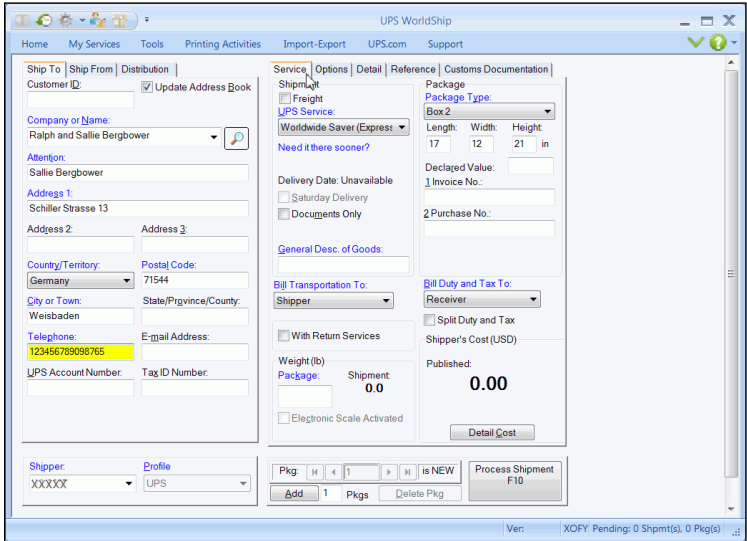




To process an international shipment:

Step	Window (if available)
<p>1. On the <b>Ship To</b> tab in the <b>Shipping</b> window, type the name, address, and telephone number of the company or person that is to receive your shipment.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• Because WorldShip cannot validate all international addresses, be sure the <b>City or Town</b> and <b>Postal Code</b> boxes are correct to avoid an extended area surcharge.</li><li>• <b>Package Entry</b> processing mode was used in all screen samples. The Service and Options tabs will appear differently using <b>Shipment Entry</b> processing mode.</li></ul>	



## Step

2. On the **Service** tab:

- Click the down arrow in the **UPS Service** box and select a service.
- Click the down arrow in the **Package Type** box and select a type.
- Type a description of the goods in the **General Description of Goods** box.
- Click the down arrow in the **Bill Transportation To** box and select who pays the transportation cost to ship the package, shipment, or movement.
- Click the down arrow in the **Bill Duty and Tax To** box and select who pays the duty and tax cost to ship the package, shipment, or movement.
- Select or clear the **With Return Services** check box to specify the **Return Services** shipment option. If selected, the **Return Services** type defaults to the type selected on the **Return Services** tab in the **Shipper Editor** window.
- Select or clear the **Split Duty and Tax** check box to indicate who pays the duty cost to ship the package, shipment, or movement.

Click **OK**.

## Window (if available)



**Step**

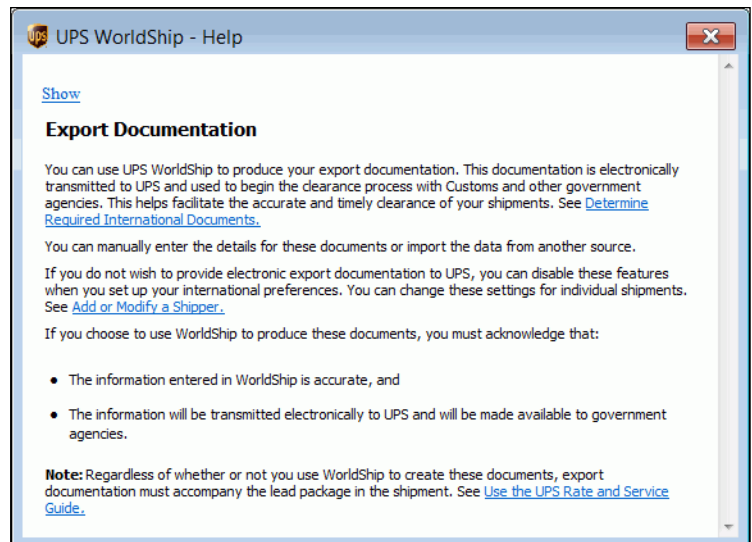
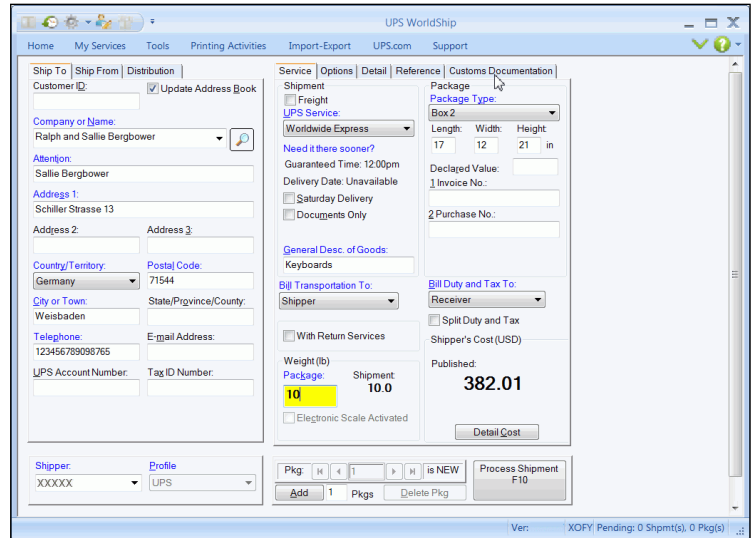
3. The **Service** tab displays.

- Type the weight of your package in the **Package Weight** box. The **Shipper's Cost** displays in the lower right.
- Click the **Customs Documentation** tab.

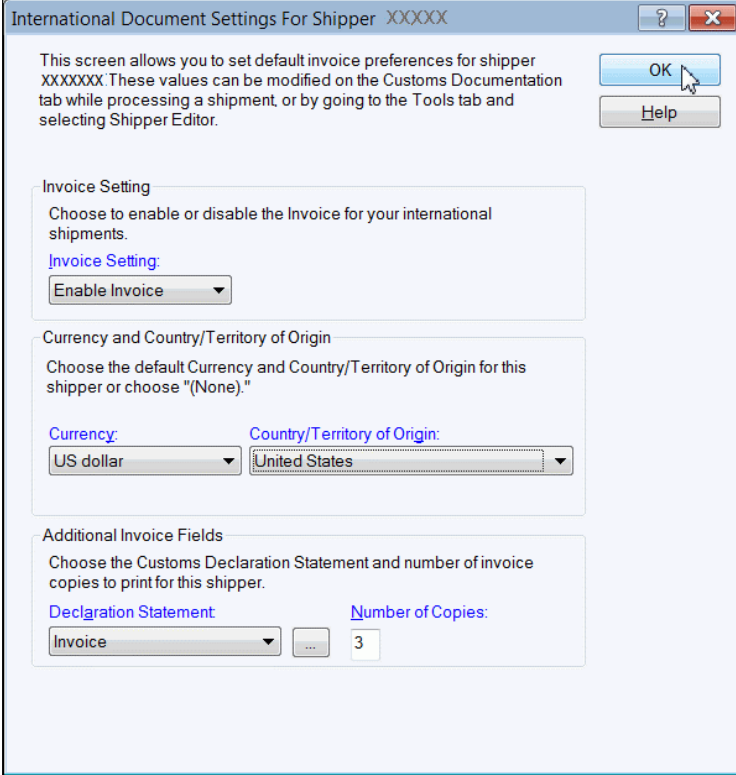
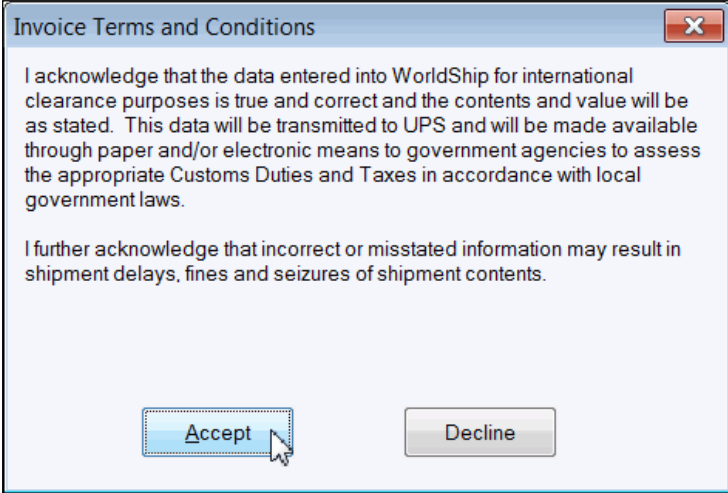
4. If you are processing the first international shipment for a shipper, the **Export Documentation** help topic displays.

- Read **Help** as needed.
- Close **Help**.

**Window (if available)**





Step	Window (if available)
<p>5. If you are processing the first international shipment for a shipper, the <b>International Document Settings for Shipper xxxxxx</b> displays.</p> <ul style="list-style-type: none"><li>Click the down arrow in the <b>Invoice Setting</b> box and select either <b>Enable Invoice</b> or <b>Disable Invoice</b>. If you select <b>Enable Invoice</b>, the <b>Invoice Terms and Conditions</b> window displays. Click <b>Accept</b> to continue.</li><li>Click the down arrows in the <b>Currency and Country/Territory of Origin</b> boxes and select the default values for this shipper.</li><li>Click the down arrow in the <b>Declaration Statement</b> box and select a default <b>Declaration Statement</b> and type the number of invoices to print for this shipper in the <b>Number of Copies</b> box.</li></ul> <p><b>Tip:</b> Click ... to display the <b>Declaration Statement Editor</b> window and either view the default Declaration Statements or create a custom Declaration Statement.</p> <ul style="list-style-type: none"><li>Click <b>OK</b>.</li></ul>	
<ul style="list-style-type: none"><li>The <b>Invoice Terms and Conditions</b> displays. Read then Click <b>Accept</b> or <b>Decline</b> to back out and disable invoice.</li></ul>	



## Step

6. The **Customs Documentation** tab displays. For each export document that you enabled on the **International** tab in the **Shipper Editor**, an export document sub-tab displays on the **Customs Documentation** tab.

**Tip:** If you want WorldShip to create an Invoice, but the Invoice sub-tab does not display, select the **Create an Invoice** check box.

For each sub-tab:

- Click the sub-tab.
- Complete the necessary fields on the sub-tab.

To the right of the sub-tabs:

- Select the **Packing List** check box to display the **Packing List** window and supply the Packing List details for your shipment.
- Click **Access Additional Forms** to view and download additional forms on UPS.com that may be needed for your shipment.
- Click **Preview Document** to see an on screen view of the export document.

## Window (if available)

#	CO	Description of Good	Part Number	Tariff Code	Country of Origin	Units	Unit of Measure	Unit Price	Currency	Marks and Num
1					United States	1	Each/Number	0.00	US dollar	



**Step**

7. Under **Goods on the Customs Documentation** tab:

- Click the **Search Commodities** icon to display the **International Commodity Search** window and search for commodities.
- Select the **Request Duties and Taxes** check box to save the estimated duties and taxes in **Shipment History**.

**Tip:** The estimated duties and taxes are saved in **Shipment History**, and **Duties and Taxes** in the **Shipment History** window becomes active only if you select this check box.

- Select the **Save/Update Commodities** check box to save/update the commodity information to the **Commodity Editor**.
- Specify the goods details in the **Goods** grid for each good that you want to ship.
- Click **Tariff Code Lookup** to display the **Tariff Code Lookup** window and search for tariff codes.
- Select a good and click **Delete** to delete one commodity on the **Goods** grid, and click **Delete All** to delete all commodities on the **Goods** grid.
- Click **Estimate** to display an estimate of the duties and taxes for the shipment.

**Window (if available)**

The screenshot shows the UPS WorldShip software interface. The 'Customs Documentation' tab is active. The 'Create an Invoice' checkbox is checked and highlighted with a red box. The 'Goods' grid is visible with one item listed. The 'Duties and Taxes' section shows a total of 0.00. The 'Shipper's Cost (USD)' is also 0.00.

#	CO	Description of Good	Part Number	Tariff Code	Country of Origin	Units	Unit of Measure	Unit Price	Currency	Marks
1					(None)	1	Each/Number	0.00	(None)	



**Step**

8. Click **Process Shipment F10**.

**Note:**

- When you click **Process Shipment F10**, WorldShip will validate the receiver e-mail address and display a message indicating the shipment may require documentation from the receiver if:
  - a) The receiver E-mail address is blank.
  - b) The shipment is a worldwide shipment (excludes domestic and transborder.)
  - c) The shipment is not a Return Service shipment.

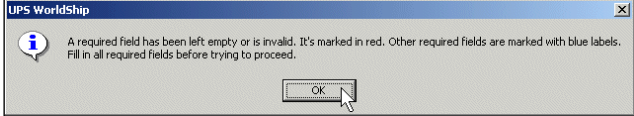

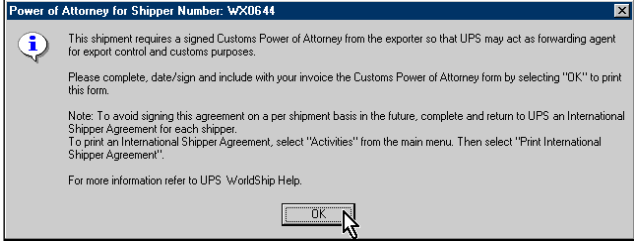
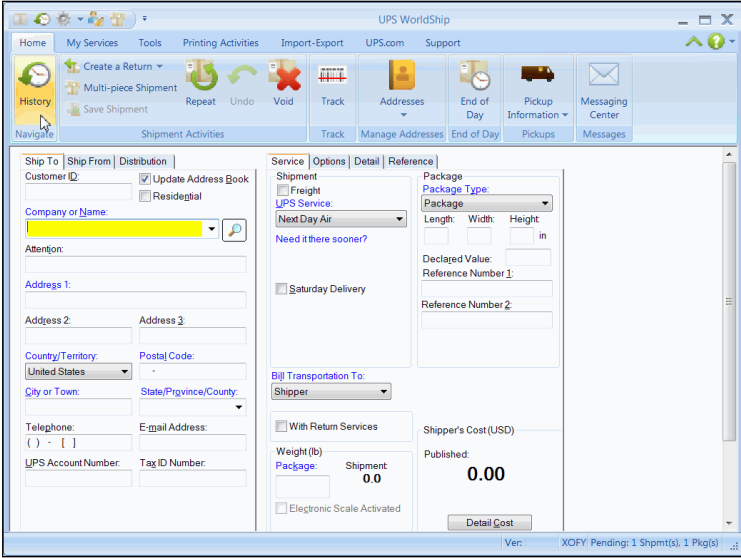
You have the option to enter the E-mail address now. If you select **Yes**, WorldShip will return to the **Ship To, E-mail Address** field. If you select **No**, WorldShip will process the shipment, You can stop the display of this message by selecting the **Do not show this dialog box again** check box.

**Window (if available)**

The screenshot shows the UPS WorldShip software interface. The 'Process Shipment F10' button is highlighted in the bottom right corner. The interface includes a menu bar with 'Home', 'My Services', 'Tools', 'Printing Activities', 'Import-Export', 'UPS.com', and 'Support'. Below the menu bar, there are tabs for 'Ship To', 'Ship From', and 'Distribution'. The main area contains various input fields for 'Invoice', 'Currency', 'Reason for Export', 'Terms of Sale', 'Charges', 'Freight', 'Insurance', and 'Other'. A table of goods is visible, listing 'Keyboards' with a unit price of 10.00. The 'Shipper's Cost (USD)' is displayed as 0.00. The 'Process Shipment F10' button is located in the bottom right corner of the main window.

The screenshot shows a dialog box titled 'UPS WorldShip'. The text inside the dialog box reads: 'This shipment may require documentation from the receiver. To ensure timely customs clearance, please provide complete receiver contact information, including a valid mobile phone number and email address. Would you like to enter the receiver's email address?'. At the bottom of the dialog box, there is a checkbox labeled 'Do not show this dialog box again.' and two buttons: 'Yes' and 'No'.



Step	Window (if available)
<p>8. A message may display if a required field was not completed (see samples).</p> <ul style="list-style-type: none"><li>• Click <b>OK</b>.</li><li>• Complete the required field(s).</li><li>• Repeat if needed.</li></ul>	  
<p>9. If you do not have an International Shipper Agreement with UPS, the <b>Power of Attorney</b> window displays.</p> <ul style="list-style-type: none"><li>• Review the information.</li><li>• Click <b>OK</b>.</li></ul> <p>10. A blank <b>Shipping</b> window displays, and the package labels and export documents print.</p> <p>On the <b>Home</b> tab, select <b>History</b> or press <b>F3</b>.</p>	





### Step

11. The **Shipment History** window shows the shipment under **UPS Pickups**.

**Note:** To reprint a document for an international shipment, select the recipient or tracking number, click the **Printing Activities** tab, then **Reprint International Documents**, and select the document you want to reprint.

### Window (if available)

