

WorldShip®

Process a Single-Piece Shipment



To process a single-piece shipment:

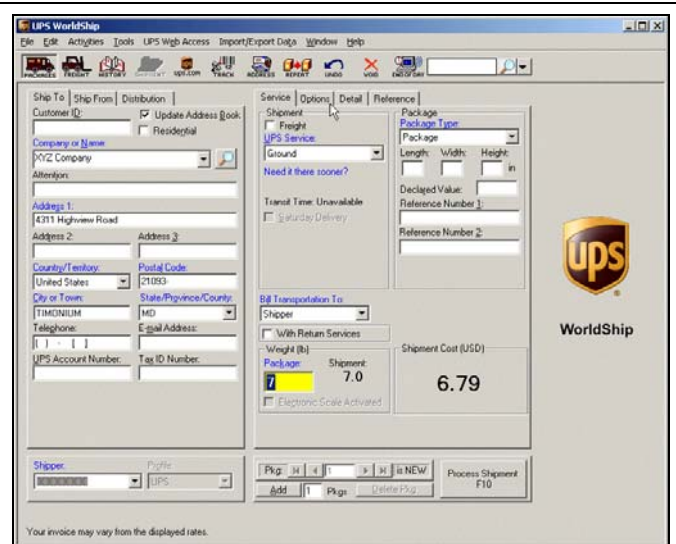
Step	Window (if available)
<p>1. On the Ship To tab in the Shipping window, type the address of the person or company where the shipment is to be delivered.</p> <p>Note: Package Entry processing mode was used in all screen samples. The Service and Options tabs will appear differently using Shipment Entry processing mode.</p>	
<p>2. On the Service 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.

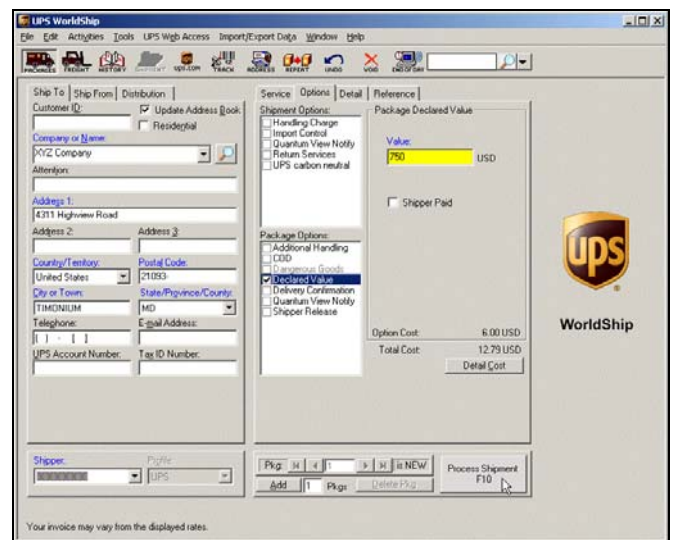
Click the Options tab.



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

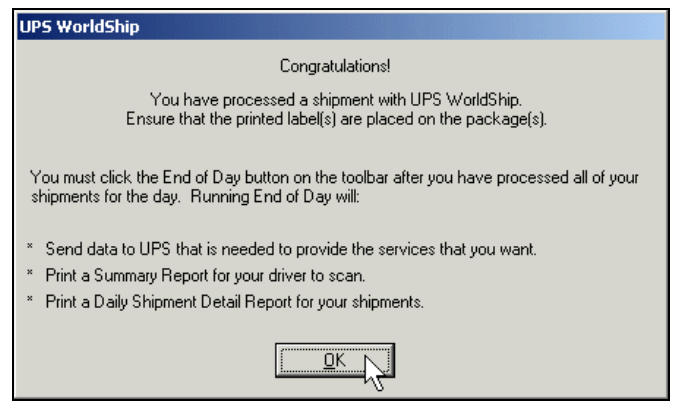
- Select the check boxes for the desired options. The Option Cost and Total Cost change as you select options.

- Click the  button.



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

Click the OK button.



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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.