To ship using third-party billing:

<table>
<thead>
<tr>
<th>Step</th>
<th>Window (if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the Ship To tab in the Shipping window, type the address of the person or company where the shipment is to be delivered.</td>
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</tbody>
</table>

![Image of UPS WorldShip interface showing step 1 instructions]

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

![Image of UPS WorldShip interface showing step 2 instructions]
3. A message appears.
   - Review the message.
   - Select the Do Not Show This Dialog Box Again check box if desired.
   - Click the OK button.

4. The Third Party Address window appears.
   - Type the address of the person or company that will pay all of the charges that the shipper would pay for the current shipment.
   - Click the OK button.
5. The Shipping window appears. The button appears next to the Bill Transportation To box.
   - If you need to make any further changes to the third-party information, click the button.
   - Click the Process Shipment F10 button.

6. A blank Shipping window appears.

   On the Home tab, select History or press the F3 key on the keyboard.
7. The Shipment History window shows the shipment under UPS Pickups.

Review the third-party information, as follows:

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

8. The Third Party Address window appears. This window is read-only.

- Review the third-party information.
- Click the Close button to close this window and return to the Shipment History window.