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The UPS Billing Center is a secure web-based invoice presentation and payment application that provides you the ability to enroll to view your UPS invoices in several formats (online, PDF, CSV and XML), dispute charges, generate reports and make payments online.

Available for:
• UPS Small Package
• UPS Freight®
• UPS Supply Chain Solutions® (air freight and UPS Mail Innovations®)
Accessing the UPS Billing Center

Go to the ups.com® Homepage.

Select the My UPS tab from the top of the page. The drop-down menu will display.

Select Billing from the drop-down menu.

You may also enter ups.com/content/us/en/myups/billing into your browser address bar.
Accessing the UPS Billing Center (cont.)

To enroll, select **Enroll in the UPS Billing Center** link.

If you have enrolled previously in the UPS Billing Center, select **Access**.

If you are not logged in to My UPS, you will need to log in.

If you do not have a My UPS ID, select **Register Now** to create an ID and password.

This login will grant you access to applications on ups.com, including the UPS Billing Center.
Enrollment

Account invoice authentication
You will need to complete Account Invoice Authentication (AIA) to confirm you currently have access to invoice information for each account to be enrolled in the UPS Billing Center. Both individual accounts and Consolidated Payment Plans (CPPs) can be enrolled using the AIA process.

You also will need to provide the following information from one of your last three Delivery Service Invoices or an International Package Service Invoice generated within the last 45 days in order to successfully authenticate your UPS account:

· Invoice Number
· Amount due this period
· Invoice Date
· Control ID

Note: Enrollment of a CPP requires that AIA information be provided from a plan summary invoice.
Enrollment (cont.)

Account invoice authentication (cont.)
You will be informed that you have successfully enrolled your account in the UPS Billing Center.
Payment information can be added after enrollment is completed.
Additional accounts can be added through the Administration tab after logging in to the UPS Billing Center.
When the Continue button is selected, the Overview page in the UPS Billing Center will be presented.
Overview

Tabs are located across the top of every screen throughout the UPS Billing Center. These tabs can be selected in order to use various features and functionality.

You can view and/or select the following key elements on the **Overview** page:

- Selection between UPS Small Package, UPS Freight, UPS Supply Chain Solutions (air freight and UPS Mail Innovations)
  
  **Note:** Any time you want to view package information, this button must be selected and vice versa for ground freight and air freight.

- Current Balance (amount outstanding) by transportation mode and country for entire Company (sum of all accounts that are selected under the Company)

- Setup Automatic Payments

- Accounts enrolled in Automatic Payments

- **Pay Now** button to access the Payments area
Invoice

Under the **Invoice** tab, you have access to Invoice Summary and Invoice Detail information, along with access to online, PDF, CSV and XML formats of their invoices. You can also dispute charges.

**Invoice summary and detail**

The following Invoice Status information is displayed on the **Invoice** tab when you select **Company Summary**.

- Open/Past Due
- Past Due
- Payment Pending
- Open
- Underpayment/Adjustment
- Payment Returned
- Paid
- Overpayment/Adjustment
- Closed
- Payment Pending
- Underpayment/Adjustment

You can provide the following Search Criteria to see specific information for Domestic/Export and Import invoices:

- Account Type
- Invoice Date
- Invoice Status
- Invoice Type
- Account Number
- Invoice Number

You must select an Invoice Number to view detailed invoice information.

**Invoice history**

The **Archive History** feature within the Billing Center enables you to:

- Retrieve up to 52 weeks’ worth of past invoicing
- Download multiple invoices at once into a single consolidated file
Invoice (cont.)

Invoice summary and detail (cont.)

From the Invoice Summary screen, you can view key invoice information.

If you have the authority to make payments you will have access to a Pay Now button to initiate payments from the Invoice Summary screen.

View PDF
Select PDF to view a PDF version of an invoice.

Print Remit Stub
Select the Remit Stub to view and print a remittance stub.

CSV Download
UPS Billing Data File
Select UPS Billing Data to view in CSV format in 250 data elements.

XML Data File
Select XML Data Format for XML formatted data of your invoice.

Printer Friendly
Select Printer Friendly to view and print a copy of the page.

You can continue to select links to drill down from the Invoice Summary page to view more detailed invoice information.
Invoice (cont.)

Tracking

From the Shipment Detail screen, you can select the Track button to track a package. You will be presented with tracking information from ups.com.
Invoice (cont.)

Import shipment details

You can also utilize the UPS Billing Center to:

• View all import charges, including Freight, Duties and Government Charges
• View Import Brokerage forms associated with the Shipment
Invoice (cont.)

Adjustments to an invoice can only be made at the detail level. The user will select the Dispute button on the bottom of the Shipment Detail screen.

Adjustments/Disputes

From the Shipment Detail screen, you can dispute charges by selecting the Dispute button.
Invoice (cont.)

Adjustments/Disputes (cont.)

When the Dispute button from the Shipment Detail screen is selected, the Dispute Transaction form will be displayed. You will need to complete the form by entering the required fields.

The adjustment request will be reviewed and, if approved, a credit will be applied to the next invoice. You will be contacted directly via e-mail if the adjustment request is not approved.

Upon submission of the Dispute Transaction form, a message informing you that the adjustment has been submitted successfully will be displayed.
Payment

The Payment tab allows you to set up and/or arrange payment for an invoice. The Company Administrator must assign users the role to pay invoices. Only an Administrator has the ability to set up a Payment Account. There are four payment modules:

- One-Time Payments
- Automatic Payments
- Payment Activity
- Payment Accounts

Payment Accounts

Before electronic payments can be initiated in the UPS Billing Center, at least one Payment Account must be established.

You can add Payment Accounts or view, edit or delete existing accounts.

From the Payment Accounts tab in the Payment area of the UPS Billing Center, select Add Bank Account to establish a Payment Account.

(For accounts already established, select Edit to update account information or Delete to remove an account.)
Payment (cont.)

Payment Accounts (cont.)

Next, the screen to add bank account information will be displayed. You must enter information in the appropriate required fields. Use only alphanumeric characters in the Payment Account Name field.

Note: Special characters (e.g., @, #, *, ?) are not supported in the Payment Account Name field.
Payment (cont.)

One-Time Payments

Utilizing the One-Time Payment option, you must initiate
the payment to UPS for each invoice to be paid.

**Note:** To schedule payments in the UPS Billing Center,
you will need at least one Payment Account established.

You will be required to select an invoice to pay every time.

Multiple invoices can be selected to streamline payment
by selecting the top check box that selects all outstanding
invoices, or by selecting only those invoices to be paid.
Payment (cont.)

One-Time Payments (cont.)

Next, you will be required to enter Payment Date and select the desired Payment Account.

*Note: If the invoice is due upon receipt, the current day will be selected by default.*

A One-Time Payments confirmation screen will be displayed. You will be required to confirm the invoice and invoice amount. Once confirmed, please select Next.
Payment (cont.)

Automatic Payments

Automatic Payments allows you to set up payments for any invoice presented in the UPS Billing Center.

*Note:* All outstanding invoices must be paid using the One-Time Payments feature prior to setting up Automatic Payments.

To set up Automatic Payments, users must:
- Select the **Payment** tab and then **Automatic Payments**
- Select **Add Automatic Payments** followed by **Next**
- Select the **Account Number**
Payment (cont.)

Automatic Payments (cont.)
- Using the drop-down menu, select Payment Account
- Provide the Pay Amount, Payment Transfer Date and Effective Period
- Select Next
- Verify Automatic Payment Details and select Confirm

Automatic Payments can be updated from the Manage Automatic Payments screen. Select Edit or Cancel to discontinue.

Automatic Payments will remain in effect until cancelled or until the date specified.
Payment (cont.)

Payment activity

You can view One-Time or Automatic Payments on the Payment Activity tab. Up to one year of payment activity is available in the UPS Billing Center.

If a payment has not been processed, you can edit the payment date or cancel scheduled payments.
Reporting

Six **Standard Reports** are available in the UPS Billing Center. You can create reports to provide insight into shipping costs. Additionally, reports can be used to analyze, allocate and reconcile charges more effectively.

You can create and download the following reports for both Domestic/Export and Import invoices:

- Invoice Summary
- Invoice Detail
- Reference Number Detail
- Tracking Number Detail
- Address Correction Detail
- Approved Reference Number Detail

You can also create a report by selecting the **Reporting** tab, then select the desired report from the list of standard reports.

Once the report has been selected, the **Search Criteria** screen will be displayed.

Enter a date range (required), then select a single or multiple Account Numbers. Drop-down menus may be used to select additional criteria. Then select **Search**.
Customize this report
You can customize all standard reports, with the exception of the Address Correction Detail report.

After selecting a Standard report, select the **Customize This Report** tab.

You can select the columns you want to display in a custom report. To reorder columns, you will need to use the Add/Remove functions to place the fields in the desired order.

**Note:** Custom Reports exceeding 1,000 rows must be viewed as a Batch Report. To view the complete report, save it under the **My Customized Reports** tab. Then, open the saved report and select the **Batch Request** tab.
Reporting (cont.)

Batch Report
You can request Batch Reports for reports with large amounts of data. For reports with more than 1,000 records, a Batch Request must be used.

To create a Batch Request, select a Standard or saved Customized Report. Select the Batch Request tab, name the Batch Report and select Create.

Batch Reports created from Standard Reports can be shared with other UPS Billing Center users.

Note: Batch Report requests will be processed within 24 hours.

When the Batch Report is available, a download icon will appear in the Actions column of the Batch Reports screen.

Select the X mark in the Actions column to delete the Batch Report.

Note: Select When My Batch Report Is Ready in the Administration/Profile section to receive a notification when your report is available.
Administration/Profile

The Administration tab is available to you if your role is the Administrator. Administrators can add and manage users and accounts, user profiles and e-mail notifications.

The Profile tab is available to you if you are not assigned the Administration role, where you can manage your e-mail notifications.

Administrator overview

There are three tabs in Administration:

- Manage Company
- Manage Users
- Notification

Company

Under Company there are four tabs:

- Add Accounts
- Update Invoice Formats
- Manage Enrollment
- Manage Payments
Administration/Profile (cont.)

Administrator – users
As the Administrator, you can view, edit, delete and add users from this screen.

To add a new user, you must enter the user’s My UPS ID and associated e-mail address and assign a role to the user.

Available roles: View Only, View and Adjust, View and Pay, View Pay and Adjust, Administrator, or Plan Manager.

You will be presented a message informing them that the user has been added successfully.

The added user will now appear in the user list under search results. To update/change a user’s role, select Edit.

To remove a user from the UPS Billing Center, select Delete.
Administration/Profile (cont.)

Administrator – add account

To authenticate an account in the Add Account section, you will be required to provide the account number, invoice number, invoice amount due, invoice date and control ID from a previous invoice.

*Note: A message will be displayed to you after an account has been successfully authenticated.*
Administration/Profile (cont.)

Administrator – manage account

As an Administrator, you have rights to all accounts in the company profile and are automatically associated to all accounts.

Non-Administrator users are not assigned to any accounts automatically and cannot view information from accounts they are not assigned to. Non-Administrator users must be assigned by an Administrator using Manage Account.
Administration/Profile (cont.)

Notification

All users can manage their e-mail preferences on the **Notification** tab.

All E-mail Notification options will be displayed. You must select all the desired boxes to receive an e-mail when a specific activity occurs in the UPS Billing Center. You can update an e-mail address by accessing your My UPS profile through [ups.com](http://ups.com).
Support

You can obtain support from the Support tab within the UPS Billing Center at ups.com which provides the following:

- Accessing help information available in the UPS Billing Center
- Contacting UPS via e-mail by completing a web form at ups.com
  - Once completed, select the Next button at the bottom of the screen.
  - Complete the information fields, selecting UPS Billing Center and enter your question or comment.
  - Select Send E-mail button in lower right side of the screen.
- Contact UPS via telephone
Support (cont.)

Telephone support
You may also contact UPS by telephone for questions about your invoices or with technical support concerns relating to the UPS Billing Center. However, the telephone numbers for each are different.

- **Domestic/Import billing questions:**
  If you have questions about your bill, you can call the Domestic or Import Billing Customer Support Number.
  - Domestic Invoice: 1-800-811-1648
  - Import Invoice: 1-866-493-7140

- **Technical support:**
  If you have technical questions, you may call 1-877-289-6418.

- **Frequently asked questions:**

- **Submit an e-mail request:**