

UPS WorldShip™ 2009 Version 11.0

Process an International Shipment



To process an international shipment:

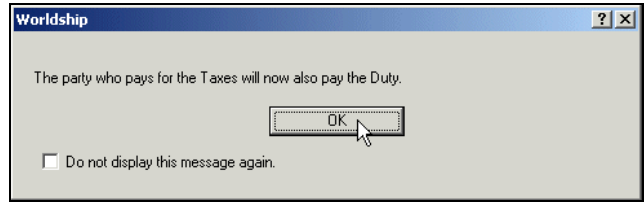
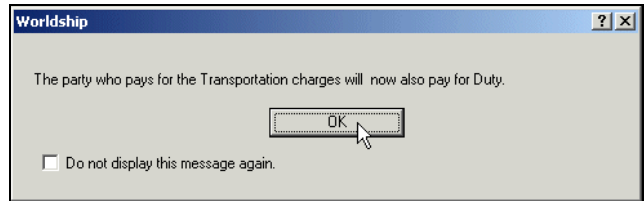
Step	Window (if available)
<p>1. On the Ship To tab in the Shipping window:</p> <ul style="list-style-type: none"> Type the name, address, and telephone number of the company or person that is to receive your shipment. <p>Note: Because WorldShip cannot validate all international addresses, be sure the City or Town and Postal Code boxes are correct to avoid an extended area surcharge.</p> <ul style="list-style-type: none"> Click the Service tab. 	
<p>2. The Service tab appears. On this tab:</p> <ul style="list-style-type: none"> Click the down arrow in the UPS Service box and select a service. Click the down arrow in the Package Type box and select a type. Type a description of the goods in the General Description of Goods box. Click the down arrow in the Bill Transportation To box and select who pays the transportation cost to ship the package, shipment, or movement. Click the down arrow in the Bill Duty and Tax To box and select who pays the duty and tax cost to ship the package, shipment, or movement. Select or clear the Split Duty and Tax check box to indicate who pays the duty cost to ship the package, shipment, or movement. 	

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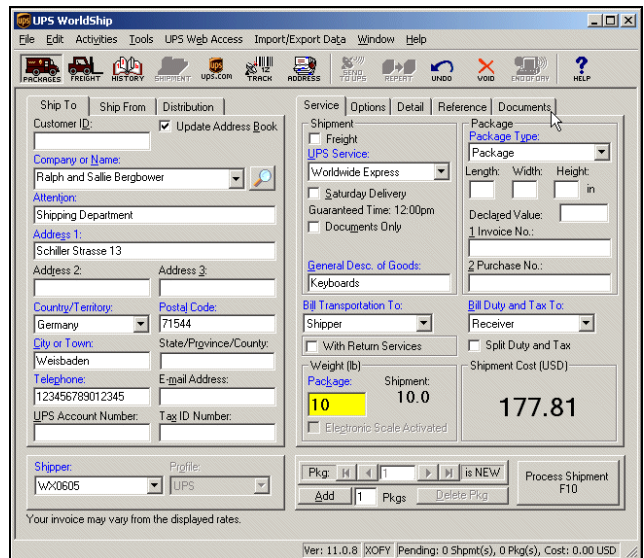
3. A message appears to clarify who is to pay the duty cost.

Click the OK button.



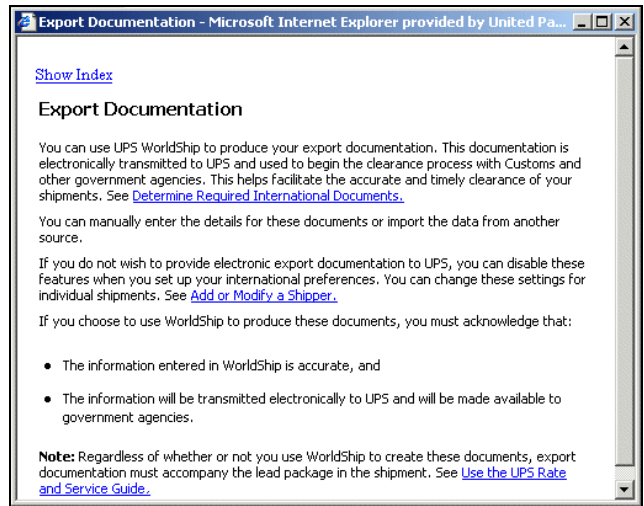
4. The Service tab appears.

- Type the weight of your package in the Package Weight box. The Shipment Cost appears in the lower right.
- Click the Documents tab.



5. If you are processing the first international shipment for a shipper, the Export Documentation help topic appears.

- Read the help as needed.
- Close the help.



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6. If you are processing the first international shipment for a shipper, the International Document Settings for Shipper xxxxxx appears.
 - Click the down arrow in the Invoice Setting box and select either Enable Invoice or Disable Invoice. If you select Enable Invoice, the Invoice Terms and Conditions window appears. Click the Accept button to continue.
 - Click the down arrows in the Currency and Country/Territory of Origin boxes and select the default values for this shipper.
 - Click the down arrow in the Customs Declaration Statement box and select a default Declaration Statement and type the number of Invoices to print for this shipper in the Number of Copies box.
 - Click the OK button.

International Document Settings For Shipper WX0605

This screen allows you to set default invoice preferences for shipper WX0605. These values can be modified on the Documents tab while processing a shipment, or by accessing the Shipper Editor from the Tools menu.

Invoice Setting
Choose to enable or disable the Invoice for your international shipments.
Invoice Setting: Enable Invoice

Currency and Country/Territory of Origin
Choose the default Currency and Country/Territory of Origin for this shipper or choose "(None)."
Currency: US dollar Country/Territory of Origin: United States

Additional Invoice Fields
Choose the Customs Declaration Statement and number of invoice copies to print for this shipper.
Customs Declaration Statement: Invoice Number of Copies: 3

I hereby certify that the information on this invoice is true and correct and the contents and value of this shipment is as stated above.

Save... Delete...

Invoice Terms and Conditions

I acknowledge that the data entered into WorldShip for international clearance purposes is true and correct and the contents and value will be as stated. This data will be transmitted to UPS and will be made available through paper and/or electronic means to government agencies to assess the appropriate Customs Duties and Taxes in accordance with local government laws.

I further acknowledge that incorrect or misstated information may result in shipment delays, fines and seizures of shipment contents.


Accept Decline

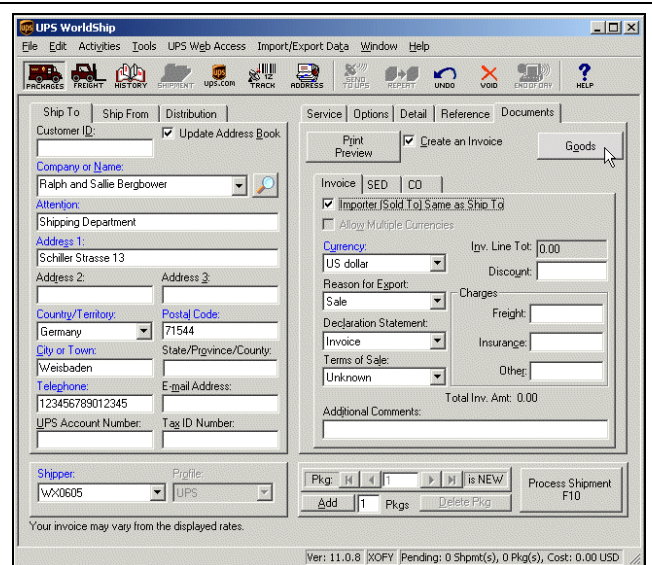
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7. The Documents tab appears. For each export document that you enabled on the International tab in the Shipper Editor, an export document subtab appears on the Documents tab.

Tip: If you want WorldShip to create an Invoice, but the Invoice subtab does not appear, select the Create an Invoice check box.

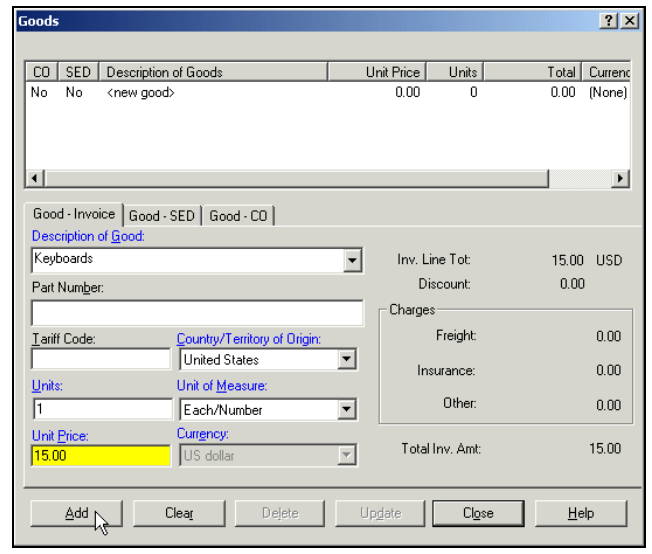
- For each subtab, click the subtab and complete the necessary fields on the subtab.
- Click the  button.



8. The Goods window appears. The top of this window lists the goods you have recorded so far for the current shipment. The bottom of this window contains tabs on which you enter detailed information about each good you want to ship. As with the Documents tab, an export document subtab appears for each export document that you enabled on the International tab in the Shipper Editor.

For each subtab:

- Click the subtab.
- Complete the necessary fields on the subtab.
- Click the Add button.



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9. The good is added to the list at the top of the window.
- Repeat step 8 for each additional good being shipped.
 - When you have added all the goods being shipped, click the Close button.

10. The Documents tab appears.

Click the  button.

11. A message may appear if a required field was not completed (see samples).

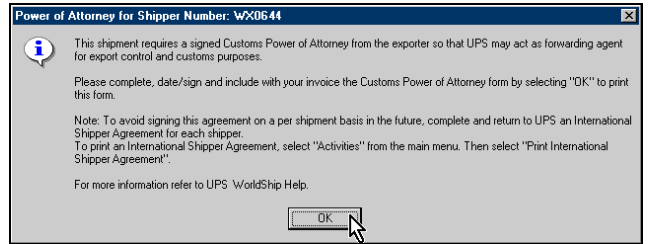
- Click the OK button.
- Complete the required field(s).
- Repeat step 10.

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12. If you do not have an International Shipper Agreement with UPS, the Power of Attorney window appears.

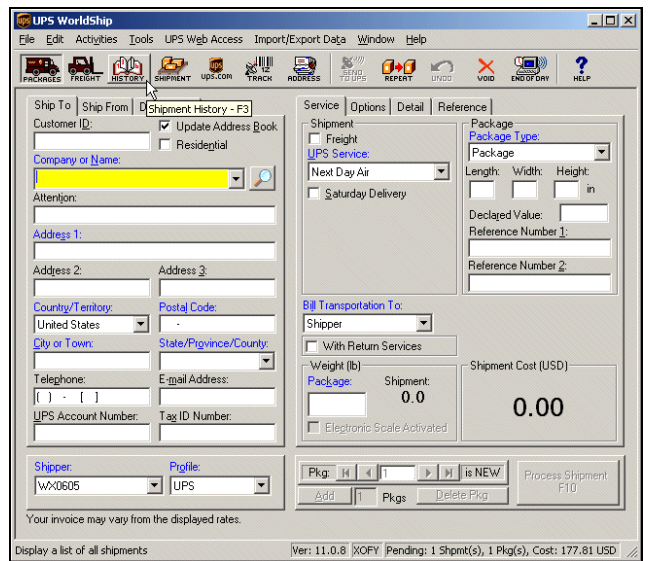
- Review the information.
- Click the OK button.



13. A blank Shipping window appears, and the package labels and export documents print.

Press the F3 key on the keyboard, click Shipment

History on the Window menu, or click the  button.



14. The Shipment History window shows the shipment under UPS Pickups.

