



UPS® Worldwide Economy How-to Ship Guide

UPS® Worldwide Economy is a new contractual service offering in the UPS portfolio. All shippers must enter into an approved contract to use UPS Worldwide Economy service. The product is available in Enhanced Web Shipping (EWS), which is the new, updated UPS Internet Shipping platform. UPS Worldwide Economy is not available in previous versions of UPS Internet Shipping.

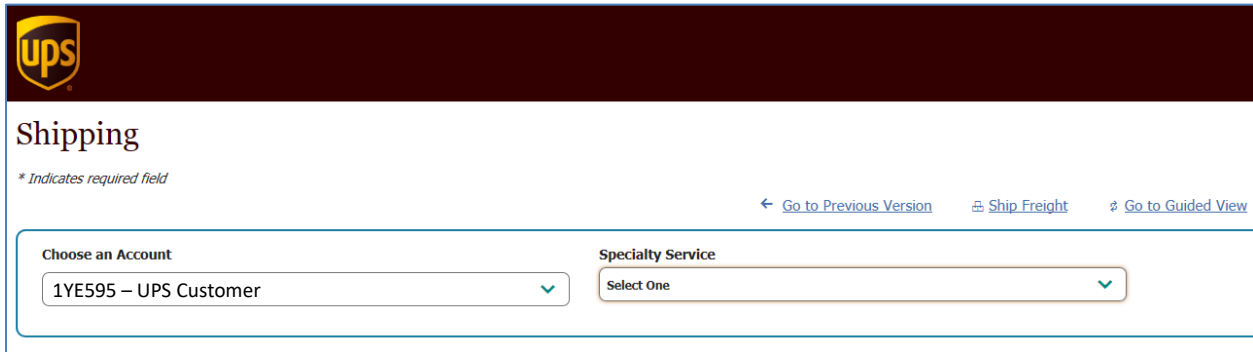
Within Internet Shipping there is a “new” experience and the “old” experience. UPS Worldwide Economy is only available in the “new” experience, also known as EWS (Enhanced Web Shipping).

When the customer logs in to UIS, and goes to SHIP a Package, they may organically see the OLD version.

Note below the “Create a Shipment” presentation. If the customer sees this, click on the “Ship Now” to accept the “new shipping experience.”

If when they select Ship a Package and see this type of screen (below), then they are in fact viewing the “new experience.” Once they move to “new” they will return here each time they login (unless they select “Go To Previous Version”).

You should see Worldwide Economy within the “Specialty Service” selection box.



The screenshot shows the UPS Shipping interface. At the top left is the UPS logo. Below it, the word "Shipping" is displayed. A note below "Shipping" reads "* Indicates required field". In the top right corner, there are three links: "Go to Previous Version", "Ship Freight", and "Go to Guided View". Below these links are two dropdown menus. The first is labeled "Choose an Account" and has "1YE595 – UPS Customer" selected. The second is labeled "Specialty Service" and has "Select One" selected.

UPS Worldwide Economy DDP, duties and taxes are paid upfront; target shipment weight under 10lbs.

UPS Worldwide Economy DDU, duties and taxes are unpaid and collected at the time of delivery; designed for shipments under 4.4lbs (2KG)

In EWS, you can process UPS Worldwide Economy DDP or DDU Packages, either individually or as part of a Master Carton, as set forth in your contract for UPS Worldwide Economy service. All packages must be shipped in a Master Carton to the designated export site set forth in your contract for UPS Worldwide Economy Service. If you choose to process the packages individually, you must still transport the packages in a Master Carton to the designated export site.

- You will be provided the address to send your master cartons (referred to as “the export processing site”) via the UPS Worldwide Economy contract.
- You may choose not to associate your child packages to a Master Carton. If so, you will need to transport these packages to the export processing site in a different manner (not via UPS driver).
- UPS Worldwide Economy “Child” packages, once they are created, will be placed into the Master Carton to which they were associated and the Master Carton will be closed and shipped to the export processing site, as defined by the UPS Worldwide Economy contract.
- Once the Master Carton is received at the export processing site, the child packages are removed from the Master Carton, re-labeled and then they proceed to their final destination.

Child Packages processed as part of a Master Carton can be tracked from the pickup location to the export site. Child Packages processed individually cannot be tracked via UPS until the package is delivered to and processed at the designated export site. Tracking with delivery confirmation is available for select DDU Package destination countries only, as set forth in the DDU rates in effect at the time of shipping.

How to Process a UPS Worldwide Economy Shipment

- Select the account number. (NOTE: Only approved account numbers may use UPS Worldwide Economy service, as set forth in your contract for UPS Worldwide Economy service.)
- Under "Specialty Service", select Worldwide Economy.
- Select the "Master Carton Shipment" checkbox to process the child package as part of a Master Carton. To process the child package individually, leave the "Master Carton Shipment" checkbox unselected.

Choose Account

Select Worldwide Economy

Choose an Account: 1YE595 - UPS Customer

Specialty Service: Worldwide Economy

Master Carton Shipment

- Remember, if you choose to process the package individually, UPS tracking will not be available until the package is delivered to and processed at the designated export site.

Create a Master Carton

- If you select the "Master Carton Shipment" checkbox and do not have an open Master Carton, you will see the message below and a new Master Carton shipment will be created:

Choose an Account: 1YE595 - UPS Customer

Specialty Service: Worldwide Economy

Master Carton Shipment

You currently have no open master cartons. A new master carton will be created with this UPS Worldwide Economy Shipment.

- If you already have an open Master Carton and you want to create another one, select "Add to new master shipment" from the drop down list.
- If you want to associate your upcoming UPS Worldwide Economy Child package to an existing Master Carton, select the Master Carton from the drop down list.

Choose an Account: 1YE595 - UPS Customer

Specialty Service: Worldwide Economy

Master Carton Shipment

Select Master Carton *

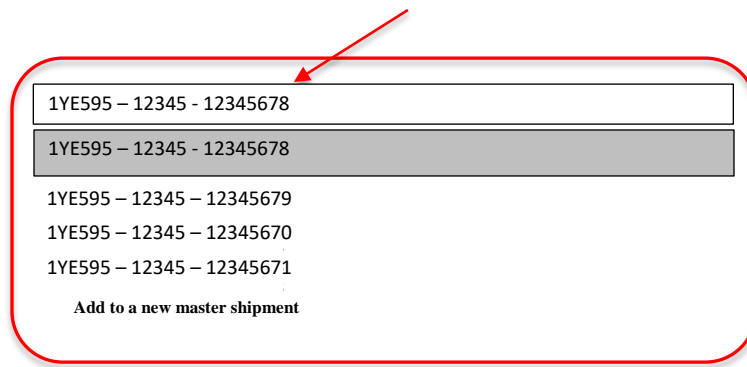
- 1YE595 - 12345 - 12345678
- 1YE595 - 12345 - 12345679
- 1YE595 - 12345 - 12345670
- 1YE595 - 12345 - 12345671
- Add to new master shipment

Worldwide Economy Shipment Action *

Add child shipment to a carton

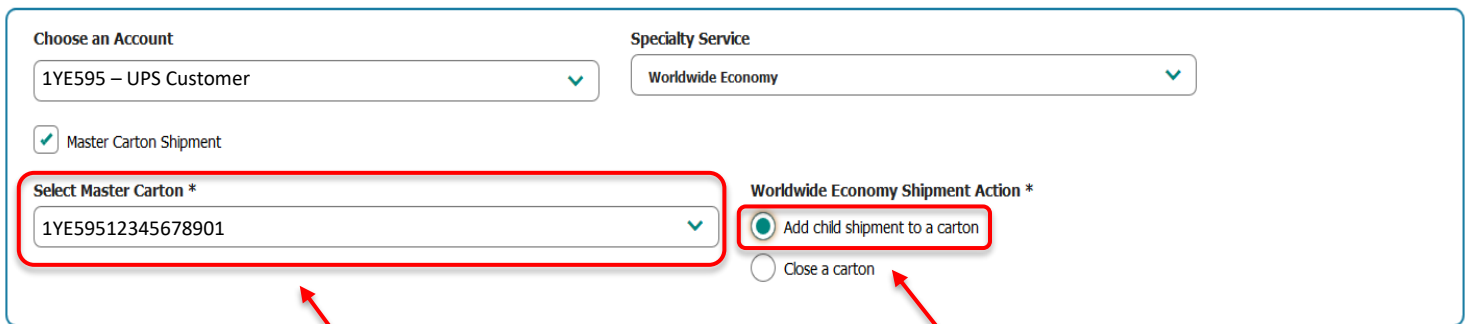
Close a carton

Master Carton selections



A screenshot of a web form showing Master Carton selection options. A red box highlights the top two options: "1YE595 - 12345 - 12345678". A red arrow points from the text "Master Carton selections" to this box. Below the highlighted options are three unselected options: "1YE595 - 12345 - 12345679", "1YE595 - 12345 - 12345670", and "1YE595 - 12345 - 12345671". At the bottom of the list is a link that says "Add to a new master shipment".

Once you have made a selection on the Master Carton, select the radio button to 'Add Child Shipment to a Carton' to continue to process the Child package.



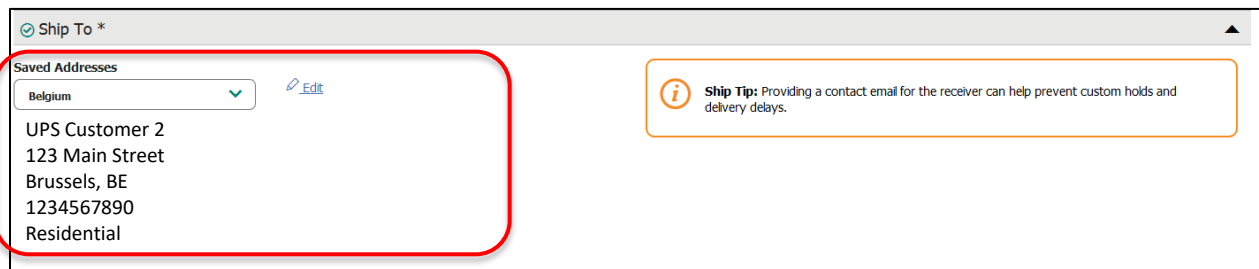
A screenshot of a shipping options form. It includes a "Choose an Account" dropdown set to "1YE595 - UPS Customer" and a "Specialty Service" dropdown set to "Worldwide Economy". A "Master Carton Shipment" checkbox is checked. A "Select Master Carton *" dropdown is highlighted with a red box and contains "1YE59512345678901". A red arrow points from the text "Existing Master Carton selected" to this dropdown. To the right, under "Worldwide Economy Shipment Action *", the "Add child shipment to a carton" radio button is selected and highlighted with a red box. A red arrow points from the text "Add this Child to an Existing Master Carton" to this radio button.

Existing Master Carton selected

Add this Child to an Existing Master Carton

Enter an International 'Ship To' Address in the Destination Country for the Child package.

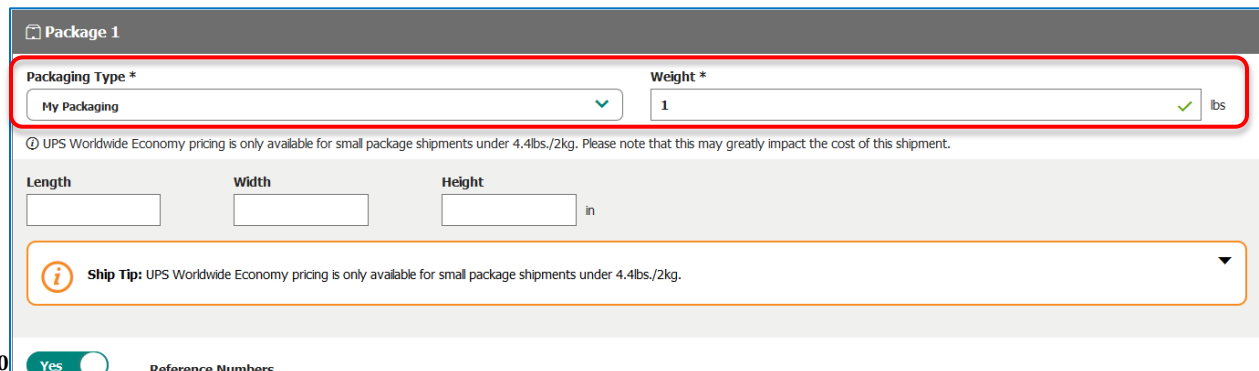
NOTE: No Rating information will be displayed for Child packages.



A screenshot of the "Ship To *" form. A red box highlights the "Saved Addresses" dropdown menu, which is set to "Belgium". Below the dropdown is the address: "UPS Customer 2", "123 Main Street", "Brussels, BE", "1234567890", "Residential". To the right, there is a "Ship Tip" box with an information icon and the text: "Providing a contact email for the receiver can help prevent custom holds and delivery delays."

Packaging Type

"My Packaging" is the only valid packaging type for Child Shipments.

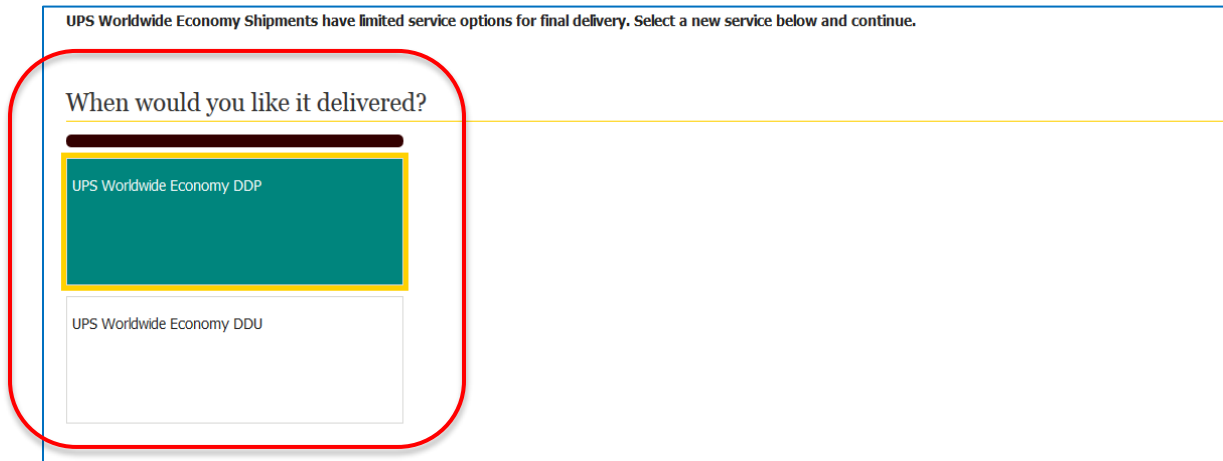


A screenshot of the "Package 1" form. A red box highlights the "Packaging Type *" dropdown set to "My Packaging" and the "Weight *" input field set to "1 lbs". Below this, there are input fields for "Length", "Width", and "Height" in inches. A "Ship Tip" box at the bottom contains the text: "UPS Worldwide Economy pricing is only available for small package shipments under 4.4lbs./2kg." At the bottom left, there is a "Yes" radio button and a "Reference Numbers" link.

Services

If your contract for UPS Worldwide Economy service provides for both DDP and DDU service options, you must select one of the service options for each individual package.

No Time and Transit Information will be displayed for Worldwide Economy child shipments.



UPS Worldwide Economy Shipments have limited service options for final delivery. Select a new service below and continue.

When would you like it delivered?

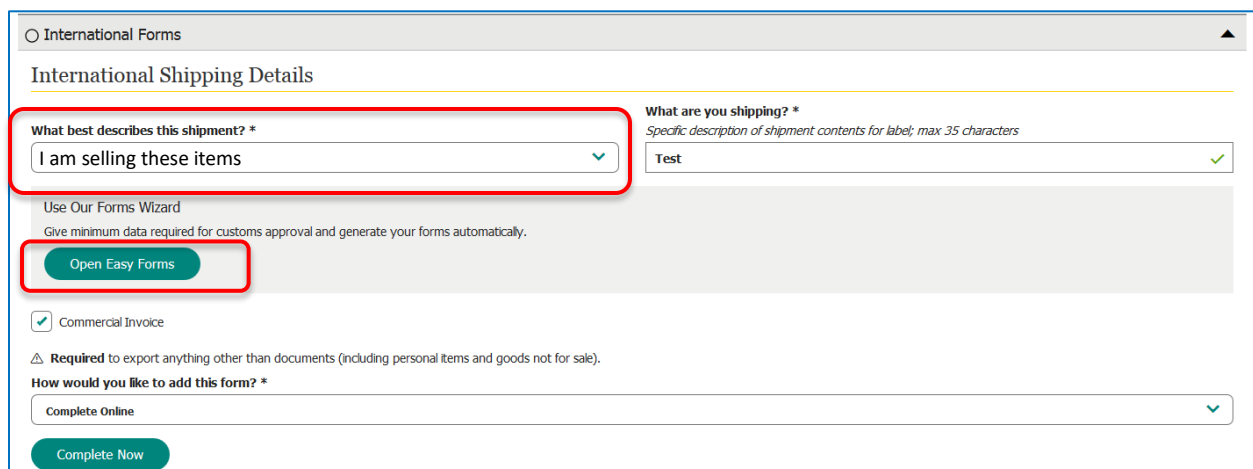
UPS Worldwide Economy DDP

UPS Worldwide Economy DDU

The screenshot shows a web interface for selecting a service. At the top, a message states: "UPS Worldwide Economy Shipments have limited service options for final delivery. Select a new service below and continue." Below this is a question: "When would you like it delivered?". There are two radio button options: "UPS Worldwide Economy DDP" (which is selected and highlighted with a yellow border) and "UPS Worldwide Economy DDU". A red rounded rectangle highlights the entire selection area.

International Forms

- Certain international shipping details are required for UPS Worldwide Economy DDP and DDU packages
- The information entered will be included in package level detail embedded in the shipping label and does not need to be printed.
- Under "What best describes this shipment", "I am selling these items" would be the most common selection for a merchant
- Click "Open Easy Forms" to use Forms Wizard to provide required information for export. You can also complete the required documentation without Forms Wizard by selecting forms individually.



International Forms

International Shipping Details

What best describes this shipment? *

I am selling these items

What are you shipping? *

Specific description of shipment contents for label; max 35 characters

Test

Use Our Forms Wizard

Give minimum data required for customs approval and generate your forms automatically.

Open Easy Forms

Commercial Invoice

⚠ Required to export anything other than documents (including personal items and goods not for sale).

How would you like to add this form? *

Complete Online

Complete Now

The screenshot shows the "International Forms" wizard. It has a title bar "International Forms" with a close button. Below is the section "International Shipping Details". There are two dropdown menus: "What best describes this shipment? *" with the selection "I am selling these items" (highlighted with a red box), and "What are you shipping? *" with the selection "Test" (marked with a green checkmark). Below these is a section "Use Our Forms Wizard" with the text "Give minimum data required for customs approval and generate your forms automatically." and a button "Open Easy Forms" (highlighted with a red box). There is a checked checkbox for "Commercial Invoice". A warning icon and text state: "⚠ Required to export anything other than documents (including personal items and goods not for sale)." At the bottom, there is a dropdown menu "How would you like to add this form? *" with the selection "Complete Online" and a button "Complete Now".

When entering a product for the first time, fill out the information below in Product Details. You have the ability to save the product that is entered.

What are you shipping

Choose Saved Product

Select One 

Product Details

--OR--

Please describe this item *

For customs declaration be as specific as possible.

How is this product packaged or sold? *

Unit of Measure

Select One 

How many of this item are you shipping? *

Number of Units

How is this product packaged or sold? *

Unit of Measure

Select One 

How many of this item are you shipping? *

Number of Units

What is the value of a single unit, as packaged? *

[Help](#) 

Currency *

US Dollar 

Where was this product made or assembled? *

United States 

Save to Product List


No

Next

INCLUDE ANY INSTRUCTIONS FOR U.S. CERTIFICATE OF ORIGIN

U.S. Certificate of Origin

A U.S. Certificate of Origin may be necessary for your item, Jumbo non-skid Paper Clips (metal), valued at 2.25 USD

 **Ship Tip:** When would I need this form? ▼

Would you like to complete this now?

Yes

How many of your packages contain this item? * [Help ?](#)

What is the gross weight of this item? * [Help ?](#)

Unit of Measure *

kg ▼

[Back](#) [Next](#)

Provide the Harmonized Tariff Schedule (HTS) code for each product being shipped. Enter at least the first 6 digits of the HTS code.

Find or enter a tariff code.

The Harmonized Tariff Code is a standardized list of product numbers used worldwide for import and export of goods. Tariff codes can significantly speed customs clearance.

Product Description: Jumbo non-skid Paper Clips (metal)

Harmonized Tariff Code Number

[Harmonized Tariff Code Lookup Tool](#) ↗

[Back](#) [Next](#)

Review Products

Jumbo non-skid Paper Clips (metal) - Jumbo non-skid Paper Clips (metal)

848010 1 Packet, 2.25 USD per Packet

Country or Territory of Origin US

[+ Add Product](#)

Back

I'm Done

Payment Information

Only the approved account number used to process the package may be used for payment.

Payment *

UPS Worldwide Economy Payment

Low cost service takes advantage of available lanes at time of transit. Your account will be billed when packages are scanned for export. If applied by customs, any duties or taxes are charged to this account as well.

Charged to:

Account 1YE595 – UPS Customer

Review Shipping Information

Confirm the shipment details, including the Master Carton being used for the package (if applicable).

UPS Worldwide Economy – new export shipment
For Master Carton (1YE595 – 12345 – 12345678)

Cancel

Ship From *

UPS Customer
123 Main Street
Atlanta, GA
123456

Ship To *

UPS Customer 2
123 Main Street
Brussels, BE
1234567890
Residential

[Edit](#)

Print Individual Package Label

The UPS Worldwide Economy label for the package is available to print once the shipment details are confirmed. Apply the label to the individual package (not the Master Carton), before loading the package into a Master Carton.

UPS Customer
123 Main Street
Atlanta, GA
123456

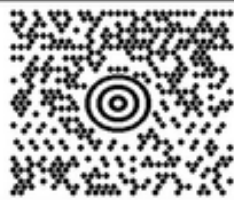
3 LBS

1 OF 1

SHP#: 1234567890
DATE: 02 JUL 2019

SHIP TO:

UPS Customer 2
123 Main Street
Brussels, BE
1234567890
Residential



BEL 344 9-06 P



UPS ECONOMY DDP

TRACKING #: 1Y E59 512 34 5678 9012



BILLING: P/P
DESC: test

INV



Process Another Individual UPS Worldwide Economy child package or Close the Master Carton

Once you have finished processing an individual package, you can process another UPS Worldwide Economy child package or close the Master Carton by selecting "Create a New Shipment."

1YE59512345678901
Your Tracking Number [Track](#)

Send your label to your printer now. **Print Label**

Get a mobile barcode to be scanned at The UPS Store®. **Get Mobile Code**

This shipment is complete. Ready to ship again? **Create A New Shipment**

Send a label to your inbox for later. **Email Label**

Shipping Summary

Ship From UPS Customer 123 Main Street Atlanta, GA 123456	Ship To UPS Customer 2 123 Main Street Brussels, BE 1234567890 Residential
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Shipment Completion (Close Master Carton)

- Master Carton Shipments are Domestic/Transborder only. To close a Master Carton, choose the account number used to process the UPS Worldwide Economy packages, select "Worldwide Economy," choose the Master Carton from the drop down list, and select "Close a carton."
- Only the approved account number used to process the packages in the Master Carton may be used for payment.
- All regular UPS domestic services are available for transportation of the Master Carton to the designated export site. Process the Master Carton as a normal small package shipment.

Choose an Account: 1YE595 – UPS Customer

Specialty Service: Worldwide Economy

Master Carton Shipment

Select Master Carton *: 1YE595 – 12345 - 12345678

Worldwide Economy Shipment Action *: Add child shipment to a carton Close a carton

Select Master Carton to close
Select radio button to close carton