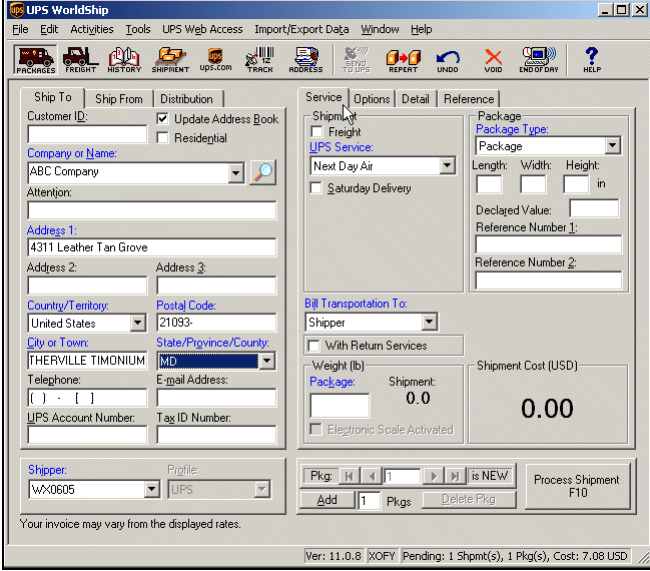
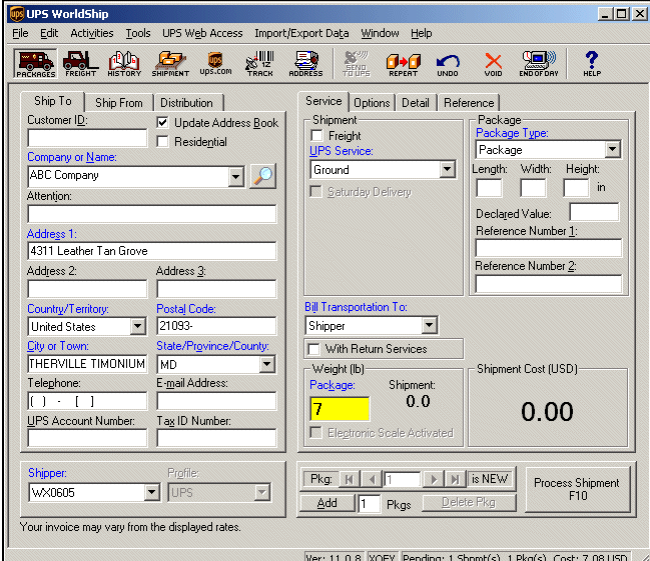


UPS WorldShip™ 2009 Version 11.0

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"> Type the address of the person or company where the shipment is to be delivered. Click the Service tab. 	
<p>2. The Service tab appears. On this tab:</p> <ul style="list-style-type: none"> 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. 	

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3. The Shipment Cost appears in the lower right.

Click the Options tab.

The screenshot shows the 'Service' tab selected. The 'Shipment Cost (USD)' is 5.58. The 'Package' is 'Ground' with a weight of 7.0 lbs. The 'Process Shipment F10' button is visible in the bottom right.

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.

The screenshot shows the 'Options' tab selected. The 'Option Cost' is 4.80 USD and the 'Total Cost' is 10.38 USD. The 'Package Declared Value' is 755 USD. The 'Process Shipment F10' button is highlighted with a mouse cursor.

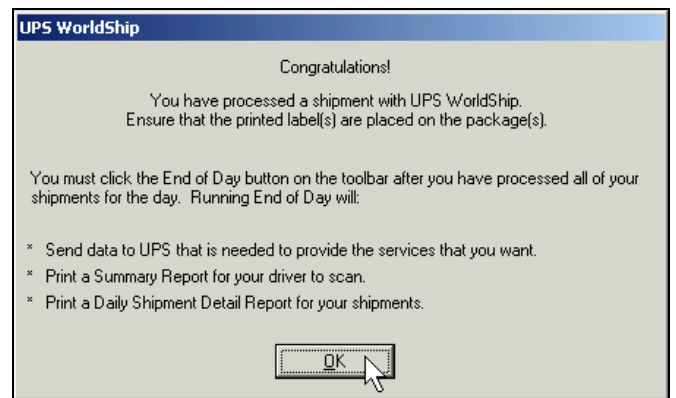
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Process a Single-Piece Shipment



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

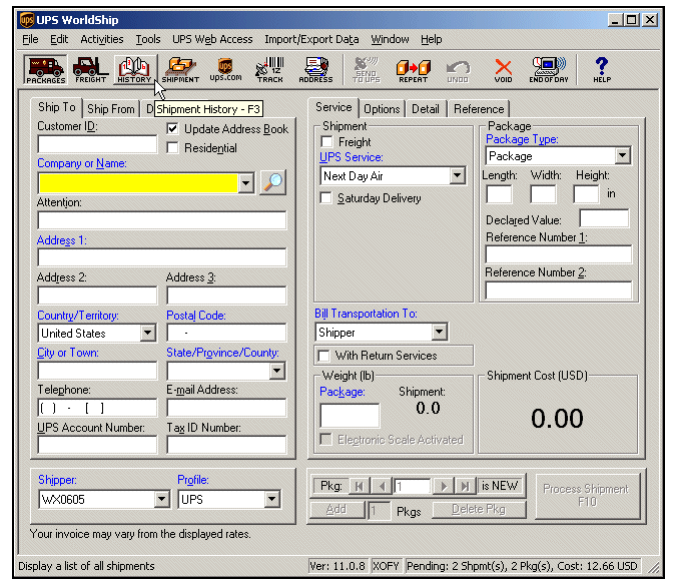
Click the OK button.



6. A blank Shipping window appears.

Press the F3 key on the keyboard, click Shipment

History on the Window menu, or click the



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Process a Single-Piece Shipment



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

