



To request a Quantum View Notify shipment or package notification:

Step	Window (if available)
<p>1. On the Ship To tab in the Shipping window, type the address of the person or company where the shipment is to be delivered.</p>	
<p>2. On the Service tab:</p> <ul style="list-style-type: none"> • Click the down arrow in the UPS Service box and select a service. • Click the down arrow in the Package Type box and select a type. • Click the down arrow in the Bill Transportation To box and select who pays the transportation cost to ship the package, shipment, or movement. • Type the weight of the package in the Package Weight box. 	



- The Shipper's Cost appears in the lower right.

Click the Options tab.

The screenshot shows the 'Options' tab in the UPS WorldShip application. The 'Shipper's Cost (USD)' is 7.82. The 'Package' weight is 7.0 lb. The 'UPS Service' is set to 'Ground'. The 'Shipper' is 'XXXXXX' and the 'UPS' account is 'XXXXX'. The 'Shipper's Cost (USD)' is 7.82. The 'Package' weight is 7.0 lb. The 'UPS Service' is set to 'Ground'. The 'Shipper' is 'XXXXXX' and the 'UPS' account is 'XXXXX'.

- The Options tab shows the available shipment and package options.

Note: Quantum View Notify is available under Shipment Options and Package Options. This document will follow the Shipment Option.

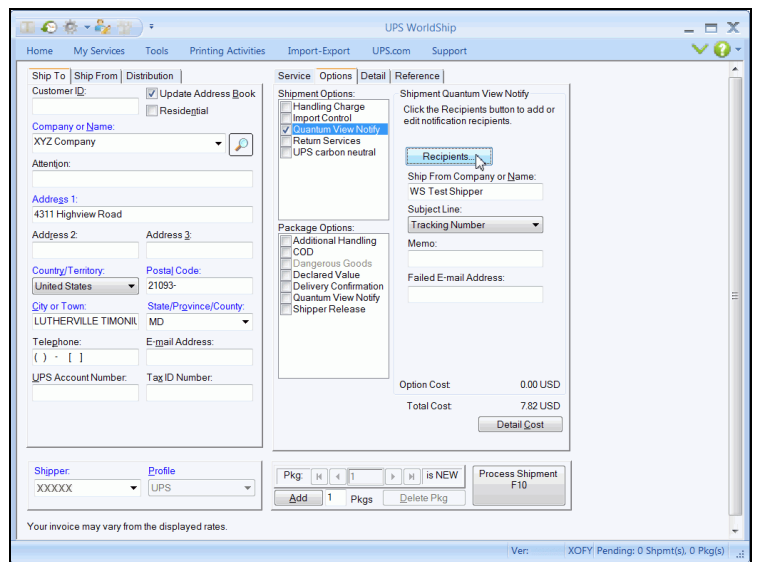
Select the Quantum View Notify check box under Shipment Options.

The screenshot shows the 'Options' tab in the UPS WorldShip application. The 'Quantum View Notify' checkbox is selected under 'Shipment Options'. The 'Total Cost' is 7.82 USD. The 'Option Cost' is 0.00 USD. The 'Shipper's Cost (USD)' is 7.82. The 'Package' weight is 7.0 lb. The 'UPS Service' is set to 'Ground'. The 'Shipper' is 'XXXXXX' and the 'UPS' account is 'XXXXX'.



5. The fields needed to complete a Quantum View Notify shipment notification appear to the right of the check box.

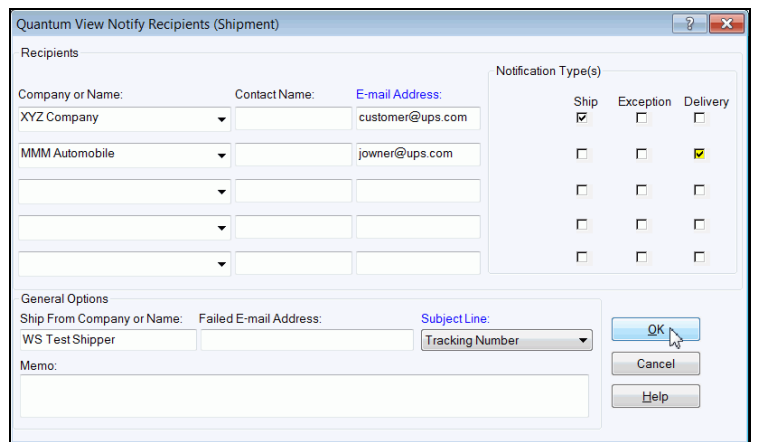
Click the Recipients button.



6. The Quantum View Notify Recipients (Shipment) window appears.

- Complete the e-mail information for up to five e-mail recipients.
- Specify the notification type(s) for each recipient. See the Notes at the end of this document.
- Click the OK button.

Note: You can select multiple notification types for each recipient.





7. The Shipping window appears.

- Complete any further information on the Options tab.
- Click the Process Shipment F10 button.

The screenshot shows the UPS WorldShip application window. The 'Options' tab is selected, displaying various configuration options for a shipment. On the left, there are fields for 'Ship To', 'Ship From', and 'Distribution'. The main area is divided into 'Shipment Options' (including Handling Charge, Import Control, Return Services, and UPS carbon neutral) and 'Package Options' (including Additional Handling COD, Dangerous Goods, Declared Value, Delivery Confirmation, Quantum View Notify, and Shipper Release). A 'Recipients' button is visible under the 'Shipment Options' section. At the bottom right, the 'Process Shipment F10' button is highlighted with a mouse cursor. The status bar at the bottom indicates 'Ver: XOPY Pending: 0 Shpmt(s), 0 Pkg(s)'.

8. A blank Shipping window appears.

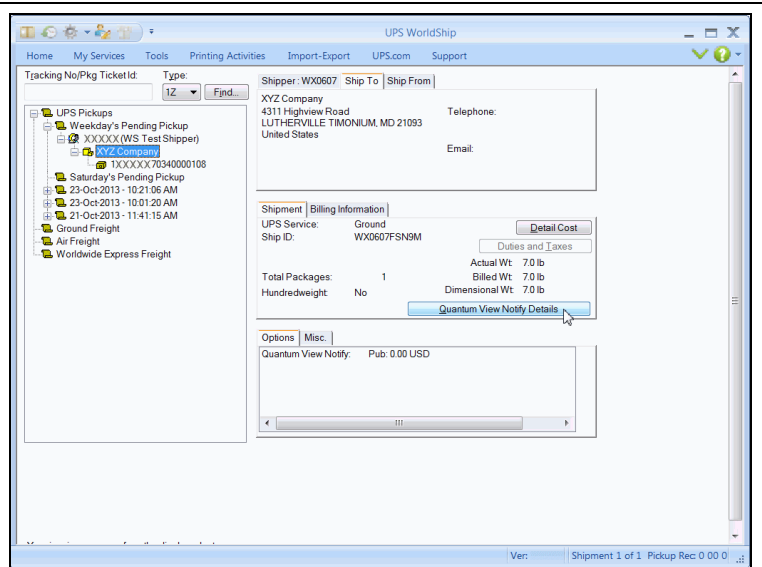
On the Home tab, select History or press the F3 key on the keyboard.

The screenshot shows the UPS WorldShip application window with the 'Home' tab selected. The 'Navigate' section on the left contains several icons, with the 'History' icon highlighted. The main workspace is a blank shipping form with fields for 'Attention', 'Addresses 1-3', 'Country/Territory', 'Postal Code', 'City or Town', 'State/Province/Country', 'Telephone', 'E-mail Address', 'UPS Account Number', and 'Tax ID Number'. On the right side, there are fields for 'Declared Value', 'Reference Number 1 & 2', 'Bill Transportation To', 'Shipper', 'With Return Services', 'Weight (lb) Package', 'Shipment', 'Shipper's Cost (USD)', and 'Published'. The 'Process Shipment F10' button is visible at the bottom right. The status bar at the bottom indicates 'Ver: XOPY Pending: 1 Shpmt(s), 1 Pkg(s)'.



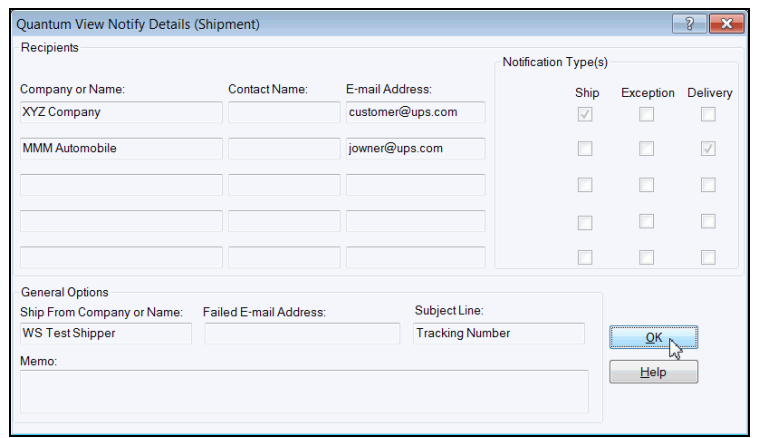
9. The Shipment History window shows the shipment under UPS Pickups.

Review the Quantum View Notify information by clicking the Quantum View Notify Details button.



10. The Quantum View Notify Details (Shipment) window appears. This window is read-only.

- Review the Quantum View Notify information.
- Click the OK button to close this window and return to the Shipment History window.





Notes:

- The following Quantum View Notify shipment and package notification options allow you to send an e-mail to your customers informing them of details associated with the package or shipment.
 - **Ship Notification** – an e-mail alerts the recipient(s) that UPS received package or shipment information.
 - **Exception Notification** – an e-mail message alerts the recipient(s) of a rescheduled delivery date.
 - **Delivery Notification** – an e-mail message alerts the recipient(s) about the delivery of a package or shipment, including the date, time, and name of the recipient.
- The following Quantum View Notify shipment and package notification options appear if you also select the Return Services shipment option:
 - **Label Creation** – an e-mail alerts the recipient(s) that labels were created.
 - **In-Transit** – an e-mail alerts the recipient(s) that a package or shipment is in transit.
 - **Exception Notification** – an e-mail message alerts the recipient(s) of a rescheduled delivery date.
 - **Delivery Notification** – an e-mail message alerts the recipient(s) about the delivery of a package or shipment, including the date, time, and name of the recipient.