



UPS WorldShip®

Ship with Worldwide Economy Service

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1 Manifest a Worldwide Economy Parcel

Manifesting a Worldwide Economy parcel is very similar to manifesting a parcel using any other UPS service. The primary difference is that you must transport all Worldwide Economy parcels to the designated export processing site (or sites) as set forth in your agreement with UPS. A Master Carton is a convenient way to consolidate and transport your Worldwide Economy parcels to the designated export processing site using any eligible UPS service.

- If you have more than one UPS shipper account commissioned for your WorldShip shipping station, be sure to select the appropriate account as the active shipper using the drop-down menu in the **Shipper** field. You must select an account that has been enabled for shipping Worldwide Economy parcels.
- Enter the receiver's name, address and contact information (phone number and email address are both required for Worldwide Economy service) in the **Ship To** area of the screen. Since Worldwide Economy is an international/trans-border service, the receiver's address will be in a country other than your own.
- Select 'Worldwide Economy DDP' or 'Worldwide Economy DDU' as the desired **UPS Service** (in Europe, these services will be labelled as 'Economy DDP' or 'Economy DDU').
- There are three options that may be selected in the **Master Carton** field:

Create a New Master Carton: If you choose to use a Master Carton to transport your Worldwide Economy parcels to the designated export site, you will need to create a new Master Carton when manifesting the first Worldwide Economy parcel of your work day. To assign a parcel to a new Master Carton, select 'Create New' in the **Master Carton** field. WorldShip will generate a new Master Carton ID – or you may create your own unique Master Carton ID using up to 30 alpha-numeric characters.

Assign to an Existing Master Carton: Once you have created a Master Carton, each subsequent Worldwide Economy parcel that you manifest during the same work day will typically be assigned to that same Master Carton. To assign the parcel to an existing Master Carton select the appropriate Master Carton ID in the **Master Carton** field.

NOTE: You may create more than one Master Carton during the day if needed. For example, if your first Master Carton is full you may need to create another for additional Worldwide Economy parcels. Some customers may have more than one designated export processing site so a separate Master Carton may be needed for the additional site(s).

Manifest without a Master Carton: If you intend to transport your Worldwide Economy parcels to the designated export processing site using a method other than UPS, you may manifest your parcels without assigning them to a Master Carton by selecting 'No Master Carton' in the **Master Carton** field.

The image shows three side-by-side screenshots of the WorldShip manifesting interface, illustrating different Master Carton selection options. Each screenshot shows the 'Shipment' section with a 'Freight' checkbox and a 'UPS Service' dropdown menu set to 'Worldwide Economy DDU'. The 'Master Carton' dropdown menu is the focus of each screenshot:

- Left Screenshot:** The 'Master Carton' dropdown is set to 'Create New'. Below it, the 'Master Carton ID' field contains the text 'ECONOMYMASTER1'.
- Middle Screenshot:** The 'Master Carton' dropdown is set to 'ECONOMYMASTER1'.
- Right Screenshot:** The 'Master Carton' dropdown is set to 'No Master Carton'.

- Enter any additional shipment information applicable for your shipment. A **Parcel Weight** is required.



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- Since this is an international shipment, you will need to enter information for customs on the **Customs Documentation** area of the screen (requirements vary based on your origin country but typically you will need to provide a description of the goods you are exporting, the country of origin and their value).

NOTE: To avoid customs delays, provide a detailed description of goods (example: 'men's cotton t-shirts' rather than just 'shirts'). Providing the harmonised tariff code for each item you are shipping is also recommended, especially for Worldwide Economy DDP parcels. This level of detail will aid in the most efficient customs clearance possible.

- Click the **Process Shipment** button (or press the **F10** key); apply the printed label to your parcel and place the labelled parcel inside the Master Carton to which it was assigned (if applicable).

2 Edit a Worldwide Economy Parcel

You may edit a Worldwide Economy parcel provided the parcel is associated with an open Master Carton or that it is not associated with any Master Carton and provided that you have not yet completed the WorldShip end-of-day procedure. Editing a Worldwide Economy parcel may be necessary if you want to move it to a different Master Carton or if you have originally manifested it with no Master Carton and now want to assign it to a Master Carton.

- Navigate to your list of manifested shipments by clicking the **History** button in the WorldShip ribbon.
- Locate the parcel you wish to edit in the '*Pending Collection*' node; click to select the shipment.
- Click the **Edit/Reconcile** button (or press the **F7** key) and make the necessary changes.
- Click the **Process Shipment** button (or press the **F10** key); apply the printed label to your parcel and place the labelled parcel inside the Master Carton to which it was assigned (if applicable).

NOTE: A new label will be printed when you process the edited shipment. It is critically important that you replace the old label with the new label.

3 Close a Master Carton

As mentioned previously, you must transport all Worldwide Economy parcels to the designated export processing site (or sites) as set forth in your agreement with UPS. A Master Carton is a convenient way to consolidate and transport your Worldwide Economy parcels to the designated export processing site using any eligible UPS service. When a Master Carton is ready for transport to the designated export processing site, you must close the Master Carton.

- Navigate to your list of manifested shipments by clicking the **History** button in the WorldShip ribbon.
- Locate the Master Carton you wish to close in the '*Pending Collection*' node (look for your '*Open Worldwide Economy Movements*'); click to select the appropriate **Master Carton ID**.
- Take note of the number of parcels assigned to the Master Carton and the total weight of those parcels displayed in the **Master Shipment Detail** area of the screen.



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Tracking No./Pkg Ticket Id: _____ Type: 1Z Find...

UPS Collections

- Weekday's Pending Collection
 - Open Worldwide Econom
 - ECONOMYMASTER1**
 - No Master Carton
- Saturday's Pending Collection
- 26-Feb-2020 - 9:19:54 AM
- 14-Feb-2020 - 3:09:49 PM
- Infectious Substance Category A
- Ground Freight
- Air Freight
- Worldwide Express Freight

Master Shipment

Custom ID: ECONOMYMASTER1
Shipment Type: Worldwide Economy
Collection Date: 03-Mar-2020

Master Shipment Detail

Shipments: 3
Packages: 3
Total Weight: 7.0 lb

Options Misc.

Quantum View Notify: Pub: 0.00 USD

- Make sure that the correct number of Worldwide Economy parcels are loaded inside the Master Carton. Seal the carton and obtain the Master Carton weight (should equal the total weight of the Worldwide Economy parcels inside plus the weight of the Master Carton itself).
- In your shipping history, right-click on the Master Carton ID and click **Close Master Carton** (or press the **Alt-F7** keys).
- Enter the name and address of the designated export processing site in the **Ship To** area of the screen.
NOTE: Save time and avoid data entry errors by saving the name and address of your designated export processing site(s) in your WorldShip address book.
- Select the desired **UPS Service**.
- Enter any additional shipment information applicable for your shipment. A **Parcel Weight** is required, and entering dimensions of your Master Carton will help WorldShip estimate accurate shipping charges for transport to the designated export processing site. Additional options may be available based on the UPS service you have selected.
- Click the **Process Shipment** button (or press the **F10** key); apply the printed label to your Master Carton.

4 Import Worldwide Economy Parcels

Many customers choose to integrate WorldShip with their own business systems and databases to automate the manifesting of UPS parcels. The WorldShip import schema has been updated to permit shippers to import Worldwide Economy parcels. A new field, **<MasterCartonID>**, has been added to the XML schema and import wizard permitting a parcel to be imported with a Master Carton ID. Two additional services, Worldwide Economy DDP and Worldwide Economy DDU, may also now be imported.

- Importing a parcel with Worldwide Economy DDP or Worldwide Economy DDU service and a blank **<MasterCartonID>** field will manifest a Worldwide Economy parcel with **no master carton**.
- Importing a parcel with Worldwide Economy DDP or Worldwide Economy DDU service and an alphanumeric value (up to 30 characters) in the **<MasterCartonID>** field will manifest a Worldwide Economy parcel associated with the specified Master Carton. WorldShip will automatically create a new Master Carton with the specified Master Carton ID if it does not already exist.



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- Keep in mind that a Master Carton must always be closed out using the manual process described earlier in this document, even when the Master Carton was created automatically during the import of Worldwide Economy parcels.

Refer to [ups.com/worldshipsupport](https://www.ups.com/worldshipsupport) for detailed information about how to integrate WorldShip with your company's business systems and databases. That page also provides instructions for contacting the WorldShip support team in your country should you need technical assistance.

5 Void Shipments

Worldwide Economy parcels may be voided using the same procedure used to void a parcel with any other UPS service. Navigate to your list of manifested shipments by clicking the **History** button in the WorldShip ribbon. Locate the parcel you wish to void, highlight the 1Z tracking number and click the **Void** button.

You may also void a Master Carton, either before or after it has been closed. Navigate to your list of manifested shipments by clicking the **History** button in the WorldShip ribbon. Locate the Master Carton you wish to void, highlight the 1Z tracking number and click the **Void** button. Click the **All** or **Void Master** button to proceed.

- Click the **All** button to void the entire movement. The Master Carton and all Worldwide Economy parcels associated with it will be voided.
- Click the Void Master button to void only the Master Carton. All Worldwide Economy parcels associated with the Master Carton will be removed from the Master Carton but will not be voided. You may then edit those parcels to move them to another Master Carton or you can arrange for transport to the designated export processing site using a method other than UPS.

6 WorldShip End-of-Day Procedure

WorldShip electronically transmits your shipment details to UPS when you complete the end-of-day procedure. You should complete the procedure at least daily, prior to the time your UPS driver arrives to collect your parcels (or prior to the time when you take your parcels to a UPS drop-off location).

Once you have finished processing packages for a Pending Collection group, complete the end-of-day process. These steps should be completed prior to the time of collection

- Click the **End of Day** button in the WorldShip ribbon.
- Confirm that you are ready to close out the day's shipping activity. You may complete the end-of-day procedure multiple times in the same day if needed (for example, at the end of each shift).
- Provide the applicable end-of-day reports to your UPS driver (if applicable).