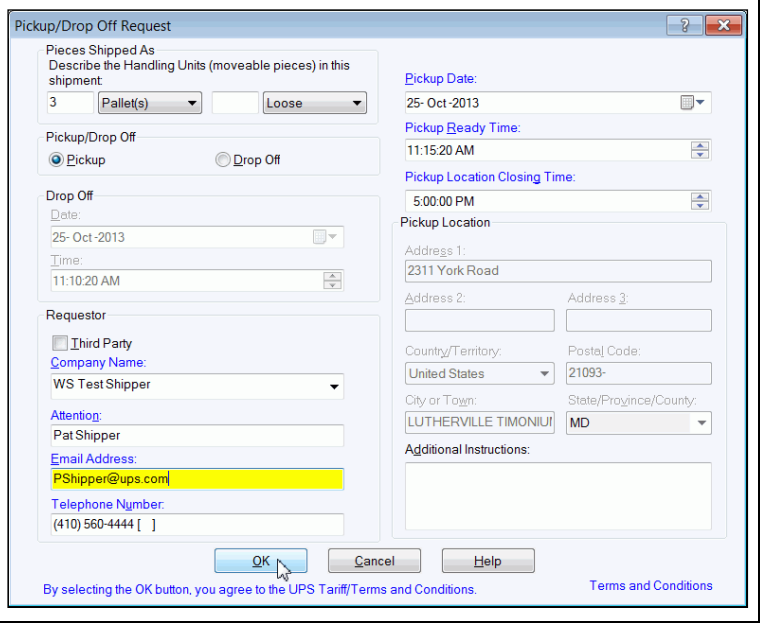
Step	Window (if available)
18. The **Shipping** window appears. Click **Process (F10)**.	
19. The **Pickup/Drop Off Request** window appears. • Verify and update the information as needed. • Click **OK**.	

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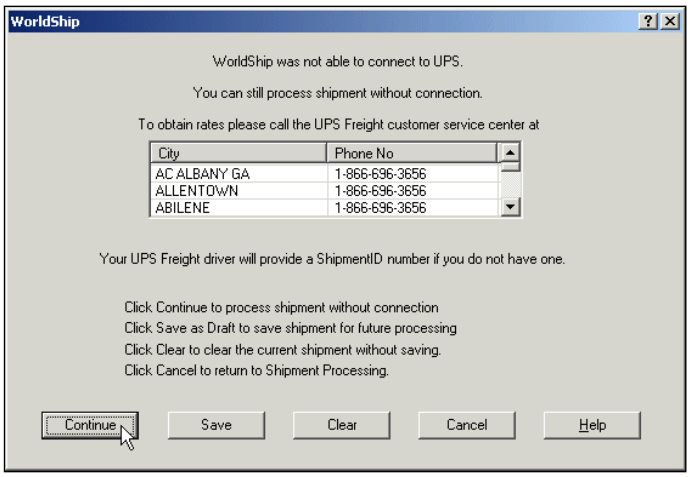
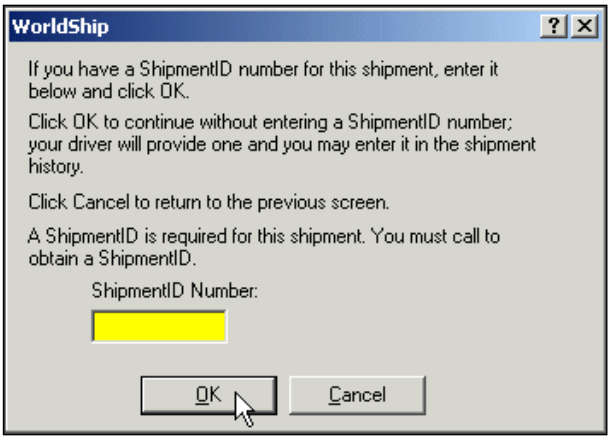
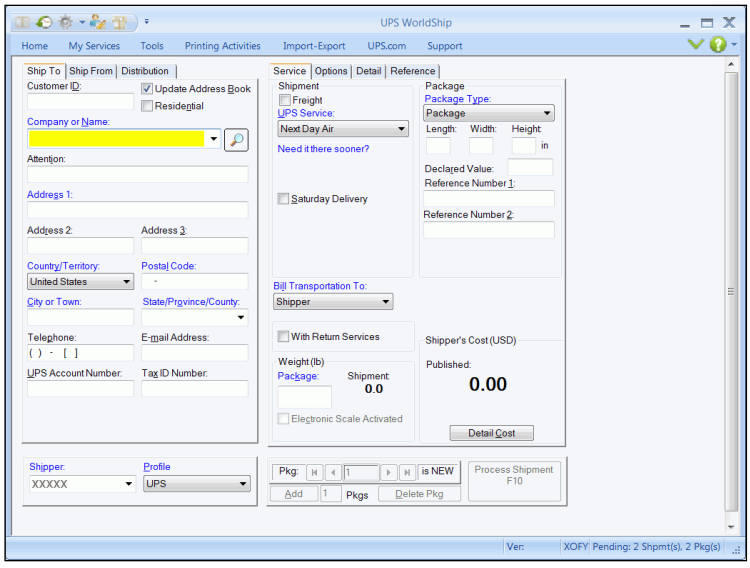
Step	Window (if available)
20. If no connection can be established with **UPS**, the Offline Processing window appears. • Follow the instructions. • Click **Continue**.	
21. The **Shipment ID** Number window appears. • Type the Shipment ID number in the **ShipmentID Number** box if you have the number. • Click **OK**.	
22. A blank **Shipping** window appears.	

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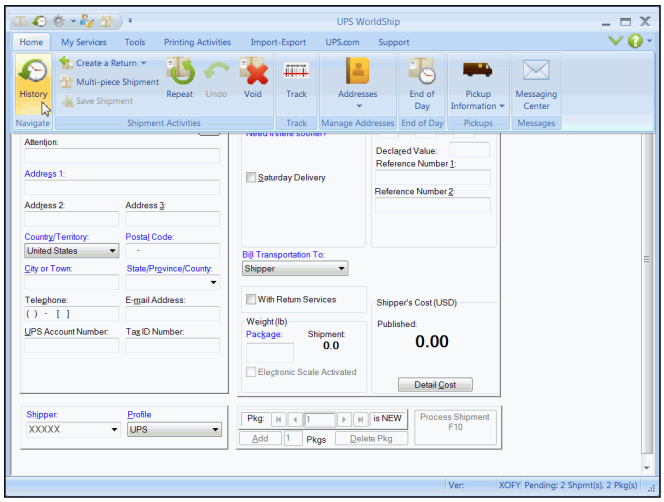
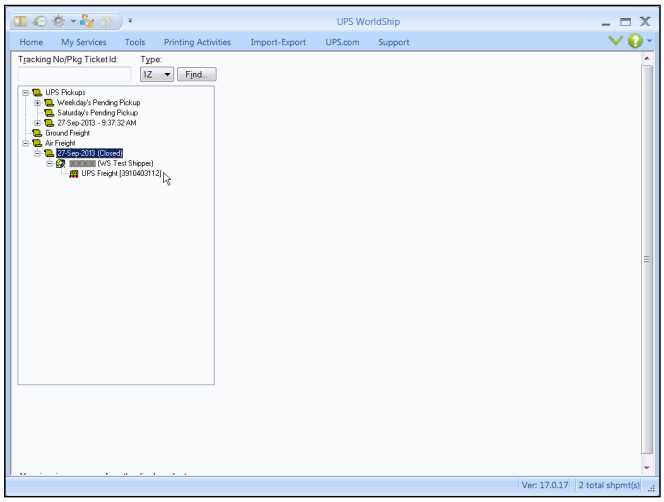
View Shipment History for an Air Freight Shipment

To view shipment history in WorldShip for an Air Freight shipment:

Step	Window (if available)
1. On the **Home** tab, select **History** or press the F3 key on the keyboard.	
2. The Shipment History window shows the shipment under **Air Freight**. • If you typed the Shipment ID number in the **ShipmentID Number** window (see step 21 in the process procedure), the number is shown in parentheses. Select the number and continue to *Add Air Freight Commodities using Commodities Editor* Step 1.	

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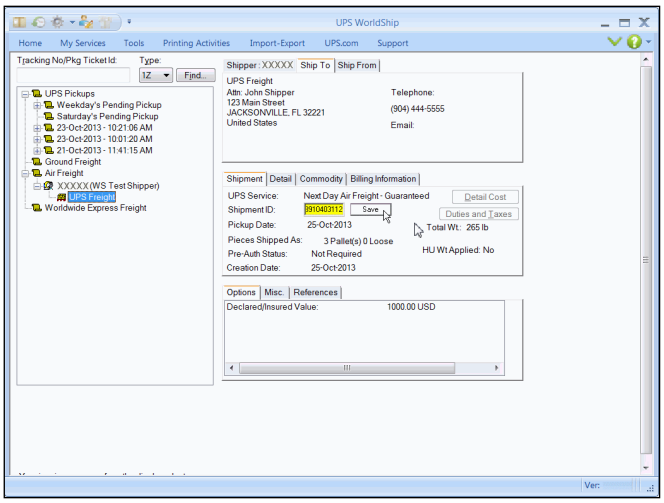
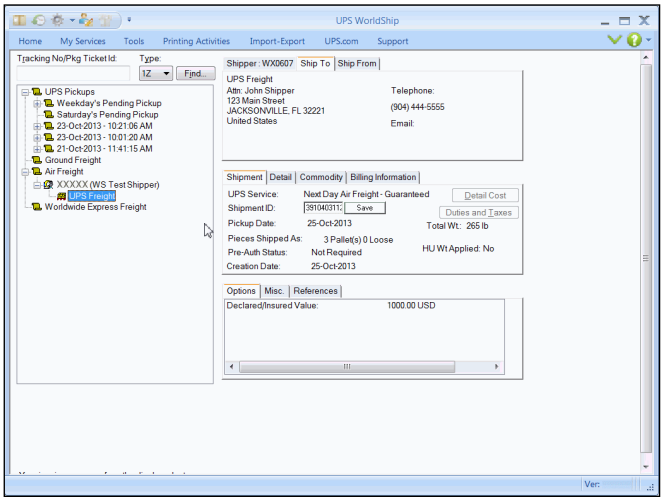
Step	Window (if available)
3. If you did not type the Shipment ID number in the **Shipment ID Number** window (see step 21 in the process procedure), the number is not shown in parenthesis. • Get the number from your **UPS** driver. • Type the number in the **Shipment ID** box on the **Shipment** tab. • Click **Save**.	
The information for the Air Freight shipment appears on various tabs on the right side of this window.	

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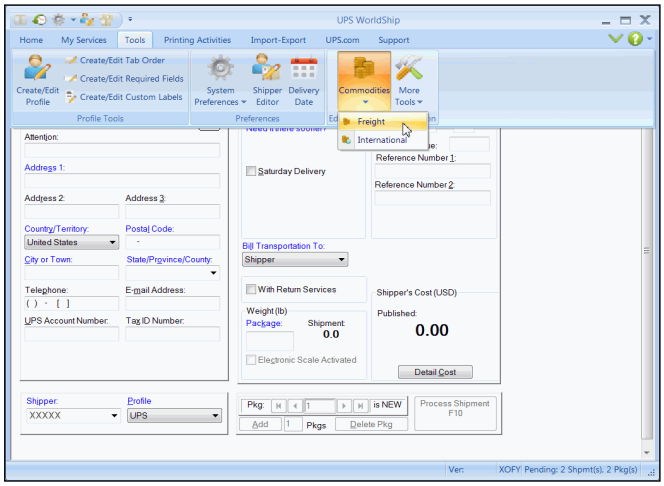
Add Air Freight Commodities using Commodity Editor

You must add your commodity information into WorldShip using the Commodity Editor before you can search for Air Freight commodities during shipment processing.

To add Air Freight commodities using the Commodity Editor:

Step	Window (if available)
1. On the **Tools** tab, select **Commodities** and then **Freight**.	

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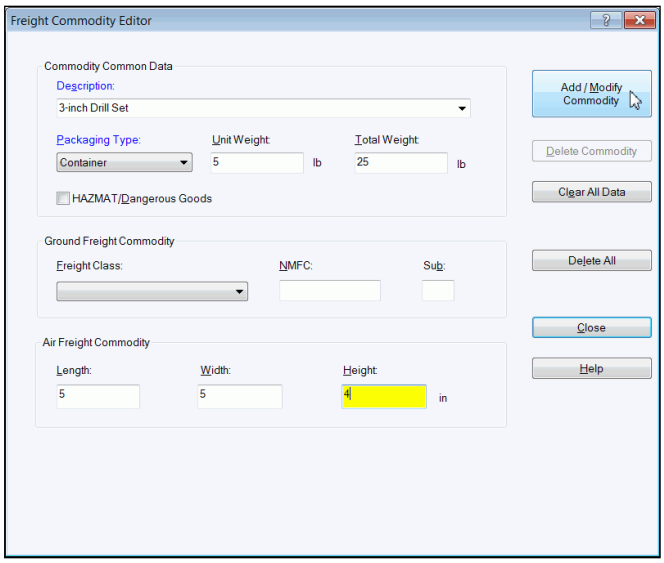
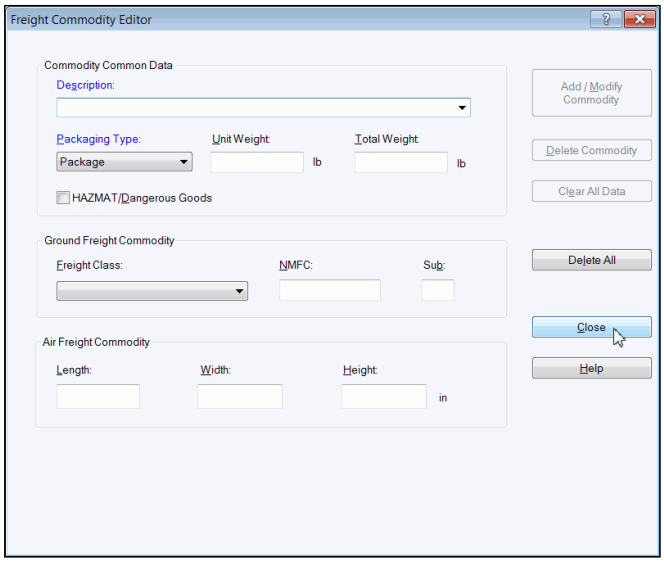
Step	Window (if available)
2. The **Freight Commodity Editor** window appears. Under **Commodity Common Data**: a) In the **Description** box, type a description of the commodity or click the down arrow and select an existing description for the commodity. b) In the **Packaging Type** box, click the down arrow and select an existing packaging type for the commodity. c) In the **Unit Weight** box, type the weight for the commodity. d) In the **Total Weight** box, type the total weight for the commodity. e) Select the **HAZMAT/Dangerous Goods** check box if the commodity is classified as a HAZMAT/Dangerous Good. Under **Air Freight Commodity**: a) In the **Length** box, type the largest dimension. b) In the **Width** box, type the second largest dimension. c) In the **Height** box, type the third largest dimension. d) Click **Add/Modify Commodity**.	
3. A blank **Freight Commodity Editor** window appears. • Repeat step 2 as needed. • Click **Close**.	

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