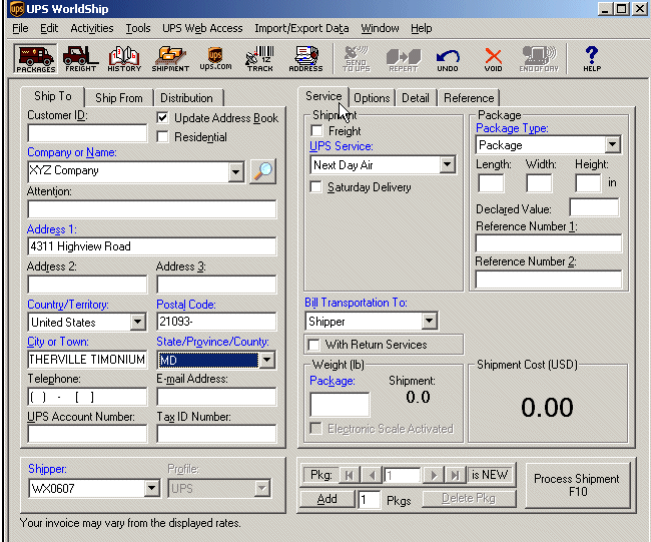
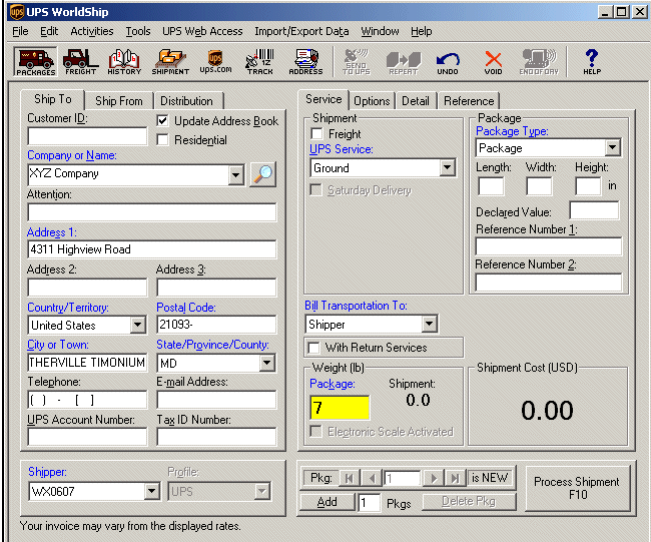


# UPS WorldShip™

## Process a Single-Piece Shipment



To process a single-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><b>Note:</b> Package Entry processing mode was used in all screen samples. The Service and Options tabs will appear differently using Shipment Entry processing mode.</p>	 <p>The screenshot shows the 'Ship To' tab in the UPS WorldShip software. The 'Service' dropdown is set to 'Next Day Air'. The 'Package Type' is 'Package'. The 'Shipper' is 'W0607' and the 'Profile' is 'UPS'. The 'Shipment Cost (USD)' is '0.00'.</p>
<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 your package in the Package Weight box.</li> </ul>	 <p>The screenshot shows the 'Service' tab in the UPS WorldShip software. The 'UPS Service' dropdown is set to 'Ground'. The 'Package' dropdown is set to 'Package'. The 'Weight (lb)' is '7'. The 'Shipment Cost (USD)' is '0.00'.</p>

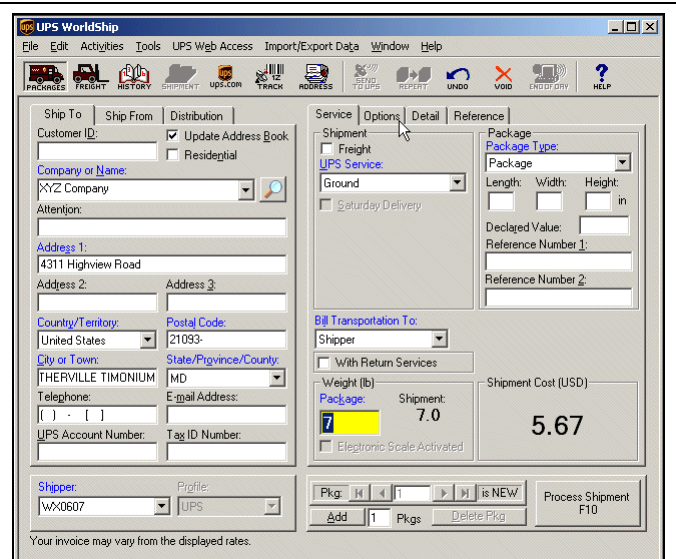
# UPS WorldShip™

## Process a Single-Piece Shipment




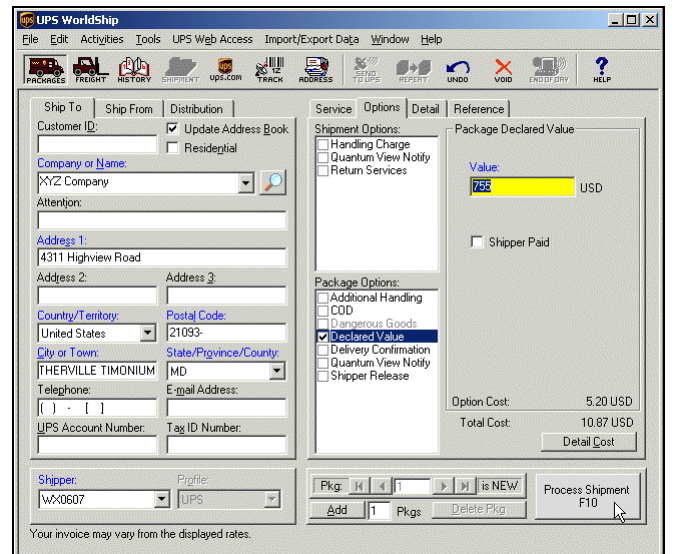
3. The Shipment Cost appears in the lower right.

Click the Options tab.



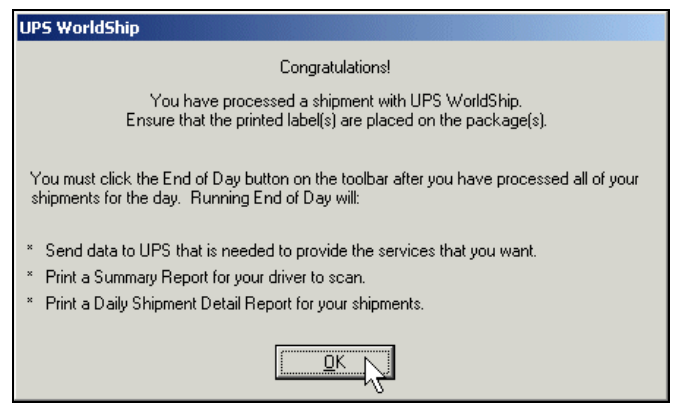
4. The Options tab appears and shows the available shipment and package options.

- Select the check boxes for the desired options. The Option Cost and Total Cost change as you select options.
- Click the  button.



5. If this is the first shipment that you have processed, the Congratulations! window appears.

Click the OK button.




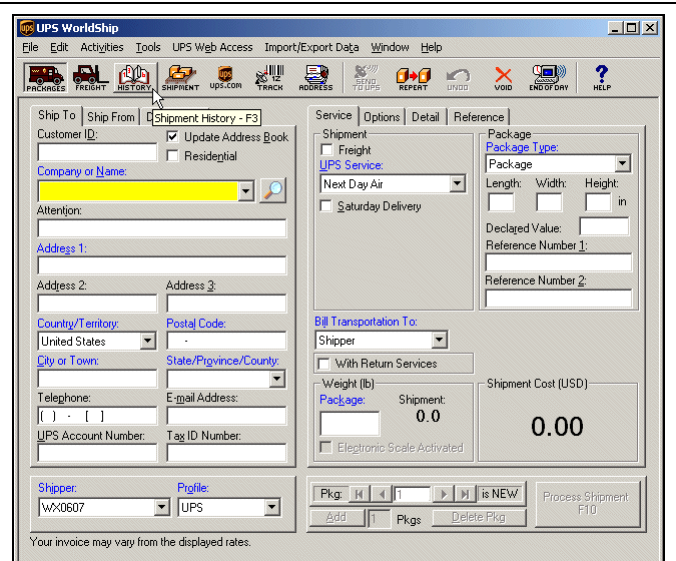
# UPS WorldShip™ Process a Single-Piece Shipment



6. A blank Shipping window appears.

Press the F3 key on the keyboard, click Shipment

History on the Window menu, or click the  button.



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

