



UPS Billing Analysis Tool User Guide



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Overview

UPS Billing Data and Billing Analysis Tool (“Tool”) give UPS’s customers the ability to analyze and allocate shipping expenses quickly and easily without the drawbacks of depending on paper-based invoices.

Customers in the United States can also receive their UPS Freight LTL invoice data. Contact your UPS Account Representative for more information. Your freight billing data file will be sent to you in a separate email than that of your package billing data.

UPS Billing Data is your UPS bill delivered to you electronically every invoice cycle. You can request up to five email addresses and each email provides a link to your billing data in a spreadsheet format. The email can also include a PDF file, which contains an exact image of a printed UPS invoice. If you would prefer to also receive your billing data via an XML version, contact your UPS Account Representative to request this option.

The Billing Analysis Tool imports this billing data and quickly produces a wide variety of reports, giving you visibility into your shipping costs. Its predefined reports simplify the process of analyzing and reporting UPS shipping information by offering summaries and subtotals of shipping expenses by your company’s cost codes.

The Tool comes in two versions, a modifiable version (Microsoft® Access MDB file) that you can customize according to your company’s needs and an executable file that, while not wholly customizable, does not require you to own Microsoft Access.

The *UPS Billing Analysis Tool User Guide* is a convenient step-by-step reference that will help you manage your business more effectively.

Getting Started

Before you can start analyzing your shipping charges there are four simple steps:

Note: Customers in the United States must contact their UPS Representative to enroll to receive UPS Billing Data. Non-U.S. customers may follow step one listed below.

1. Register for UPS Billing Data

- Go to ups.com,[®] select the **Business Solutions** tab
- Select **UPS Billing Data** from the left side navigation
- Select **Request UPS Billing Data** from the right side navigation

Follow the instruction for registration. **Note:** You will need two recent invoice numbers and corresponding invoice amounts.

2. Request the Billing Analysis Tool

At the end of registering for UPS Billing Data, a link will be provided to start the download process.

You can also:

- Go to ups.com, select the **Business Solutions** tab
- Select **UPS Billing Data** from the left side navigation
- Select **Download the Billing Analysis Tool** from the right side navigation

3. Download the Billing Analysis Tool

Once the link is clicked, a new screen will appear for you to download the tool and documentation.

- Click on the **Download** hyperlink. It will automatically start saving to your desktop
- Once the download is complete, click the shortcut icon to open the Tool, or go to Start Menu, select **Programs** and select **Billing Analysis Tool**

Note: For optimal performance, save the Tool on your computer, not on the network or “LAN.” However, the Tool supports multiple users, so you can save to a LAN or a shared drive.

Getting Started (cont.)

4. Installing and Registering the Billing Analysis Tool

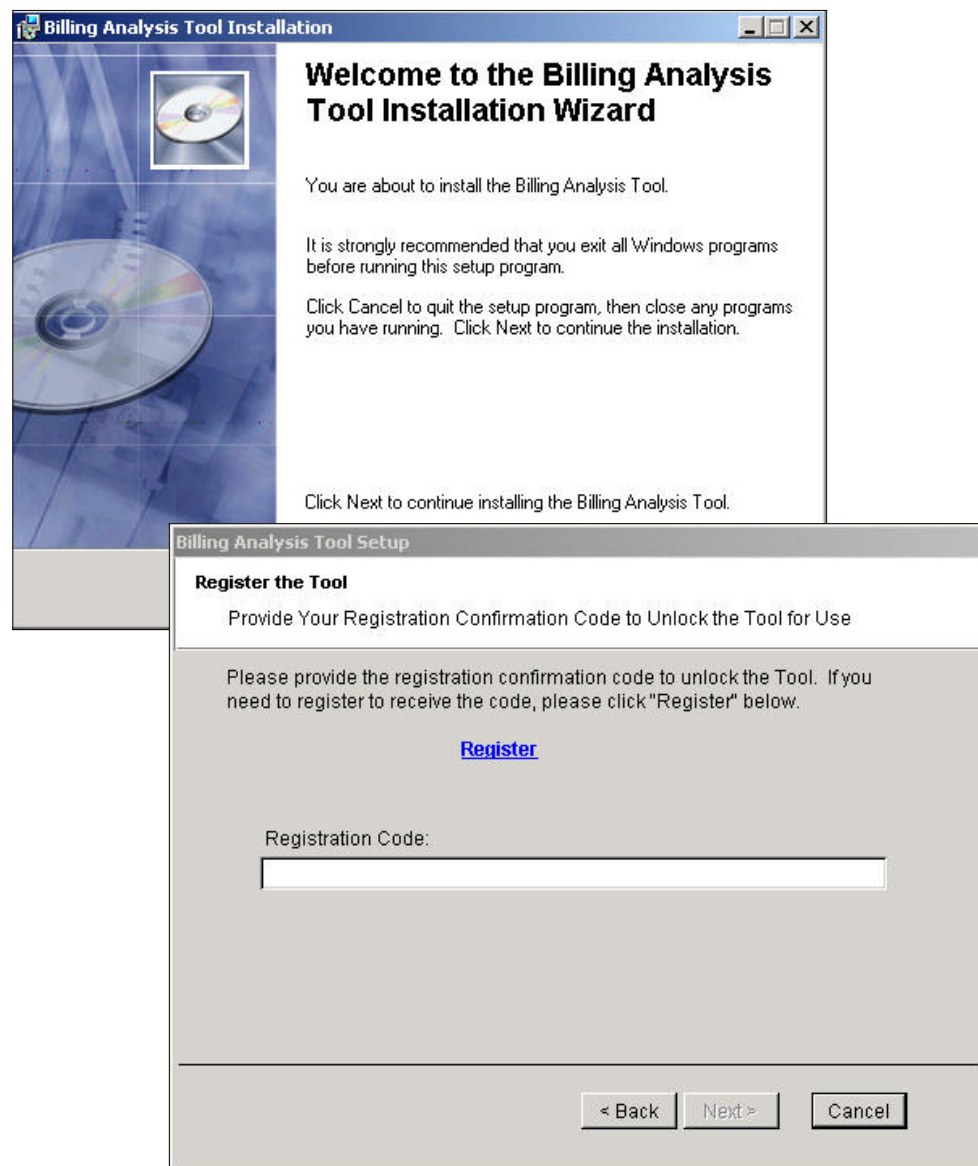
The final installation steps are simple. Once you open the Tool, you will perform the Tool set up.

- Enter Company Name, Country, and Unit of Measure for Weights
- Accept the Legal Agreement

Next is the Registration Process:

- Click on the **Register** hyperlink and complete the form at ups.com.
- This site will produce a Product Registration Code.
- Copy this code and paste it back into the previous Tool screen, “Register the Tool”

Installation and Registration is now complete.



Navigation

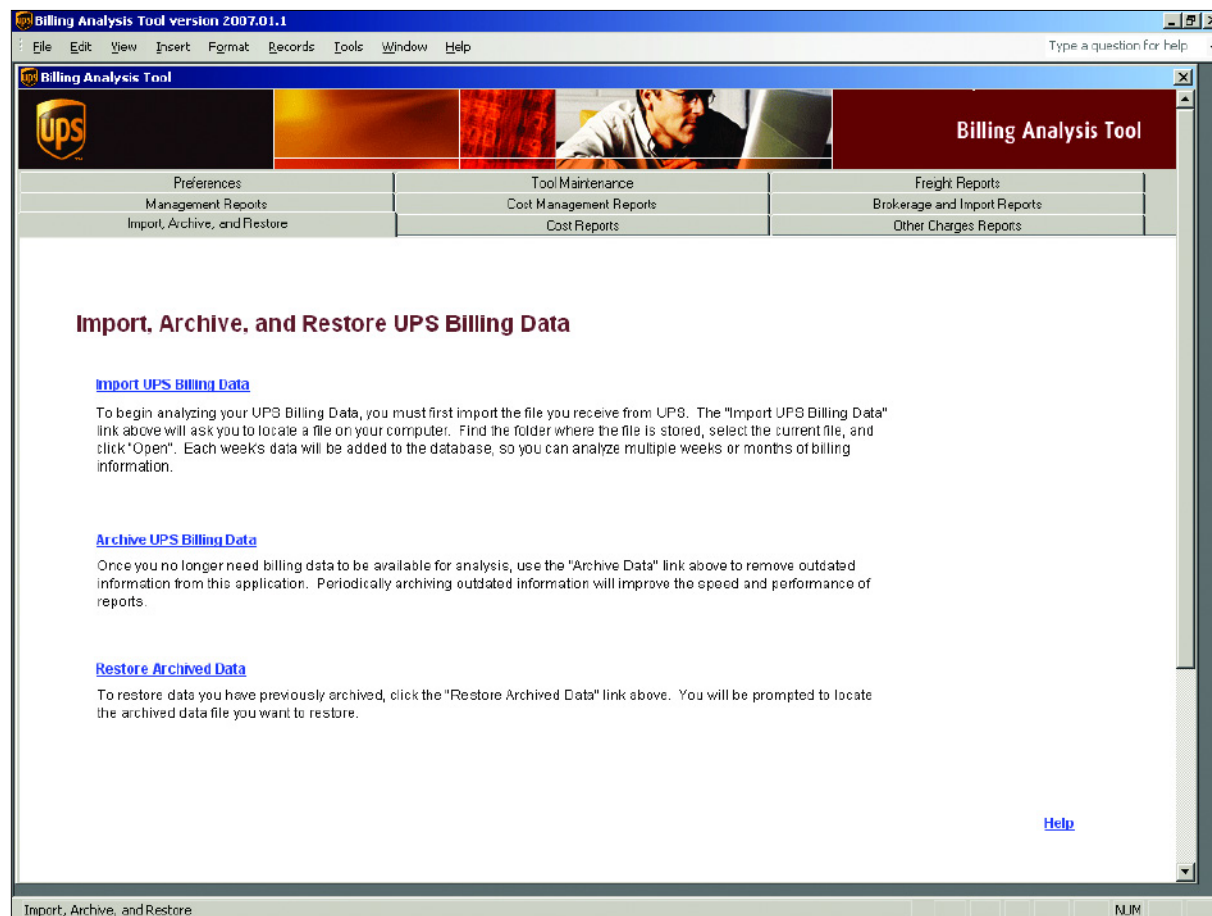
The UPS Billing Analysis Tool navigation is very simple. There are nine section tabs located across the top of the tool.

- Preferences
- Import, Archive and Restore
- Cost Reports
- Other Charges Reports
- Management Reports
- Cost Management Reports
- Brokerage and Import Reports
- Tool Maintenance
- Freight Reports

Within each of the nine main sections there is further functionality that can be accessed by clicking on the blue hyperlinks. See the following pages for more detailed descriptions of each section and functionality.

You can easily access help at any time by clicking on the **Help** hyperlink at the bottom of the screen.

Please note that the Billing Analysis Tool was built on top of Microsoft Access. You will notice functionality at the very top of the page. Please disregard these tools as they are not necessary to perform any functions of this tool.



Importing Billing Data

Step 1 — Downloading Billing Data Files

- Download the invoice .csv file to your computer or LAN from your Billing Data ePackage

Downloading Tips

Data downloads

- You can download the data to your computer or LAN each time you receive a Billing Data ePackage from UPS

File storage and usage

- You will want to save your .csv files to the same folder each time you download them. This way you will be able to keep track of those you have downloaded. For optimal Tool performance, archive your billing data periodically.
- Do not open the .csv file in a spreadsheet program such as Microsoft® Excel®. We recommend you save the file first, then import it into the Billing Analysis Tool. Excel can change the format of the file and cause issues with the data.

Step 2 — Importing Billing Data Files

- Open the Billing Data Analysis Tool
- Go to **Import, Archive, and Restore Flat Files** tab
- Select **Import UPS Billing Data**
- Follow the instructions

Import, Archive, and Restore UPS Billing Data

[Import UPS Billing Data](#)

To begin analyzing your UPS Billing Data, you must click the link above will ask you to locate a file on your computer. Each week's data will be added to the information.

[Archive UPS Billing Data](#)

Once you no longer need billing data to be available from this application. Periodically archive reports.

[Restore Archived Data](#)

To restore data you have previously archived, click the archived data file you want to restore.

Import UPS Billing Data: Select UPS Billing Data File

Please select a location and name for your UPS Billing Data file:

[Help](#)

Next > Cancel

Note: We have included sample data along with the User Guide file download that you can use to test the system prior to receiving your first Billing Data ePackage.

Running Reports

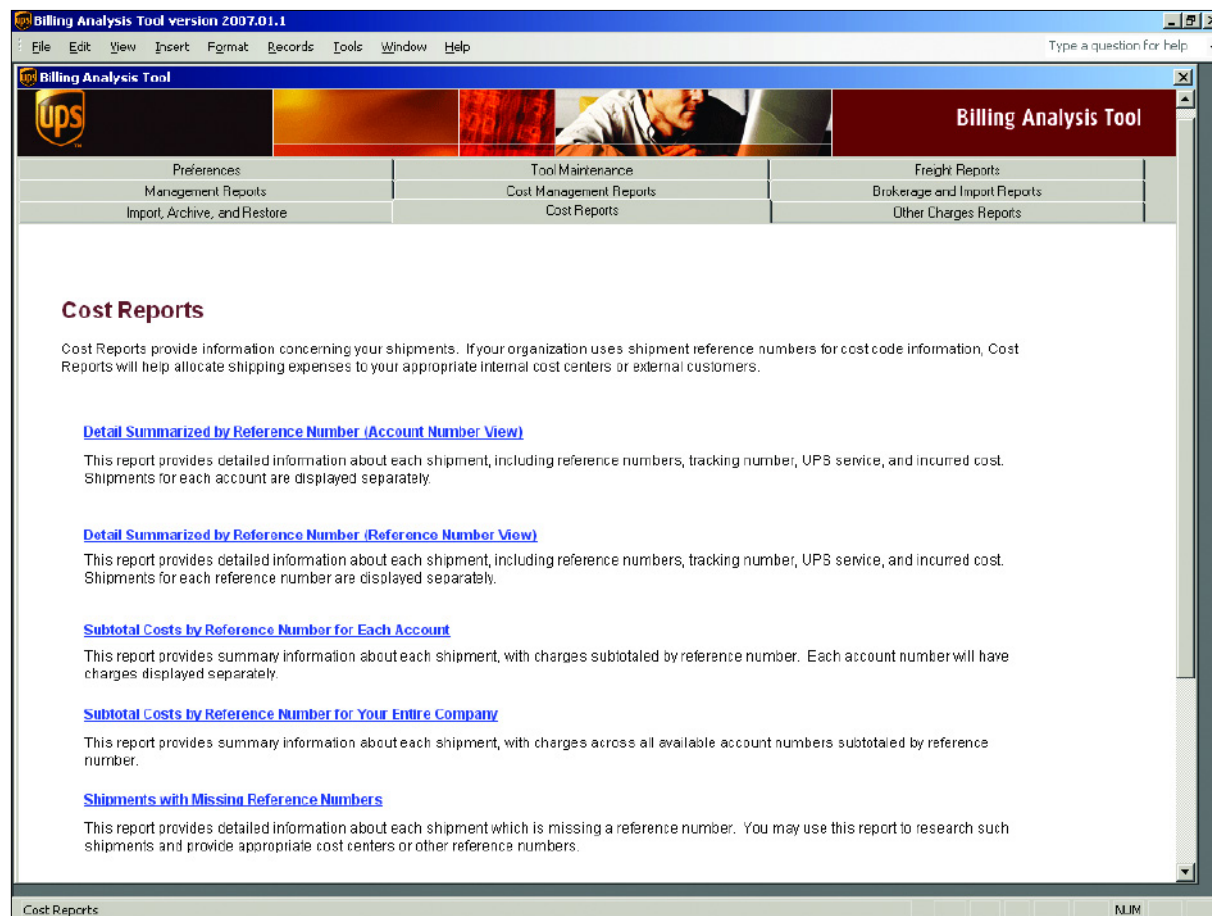
There are 24 different reports broken out in six main categories. Please refer to the “Report Types” section for more details.

All reports use the same basic screen to select, view and print. The following shows how to run a report, print and email the result, using as an example a detailed summarized cost report by reference number (account number view).

A Sample Cost Report

1. Click **Cost Reports**.
2. Select **Detailed Summarized By Reference Number (Account Number View)**.

Please notice that in the report “Quantity” and “Shipments” represent the number of transactions, and include packages, accessories and post shipping charges.



Running Reports (cont.)

3. Select report criteria. The screen defaults to a “semi-expanded” view of options. To see more detailed options, click on the + next to any option to expand the list.

4. Select **Display Report** to print report results or **Export Report Results** to generate a .csv file you can use to analyze further in a spreadsheet program like Excel, or integrate into another system.

Note: For more details about billing terms, please refer to the Appendix.

Note: If you are also using the tool to analyze your UPS Freight LTL invoice data, many reports support both package and freight information. Simply select “Package” or “Freight” at the top of the criteria screen to include this information.

Detail Summarized by Reference Number (Account Number View)

Answer the following questions to customize your report:

What type of shipments would you like to see?
☒ Package ☐ Freight

Which Reference Number should charges be subtotalled to?
 Shipment Reference Number 1

Which transactions are to be included?

Domestic and Export Bills

☒ Outbound
☒ Bill Shipper
☒ Sent By Shipper, Billed To Others

Inbound / Third Party

☒ Bill Receiver
☒ Consignee Billing (US only)
☒ Return (Transportation)
☒ Bill Third Party

Miscellaneous

☒ Miscellaneous Charges

Import / Brokerage Bills

☒ Import Charges
☒ Import Freight Charges
☒ Import Government / Brokerage Charges

What further sub-categories are to be included?

☒ Shipping Charges ☒ Post Delivery Charges

What is the desired date range for the report?

Start Date: 6/30/2003 End Date: 9/30/2006

Which account numbers are to be included within the report?

☒ All ☐ Select Account Numbers: ☐ Select by Country:

Report Formatting Options

☐ Include Company Name
☐ Include Department Name

Currency Display Options

☒ Each Charge as Originally Billed
☐ Display All Charges Converted To: USD
 To convert charges to another currency, please provide [exchange rates](#).

You can select one of seven reference numbers.

These criteria are primarily billing options that are joined by an “and” to the sub-category options below. For example, you can choose to view only Bill Shipper billing options for post-delivery charges.

Check the box to display the company name and/or department names in the report. To do so, please first provide the name information in the “Setting Preferences” section (see pages 19-24).

You can choose to view only selected countries or account numbers (as shown in this example).

Dates are selectable using calendar functionality.

Currency options are available if you have accounts in multiple countries. Only currencies used in your accounts are captured in the list.

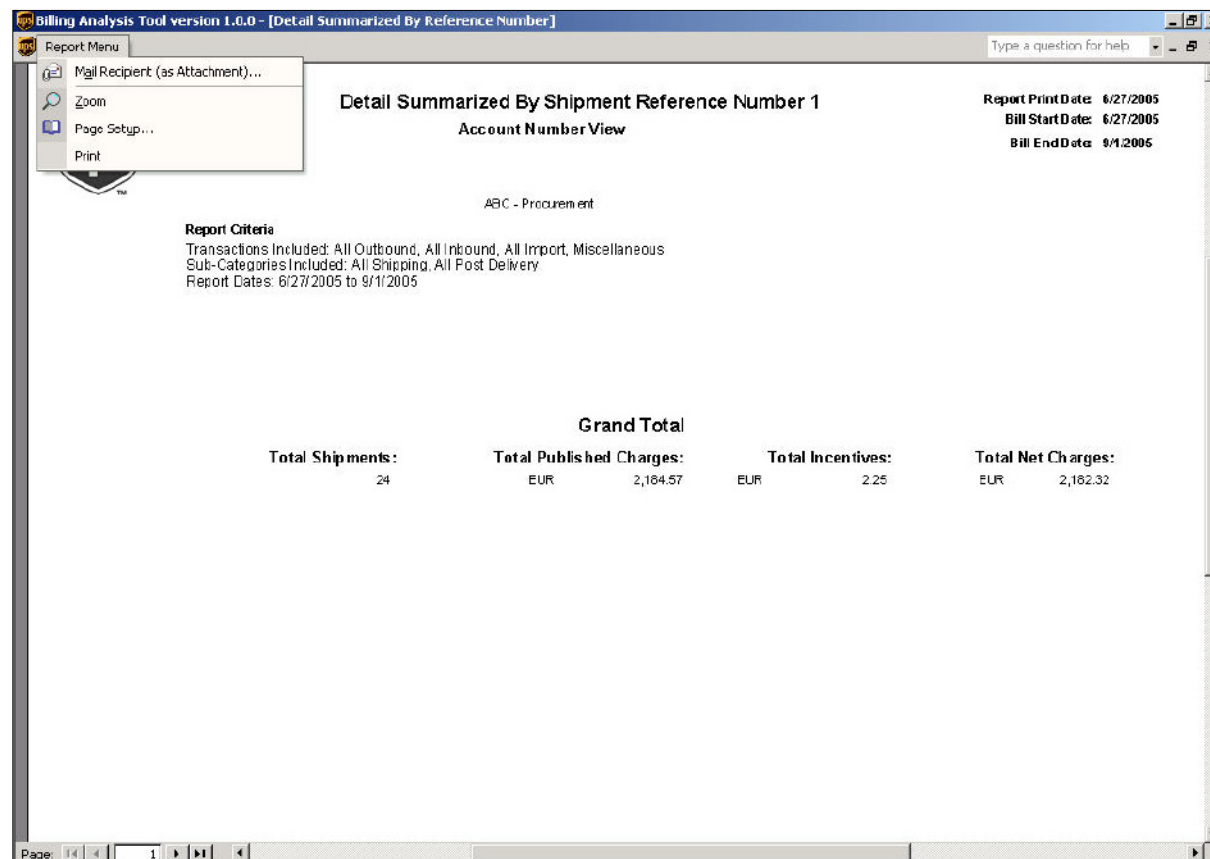
Running Reports (cont.)

How to Print a Report

1. To print a report, click the **Report Menu** on the top left corner of the report page.
2. Select **Print** on the menu.
3. Set the print format in the **Print** box.
4. Click **OK**.

How to Email a Report

1. To email a report, click **Report Menu** on the top left corner of the report page.
2. Select **Mail Recipient (as attachment)**.
3. Set the format of the attachment in the **Send**.
For optimal result, it is recommended to select **Rich Text Format**.
4. Click **OK**.



Report Types

- **Cost Reports**

Cost Reports provide information concerning your shipments. If your organization uses a shipment reference number for cost code information, Cost Reports will help allocate shipping expenses to your appropriate internal cost centers or external customers.

- **Other Charges Reports**

Other Charges Reports include charges that usually are applied after shipping has occurred, and these reports can help you minimize these types of charges in the future.

- **Management Reports**

Management Reports provide summarized information concerning your shipments.

- **Cost Management Reports**

Cost Management Reports are to help you manage charges by UPS Reference Number (typically cost code).

- **Brokerage and Import Reports**

Brokerage and Import Reports provide information concerning your imported shipments.


- **Freight Reports**

Freight reports provide information regarding your LTL shipments.

Report Types (cont.)

Cost Reports

- Cost Reports provide information concerning your shipments at a more detailed level than Management Reports. If your organization uses shipment reference numbers for cost code information, Cost Reports will help allocate shipping expenses to your appropriate internal cost centers or external customers.
- Cost Reports show varying levels of detail with breakouts by using shipment reference numbers. You can take advantage of this functionality by utilizing the reference number fields in your UPS shipping applications, such as UPS WorldShip®, UPS Internet Shipping, UPS CampusShip™ and the UPS OnLine® Shipping Tool.
- The reference numbers you use when shipping can help you allocate costs by customer, department, project or any other way you need to allocate your shipping expenses.
- You can also identify which shipments are missing reference numbers, as well as search for shipments meeting criteria you specify.

 **Billing Analysis Tool**

Cost Reports

Cost Reports provide information concerning your shipments. If your organization uses shipment reference numbers for cost code information, Cost Reports will help allocate shipping expenses to your appropriate internal cost centers or external customers.

[Detail Summarized by Reference Number \(Account Number View\)](#)

This report provides detailed information about each shipment, including reference numbers, tracking number, UPS service, and incurred cost. Shipments for each account are displayed separately.

[Detail Summarized by Reference Number \(Reference Number View\)](#)

This report provides detailed information about each shipment, including reference numbers, tracking number, UPS service, and incurred cost. Shipments for each reference number are displayed separately.

[Subtotal Costs by Reference Number for Each Account](#)

This report provides summary information about each shipment, with charges subtotaled by reference number. Each account number will have charges displayed separately.

[Subtotal Costs by Reference Number for Your Entire Company](#)

This report provides summary information about each shipment, with charges across all available account numbers subtotaled by reference number.

[Shipments with Missing Reference Numbers](#)

This report provides detailed information about each shipment which is missing a reference number. You may use this report to research such shipments and provide appropriate cost centers or other reference numbers.


[Search for Shipments](#)

This report provides detailed information about shipments that meet provided search criteria. For example, you may use this report to see all shipments you sent to a particular recipient, or to see all shipments charged to an individual cost center.

Report Types (cont.)

Other Charges Reports

- Other charges include charges that usually (but not always) are applied after shipping has occurred, and these reports can help you minimize these types of charges in the future.
- Reports in this section include Address Corrections; Residential/Commercial Adjustments (applicable to a limited number of countries); Shipping Charge Corrections (such as corrections for shipper-supplied weights); Service Fees, Miscellaneous Charges and Credits; Charge-backs and Taxes.

 **Billing Analysis Tool**

Other Charges Reports

Other Charges include charges that usually (but not always) are applied after shipping has occurred, and these reports can help you minimize these types of charges in the future.

[Address Corrections](#)

This report provides detailed information about shipments that received an address correction. The original address and the corrected address are provided for each shipment.

[Residential / Commercial Adjustments](#)

In some countries, an additional charge is made for deliveries to residential addresses. This report provides information concerning shipments with incorrect residential/commercial information. Charges are shown for residential shipments that were shipped as commercial, and credits are shown for commercial shipments that were shipped as residential.

[Shipping Charge Corrections](#)

This report provides detailed information about packages that received a weight or dimensional correction. The original weight and the billed weight are provided for each package.

[Service Fees, Miscellaneous Charges, and Credits](#)

This report provides detailed information about service fees, miscellaneous charges, and credits.

[Chargebacks](#)

This report provides information about packages that were shipped by you, but were intended to be billed to the receiver or a third party. The payer refused charges; UPS has rebilled your account number.

[Taxes](#)

This report provides detailed information about the taxes assessed on each shipment.

Report Types (cont.)

Management Reports

- Management Reports provide summarized information about your shipments.
 - The Consolidated Billing Summary provides information about all your accounts' billing charges.
 - The shipments report summarizes your daily shipping activity by shipping method.
 - A Service Level report gives you visibility into which UPS services you use; a historical comparison version of this report is also available, so you can compare two time periods.
 - The Zone Distribution report gives you the ability to see how your shipments are distributed across UPS zones, and is also available in a historical comparison.



The screenshot displays the 'UPS Billing Analysis Tool' interface. At the top, there is a blue header bar with the text 'UPS Billing Analysis Tool'. Below this, the main content area is titled 'Management Reports' in a bold, dark font. Underneath the title, a paragraph states: 'Management Reports provide summarized information concerning your shipments.' Following this, there are five sections, each with a blue underlined link and a descriptive paragraph:

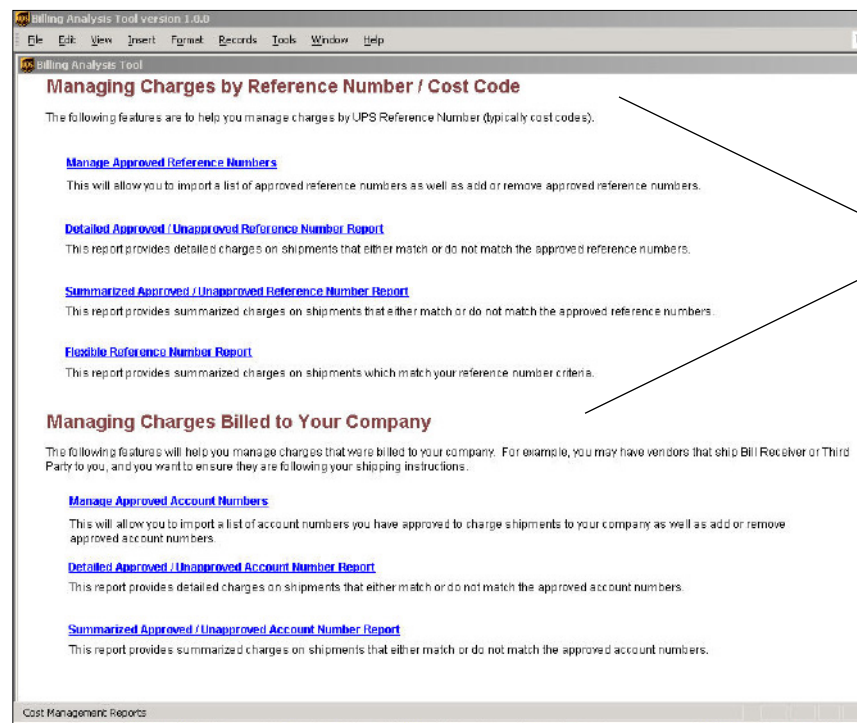
- [Consolidated Billing Summary](#)**
This report provides summary information about all of your accounts' billing charges.
- [Shipments Summarized by Date and Shipping Method](#)**
This report provides summarized shipment information by date and UPS shipping method. You may find this report helpful to compare your billed charges against reports from your shipping system(s).
- [Service Level](#)**
This report provides detailed information about your packages summarized by UPS Service.
- [Service Level Historical Comparison](#)**
This report provides detailed information about your packages summarized by UPS Service. You can compare one period to another - for example compare this month to the same month last year. Your historical comparisons are only limited by the data stored within this tool.
- [Zone Distribution](#)**
This report is primarily used by shippers in the United States. It provides information about your packages summarized by UPS Zone.
- [Zone Distribution Historical Comparison](#)**
This report is primarily used by shippers in the United States. It provides information about your packages summarized by UPS Zone. You can compare one period to another - for example compare this month to the same month last year. Your historical comparisons are only limited by the data stored within this tool.

Report Types (cont.)

Cost Management Reports

The Cost Management Reports tab provides you two directions for reporting. The first section is “Managing Charges by Reference Number/Cost Code,” which allows you to compare shipment charges against a list of your cost codes (i.e., department numbers). The second section is “Managing Charges Billed to Your Company,” which helps you manage vendors that charge shipments to your UPS account.

- **Manage Approved Reference Numbers:** Reference numbers can be managed by inputting your approved reference numbers into the application, either by key-entry or importing a column of data from a spreadsheet, text or MS-Access file. This list of approved reference numbers can then be used in the cost reports to filter which shipments have approved reference numbers and those which don't. You can add or delete your list of approved reference numbers as your business needs change.
- **Detailed Approved/Unapproved Reference Number Report:** This report provides detailed charges on shipments that either match or do not match the approved reference numbers. If there are changes that need to be made, that can be done by clicking **Manage Approved Reference Numbers** in the Cost Management Reports.
- **Summarized Approved/Unapproved Reference Number Report:** This provides an overview of the above report.



- **Flexible Reference Number Report:** UPS shipping systems can support up to seven Reference Numbers (some systems support more numbers than others, see your UPS representative for details). This report allows you to view every charge for any combination of those reference numbers. For instance, if you utilize three reference number fields in your shipping, this report can give you the ability to see individual charges for any combination of these three number fields.

Report Types (cont.)

Brokerage and Import Reports

- Brokerage and import charges are almost always related to shipments you pay for from an importer or third-party payer perspective. In addition to transportation, charges can include duties, taxes and charges for non-standard brokerage activities that are carried out on your behalf.
- You can break out your charges under two broad categories: “Government” and “Brokerage.” The “Government” charges are charges specified by the government, and brokerage charges (e.g., entry prep fees and special handling) reflect non-routine activities that are not covered by UPS’s transportation rates. In addition to these categories, you can choose from three broad types (and several sub-types) of charges — shipping, miscellaneous and post delivery.

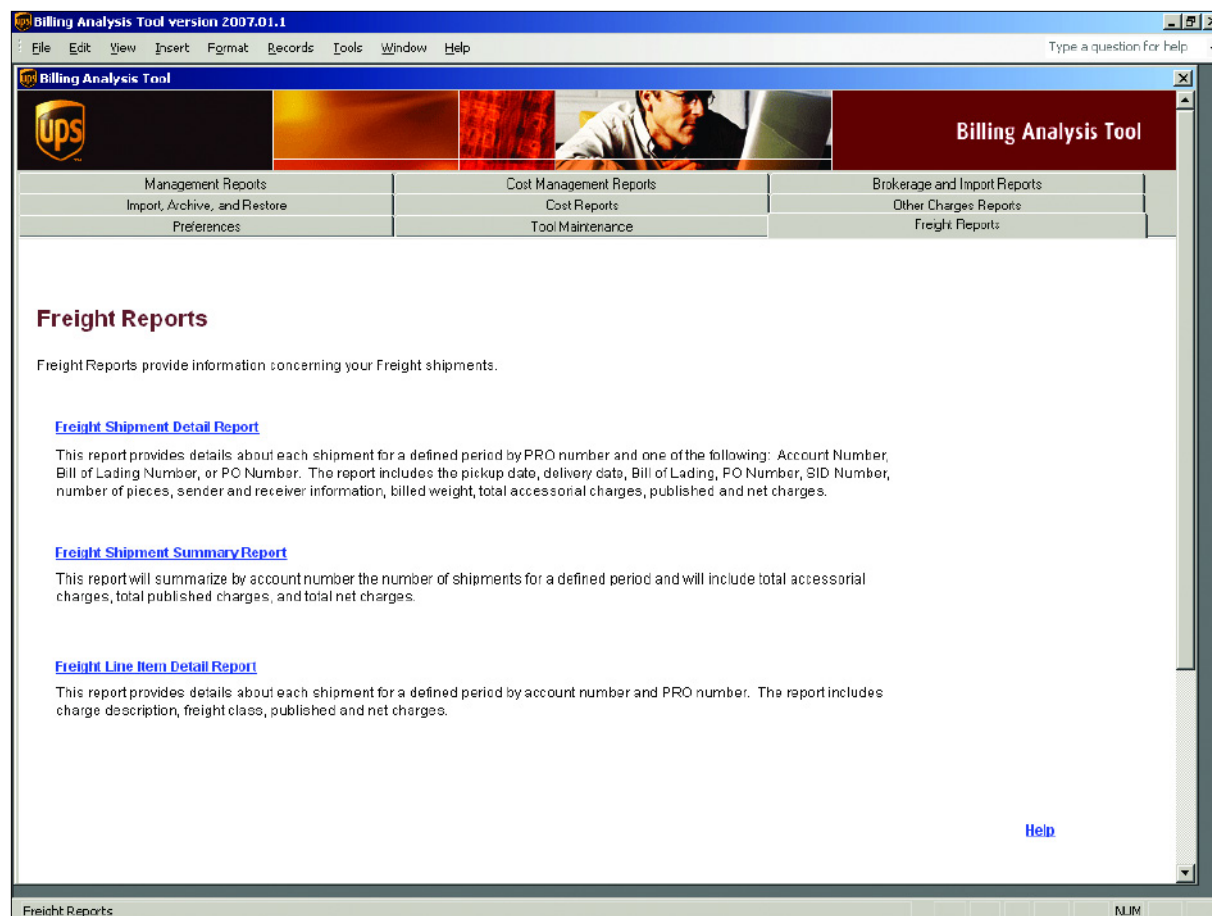


Report Types (cont.)

Freight Reports

- Customers in the United States can import their UPS Freight LTL billing data to run Freight reports.
- The tool will allow you to run freight-specific reports or use many of the additional reports the tool provides to generate package, freight, or reports that combine both freight and package transportation expenses.

Note: If you are a UPS Freight customer and would like to receive your LTL invoice data electronically, contact your Sales Representative.



Tool Maintenance

Tool maintenance allows you to repair the Tool if you are having trouble with data importing, restoring or archiving.

- **Repair Tool**

Repairing the Billing Analysis Tool will remove all temporary information which may be causing the application to malfunction. Use this function if you are having trouble with importing billing data files, restoring archive files or archiving stored data.

- **Remove Tool Data**

Removing data from the Tool can remedy problems with incorrectly imported data. Use caution when using this function — once data is removed, it cannot be recovered or restored. (Of course, you can re-import your billing data files, but these files' data will not necessarily coincide 100 percent with data you remove from the Tool.)

- **Backup Options**

Customize the frequency for the Backup Reminder, Run a Backup Now, or restore data from a previously saved Backup File.

Setting Preferences

Preferences allow you to customize the Tool to best suit your business. See detailed instructions on the following pages.

- **Provide Your Company and Department Name**
Easily identify displayed reports by storing your company and department name information.
- **Manage Currencies and Exchange Rates**
Control how monetary amounts are displayed within your reports by selecting a default currency and maintaining exchange rates.
- **Manage Your Company's Reference Numbers**
Facilitate the cost management process by maintaining your company's list of reference numbers. Reference numbers will be compared against your billing data's reference numbers to provide you with an efficient means of allocating costs.
- **Manage Approved 3rd Party Account Numbers**
Ensure maximum visibility into who is charging what to your UPS account number. Provide account numbers approved to bill shipments to your account and instantly identify between approved and unapproved transactions.
- **Set Your Default Unit of Measure**
By setting your default unit of measure, the Billing Analysis Tool can display reports suiting your preference.

Setting Preferences (cont.)

Provide Your Company and Department Name

1. Click **Providing Your Company and Department Name**.
2. Edit your company's name under **Provide Company Name**.
 - Type the company's name in the box under **Company Name**.
 - Click **Update Company Name**.
 - Click **OK**.
3. Edit the name of the departments under **Manage Department Names**.
 - Type the department name in the box under **Department Name**.
 - Click **Add Department Name**. The added name appears in the box on the right side.
4. If you want to remove a department name, first highlight the name in question and then click **Remove Department Name**.

Provide Your Company and Department Names

Easily identify displayed reports by storing your company and department name information.

Provide Company Name

Please provide your company's name. You will have the option of having this printed on displayed reports.

Company Name:

ABC

Update Company Name

Updated

Company name updated successfully.

OK

Setting Preferences (cont.)

Manage Currencies and Exchange Rates

If you have UPS accounts in more than one country using more than one currency, you can manage them with this screen. Otherwise, if you only have one currency, the Tool will use that currency as the default. The Tool captures only the currencies used in your billing data files. Only currencies in your data will be displayed.

The alternatives are shown in the box under **Select new default currency**.

- To change the currency, select the currency from the drop-down and click the **Change Default Currency** button.

The exchange rates are always based on the default currency as one to be converted. Before changing exchange rates, make sure to confirm the default currency.

If any currencies billed in your invoices have not been provided the exchange rate, they will be marked with an asterisk (*) in the right-side box.

- To add the exchange rate, highlight the currency in the right box, input the rate and select **Update Exchange Rate**.

Manage Currencies and Exchange Rates

Control how monetary amounts are displayed within your reports by selecting a default currency and maintaining exchange rates.

NOTE: Your current default currency **USD**

Select new default currency

Change Default Currency

Exchange Rates

One
USD
Equals:

Update Exchange Rate

Your available currencies.
Currencies marked with
an asterisk require
exchange rates.

Setting Preferences (cont.)

Manage Your Company's Reference Numbers

1. Click **Manage Your Company's Reference Numbers**.
2. Provide your company's reference number(s) here.
3. Click **Add Reference Number**, the added number appears in the box on the right side.

Manage Your Company's Reference Numbers

Facilitate the cost management process by maintaining your company's list of reference numbers. Reference Numbers will be compared against your flat file's reference numbers to provide you with an efficient means of allocating costs.

You may import a file containing your company's approved reference numbers. The file must be in a single column and in either .csv, .txt, Microsoft Excel, or Microsoft Access format. Only the first 35 characters of each cost code will be imported.

Import Reference Numbers

Manage Reference Numbers

Please provide your Company's reference numbers. You will have the option of comparing these with reference numbers contained within your imported flat files:

Cost Code/Reference Number:

Add Reference Number

Remove Reference Number

Setting Preferences (cont.)

Manage Approved 3rd Party Account Numbers

1. Go to Preferences.
2. Click **Manage Approved 3rd Party Account Numbers**.
3. If you have a file of your company's approved 3rd party account numbers, you can import it by clicking here. The file must be in a single column and in either .csv, .txt, Microsoft Excel, or Microsoft Access format. The account numbers must be six characters long for package and eight characters long for freight.
4. If you have only one account number or only a few, it is easier to provide your company's account number(s) here; then click **Add Account Number**, the added number appears in the box on the right side.

Manage Your Approved 3rd Party Account Numbers

Ensure maximum visibility into who is charging what to your UPS account number. Provide account numbers approved to bill shipments to your account and instantly identify between approved and unapproved transactions.

Enter the account numbers approved to charge to your account. These will be compared with the account numbers contained within your imported billing data.

Enter Account Numbers Individually: (must be 6 or 8 characters long)

Add Account Number

Import a file containing multiple account number (6 or 8 characters long) in a single column, and in either .csv, .txt, Microsoft Excel, or Microsoft Access format.

Import Account Numbers

Approved Account Numbers

Remove Account Number

Setting Preferences (cont.)

Set Your Default Unit of Measure

1. Click **Set Your Default Unit of Measure**.
2. Select the unit of measure from the box appearing on the right side.
3. Click **OK**.

Preferences

Setting Preferences allows you to customize the Electronic Invoice Tool to your business

[Provide Your Company and Department Names](#)

Easily identify displayed reports by storing your company and department names

[Manage Currencies and Exchange Rates](#)

Control how monetary amounts are displayed within your reports by selecting a currency

[Manage Your Company's Reference Numbers](#)

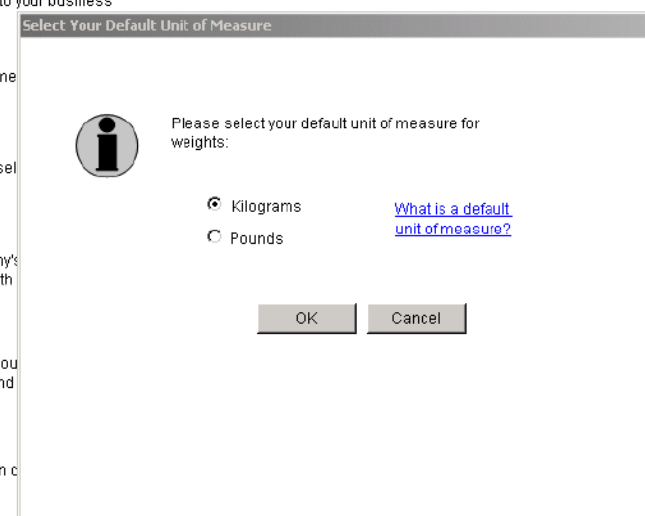
Facilitate the cost management process by maintaining your company's reference numbers to provide you with a clear audit trail

[Manage Your Approved 3rd Party Account Numbers](#)

Ensure maximum visibility into who is charging what to your UPS account by approving 3rd party account numbers for shipments to your account and instantly identify between approved and non-approved

[Set Your Default Unit of Measure](#)

By setting your default unit of measure, the Electronic Invoice Tool can automatically convert weights



Archive UPS Billing Data

Archiving Billing Data

Once you no longer need billing data to be available for analysis, you can use the “Archive UPS Billing Data” link to remove outdated information.

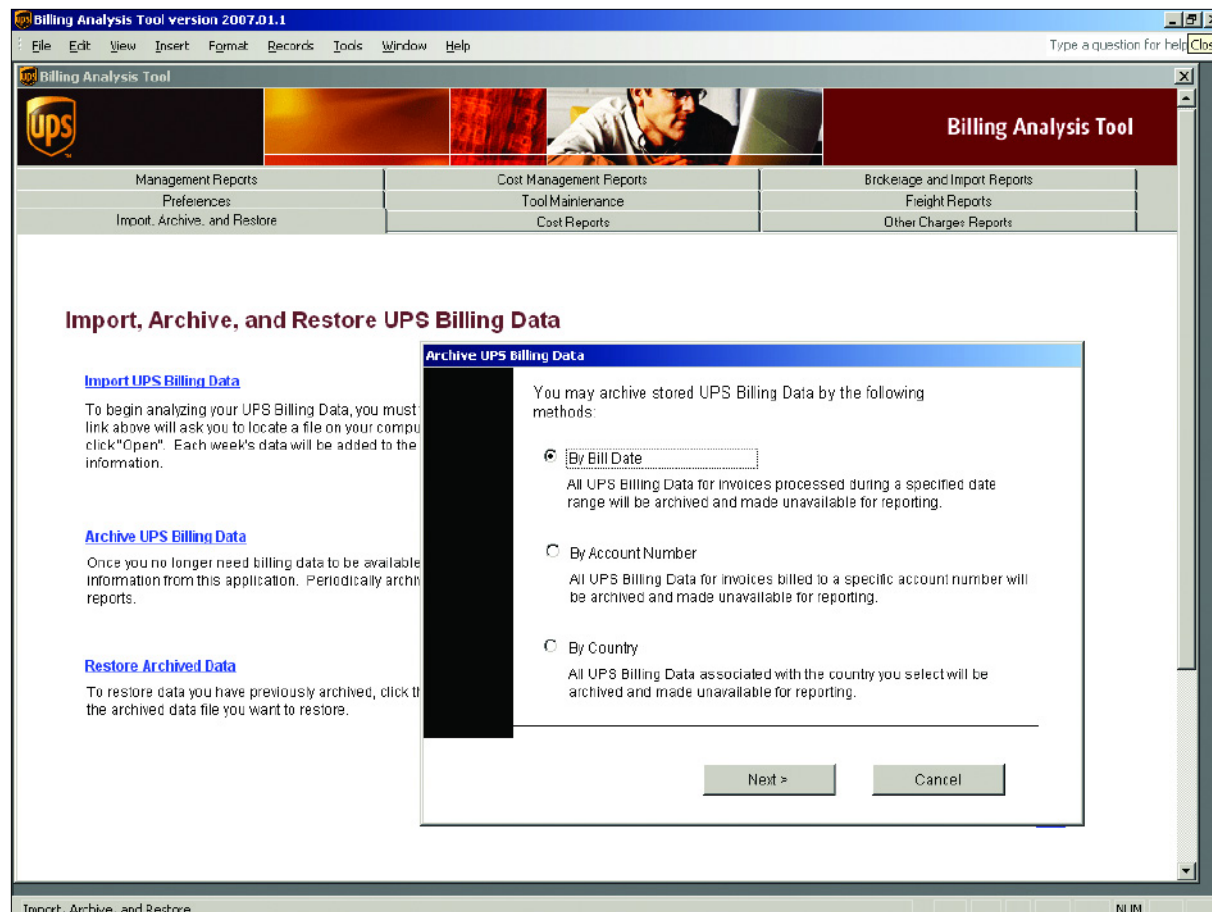
There are three methods in which you can archive billing data:

- By Bill Date
- By Account Number
- Or By Country

Note: Package and Freight data files are 185 and 250 columns in length respectively. When archiving data, the tool archives the data in the 250-column freight format. This provides for future compatibility as more billing information becomes available.

Restore Archived Data

Restoring data that has been previously archived is as simple as selecting the file after clicking on *Restore Archived Data*.



Appendix

Billing Terms


| | |
|--|---|
| Prepaid | The shipper pays all shipping charges. The consignee pays the destination country's duty and V.A.T. (tax), if applicable. |
| Freight Collect | The consignee pays all shipping charges and the destination country's duty and V.A.T. (tax). This option can only be used when the shipment's actual value is equal to or greater than the carrier's published rate for transportation of the shipment. |
| FOB Port of Export | The shipper pays shipping charges to the port of export, and the consignee pays the balance. |
| C&F | The shipper pays shipping charges to the port of import, and the consignee pays the balance. |
| Delivered Duty Paid, V.A.T. Unpaid | The shipper pays the destination country's duty, if applicable, in addition to all shipping charges. The consignee pays the destination country's V.A.T. (tax). |
| Bill Duty/Tax and Shipping Charges to Shipper | The shipper pays the destination country's duty and V.A.T. (tax), if applicable, in addition to all shipping charges. |
| Bill Shipper (Prepaid) | UPS bills shipping charges to the shipper's UPS account number. |
| Bill Receiver (Collect) | UPS bills shipping charges to the receiver. |
| Bill Third Party (3rd Party) | UPS bills shipping charges to a party other than the shipper or receiver. The third party must have a valid UPS account number and must have agreed to accept the charges. |
| Bill Credit Card | UPS bills shipping charges to a major credit card (available when using UPS Internet Shipping or an Air Shipping Document). |


Appendix (cont.)

Tips:

UPS international billing terms tend to be complicated. The question is always, “who pays what?”.

| | Freight | Duties | Taxes | Brokerage Fees |
|-----------------|---------|--------|-------|----------------|
| Prepaid | | | | |
| Freight Collect | | | | |
| Free Domicile | | | | |
| Split Duty Vat | | | | |
| FOB | (1) | | | |
| C&F | (2) | | | |

 = *Exporter*

 = *Importer*

- Shipper pays shipping charges to point of export. Consignee pays balance.
- Shipper pays shipping charges to point of import. Consignee pays balance.

Appendix (cont.)

Approved Account Numbers

This is a list of account numbers for which you have approved to pay when your account is not the one used to ship. You can input these account numbers into the electronic invoice tool so that if other account numbers appear on your invoice, you can quickly identify charges that may not be approved by you. Approved account numbers are typically used when you utilize either the Freight Collect billing option or are a third-party to the shipping transaction. This allows you to control which shipments you pay.

You can enter your list of approved account numbers in the Preferences section of the tool either by importing a list from Microsoft Access, Microsoft Excel, a .csv file or a .txt file, or by directly typing your approved account numbers into the electronic invoice tool. Use of this functionality is completely optional.

The Cost Management Reports section of the tool provides two reports — both detailed and summary which allow you to quickly analyze charges by approved and/or unapproved account number.

Approved Reference Numbers

This is a list of reference numbers that can be used in the Cost Reports to filter for shipments with or without approved reference numbers. You can input these reference numbers into the electronic invoice tool so that you can quickly identify and allocate costs to specific reference numbers or cost codes.

You can enter your list of approved reference numbers in the Preferences section of the tool either by importing a list from Microsoft Access, Microsoft Excel, a .csv file or a .txt file, or by directly typing your approved reference numbers into the electronic invoice tool. Use of this functionality is completely optional.

The Cost Management Reports section of the tool provides three reports — detailed, summary and distinct reference number matching, which allow you to quickly analyze charges by approved and/or unapproved reference number.

Appendix (cont.)

Currencies and Exchange Rates

If your organization receives UPS invoices in more than one country, there's a good chance you are being charged in more than one currency. You can manage your cost allocations using exchange rates of your choosing and/or elect to evaluate your invoices in the billed currency. Exchange rates are managed under the Preferences tab.

To Implement Exchange Rates you can set your default currency to be any currency in which you are billed (usually this would be your company's "home country" currency).

The application will then give you a list of all other currencies currently in your billing data, and allow you to input an exchange rate between these currencies and the default currency. Should you open a UPS account in another country with a new currency and sign up for the electronic invoice, the application will prompt you for the exchange rate between your default currency and the new currency.

To modify exchange rates, click the Update Exchange Rate button on the Manage Currencies and Exchange Rates page under the Preferences tab. The screen allows you to change your default currency and to update the exchange rates.

Reports can be produced using the actual billed currency or converted to your default currency. When converted, the reports will state that billed amounts are converted, and state the exchange rate used.

Appendix (cont.)

List of Countries Supported by UPS Billing Data

| Country | Charge Types Available | PDF Available |
|---------------------|------------------------|---------------|
| Argentina | Export Only | No |
| Australia | Export & Import | Yes |
| Austria | Export & Import | Yes |
| Belgium | Export & Import | Yes |
| Brazil | Export Only | No |
| Canada | Export & Import | Yes |
| China | Export Only | No |
| Denmark | Export & Import | Yes |
| Dominican Republic | Export & Import | No |
| Finland | Export & Import | Yes |
| France | Export Only | Yes |
| Germany | Export & Import | Yes |
| Hong Kong | Export & Import | Yes |
| India | Export & Import | Yes |
| Indonesia | Export & Import | Yes |
| Ireland | Export & Import | Yes |
| Italy | Export & Import | Yes |
| Japan | Export & Import | No |
| Korea (S. Korea) | Export & Import | No |
| Macau | Export & Import | Yes |
| Malaysia | Export & Import | Yes |
| Mexico | Export & Import | Yes |
| Netherlands | Export & Import | Yes |
| Norway | Export & Import | Yes |
| Philippines | Export & Import | No |
| Portugal | Export & Import | Yes |
| Puerto Rico | Export Only | Yes |
| Singapore | Export & Import | Yes |
| Spain | Export & Import | Yes |
| Sweden | Export & Import | Yes |
| Switzerland | Export & Import | Yes |
| Taiwan | Export & Import | No |
| Thailand | Export & Import | No |
| UK-GB | Export & Import | Yes |
| United States | Export & Import | Yes |
| U.S. Virgin Islands | Export Only | Yes |

Appendix (cont.)

Questions and Technical Support

You can go to the **Help** tab anytime when you are having trouble in using the Tool.

Refer to the site *www.ups.com* for Frequently Asked Questions (FAQs), technical documentation and to download the latest version of this User Guide.

If you have further questions, contact your UPS Account Representative.