

# UPS WorldShip™ 2009 Version 11.0

## Request a Quantum View Notify<sup>SM</sup> Shipment or Package Notification



To request a Quantum View Notify<sup>SM</sup> shipment or package notification:

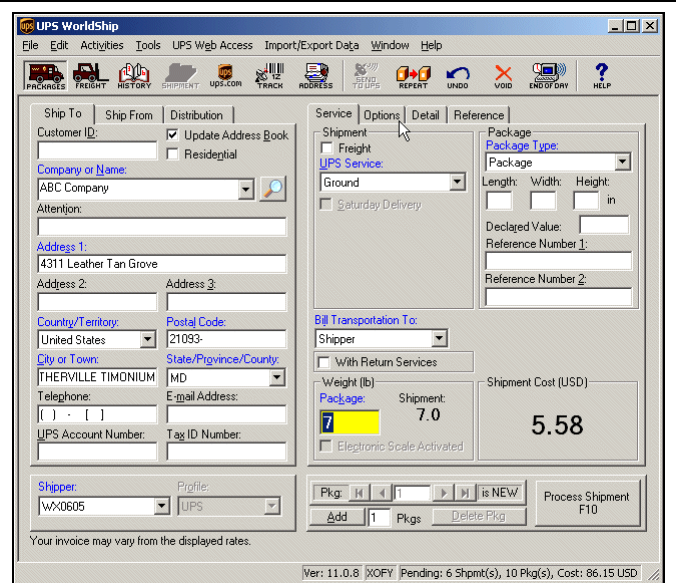
Step	Window (if available)
<p>1. On the Ship To tab in the Shipping window:</p> <ul style="list-style-type: none"> <li>Type the address of the person or company where the shipment is to be delivered.</li> <li>Click the Service tab.</li> </ul>	
<p>2. The Service tab appears. On this tab:</p> <ul style="list-style-type: 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> <li>Type the weight of the package in the Package Weight box.</li> </ul>	

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3. The Shipment Cost appears in the lower right.

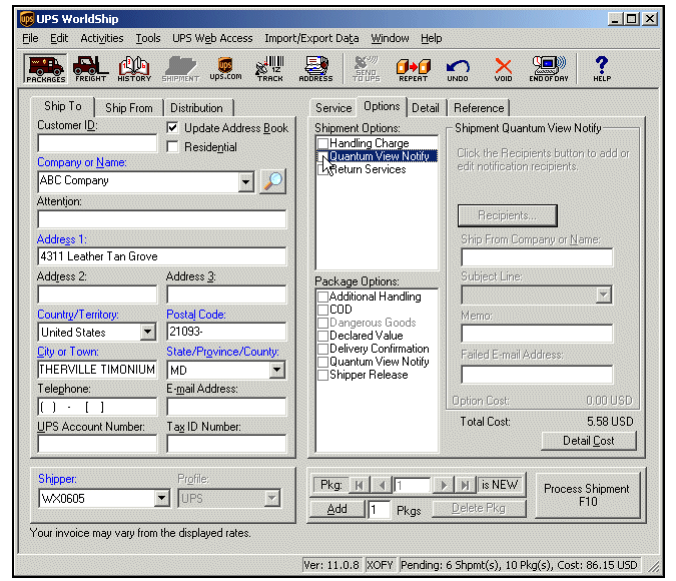
Click the Options tab.



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

**Note:** Quantum View Notify is available under Shipment Options and Package Options. This document will follow the Shipment Option.

Select the Quantum View Notify check box under Shipment Options.



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5. The fields needed to complete a Quantum View Notify shipment notification appear to the right of the check box.

Click the Recipients button.

The screenshot shows the UPS WorldShip software interface. The 'Service' tab is active, and the 'Quantum View Notify' checkbox is checked. The 'Recipients...' button is highlighted with a mouse cursor. The interface includes fields for Ship To, Ship From, Distribution, and various options like Handling Charges, Return Services, and Package Options. The status bar at the bottom indicates 'Ver: 11.0.8 XOFY Pending: 6 Shpmt(s), 10 Pkg(s), Cost: 86.15 USD'.

6. The Quantum View Notify Recipients (Shipment) window appears.

- Complete the e-mail information for up to five e-mail recipients.
- Specify the notification type for each recipient. See the Notes at the end of this document.
- Click the OK button.


The screenshot shows the 'Quantum View Notify Recipients (Shipment)' window. It features a table with columns for 'Company or Name', 'Contact Name', 'E-mail Address', and 'Notification Type(s)'. The 'Notification Type(s)' column has sub-columns for 'Ship', 'Exception', and 'Delivery'. The 'Delivery' checkbox is checked for the second recipient, 'XYZ Company'. The window also includes fields for 'Ship From Company or Name', 'Failed E-mail Address', 'Subject Line', and 'Memo'. The 'OK' button is highlighted with a mouse cursor.

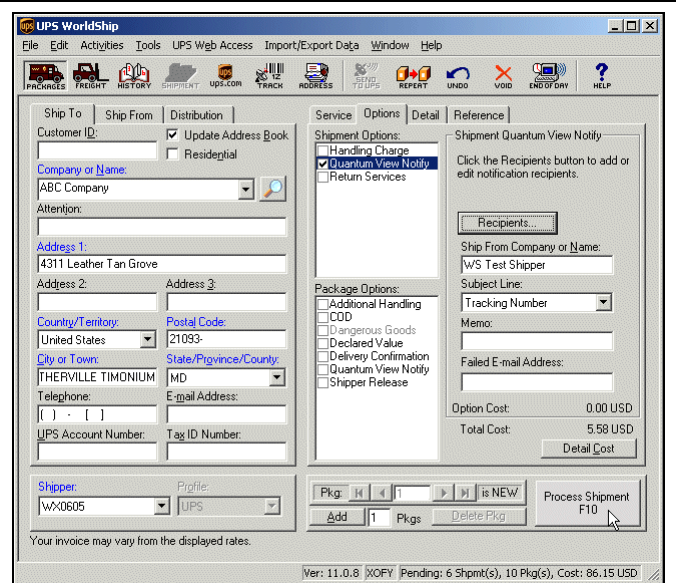
Company or Name	Contact Name	E-mail Address	Ship	Exception	Delivery
ABC Company		jcustomer@ups.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XYZ Company		jowner@ups.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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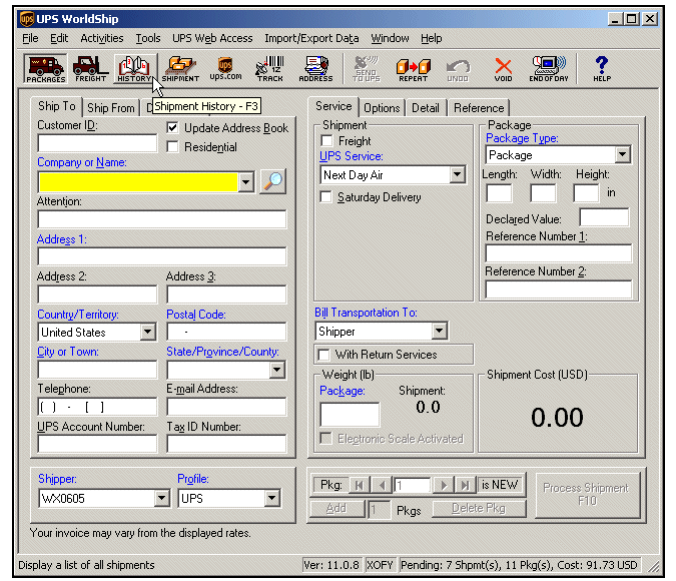
## 7. The Shipping window appears.

- Complete any further information on the Options tab.
- Click the  button.



## 8. A blank Shipping window appears.

- Press the F3 key on the keyboard, click Shipment History on the Window menu, or click the  button.

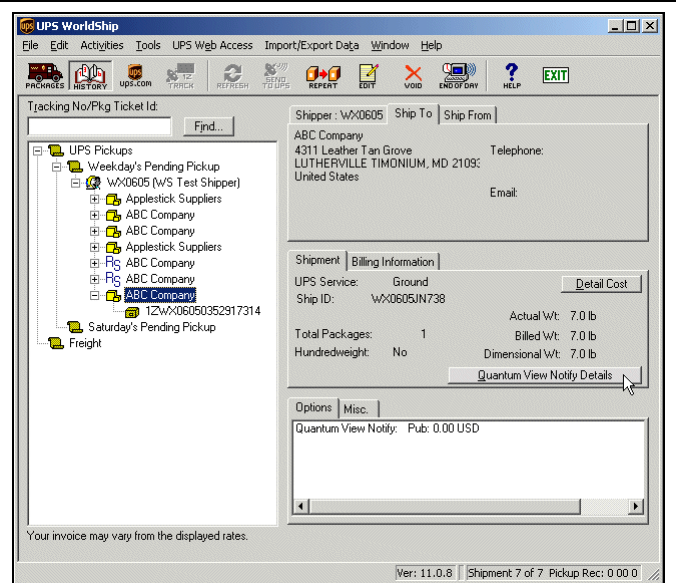


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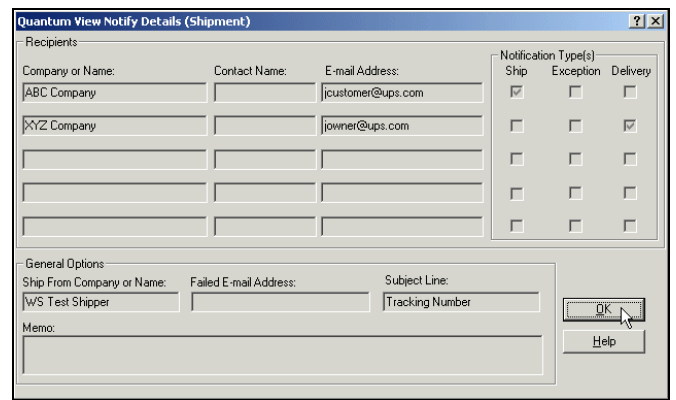
9. The Shipment History window shows the shipment under UPS Pickups.

Review the Quantum View Notify information by clicking the Quantum View Notify Details button.



10. The Quantum View Notify Details (Shipment) window appears. This window is read-only.

- Review the Quantum View Notify information.
- Click the OK button to close this window and return to the Shipment History window.



## Notes:

- The following Quantum View Notify shipment and package notification options allow you to send an e-mail to your customers informing them of details associated with the package or shipment.
  - ✓ **Ship Notification** – an e-mail alerts the recipient(s) that UPS received package or shipment information.
  - ✓ **Exception Notification** – an e-mail message alerts the recipient(s) of a rescheduled delivery date.
  - ✓ **Delivery Notification** – an e-mail message alerts the recipient(s) about the delivery of a package or shipment, including the date, time, and name of the recipient.
- If you select the Return Services shipment option, the Return Notification package option replaces the Quantum View Notify package option. This package option allows you to send an e-mail to alert the recipient(s) that UPS processed a Return Services request. The return notification shows details for the package being returned.