

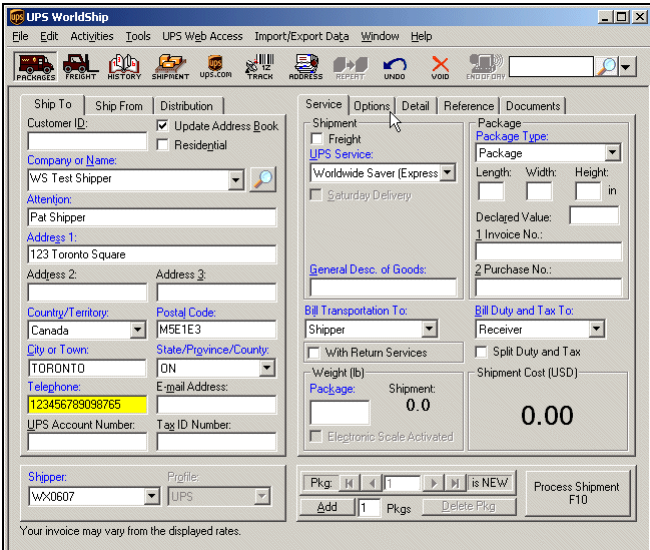
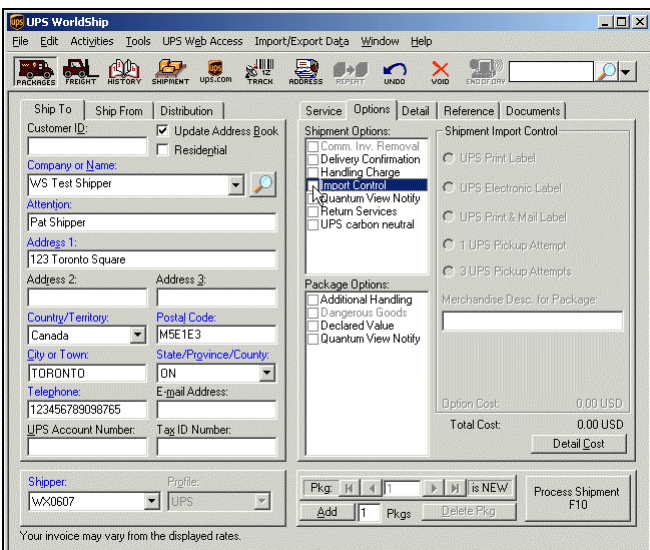
UPS WorldShip™

Process an Import Control Shipment



There are five types of Import Control options (see Notes at the end for more information).

To process a shipment with Import Control:

Step	Window (if available)
<p>1. On the Ship To tab:</p> <ul style="list-style-type: none"> Type the international address from which the shipment will be exported. <p>Tip: To select an international address from your Address Book, click the down arrow in the Company or Name box and select a company or name.</p> <ul style="list-style-type: none"> Click the Options tab. 	
<p>2. The Options tab appears and shows the available shipment and package options.</p> <p>Select the Import Control check box under Shipment Options.</p> <p>Tip: The Import Control shipment option appears only if an international address appears on the Ship To tab (step 1).</p>	

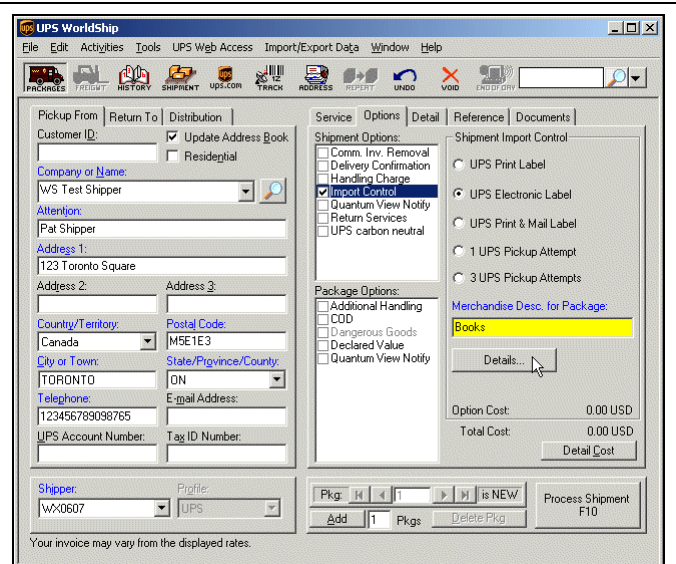
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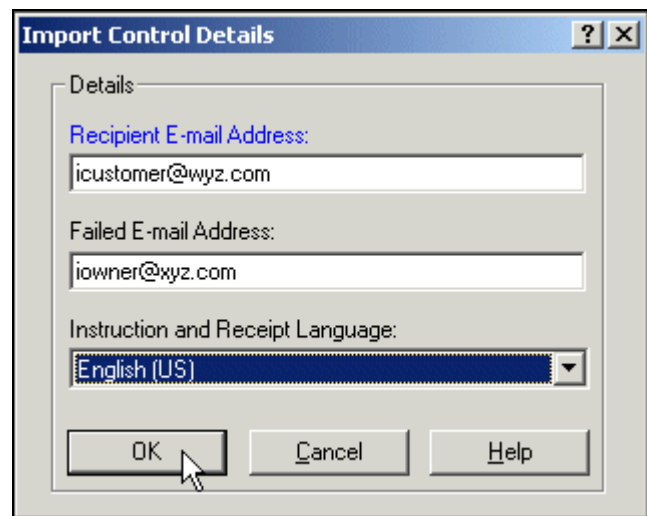
3. The Import Control options appear, the Ship To tab changes to the Pickup From tab, and the Ship From tab changes to the Return To tab.

- Select the desired Import Control option.
 - Describe the contents of the package to be exported in the Merchandise Desc. for Package box.
- Tip:** The description that you type in this box will also appear on the Detail tab. When you type or change a description in the Merchandise Description for Package box on one of these tabs, the box on the other tab displays the same description or change.
- If you select UPS Electronic Label, the Details button appears. Click this button and continue with step 4; otherwise, skip to step 5.



4. The Import Control Details window appears.

- Type the e-mail address in the Recipient E-mail Address box to which UPS sends the shipment label(s).
- Type the e-mail address in the Failed E-mail Address box to which UPS sends a notification of a failed label delivery.
- Click the down arrow in the Instruction and Receipt Language box and select the language in which to print the customer instructions and receipt.
- Click the OK button.



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5. The Options tab appears.

Tip: The Comm. Inv. Removal shipment option becomes available only after you select the Import Control check box.

- To remove the Commercial Invoice prior to delivery, select the Comm. Inv. Removal check box. (Optional)
- Click the Service tab.

The screenshot shows the 'Options' tab in the UPS WorldShip software. The 'Shipments Options' section includes a checked box for 'Comm. Inv. Removal' and unchecked boxes for 'Delivery Confirmation', 'Handling Charge', 'Import Control', 'Quantum View Notify', 'Return Services', 'Saturday Delivery', and 'UPS carbon neutral'. The 'Package Options' section includes unchecked boxes for 'Additional Handling', 'COD', 'Dangerous Goods', 'Declared Value', and 'Quantum View Notify'. The 'Option Cost' and 'Total Cost' are both 0.00 USD. The 'Process Shipment F10' button is visible at the bottom right.

6. The Service tab appears.

- 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.
- Describe the contents of the package to be exported in the General Desc. of Goods box.
- Click the down arrow in the Bill Transportation To and Bill Duty and Tax To boxes and select who pays these fees.
- Type the weight of the package in the Package Weight box.
- Click the Documents tab, as needed.

The screenshot shows the 'Service' tab in the UPS WorldShip software. The 'UPS Service' is set to 'Express'. The 'Package Type' is 'Package'. The 'Weight (lb)' is 5.0. The 'Shipment Cost (USD)' is 104.81. The 'Documents' tab is highlighted. The 'General Desc. of Goods' is 'Books'. The 'Bill Transportation To' and 'Bill Duty and Tax To' are both set to 'My Account (w/0607)'. The 'Electronic Scale Activated' checkbox is checked. The 'Process Shipment F10' button is visible at the bottom right.

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7. The Documents tab appears.

- Enter required international documentation information including Goods and Commercial Invoice information.
- Click the  button.

- ### 8. A message appears and reminds you that the Import Control request will be transmitted to UPS during the next End of Day process.
- Click the OK button.

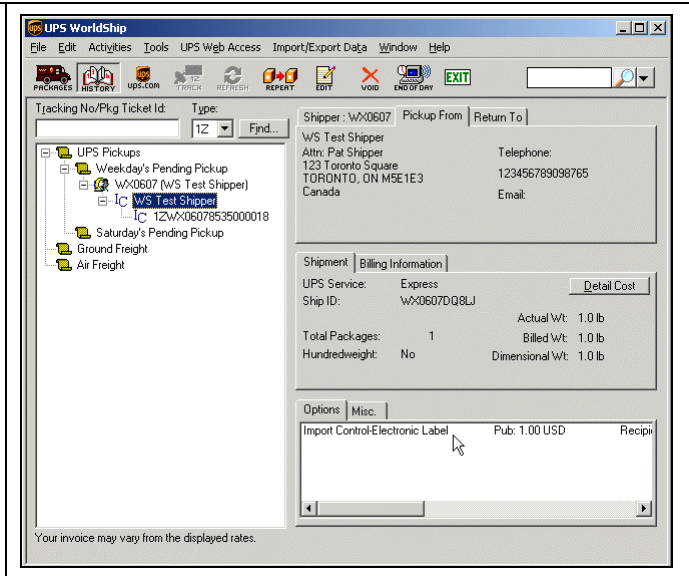
- ### 9. A blank Shipping window appears.
- To view your Import Control shipment in the Shipment History window, press the F3 key on the keyboard, click Shipment History on the Window menu, or click the  button.

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Process an Import Control Shipment



10. The Shipment History window appears and identifies the shipment with an IC icon under UPS Pickups and details the option on the Options tab.



Notes:

- Five Import Control options are available:

- ✓ **UPS Print Label** – The shipper prints the label and the Import Control Customer Receipt using UPS WorldShip® and includes the label and receipt with the outbound shipment. The customer applies the label to the package and gives the package to a UPS driver or drops it off at a UPS Customer Center or an Authorized Shipping Outlet. The customer keeps the Import Control Customer Receipt for tracking purposes and as proof of pick up by UPS.

Tip: You can choose whether or not to print the Import Control Customer Receipt automatically each time you process a shipment with the Print Label shipment option. On the Tools menu, click System Preferences Editor and then select the Printing Setup tab. On this tab, select the Print Return Service/Import Control Receipt check box to print the receipt, or clear the Print Return Service/Import Control Receipt check box if you do not want to print the receipt.

- ✓ **UPS Electronic Label** – UPS electronically notifies the customer via e-mail that a label and receipt are available. To print the label and receipt, the customer clicks the Web link in the e-mail, prints the label and receipt using a Web browser, applies the label to the package, and gives the package to a UPS driver or drops it off at a UPS Customer Center or an Authorized Shipping Outlet. The customer keeps the receipt for tracking purposes and as proof of pick up by UPS.
- ✓ **UPS Print & Mail Label** – UPS prints the label and mails the label to the customer. The customer applies the label to the package and gives the package to a UPS driver or drops it off at a UPS Customer Center or an Authorized Shipping Outlet.

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- ✓ **1 UPS Pickup Attempt** – The UPS driver makes one attempt to bring the package label to the pickup location and pick up the package. If the package cannot be picked up, the driver leaves the label at the pickup location, and the customer gives the package to a UPS driver or drops it off at a UPS Customer Center or an Authorized Shipping Outlet.
- ✓ **3 UPS Pickup Attempts** – The UPS driver brings the package label to the pickup location and picks up the package. If the package cannot be picked up on the first attempt, the driver attempts to pick up the package on each of the next two business days. If the package is not picked up after three attempts, the driver returns the label to UPS.
- You will be charged a per-package (not per-shipment) fee for UPS Electronic Label, UPS Print & Mail Label, 1 UPS Pickup Attempt, and 3 UPS Pickup Attempts.
- You will be charged the shipping cost after the package is actually shipped.
- To determine shipping rates or option availability, see the *UPS Rate and Service Guide* or call 1-800-PICK-UPS® (1-800-742-5877).