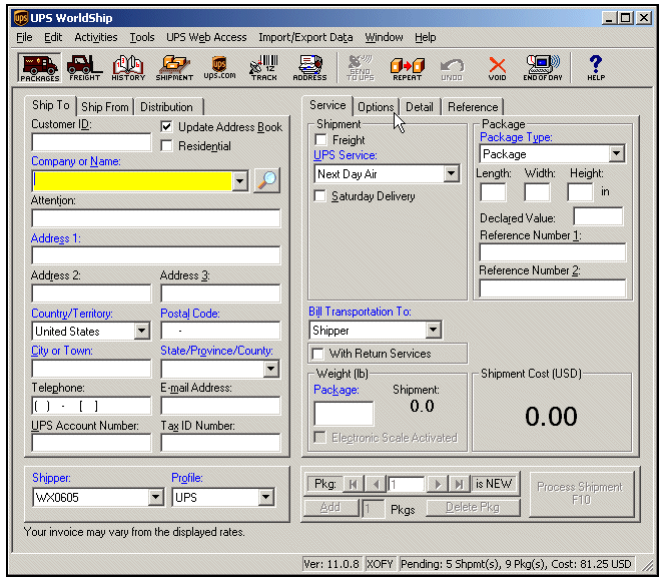
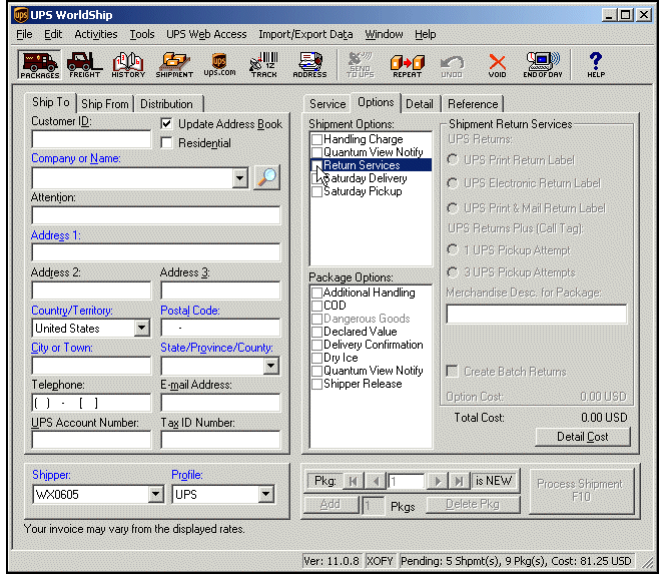


UPS WorldShip™ 2009 Version 11.0 Process a Shipment with a Return Services Label



To process a shipment with a Return Services label:

Step	Window (if available)
<p>1. In the Shipping window, click the Options tab.</p>	 <p>The screenshot shows the UPS WorldShip interface with the 'Options' tab selected. The 'With Return Services' checkbox is checked. The 'Shipment Cost (USD)' is 0.00.</p>
<p>2. The Options tab shows the available shipment and package options. Select the Return Services check box under Shipment Options.</p>	 <p>The screenshot shows the 'Options' tab with 'Return Services' checked under 'Shipment Options'. The 'Option Cost' is 0.00 USD and the 'Total Cost' is 0.00 USD.</p>

UPS WorldShip™ 2009 Version 11.0 Process a Shipment with a Return Services Label

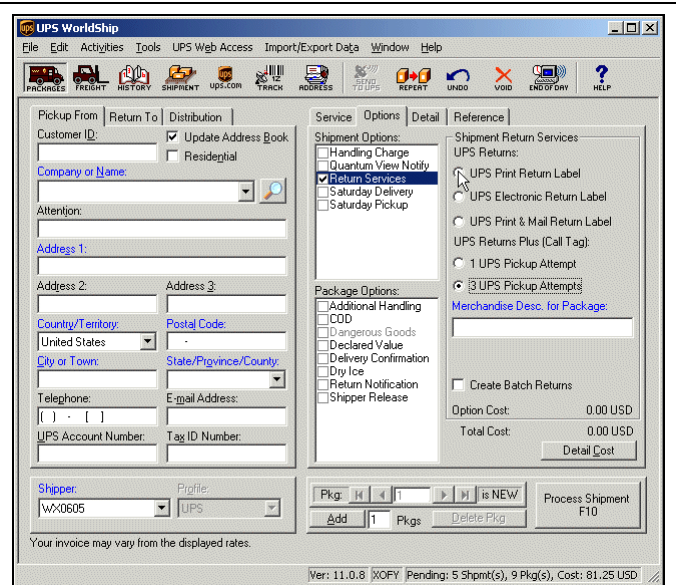


3. The Return Services options appear.

Select UPS Print Return Label.

Tips:

- The Ship To tab changes to the Pickup From tab.
- The Ship From tab changes to the Return To tab.
- The Return Notification package option replaces the Quantum View Notify package option.

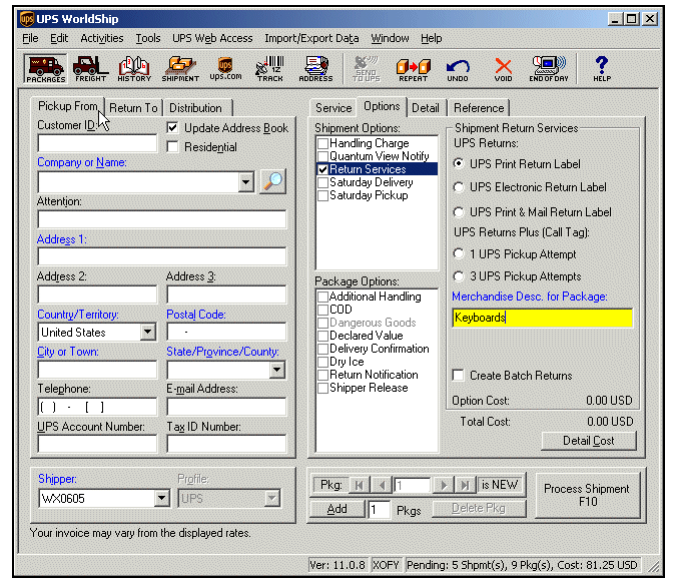


4. UPS Print Return Label requires a description of the package.

- Describe the contents of the package to be returned in the Merchandise Description 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.

- Click the Pickup From tab.




UPS WorldShip™ 2009 Version 11.0 Process a Shipment with a Return Services Label



5. The Pickup From tab appears.

- Type where UPS is to pick up the return package.
- Click the Service tab.

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.
- Click the down arrow in the Bill Transportation To box and select who pays the transportation cost to ship the package, shipment, or movement.
- Type the weight of your package in the Package Weight box.
- Click the  button.

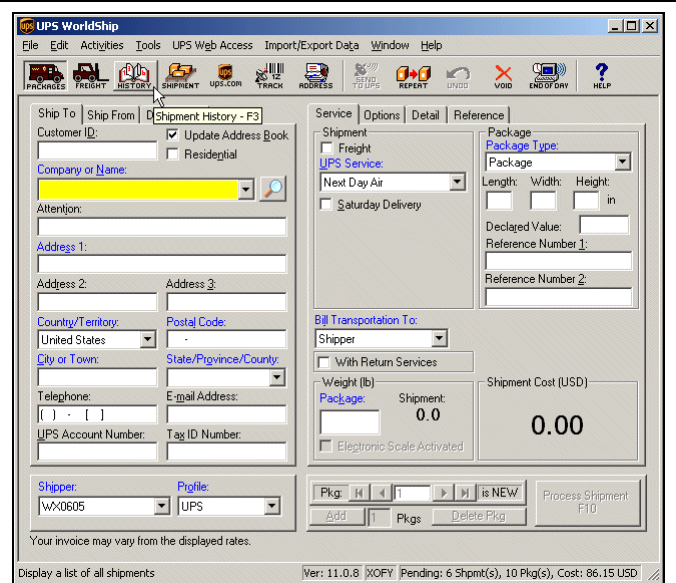
UPS WorldShip™ 2009 Version 11.0 Process a Shipment with a Return Services Label



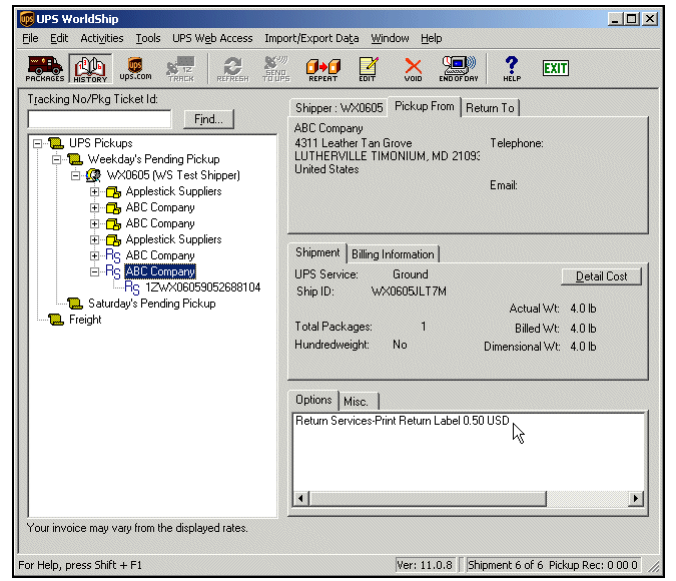
7. A blank Shipping window appears.

Press the F3 key on the keyboard, click Shipment

History on the Window menu, or click the



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



Notes:

- Be sure to include the Return Services label with the outbound shipment. Your customer applies the return label to the package and gives the package to a UPS driver or drops it off at a UPS customer counter or an Authorized Shipping Outlet.
- You will be charged the return shipping cost when 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)