

# University of Wisconsin

## UPS/UW Generic Login Instructions



March 2014



# UPS Shipping System-General Logon

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



ups

ICVS

Home | [UPS-PSI](#)

### Company Log In

**Log In**

Required fields are shown in bold.

**Company ID:**

[Continue](#) →

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# Logging In – Enter User ID & Password

Enter User ID:

“uwmad”

Enter

Password:

“bucky”

ups

ICVS

Home | UPS-PSI

Please Log In

Please Log In

Required fields are shown in bold.

**User ID**  
uwmad

**Password**  
\*\*\*\*\*

Continue →

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# Main Menu

The screenshot shows the main menu of the UPS-PSI ICVS portal. The top navigation bar includes the UPS logo, the text 'UPS-PSI', and the 'ICVS' logo. Below this is a secondary navigation bar with tabs for 'Main', 'Ship', 'Admin', and 'Help'. The 'Ship' tab is highlighted with a red arrow. Under the 'Main' tab, there is a link for 'Announcements' with a red arrow pointing to it. The main content area displays a 'Welcome, UW Madison | Log Out' message and an 'Announcements' section. The announcements include instructions on how to process a shipment, information about packages, and a note about billing for shipping labels. A link for step-by-step instructions is also provided.

Home | UPS-PSI

Main Ship Admin Help

→ Announcements

Welcome, UW Madison | [Log Out](#)

### Announcements

**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](#)

Choose Ship Tab to Create Shipments

Check this page for Announcements and New Information

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# Entering Shipment Information

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

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

The screenshot shows a web application interface for creating a shipment. At the top, there are navigation tabs: 'Main', 'Ship', 'Admin', and 'Help'. Below the tabs is a header area with 'Welcome, UW Madison' and a 'Log Out' link. The main content area is titled 'Create A Shipment' and contains three columns of form fields:

- Ship-From Information:** Department Name, Name, Address Line 1, Address Line 2, Address Line 3, City, State, Zip, Country (United States), Phone, E-Mail, and checkboxes for Ship Notification and Delivery Notification.
- Ship-To Information:** Name, Attention, Address Line 1, Address Line 2, Address Line 3, City, State, Zip Code, Country (United States), Phone, Email, and checkboxes for Residential Address and Ship Notification.
- Shipment Information:** Saturday Delivery checkbox, Bill Shipping Charges To (Credit Card), Card Type (Please Select), Card Number, Expiration (MMYYYY), Packaging (Customer Supplied), Weight (LBS), Length, Width, Height (in), and Remarks.

At the bottom right, there are 'Reset' and 'Continue' buttons. The 'Continue' button has a right-pointing arrow.

Enter Credit Card Information

Enter Package Information

Choose "Continue" to Select Service Level

# Select Service Level

ups ICVS

Home | UPS-PSI

Main Ship Admin Help

→ Create A Shipment

Welcome, UW Madison | [Log Out](#)

### Shipment Confirmation

Please Select A Service

Service Level	Guaranteed Delivery Date	Latest Delivery Time	Charge
<input type="radio"/> Next Day Air Early AM	Tuesday 02/27/2007	8:30 A.M.	\$64.20
<input type="radio"/> Next Day Air	Tuesday 02/27/2007	10:30 A.M.	\$14.18
<input type="radio"/> Next Day Air Saver	Tuesday 02/27/2007	3:00 P.M.	\$11.66
<input type="radio"/> 2nd Day Air AM	Wednesday 02/28/2007	10:30 A.M.	\$14.59
<input type="radio"/> 2nd Day Air	Wednesday 02/28/2007	End Of Day	\$7.96
<input type="radio"/> 3-Day Select	Thursday 03/01/2007	End Of Day	\$8.45
<input checked="" type="radio"/> Ground	Friday 03/02/2007	End Of Day	\$3.58

[← Edit Shipment](#) [Continue →](#)

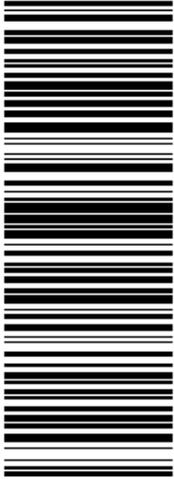
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Select  
Desired  
Service  
Level

Choose "Continue" to  
Create the Shipping  
Label

# Sample Shipping Label with Instructions

Your Label  
will open  
in a new  
window

<p>1 OF 1</p> <p>1 LBS DWTBAAA</p> <p>JOHNS SMITH 100 DEPAUL DRIVE 123 UNIVERSITY AVE MADISON WI 53716</p> <p><b>SHIP TO:</b> JANE SMITH ABC COMPANY 789 MAIN ST BEVERLY HILLS CA 90210</p>	<p>CA 900 9-50</p>  	<p><b>UPS GROUND</b></p> <p>TRACKING #: 1Z 3F1 0Y4 03 9780 4829</p>  <p>BILLING: P/P</p>	 <p>TM</p> <p>© 2014 UPS 9505 2014 00106</p>
<p>FOLD HERE</p>			
<p><b>UPS ICVS: View/Print Label</b></p> <ol style="list-style-type: none"><li><b>Print the label(s):</b> 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.</li><li><b>Fold the printed label at the dotted line.</b> 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.</li><li><b>GETTING YOUR SHIPMENT TO UPS</b> <b>Customers without a Daily Pickup</b><ul style="list-style-type: none"><li>Schedule a same day or future day Pickup to have a UPS driver pickup all of your Internet Shipping packages.</li><li>Hand the package to any UPS driver in your area.</li></ul></li></ol>			

# Shipment Confirmation—**PRINT AND KEEP!**

ups ICVS

Home | UPS-PSI

Main Ship Admin Help

→ Create A Shipment

Welcome, UW Madison | [Log Out](#)

Shipment Successful

If your label does not display, please click here [click here.](#)

→ [Create New Shipment](#)

→ [View Receipt](#)

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

**Choose “View Receipt” to see and / or print your shipping receipt**

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# Shipment Receipt—**PRINT AND KEEP FOR RECONCILIATION OF CREDIT CARD INVOICE**

## ICVS Shipment Receipt

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

### Address Information

**Ship To:**

Jane Smith  
ABC Company  
789 Main St  
Beverly Hills, CA 90210  
US

**Shipper:**

John Smith  
UW Department  
123 University Ave  
Madison, WI 53706  
US

**Ship From:**

UW Department  
123 University Ave  
Madison, WI 53706  
US

### Shipment Information

**Service:** Ground

**Shipping:** ..... \*\*3.58

### Package Information

**Package 1 of 1**

Tracking Number: 1Z3F10Y40397804829  
Package Type: Customer Supplied  
Actual Weight: 1  
Billable Weight: 1

**Insured Value Amount:** 0.00 ..... 0.00

### 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 amount for the insured value of the package. UPS does not accept liability for loss or damage to contents of packages unless a greater value is recorded in the insured value field.

# Questions?

Please contact one of the following UPS Resources:

UPS Shipping Support –  
[upsshippingsupport@ups.com](mailto:upsshippingsupport@ups.com)

Dyann DeLaat – Account Manager  
[dmdelaat@ups.com](mailto:dmdelaat@ups.com)

