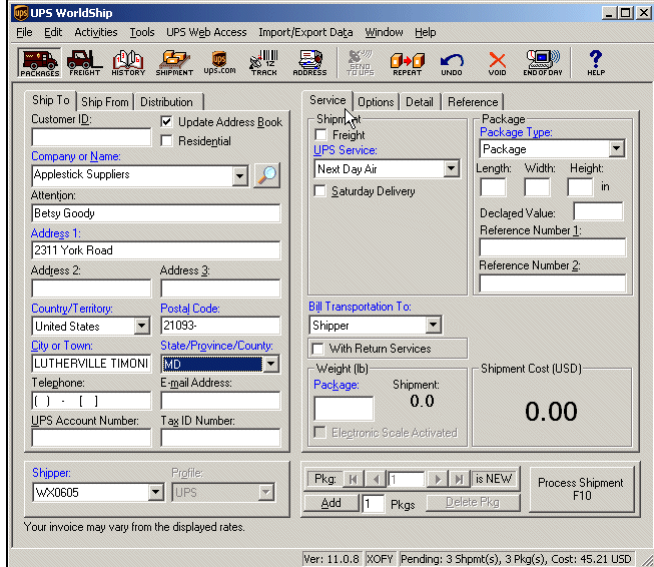
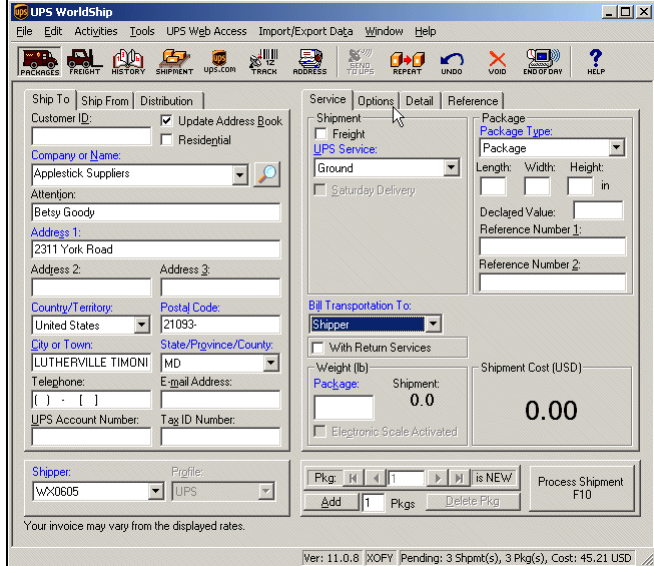


# UPS WorldShip™ 2009 Version 11.0 Process a Multi-Piece Shipment



**Note:** Use this procedure only for a shipment to a single destination where the packages are identical or the packages vary in weight only (that is, the service level, package options, and so on are the same).

## To process a multi-piece shipment:

Step	Window (if available)
<p>1. On the Ship To tab in the Shipping window:</p> <ul style="list-style-type: none"> <li>Type the address of the person or company where the shipment is to be delivered.</li> <li>Click the Service tab.</li> </ul>	
<p>2. The Service tab appears. Do the following:</p> <ul style="list-style-type: none"> <li>Click the down arrow in the UPS Service box and select a service.</li> <li>Click the down arrow in the Package Type box and select a type.</li> <li>Click the down arrow in the Bill Transportation To box and select who pays the transportation cost to ship the package, shipment, or movement.</li> </ul> <p><b>Note:</b> Do not type a weight in the Package Weight box. If you do type a weight in this box, you will not be able to continue this procedure.</p> <ul style="list-style-type: none"> <li>Click the Options tab.</li> </ul>	

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3. The Options tab shows the available shipment and package options.

- Select the check boxes for the desired shipment and package options and complete any required information for each option.

**Note:** The package options that you specify now will apply to all the packages in the shipment.

- Click the Reference tab.

The screenshot shows the 'Options' tab in the UPS WorldShip software. The 'Declared Value' option is checked under 'Package Options'. The 'Declared Value' field is set to 50 USD. The 'Total Cost' is 0.00 USD. The 'Reference' tab is also visible, but no reference numbers are entered.

4. The Reference tab appears.

- Type any applicable reference numbers.
- Press the F9 key on the keyboard, click Create Shipment on the Activities menu, or click the



The screenshot shows the 'Reference' tab in the UPS WorldShip software. The 'Reference Number 1' field is filled with 1234567890. The 'Create Shipment - F9' button is highlighted in the top menu bar. The 'Total Cost' is 45.21 USD.

# UPS WorldShip™ 2009 Version 11.0

## Process a Multi-Piece Shipment



### 5. The Create Shipment window appears.

Type the number of packages in the shipment in the Total Number of Packages box and select a package weight option, as follows:

- If you know the combined weight of all packages in the shipment, select Enter Total Shipment Weight and then type the combined weight (in pounds) in the lb box.
- To apply Hundredweight pricing to the shipment, select the Hundredweight Pricing Applied check box. You should only select this check box if you have knowledge of Hundredweight pricing.

**Note:** If you select the Hundredweight Pricing Applied check box, you cannot edit, add, or delete packages for the Hundredweight shipment; you can only void the Hundredweight shipment.

- If you do not know the combined weight of all the packages in the shipment or if you want to enter the package weight for each individual package, select Enter Package Weights on Shipping Window.
- Click the OK button.

**Create Shipment** ? X

Package Weight Options:

Total Number of Packages: 5

Enter Total Shipment Weight: 50 lb

Hundredweight Pricing Applied  
(Shipment will not be aggregated at End Of Day)

Enter Package Weights on Shipping Window

OK Cancel Help

**Create Shipment** ? X

Package Weight Options:

Total Number of Packages: 5

Enter Total Shipment Weight: lb

Hundredweight Pricing Applied  
(Shipment will not be aggregated at End Of Day)

Enter Package Weights on Shipping Window

OK Cancel Help

# UPS WorldShip™ 2009 Version 11.0 Process a Multi-Piece Shipment



## 6. The Shipping window appears.

If you selected Enter Total Shipment Weight in the Create Shipment window, note the following on the Service tab:

- The Reference Number appears if you typed numbers on the Reference tab.
- UPS WorldShip divides the total weight by the total number of packages and displays the average package weight in the Package Weight box. This box becomes read-only if you selected the Hundredweight Pricing Applied check box in the Create Shipment window.
- The total shipment cost appears under Shipment Cost, and the message “Hundredweight Applied” appears below the shipment cost if you selected the Hundredweight Pricing Applied check box in the Create Shipment window.

If you selected Enter Package Weights on Shipping Window in the Create Shipment window, note or do the following on the Service tab:

- The Reference Number appears if you typed numbers on the Reference tab.
- Using the Shipment Navigation Bar to move between packages, type the package weight for each package. You can either type the weight for each package in the Weight box or use the scale to enter the weight for each package. As you type or edit each weight or weigh a package using the scale, UPS WorldShip recalculates and displays the total shipment weight and cost.
- When you have finished, click the



button.

The screenshot shows the UPS WorldShip Shipping window. The Service tab is active. The Package Weight is 10, and the Shipment Cost is 30.90. The Reference Number is 1234567890. The Shipment Navigation Bar shows 5 packages, with the first package selected. The Process Shipment F10 button is highlighted.


This screenshot is identical to the one above, but the Process Shipment F10 button is highlighted with a mouse cursor, indicating it is the next step in the process.

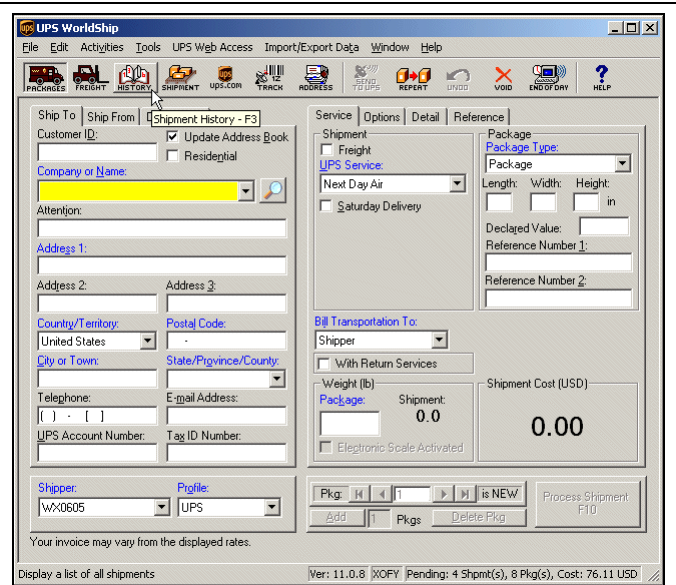
# UPS WorldShip™ 2009 Version 11.0 Process a Multi-Piece Shipment



7. A blank Shipping window appears.

Press the F3 key on the keyboard, click Shipment

History on the Window menu, or click the  button.



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

