University of Wisconsin

UPS/UW Generic Login Instructions

March 2014
Beginning March 6 2007, a new and enhanced online shipping tool for occasional UPS users will be available for approved UW Madison users. An instructional guide for the easy to use system will be available within the 23 drop boxes on campus, and through the Purchasing Resources section of the Services tab in My UW.

As a result, in the coming months UPS air shipping documents will no longer be available at any UPS drop boxes located on the UW campus.

This system will not act as a replacement for shippers already using UPS CampusShip, Internet Shipping, or WorldShip.
Logging In – Enter Company ID

Enter Company ID: uwmadison
Logging In – Enter User ID & Password

Enter User ID: “uwmad”

Enter Password: “bucky”
Main Menu

Choose Ship Tab to Create Shipments

Check this page for Announcements and New Information

UW Madison - UPS Shipping Portal

Process a Shipment: Select the Ship Tab above to begin shipping.

Packages: After you have produced an airbill (Next Day Air, 2 Day Air, 3 Day Select, International), you can drop off your air package at any UPS letter box, regular UPS pickup location, or give it to any UPS driver. Please note: Shipments sent via UPS Ground service cannot be dropped off in UPS letter boxes.

Supplies: Supplies are available at all UPS letter box locations and can be obtained by calling 1-800-PICK-UPS.

Billing: Shipping labels that are not used or given to UPS will not be charged to your credit card.

For step by step instructions on how to create shipments [Click Here]
Entering Shipment Information

Enter Ship-From Information: Dept. name, your name, address, (phone / email optional)

Notification Emails: Send optional emails to notify others of shipment and/or delivery

Enter Credit Card Information

Enter Ship-To Information: Recipient name, address (phone / email optional)

Enter Package Information

Choose “Continue” to Select Service Level

Choose “Continue” to Select Service Level

Enter Ship-From Information: Dept. name, your name, address, (phone / email optional)

Notification Emails: Send optional emails to notify others of shipment and/or delivery

Enter Credit Card Information

Enter Ship-To Information: Recipient name, address (phone / email optional)

Enter Package Information

Choose “Continue” to Select Service Level
Select Service Level

Select Desired Service Level

Choose “Continue” to Create the Shipping Label
Sample Shipping Label with Instructions

Your Label will open in a new window

UPS ICVS: View/Print Label

1. **Print the label(s):** Select the Print button on the print dialog box that appears. Note: If your browser does not support this function select Print from the File menu to print the label.

2. **Fold the printed label at the dotted line.** Place the label in a UPS Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label.

3. **GETTING YOUR SHIPMENT TO UPS**
   - **Customers without a Daily Pickup**
     - Schedule a same day or future date Pickup to have a UPS driver pickup all of your Internet Shipping packages.
     - Hand the package to any UPS driver in your area.
Shipment Confirmation—PRINT AND KEEP!

If you do not see your shipping label, choose “click here” to regenerate.

Choose “View Receipt” to see and / or print your shipping receipt.
# Shipment Receipt

**Print and Keep for Reconciliation of Credit Card Invoice**

## ICVS Shipment Receipt

**Transaction Date**: Monday, February 26, 2007

**Address Information**

<table>
<thead>
<tr>
<th>Ship To</th>
<th>Shipper</th>
<th>Ship From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Smith</td>
<td>John Smith</td>
<td>UW Department</td>
</tr>
<tr>
<td>ABC Company</td>
<td>UW Department</td>
<td>123 University Ave</td>
</tr>
<tr>
<td>789 Main St</td>
<td>123 University Ave</td>
<td>Madison, WI 53706</td>
</tr>
<tr>
<td>Beverly Hills, CA 90210</td>
<td>Madison, WI 53706</td>
<td>US</td>
</tr>
</tbody>
</table>

**US**

## Shipment Information

**Service**: Ground

**Shipping**: .............................. *$3.68

## Package Information

**Package 1 of 1**

<table>
<thead>
<tr>
<th>Tracking Number</th>
<th>Package Type</th>
<th>Actual Weight</th>
<th>Billable Weight</th>
<th>Insured Value Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1Z3F10Y40397994629</td>
<td>Customer Supplied</td>
<td>1</td>
<td>1</td>
<td>0.00</td>
</tr>
</tbody>
</table>

## Billing Information

**Payment of Transportation**: Pre-paid Bill Credit Card: XXXXXXXXXXXX1003

**Total**: All Currencies In USD .............................. **$3.58

**Note**: The displayed rate is for reference purposes and does not include applicable taxes.

* For delivery and guarantee information, see the UPS Service Guide. To speak to a customer service representative, call 1-800-PICK-UPS for domestic services and 1-800-782-7892 for international services.

**Rate includes a fuel surcharge.**

**Responsibility for Loss or Damage**

Unless a greater value is recorded in the insured value field as appropriate for the UPS shipping system used, the shipper agrees that the released value of each package covered by this receipt is no greater than $100, which is a reasonable estimate of the value of the contents and is also the maximum liability assumed by the shipper.
Questions?

Please contact one of the following UPS Resources:

UPS Shipping Support –
upsshippingsupport@ups.com

Dyann DeLaat – Account Manager
dmdelaat@ups.com