



WorldShip® 2017

User Guide

The WorldShip software provides an easy way to automate your shipping tasks. You can quickly process all your UPS® shipments, print labels and invoices, electronically transmit daily shipping information to UPS and track your shipments.



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Shipping

Processing shipments

Processing a single-piece shipment



1. Specify the receiver's address.
2. Select a UPS service.
3. Select a package type.
4. Specify the bill-to information.
5. Enter the total shipment weight and the number of packages.
6. Select shipment and package options that apply to all packages.
7. Enter dimensional weight on the **Detail** tab, as needed.
8. Click **Process Shipment**.

Processing a multiple-piece shipment — single address/consignee

1. Follow steps 1 through 5 under Processing a Single-Piece Shipment above.
2. To add another package to the shipment, click **Add** and type the weight of the package.
3. To add multiple packages with the same weight, type the number of packages in Pkgs. Click **Add**.
4. Click **Process Shipment**.

Note: Once you have processed all your packages and shipments, complete the *End of Day* process.

The screenshot displays the UPS WorldShip software interface. The 'Ship To' tab is active, showing fields for Customer ID, Company or Name, Address 1, Address 2, Address 3, Country/Territory (United Kingdom), Postal Code (WA14 1EZ), City or Town (Cheshire), State/Province/County, Telephone, Email Address, UPS Account, and Tax ID Number. The 'Service' section includes options for Freight, UPS Service (Standard), and Saturday Delivery. The 'Package' section shows Package Type (Package) and Reference Numbers. The 'Weight (kg)' field is set to 5.0, and the 'Num. of Pkgs.' field is set to 1. The 'Shipper's Cost (GBP)' is displayed as 23.76. The 'Process Shipment' button is highlighted in blue.

Note: If a procedure does not reference a command, the ribbon is minimised in the screen samples. Use the  and  in the top right corner to maximise and minimise the ribbon.

Shipping

Processing shipments *(continued)*

Switch to another processing mode using the **Shipping** tab in the **System Preferences Editor**, found on the **Tools** menu, as needed.

Note: This system preference is only available if your workstation includes one Trade Direct shipper with a destination CFS other than the United States, Puerto Rico, Canada or U.S. Virgin Islands or one non-Trade Direct shipper with an origin other than the United States, Puerto Rico, Canada or U.S. Virgin Islands.

Processing a shipment with options

1. Follow steps 1 through 5 under Processing a Single-Piece Shipment on page 1.
2. In the Shipping window, select the **Options** tab.
3. Select the check box next to the option(s) you wish to apply and complete the additional fields as needed for the option(s).
4. Click **Process Shipment**.

Note: Once you have processed all your packages and shipments, complete the End of Day process.

The screenshot displays the UPS WorldShip software interface. The window title is "UPS WorldShip". The menu bar includes "Home", "Tools", "Printing Activities", "Import-Export", "UPS.com", and "Support". The main interface is divided into several sections:

- Ship To / Ship From / Distribution:** Fields for Customer ID, Company or Name (UPS Customer 1), Attention, Receiving Department, Address 1 (123 Street Name), Address 2, Address 3, Country/Territory (United Kingdom), Postal Code (WA14 1EZ), City or Town (Cheshire), State/Province/Country, Telephone, Email Address, UPS Account, and Tag ID Number.
- Service Options:** A list of options with checkboxes: Additional Handling, COD, Declared Value, **Signature Confirmation** (checked), Import Control, Quantum View Notify, Return Services, and UPS carbon neutral.
- Shipment Delivery Confirmation:** Radio buttons for Signature Required (selected) and Adult Signature Required.
- Costs:** Option Cost: 0.00 GBP, Total Cost: 23.76 GBP. A "Detail Cost" button is present.
- Shipment Management:** A "Process Shipment F10" button is highlighted. Below it are buttons for "Add 1 Pkgs" and "Delete Pkg".
- Status Bar:** Shows "XOFY Pending: 0 Shpmt(s), 0 Pkgs(s), Cost: ...".



Processing international shipments

When you process a package to an international destination, WorldShip can generate the necessary export documentation.

Processing a package

1. Specify the receiver's address.
2. Select a UPS service.
3. Select a package type.
4. Specify the bill-to information.
5. Type a general description of the goods and the weight of the package.
6. Select the **Customs Documentation** tab to complete the necessary export documentation.
7. Click **Process Shipment**.

Upload customs documentation

Enabling and selecting UPS Paperless® Invoice allows you to upload customs forms created offline instead of attaching hard copies to the shipment. To upload forms, select the **Upload My Forms** check box on the **Customs Documentation** tab and locate the forms to upload after you click **Process Shipment**.

Disabling export documentation

If you currently produce your own export documents, you can disable the export documentation feature in WorldShip by following these steps:

1. On the **Tools** tab, select **Shipper Editor**.
2. Click **Modify**, then select the **International** tab.
3. Clear the **Enable Invoice**, **Enable NAFTA CO** and **Enable CO** check boxes, or select a filing method other than **UPS file my EEI for me** under **Electronic Export Information**, for the document(s) you do not wish to print.

During shipment processing, you can disable the creation of an invoice by doing the following:

1. In the Shipping window, select the **Customs Documentation** tab.
2. Clear the **Create an Invoice** check box.

Note: If you disable the invoice creation feature in WorldShip, you should type the customs value in order to speed up customs clearance.

Note: International Shipments whose contents are NOT documents must have three (3) copies of the invoice and any other required export documentation attached to the lead package.

Shipping

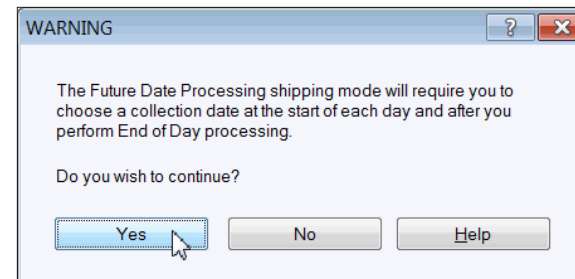
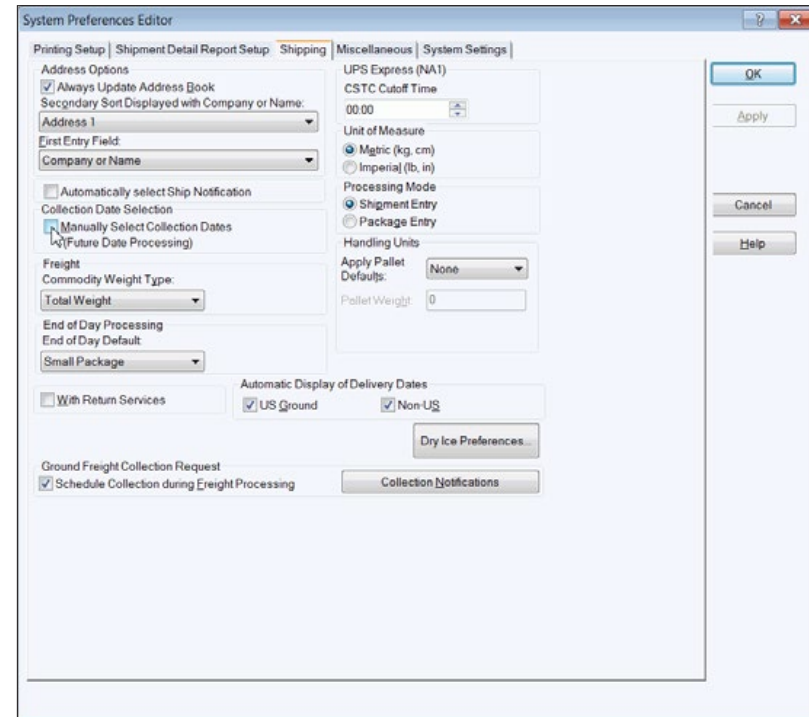
Processing shipments with future collection dates

With WorldShip Future Date Processing, you can process shipments with a collection date of up to 183 calendar days in the future.

Activating Future Date Processing

To process shipments with future collection dates, activate this feature by following these steps:

1. On the **Tools** tab, select **System Preferences** and then **Shipping**.
2. Select the **Manually Select Collection Dates** check box under **Collection Date Selection**. A warning message asks you to confirm your selection.
3. Click **Yes** and then **OK**.



Shipping



Processing shipments with future collection dates *(continued)*

Selecting an Active Collection Date

Once you have set this system preference, the Select Active Collection Date window asks you to choose a collection date.

If you want to select today's date as the active collection date, simply click **OK**. If you want to select a date in the future, click the down arrow, select the collection date on the calendar and click **OK**. The active collection date you select will appear on the title bar at the top of the Shipping and Shipment History windows.

As you process shipments, they will be listed, by active collection date, under **Pending Collection** in the Shipment History window. The letter "A" appears next to the active collection date.

Note: *If you do not require the ability to process shipments with a future date, no action is needed. Your system is already configured to process shipments for the current date.*

Changing an Active Collection Date

To change an active collection date prior to processing shipments, follow these steps:

1. On the **Home** tab in the Shipping window, select **Collection Information** and then **Select Active Collection Date**.
2. In the Select Active Collection Date window, click the down arrow, select the collection date on the calendar and click **OK**.
3. Process your shipments as usual. They will appear in the Shipment History window under the Pending Collection group for that active collection date.

To change a collection date for shipments that have been processed:

1. In the Shipment History window, highlight the shipment or Pending Collection group for which you want to change the date.
2. On the **Home** tab, select **Collection Date** and then **Change Collection Date**.
3. In the Change Collection Date window, click the down arrow, select the collection date on the calendar and click **OK**. The shipment(s) appear under the Pending Collection group for that collection date.

For more information, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; type *Future Date Processing Procedures*.

Processing returns

UPS offers a comprehensive portfolio of returns services to streamline your merchandise returns process. Repeat a shipment in the Shipment History as a return or create a new return package in the Shipping window.

Creating a return

1. Select a UPS service on the **Service** tab.
2. Select the **Options** tab and then select **Returns Services** under **Shipment Options**.
3. Select the return service you want.
4. Specify the merchandise description for the package.
5. If you select Electronic Returns Label, click **Details** and specify the Recipient's E-mail Address.
6. Specify the Collect From address.
7. Select the **Service** tab, then select a package type, specify the bill-to information and type the weight of the package.
8. Click **Process Shipment**.

Note: *Returns Services may be limited in your area. Please visit ups.com® for a complete list of valid services.*

Processing a forward shipment with a corresponding returns shipment

1. Enter shipping information.
2. Select the **With Returns Services** check box on the **Service** tab.
3. Click **Process Shipment**. The forward shipment label prints, and the Shipping window automatically fills in the address for the corresponding return shipment.
4. Select the **Options** tab. The Returns Services option will be checked. Select the returns service you want and enter a merchandise description.
5. Click **Process Shipment**.

Note: *To set a preference for the **With Returns Services** check box, go to the **Shipping** tab in the System Preferences Editor.*



Editing packages and shipments

WorldShip allows you to edit packages and shipments you have already processed, but for which you have not yet run the End of Day process.

Editing a Package or Shipment

1. Under **UPS Collections** in the Shipment History window, select the individual package or shipment you wish to edit.
2. On the **Home** tab, select **Edit/Reconcile**. Confirm which package/shipment you need to edit and then make the appropriate changes.
3. Click **Process Shipment**. (You will be prompted to replace the previously printed label with the regenerated label.)

Deleting a single package in a multiple-piece shipment

1. Under **UPS Collections** in the Shipment History window, select the shipment containing the package you wish to delete.
2. On the **Home** tab, select **Edit/Reconcile**. Confirm which package/shipment you need to edit.
3. Using the navigation arrows next to **Process Shipment**, display the package you wish to delete.
4. Click **Delete Pkg**. Confirm that you want to delete the package.
5. Click **Process Shipment**. (You will be prompted to replace the previously printed label with the regenerated label.)

Shipping

Processing Air Freight shipments

Processing an Air Freight shipment

To process an Air Freight shipment:

1. Select the **Freight** check box.
2. Specify the Ship To address.
3. Specify the Ship From address.
4. Specify the shipment-level and option details, such as UPS service and bill-to information, commodity information, shipping options, and shipper and receiver references and special instructions.
5. For an international shipment, record the export document and goods details.
6. Decide if you wish to complete your shipment now or later.
 - If you have not completed your shipment, you can save it as a draft by clicking **Save** (in the lower right-hand corner). The shipment is saved in Shipment History as a “Draft” with the date when it was saved. If you created a Packing List for the draft shipment, it will not be saved. When you are ready to continue working on it, select it from the Shipment History window and then select **Edit/Reconcile** on the **Home** tab.
 - If you have completed your shipment, click **Process**.

The screenshot shows the UPS WorldShip software interface. The window title is "UPS WorldShip". The interface is divided into several sections:

- Ship To / Ship From:** Fields for Customer ID, Company or Name (UPS Customer 1), Address 1 (123 Main Street), Address 2, and Address 3/Store#.
- Country/Territory:** United States, Postal Code: 28201.
- City or Town:** CHARLOTTE, State/Province/County: NC.
- Telephone:** (704) 555-5555, Email Address: []
- UPS Account:** UPS Account, UPS Airport Code: SCS.
- Service / Options / Detail / Reference / Customs Documentation:** Shipment: Freight, Bill Transportation To: Shipper, UPS Service: Air Freight Direct, DDU, DDP.
- Commodity:** Save/Update Commodities. A table lists items:

#	Description	Packaging Type	Pieces	Total Weight (kg)	Length (cm)	Width
1	Shoes	Box	1000	400	12	8
2	Package	Package				
- Shipment Totals:** Weight: 400.0 kg, Pieces: 1000, Get Rate button.
- Buttons:** Save, Labels, Process F10.
- Shipper:** 1YE595, Profile: UPS.

Processing Air Freight shipments *(continued)*

Scheduling a collection or delivery of an Air Freight shipment

To automatically schedule a delivery during shipment processing for a House Account Air Freight shipper:

1. Select the **Delivery** check box on the **Service** tab.
2. Process the shipment as usual. When you click **Process**, the Delivery Request window appears.
3. In the Delivery Request window:
 - Under **Pieces Shipped As**, describe the handling units.
 - Under **Pickup/Drop Off**, select a delivery date and a delivery time.
 - Click **OK**.

To automatically schedule a Collection or delivery during shipment processing for an Occasional Air Freight shipper:

1. Enter the shipment as usual. When you click **Process**, the Collection/Delivery Request window appears.
2. In the Collection/Delivery Request window:
 - Under **Pieces Shipped As**, describe the handling units.
 - Under **Pickup/Drop Off**, select either Collection or Delivery.
Note: Your selection determines the remaining active and inactive fields in this window.
 - Under **Pickup/Drop Off**, select a delivery date and a delivery time.
 - Under **Requestor**, provide the appropriate information or use the Ship From information provided.
 - Provide the Collection date, Collection ready time and Collection location closing time.
 - Under **Collection Location**, provide any additional instructions.
Note: All other fields show the Ship From address and cannot be updated.
 - Click **OK**.

Pickup/Drop Off Request

Pieces Shipped As
Describe the Handling Units (moveable pieces) in this shipment:
59 Pallet(s) Loose

Pickup/Drop Off
 Collection Drop Off

Drop Off
Date: 07-Aug-2013
Time: 4:00:46 PM

Requestor
 Third Party
Company Name: WS Test Shipper
Attention: Jane Doe
Email Address:
Telephone Number: 5555555555555555

Collection Date: 07-Aug-2013
Collection Ready Time: 4:04:32 PM
Collection Location Closing Time: 5:00:00 PM

Collection Location
Address 1: 123 Main St.
Address 2:
Address 3:
Country/Territory: United Kingdom
Postal Code: EC1Y 8SY
City or Town: London
State/Province/Country:
Additional Instructions:


OK Cancel Help

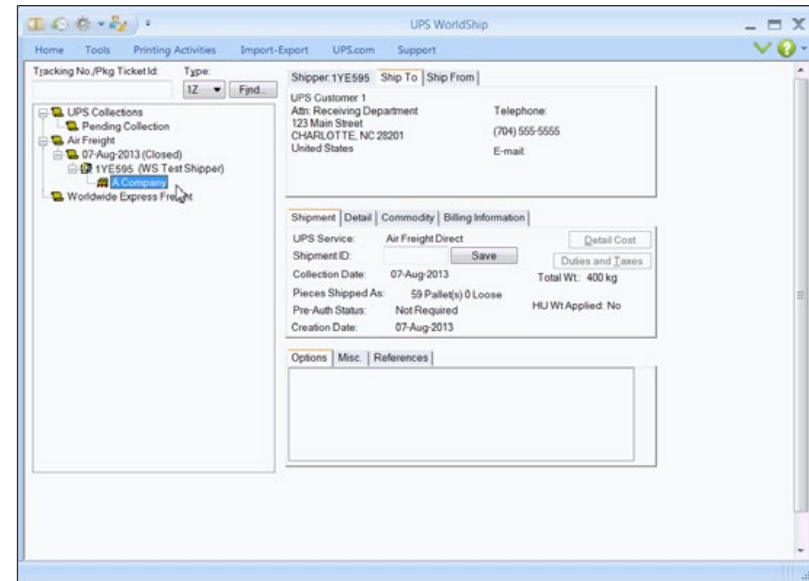
By selecting the OK button, you agree to the UPS Tariff/Terms and Conditions. [Terms and Conditions](#)

Shipping

Processing Air Freight shipments *(continued)*

Viewing Air Freight shipment history

To view your Air Freight shipment(s), select the Shipment History window. An  icon represents an Air Freight shipment for a specific shipper.



Profiles

Profile Editor

Use the **Profile Editor** to add, delete or modify a profile, which is a saved collection of predefined preferences, including various service options, package options, shipment options and reference numbers. Then you can assign the profile to one or more shippers.

Adding a profile

1. On the **Tools** tab, select **Create/Edit Profile**.
2. In the Profile Editor Welcome window, click **OK**.
3. Fill in or select the preferred values for the fields shown on all the tabs. Your choices appear as the defaults in the corresponding fields in the Shipping window.
4. In the ribbon, click **Save**.
5. In the *Profile Save As* window, type a unique name, up to 35 characters, and click **OK**.


Note: If you want to base a new profile on an existing profile, select the existing profile name, modify the fields, and in the ribbon, click **Save As**. In the Profile Save As window, type a unique name, up to 35 characters, and click **OK**.

Assigning a profile to a shipper

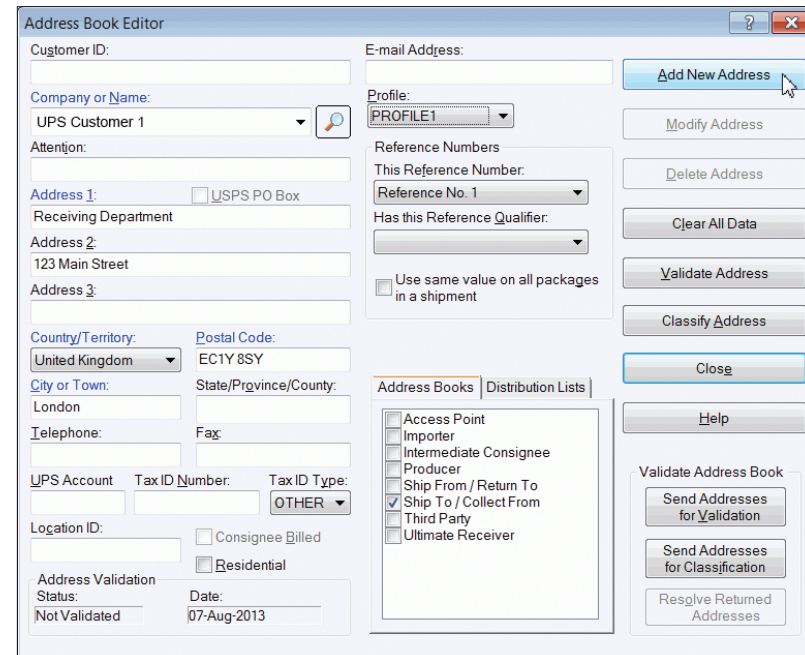
1. On the **Tools** tab, select **Create/Edit Profile**.
2. In the Profile Editor ribbon, click **Assign Profile to Shippers**.
3. In the Shipper Profiles window:
 - To assign a profile to a specific shipper, select the desired profile for that shipper from the drop-down menu under **Profile** next to the shipper number.
 - To assign a particular profile to all shippers, select the desired profile in **Assign Profile To All Shippers** and click **Assign**.
4. Click **OK** and then click **Close Profile Editor**.

Profiles

Assigning a profile to a customer in the address book

1. On the **Home** tab, select **Addresses** and then **Address Book**. The Address Book Editor window appears.
2. Type information about a new customer or click the **Search** icon  next to the **Company or Name** box to search for a customer in your address book. In the Address Book Search window, locate and select an existing customer and then click **Select**.
3. Select a profile name in **Profile**.
4. Click **Add New Address** for a new customer or click **Modify Address** for an existing customer.
5. When you are finished, click **Close**.

Note: You can also assign a profile using the **Shipper Editor** or you can select the profile from the **Shipping** window.



The screenshot shows the 'Address Book Editor' window with the following fields and options:

- Customer ID:** [Empty text box]
- E-mail Address:** [Empty text box]
- Company or Name:** UPS Customer 1 (with a search icon)
- Profile:** PROFILE1 (dropdown menu)
- Reference Numbers:** This Reference Number: Reference No. 1 (dropdown menu)
- Has this Reference Qualifier:** [Empty dropdown menu]
- Use same value on all packages in a shipment
- Address 1:** [Empty text box] USPS PO Box
- Receiving Department:** [Empty text box]
- Address 2:** 123 Main Street
- Address 3:** [Empty text box]
- Country/Territory:** United Kingdom (dropdown)
- Postal Code:** ECTY 8SY
- City or Town:** London
- State/Province/County:** [Empty text box]
- Telephone:** [Empty text box]
- Fax:** [Empty text box]
- UPS Account:** [Empty text box]
- Tax ID Number:** [Empty text box]
- Tax ID Type:** OTHER (dropdown)
- Location ID:** [Empty text box]
- Consignee Billed
- Residential
- Address Validation Status:** Not Validated
- Date:** 07-Aug-2013
- Address Books / Distribution Lists:**
 - Access Point
 - Importer
 - Intermediate Consignee
 - Producer
 - Ship From / Return To
 - Ship To / Collect From
 - Third Party
 - Ultimate Receiver
- Buttons:** Add New Address, Modify Address, Delete Address, Clear All Data, Validate Address, Classify Address, Close, Help
- Validate Address Book:**
 - Send Addresses for Validation
 - Send Addresses for Classification
 - Resolve Returned Addresses

Printing reports

Each time you complete the End of Day process, the following reports may print automatically:

Daily Shipment Detail Report

Summarises all the packages processed since your last End of Day process and lists the recipient and shipping information for each package as well as summary totals. Using the **System Preferences Editor, Shipment Detail Report Setup** tab, you can choose whether to print this report automatically when you run End of Day.

High Value Report

Automatically prints during the End of Day process only if you processed a package with a Declared Value exceeding a certain threshold and during shipment processing for Returns Services shipments. In addition, this report shows the tracking number, package ID, reference number and Declared Value of each high value package.

Important: Be sure to give this report to your UPS driver when he or she collects the high value packages. The UPS driver signs the report and records the collection time and the total number of high value packages on the last line of this report. Since these collection details are on the report the driver takes with the packages, make a copy of the driver's report with the collection details if you want collection confirmation for your records. Since collection details include driver's signature and handwritten information, it cannot be reprinted.

UPS Manifest Summary (excluding U.S., Puerto Rico and Canada Origins)

Automatically prints during the End of Day process and summarises shipment information about the packages your UPS driver is to collect. This report includes:

- Your account information.
- A barcode that includes your account number, a unique shipping record identifier and the total number of packages to be collected.

- Summary information so the UPS driver can verify what is to be collected.
- An area to record the name of the UPS driver who collects the packages, the collection time and the total number of packages collected by the driver.

Important: Be sure to give both copies of the Manifest Summary Report to your UPS driver when he or she collects the packages. The UPS driver scans the barcode on the report. Then the UPS driver signs both copies of the report and records the collection time and the total number of packages on the bottom of the report. One of the copies is for your records. The UPS driver will take the other copy.

UPS Manifest Detail (excluding U.S., Puerto Rico and Canada Origins)

Automatically prints during the End of Day process and during the close out of consolidated movements if the transmission of your shipment data to UPS fails. This report details shipment information about the packages your UPS driver is to collect.

Important: Be sure to give this report to your UPS driver when he or she collects your packages.

UPS Driver Transmission Control (excluding U.S., Puerto Rico and Canada Origins)


Automatically prints during the End of Day process and during the close out of UPS Trade Direct consolidated movements only if the destination is other than the U.S. or Puerto Rico. This report verifies the successful transmission of shipment data to UPS during the close-out process.

Important: Be sure to give this report to your UPS driver when he or she collects your packages.

Voiding packages or shipments

Voiding a shipment from the Shipping window

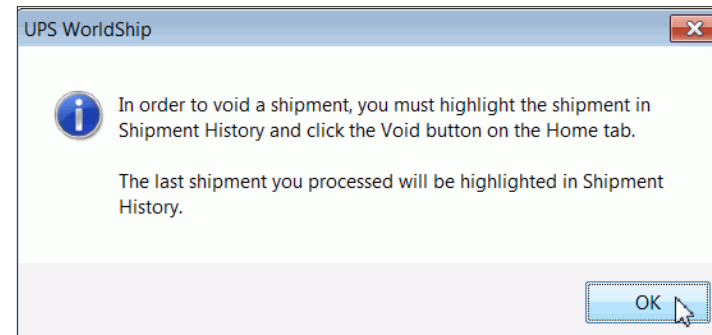
WorldShip allows you to void shipments you have already processed but for which you have not run the End of Day process. You can also void packages or shipments after you have run the End of Day process.

1. On the **Home** tab in the Shipping window, select **Void** to void or delete a package or shipment.
2. Read the instructions on how to void a shipment and click **OK**. The Shipment History window appears and the last shipment you processed is highlighted.
3. Confirm the correct shipment is highlighted. Select another shipment if needed.
4. If the shipment icon shows an up arrow, , you will need to void the shipment using the **Void Shipments Page** on the web. On the **Home** tab, click **Void**.
 - a. WorldShip will prompt you to use the **Void Shipments Page** on the web.

Note: When you void a shipment from the **UPS Void Shipments Page** on the web, the **Shipment History** window is not updated and does not indicate that you voided the shipment. To remind yourself that the shipment was voided, you can manually mark the voided shipment. See **Marking a package or shipment as voided in the Shipment History window**.

5. If the shipment icon does not have an up arrow:
 - a. On the **Home** tab, select **Void**. A confirmation message displays.
 - b. Click **Yes**. A **Void** icon appears next to the shipment/packages.

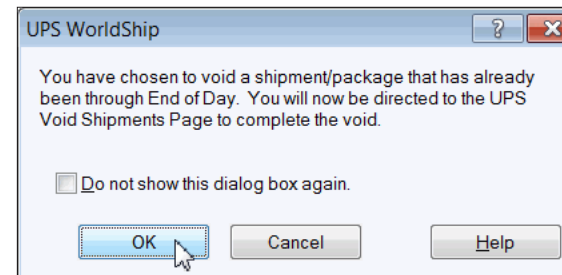
Note: If the package you are attempting to void has already gone through the End of Day process and the void portal supports voids for your country, you will be taken to the U.S. Void a Shipment application on ups.com® (English only). See Voiding a package or shipment from the Shipment History window after End of Day on the next page.



Voiding packages or shipments

Voiding a package or shipment from the Shipment History window after End of Day

1. In the Shipment History window, highlight the tracking number of the package you want to void.
2. On the **Home** tab, select **Void**.
3. Click **OK**. The **UPS Void Shipments Page** appears for you to complete the void.
4. When you are finished voiding the shipment, return to WorldShip.

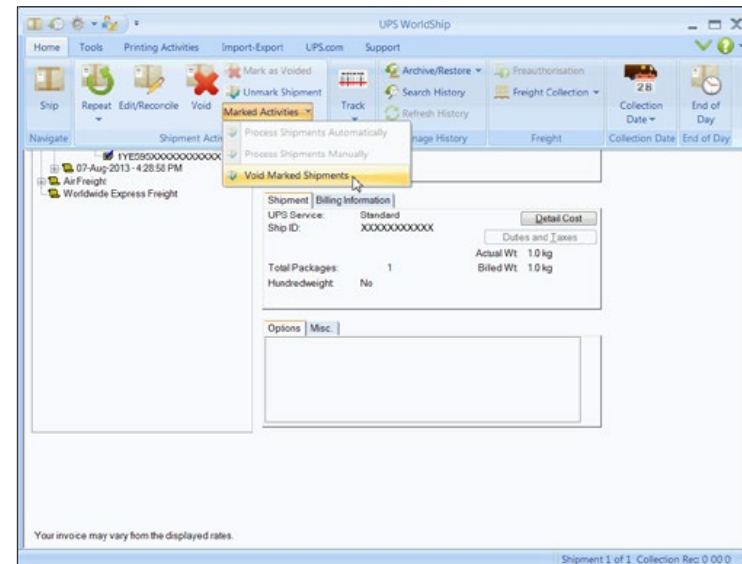
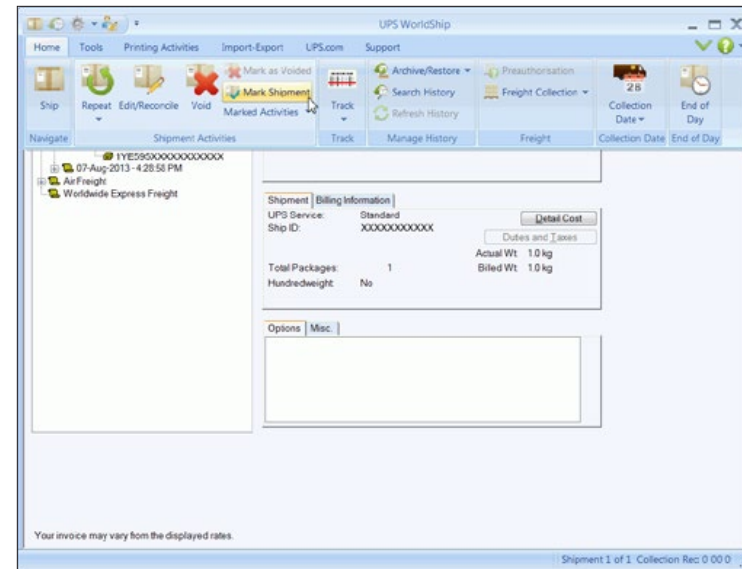


Voiding packages or shipments

Marking a package or shipment as voided in the Shipment History window

When you void a package or shipment from the **UPS Void Shipments Page**, WorldShip will not automatically update the Shipment History window to indicate you completed the void, but you can mark the package or shipment as voided. Since the actual status of the package or shipment will not change, you should complete the steps necessary to void the shipment or package on the **UPS Void Shipments Page** before using this procedure.

1. In the Shipment History window, highlight the package or shipment you voided from the **UPS Void Shipments Page**.
2. On the **Home** tab, select **Mark Shipment**. A check mark icon appears next to the shipment or package.
3. On the **Home** tab, select **Marked Activities** and then **Void Marked Shipments**. An X icon appears next to the shipment or package.



End of Day

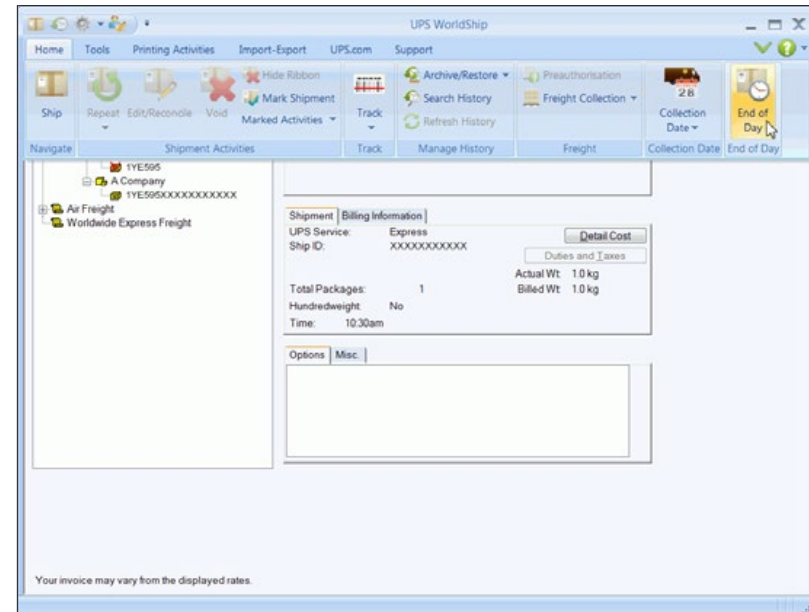
Completing the process

WorldShip electronically transmits your shipment detail to UPS. Separate End of Day processes can be completed for the same collection day.

Once you have finished processing packages for a Pending Collection group, complete the End of Day process. These steps should be completed prior to the time of collection.

Completing the End of Day process

1. Select the Pending Collection group in the Shipment History window.
2. On the **Home** tab, select **End of Day**.
3. Confirm you wish to proceed. WorldShip will print the End of Day reports. For more information, see *Printing reports*.
4. If Future Date Processing has been activated, the Select Active Collection window appears. Click the down arrow to select the active collection date from the calendar (up to 183 days in the future). Click **OK**.
5. Provide applicable reports to your UPS driver. For more information, see *Printing reports*.



History and tracking

Finding shipments

1. To find a shipment that you have processed in the past, select **Search History** on the **Home** tab.
2. Click **Find** in the Shipment History window.
3. Fill in the appropriate information you need to find the shipment you are looking for, then click **Find**.

For more information about how to find shipments, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; type *Find a Shipment*.

The screenshot shows the 'Find By' search window with the following fields and values:

- Customer ID: [Empty]
- Shipper Number: [Empty]
- UPS Service: [Empty]
- Company or Name: UPS Customer 1
- Package Type: [Empty]
- Tracking Number: [Empty]
- Attention: [Empty]
- Sort By: Date
- Tracking Number Type: [Empty]
- Address 1: [Empty]
- Receiving Department: [Empty]
- Order: Ascending
- Voided Shipments: Exclude
- Country/Territory: United Kingdom
- Postal Code: EC1Y 8SY
- Date Range: 01-Aug-2013 - 07-Aug-2013
- City or Town: London
- State/Province/County: [Empty]
- Telephone: [Empty]
- Collection Record: [Empty]
- Reference Number and Value: [Empty]
- Billing Information: [Empty]
- Bill Transportation To: [Empty]
- Bill Duty and Tax To: [Empty]
- Split Duty and Tax:

Buttons at the bottom: Find... (highlighted), Clear, Cancel, Help.

History and tracking



Tracking packages or shipments

Tracking from the Shipment History window

1. To track a single package from the Shipment History window, select a package by highlighting the tracking number. On the **Home** tab, select **Track** and then **Track This Package**.
2. To track multiple packages from the Shipment History window:
 - Highlight a date to track all packages shipped on a specific date or highlight a shipment to track all packages in a shipment.
 - On the **Home** tab, select **Track** and then **Track Multiple**. In the Tracking Number Manager window, on the 1Z tab, click **Add**, then **Track List**.

***Note:** You can track packages for multiple dates and shipments by highlighting the specific date or shipment and continuing to click **Add**.*
3. WorldShip connects you directly to the Tracking Page on the UPS website and displays package information.
4. If desired, print the tracking information.
5. Close the Tracking Page window to return to WorldShip.

Tracking from the UPS website

1. On the **UPS.com** tab, select **UPS Tracking**. WorldShip connects you directly to the Tracking Page on the UPS website.
2. Type your UPS tracking numbers on the **Track Packages & Freight** tab and click **Track**.
3. Follow the instructions.
4. Close the Tracking Page window to return to WorldShip.

Billing and rating features



Fuel surcharge

UPS fuel surcharges are automatically included in the rate displayed for each shipment. The surcharges can change potentially from month to month. A software update will be provided to you automatically.

For more detailed information on the UPS Fuel Surcharge, go to ups.com[®] or select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; type *Fuel Surcharge*.

Cost Centre Calculator

The Cost Centre Calculator helps you to update the shipping charges displayed by WorldShip for shippers. These updated rates do not affect your UPS billed shipping charges. Instead, the updated rates affect only the shipping rates you charge your customers.

To open the Cost Centre Calculator, select **More Tools** on the **Tools** tab and then **Cost Centre Calculator**. When the Cost Centre Calculator opens, you will notice the window is divided into left and right panes. Select a shipper in the left pane to display the rate categories (that is, services, accessorials and surcharges) in the right pane. Select a rate category in the left pane or double-click a rate category in the right pane to display all the items you can update for that category in the right pane.

For step-by-step instructions on how to modify your rates, select **Help** on the **Help** menu in the **Cost Centre Calculator**.

Selecting bill-to information

Use the bill-to fields to indicate who pays for the transportation, duty and tax charges to ship a package, shipment or movement. These fields appear in several windows, including the **Service** tab in the Shipping window. The bill-to fields include:

Bill Transportation To includes Shipper, Receiver or Third Party options to indicate who pays the transportation cost to ship the package, shipment or movement.

Bill Duty and Tax To includes Shipper, Receiver or Third Party options to indicate who pays the duty and tax costs to ship the package, shipment or movement.

Split Duty and Tax check box indicates if you want the transportation payer instead of the tax payer to pay the duty cost to ship the package, shipment or movement. If you select this check box, the Bill Transportation To title changes to Bill Transportation and Duty To, and the Bill Duty and Tax To title changes to Bill Tax To. To reverse this selection, clear the **Split Duty and Tax** check box. A confirmation message appears each time you select or clear this check box.

Billing and rating features

Third party billing

1. Process shipments as outlined on page 1 of this guide. Here are the steps:

- Specify the receiver's address.
- Select a UPS service.
- Select a package type.
- Select **Third Party** in **Bill Transportation To** and the Third Party Address window appears.

The screenshot shows the UPS WorldShip software interface. The 'Ship To' tab is active. The 'Ship From' dropdown is set to 'Distributions'. The 'Customer ID' is '1YE595'. The 'Company or Name' is 'UPS Customer 1'. The 'Attention' field is empty. The 'Address 1' is '123 Main Street'. The 'Country/Territory' is 'United Kingdom'. The 'Postal Code' is 'E11Y 8SY'. The 'City or Town' is 'London'. The 'State/Province/County' is empty. The 'UPS Account' is '1YE595'. The 'Tag ID Number' is empty. The 'Service' dropdown is set to 'Standard'. The 'Package Type' is 'Package'. The 'Reference Number 1' and 'Reference Number 2' are empty. The 'General Desc. of Goods' is empty. The 'Bill Transportation To' dropdown is set to 'Third Party'. The 'Shipper's Cost (GBP)' is '0.00'. The 'Published' checkbox is checked. The 'Process Shipment' button is highlighted.

2. In the Third Party Address window, type the address and account number of the person or company that will pay all of the charges that the shipper would pay for the current shipment. Then click **OK**.

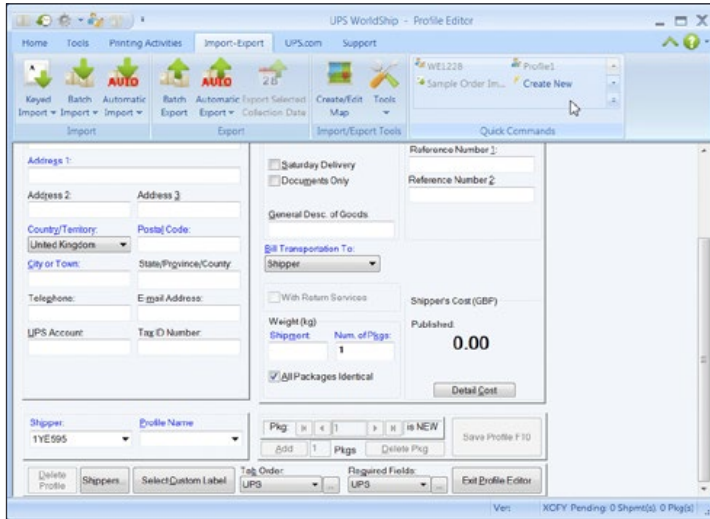
3. In the Shipping window, type the weight of the package and click **Process Shipment**.

The screenshot shows the 'Third Party Address' window. The 'Customer ID' is '1YE595'. The 'Company or Name' is 'UPS Customer 1'. The 'Attention' field is empty. The 'Address 1' is '456 Main Street'. The 'Country/Territory' is 'United Kingdom'. The 'Postal Code' is '1W13 7UY'. The 'City or Town' is 'Ramsgate'. The 'State/Province/County' is empty. The 'Telephone' and 'Fax' fields are empty. The 'UPS Account' is '1YE595'. The 'OK' button is highlighted.

Additional features and functionality

Quick Commands

The Quick Commands Editor allows you to select from a predefined list of commands and configure those commands for use on the **Import/Export** tab. See *Creating the Quick Commands list*.



Creating the Quick Commands list

1. On the **Import/Export** tab, select **Create New**.
2. In the Quick Commands Editor window, create a list of commands for the Quick Commands list:
 - To add a command, select the command in the **Available Commands** box and click **Add**. The command is added to the **Selected Commands** box.
 - To remove a command, select the command in the **Selected Commands** box and click **Remove**.
 - To remove all the commands, click **Remove All**.

3. Edit the selected command as follows:

- If you added a command that can be added more than once, the Quick Commands Editor window appears so you can configure the selected command. See *Modifying Quick Commands*.
- If you added a command that can be added only once, continue with step 4.

Tip: If you want to change the defaults for the selected command, click **Edit**. See *Modifying Quick Commands*.

4. Arrange the commands on the Quick Commands list in the desired order:

- To move a command up, select the command and click **Move Up**.
- To move a command down, select the command and click **Move Down**.

5. To view and use the Quick Commands list, on the **Import/Export** tab, select a command on the Quick Commands list.

Modifying Quick Commands

1. On the **Import/Export** tab, select **Create New**.
2. In the Quick Commands Editor window, add a new command:
 - Select the command in the **Available Commands** box.
 - Click **Add**.

If you added a command that can be added more than once, the Quick Commands Editor window appears and shows information for the selected command. The name of the command appears in the title bar. Skip to step 4.

If you added a command that can be added only once, the name of the command appears in the **Selected Commands** box. If you want to edit the command, continue with step 3; otherwise, skip to step 7.

3. To edit an existing command on the Quick Commands list:
 - Select the command in the **Selected Commands** box.
 - Click **Edit**.

The Quick Commands Editor window appears and shows information for the selected command. The name of the command appears in the title bar.

To edit a command that can be added more than once, continue with step 4; otherwise, skip to step 5.

Additional features and functionality



Modifying Quick Commands *(continued)*

4. Complete the appropriate action:
 - For **Shipper Number**, click the down arrow in the **Select Shipper Number** box and select a shipper number.
 - For **Profile**, click the down arrow in the **Select Profile** box and select a profile.
 - For **Start Keyed Import**, select a map name in the **Start Keyed Import** box.
 - For **Batch Import**, select a map name in the **Start Batch Import** box.
 - For **Batch Export**, select a map name in the **Start Batch Export** box.
5. To add a tooltip for the command, type up to 80 characters in the **Tooltip Text** box or use the predefined tooltip.
6. Click **OK**.
7. Repeat this procedure as needed or click **OK**.

Error labels printed during Batch Processing

WorldShip now prints error labels by default for each package whose shipment fails validation during Batch Processing. The Label identifies the error with the information needed to correct the package for processing and serves as a placeholder to maintain the proper order of labels to packages. The **Print Error Label during Batch Processing** option is located under **Preferred Label Printing** on the **Printing Setup** tab in the **System Preferences Editor** window.

Custom labels

The Custom Label Editor allows you to create, save, edit and delete multiple templates for custom labels. Custom labels can include an image, a promotional message, text, shipment fields, or a combination of these items. To specify which custom label template to use, assign the labels to print when using a profile or add a button to the custom toolbar.

Additional features and functionality

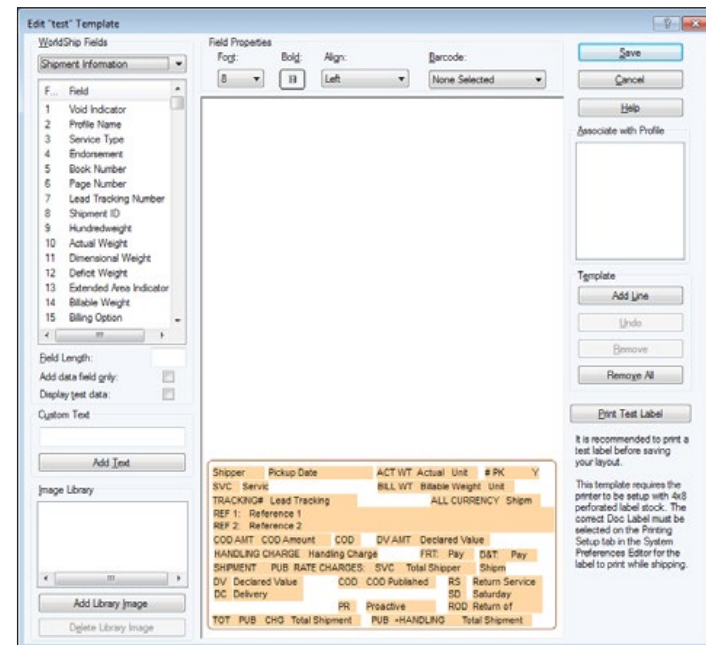
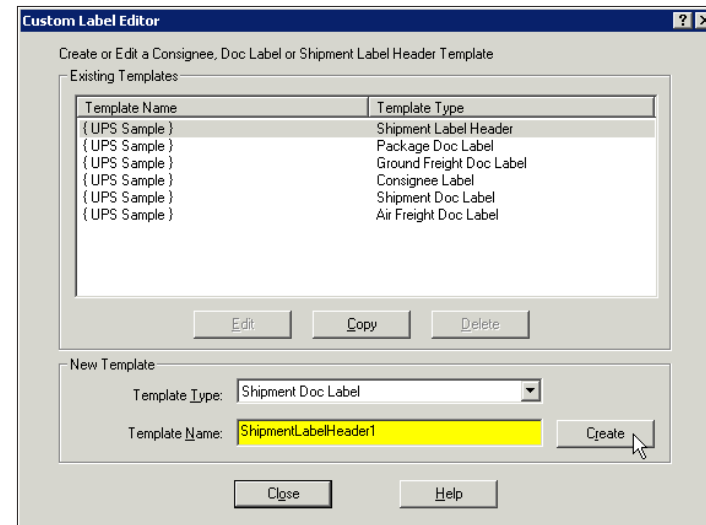
Selecting label stock

Ensure that the correct label stock is loaded into your label printer. The required label stock varies by the type of custom label template used, as follows:

- A Shipment Label Header template allows you to customise the top two-inch extended area of the following label stock dimensions: Thermal 4 x 8 or 4 x 8¼, Laser 8½ x 11 (1 Label per Page), Laser 8½ x 11 (2 Labels per Page), and Laser A4 210 x 297.
- A Doc Label template allows you to customise the lower two-inch area of the following label stock dimensions: Thermal 4 x 8 or 4 x 8¼ (Perforated).
- A Consignee Label template allows you to customise any portion of the consignee label (an additional label that does not replace the shipment label) on the following label stock dimensions: 4 x 8 or 4 x 6.

Creating or editing a custom label template

1. On the **Tools** tab, select **Create/Edit Custom Labels**. The Custom Label Editor window appears.
2. If you want to edit an existing template:
 - Under **Existing Templates**, select the template that you want to edit.
 - Click **Edit**. The Edit Template window appears.
Note: You cannot edit or delete the UPS Sample templates. You can copy and edit a UPS Sample template. See step 3.
 - Skip to step 6.
3. If you want to create a template based on an existing template, such as a UPS Sample template:
 - Under **Existing Templates**, select the template on which you want to base the template.
 - Click **Copy**. The Copy Template window appears.
 - Enter a template name up to 50 characters in the **Enter the Name of the New Template** box and click **OK**. The Edit Template window appears.
 - Skip to step 6.



Additional features and functionality



Creating or editing a custom label template *(continued)*

- If you want to delete an existing template:
 - Under **Existing Templates**, select the template that you want to delete.
 - Click **Delete**. A message asks you to confirm the deletion.
 - Click **Yes**. The Custom Label Editor window appears.
 - Skip to step 11.
- If you want to create a new template:
 - Under **New Template**, click the down arrow in the **Template Type** box and select a type of label.
 - Type a name up to 50 characters for the new template in the **Template Name** box.
 - Click **Create**. The Edit Template window appears.
- Add each element to the canvas using one of the following add options:

Note: Sort the WorldShip fields alphabetically by clicking the *Field* column label.

 - Add a Field — Click the down arrow in the **WorldShip Fields** box and select a field category. Using the field list under the field category, select a field, and then drag and drop the field to the desired location on the canvas to place the field.
 - Add Custom Text — Type the text up to 45 characters in the **Custom Text** box, click **Add Text**, and click the desired location on the canvas to place the text.
 - Add a Field without Text — Select the **Add Data Field Only** check box.
 - Add Test Data — Select the **Display Test Data** check box to pre-populate the field with test data.
 - Add an Image to the Canvas — Select an image under **Image Library** and drag and drop the image to the desired location on the canvas to place the image.
 - Add an Image to the Image Library — Click **Add Library Image**. In the Add Image window, supply the path to the image or click **Browse** and select the image. Then click **OK**. The image is saved in the Image Library.
 - Add a Horizontal Line — Click **Add Line** under **Template**, click and hold the left mouse button to indicate the beginning of the line on the canvas, drag the line to its end, and release the left mouse button.

- Modify the properties of the fields and text placed on the canvas as needed:
 - Select the item on the canvas.
 - Under **Field Properties**, change the font and alignment, make the text bold, or define a barcode.
 - Under the WorldShip fields list, change the field length.
 - Click **Modify**.
- Remove field(s) on the canvas as follows:
 - To remove one field, select the field on the canvas and click **Remove**. A message asks you to confirm the deletion. Click **Yes**, and the field is removed from the canvas.
 - To remove all fields, click **Remove All**. A message asks you to confirm the deletion. Click **Yes**, and all fields are removed from the canvas.
- To test the custom label, click **Print Test Label**. The label prints using the current label printer selection in system preferences.
- To assign the custom label template to a profile, select the appropriate profile check box under **Associate with Profile**. The saved custom label template is used for all shipments processed using the selected profile.

Note: You can also assign a custom label to a profile by clicking **Select Custom Label** in the Profile Editor window.
- Click **OK**.

Custom label printing setup

- On the **Tools** tab, select **Systems Preferences Editor** and then the **Printing Setup** tab.
- Highlight the appropriate label printer in the Printer grid and click **Printer Setup**.
- In the Label Printer Setup window, ensure that the correct label configuration is selected. Update the Label Stock Dimensions and Extended Area Usage boxes as needed for the intended label type.
- Click **Apply**.
- On the **Printing Setup** tab, select the appropriate check boxes as needed to indicate a Doc or Consignee label.
- Click **Update** and **OK**.



Accessing help

You have several options for accessing help:

1. Within the software:

WorldShip Help

- To search for specific information, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**. On the **Index** tab, type the name of the task, term or concept and press **Enter**.
- To find general information about WorldShip, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; select the **Contents** tab and select a topic.
- To find help for a specific window, click the **?** in the top right corner (if available) and then a field, click the **Help** button (if available) or hold down the **Shift** key and click **F1**.
- The WorldShip User and Installation Guides are available as PDFs for viewing and printing. Make sure you install the free Adobe® Reader® software that can be downloaded from *adobe.com*. Follow the steps below to obtain a copy of the Guides:
 1. On the **Support** tab, select **WorldShip** and then **UPS WorldShip User Guides**.
 2. In the WorldShip User Guides page, click the **Download** link for the desired guide.
 3. View and print the document as needed.

2. By phone:

If you have technical questions about WorldShip that cannot be answered by this guide or the *Installation Guide* found on *ups.com*, call the technical support number listed on the following page.

Be sure you have the following information when you call:

- Your UPS account number and WorldShip Software Version (found in the lower right-hand corner of the WorldShip screen).
- Name and version of your PC operating system and type of printer.
- Communication method (Direct Access or Dial-up Access).



Technical support numbers

If you have questions about WorldShip that cannot be answered by this guide or WorldShip Help, call the following numbers:

Afghanistan.....	+93-79-3204045 / 9647814318252	Germany.....	0800 100 2630	Oman.....	+968 24683953, +968 24683951, +968 24683965
Albania.....	+355682048904	Ghana.....	00233-302-762510	Pakistan.....	+92-301-2162473
Algeria.....	+213661342644	Gibraltar.....	+350 200 42332	Panama.....	00800 052 1414
Angola.....	+244 927686126	Greece.....	210-99 84 334	Paraguay.....	009800 521 0051
Argentina.....	0 800 122 0286	Guatemala.....	1800 835 0384	Peru.....	0800 009 19
Armenia.....	10 3741 27 30 90	Honduras.....	800-0123	Philippines.....	1800 1855 0023 or 1800 765 2927
Australia.....	1800 148 934	Hong Kong.....	8206 2133	Poland.....	022 203 0321
Austria.....	0800 312 407	Hungary.....	06 80016482	Portugal.....	800 783 458
Azerbaijan.....	+10 99 412 493 39 91 / +994-12-490 6989, +994-12-493 3991	India.....	91-22-2827-6111 / 00 0800 852 1113 (toll free)	Puerto Rico.....	1-888-UPS-TECH (1-888-877-8324)
Bahamas.....	1-888-960-2683	Indonesia.....	001 803 852 3670	Romania.....	40 21 233 88 77
Belarus.....	375-17-227-2233	Ireland, Republic of.....	1800 202 227	Russia.....	7 49 5961 2211
Belgium.....	0800 21 877	Israel.....	00-972-(0) 56-890028	Rwanda.....	+971-4-339-1939
Bermuda.....	1-888-960-2678	Italy.....	800 122 732	Saudi Arabia.....	+966-5-54656039
Bolivia.....	800 100 807	Ivory Coast.....	+225-21-24-16-30	Scotland.....	0800 331 6010
Bosnia.....	033 788 160	Japan.....	00531 85 0020	Senegal.....	221 33 8646042
Brazil.....	0800 8923328 or 55 11 569 46606	Jordan.....	+971-4-339-1939	Serbia.....	+381 11 2286 422
Bulgaria.....	0700 1 8877	Kazakhstan.....	+7727-2644112, +7727-2644084	Singapore.....	800 852 3362
Burundi.....	+971-4-339-1939	Korea, South.....	00798 8521 3669	Slovakia.....	+421 (0)2 58250 281
Cameroon.....	(+237) 33.43.09.73	Kyrgyzstan.....	+996 312 699 988 / +996-312-979713	Slovenia.....	38642811224
Canada.....	1-888-UPS-TECH (1-888-877-8324)	Latvia.....	7805643	South Africa.....	+27 11 922 9200
Cayman Islands.....	1-888-960-2686	Lithuania.....	370-37-350505	Spain.....	900 22 58 77 or 902 88 88 20
Chile.....	800 835 682	Luxembourg.....	FR 00 33 8050 10365	Sweden.....	020 120 2255
China, People's Republic of.....	400 013 3023 / 10 800 852 0698	Malawi.....	+265-1-770082	Switzerland.....	0800 82 25 54
Colombia.....	01800 752 2293	Malaysia.....	1800 80 4709	Taiwan.....	00801 855 662
Costa Rica.....	0800 052 1591	Mali.....	+223 2029 91 52	Tanzania.....	+971-4-339-1939
Cyprus.....	77 77 7200	Mauritania.....	+222 4529 28 89	Thailand.....	001 800 852 3658
Czech Republic.....	800 143268	Mauritius.....	+230-9403449 / +230-9403433 / +230-4052925	Tunisia.....	+971-4-339-1939
Democratic Republic of Congo.....	+243 9918740	Mexico.....	01 800 714 65 35	Turkey.....	0090-212-413 2222
Denmark.....	80 33 22 55	Moldova.....	+373-22-403901	United Arab Emirates.....	800-4774 (Local), +971-50-6534026
Djibouti.....	+971-4-339-1939	Monaco.....	00 33 8050 10365	United Kingdom.....	0800 331 6010
Dominican Republic.....	1888 760 0095	Morocco.....	(+212) 5 22 48 36 36	United States.....	888-553-1118
Ecuador.....	1800 000 119	Mozambique.....	258-2130-5353	Uruguay.....	000 405 296 651
Egypt.....	+202-24141456, +20-2-29815099	Netherlands.....	0800 222 5587	U.S. Virgin Islands.....	1888 877 8324
El Salvador.....	800 6191	New Zealand.....	0800 443 785	Uzbekistan.....	+998 (71) 1203838
Estonia.....	372 666 47 00	Nicaragua.....	001800 226 0452	Venezuela.....	0800 100 5772
Ethiopia.....	+971-4-339-1939	Nigeria.....	234 1 2704981-5, 234 1 2704992	Wales.....	0800 331 6010
Finland.....	0800 1 877 2255	Northern Ireland.....	0800 331 6010	Zambia.....	260 11 257361
France.....	0805 025 550	Norway.....	800 32 255	Zimbabwe.....	+263-775 996824

Dangerous Goods shipments

About Dangerous Goods

Dangerous Goods is a contract service available in select countries. After upgrading, on the Tools tab, select System Preferences and then Dangerous Goods. You should configure the default settings for the Chemical Record data source and the printing of Dangerous Goods documentation. WorldShip will import Chemical Records from an existing external data source or a WorldShip data source.

Editing a Dangerous Goods Chemical Record

The Dangerous Goods Chemical Record Editor allows the shipper to view, delete or modify an existing Dangerous Goods record which can then be stored in the Personal Chemical Table.

To edit a Dangerous Goods (DG) record:

1. To enter a new chemical record, select **New Record** from the **DG Reference** box on the **Options** tab in the Shipping window (the New Record option only appears if you selected WorldShip as a database resource).
2. The Dangerous Goods Chemical Record Editor window appears. **Regulation Set** is selected and disabled. The information for **Quantity**, **Unit of Measure** and **Packaging Type** is required, and the **Transportation Mode** is obtained from the **Regulation Set**.
3. When you click **Save**, WorldShip prompts you for any missing information and informs you that the chemical record is saved to the Chemical Table.
4. When you click **Delete**, WorldShip prompts you to confirm the deletion of the current record from the Chemical Table.
5. When you click **Clear**, WorldShip alerts you with a warning message if the chemical record was modified and prompts you to clear or preserve the editor.

The screenshot shows the 'System Preferences Editor' window with the 'Dangerous Goods' tab selected. The 'Chemical Record Data Source' section has 'External Source' selected. There are checkboxes for 'Print Dangerous Goods documentation using WorldShip' (checked) and 'Export Dangerous Goods after processing a shipment' (unchecked). Below this is a text box for specifying the export location with a 'Browse...' button. The 'Custom Record Identifier Captions' section has three empty text boxes for 'Record Identifier 1', 'Record Identifier 2', and 'Record Identifier 3'. On the right side, there are buttons for 'OK', 'Apply', 'Cancel', and 'Help'.

The screenshot shows the 'Dangerous Goods Chemical Record Editor' window. It contains several fields for entering record information: 'Reference Number' (2728), 'Regulation Set' (IATA), 'Reportable Quantity', 'Proper Shipping Name' (Dry Ice), 'Technical Name', 'Class Division Number' (1.4S), 'Subrisk Class' (1.4S), 'Identification Number', and 'Packaging Group' (II). There is an 'Additional Description' field. Below these are fields for 'Quantity' (116), 'Unit Of Measure' (kg), 'Number of Packages' (50), and 'Packaging Type' (Fiberboard Box). There are also three 'Record Identifier' fields. At the bottom, there are fields for 'Packaging Instructions' (1128), 'Transportation Mode' (Passenger Aircraft), 'Label Required', 'Emergency Phone', and 'ER Registrant'. At the very bottom, there are buttons for 'Save', 'Delete', 'Clear', 'Close', and 'Help'.

Dangerous Goods shipments

Viewing a Dangerous Goods Chemical Record

You can view chemical records from the Personal Chemical Table or the UPS Chemical Table by selecting the Dangerous Goods Chemical Record Viewer on the My Services tab in the Shipping window or by clicking View Chemical Records in the Dangerous Goods Chemical Record Editor.

To view a record from the Personal Chemical Table:

1. In the Dangerous Goods Chemical Record Viewer window, the **Chemical Table** defaults to Personal, the **Regulation Set** defaults to All and the Search Results window displays all records for all regulation sets that currently exist in the Personal **Chemical Table**. You can enter specific search criteria and filter search results.
2. Select a record and look under **Record Details** for the record's fields and values.
3. To delete the selected record, click **Delete** and then confirm the deletion.

To view a record from the UPS Chemical Table:

1. In the Dangerous Goods Chemical Record Viewer window, select **UPS** under **Chemical Table**. **Regulation Set** defaults to the first regulation set in the table. The search criteria include the **Regulation Set**, **Identification Number** and **Proper Shipping Name**. **Search Results** displays all records with the same regulation set determined by the value set in the **Regulation Set**.
2. **Record Details** displays the value or content of the currently selected record. You cannot delete the selected record.
3. You can add UPS Chemical data to your Personal Chemical Table for use on Dangerous Goods shipments.

Dangerous Goods Chemical Record Viewer

Search Criteria

Chemical Table: Personal (selected), UPS

Regulation Set: All

Identification Number: []

Record Identifier: []

Proper Shipping Name: []

Search

Search Results

Total Records Displayed: 2

Identific...	Proper S...	Packing ...	Record ID1	Record I...	Record I...	Reg. Set
ID num	Proper S...	I	Rec ID 1	Record I...	Record I...	ADR
ID Num	Proper S...	I	Record ID 1	Record I...	Record I...	IATA

Delete

Record Details:

Field	Value
Reference Number	001
Class Division Number	1.4S
Subrisk Class	1.4S
Technical Name	Technical Name
Transportation Mode	Passenger Aircraft
Additional Description	Additional Description
Regulation Set	IATA

Select Clear All Close Help

Dangerous Goods shipments

Processing a Dangerous Goods shipment

1. Specify the Ship To address.
2. Specify the Ship From address.
3. Specify the shipment-level and option details, such as UPS service and bill-to information, commodity information, shipping options, shipment dimensions, shipment description, shipment reference numbers and a packing list.
4. On the **Options** tab, select **Dangerous Goods**.
5. Click the down arrow in the **Current Regulation Set** box and select the appropriate regulation set.
6. Click the down arrow in the **DG Reference 1** box and select a DG reference or click **Details** to search for the DG reference.
7. Repeat steps 5 and 6 if you have additional Dangerous Goods in your shipment. If not, click **Process Shipment**.

The screenshot displays the UPS WorldShip software interface. The 'Options' tab is active, showing various configuration options for a Dangerous Goods shipment. The 'Ship To' and 'Ship From' sections are visible, with 'Ship To' details including 'UPS Customer 1' and 'Brussels'. The 'Options' section is expanded to show 'Additional Handling' and 'Dangerous Goods' options. The 'Package Dangerous Goods' section includes a 'Current Regulation Set' dropdown and 'DG Reference' fields. The 'Package Options' section shows 'Additional Handling' and 'Declared Value' options. The 'Shipment Signatory Information' section includes fields for 'Name', 'Title', 'Place', and 'Date'. The 'Total Cost' is displayed as '0.00 USD'. The status bar at the bottom indicates 'Ver: XOFY Pending: 0 Shpmt(s), 0 Pkg(s), Cost: ...'.