



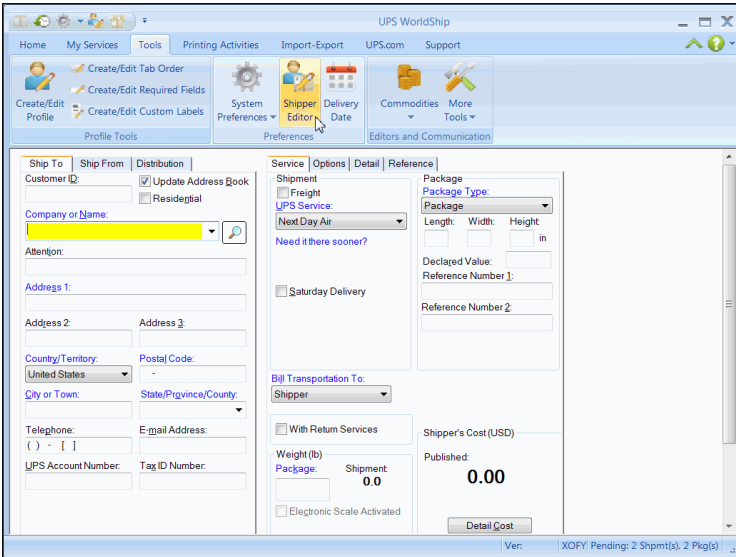
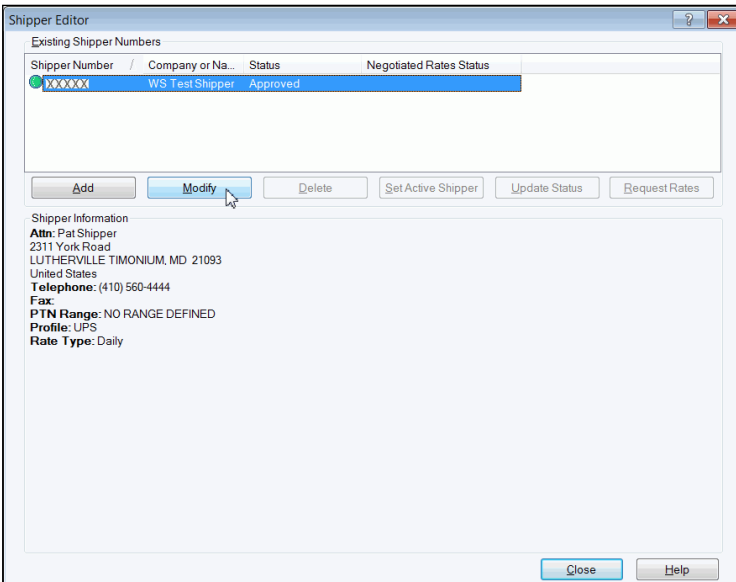
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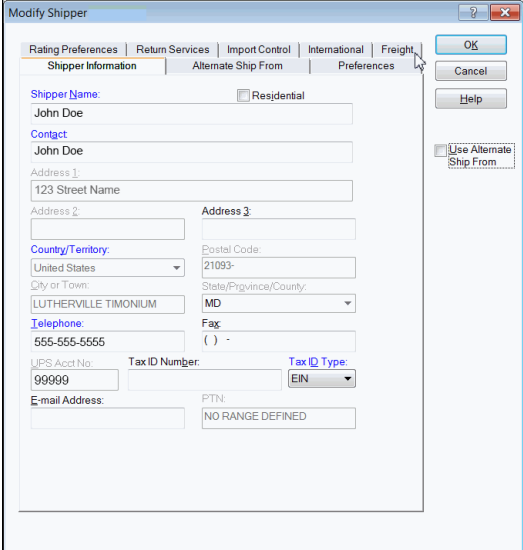
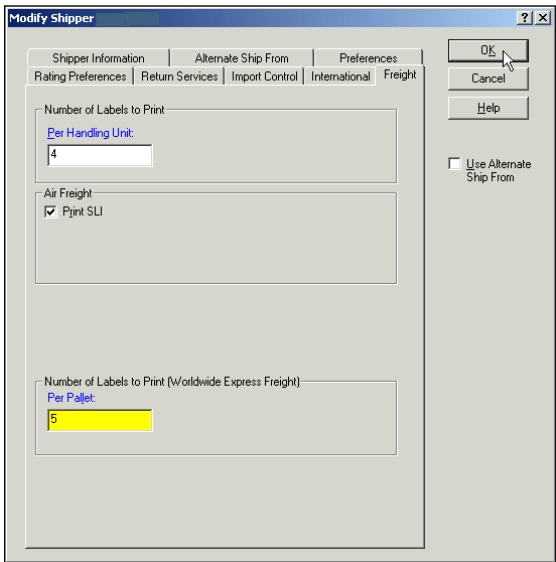


Set Air Freight Shipper Preferences

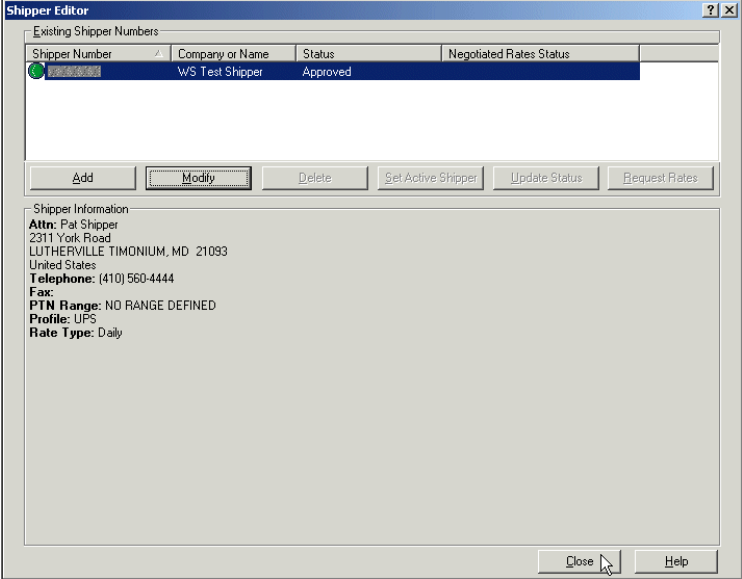
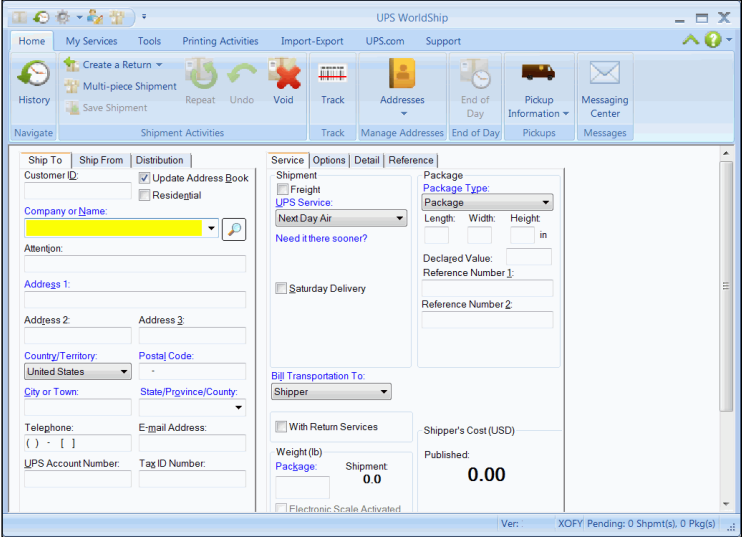
To set Air Freight shipper preferences:

Step	Window (if available)
<p>1. On the Tools tab in the Shipping or History window, select Shipper Editor.</p>	 <p>The screenshot shows the UPS WorldShip application window. The 'Tools' menu is open, and the 'Shipper Editor' option is highlighted. Other options visible include 'Create/Edit Tab Order', 'Create/Edit Required Fields', 'Create/Edit Custom Labels', 'System Preferences', 'Delivery Date', 'Commodities', and 'More Tools'. The main window content shows shipping details like 'Ship To', 'Ship From', 'Distribution', 'Service', 'Options', 'Detail', and 'Reference'.</p>
<p>2. The Shipper Editor window appears.</p> <ul style="list-style-type: none">• Select the shipper that you want to modify under Existing Shipper Numbers.• Click Modify.	 <p>The screenshot shows the 'Shipper Editor' window. At the top, there is a table titled 'Existing Shipper Numbers' with columns for 'Shipper Number', 'Company or Na...', 'Status', and 'Negotiated Rates Status'. One row is highlighted with a blue background, showing 'XXXXXX', 'WS Test Shipper', and 'Approved'. Below the table are several buttons: 'Add', 'Modify', 'Delete', 'Set Active Shipper', 'Update Status', and 'Request Rates'. The 'Modify' button is highlighted with a mouse cursor. Below the buttons is a section for 'Shipper Information' with the following details: 'Attn: Pat Shipper', '2311 York Road', 'LUTHERVILLE TIMONIUM, MD 21093', 'United States', 'Telephone: (410) 560-4444', 'Fax:', 'PTN Range: NO RANGE DEFINED', 'Profile: UPS', and 'Rate Type: Daily'. At the bottom right are 'Close' and 'Help' buttons.</p>



Step	Window (if available)
<p>3. The Modify Shipper window appears.</p> <p>Click the Freight tab.</p>	
<p>4. The Freight tab appears.</p> <ul style="list-style-type: none">• Under Number of Labels to Print, type the number of labels to print (from 1 to 99) in the Per Handling Unit box. <p>Tip: Four labels are currently required per shipment/pallet/handling unit.</p> <ul style="list-style-type: none">• The following Ground Freight fields appear only for Ground Freight shippers eligible to consolidate and close out shipments:<ul style="list-style-type: none">○ 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.	

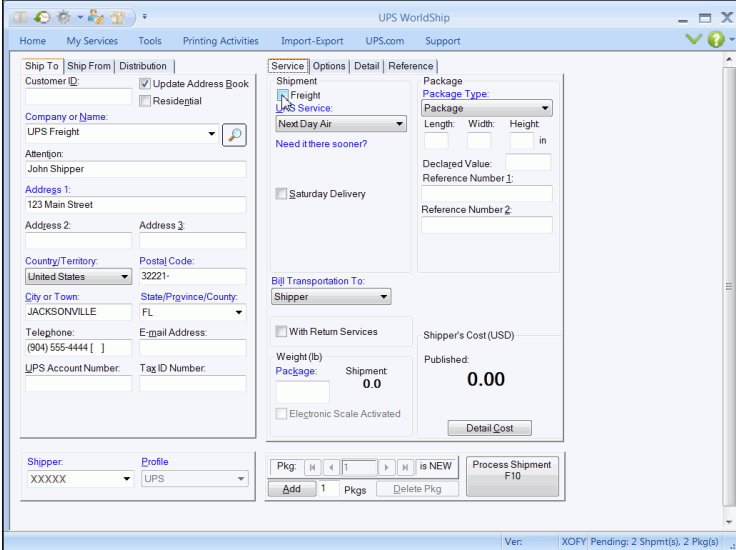


Step	Window (if available)
<p>5. The Shipper Editor window appears.</p> <p>Click Close.</p>	
<p>6. The Shipping window appears.</p>	



Process an Air Freight Shipment

To process an Air Freight shipment:

Step	Window (if available)
<p>1. On the Ship To tab in the Shipping window:</p> <ol style="list-style-type: none">Type the address of the person or company where the shipment is to be delivered.Click Service tab.Select the Freight check box.	 <p>The screenshot shows the UPS WorldShip application window. The 'Ship To' tab is active, and the 'Service' sub-tab is selected. The 'Freight' checkbox is checked, and the 'Next Day Air' service is selected. The 'Shipper' dropdown is set to 'UPS'. The 'Weight (lb)' is 0.0, and the 'Shipper's Cost (USD)' is 0.00. The 'Package Type' is set to 'Package'. The 'Declared Value' is empty. The 'Reference Number 1' and 'Reference Number 2' are empty. The 'Bill Transportation To' is set to 'Shipper'. The 'With Return Services' checkbox is unchecked. The 'Electronic Scale Activated' checkbox is unchecked. The 'Add' button is highlighted, and the 'Delete Pkg' button is visible. The status bar at the bottom indicates 'Ver: XOFY Pending: 2 Shpmt(s), 2 Pkg(s)'.</p>





Step

2. On the **Service** tab:

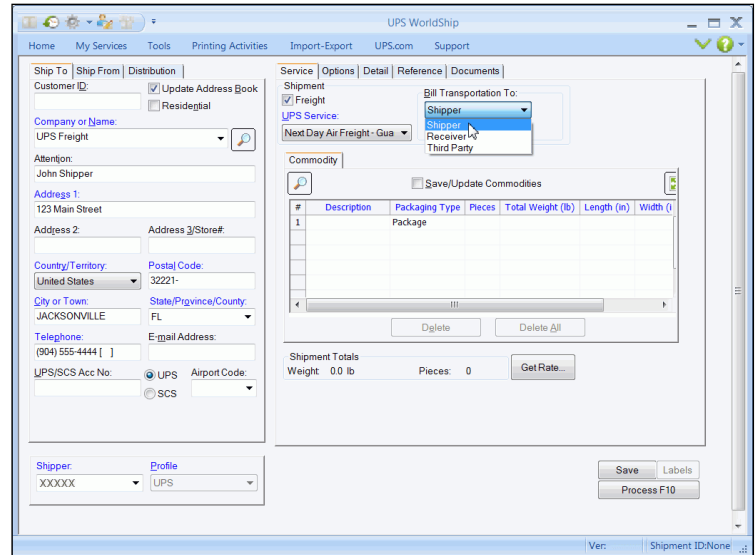
- Click the down arrow in the **UPS Service** box and select an Air Freight service type.
- Click the down arrow in the **Bill Transportation To** box and select who will pay for the transportation, duty, and taxes.

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.

- Click the **Commodity Search** and continue with step 4.

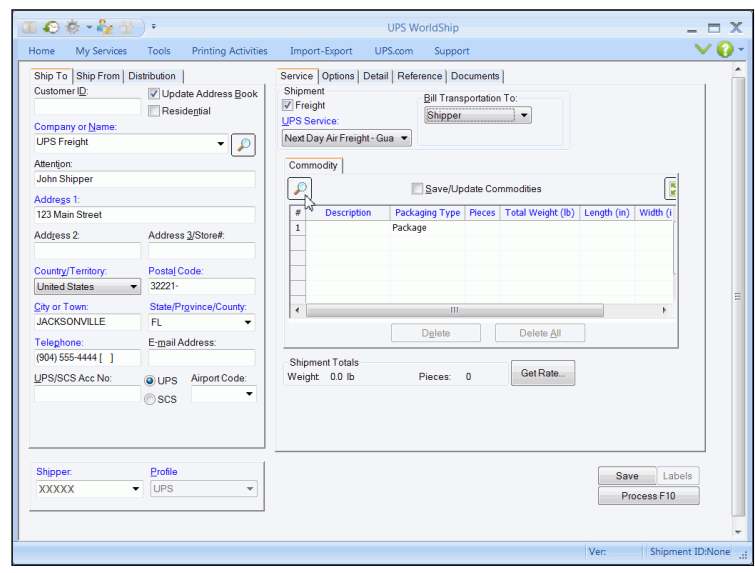
Window (if available)



The screenshot shows the UPS WorldShip software interface. The 'Service' tab is active. The 'UPS Service' dropdown menu is open, showing 'Next Day Air Freight - Gua' selected. The 'Bill Transportation To' dropdown menu is also open, showing 'Shipper' selected. The 'Commodity' table is empty. The 'Shipper' dropdown is set to 'XXXXXX' and the 'Profile' dropdown is set to 'UPS'. The 'Get Rate...' button is visible.

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.



The screenshot shows the UPS WorldShip software interface. The 'Commodity Search' button is highlighted. The 'Commodity' table is empty. The 'Shipper' dropdown is set to 'XXXXXX' and the 'Profile' dropdown is set to 'UPS'. The 'Get Rate...' button is visible.



Step

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**.

Window (if available)

The screenshot shows the 'Commodity Search' window with the following search criteria: Description: 'Tape', Packaging Type: 'All', HM/DG: 'All', Freight Class: 'All', NMFC: empty, Sub: empty, Length: empty, Width: empty, Height: empty. The 'Search' button is highlighted. Below the search box, there is a table of search results:

Select C...	Description	Type	Pieces	Total Weight (lb)	Class	NMFC
<input type="checkbox"/>	10-Penny Nails	Box	0	100		
<input type="checkbox"/>	1-in Paper Tape	Reel	0	55		
<input type="checkbox"/>	1-inch Masking kTape	Roll	0	50		
<input type="checkbox"/>	1-inch Screws	Pail	0	100		
<input type="checkbox"/>	2-foot Planner	Unit	0	100		
<input type="checkbox"/>	2-inch Duct Tape	Reel	0	55		
<input type="checkbox"/>	2-inch Masking Tape	Roll	0	50		
<input type="checkbox"/>	2-inch Paper Tape	Reel	0	60		
<input type="checkbox"/>	2-inch Screws	Pail	0	200		
<input type="checkbox"/>	3-inch Drill Set	Contai...	0	25		
<input type="checkbox"/>	5-inch Drill Set	Contai...	0	200		

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**.

The screenshot shows the 'Commodity Search' window with the same search criteria as above. The 'Search' button is no longer highlighted. The search results table is updated:

Select C...	Description	Type	Pieces	Total Weight (lb)	Class	NMFC
<input type="checkbox"/>	1-in Paper Tape	Reel	0	55		
<input type="checkbox"/>	1-inch Masking kTape	Roll	0	50		
<input checked="" type="checkbox"/>	2-inch Duct Tape	Reel	0	55		
<input checked="" type="checkbox"/>	2-inch Masking Tape	Roll	2	50		
<input checked="" type="checkbox"/>	2-inch Paper Tape	Reel	0	60		



Step

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:

- Select the commodity and review its attributes.
- To update a commodity, update the fields and select the **Save/Update Commodities** check box.
- To delete a commodity, select the commodity and click **Delete**.
- To delete all of the commodities, click **Delete All**.

Window (if available)

The screenshot shows the UPS WorldShip application window with the Service tab selected. The Commodity list contains the following items:

#	Description	Packaging Type	Pieces	Total Weight (lb)	Length (in)	Width (in)
1	Inch Duct Tape	Reel	0	55	0	0
2	2-inch Masking Tap	Roll	2	50	0	0
3	2-inch Paper Tape	Reel	0	60	0	0
4	Package					

The "Save/Update Commodities" checkbox is checked. The "Delete" button is highlighted.

This screenshot is identical to the one above, but the "Delete" button is highlighted with a mouse cursor, indicating the next step in the process.



Step

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**.

Window (if available)

The screenshot shows the UPS WorldShip software interface. The 'Service' tab is selected, and the 'Commodity' section is visible. The 'Save/Update Commodities' checkbox is checked. The commodity table contains the following data:

#	Description	Packaging Type	Pieces	Total Weight (lb)	Length (in)	Width (in)
1	2-inch Duct Tape	Reel	10	55	20	10
2	2-inch Masking Tap	Roll	2	50	20	10
3	2-inch Paper Tape	Reel	4	60	20	10
4	5-inch Drill Set	Container	5	100	10	10
5		Package				

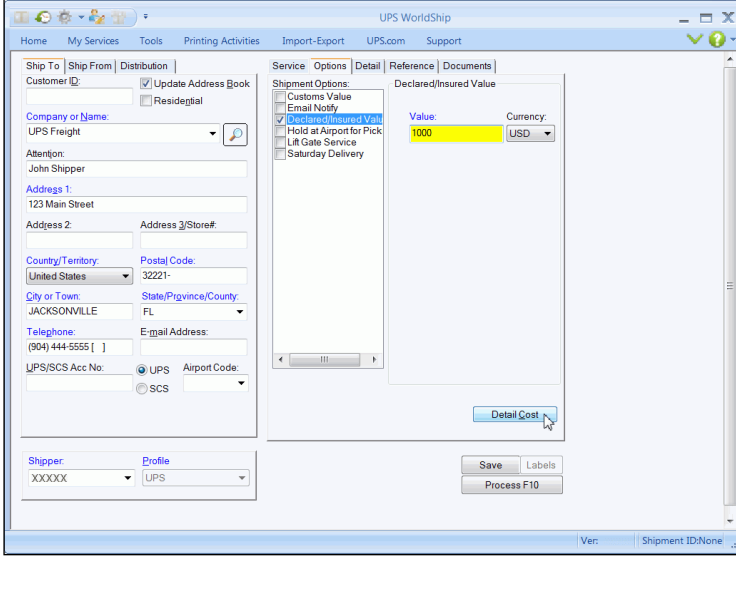
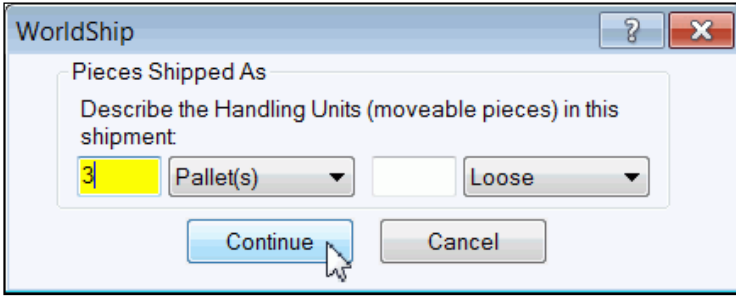
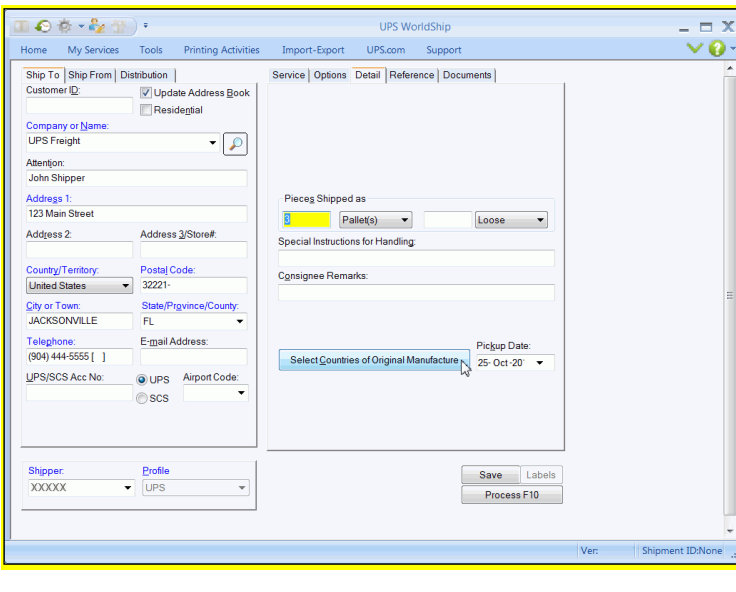
Shipment Totals: Weight: 265.0 lb, Pieces: 21. Buttons for 'Delete', 'Delete All', 'Save', 'Labels', and 'Process F10' are visible.

8. Do the following:

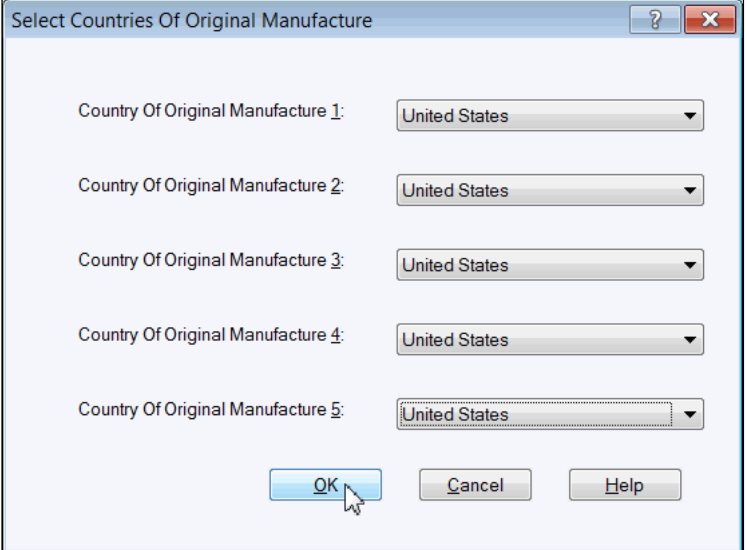
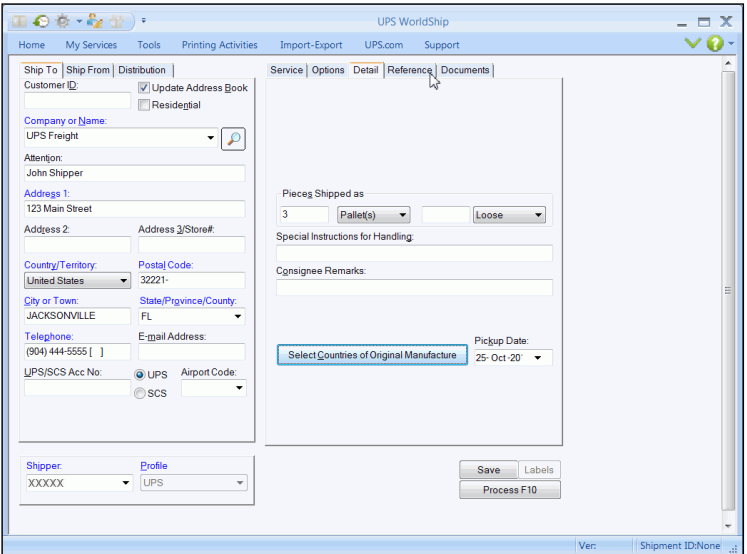
- Repeat step 7 to add more commodities as needed.
- Once you have added all of the commodities for this shipment, click the **Options** tab.

The screenshot shows the same UPS WorldShip software interface, but the 'Options' tab is now selected. The 'Commodity' section remains visible with the same data as in the previous screenshot. The 'Options' tab is highlighted in the top navigation bar.



Step	Window (if available)
<p>9. The Options tab appears.</p> <ul style="list-style-type: none">• 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. <p>Tip: Information does not have to be typed immediately, but must be completed before you can process the shipment.</p> <ul style="list-style-type: none">• Repeat this step for each additional option. <p>Tip: To remove an option, clear the check box next to the selected option.• Click Detail Cost.</p>	
<p>10. The Pieces Shipped As window appears.</p> <ul style="list-style-type: none">• Enter details for Describe the Handling Units (moveable pieces) in this shipment.• Click Continue.	
<p>11. The Detail tab appears.</p> <p>Continue as follows:</p> <ul style="list-style-type: none">• 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.	



Step	Window (if available)
<p>12. The Select Countries Of Original Manufacture window appears.</p> <ul style="list-style-type: none">In each Country Of Original Manufacture box, click the down arrow and select a country as needed. <p>Note: You must select at least one country of manufacture for an Air Freight shipment with a Canada destination.</p> <ul style="list-style-type: none">Click OK.	
<p>13. The Detail tab appears.</p> <p>Click the Reference tab.</p>	



Step

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.

Window (if available)

The screenshot shows the 'Reference' tab in the UPS WorldShip application. On the left, there are input fields for 'Ship To' and 'Ship From' information, including Customer ID, Company Name (UPS Freight), Attention (John Shipper), and various address fields (Address 1, Address 2, Address 3/Store#). There are also dropdown menus for Country/Territory (United States), Postal Code (32221), City or Town (JACKSONVILLE), and State/Province/County (FL). At the bottom left, there are fields for Shipper (XXXXXX) and Profile (UPS). The main area on the right contains a table with the following data:

Row	Reference Type	Reference Number
1	Shipper Referen...	23456789098765432...
2	Shipper Referen...	
3	Shipper Referen...	
4	Consignee Refe...	12345678909876543...
5	Consignee Refe...	

Below the table, there is a 'Reference Type' dropdown menu set to 'Consignee Reference' and a 'Reference Number' text box containing '12345678909876543212345678909876543'. At the bottom right of this section are 'Add', 'Update', and 'Delete' buttons. Further down are 'Save', 'Labels', and 'Process F10' buttons.

15. The **Documents** tab appears.

Click **Packing List**.

The screenshot shows the 'Documents' tab in the UPS WorldShip application. The left sidebar contains the same input fields as in the previous screenshot. The main area on the right is mostly empty, with a 'Packing List' button highlighted by a mouse cursor. At the bottom right, there are 'Save', 'Labels', and 'Process F10' buttons.



Step

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.

Window (if available)

Description	Type	Pieces	Total Weight	Length	Width	Height	HM
2-inch Duct Tape	Reel	10	55	20	10	10	No
2-inch Masking Tape	Roll	2	50	20	10	10	No
2-inch Paper Tape	Reel	4	60	20	10	10	No
5-inch Drill Set	Contai...	5	100	10	10	10	No

Commodity: Packaging Type: Unit Price: HM/DG

Total Weight: lb Length: Width: Height: in

Description:

Memo:

Pieces Shipped as:

Number of Copies: Language:

Print

Add Clear Delete Update Close Help



Step

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**.

Window (if available)

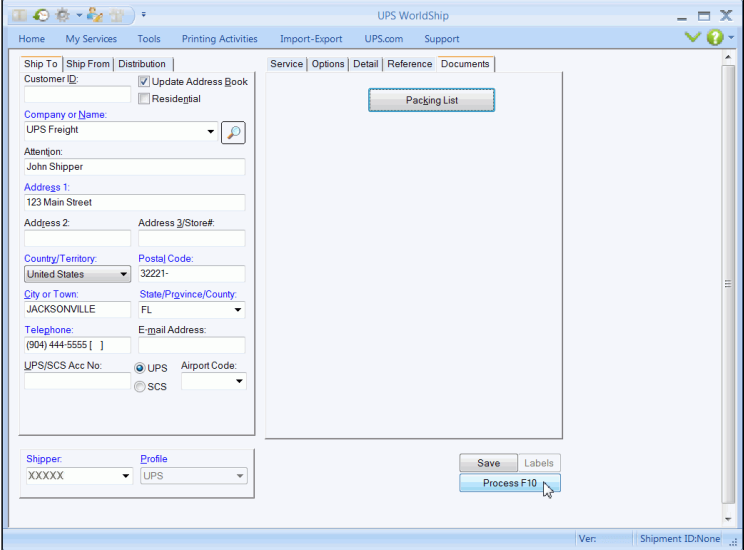
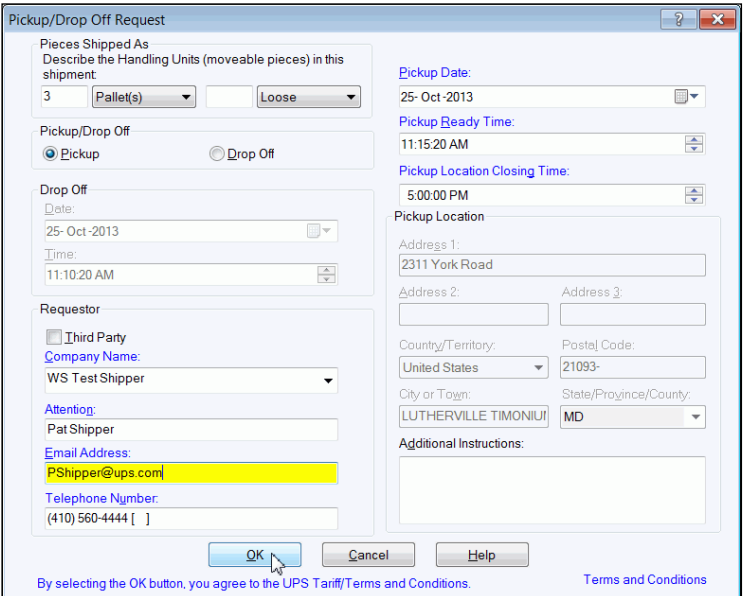
The screenshot shows the 'UPS WorldShip' application window with the 'Customs Documentation' tab active. The 'SLI' tab is selected and highlighted with a red box. The 'Ultimate Consignee Same as Ship To' checkbox is checked. Below the table, the 'SLI' checkbox is also checked for the first commodity.

#	CO	SLI	Description of Good	Part Number	Country of Origin	Units	Unit Price	Marks and Numbers	DIF	License Type
1		<input checked="" type="checkbox"/>			(None)	1	0.00			

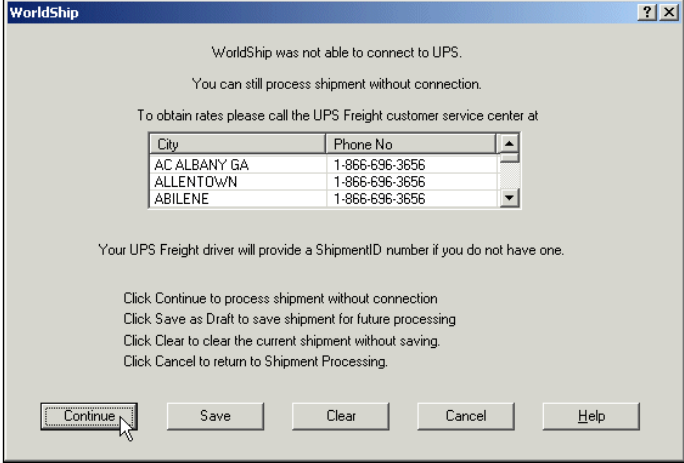

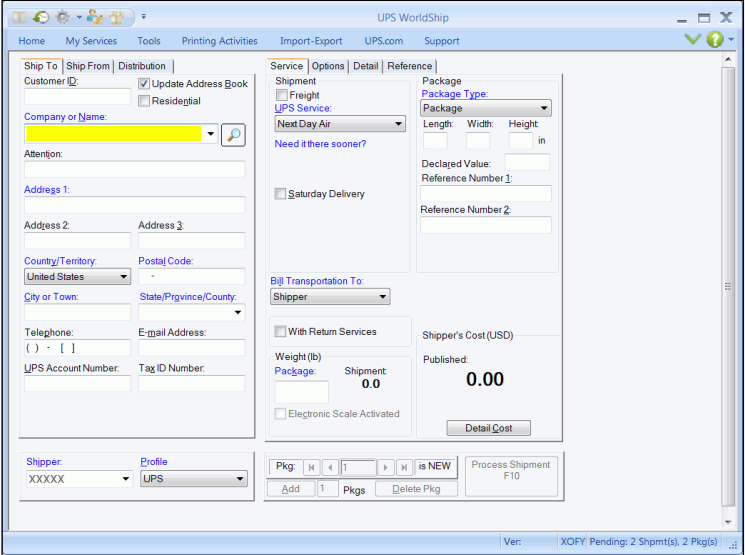
The screenshot shows the 'SLI - Additional Information' window. It has three main sections: 'Documents', 'Signature', and 'Special Instructions'. The 'Documents' section is split into 'Attached' and 'To Be Prepared'. The 'Signature' section has fields for Title, Date, Telephone No, and E-Mail Address. The 'Special Instructions' section has a text area for notes.

Documents	To Be Prepared
<input type="checkbox"/> Commercial Invoice	<input type="checkbox"/> Pro Forma Invoice
<input type="checkbox"/> Certificate of Origin	<input type="checkbox"/> Certificate of Origin
<input type="checkbox"/> Packing List	<input type="checkbox"/> Consular Invoice
<input type="checkbox"/> Letter of Credit	<input type="checkbox"/> Banking (Sight Draft)
<input type="checkbox"/> Banking (Sight Draft)	<input type="checkbox"/> Insurance Certificate
<input type="checkbox"/> Import License	<input type="checkbox"/> Export License
<input type="checkbox"/> Export License	
<input type="checkbox"/> Dangerous Goods Declaration	
<input type="checkbox"/> GBL	



Step	Window (if available)
<p>18. The Shipping window appears.</p> <p>Click Process (F10).</p>	
<p>19. The Pickup/Drop Off Request window appears.</p> <ul style="list-style-type: none">• Verify and update the information as needed.• Click OK.	

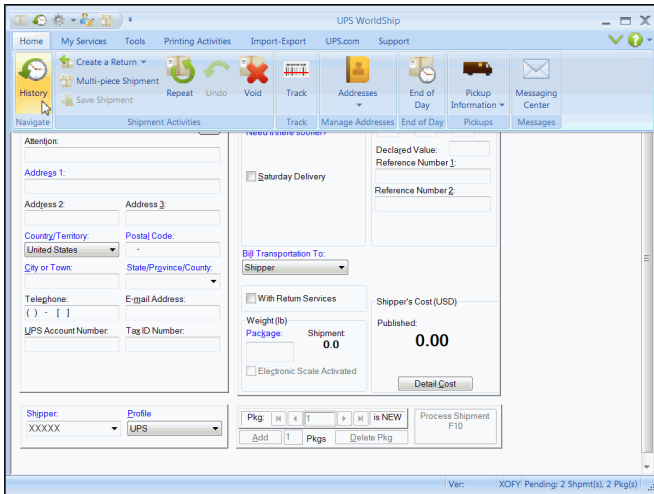
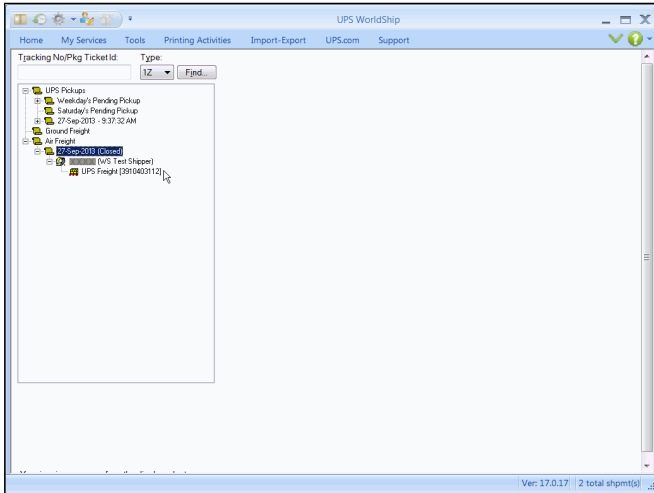


Step	Window (if available)
<p>20. If no connection can be established with UPS, the Offline Processing window appears.</p> <ul style="list-style-type: none">Follow the instructions.Click Continue.	 <p>The screenshot shows a 'WorldShip' dialog box with the following text: 'WorldShip was not able to connect to UPS. You can still process shipment without connection. To obtain rates please call the UPS Freight customer service center at'. Below this is a table with columns 'City' and 'Phone No'. The table lists three entries: 'AC ALBANY GA' with phone number '1-866-696-3656', 'ALLENTOWN' with '1-866-696-3656', and 'ABILENE' with '1-866-696-3656'. Below the table, it says 'Your UPS Freight driver will provide a ShipmentID number if you do not have one.' and lists instructions for 'Continue', 'Save as Draft', 'Clear', and 'Cancel'. At the bottom are buttons for 'Continue', 'Save', 'Clear', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Continue' button.</p>
<p>21. The Shipment ID Number window appears.</p> <ul style="list-style-type: none">Type the Shipment ID number in the ShipmentID Number box if you have the number.Click OK.	 <p>The screenshot shows a 'WorldShip' dialog box with the following text: 'If you have a ShipmentID number for this shipment, enter it below and click OK. Click OK to continue without entering a ShipmentID number; your driver will provide one and you may enter it in the shipment history. Click Cancel to return to the previous screen. A ShipmentID is required for this shipment. You must call to obtain a ShipmentID.' Below this is a label 'ShipmentID Number:' followed by a yellow rectangular input field. At the bottom are 'OK' and 'Cancel' buttons. A mouse cursor is pointing at the 'OK' button.</p>
<p>22. A blank Shipping window appears.</p>	 <p>The screenshot shows the main 'UPS WorldShip' application window. It has a menu bar with 'Home', 'My Services', 'Tools', 'Printing Activities', 'Import-Export', 'UPS.com', and 'Support'. Below the menu bar are several tabs: 'Ship To', 'Ship From', 'Distribution', 'Service', 'Options', 'Detail', and 'Reference'. The 'Service' tab is active. On the left, there are fields for 'Customer ID', 'Company or Name', 'Attention', 'Address 1', 'Address 2', 'Address 3', 'Country/Territory', 'Postal Code', 'City or Town', 'State/Prvince/County', 'Telephone', 'Email Address', 'UPS Account Number', and 'Tag ID Number'. On the right, there are fields for 'Package Type', 'Length', 'Width', 'Height', 'Declared Value', 'Reference Number 1', 'Reference Number 2', 'Shipper', 'With Return Services', 'Weight (lb)', 'Shipment', 'Shipper's Cost (USD)', and 'Published'. At the bottom, there are buttons for 'Add', '1', 'Pkgs', 'Delete Pkg', and 'Process Shipment F10'. A status bar at the very bottom shows 'Ver: XOFY Pending: 2 Shpmt(s), 2 Pkg(s)'.</p>

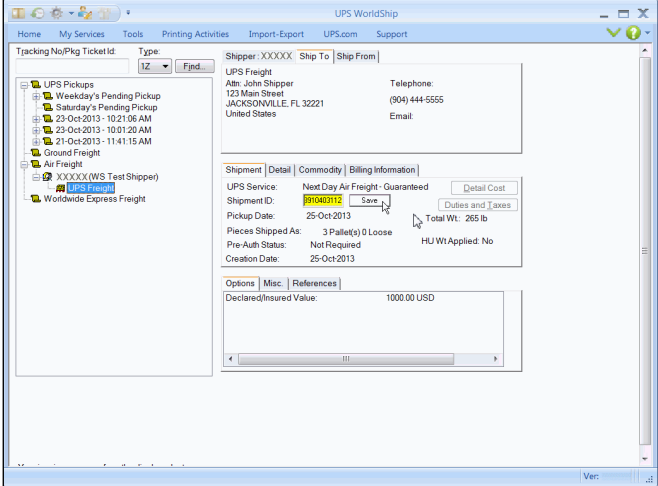
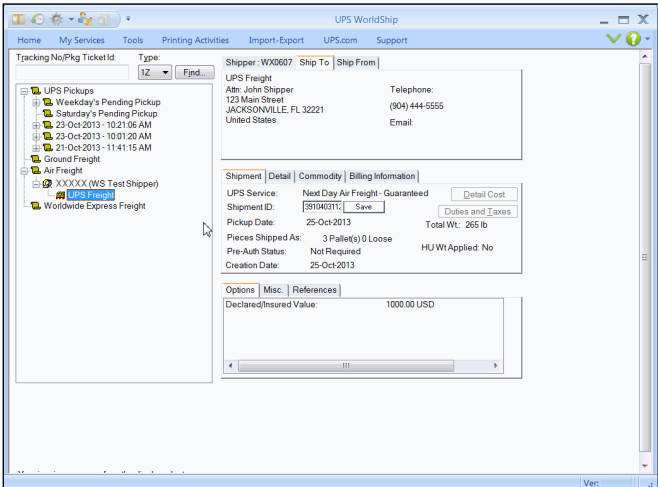


View Shipment History for an Air Freight Shipment

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

Step	Window (if available)
<p>1. On the Home tab, select History or press the F3 key on the keyboard.</p>	
<p>2. The Shipment History window shows the shipment under Air Freight.</p> <ul style="list-style-type: none">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 <i>Add Air Freight Commodities using Commodities Editor Step 1</i>.	



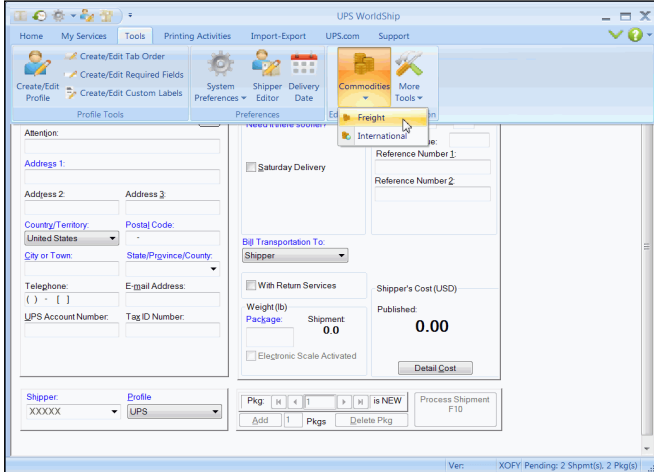
Step	Window (if available)
<p>3. If you did not type the Shipment ID number in the Shipment ID Number window (see step 21 in the process procedure), the number is not shown in parenthesis.</p> <ul style="list-style-type: none">• Get the number from your UPS driver.• Type the number in the Shipment ID box on the Shipment tab.• Click Save.	 <p>The screenshot shows the UPS WorldShip application window. On the left is a tree view with 'UPS Freight' selected. The main area has several tabs: 'Shipment', 'Detail', 'Commodity', and 'Billing Information'. The 'Shipment' tab is active, showing fields for 'UPS Service' (Next Day Air Freight - Guaranteed), 'Shipment ID' (910463112), 'Pickup Date' (25-Oct-2013), and 'Declared/Insured Value' (1000.00 USD). The 'Shipment ID' field is highlighted in yellow.</p>
<p>The information for the Air Freight shipment appears on various tabs on the right side of this window.</p>	 <p>This screenshot is similar to the previous one, but the 'Shipment ID' field now contains the value '87948377'. The 'Shipment ID' field is highlighted in yellow.</p>



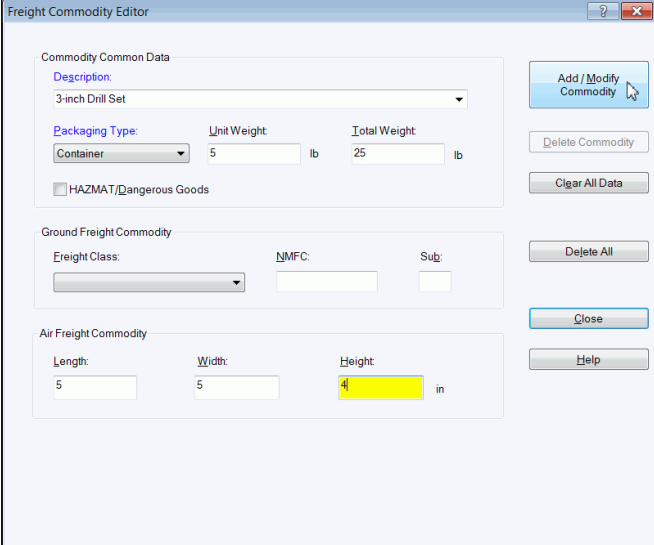
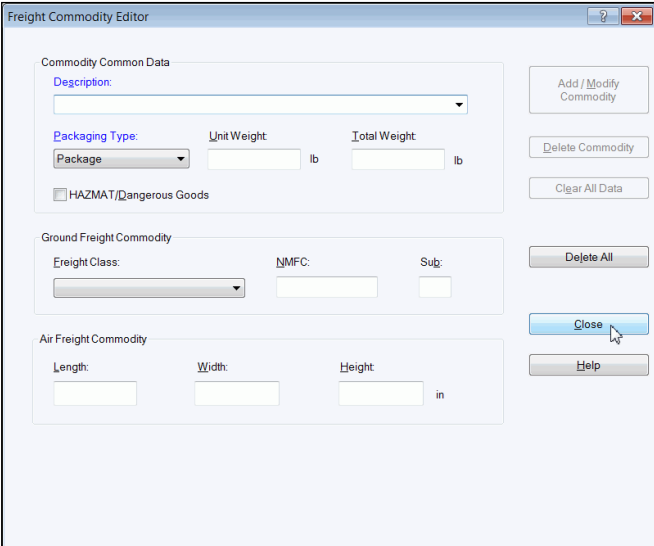
Add Air Freight Commodities using Commodity Editor

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 .	 The screenshot shows the UPS WorldShip application window. The 'Tools' menu is open, and the 'Commodities' option is selected, which has opened a sub-menu where the 'Freight' option is highlighted. The main window displays various shipping details forms, including address fields, telephone, and shipment weight/cost information. The 'Shipper' is set to 'UPS' and the 'Package' weight is '0.0'.



Step	Window (if available)
<p>2. The Freight Commodity Editor window appears.</p> <p>Under Commodity Common Data:</p> <ol style="list-style-type: none">In the Description box, type a description of the commodity or click the down arrow and select an existing description for the commodity.In the Packaging Type box, click the down arrow and select an existing packaging type for the commodity.In the Unit Weight box, type the weight for the commodity.In the Total Weight box, type the total weight for the commodity.Select the HAZMAT/Dangerous Goods check box if the commodity is classified as a HAZMAT/Dangerous Good. <p>Under Air Freight Commodity:</p> <ol style="list-style-type: none">In the Length box, type the largest dimension.In the Width box, type the second largest dimension.In the Height box, type the third largest dimension.Click Add/Modify Commodity.	 <p>The screenshot shows the 'Freight Commodity Editor' window. Under 'Commodity Common Data', the 'Description' is '3-inch Drill Set', 'Packaging Type' is 'Container', 'Unit Weight' is 5 lb, and 'Total Weight' is 25 lb. The 'HAZMAT/Dangerous Goods' checkbox is unchecked. Under 'Ground Freight Commodity', 'Freight Class', 'NMFC', and 'Subj.' are empty. Under 'Air Freight Commodity', 'Length' is 5, 'Width' is 5, and 'Height' is 4 in. Buttons on the right include 'Add / Modify Commodity', 'Delete Commodity', 'Clear All Data', 'Delete All', 'Close', and 'Help'.</p>
<p>3. A blank Freight Commodity Editor window appears.</p> <ul style="list-style-type: none">Repeat step 2 as needed.Click Close.	 <p>The screenshot shows the 'Freight Commodity Editor' window with all input fields blank. The 'Description' dropdown is open. The 'Add / Modify Commodity' button is highlighted with a mouse cursor. Other buttons include 'Delete Commodity', 'Clear All Data', 'Delete All', 'Close', and 'Help'.</p>