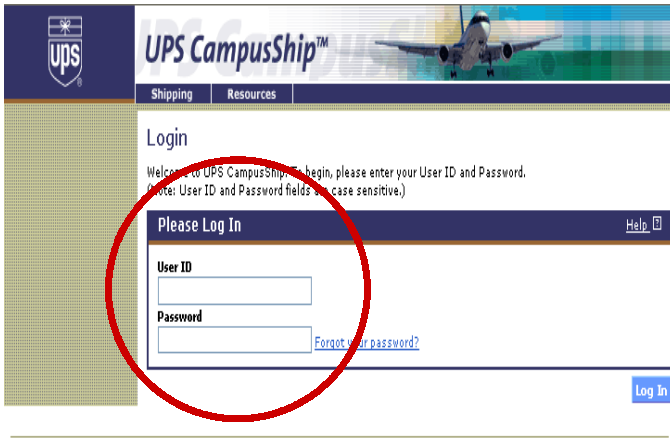




Quick Start Guide



1: Login

- Open Microsoft Internet Explorer
- Type in the following URL address:
<https://www.campusship.ups.com> [**Enter**]

Then click on “Campus Ship System”.

***To add the UPS CampusShip URL address to your Favorites, from the Internet Explorer menu, click on “Favorites” and then click “Add to Favorites”*

At the UPS Login Screen

- Type in your user name and click [**Tab**]
- Type your Password and click [**Enter**] or click the “Logon” button

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Shipping

Please enter your shipping information below. Required fields are shown in **bold**.

2. Ship

- Ship: Select recipient from Address Book, and enter:
- For New Customers click on “Enter New Address”

- Company Name
- Attention To
- Address (Address 2/3 can be Bldg. #, Floor, Suite #, etc.)
- City
- State
- Zip Code
- Country (Automatically defaults to U.S.)
- Phone Number & Extension

Shipping

Please enter your shipping information below.

- Ship From:
 - Automatically set
 - Can be altered for traveling users

2: Ship (continued)

Shipping

Please enter your shipping information below. Required fields are shown in **bold**.

Ship A Package [Help](#)

Address Information
Ship To: [Edit](#)
 UPS
 Mark Stolz
 1 Wembly Road
 NEW WINDSOR NY 12553
 Perform Detailed Address Validation

Shipper: [Edit](#)
 UPS Demo
 UPS Demo Company
 2010 Warsaw Road
 Roswell GA 30076

Ship From: [Edit](#)
 Roswell GA 30076

Payment Information
Bill To:
 UPS Account V69W42

Shipment Information
Service:
 UPS Next Day Air
Packaging: UPS Letter **Number of Packages:** 1
Package 1 Weight: (Not required for Letters)
 LBS
Cost Center: [Search](#)
 eeeee
Return Service:
 None Selected

[Additional Shipping Options](#) [Review Shipment](#) [Ship Now](#)

- Choose Shipping Service:
 - Ground
 - Air
 - International

***International shipments containing items other than documents require (3) copies of a commercial invoice. If you have any questions, please call 1-800-782-7892.*

Shipping

Please enter your shipping information below. Required fields are shown in **bold**.

Ship A Package [Help](#)

Address Information
Ship To: [Edit](#)
 UPS
 Mark Stolz
 1 Wembly Road
 NEW WINDSOR NY 12553
 Perform Detailed Address Validation

Shipper: [Edit](#)
 UPS Demo
 UPS Demo Company
 2010 Warsaw Road
 Roswell GA 30076

Ship From: [Edit](#)
 Roswell GA 30076

Payment Information
Bill To:
 UPS Account V69W42

Shipment Information
Service:
 UPS Next Day Air
Packaging: UPS Letter **Number of Packages:** 1
Package 1 Weight: (Not required for Letters)
 LBS
Cost Center: [Search](#)
 eeeee
Return Service:
 None Selected

[Additional Shipping Options](#) [Review Shipment](#) [Ship Now](#)

- Choose Package count:
 - 1- 5 packages can be processed at one time
- Reference 1 – Enter Account number to be charged.

Shipping

Please enter your shipping information below. Required fields are shown in **bold**.

Ship A Package [Help](#)

Address Information
Ship To: [Edit](#)
 UPS
 Mark Stolz
 1 Wembly Road
 NEW WINDSOR NY 12553
 Perform Detailed Address Validation

Shipper: [Edit](#)
 UPS Demo
 UPS Demo Company
 2010 Warsaw Road
 Roswell GA 30076

Ship From: [Edit](#)
 Roswell GA 30076

Payment Information
Bill To:
 UPS Account V69W42

Shipment Information
Service:
 UPS Next Day Air
Packaging: UPS Letter **Number of Packages:** 1
Package 1 Weight: (Not required for Letters)
 LBS
Cost Center: [Search](#)
 eeeee
Return Service:
 None Selected

[Additional Shipping Options](#) [Review Shipment](#) [Ship Now](#)

Return Label (Optional) :

This option allows you to create a return label that can be placed inside the envelope. Your customer can then give the envelope to a UPS Driver, Drop off location or leave it off at their own shipping dept.

UPS CampusShip™

Shipping Resources Administration My Settings

Welcome, UPS Demo | Logout

Shipping
 Please enter your shipping information below. Required fields are shown in **bold**.

Ship A Package [Help](#)

Address Information
Ship To: [Edit](#)
 My UPS Address Book
 Select One
 External Address Book
 Enter New Address

Shipper: [Edit](#)
 UPS Demo
 UPS Demo Company
 2010 Warsaw Road
 Roswell GA 30076

Ship From: [Edit](#)
 Roswell GA 30076

Payment Information
Bill To:
 UPS Account V69W42

Shipment Information
Service:
 UPS 2nd Day Air
Packaging: UPS Letter **Number of Packages:** 1
Package 1 Weight: (Not required for Letters)
 LBS
Cost Center: [Search](#)
 02200
Return Service:
 None Selected

[Additional Shipping Options](#) [Review Shipment](#) [Ship Now](#)

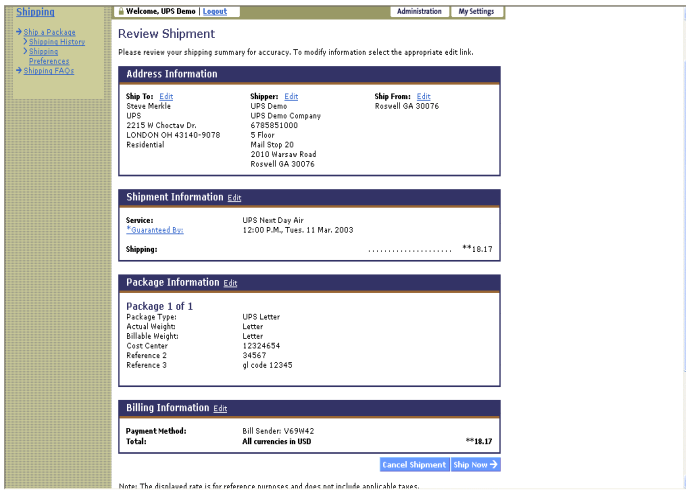
Company Support: 1-800-513-1019 CampusShip@ups.com

Shipping | Resources | My Settings

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Review Shipment Or Ship Now

- Review Shipment Option: Allows you to check for any errors in the shipment (See next page)
- Ship Now : Creates the Label



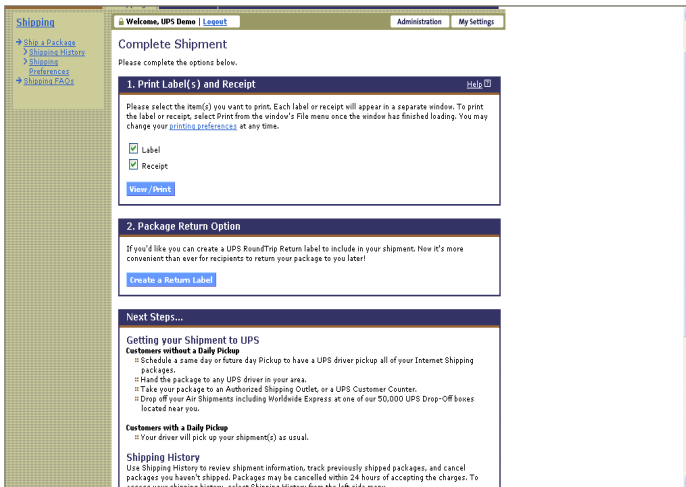
3: Review Shipment and Ship Now

Review Shipment Screen

- Is the Ship To information correct?
- Is the Ship From information correct?
- Are the Package Details correct?

**If any information is not correct, edit by clicking on the “Edit” button

**If all of the information is correct, click on the “Ship Now” button



Ship Now Screen

- Allows to print the label
- Creates a return label (Optional)



4: Print

- The UPS Shipping Label will appear on your screen
- Label options:
 - If using 8 1/2 x 11” paper:
 - Print to local Laser printer
 - Fold paper in half and insert into UPS pouch (Item#171604)
 - Peel backing from UPS pouch and apply to package
 - If using 8 1/2 x 11” thermal paper:
 - Insert thermal paper (Item#01774501) into Laser printer face down
 - Print
 - Peel thermal label and apply directly to package

Supplies: UPS supplies can be ordered by calling 1-800-PICK-UPS or by visiting www.ups.com

5: Additional Shipping Options

Additional Shipping Options

Required fields are shown in **bold**.

Address Information Help		
Ship To: Edit Hoosier Park Bonnie McDowell 4500 Dan Patch Circle ANDERSON, IN 460133162 <input checked="" type="checkbox"/> Perform Detailed Address Validation	Shipper: Edit UPS Demo Company UPS Demo 2010 Warsaw Road 5 Floor Mail Stop 20 Roswell, GA 30076	Ship From: Edit UPS Demo Company UPS Demo 2010 Warsaw Road 5 Floor Mail Stop 20 Roswell, GA 30076

Shipment Information	
Service: UPS Next Day Air	Calculate Delivery Time
# of Packages in Shipment 1	<input type="checkbox"/> Saturday Delivery
Ship Notification E-mail Addresses <input type="checkbox"/> <input type="text"/> <input type="checkbox"/> <input type="text"/>	Return Services: None Selected
E-mail Message <input type="text"/>	
If any notification is undeliverable, please e-mail: <input type="checkbox"/> <input type="text"/>	

Address Information

- Allows to edit “Ship To”
- Allows to edit “Shipper”
- Allows to edit “Ship From”
- Allows to turn on/off “Detailed Address Validation.”

Shipment Information

Allows to edit “Service”

- A link to Calculate service time
- Email notification with email message
- If email is not deliverable you can chose an alternate.

- **Saturday Delivery Option**

- Option will be accessible on Friday
- Call **1-800-PICK-UPS** to determine specific territories served and delivery time commitments.
- Apply orange UPS Saturday sticker



Package Information	
Package 1 of 1	
Packaging: UPS Letter	Dimensions (Your packaging only): Length: <input type="text"/> in./ Width: <input type="text"/> in./ Height: <input type="text"/> in.
Weight: (Not required for Letters) <input type="text"/> lb	Oversize: No
Cost Center: Search eeeee	<input type="checkbox"/> Additional Handling
Reference 2: Search 34567	
Reference 3: Search gl code 12345	

Package Information

- Allows to edit package type
- Can enter up to three reference numbers.
- Oversize option
- Additional Handling Option

Payment Method	
Select UPS Account Number for this shipment: V63W42 - UPS Demo Compa	
Select Payment Method:	
<input checked="" type="radio"/> Bill my UPS Account Number	
<input type="radio"/> Bill Receiver	
Receiver UPS Account Number: <input type="text"/>	Receiver Postal Code: <input type="text"/> Country: US
<input type="radio"/> Bill Third Party:	
Third Party UPS Account Number: <input type="text"/>	Third Party Postal Code: <input type="text"/> Country: US
Cancel Shipment Review Shipment Ship Now →	

Payment method

- Allows to select Payment Method.
 1. Bill to UPS Shipper #
 2. Bill to Receiver's Shipper #
 3. Bill to Third Party

6: Shipment History Voiding/Tracking

Shipping Resources

Welcome, Victoria Leyba | Logout My Settings

Shipping

→ Ship a Package
→ Shipping History
→ Shipping Preferences
→ Shipping FAQs

Quick Tip ?
To change your payment method and more, select Additional Shipping Options.

ONE company for air, ground & international.

Ship A Package Help

Please enter your shipping information below. Required fields are shown in bold.

Address Information

Ship To: My UPS Address Book
Select One
Corporate Address Book
External Address Book
Enter New Address

Shipper: Edit
Victoria Leyba
test
7105 Corporate Dr.
Plano TX 75024

Payment Information

Bill To:
UPS Account 74V460

Shipment Information

Service: Select Service

Packaging: Select Packaging

Package 1 Weight: (Not required for Letters)

Reference 1 Search
002-009-0855-003

Return Service: None Selected

Number of Packages: 1
Package 1 Insured Value: USD

Additional Shipping Options Review Shipment Ship Now →

Company Support: 800-669-6682 helpdesk@countrywide.com

Shipping | Resources | My Settings

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1. Select Shipping History located at the top left corner of the screen.

Shipping Resources

Welcome, Victoria Leyba | Logout My Settings

Shipping

→ Ship a Package
→ Shipping History
→ Shipping Preferences
→ Shipping FAQs

Quick Tip ?
To change your payment method and more, select Additional Shipping Options.

ONE company for air, ground & international.

Ship A Package Help

Please enter your shipping information below. Required fields are shown in bold.

Address Information

Ship To: My UPS Address Book
Select One
Corporate Address Book
External Address Book
Enter New Address

Shipper: Edit
Victoria Leyba
test
7105
Plano

Payment Information

Bill To:
UPS Account 74V460

Shipment Information

Service: Select Service

Packaging: Select Packaging

Number of Packages:

Microsoft Internet Explorer

By going to a new screen at this time you will lose all the data entered in the current screen. Select Cancel to remain in the current screen; select OK to go to a new screen.

OK Cancel

Additional Shipping Options Review Shipment Ship Now →

Company Support: 800-669-6682 helpdesk@countrywide.com

Shipping | Resources | My Settings

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2. You will receive a message stating that you will be leaving the shipping screen.

Click on "OK" to proceed to the Shipping History Screen

6: Shipment History Voiding/Tracking

Shipping History

Welcome, Victoria Leyba | [Logout](#) [My Settings](#)

Use Shipping History to review, track and void your previous shipments. You can also re-ship using the shipping information from a previous shipment. Any changes you make to how your Shipping History is displayed is automatically saved.

History Selections [Help](#)

[Change Shipping History View](#) [View Previous Release History](#)

Display Per Page:
25 Shipments

Show History For the Last:
7 Days

Previous Shipments [Help](#)

Please select a previous shipment to view.

Shipments 1 through 1 out of 1 in the last 7 Days

[Show Detail/Receipt](#) [Track](#) [Ship Again](#) [Void Shipment](#)

Shipped Date	Ship To Company Name	Service	Shipment Tracking #	Voided
14 Mar 2003	MBNA MTG SERV	UPS Next Day Air	1Z74V4600196709321	

Shipments 1 through 1 out of 1 in the last 7 Days

[Show Detail/Receipt](#) [Track](#) [Ship Again](#) [Void Shipment](#)

History Screen

Show Detail/Receipt

-Detailed information about the package that was shipped

Track

Allows to track the package selected without going to www.ups.com.

Ship Again

Allow to reprint the package label

Void Shipment

Allows to void the package. **NOTE: You have 24 hours to void the package.**