

How to ship via UPS CampusShip

2014



The screenshot shows the UPS CampusShip web application. At the top left is the UPS logo. The main header area contains the text "UPS CampusShip™" and a background image of an airplane. Below the header, there are navigation tabs for "Shipping" and "Resources". A user greeting "Welcome, Katie Heckel | Logout" is visible, along with buttons for "Administration" and "My Settings".

The main content area is titled "Create A Shipment" and has two tabs: "Package" (selected) and "Freight". Under "Package", there is a section "Begin Your Shipment" with a "Help" link. Below this, a message states: "Please enter your shipping information below. Required fields are indicated with *." The form is divided into two numbered sections:

- 1 Where is this shipment going?**
 - Address Book:** A dropdown menu currently shows "Select One". A red arrow points to this dropdown from the text "Click on Enter New Address". To the right of the dropdown is the text "--- or enter a new address below".
 - Below the dropdown are three links: [Enter New Address](#), [External Address Book](#), and [Corporate Address Book](#).
- 2 Where is this shipment coming from?**
 - Ship From Address:** [Edit](#)
 UW Madison Direct Bill
 Katie Heckel
 21 N. Park St
 Room 6245
 Madison WI 53715
 Telephone: (262) 785-4909
 x7375
 - If the shipment is undeliverable return to :**
 - Contact:**
 - Return Address:**

Section 1

- Select an Address from your Address Book or Click on [Enter New Address](#)

Section 2

- Verify the Ship From Address and contact information

Section 3

- Select the Number of Packages
- Select the Yes/No answer about the values
- Choose the Package Type
 - If using your own box or shipping Ground, choose **Other Packaging**
- If you would like UPS to insure your package, enter in the value

Section 4

- Select Service
- Check any additional services

3 What are you shipping?

Number of Packages: **Use the same values for all packages?**

Packaging Type:

Weight: lb
Tenths of a lb allowed for Letter

Package Declared Value: USD

Note: Additional shipping fees may apply based on declared value.

4 How would you like to ship?

Service: [Compare Service Options](#)

Do you need [additional services?](#)

	Fee?
<input type="checkbox"/> Send E-mail Notifications	Free
<input type="checkbox"/> Receive Confirmation of Delivery	Yes
<input type="checkbox"/> Deliver Without Signature	Yes
<input type="checkbox"/> Deliver On Saturday	Yes
<input type="checkbox"/> C.O.D.	Yes
<input type="checkbox"/> Dry Ice	Yes
<input type="checkbox"/> Offset the climate impact of this shipment (UPS carbon neutral)	Yes

Some services may require extra information. You will be able to enter the required information on the next page.

Section 5

- Enter the funding number that you would like to be charged for this shipment in the Fund to be Charged field

Section 6

- Use the drop down to select how you would like to pay for the shipment.

5 Would you like to add reference numbers to this shipment?

UPS gives you the option to track your shipments using [references](#) that you define.

Default fund
123456 101 4 ◆

Fund to be charged
◆

none
◆

[Add a bar code for Default fund to my Shipping label](#)

6 How would you like to pay?

Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with ◆.



Bill Shipping Charges to: ◆
2RW337 - UW Madison Direct Bill ▼ ◆

Section 7

- Select a Pickup Option
 - **Smart PU: Driver will PU at your scheduled Pickup Time**
 - **UPS On-Call Pickup: You can state which time/day the driver picks up the package (Additional \$6 charge)**
 - **Find a drop-off location: Find the nearest Drop Box and the box pickup time**
- Click Next
- Review your Shipment Details
- Click on Ship Now

7 Would you like to schedule a pickup?

UPS Account 2RW337 is a Smart Pickup Account


Smart Pickup Status:
A [Smart Pickup](#)  has not been requested for this [UPS Account's pickup location](#)  for Tuesday, 11/16/2010.

Select an Option: ♦

Request a Smart Pickup.
If submitted before 4:00 PM on Tuesday, 11/16/2010, a UPS driver will make a pickup at this UPS Account's pickup location Tuesday, 11/16/2010.

UW MADISON DIRECT
BILL
21 N PARK ST
MADISON, WI 53715
US

Your Ship From Address will be updated to match your UPS Account's Pickup Address for this shipment. We will pickup your shipment at the address shown at left.

Schedule a [UPS On-Call Pickup](#)  - An additional fee may apply

Find a UPS drop-off location near you

Review Shipping details, including price, before completing this shipment

[Start Over](#) [Next »](#)

Shipment Confirmation

Thank you. Your shipment has been processed.

We have received your shipping details and processed your payment. If you need to **print shipping labels**, **print a receipt**, or **print a return label**, follow the steps below.

Tracking Number:	1Z2RW3370394809272
Smart Pickup Status:	A pickup will occur for this UPS Account's pickup location on Tuesday, 11/16/2010
Pickup Request Number:	GP2B10I8C8P
Service:	UPS Ground Service
Guaranteed By:	End of Day Wednesday, 11/17/2010
Bill Shipping Charges to:	Shipper's Account 2RW337
Negotiated Total:	4.30 USD

Print Shipping Documents

- Select if you would like the label AND the receipt to print or just the label. Check the appropriate box and click on Print

Print Shipping Documents

Select the items to print below. To print selected items select **Print**.

Label:

Label

Print labels using my UPS thermal Printer?

Print label instructions on?

(International shipments, or shipments requiring a signature or special instructions, will always print label instructions regardless of this setting.)

Receipt:

Receipt

Print receipt using my UPS Thermal Printer?

Print