

# UPS CampusShip<sup>®</sup>

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

How to Process a UPS Import Control Shipment

# 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:  [Forgot User ID or Password](#)

[Remember Me](#)  
(Do not check for shared computer.)

Change the language of this page:  
Select Language  [↕](#)

[Log In](#)

## 2. Select: “Create an Import” on the left menu

## 3. Select an Address from your Address Book or Enter New Address from which the item will be exported

**2**

**3**

Welcome, Demo 01 | [Logout](#) [Administration](#) [My Settings](#)

**Create An Import Shipment** [Help](#)

**Create A UPS Import Control<sup>SM</sup> Shipment**

Please enter your import information below. Required fields are indicated with ♦.

**1 Where is this shipment coming from?**

Address Book:  
Select One  --- or enter a new address below  
[Enter New Address](#) [External Address Book](#) [Corporate Address Book](#)

**2 Where is this shipment going?**

**Import To:**  
ABC Company  
Demo 01  
2010 Warsaw  
Roswell GA 30076  
Telephone:678-585-1733  
x4325

**Importer Address:** [Edit](#)  
ABC Company  
Demo 01  
2010 Warsaw  
Roswell GA 30076  
Telephone:678-585-1733  
x4325

**3 What are you shipping?**

**Description of Goods:**  **4**

Documents of No Commercial Value

**Number of Packages:**  **Use the same values for all packages?**

**Packaging Type:**

**Weight:**  lb

**Package Dimensions:**  
 Length:  x Width:  x Height:  in.

**Large or Unusually Shaped Packages**  
 Large Package  
 Additional Handling

**Package Declared Value:**  USD

**Note:** Additional shipping fees may apply based on declared value.

**Merchandise Description:**

- 4. Complete “What are you shipping” section:**
- Description of Goods**
  - Number of Packages**
  - Packaging Type**
  - Weight and Dimensions**
  - Declared Value**
  - Merchandise Description**

**Complete “How would you like to ship” section:**

- Choose the UPS Service level from the drop down menu**
- Select the desired Label Delivery Method (indicates how the exporter will receive the shipping labels)**
- Select Additional Services, as needed**
  - Send E-mail Notifications via UPS Quantum View Notify**
  - Commercial Invoice Removal**

**4 How would you like to ship?**

**Service:**  **5**

**Label Delivery Method:**  **6**

Do you need [additional services?](#) **7**

<input checked="" type="checkbox"/> Send E-mail Notifications	Free
<input checked="" type="checkbox"/> <input type="text" value="Commercial Invoice Removal"/>	Yes
<input type="checkbox"/> Offset the climate impact of this shipment (UPS carbon neutral)	Yes

Some services may require extra information. You will be able to enter the required information on the next page.

8. If Electronic Label was selected, enter the email address where the labels and instructions should be sent.

## Create An Import Shipment

### Enter Additional Import Control Information [Help](#)

Additional information is needed to complete your shipment. Required fields are indicated with ♦.

#### 1 Electronic Label

**Send Electronic Return Label (ERL) to:**  
 ♦

**Electronic Label Memo:**

Enter a message to include with the Electronic Return Label. Maximum {150} characters.

Notify me if there is a problem delivering the Electronic Return Label

8

9. **UPS Quantum View Notify enables visibility regarding the status of the shipment. Select the desired notifications and up to 5 email address you wish to receive the notifications. A personal email message may also be included. When finished, select “Next”.**

**2 E-mail Notifications** [x Remove This Option](#)

You can send any of the following [notifications](#) to up to five recipients.

E-mail:	Label Created:	In Transit:	Exception:	Delivery:
1 <input type="text" value="notify1@company.com"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 <input type="text" value="notify2@compay.net"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Personal E-mail Message:**

(Maximum 150 characters)

Notify me if there is a problem delivering any of these e-mails.

[«Back](#) [Cancel Import](#) [Next»](#)

**10. If desired, Enter Reference Numbers for ease of tracking or allocating cost for the shipment**

**11. Enter Payment Information**

**a. Bill Shipping Charges to: (transportation)**

**b. Bill Duties and Taxes to:**

**12. Click “Next”**

10

**5** Would you like to add reference numbers to this shipment?  
(optional)

UPS gives you the option to track your shipments using [references](#) that you define.

**Reference # 1**

**Reference # 2**

**Reference # 3**

[Add a bar code for Reference # 1 to my Shipping label](#)

11

**6** How would you like to pay?

Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with ♦.

**Bill Shipping Charges to:** [?](#)  
123456  ♦

---

**Bill Duties and Taxes to:** [?](#)  
123456  ♦

[Split Duty VAT](#)

Review Shipping details, including price, before completing this shipment  
 Save As Shipping Ticket

[Start Over](#) [Next »](#)

12

## Create An Import Shipment

### Review Your UPS Import Control<sup>SM</sup> Details

[Help](#)

Please review your shipping information for accuracy. Select [Edit](#) to modify information.

#### 1 Address Information

Import From: <a href="#">Edit</a>	Import To: <a href="#">Edit</a>	Importer Address: <a href="#">Edit</a>
Advanced Dynamics Corp. LTD.	Test Receiver	Test Receiver
Pierre Langlois	Tester	Tester
1700 Marie Mctorin	55 Glenlake Pkwy	55 Glenlake Pkwy
ST BRUNO QC J3V6B9	ATLANTA GA 30328	ATLANTA GA 30328
Canada	United States	United States
Telephone:4506537220	Telephone:8005551212	Telephone:8005551212

#### 2 Shipment Information

##### General Shipment Information [Edit](#)

Actual Weight: 5.0 lbs  
Total Billable Weight:  5.0 lbs  
Description of Goods : widgets

##### Package Information [Edit](#)

Weight	Dimensions / Packaging	Declared Value	Reference Numbers	Merchandise Description
1. 5.0 lbs	Other Packaging			widgets

#### 3 UPS Shipping Service and Shipping Options [Edit](#)

Service:  
UPS Express Saver  
Label Delivery Method:  
Electronic Label

##### Do you need it there sooner?

- UPS Express Saver currently selected  
 UPS Express 4.44 USD more

[Update](#)

##### Do you wish to offset the climate impact of this shipment?

Select [Update](#) to include [UPS carbon neutral](#) [Show Fee](#)

[Update](#)

Shipping Fees Subtotal: 90.02 USD

[Show Shipping Fees Subtotal Details](#)

##### Additional Shipping Options:

Electronic Label [Edit](#) 1.00 USD  
Email Electronic Return Label To: [jdoe@ups.com](mailto:jdoe@ups.com)  
Email Electronic Label to:  
Email Failure notification to: [jsmith@ups.com](mailto:jsmith@ups.com)

Commercial Invoice Removal [Cancel](#) 20.00 USD

Total Shipping Charges 111.02 USD

#### 4 Payment Information [Edit](#)

Bill Return Shipping Charges To: Shipper's Account 123456  
Bill Duties and Taxes To: Shipper's Account 123456

Total Charged: 111.02 USD

By selecting the Ship Now button, I agree to the [Terms and Conditions](#).

[Cancel Shipment](#)[Ship Now](#)

If the “Review Shipment Details” was selected, a page with the shipment details will appear with an option to edit the shipment information

13.If all the information is accurate, Select “Ship Now” to continue

## Create An Import Shipment

Package

### Select Export Forms

[Help](#)

You can complete the export forms online or let UPS help you decide which export forms you need by answering a few questions. You can also review your forms history and reuse previously completed forms for your current shipment.

Note: Once the invoice is completed, please print one copy for your files. Three copies of the invoice must be provided to UPS with the import control shipment.

- Partially complete selected export forms online.
- Complete selected export forms online
  - Commercial Invoice [View Sample](#) [Print Blank](#)
  - NAFTA Certificate of Origin [View Sample](#) [Print Blank](#)
- Let UPS suggest which export forms you should use
- Reuse forms from your forms history
- Ship now with no Export Documents or with documents you supply
  - Preview Shipment before Completing Shipment.

14

[Back](#) [Next](#)

14.Import Control offers you the option of completing Export Forms such as a Commercial Invoice

Select the forms you would like to complete and click on “Next.”

## Create An Import Shipment

### Shipment Confirmation

15

**Thank you. Your UPS Import Control<sup>SM</sup> shipment has been processed.**

We have received your import shipping details. If you need to print a shipping label, or print a receipt, follow the steps below.

Tracking Number:	1Z2X97V98896184315
Service:	UPS Express Saver
Label Delivery Method:	Electronic Label
Bill Return Shipping Charges To:	Shipper's Account 123456
Bill Duties and Taxes To:	Shipper's Account 123456
Total Charged:	91.02 USD

### Print UPS Import Control Shipping Documents

Select the items to print below. To print selected items select Print.

#### Receipt:

- Receipt

Print receipt using my UPS Thermal Printer?

[Print](#)

### Void This Shipment or Past Shipments

To void this shipment, select the Void This Shipment button. You can review and void past shipments in your [shipping history](#).

[Void This Shipment](#)

### What about my UPS Import Control shipping label?

With this label delivery method, UPS sends a import label via E-mail to the recipient you specify. The recipient prints the import label and attaches it to the package being imported. The import label recipient can schedule a pickup, or drop off the package at any UPS location.

### Getting your Shipment to UPS

→ [Find UPS Drop-off Locations](#) - Leave your packages at any convenient location near you.

15.The Shipment Confirmation indicates your shipment is processed.