LTL Shipment Processing Features

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Creating a Bill of Lading for LTL Shipments - WorldShip 9.0

Steps to Create a Bill of Lading

1. Specify the Ship To address and select the UPS Freight check box under the Service tab
2. Click Yes to the message that says “If you change the shipment type, some shipment information will be cleared”
3. A message will be displayed informing you that you will be taken to UPS.com to create the Bill of Lading
4. Select Continue to navigate to UPS.com to begin creating your Bill of Lading

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5. UPS.com will be displayed along with the address selected from WorldShip
6. Select the appropriate Freight Service from the drop down and then select Next
7. In Step 1 the service selected on the previous page will be displayed
8. In Step 2 select who will be billed for this shipment (Receiver, Shipper, Third Party)
9. In Step 3 provide a description of the goods that you are shipping by selecting Add a Commodity
10. The Add Commodity window will appear with fields to enter details on the goods being shipped.
11. Select Next to populate the commodity information on the Bill of Lading. (The commodity detail will also be saved and will be available to you the next time you create a Bill of Lading.)
12. Under Pieces next to each commodity, enter the quantity of that commodity that you are shipping.
13. Summarize your shipment by entering in the total number of Handling Units that UPS Freight will have to pickup and transport:
   a. The Handling Unit in the example below is 1 pallet which has 2 containers of drill bits sitting on top of it.

![Add Commodity Window](image)
14. Steps 4 – 9 are optional but provide access to a variety of pickup/delivery services and features (see pages 8 – 9)

15. Select Next at the bottom of the page to preview the details of the shipment including the cost prior to printing the Bill of Lading

16. The page below will display with the information that you entered as well as the cost of the shipment

17. If you are satisfied with the details, select Submit to generate your Bill of Lading
18. After selecting Submit, your Bill of Lading with PRO# will be available for printing. (If you selected to create address labels, they will also be available from this window)
19. Print the BOL and provide it to the UPS Freight driver
20. If you would like to request a pickup, select the Schedule a Freight Pickup link

21. If you selected the Schedule a Freight Pickup link, the page below will be displayed
22. Complete the required fields and then select Submit
23. Once you have submitted your request, you will receive a pick request number
24. To verify or cancel your pickup you need to call UPS Freight 1-800-333-7400
Billing and Rating Features

- You will receive an invoice from UPS Freight for all shipments which are picked up by UPS Freight
- New UPS Freight customers will receive an introductory discounted rate for LTL shipments processed on UPS.com
- If you have negotiated rates with UPS Freight, your UPS Freight invoice will reflect the negotiated rates for shipments processed on UPS.com
- If you have negotiated rates with UPS Freight you can register to have your rates displayed to you while creating a Bill of Lading on UPS.com.
  - To do so, click on the Enroll Now link as seen below

<table>
<thead>
<tr>
<th>Pieces</th>
<th>Description of Goods</th>
<th>Packaging Type</th>
<th>Weight (lbs)</th>
<th>HMR/L</th>
<th>Class</th>
<th>Value ($)</th>
<th>Hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3 INCH DRILL BITS</td>
<td>Container</td>
<td>400</td>
<td>80000</td>
<td>50</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Total Shipment Pieces: 2
Total Shipment Weight: 400
Total Shipment Value: 50

Number of Handling Unit (Moveable Pieces) in Shipment: 1 as Pallet(s).

Freight Options

Fuel Surcharge: 15.82
Custom Charge: 0
Gross Charges: 116.62
Sub Total: 98.83

Handling Charge: 25 Fixed Dollar Amount
Grand Total: **113.83

All Shipping Charges in USD.

We are unable to return negotiated rates for this shipment. If you have a negotiated rate, it will apply at the point of billing. If you do not have a negotiated rate, UPS would like to extend an introductory offer for this shipment. To receive the introductory discount for this shipment, you must provide the BOL created on ups.com to your UPS Freight driver.

To receive your negotiated rates on future online shipments, or if you would like to discuss your rate options, visit ups.com and enroll to complete your freight information.

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Pickup Request

- You can request a UPS Freight pickup for a shipment in the following ways:
  o By selecting the Schedule a Freight Pickup link available upon completing a BOL
  o While viewing your Freight History
  o By selecting the Schedule Freight Pickup link from the Schedule a Pickup page on UPS.com
  o By calling 1-800-333-7400

Shipping History and Tracking

- Shipping History for UPS Freight Shipments can be accessed by selecting the View History link displayed while creating a Bill of Lading on UPS.com or by selecting the View UPS Freight History link from within WorldShip
• UPS Freight Shipments can be tracked while viewing your Freight History
  o Select the checkbox next to the shipment you would like to track and then select “Track”

Additional Features

• Add services to your shipment such as Inside Delivery or Lift Gate Service – Available in Step 4
• Send an Email Notification for your UPS Freight shipments – Available in Step 6
• Print address labels with PRO#’s – Available in Step 8
• Save a partially completed BOL (Draft) or create a BOL template that can be used as a model for future shipments – Available in Step 9