

UPS CampusShip®

Administration Quick Start Guide



July 2009

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As a company administrator, you will be pleased to know that UPS CampusShip is a Web-based, UPS-hosted shipping solution that helps you increase efficiency and reduce costs. UPS CampusShip comes with powerful, administrative features and functions to help make every one of your shipments accountable from the start.

This Administration Quick-Start Guide to UPS CampusShip is a convenient, step-by-step reference that provides a brief overview of how to set up, launch and manage UPS CampusShip.

If you have any questions or require additional information, please use the Help links on UPS CampusShip. You may also contact your UPS Account Representative.

Getting Started

Once your UPS CampusShip representative has enrolled your company, you will receive two e-mails:

- The first is your Welcome E-mail containing your User ID and the URL to access the site.
- The second e-mail contains your temporary password.

1. To log in, click on the link for your company's unique UPS CampusShip Internet address, which you received via e-mail, or log in at *www.campusship.ups.com*.
2. You will be asked to log in to your company's UPS CampusShip system with the User ID and password provided in the two e-mails from UPS CampusShip. Please note that User IDs and passwords are case sensitive.

Optional Step — If you would like to change the language on the login page, choose the appropriate language from the **Languages** drop-down menu. Then click the blue arrow.

3. As a new user, please read the UPS CampusShip Terms and Conditions and click the **Accept** button to continue.

Login

Welcome to UPS CampusShip. To begin, please enter your User ID and Password.
Note: User ID and Password fields are case sensitive.

Please Log In [Help](#)

User ID

Password
 [Forgot your password?](#)

Change the language of this page:
 Select Language [↻](#)

Select Language

- English
- Czech
- Danish
- Dutch
- French
- German
- Italian
- Japanese
- Korean
- Polish

[Log In →](#)

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Getting Started (cont.)

As a UPS CampusShip administrator, your authority can range from all rights at the company level (Company Administrator) to certain rights granted for a specific location (Location Administrator).

As an administrator, you will have an **Administration** button next to the **My Settings** button, on the top navigation tool bar.

Click the **Administration** button to go to a screen that provides total access to the administration functions of UPS CampusShip.

1. Click the **Administration** button to access the administration functions of UPS CampusShip.
2. Use the administration functions to manage your company's locations, reference numbers, shipping privileges, address groups and users.

Administration

The links below offer access to your UPS CampusShip Administration tasks.

Administrative Tasks

[Manage Company](#)

- ⌘ Modify Company Profile
- ⌘ Modify Log In Labels
- ⌘ Modify Company Logo

[Manage Locations](#)

- ⌘ Search Locations
- ⌘ Create Location
- ⌘ Import Locations
- ⌘ Export Locations

[Manage Reference Numbers](#)

- ⌘ Edit Reference Number List Names
- ⌘ Search Reference Number Lists
- ⌘ Create Reference Numbers
- ⌘ Import Reference Numbers
- ⌘ Export Reference Numbers
- ⌘ Download Scheduled Import Tool

[Manage Shipping Privileges](#)

- ⌘ Search Shipping Privileges
- ⌘ Create Shipping Privileges

[Manage Address Groups](#)

- ⌘ Search Address Groups
- ⌘ Create Address Groups

[Manage Users](#)

- ⌘ Search Users
- ⌘ Create User
- ⌘ Delete Users
- ⌘ Change User Locations
- ⌘ Import Users
- ⌘ Export Users
- ⌘ Invite Users to Join Company

[Import / Export Files](#)

- ⌘ Import / Export Status
- ⌘ Import Corporate Address Book
- ⌘ Export Corporate Address Book

[Administrative FAQs](#)

- ⌘ Manage Privileges
- ⌘ Manage Company
- ⌘ Manage Reference Numbers
- ⌘ Manage Users
- ⌘ Manage Locations
- ⌘ Using Import Tools
- ⌘ Optimizing Performance

Manage Company Information

The Manage Company Information section allows you to enter and manage key information, such as company contact information. You may also choose either company or location name to be displayed on shipping labels, and you may add your logo to all UPS CampusShip screens. Select the **Administration** button, and the appropriate link on the left navigation bar to edit company information at any time.

Reference Number Options: Located under the **View or Edit Company Information** link, you may set the default Reference Number display and validation for the entire company.

Log-On Labels: Located under the **View or Change Company Log-On Labels** link, you may edit the field names on the Log-On page of UPS CampusShip (for example: you may replace User ID with Employee Number).

IP Filter Settings: As an added security measure, you may restrict users from accessing UPS CampusShip outside of your organization's network (with the exception of Traveling Users and Company Administrators). If users attempt to access UPS CampusShip from an IP address not in the recorded range, they are denied access and receive an error message. To utilize this feature, you need basic information about your company's network; you may want to contact your company's network administrator.

Manage Company Information

Manage your company information stored and displayed by UPS CampusShip.

- [View or Edit Company Information](#)
- [View or change company log-in labels displayed by UPS CampusShip](#)
- [View or change company logo displayed by UPS CampusShip](#)

Import a Company Logo

1. Select the **Administration** button on the top navigation tool bar, go to the **Manage Company** link, and select the **View or change company logo displayed by the UPS CampusShip** link.
2. Browse to the logo's file location. UPS CampusShip supports two .gif file format image layouts/sizes: Portrait (62 pixels wide by 50 pixels high) and Landscape (124 pixels wide by 50 pixels high) with a maximum file size of 4 KB. The logo must conform to these file specifications.
3. Select the **Update** button to display your company logo.
Note: Only Company Administrators can complete this task.

Manage Company Information (cont.)

Within the **Manage Company** screen, you can override all shipping privilege set reference number options with these settings:

- Require users to enter reference numbers while processing shipments by selecting the checkbox for references from List 1, 2 or 3 in **Manage Reference Numbers**.
- Allow users to select reference numbers from a list or display a **Search** link.
- Choose to validate the reference numbers that users enter against List 1, 2 or 3 in **Manage Reference Numbers**. (See the **Manage Reference Numbers** section for directions on how to create a list of reference numbers.)

	Ref List 1	Ref List 2	Ref List 3
Require to Ship:	☒	☐	☐
Select from List / Display Search Link:	☐	☒	☐
Validate against List:	☐	☐	☒

☒ Override all Shipping Privilege set reference number options with these settings.

Manage Locations

A UPS CampusShip company location can be defined as a department, office, business unit, subsidiary or multiple departments sharing the same physical address. An unlimited number of locations can be set up in all countries offering UPS CampusShip, allowing for maximum flexibility in organizing and naming locations within a single global company setup. For any location, you can choose whether the location name or company name appears on the return address of all packages you send.

Set up a company location before you add or import users. Each location must be associated with a UPS account number belonging to that location. Before you set up a new location, you must have the UPS account number available for that location. You may have multiple locations for one UPS account number (i.e., account 123456 may have a location called Mail Room and a location called Accounting). Locations may be set up in any country that offers UPS CampusShip (i.e., a German company may set up their U.S. location under their German UPS CampusShip company).

TIP: If you need a UPS account number, go to ups.com® and select Open a UPS Account from the Shipping tab.

Create New Company Locations

1. Select the **Administration** button on the top navigation tool bar, go to the **Manage Locations** link and select the **Create Location** link.
2. A **Location Details** screen displays. (To stop this process, select the **Cancel** button on the bottom of the screen.)
3. Enter detailed information about the location (e.g., address, location contact name, e-mail address, phone number and extension and the UPS account number for that location). If enabled by UPS, you have the option to display published or negotiated rates by location. It is also recommended that you enter information into the **Location Support Information** fields. This support information appears at the bottom of the UPS CampusShip screen for all users assigned to that location.
4. Ensure that the required fields in bold contain acceptable and accurate data, then select the **Create** button. If the update is unsuccessful, you will receive a message informing you of the fields that should be modified or completed.

Import New Company Locations

You may import location information from a comma-separated value, or CSV, file. For information and instructions, please refer to the online **Help**, which can be accessed by clicking the **Help** link on the left side of your screen.

Manage Locations (cont.)

Manage Rates Display

For the **Manage Locations** page, administrators must enable the display of account specific negotiated rates for new or existing locations once UPS has activated your company and account(s) for Negotiated Rates.

1. Select **Manage Rate Display Settings for All Locations**.
2. Select **Display Negotiated Rates for all locations with enabled accounts** and then select **Submit**.

To verify a location's rate display setting, select **Search Locations**, then view the **Location Rate Type Display Setting** as either published or negotiated. For users to view the negotiated rates, the **Viewing of Negotiated Rates Activated by UPS** column must say "Yes" if Negotiated Rates were activated by UPS.

Manage Company Locations Information

Manage the company location information stored on UPS CampusShip.

- ⌘ [Search Locations](#)
- ⌘ [Create Location](#)
- ⌘ [Import Locations](#)
- ⌘ [Export Locations](#)
- ⌘ [Manage Rate Display Settings for All Locations](#)

Location Information

Manage Rate Display Settings for All Locations:

- ☐ Display Negotiated Rates for all locations with enabled accounts.
- ☐ Display Published Rates only for all locations with enabled accounts.

[Cancel](#) [Submit →](#)

Search Results

[Help](#)

Company locations can be set to display Negotiated Rates when shipping by selecting a Location Name and editing the location details.

You may also set all company locations to turn on or turn off Negotiated Rates when shipping by selecting the following link.

[Manage Rate Display Settings for All Locations](#)

Your search returned the following Locations. Please select a link below to view, update, or delete that item.

Display per Page:

25

Displaying 1-5 of 5

Location Name	Location Account Number	Location Rate Type Display Setting	Viewing of Negotiated Rates Activated by UPS
CPSTEST	B55555	published	
Pat's Test Company	A88888	negotiated	Yes
Test Location	C77777	published	
Test UPS USA	CD8888	negotiated	Yes
Testlocation EUR1	DF7777	negotiated	Yes

Displaying 1-5 of 5

[Cancel](#)

Manage Locations (cont.)

For any location, you can set the display for either negotiated or published rates by first viewing **Location Details** and then selecting **Verify Rate Display Settings**. If desired, select **Display Negotiated Rates**.

Location Details

Please provide the requested location information. Required fields are shown in **bold**.

Location Information [Help](#)

Location Name: 	Location Contact Name:
Country: United States	E-mail:
Street Address: 	Telephone: Ext:
City: 	Fax:
State: Select One	Location Support Information
ZIP Code: 	Support E-mail Address:
Location Account Number: 	Support Phone: Ext.:
Currently displaying published rates	Select the identifying name that will appear on the shipping label:
Verify Rate Display Settings	☐ Company Name
Associated Address Group: 	☒ Location Name
Search for Address Groups	

[Cancel](#) [Create](#)

Accounts assigned to locations can display either [Negotiated Rates](#) or [UPS Published Rates](#) when shipping.

Location Information

Location Account Number:
B33333

- ☒ Display UPS Published Rates
☐ Display Negotiated Rates

Note: This display control can only be set or changed by a Company Administrator.

[Cancel](#) [Update](#)

Manage Shipping Privileges

Privileges determine the shipping services and options that are permitted for a set of users. This feature allows you to quickly apply a set of privileges to new users that you create.

Use Default Shipping Privileges

To provide a baseline, UPS CampusShip features four default shipping privilege sets in **Search Shipping Privileges**.

The following are available for users in the U.S. or Puerto Rico:

- **All Services, All Add-on Services** (domestic and international services with ALL add-on services).
- **All Services, Limited Add-on Services** (domestic and international services with a limited set of allowable add-on services).
- **Domestic Only, All Add-on Services** (no international services with ALL add-on services).
- **Domestic Only, Limited Add-on Services** (no international services and a limited set of add-on services, such as Saturday Delivery).

The services within each privilege set shown below are the automatic defaults established for each UPS CampusShip geographic region.

- **All Services, All Add-on Services**, North and South America.
- **All Services, All Add-on Services**, Europe.
- **All Services, All Add-on Services**, Asia.
- **World Traveling User** (all shipping privileges).

These shipping privilege sets can be customized to meet your users' specific shipping needs.

Within **Shipping Privileges** you can control **Reference Numbers** for your users, which may be overridden within **Manage Company**.

Reference Number Restrictions:

☐ Activate ALL Reference Number Restrictions

☒ Activate Only Indicated Reference Number Restrictions

	Ref List 1	Ref List 2	Ref List 3
Require to Ship:	☐	☐	☐
Select from List / Display Search Link:	☐	☐	☐
Validate against List:	☐	☐	☐

Manage Shipping Privileges (cont.)

Create New Shipping Privileges

If you would like to customize privilege sets, you must create them before you can assign users to them.

1. Select the **Administration** button on the top navigation tool bar, go to the **Manage Shipping Privileges** link and select the **Create Shipping Privileges** link.
2. A **Shipping Privilege Details** page displays. (To stop this process, select the **Cancel** button at the bottom of the page.)
3. Enter a **Shipping Privilege Name** (i.e., "All Services"). Then confirm that the **Shipping Privilege Countries** are correct. If incorrect, select the **Edit** link to make the necessary changes. Next choose the shipping privileges that you would like to grant based on your company's needs. There are two ways to build the privilege set:
 - Activate ALL privileges in a section.
 - Activate specific privileges by selecting individual check boxes (e.g., allowable payment or billing methods, rate display settings and address book privileges).
4. Once you have entered all information, select the **Create** button. If more information is required, you will receive a message that displays the fields that should be modified or completed.

Shipping Privilege Detail

Shipping Privilege Name:

Customer Service Department Privilege

Shipping Privilege Countries:

[Edit](#)

United States

Restricted Destinations:

[View/Edit Shipping Destinations](#)

UPS Shipping Services:

☒ Allow Access to ALL Shipping Services
 ☐ Allow Only Indicated Shipping Services

☒ UPS Next Day Air Early A.M.®
 ☒ UPS Ground®
 ☒ UPS Next Day Air®
 ☒ UPS Express PlusSM
☒ UPS Next Day Air Saver®
 ☒ UPS ExpressSM
☒ UPS 2nd Day Air A.M.®
 ☒ UPS SaverSM
☒ UPS 2nd Day Air®
 ☒ UPS ExpeditedSM
☒ UPS 3 Day Select®
 ☒ UPS Standard

UPS Shipping Accessorials:

☒ Allow Access to ALL Shipping Accessorials
 ☐ Allow Only Indicated Shipping Accessorials

☒ C.O.D.
 ☒ Delivery Confirmation
 ☒ Return Notification E-mail
 ☒ Delivery Confirmation - Adult Signature Required
 ☒ UPS Returns Plus - 1 UPS Pickup Attempt
 ☒ Delivery Confirmation- Signature Required
 ☒ UPS Returns Plus - 3 UPS Pickup Attempts

Manage Shipping Privileges (cont.)

Administrators control the display of negotiated or published rates for users with new or existing shipping privileges. Administrators may also choose to not display rates to users.

1. Select **Manage Shipping Privileges** and create or view the privilege.
2. Under **Additional Shipping Options** for **Rate to display when shipping**, select **UPS Published Rates**, **UPS Published and Negotiated Rates**, or **No Rates**.

Additional Shipping Options:

☒ International Documentation	☐ Create Shipping Tickets
☐ Prevent profile and password changes	☐ Create Shipping Tickets Only - No Shipping Labels
Rate display when shipping	☒ Allow display of UPS Account Number
UPS Published Rates	☐ Allow UPS TradeAbility™ services
UPS Published and Negotiated Rates	☐ Allow 3rd Country Return Destinations (Contract Only)
No Rates	

Manage Users

Create New Users

Create new UPS CampusShip users by entering their profile information into the system.

1. Select the **Administration** button on the top navigation tool bar, go to the **Manage Users** link and select the **Create Users** link.
 - Enter the requested user information. Required fields are shown in bold.
 - Assign the user to a company location. To find the location, select the **Search** link.
 - Assign a shipping privilege set to the user. To find a shipping privilege set, select the **Search** link.
 - Select the **Create** button. The user then receives his or her User ID and temporary password in two separate e-mails.
2. To set additional privileges, including administrative authorities, select the **Modify This User's Privileges** link on the confirmation page.
 - To authorize the user to modify the **Ship From** address, set **Traveling User Status** to **ON**.
 - Company Administrators in the U.S. may allow users to order UPS supplies online from ups.com® by setting **Authority to Order UPS Supplies** to **ON**.
 - To set administrative authority (the default is **NO Administrative Authority**):
 - Select either **Company Administrator** or **Location Administrator**. If **Location Administrator** is selected, activate **All Location Administrator Authority** or assign the specific authorities by selecting the appropriate checkboxes.
 - To save and activate your choices, select the **Update** button.

Manage CampusShip User Information

Create a CampusShip user. To save, select Create.

User Information [Help](#)

User Name: 	Assigned to Shipping Privilege Set: Search for Shipping Privilege Names
User ID: 	Default Reference #1 Value: Search for Reference #1 values
E-mail: 	☐ Do not allow user to change Reference #1 value
Re-enter E-mail Address: 	Default Service Level: Select a default service
Telephone: Ext:	Traveling User Status: ☐ ON ☒ OFF
Fax:	Authority to Order UPS Supplies: ☐ ON ☒ OFF
Company Location: Search for Location Names	
Language Preference: Select Language	

[Cancel](#) [Create](#)

Manage Users (cont.)

If you have set a user to be a Location Administrator, you must edit the user again and add the locations you would like the user to administer. To complete this:

- Select the **Search Users** link to find the user you just created, then click on their **User ID** link.
- Select the **Edit** link next to the assigned locations.
- Type in the **Location Name** or select **Search for location names**, then select the **Add** button.
- You may assign multiple locations. Once all locations have been added, select the **Update** button.

Import New Users

You may input user information from a comma-separated value, or CSV, file. For information and instructions, please refer to the online **Help**, which can be accessed by clicking the **Help** link on the left side of your screen. To view the **Import File Format for Users**, click the **Help** link in the upper right of the **Import Users** page.

Import Users
Enter the file name, or Browse to locate the file to import.

If you are importing users assigned to locations also being imported, please allow the location import to complete fully before attempting to import users.

File Information Help

Location and Name of File:

Add imported users to the current list.

Import File Format for Users

Field Name	Field Type	Maximum Field Length	Required	Valid Values
Name	Alphanumeric	35	Yes	User's first and last name
Login Name	Alphanumeric	16	Yes	User's login name. Must be unique across system
Location	Alphanumeric	35	Yes	User's location name. Location must be created prior to user import
E-mail Address	Alphanumeric	50	Yes	User's e-mail address; example jdoe@somecompany.com
Telephone	Numeric	15	No	User's telephone number
Extension	Numeric	4	No	User's telephone extension
User Shipping Privilege Set Name	Alphanumeric	50	Yes	User's Shipping Privilege. Shipping Privilege must be created prior to user import
Default Reference 1	Alphanumeric	35	No	Default Reference 1
Default Service Level	Alphanumeric	3	No	Default Service Level. See codes below
Traveling User	Alphanumeric	1	No	Enter 1 if the user should be a traveling user. Enter 0 if the user should be a non-traveling user
Supply	Numeric	1	No	Enter 1 if user has the

Manage Users (cont.)

Invite Users to Join Company

You may invite existing My UPS users to join your company so that they may begin using UPS CampusShip. By using the **Invite Users** link from the **Manage Users** page, simply enter the user's My UPS User ID and e-mail address. The recipient will receive an e-mail inviting him or her to join the company. Once the user has accepted, a notification e-mail will be sent to the Company Administrator. Upon receipt of the acceptance e-mail, the Company Administrator must log into UPS CampusShip, access the user profile using **Search** in **Manage Users**, and assign the user to a Shipping Location and a Shipping Privilege.

Invite Users

To invite a user that is not currently a company user to join your company, provide the following user information. User ID is case sensitive. Required fields are shown with **bold**.

Complete Invitation

User ID:

E-mail:

[Cancel](#) [Submit →](#)



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Invitation Accepted

Jane Doe InviteUserTest1 has accepted the request to join UPS INNOVEX ESOLUTIONS.

Any company services that may be available must still be assigned. Please update the user information using the application administration to allow access to these additional services.

You can access the user information by:

- Searching for the User ID you wish to update.
- Select the user from the results.
- Edit the user information and complete all of the required user information.

Thank You.

Manage Address Groups

Manage Address Groups allows you to organize your corporate address book into subgroups. Once you create a subgroup, you can assign shipping privileges by group. In addition, you can limit the addresses and countries in the corporate address book that users can ship to.

Create New Address Groups

1. Select the **Administration** button on the top navigation tool bar, go to the **Manage Address Groups** link, and select **Create Address Groups**.
 - Enter a name for your address group and select **Create**.
2. Assign addresses to your address group by selecting the **Assign Addresses** link. To find addresses, select the **Search** button or **Show All** link.
 - Select the checkboxes for the desired addresses and select **Assign**.

Manage Address Groups

You can **Edit** the name of your Group, **View/Remove Assigned Addresses**, **Assign Additional Addresses**, **Remove all Assigned Addresses**, **View/Remove Associated Locations** or **Associate Additional Locations**. Select **Delete** to delete this Address Group. Select **Continue** to return to your search results.

Address Group Detail

Address Group Name: [Edit](#)
US Region Address Group

Addresses:
[View/Remove Assigned Addresses](#)
[Assign Addresses](#)
[Remove All Assigned Addresses](#)

Locations:
[View/Remove Associated Locations](#)
[Associate Locations](#)

[Delete →](#)
[Continue →](#)

Search Results

Your search returned the following Addresses. Use the checkboxes to choose one or more Addresses. Selecting **Assign** will assign the selected Addresses and refresh these search results. When finished, select **Finish** to return to the previous page.

☒ [Select All](#)
☐ [Clear All](#)

Display per Page:

Displaying 1-4 of 4

▲Nickname	Address	City	State/ Province/ County	Country	Assigned
UPS	1139 MADISON LANE	SALINAS	CA	US	Yes
☐ UPS	1615 Bret Road	New Castle	DE	US	No
☐ UPS STORE	1083 NORTH COLLIER BLVD.	MARCO ISLAND	FL	US	No
☐ UPSHD	401 Quality Circle	HARRISBURG	PA	US	No

Displaying 1-4 of 4

☒ [Select All](#)
☐ [Clear All](#)

[Finish →](#)
[Assign →](#)

3. Once addresses have been assigned, you can choose to assign locations through the same process described above.

Manage Reference Numbers

The Manage Reference Numbers section allows you to build in cost controls that streamline the allocation of shipping charges, making your internal processes more cost effective. You can use reference numbers to reflect purchase order numbers, invoice numbers, client/matter codes, department codes, cost codes, project numbers and so forth.

Within shipping privileges, you can:

- Require users to enter reference numbers while processing shipments.
- Choose to validate the reference numbers that users enter.
- Search for a reference number by value or description.

Note: UPS CampusShip supports the use of up to two Reference Fields when shipping from outside the United States, and three from the United States and Puerto Rico.

Create New Reference Numbers

1. Select the **Administration** button on the top navigation tool bar, and go to the **Manage Reference Numbers** link. Field labels may be changed in this section. To change these fields, select the **Edit List Name** link, enter the new name and select the **Update** button.

Manage Reference Number Lists

For any reference list below, select an action.

Reference Number Lists Help	
Reference # 1	Edit List Name :: Search Reference Number Lists :: Create Reference Numbers :: Import Reference Numbers :: Export Reference Numbers
Reference # 2	Edit List Name :: Search Reference Number Lists :: Create Reference Numbers :: Import Reference Numbers :: Export Reference Numbers
Reference # 3	Edit List Name :: Search Reference Number Lists :: Create Reference Numbers :: Import Reference Numbers :: Export Reference Numbers

Edit Reference List Name

Change the name of the list below.

Reference List Name Help
The list to rename is Reference # 1
New Reference List Name:
Cancel Update →

Manage Reference Numbers (cont.)

2. Go to the **Create Reference Numbers** link, which is located below the reference list that you are adding to. A **Reference Number Information** page is displayed. To stop this process, select the **Cancel** button.
3. Enter the reference number in the Reference Number **Value** field.
To distinguish the reference number when viewing it in a list, enter an optional Reference Number **Description**. You may create more numbers by selecting the **Create Additional 25** button at the bottom of the page.
4. Select the **Continue** button once you have entered all of the information.
If the update is unsuccessful, a message informs you of the fields that should be modified or completed.

Import New Reference Numbers

You may import Reference Numbers from a comma-separated value, or CVS, file. For information and instructions, please refer to the online FAQ which can be accessed by clicking on the **Help** link on the left side of your screen. To view the **Import File Format for Reference Numbers**, click the **Help** link in the upper right of the **Import Reference Numbers** page.

Create Reference Numbers

To create additional reference numbers for Reference # 1, enter the requested information. To create up to 25 more numbers, select Create Additional 25 below.

Reference Number Information		Help
	Value:	Description:
1.		
2.		
3.		
4.		
5.		

Import Reference Numbers

Enter the file name, or Browse to locate the file to Import.

File Information		Help
Location and Name of File:		
	Browse...	
☒ Add imported reference numbers to the current list. ☐ Write over the current list with imported reference numbers.		
Note: The imported reference numbers will replace your current reference numbers.		
Cancel Import		

Manage Reference Numbers (cont.)

Scheduled Import Tool

The Scheduled Import Tool is a downloadable software utility that automates the regularly scheduled upload of reference numbers directly into UPS CampusShip without requiring you to be logged on.

To use this feature, you need some basic information about your company's network; you may want to contact your company's network administrator.

Please note that the Scheduled Import Tool requires Microsoft .Net Framework 1.1 or later. The .Net Framework can be obtained from the Microsoft Web site at <http://msdn.microsoft.com/netframework/>.

Download the Scheduled Import Tool

1. Select the **Administration** button on the top navigation tool bar, go to the **Manage Reference Numbers** link and select the **Download Scheduled Import Tool Now** link to download.
2. Once the download of the tool is complete, double click the icon to install. Follow the instructions to complete the installation.
3. When the installation is complete, you will be offered a link to open a ReadMe file. This file contains valuable information about the tool: how to schedule uploads, how to remove a scheduled file, FAQs and troubleshooting.

Download Scheduled Import Tool

Scheduled Import Tool is designed for businesses whose valid Reference Numbers change frequently. This downloadable software utility can be configured to upload your Reference Number files directly to UPS. Once you reference the application for instructions, you can configure a .ini file that will upload files according to your schedule. When Scheduled Import Tool is activated, you will not need to log in to manually import files. Scheduled Import Tool does the work for you.

[Download Scheduled Import Tool Now](#)

Help

Now that you've familiarized yourself with the *UPS CampusShip Administration Quick Start Guide*, you are ready to put UPS CampusShip's powerful administrative features to work to make your company's internal processes more cost effective. For further details and a Setup Overview, visit the **Help** link on the left in Administration.

- Manage Locations
- Manage Users
- Manage Shipping Privileges
- Manage Reference Numbers
- Manage Address Groups
- Import/Export Files
- Help**
 - Administration FAQ
 - Before You Begin
 - Setup Overview
 - Administer UPS CampusShip
 - Downloads
 - Glossary

Welcome to Administration Help

As a Company Administrator, you'll soon have your employees shipping more efficiently -- right from their desks. UPS CampusShip puts automated, online shipping directly in the hands of people who do the shipping, saving time and reducing costs.

This section explains how to set up, launch, and manage UPS CampusShip, and it provides answers to frequently asked questions. Once you complete the setup and launch, you can manage all the shipping -- and shipping privileges -- throughout your company. UPS CampusShip gives your employees more shipping responsibilities while you manage what they ship and how they ship it.

With detailed shipping information, administrative flexibility, and easy expandability, UPS CampusShip improves your business efficiency and gives you overall control of your company's shipping.

Administration FAQ

- Manage Privileges FAQ
- Manage Company FAQ
- Manage Address Groups FAQ
- Manage Reference Numbers FAQ
- Manage Users FAQ
- Manage Locations FAQ
- Using Import Tools FAQ
- Using Export Tools FAQ
- Optimizing Performance FAQ

Before You Begin

- Administrative Levels
- Gather Key Information
- Login and Password

Setup Overview

- Initial Log-In
- Review Company Profile
- Additional Steps

Administer UPS CampusShip

- Company Locations
- Shipping Privilege Sets
- Reference Numbers
- UPS CampusShip Users
- Address Books
- History

Downloads

- PDF Downloads
- Download Launch Materials

Glossary

If you have any questions, or need further explanation of UPS CampusShip's features or functions, click on the **UPS CampusShip Support** link on the **Resources** tab, or select **Help** on the left navigation bar. You can also contact your UPS Account Representative.

Resources

The resource links below offer access to instructional content, business and shipping tools, and customer service.

General Resources

[UPS Tracking](#)

[UPS Locations](#)

[UPS Supply Ordering](#)

[UPS Packaging Guidelines Application](#)

[UPS Customer Service](#)

[Legal Agreement](#)

[UPS CampusShip Support](#)

[Quantum View Notify SM Data](#)

[Quantum View Notify SM Manage](#)

[Claims](#)

[UPS TradeAbilityTM International Tools](#)

- Screen for Denied Parties
- Find Harmonized Codes
- Estimate Landed Cost
- Detect Export Licenses
- Check Import Compliance
- Access International Forms

Other Features

- Create and manage a Product List
- View your Transaction History