

UPS CampusShip[®]

User Guide for UPS Import ControlSM

How to Process a UPS Import Control Shipment

1. Log into UPS CampusShip www.campusship.ups.com

The screenshot shows the UPS CampusShip login page. At the top, there is a header with the UPS logo and the text 'UPS CampusShip®'. Below the header, there are navigation tabs for 'Shipping' and 'Resources'. The main content area is titled 'Login' and contains a welcome message: 'Welcome to UPS CampusShip. To begin, please enter your User ID and Password. Note: User ID and Password fields are case sensitive.' A green box with the number '1' is positioned to the left of the login form. The form itself is titled 'Please Log In' and includes fields for 'User ID:' and 'Password:'. There is a 'Remember Me' checkbox and a 'Forgot User ID or Password' link. At the bottom of the form, there is a language selection dropdown and a 'Log In' button.

2. Select: “Create an Import” on the left menu

3. Select an Address from your Address Book or Enter New Address from which the item will be exported

The screenshot shows the 'Create An Import Shipment' page in the UPS CampusShip system. The page title is 'Create An Import Shipment' and the sub-header is 'Create A UPS Import Control™ Shipment'. A green box with the number '2' highlights the 'Create an Import' option in the left-hand navigation menu. The main content area is titled 'Create An Import Shipment' and contains a form for entering import information. A green box with the number '3' highlights the 'Address Book' dropdown menu. The form includes a section for 'Where is this shipment coming from?' with an 'Address Book' dropdown menu. Below this, there are links for 'Enter New Address', 'External Address Book', and 'Corporate Address Book'. The second section is 'Where is this shipment going?' and contains fields for 'Import To:' (ABC Company, Demo 01, 2010 Warsaw, Roswell GA 30076, Telephone: 678-585-1733, x4325) and 'Importer Address:' (ABC Company, Demo 01, 2010 Warsaw, Roswell GA 30076, Telephone: 678-585-1733, x4325).

3 What are you shipping?

Description of Goods: **4**

Documents of No Commercial Value

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

Packaging Type:

Weight: lb

Package Dimensions:
 Length: x Width: x Height: in.

Large or Unusually Shaped Packages
 Large Package
 Additional Handling

Package Declared Value: USD

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

Merchandise Description:

- 4. Complete “What are you shipping” section:**
- Description of Goods**
 - Number of Packages**
 - Packaging Type**
 - Weight and Dimensions**
 - Declared Value**
 - Merchandise Description**

Complete “How would you like to ship” section:

- Choose the UPS Service level from the drop down menu**
- Select the desired Label Delivery Method (indicates how the exporter will receive the shipping labels)**
- Select Additional Services, as needed**
 - Send E-mail Notifications via UPS Quantum View Notify**
 - Commercial Invoice Removal**

4 How would you like to ship?

Service: **5**

Label Delivery Method: **6**

Do you need [additional services?](#) **7**

<input checked="" type="checkbox"/> Send E-mail Notifications	Free
<input checked="" type="checkbox"/> <input type="text" value="Commercial Invoice Removal"/>	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.

8. If Electronic Label was selected, enter the email address where the labels and instructions should be sent.

Create An Import Shipment

Enter Additional Import Control Information [Help](#)

Additional information is needed to complete your shipment. Required fields are indicated with ♦.

1 Electronic Label

Send Electronic Return Label (ERL) to:
 ♦

Electronic Label Memo:

Enter a message to include with the Electronic Return Label. Maximum {150} characters.

Notify me if there is a problem delivering the Electronic Return Label

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9. **UPS Quantum View Notify enables visibility regarding the status of the shipment. Select the desired notifications and up to 5 email address you wish to receive the notifications. A personal email message may also be included. When finished, select “Next”.**

2 E-mail Notifications [Remove This Option](#)

You can send any of the following [notifications](#) to up to five recipients.

E-mail:	Label Created:	In Transit:	Exception:	Delivery:
1 <input type="text" value="notify1@company.com"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 <input type="text" value="notify2@compay.net"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal E-mail Message:

(Maximum 150 characters)

Notify me if there is a problem delivering any of these e-mails.

[«Back](#) [Cancel Import](#) [Next»](#)

10. If desired, Enter Reference Numbers for ease of tracking or allocating cost for the shipment

11. Enter Payment Information

a. Bill Shipping Charges to: (transportation)

b. Bill Duties and Taxes to:

12. Click “Next”

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5 Would you like to add reference numbers to this shipment?
(optional)

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

Reference # 1

Reference # 2

Reference # 3

[Add a bar code for Reference # 1 to my Shipping label](#)

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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: [?](#)
123456 ♦

Bill Duties and Taxes to: [?](#)
123456 ♦

[Split Duty VAT](#)

Review Shipping details, including price, before completing this shipment
 Save As Shipping Ticket

[Start Over](#) [Next »](#)

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Create An Import Shipment

Review Your UPS Import ControlSM Details

[Help](#)

Please review your shipping information for accuracy. Select [Edit](#) to modify information.

1 Address Information

Import From: Edit	Import To: Edit	Importer Address: Edit
Advanced Dynamics Corp. LTD.	Test Receiver	Test Receiver
Pierre Langlois	Tester	Tester
1700 Marie Mctorin	55 Glenlake Pkwy	55 Glenlake Pkwy
ST BRUNO QC J3V6B9	ATLANTA GA 30328	ATLANTA GA 30328
Canada	United States	United States
Telephone:4506537220	Telephone:8005551212	Telephone:8005551212

2 Shipment Information

General Shipment Information [Edit](#)

Actual Weight: 5.0 lbs
Total Billable Weight: 5.0 lbs
Description of Goods : widgets

Package Information [Edit](#)

Weight	Dimensions / Packaging	Declared Value	Reference Numbers	Merchandise Description
1. 5.0 lbs	Other Packaging			widgets

3 UPS Shipping Service and Shipping Options [Edit](#)

Service:
UPS Express Saver
Label Delivery Method:
Electronic Label

Do you need it there sooner?

- UPS Express Saver currently selected
 UPS Express 4.44 USD more

[Update](#)

Do you wish to offset the climate impact of this shipment?

Select [Update](#) to include [UPS carbon neutral](#) [Show Fee](#)

[Update](#)

Shipping Fees Subtotal: 90.02 USD

[Show Shipping Fees Subtotal Details](#)

Additional Shipping Options:

Electronic Label [Edit](#) 1.00 USD
Email Electronic Return Label To: jdoe@ups.com
Email Electronic Label to:
Email Failure notification to: jsmith@ups.com

Commercial Invoice Removal [Cancel](#) 20.00 USD

Total Shipping Charges 111.02 USD

4 Payment Information [Edit](#)

Bill Return Shipping Charges To: Shipper's Account 123456
Bill Duties and Taxes To: Shipper's Account 123456

Total Charged: 111.02 USD

By selecting the Ship Now button, I agree to the [Terms and Conditions](#).

[Cancel Shipment](#)[Ship Now](#)

If the “Review Shipment Details” was selected, a page with the shipment details will appear with an option to edit the shipment information

13.If all the information is accurate, Select “Ship Now” to continue

Create An Import Shipment

Package

Select Export Forms

[Help](#)

You can complete the export forms online or let UPS help you decide which export forms you need by answering a few questions. You can also review your forms history and reuse previously completed forms for your current shipment.

Note: Once the invoice is completed, please print one copy for your files. Three copies of the invoice must be provided to UPS with the import control shipment.

- Partially complete selected export forms online.
- Complete selected export forms online
 - Commercial Invoice [View Sample](#) [Print Blank](#)
 - NAFTA Certificate of Origin [View Sample](#) [Print Blank](#)
- Let UPS suggest which export forms you should use
- Reuse forms from your forms history
- Ship now with no Export Documents or with documents you supply
 - Preview Shipment before Completing Shipment.

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[Back](#) [Next](#)

14.Import Control offers you the option of completing Export Forms such as a Commercial Invoice

Select the forms you would like to complete and click on “Next.”

Create An Import Shipment

Shipment Confirmation

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Thank you. Your UPS Import ControlSM shipment has been processed.

We have received your import shipping details. If you need to print a shipping label, or print a receipt, follow the steps below.

Tracking Number:	1Z2X97V98896184315
Service:	UPS Express Saver
Label Delivery Method:	Electronic Label
Bill Return Shipping Charges To:	Shipper's Account 123456
Bill Duties and Taxes To:	Shipper's Account 123456
Total Charged:	91.02 USD

Print UPS Import Control Shipping Documents

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

Receipt:

- Receipt

Print receipt using my UPS Thermal Printer?

[Print](#)

Void This Shipment or Past Shipments

To void this shipment, select the Void This Shipment button. You can review and void past shipments in your [shipping history](#).

[Void This Shipment](#)

What about my UPS Import Control shipping label?

With this label delivery method, UPS sends a import label via E-mail to the recipient you specify. The recipient prints the import label and attaches it to the package being imported. The import label recipient can schedule a pickup, or drop off the package at any UPS location.

Getting your Shipment to UPS

→ [Find UPS Drop-off Locations](#) - Leave your packages at any convenient location near you.

15.The Shipment Confirmation indicates your shipment is processed.