UPS CampusShip®

Administrator Guide for UPS Import ControlSM
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

2. Select: “Administration” tab
3. Select: “Manage 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 accessorials.
- 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. Scroll down to select privileges based on Administrator or User needs

UPS Shipping Accessoris:
- Allow Access to All Shipping Accessoris
- Allow Only Indicated Shipping Accessoris

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

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

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

d. Select: “Create”
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**.