To process an international shipment:

<table>
<thead>
<tr>
<th>Step</th>
<th>Window (if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the <strong>Ship To</strong> tab in the <strong>Shipping</strong> window, type the name, address, and telephone number of the company or person that is to receive your shipment.</td>
</tr>
</tbody>
</table>

**Notes:**

- Because WorldShip cannot validate all international addresses, be sure the **City** or **Town** and **Postal Code** boxes are correct to avoid an extended area surcharge.
- **Package Entry** processing mode was used in all screen samples. The Service and Options tabs will appear differently using **Shipment Entry** processing mode.
### Step 2: On the Service tab:

- Click the down arrow in the **UPS Service** box and select a service.
- Click the down arrow in the **Package Type** box and select a type.
- Type a description of the goods in the **General Description of Goods** box.
- Click the down arrow in the **Bill Transportation To** box and select who pays the transportation cost to ship the package, shipment, or movement.
- Click the down arrow in the **Bill Duty and Tax To** box and select who pays the duty and tax cost to ship the package, shipment, or movement.
- Select or clear the **With Return Services** check box to specify the Return Services shipment option. If selected, the Return Services type defaults to the type selected on the Return Services tab in the Shipper Editor window.
- Select or clear the **Split Duty and Tax** check box to indicate who pays the duty cost to ship the package, shipment, or movement.
- A message displays to clarify who is to pay the duty cost.

Click **OK**.
### Step 3
The **Service** tab displays.
- Type the weight of your package in the **Package Weight** box. The **Shipper's Cost** displays in the lower right.
- Click the **Customs Documentation** tab.

### Step 4
If you are processing the first international shipment for a shipper, the **Export Documentation** help topic displays.
- Read **Help** as needed.
- Close **Help**.

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<tr>
<td>3.</td>
<td><img src="image1" alt="Image of Service tab" /></td>
</tr>
<tr>
<td></td>
<td><img src="image2" alt="Image of Customs Documentation tab" /></td>
</tr>
<tr>
<td>4.</td>
<td><img src="image3" alt="Image of Export Documentation help topic" /></td>
</tr>
<tr>
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</tr>
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<td>----------------------</td>
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</tbody>
</table>
| 5. If you are processing the first international shipment for a shipper, the **International Document Settings for Shipper xxxxxx** displays.  
  - Click the down arrow in the **Invoice Setting** box and select either Enable Invoice or Disable Invoice. If you select Enable Invoice, the **Invoice Terms and Conditions** window displays. Click **Accept** to continue.  
  - Click the down arrows in the **Currency and Country/Territory of Origin** boxes and select the default values for this shipper.  
  - Click the down arrow in the **Declaration Statement** box and select a default Declaration Statement and type the number of invoices to print for this shipper in the **Number of Copies** box.  
  - **Tip:** Click ... to display the **Declaration Statement Editor** window and either view the default Declaration Statements or create a custom Declaration Statement.  
  - Click **OK**.  
  - The **Invoice Terms and Conditions** displays. Read then Click **Accept** or **Decline** to back out and disable invoice. | ![Screen shot of International Document Settings for Shipper xxxxxx](image) ![Screen shot of Invoice Terms and Conditions](image) |
6. The **Customs Documentation** tab displays. For each export document that you enabled on the **International** tab in the **Shipper Editor**, an export document sub-tab displays on the **Customs Documentation** tab.

**Tip:** If you want WorldShip to create an Invoice, but the Invoice sub-tab does not display, select the **Create an Invoice** check box.

For each sub-tab:
- Click the sub-tab.
- Complete the necessary fields on the sub-tab.

To the right of the sub-tabs:
- Select the **Packing List** check box to display the **Packing List** window and supply the Packing List details for your shipment.
- Click **Access Additional Forms** to view and download additional forms on UPS.com that may be needed for your shipment.
- Click **Preview Document** to see an on screen view of the export document.
7. Under **Goods on the Customs Documentation** tab:

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<tr>
<td>• Click the <strong>Search Commodities</strong> icon to display the <strong>International Commodity Search</strong> window and search for commodities.</td>
<td><img src="image1.png" alt="International Commodity Search" /></td>
</tr>
<tr>
<td>• Select the <strong>Request Duties and Taxes</strong> check box to save the estimated duties and taxes in <strong>Shipment History</strong>.</td>
<td><img src="image2.png" alt="Duties and Taxes" /></td>
</tr>
<tr>
<td><strong>Tip:</strong> The estimated duties and taxes are saved in <strong>Shipment History</strong>, and <strong>Duties and Taxes</strong> in the <strong>Shipment History</strong> window becomes active only if you select this check box.</td>
<td><img src="image3.png" alt="Shipment History" /></td>
</tr>
<tr>
<td>• Select the <strong>Save/Update Commodities</strong> check box to save/update the commodity information to the <strong>Commodity Editor</strong>.</td>
<td><img src="image4.png" alt="Commodity Editor" /></td>
</tr>
<tr>
<td>• Specify the goods details in the <strong>Goods</strong> grid for each good that you want to ship.</td>
<td><img src="image5.png" alt="Goods Grid" /></td>
</tr>
<tr>
<td>• Click <strong>Tariff Code Lookup</strong> to display the <strong>Tariff Code Lookup</strong> window and search for tariff codes.</td>
<td><img src="image6.png" alt="Tariff Code Lookup" /></td>
</tr>
<tr>
<td>• Select a good and click <strong>Delete</strong> to delete one commodity on the <strong>Goods</strong> grid, and click <strong>Delete All</strong> to delete all commodities on the <strong>Goods</strong> grid.</td>
<td><img src="image7.png" alt="Delete Commodity" /></td>
</tr>
<tr>
<td>• Click <strong>Estimate</strong> to display an estimate of the duties and taxes for the shipment.</td>
<td><img src="image8.png" alt="Estimate Duties and Taxes" /></td>
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<tr>
<td>8.</td>
<td>Click <strong>Process Shipment F10.</strong></td>
</tr>
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**Note:**
- When you click **Process Shipment F10**, WorldShip will validate the receiver e-mail address and display a message indicating the shipment may require documentation from the receiver if:
  a) The receiver E-mail address is blank.
  b) The shipment is a worldwide shipment (excludes domestic and transborder.)
  c) The shipment is not a Return Service shipment.

You have the option to enter the E-mail address now. If you select **Yes**, WorldShip will return to the **Ship To, E-mail Address** field. If you select **No**, WorldShip will process the shipment. You can stop the display of this message by selecting the **Do not show this dialog box again** check box.
### Step 8

A message may display if a required field was not completed (see samples).

- Click **OK**.
- Complete the required field(s).
- Repeat if needed.

### Step 9

If you do not have an International Shipper Agreement with UPS, the **Power of Attorney** window displays.

- Review the information.
- Click **OK**.

### Step 10

A blank **Shipping** window displays, and the package labels and export documents print.

- On the **Home** tab, select **History** or press **F3**.
11. The **Shipment History** window shows the shipment under **UPS Pickups**.

**Note:** To reprint a document for an international shipment, select the recipient or tracking number, click the **Printing Activities** tab, then **Reprint International Documents**, and select the document you want to reprint.