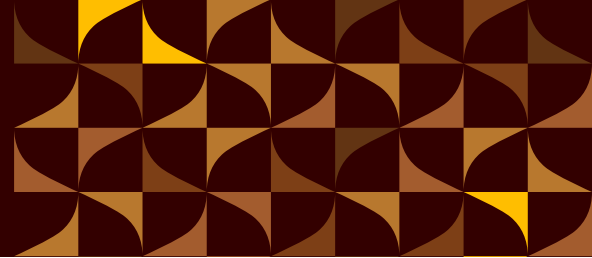




Import Control Step by Step

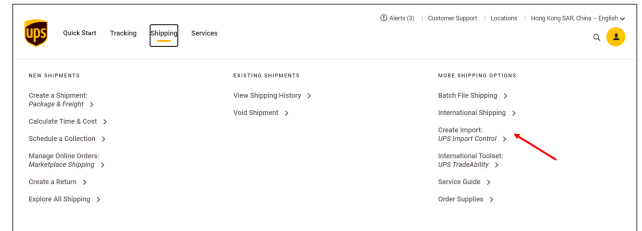


Process a UPS® Import Control shipment at UPS.com

UPS Import Control® puts you in charge of managing your import package shipments and commercial invoices – enabling you to initiate package shipments from another country for delivery to yourself or a third party, and generate shipping labels and commercial invoices. Follow these steps at ups.com to create an Import Control label for your inbound international packages.

For more help, click **Customer Support** near the top of any UPS.com page.

- 1** Visit **UPS.com** and log in with your User ID. Select **Create Import** from the **Shipping** menu. Then tell us where the shipment is coming from, and where it is going. You may use your address book for these addresses if you wish.



- 2** **What are you shipping?**
We will need to know a description of the goods being imported and the packaging used.

The screenshot shows the 'What are you shipping?' form. Fields include: 'Description of Goods' (Golf balls), 'Number of Packages' (1), 'Exclusion Types' (Other Packages), 'Weight' (15 kg), 'Package Dimensions' (Length: 18, Width: 13, Height: 18 cm), and 'Package Merchandise Description' (Golf balls). There are also checkboxes for 'Documents of No Commercial Value', 'Large Package', and 'Additional Handling'.

- 3** **How would you like to ship?**
Tell us what UPS service you want for your package and how you want UPS to deliver the shipping label to the ship from address. You may also add additional services (such as email notifications and commercial invoice removal) and you may add reference numbers to your import.

The screenshot shows the 'How would you like to ship?' form. Fields include: 'Service' (UPS Express Saver), 'Label Delivery Method' (Electronic Label), and 'Do you need additional services?' (Send E-mail Notifications, Commercial Invoice Removal, Offset the climate impact of this shipment). There are 'Free?' indicators for the last two services.

- 4** **How would you like to pay?**
Let us know how you want to pay for the shipping charges and any applicable duties and taxes associated with your import.

The screenshot shows the 'How would you like to pay?' form. Fields include: 'Payment Method for Shipping Charges', 'Promotion Code', 'Apply Code' button, 'Bill Duties and Taxes to', and 'Shipper's UPS Account'.

- 5** **Review your UPS Import Control details.**
Take another look at your import and edit any details as needed. When you are ready to proceed, you will be given the option to complete international forms like a commercial invoice.

The screenshot shows the 'Review Your UPS Import Control Details' page. It has sections for 'Address Information' and 'Shipment Information'. The 'Shipment Information' section shows 'General Shipment Information' with 'Total Billable Weight' (15.0 kg) and 'Description of Goods' (Golf balls).