Controlled, efficient enterprise shipping

UPS CampusShip™
UPS CampusShip

Add centralized control to costs while maximizing individual productivity.

A secure, Web-based shipping system available in over 95 countries and territories with over 29 supporting languages, UPS CampusShip enables multiple users to ship UPS® letters, packages and freight from their desktops. Ideal for decentralized organizations, UPS CampusShip allows centralized administrators to set shipping guidelines and privileges for users across the organization. This combination provides you with consolidated control, superior efficiency and complete visibility to reduce costs and improve productivity.

For more information, visit ups.com/campusship.
Features that deliver real benefits

• **Centralized administrative control** — Administrative features allow for better management of costs by maintaining overall control of, and visibility into, domestic and international shipping activities. Grant users access to only certain shipping and billing privileges, accurately track shipping costs by department or location and produce detailed reports on usage.

• **Internet-based technology** — UPS CampusShip is Web-based, so there’s no software to install or maintain. Implementation is quick and easy and does not require costly IT support.

• **Web-based shipping** — Empower multiple campus-wide or geographically diverse users to access the system to increase individual productivity right from their own desktops. Centralized mailroom processing is reduced, controlling costs. A simple and intuitive Web interface means users are up and running with little to no training.

• **Shared address books and data-import capabilities** — Save up to 100,000 shared addresses and 2,000 personal addresses as residential or commercial, or utilize Microsoft® Outlook® addresses. Import address book files and shipment data in CSV format.
Get started

• Request access from your UPS Account Manager or your company’s UPS CampusShip Administrator.

• Log in to UPS CampusShip at the link provided in your welcome email.

• Select Update to create your permanent password.

You’re ready to ship

• Log in to UPS CampusShip using your ID and permanent password.

• Enter the receiver’s address or select it from your external (Microsoft Outlook) or shared UPS CampusShip Corporate Address Book.

• Select your package and service information (enter dimensions and weight for an accurate pricing estimate).

• Select additional services, such as Quantum View Notify™ email notifications for up to five people or UPS carbon neutral to offset the climate impact of your shipment.

• Enter reference numbers, payment method and pickup information.

• Check Review Shipping Details to verify the information on your shipping label.

• Select Ship Now to process your shipment.

• Print the address label(s) and apply to each package in your shipment.
Web-based shipping allows individuals to process their own shipments and reduces mailroom costs.

Centralized administration allows you to control shipping options. Give users only certain shipping privileges to manage your costs and gain visibility into your company’s shipping activity.
Getting your shipment to UPS

When processing your shipment, select Schedule an On-Call Pickup or drop your package off at the nearest UPS shipping location. To find a location near you, go to the Resources tab in UPS CampusShip and select the Locations link.

After you’ve shipped

• Track the progress of your shipment on ups.com® or by viewing the Shipping History within UPS CampusShip. History is saved up to 90 days and can be exported in CSV format.

• To review or void shipments, select View History or Void Shipment.

• Receive proactive email notifications on package progress if you selected the Quantum View Notify option when processing your shipment.
Improved productivity

Need help?

- Refer to the Help section within UPS CampusShip where you will find answers to Frequently Asked Questions as well as a Quick Start Guide featuring more detailed instructions.
- Visit the Resources tab in UPS CampusShip for helpful links to Tracking, Locations or support contact numbers.
- Visit ups.com for UPS service availability and delivery times.

Complementary solutions

Bundling UPS CampusShip with Quantum View™ Manage and UPS Billing Center provides you with a comprehensive expense management solution at no additional cost.

- **Quantum View Manage** provides you with proactive and customizable visibility into shipping activities. Get regular status updates, both outbound and inbound.
- **UPS Billing Center** allows you to view, manage and pay your UPS invoices on-line while providing administration controls and customized reporting capabilities. For additional information or to enroll, visit ups.com/billing.

*Please note that not all services and options may be authorized by your UPS CampusShip Administrator for all users.*
For more information on product and service availability, visit ups.com/campusship.