

# UPS CampusShip<sup>®</sup>

Administrator Guide for UPS Import Control<sup>SM</sup>

How to add UPS Import Control to a Shipping Privilege

This guide is intended to provide UPS CampusShip administrators the steps necessary to enable UPS Import Control

## 1. Log into UPS CampusShip www.campusship.ups.com

1

**Login**

Welcome to UPS CampusShip. To begin, please enter your User ID and Password.  
Note: User ID and Password fields are case sensitive.

**Please Log In** [Help](#)

User ID:

Password:

Remember Me  
(Do not check for shared computer.)

Change the language of this page:  
Select Language

[Log In](#)

## 2. Select: “Administration” tab

2

**Administration** [My Settings](#)

Welcome, upsdemo1 | [Logout](#)

**Create A Shipment**

**Package** **Freight**

**Begin Your Shipment** [Help](#)

Please enter your shipping information below. Required fields are indicated with \*

1 Where is this shipment going?

**Address Book:**  
Select One  --- or enter a new address below

[Enter New Address](#) [External Address Book](#) [Corporate Address Book](#)

**3**

**Administration**

The links below offer access to your UPS CampusShip Administration tasks.

**Administrative Tasks**

- Manage Company**
  - Modify Company Profile
  - Modify Log In Labels
  - Modify Company Logo
- Manage Locations**
  - Search Locations
  - Create Location
  - Import Locations
  - Export Locations
- Manage Reference Numbers**
  - Edit Reference Number List Names
  - Search Reference Number Lists
  - Create Reference Numbers
  - Import Reference Numbers
  - Export Reference Numbers
  - Download Scheduled Import Tool
- Manage Shipping Privileges**
  - Search Shipping Privileges
  - Create Shipping Privileges
- Manage Address Groups**
  - Search Address Groups
  - Create Address Groups
- Manage Users**
  - Search Users
  - Create User
  - Delete Users
  - Change User Locations
  - Import Users
  - Export Users
  - Invite Users to Join Company
- Import / Export Files**
  - Import / Export Status
  - Import Corporate Address Book
  - Export Corporate Address Book
- Administrative FAQs**
  - Manage Privileges
  - Manage Company
  - Manage Reference Numbers
  - Manage Users
  - Manage Locations
  - Using Import Tools
  - Optimizing Performance

### 3. Select:

“Manage Shipping Privileges”

**4**

**Manage Shipping Privileges**

Manage your company shipping privileges stored on CampusShip.

- Search Shipping Privileges
- Create Shipping Privileges

### 4. Select:

“Create Shipping Privileges”

## 5. Creating Shipping Privileges

- Name the privilege set.
- Click to edit Shipping Privilege Countries if you wish to add or remove countries to which associated users will be allowed to select. The countries you select will affect the available choices that the user sees for services and accessories.
- Click on the View/Edit Shipping Destinations link to update and maintain a list of countries or regions that are eligible to receive shipments.

The screenshot displays the UPS CampusShip web application interface. At the top left is the UPS logo. The header area contains 'UPS CampusShip' and a background image of an airplane. Below the header is a navigation bar with 'Shipping' and 'Resources' tabs. The main content area is titled 'Create Shipping Privileges' and includes instructions: 'Create a CampusShip Shipping Privilege set. Enter the name for the Shipping Privilege and assign one or more countries to the set. To save this Shipping Privilege, select **Create**.' Below this, it says 'Once you have saved this Shipping Privilege, you can assign users to it.' The 'Shipping Privilege Detail' section shows a form with the following fields: 'Shipping Privilege Name:' with the value 'Import Control'; 'Shipping Privilege Countries:' with the value 'United States' and an 'Edit' link; and 'Restricted Destinations:' with a 'View/Edit Shipping Destinations' link. A green box with the number '5' is overlaid on the 'Shipping Privilege Countries' field. The left sidebar contains a navigation menu with links for 'Administration', 'Manage Company', 'Manage Locations', 'Manage Users', 'Manage Shipping Privileges', 'Search Shipping Privileges', 'Create Shipping Privileges', 'Manage Reference Numbers', 'Manage Address Groups', 'Import/Export Files', and 'Help'. The top right of the page has 'Administration' and 'My Settings' buttons, and a 'Welcome, upsdemo1 | Logout' message.

## 6. Scroll down to select privileges based on Administrator or User needs

### UPS Shipping Accessorials:

- Allow Access to All Shipping Accessorials  
 Allow Only Indicated Shipping Accessorials

- C.O.D.
- Can Request Pickup
- EVS/Declared Value
- Bill Shipper for Declared Value (Receiver and Third Party Only)
- Saturday Delivery
- Saturday Pickup
- Allow Shipper Release
- Dry Ice (Contract May Be Required)
- Refrigeration (Contract Service)
- Offset the Climate Impact of Shipments ([UPS carbon neutral](#))

### Quantum View Notify<sup>SM</sup> E-mail

- Ship
- Exception
- Delivery
- Return Label Created
- Import Control Label Created
- In Transit Notification

6a

- a. Select desired Quantum View Notify E-mail options:
- Exception
  - Delivery
  - Import Control Label Created
  - In Transit Notification

### UPS Import Control<sup>SM</sup>

- 1 UPS Pickup Attempt With Label
- 3 UPS Pickup Attempts With Label
- Electronic Label
- Print and Mail Label
- Print Label
- Commercial Invoice Removal

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- b. Select desired UPS Import Control Label and Commercial Invoice options

### Additional Shipping Options:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> International Documentation | <input checked="" type="checkbox"/> Allow Batch File Shipping   |
| <input type="checkbox"/> Prevent profile and password changes   | <input type="checkbox"/> Create Shipping Tickets  |
| <input type="checkbox"/> Hide Service Upgrade Message           | <input type="checkbox"/> Create Shipping Tickets Only - No Shipping Labels                                  |
| <b>Rate display when shipping</b>                               | <input checked="" type="checkbox"/> Allow display of UPS Account Number                                     |
| UPS Published and Negotiated Rates                              | <input checked="" type="checkbox"/> Allow UPS TradeAbility <sup>TM</sup> services                           |
|   | <input checked="" type="checkbox"/> Allow 3rd Country Returns / Import Control Destinations (Contract Only) |

6c

- c. Select: “Allow 3rd Country Returns / Import Control Destinations” option under the Additional Shipping Options, if contract established.

6d

Cancel Create →

- d. Select: “Create”

# UPS CampusShip Help

## How To Update a Shipping Privilege Set

Follow these steps to review and modify the privileges in a set:

1. Select **Manage Shipping Privileges** from the administrative side menu, and go to **Search Shipping Privileges**.
2. Enter the name of the privilege set to update.
3. To open that privilege set, select the set you want from the results set and select **Edit**.
4. Click to edit **Shipping Privilege Countries** if you wish to add or remove countries to which a user is allowed to ship. The countries you select will affect the available choices that the user sees for services and accessorials.
5. Click on the **View/Edit Shipping Destinations** link to update and maintain a list of countries or regions that are eligible to receive shipments.
6. To edit a set of privileges, you may select and deselect privileges.
7. To save your changes, select **Update**.