

**Note:** Use this procedure only for a shipment to a single destination where the packages are identical (that is, the service level, package options, and so on are the same).

## To process a multi-piece 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>	Image: State Province       UPS WorldShip         Home: My Service:       Tools       Printing Activities       Import-Export       UPS.com       Support         Image: Support       Options       Detail       Reference       Package	
2. On the Service tab:	UPS WorldShip	- = X V 0 -
<ul> <li>Click the down arrow in the UPS Service box and select a service.</li> <li>Click the down arrow in the Package Type box and select a type.</li> <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>Note: Do not type a weight in the Package Weight box. If you do type a weight in this box, you will not be able to continue this procedure.</li> <li>Click the Options tab.</li> </ul>	Home       My Services       Tools       Printing Activities       Import-Export       UPS.com       Support         Ship From       Distribution       Import-Export       UPS.com       Support         Customer       Import-Export       Package       Import-Export       Package       Shipper's Cost (USD)       Package       Package       Package       Package       Package       Shipper's Cost (USD)       Package       Package <td< td=""><td>E E</td></td<>	E E

## Process a Multi-Piece Shipment



<ul> <li>3. The Options tab shows the available shipment and package options.</li> <li>Select the check boxes for the desired shipment and package options and complete any required information for each option.</li> <li>Note: The package options that you specify now will apply to all the packages in the shipment.</li> <li>Click the Reference tab.</li> </ul>	Were       Ver
<ul> <li>4. The Reference tab appears.</li> <li>Type any applicable reference numbers.</li> <li>On the Home tab, select Multi-piece Shipment or press the F9 key on the keyboard.</li> </ul>	Image: State Provide Ship (Service)       UPS WorldShip (Service)         Home       My Services       Tools       Printing Activities       Import-Export       UPS.com       Support         Image: Service Shipment       Repeat       Undo       Void       Track       Addresses       End of Day       Prickup       Messaging         Navigate       Shipment       Repeat       Undo       Void       Track       Addresses       End of Day       Prickup       Messaging         Navigate       Shipment       Shipment       Addresses       End of Day       Prickup       Messaging         Coutomer (C)       Opdate Address Book       Reference Number 1       Use on all packages       Reference Number 2       Use on all packages         Address 1       Honview Road       Address 2       Pointal Code       Reference Number 2       Use on all packages         Reference Number 2       Use on all packages       Prickups       Reference Number 5       Use on all packages         Reference Number 5       Use on all packages       Prickups       Reference Number 5       Use on all packages         Reference Number 5       Use on all packages       Prickups       Reference Number 5       Use on all packages         PS Account Number       Tagli D Number       Tagli D Nu



5. The Multi-piece Shipment window appears.

Type the number of packages in the shipment in the Total Number of Packages box and select a package weight option, as follows:

- If you know the combined weight of all packages in the shipment, select Enter Total Shipment Weight and then type the combined weight (in pounds) in the lb box.
- To apply Hundredweight pricing to the shipment, select the Hundredweight Pricing Applied check box. You should only select this check box if you have knowledge of Hundredweight pricing.

## Notes:

This check box is active only if you have a contract for Hundredweight.
If you select this check box, you cannot edit, add, or delete packages for the Hundredweight shipment; you can only void the Hundredweight shipment.

- If you do not know the combined weight of all the packages in the shipment or if you want to enter the package weight for each individual package, select Enter Package Weights on Shipping Window.
- Click the OK button.

Multi-piece Shipment	×			
Package Weight Options				
Total Number of <u>P</u> ackages: 5				
Enter Total Shipment Weight				
(All packages must have the same weight and dimensions)				
Hundredweight Pricing <u>Applied</u>				
(Shipment will not be aggregated at End of Day)				
Enter Package Weights on Shipping Window				
OK Cancel Help				
Multi niges Chinment				
Multi-piece Shipment	×			
Package Weight Options	×			
	×			
Package Weight Options	×			
Package Weight Options Total Number of Packages: 5	×			
Package Weight Options Total Number of Packages: 5  Enter Total Shipment Weight (All packages must have the same	×			
Package Weight Options Total Number of Packages: 5  Enter Total Shipment Weight (All packages must have the same weight and dimensions)	×			
Package Weight Options Total Number of Packages: 5  Enter Total Shipment Weight (All packages must have the same weight and dimensions) Hundredweight Pricing Applied	×			
Package Weight Options Total Number of Packages: 5  Enter Total Shipment Weight (All packages must have the same weight and dimensions) Hundredweight Pricing Applied (Shipment will not be aggregated at End of Day)	×			

WorldShip<sup>®</sup> Process a Multi-Piece Shipment



6	The Deference tab diaplays	UPS WorldShip	- D X
6.	The Reference tab displays.	Home My Services Tools Printing Activities Import-Export UPS.com Support	V0-
	Select the Service tab.	Ship To       Distribution         Curtomer (2)       IV Update Address Book         Company or Name       Residegial         XYZ Company       Image: Company or Name         Asterion       Reference Number 1:         Asterion       Image: Company or Name         Address 1:       4311 Highview Road         Address 2:       Address 3:         Country/Territory       Postal Code:         United States       21093         Cy orw       State/Pointer/Country         ULTHERVILLE TIMONII, MD       MD         Telephone:       Email Address:         ()       1         UPS Account Number:       Tag ID Number:	
		Shipper:         Profile           XXXXX         UPS             Pkg:         It           It         Pkg:           It         Pkg:           Modify Shipmet         F10             Ver:         XOFV Pending: 2 Shipmet(s)	;), 2 Pkg(s)
7.	On the Service tab:	UPS WorldShip	
	<ul><li>If you selected Enter Total Shipment Weight in the Multi-piece Shipment window, note the following:</li><li>The Reference Number appears if you</li></ul>	Home         My Services         Tools         Printing Activities         Import-Export         UPScom         Support           Ship Ton         Dishbidion	
	typed numbers on the Reference tab.	Address 1: Delivery Date: Unavailable Reference Number 1: 1245678998976543212345677 4311 Highview Road Reference Number 2: Re	
	• WorldShip divides the total weight by the total number of packages and displays the average package weight in the Package Weight box. This box becomes read-only if you selected the Hundredweight Pricing Applied check box in the Multi-piece Shipment window.	Country/Territory     Postal Code:       United States     2103-       City or Town:     State/Province/Country       UITHERVILLE TIMONIL     MO       Teleghone:     Empail Address:       UPS Account Number:     Tag ID Number:       UPS Account Number:     Tag ID Number:       UBegtonic Scale Activated     Detail Cost	H
	• The total shipper's cost appears under Shipper's Cost, and the message "Hundredweight Applied" appears below the Shipper's Cost if you selected the Hundredweight Pricing Applied check box in the Multi-piece Shipment window.	Shipper     Politic       XXXXX     UPS       Pig     I       Pkgs     Delete Pkg         Ver     XOPY Pending: 2 Shipmet(s)	), 2 Pkg(s)



<ul> <li>If you selected Enter Package Weights on Shipping Window in the Multi-piece Shipment window, note or do the following on the Service tab:</li> <li>The Reference Number appears if you typed numbers on the Reference tab.</li> <li>Using the Shipment Navigation Bar to move between packages, type the package weight for each package. You can either type the weight for each package in the Weight box or use the scale to enter the weight for each package. As you type or edit each weight or weigh a package using the scale, WorldShip recalculates and displays the total shipment weight and shipper's cost.</li> <li>When you have finished, click the Process Shipment F10 button.</li> </ul>	UPS WorldShip         Home       My Services         Tots       Printing Activities       Import-Export       UPS.com       Support         Ship Tot       Ship Fon       Declarged Values       Package       Package       Package       Tots         Ship Tot       Service       Declarged Values       Import-Export       Package       Import-Package       Package       Import-Package       Import-Package
<ol> <li>A blank Shipping window appears.</li> <li>On the Home tab, select History or press the F3 key on the keyboard.</li> </ol>	Horn       My Services       Tools       Printing Activities       Import-Export       UPS WorldShip         Horn       My Services       Tools       Printing Activities       Import-Export       UPS com       Support         Item       Multi-piece Shipment       Repeat       Undo       Void       Track       Addresses       End of       Pickup       Messaging         Narrigate       Shipment Activities       Track       Manage Addresses       End of Day       Pickup       Messaging         Narrigate       Shipment Activities       Track       Manage Addresses       End of Day       Pickup       Messaging         Company or Name       Residegial       Information       Center       Messages       Messages         Company or Name       Residegial       Package       Package       Package       Package       Package       Package       Information       Information       Messages         Company or Name       Residegial       Package       Package       Package       Package       Package       Package       Information



