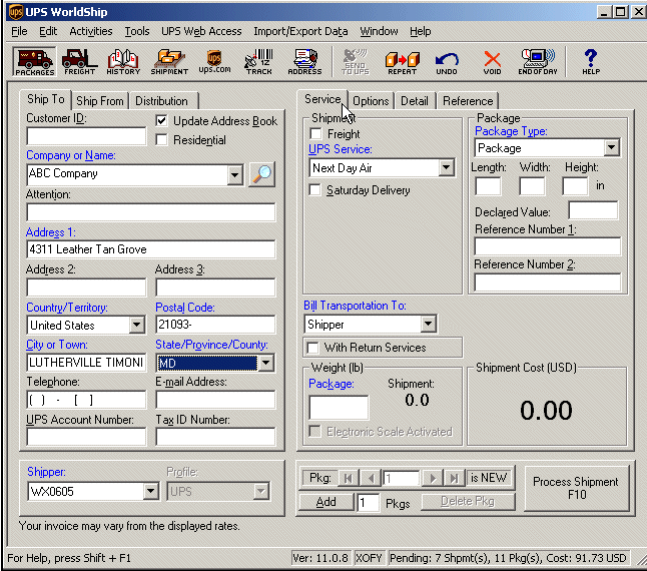
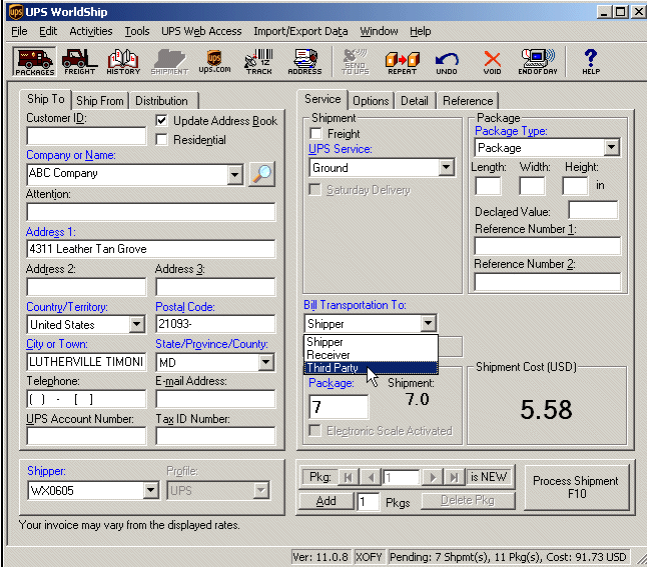


UPS WorldShip™ 2009 Version 11.0 Ship using Third-Party Billing



To ship using third-party billing:

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. Type the weight of your package in the Package Weight box. Click the down arrow in the Bill Transportation To box and select Third Party. 	



UPS WorldShip™ 2009 Version 11.0 Ship using Third-Party Billing



3. The Third Party Address window appears.

- Type the address of the person or company that will pay all of the charges that the shipper would pay for the current shipment.
- Click the OK button.

4. The Shipping window appears. The button appears next to the Bill Transportation To box.


- If you need to make any further changes to the third-party information, click the  button again.
- Click the  button.

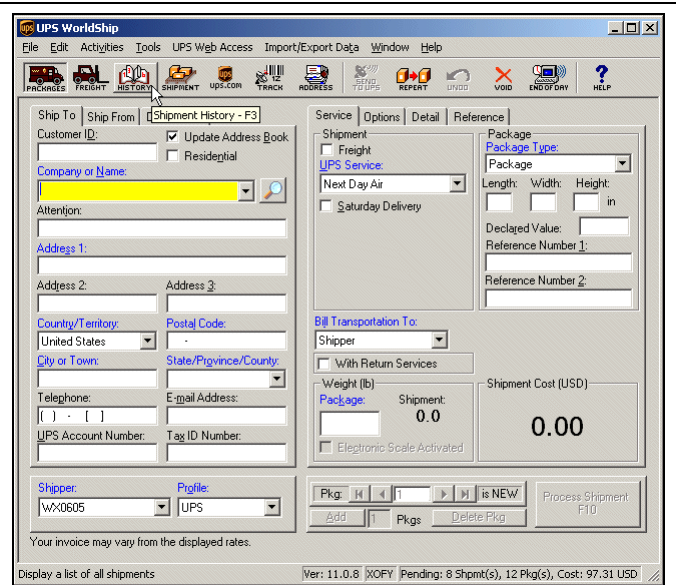
UPS WorldShip™ 2009 Version 11.0 Ship using Third-Party Billing



5. A blank Shipping window appears.

Press the F3 key on the keyboard, click Shipment

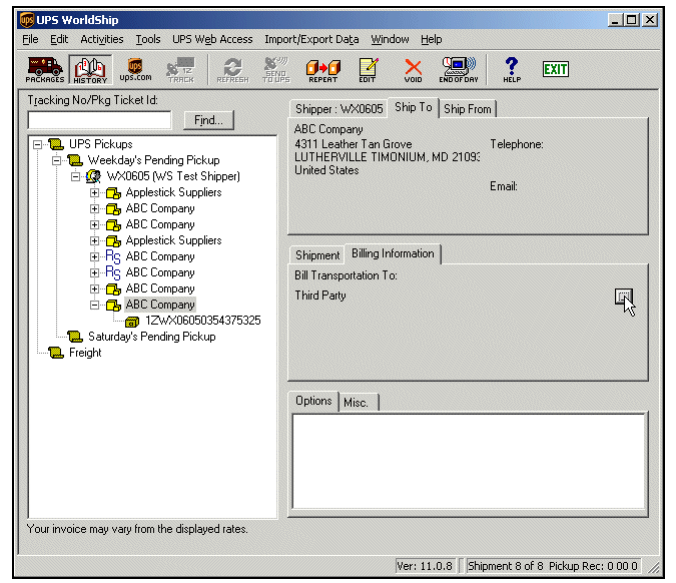
History on the Window menu, or click the  button.



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

Review the third-party information, as follows:

- Click the Billing Information tab.
- Click the  button.



UPS WorldShip™ 2009 Version 11.0

Ship using Third-Party Billing



- The Third Party Address window appears. This window is read-only.
 - Review the third-party information.
 - Click the Close button to close this window and return to the Shipment History window.

Third Party Address [?] [X]

Customer ID: []

Company or Name: XYZ Company [v] [Close]

Attention: Billing Department [Help]

Address 1: 1800 Paradise Avenue

Address 2: [] Address 3: []

Country/Territory: United States [v] Postal Code: 21093

City or Town: LUTHERVILLE TIMONI State/Province/County: MD [v]

Telephone: (410) 555-5555 [] Fax: []

UPS Account Number: WX0675