



*Manage the flow
of money more
effectively*

UPS[®] Electronic Billing and Payment Solutions



[INDEX](#)

[PRINT](#)

[EXIT](#)

[NEXT ▶](#)

UPS Electronic Billing and Payment Solutions

View, download, manage and pay your invoices more efficiently.

Spend less time processing paperwork and more time making an impact on your bottom line. UPS Electronic Billing and Payment Solutions can help you streamline management of invoice processing and payments to save time and money. UPS Billing Center can meet your needs – domestic or global, single or multiple accounts – to help you view, download, manage and pay your invoices.

To enroll in UPS Billing Center, visit [**ups.com/billing**](https://ups.com/billing).

▶ LEARN MORE

◀ PREVIOUS

INDEX

PRINT

EXIT

NEXT ▶

View, download, manage and pay with a single solution

UPS Billing Center is an online solution that supports viewing, downloading, managing and paying UPS invoices for UPS small package, UPS Freight™, air freight and UPS Mail Innovations™. Invoices are presented online, as well as PDF and CSV formats. In addition, customizable reporting allows you to quickly conduct invoice analysis, reconciliation and cost allocation processes. One-time and automatic payments are available to streamline payment processes. There is no limit to the number of accounts and users, and managing them is made easy through powerful administration capabilities.

View

- **UPS PDF invoice** — Simplify your billing by receiving and viewing your electronic invoice days earlier than a paper invoice via an email notification from UPS. Simply click on the **Administration** tab to manage your preferences.

Download

- **UPS Billing Data** — Download a detailed data file in CSV or XML formats which can be integrated into your systems or analyzed in reporting software to provide you with a comprehensive view of your shipping expenses.

Data can also be delivered via EDI. To request EDI, contact your sales resource.

To enroll in UPS Billing Center,
visit ups.com/billing.

Customized reporting

Manage

- **UPS Billing Center reporting** — Print or export a variety of customized reports through UPS Billing Center for UPS small package and UPS Freight invoices.

You can also use a complementary solution — UPS Billing Analysis Tool — to import and create reports for UPS Billing Data small package invoices.

These reports can help you summarize shipping expenses by cost codes and reconcile charges from multiple departments or locations.

Pay

- **Electronic Funds Transfer** — Make one-time or automatic payments for your UPS invoices. You can arrange to have payments electronically debited or withdrawn from your bank account through Electronic Funds Transfer (EFT).

To enroll in UPS Billing Center, visit [ups.com/billing](https://www.ups.com/billing).

Single application

View, download, manage and pay bills in a single online application.

The screenshot shows the 'UPS Billing Center - United States' website. The top navigation bar includes 'Home', 'Invoice', 'Payment', 'Reporting', 'Administration', and 'Support'. The 'Invoice' section is active, with sub-links for 'Company Summary' and 'Archive History'. Below this is a 'Search Criteria' form with fields for 'Account Type' (Individual UPS Account selected), 'Invoice Dates' (From and To), 'Invoice Status' (Open/Past Due), 'Invoice Type', 'Account Number', and 'Invoice Numbers'. A 'Pay Now' button is visible. Below the search criteria is an 'Invoice Information' table with columns: Date, Account Number, Invoice Number, Invoice Status, Original Billed Amount, Amount Due, Invoice Type, and Dispute.

Date	Account Number	Invoice Number	Invoice Status	Original Billed Amount	Amount Due	Invoice Type	Dispute
Aug 15, 2013	1234AB	00002021010123	Open	\$15.32	\$15.32	Domestic/Report	
Aug 15, 2013	1234AC	00002021010156	Open	\$15.32	\$15.32	Domestic/Report	
Aug 15, 2013	1234AD	00002021010178	Open	\$30.18	\$30.18	Domestic/Report	

UPS Billing Center provides insight into your billing expenditures, allowing you complete control over your shipping costs.

The screenshot shows the 'UPS Billing Center - United States' website. The top navigation bar includes 'Home', 'Invoice', 'Payment', 'Reporting', 'Administration', and 'Support'. The 'Reporting' section is active, with sub-links for 'Description', 'Invoice Summary', 'Invoice Detail', 'Reference Number Detail', 'Tracking Number Detail', 'Address Correction Detail', and 'Approved Reference Number Detail'. Below this is a footer with links for 'ups.com', 'Home', 'UPS Global', 'UPS Corporate', 'Web Site Terms of Use', 'Privacy Policy', 'Protect Against Fraud', and 'Service Terms and Conditions'. Copyright © 1994-2013 United Parcel Service of America, Inc. All rights reserved.

To enroll in UPS Billing Center, visit ups.com/billing.

◀ PREVIOUS

INDEX

PRINT

EXIT

NEXT ▶

Payment and reporting capabilities

UPS Billing Center capabilities

- View invoices up to one year through online, PDF, CSV and XML formats.
- Receive email notifications whenever new invoices are available.
- View documentation, including brokerage documents.
- Request adjustments online.
- Request refunds for credit invoices.
- Create standard and custom reports.
- Streamline payments with one-time or automatic payments.
- Manage users, including assigning roles and accounts.

Billing Center tool reporting capabilities

Create and download the following reports for both Domestic/Export and Import Invoices by clicking on the **Reporting** tab and selecting the desired report*:

UPS small package

- Invoice summary
- Invoice detail
- Reference and tracking number detail
- Address correction detail
- Approved reference number detail

UPS Freight

- PRO summary report
- PRO detail report

To enroll in UPS Billing Center, visit ups.com/billing.

Improved productivity

Complementary solutions

Bundling UPS Billing Center with UPS CampusShip™ and Quantum View™ Manage provides you with a comprehensive expense management solution.

- UPS CampusShip allows centralized administrators to set shipping guidelines and privileges for users across the organization resulting in superior efficiency and complete visibility to reduce costs and improve productivity.
- Quantum View Manage provides you with proactive, customizable visibility into shipping activities. Get regular status updates, both outbound and inbound.

For more information on reporting capabilities, select the **Support** tab, or view the UPS Billing Center user guide at ups.com/billing.

*Not available for Supply Chain Solution invoices.

To enroll in UPS Billing Center,
visit ups.com/billing.

For more information on product
and service availability, visit
[**ups.com/billing.**](https://www.ups.com/billing)

© 2014 United Parcel Service of America, Inc. UPS, the UPS brandmark and the color brown are trademarks of United Parcel Service of America, Inc. All rights reserved. 01970635 7/14 us_en