



# WorldShip<sup>®</sup> 2021

## User Guide

The WorldShip software provides an easy way to automate your shipping tasks. You can quickly process all your UPS<sup>®</sup> shipments, print labels and invoices, electronically transmit daily shipping information to UPS and track your shipments.

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# Shipping



## Processing shipments

### Processing a single-piece shipment

1. Specify the receiver's address.
2. Select a UPS® service.
3. Select a package type.
4. Specify the bill-to information.
5. Type the weight of the package.
6. Click **Process Shipment**.

**Note:** Once you have processed all your packages and shipments, complete the End of Day process.



### Processing a shipment with options

1. Follow steps 1 through 5 under Processing a Single-Piece Shipment.
2. In the Shipping window, select the **Options** tab.
3. Select the check box next to the option(s) you wish to apply and complete the additional fields as needed for the option(s).
4. Click **Process Shipment**.

### Processing a multiple-piece shipment — single address/consignee (U.S., Puerto Rico and Canada)

1. Follow steps 1 through 5 under Processing a Single-Piece Shipment.
2. To add another package to the shipment, click **Add** and type the weight of the package.
3. To add multiple packages with the same weight, type the number of packages in Pkgs. Click **Add**.
4. Click **Process Shipment**.

The screenshot displays the UPS WorldShip application window. The 'Options' tab is selected, showing various settings for a shipment. The 'Ship To' section includes fields for Customer ID, Company or Name (UPS Customer 1), Address 1 (123 Main St), Address 2, Address 3, Country/Territory (United States), Postal Code (21093), City or Town (LUTHERVILLE TIMONIL), State/Province/County (MD), Telephone, E-mail Address, UPS Account Number, and Tag ID Number. The 'Service' section has 'UPS Service' set to 'Ground' and 'Need it there sooner?' checked. The 'Package' section shows 'Package Type' as 'Package', 'Length', 'Width', and 'Height' fields, 'Declared Value', and 'Reference Number 1' and 'Reference Number 2' fields. The 'Bills Transportation To' is set to 'Shipper'. The 'Shipper's Cost (USD)' is displayed as '6.28'. The 'Weight (lb)' is '1.0'. The 'Published' status is '1'. The 'Process Shipment' button is highlighted. The bottom status bar shows 'Ver: XOFY Pending: 6 Shpmt(s), 6 Pkg(s)'.

**Note:** If a procedure does not reference a command, the ribbon is minimized in the screen samples. Use the  and  in the top right corner to maximize and minimize the ribbon.

# Shipping



## Processing shipments *(continued)*

### Processing larger shipments

For larger shipments to a single consignee from the U.S., Puerto Rico or Canada, follow these steps:

1. Specify the receiver's address.
2. Select a UPS service.
3. Select a package type.
4. Specify the bill-to information.
5. Select shipment and package options that apply to all packages.
6. On the **Home** tab, select **Multi-piece Shipment**.
7. In the Multi-piece Shipment window, type the total number of packages and select a package weight option. If you select **Enter Total Shipment Weight**, type the total shipment weight in this window. If you select **Enter Package Weights on Shipping Window**, type the individual package weights in the Shipping window. If you select Ground (Freight Pricing) Shipment (Enter the details by commodity), select commodities and enter the details following step 8.
8. Click **OK**.
9. If a package option applies to only one package, use the navigation controls to locate the package and then select the package option.
10. Click **Process Shipment**.

UPS WorldShip

Home My Services Tools Printing Activities Import-Export UPS.com Support

History Multi-piece Shipment Repeat Undo Void Track Addresses End of Day Pickup Information Messaging Center

Navigate Shipment Activities Track Manage Addresses End of Day Pickups Messages

Address 1: 123 Main Street  
Address 2: Address 3:  
Country/Territory: United States Postal Code: 21093  
City or Town: LUTHERVILLE TIMONIL State/Province/County: MD  
Telephone: E-mail Address:  
UPS Account Number: Tag ID Number:

Reference Number 1:  
Reference Number 2:

Bill Transportation To: Shipper

With Return Services Shipper's Cost (USD)  
Weight (lb) Shipment: 0.00 Published: 0.00  
Electronic Scale Activated

Shipper: 1YE595 Profile: PalProfile

Pkg: 1 is NEW Process Shipment F10

Your invoice may vary from the displayed rates.

Ver: XOFY Pending: 6 Shpmt(s), 6 Pkg(s)

Multi-piece Shipment

Package Weight Options

Total Number of Packages: [Yellow Box]

Enter Total Shipment Weight: [ ] lb  
(All packages must have the same weight and dimensions)

Hundredweight Pricing Applied  
(Shipment will not be aggregated at End of Day)

Enter Package Weights on Shipping Window

Ground (Freight Pricing) Shipment  
(Enter the details by commodity)

OK Cancel Help



## Processing international shipments

When you process a package to an international destination, WorldShip can generate the necessary export documentation.

### Processing a package

1. Specify the receiver's address.
2. Select a UPS service.
3. Select a package type.
4. Specify the bill-to information.
5. Type a general description of the goods and the weight of the package.
6. Select the **Customs Documentation** tab to complete the necessary export documentation.
7. Click **Process Shipment**.

### Upload customs documentation

Enabling and selecting UPS Paperless® Invoice allows you to upload customs forms created offline instead of attaching hard copies to the shipment. To upload forms, select the **Upload My Forms** check box on the **Customs Documentation** tab and locate the forms to upload after you click **Process Shipment**.

### Disabling export documentation

If you currently produce your own export documents, you can disable the export documentation feature in WorldShip by following these steps:

1. On the **Tools** tab, select **Shipper Editor**.
2. Click **Modify**, then select the **International** tab.
3. Clear the **Enable Invoice** and **Enable CO** check boxes, or select a filing method other than **UPS file my EEI for me** under **Electronic Export Information**, for the document(s) you do not wish to print.



## Processing international shipments (*continued*)

During shipment processing, you can disable the creation of an invoice by doing the following:

1. In the Shipping window, select the **Customs Documentation** tab.
2. Clear the **Create an Invoice** check box.

**Note:** If you disable the invoice creation feature in WorldShip, you should type the customs value for shipments from the U.S. to Canada and Puerto Rico in order to speed up customs clearance.

**Note:** International Shipments whose contents are NOT documents must have three (3) copies of the invoice and any other required export documentation attached to the lead package.

**To electronically file Electronic Export Information (EEI) with the U.S. Census Bureau, you must first register and become an authorized user of the AESDirect Web site. Then follow these steps:**

### Enabling the AES pre departure option

1. On the **Tools** tab, select **Shipper Editor**, click **Modify** and select the **International** tab.
2. Under **Electronic Export Information**, select **Self-file with AES Direct (AES option 2)** in the **Filing Method** box, then click **OK**.

## Processing an international shipment using the AES pre departure option

1. Complete the information on the **Ship To**, **Service** and **Options** tabs.
2. On the **Ship From** tab, type the Tax ID Number and select the Tax ID Type.
3. On the **Customs Documentation** tab, select the **EEI** tab.
4. Type the Shipment Reference Number, or click **Generate SRN** if you want WorldShip to create a unique number in the **Shipment Reference Number** box.
5. Type the **Internal Transaction Number** assigned to the shipment. This number is required for Air Freight shipments.
6. Complete the remaining fields and click **Submit to AES**.
7. WorldShip provides a link to the AESDirect Web site. Be sure to read the Legal Disclaimer, then click **Submit EEI to AESWebLink**.
8. Complete your submission to the U.S. Census Bureau.
9. After you return to WorldShip, click **Process Shipment**.

For more information, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; type **AES**.

## International Shipper Agreement/Power of Attorney

*For U.S. and Puerto Rico Origin Shippers Only:*

UPS requires an International Shipper Agreement on file or a Power of Attorney attached to the lead package in some cases. For more information, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; type either *International Shipper Agreement* or *Power of Attorney*.

# Shipping



Processing shipments with future pickup dates

**With WorldShip Future Date Processing, you can process shipments with a pickup date of up to 183 calendar days in the future.**

## Activating Future Date Processing

To process shipments with future pickup dates, activate this feature by following these steps:

1. On the **Tools** tab, select **System Preferences** and then **Shipping**.
2. Select the **Manually Select Pickup Dates** check box under **Pickup Date Selection**. A warning message asks you to confirm your selection.
3. Click **Yes** and then **OK**.

The screenshot shows the 'System Preferences Editor' dialog box with the 'Shipping' tab selected. The 'Pickup Date Selection' section has the 'Manually Select Pickup Dates' checkbox checked. Other sections include 'Address Options', 'Unit of Measure' (set to Imperial), 'Handling Units', 'Automatic Display of Delivery Dates' (with 'US Ground' and 'Non-US' checked), and 'Ground Freight Pickup Request' (with 'Schedule Pickup during Freight Processing' checked).

The warning dialog box contains the following text: "The Future Date Processing shipping mode will require you to choose a pickup date at the start of each day and after you perform End of Day processing. Do you wish to continue?" Below the text are three buttons: "Yes", "No", and "Help". A mouse cursor is pointing at the "Yes" button.



Processing shipments with future pickup dates (*continued*)

## Selecting an Active Pickup Date

Once you have set this system preference, the Select Active Pickup Date window asks you to choose a pickup date.

If you want to select today's date as the active pickup date, simply click **OK**. If you want to select a date in the future, click the down arrow, select the pickup date on the calendar and click **OK**. The active pickup date you select will appear on the title bar at the top of the Shipping and Shipment History windows.

As you process shipments, they will be listed, by active pickup date, under **Pending Pickup** in the Shipment History window. The letter "A" appears next to the active pickup date.

**Note:** *If you do not require the ability to process shipments with a future date, no action is needed. Your system is already configured to process shipments for the current date.*

## Changing an Active Pickup Date

To change an active pickup date prior to processing shipments, follow these steps:

1. On the **Home** tab in the **Shipping** window, select **Pickup Information** and then **Select Active Pickup Date**.
2. In the Select Active Pickup Date window, click the down arrow, select the pickup date on the calendar and click **OK**.
3. Process your shipments as usual. They will appear in the Shipment History window under the Pending Pickup group for that active pickup date.

To change a pickup date for shipments that have been processed:

1. In the Shipment History window, highlight the shipment or Pending Pickup group for which you want to change the date.
2. On the **Home** tab, select **Pickup Date** and then **Change Pickup Date**.
3. In the Change Pickup Date window, click the down arrow, select the pickup date on the calendar and click **OK**. The shipment(s) appear under the Pending Pickup group for that pickup date.

For more information, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; type *Future Date Processing Procedures*.

Processing returns

**UPS offers a comprehensive portfolio of return services to streamline your merchandise return process. Repeat a shipment in the Shipment History as a return or create a new return package in the Shipping window.**

## Creating a return

1. Select a UPS service on the **Service** tab.
2. Select the **Options** tab and then select **Return Services** under **Shipment Options**.
3. Select the return service you want.
4. Specify the merchandise description for the package.
5. If you select Electronic Return Label, click **Details** and specify the Recipient's Email Address.
6. Specify the Pickup From address.
7. Select the **Service** tab, then select a package type, specify the bill-to information and type the weight of the package.
8. Click **Process Shipment**.

**Note:** *Return Services may be limited in your area. Please visit [ups.com](http://ups.com) for a complete list of valid services.*

## Processing a forward shipment with a corresponding return shipment

1. Enter shipping information.
2. Select the **With Return Services** check box on the **Service** tab.
3. Click **Process Shipment**. The forward shipment label prints, and the Shipping window automatically fills in the address for the corresponding return shipment.
4. Select the **Options** tab. The Return Services option will be checked. Select the return service you want and enter a merchandise description.
5. Click **Process Shipment**.

**Note:** *To set a preference for the With Return Services check box, go to the **Shipping** tab in the System Preferences Editor.*





## Editing packages and shipments

**WorldShip allows you to edit packages and shipments you have already processed, but for which you have not yet run the End of Day process.**

### Editing a Package or Shipment

1. Under **UPS® Pickups** in the Shipment History window, select the individual package or shipment you wish to edit.
2. On the **Home** tab, select **Edit/Reconcile**. Confirm which package/shipment you need to edit and then make the appropriate changes.
3. Click **Process Shipment**. (You will be prompted to replace the previously printed label with the regenerated label.)

### Deleting a single package in a multiple-piece shipment

1. Under **UPS Pickups** in the Shipment History window, select the shipment containing the package you wish to delete.
2. On the **Home** tab, select **Edit/Reconcile**. Confirm which package/shipment you need to edit.
3. Using the navigation arrows next to **Process Shipment**, display the package you wish to delete.
4. Click **Delete Pkg**. Confirm that you want to delete the package.
5. Click **Process Shipment**. (You will be prompted to replace the previously printed label with the regenerated label.)

**U.S. Only:** For billing problems, call our Billing Department at 1-800-811-1648 and provide the tracking number(s) and pickup record number(s).

# Shipping



## Processing freight shipments

### About Ground Freight shipments

Ground Freight is a general service offering for regional, interregional and long-haul services as well as a full portfolio of specialty solutions in the U.S. (including Alaska and Hawaii), Canada, Puerto Rico, Guam, the U.S. Virgin Islands and Mexico.

### About Air Freight shipments

Air Freight is a general service offering for regional, interregional and international services as well as a full portfolio of specialty solutions worldwide.

### Processing a freight shipment

1. Select the **Freight** check box, and either an Air or a Ground Freight UPS service on the **Service** tab. The remaining fields change depending on the UPS service you select.
2. Specify the Ship To address.
3. Specify the Ship From address.
4. Specify the shipment-level and option details, such as bill-to information, commodity information, shipping options, shipment dimensions, shipment description, shipment reference numbers and a packing list. See *Entering commodity information*.
5. For an international shipment, record the export document and goods details.
6. Decide if you want to complete your shipment now or later.
  - If you have not completed your shipment, you can save it as a draft by clicking **Save** (in the lower right corner). The shipment will be saved in Shipment History as a “Draft” with the date when it was saved. If you created a Packing List for the draft shipment, it will not be saved. When you are ready to continue work on it, select it on the Shipment History window and click **Edit/Reconcile Shipment** on the **Home** tab.
  - If you have completed your shipment, click **Process**.

#	Description	Packaging Type	Pieces	Total Weight (lb)	Freight Class	MMFC
1	Keyboard	Package	150	750	50	
2	Package	Package				

#	Description	Packaging Type	Pieces	Total Weight (lb)	Length (in)	Width (in)
1	Keyboard	Package	150	750	0	0
2	Package	Package				

**Note:** You can set a shipper setting to print a specific number of labels per handling unit and loose item. On the **Tools** tab, select **Shipper Editor**, highlight shipper information and then click **Modify**. Select the **Freight** tab and then enter the number of labels to print per handling unit and per loose item.



# Shipping



Processing freight shipments *(continued)*

## Scheduling a pickup of a single Ground Freight shipment


WorldShip allows you to schedule a Ground Freight Pickup after processing a shipment by selecting **History**, then **Freight Pickup** and then **Ground Freight Pickup Request**.

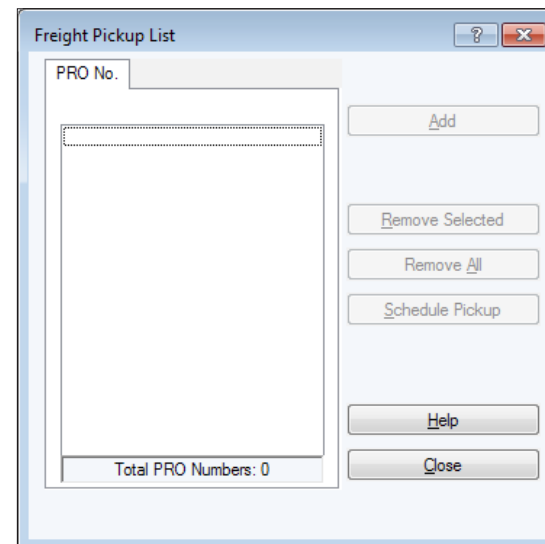
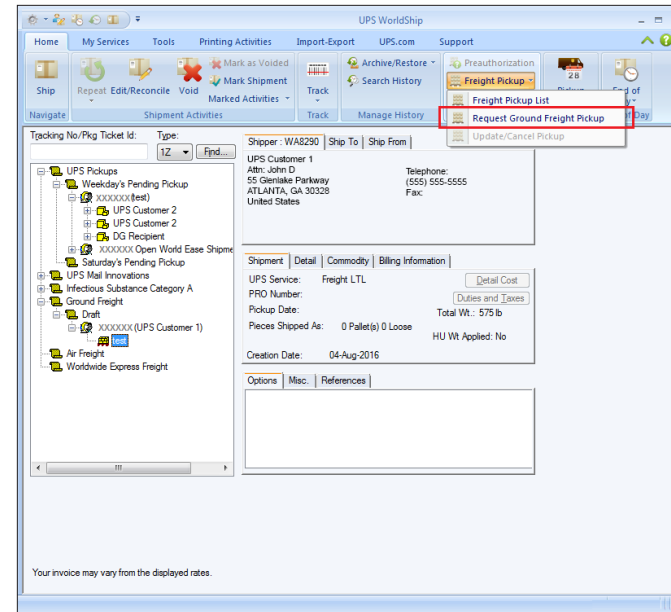
**Note:** You can also schedule a pickup request during shipment processing if you set a system preference. On the **Tools** tab, select **System Preferences** and then **Shipping**; select the **Schedule Pickup during Freight Processing** check box.

1. In the Shipping window, complete the Ship To information, Shipment section and Commodity section.
2. Click **Process**. The Pickup Request window displays.
3. The **Pickup Location** displays the **Ship From** address.
4. Enter any additional instructions for your shipment.
5. Enter the Pickup Date, Pickup Ready Time and Pickup Location Closing Time. Otherwise, the information is defaulted to the current time and date.
6. Enter the number of handling units.
7. Click **OK**.

## Scheduling a pickup of multiple Ground Freight shipments

For a single pickup request, you can select multiple ground freight shipments by performing the following steps:

1. Click the shipment associated with the Ground Freight icon  in the Shipment History window.
2. On the **Home** tab, select **Freight Pickup** and then **Freight Pickup List**. The Freight Pickup List window appears.
3. Click **Add** to enter the Ground Freight item to the list. The Ground Freight item must have a Pro number in order for this process to work.
4. To enter more items, repeat steps 1 and 3 until you have the desired items in your Freight Pickup List.
5. Click **Schedule Pickup**.





Processing freight shipments *(continued)*

## Scheduling a pickup or drop off of an Air Freight shipment

To automatically schedule a drop off during shipment processing for a House Account Air Freight shipper:

1. Select the **Drop Off** check box on the **Service** tab.
2. Process the shipment as usual. When you click **Process**, the Drop Off Request window appears.
3. In the Drop Off Request window:
  - Under **Pieces Shipped As**, describe the handling units.
  - Under **Drop Off**, select a drop-off date and a drop-off time.
  - Click **OK**.

To automatically schedule a pickup or drop off during shipment processing for an Occasional Air Freight shipper:

1. Enter the shipment as usual. When you click **Process**, the Pickup/Drop Off Request window appears.
2. In the Pickup/Drop Off Request window:
  - Under **Pieces Shipped As**, describe the handling units.
  - Under **Pickup/Drop Off**, select either Pickup or Drop Off.  
**Note:** Your choice determines the remaining active and inactive fields in this window.
  - Under **Drop Off**, select a drop-off date and a drop-off time.
  - Under **Requestor**, provide the appropriate information or use the Ship From information provided.
  - Provide the pickup date, pickup ready time, and pickup location closing time.
  - Under **Pickup Location**, provide any additional instructions.  
**Note:** All other fields show the Ship From address and cannot be updated.
  - Click **OK**.

Pickup/Drop Off Request

Pieces Shipped As  
Describe the Handling Units (moveable pieces) in this shipment  
1 Pallet(s) Loose

Pickup/Drop Off  
 Pickup  Drop Off

Drop Off  
Date: 05-Aug-2013  
Time: 3:22:57 PM

Requestor  
 Third Party  
Company Name: WS Test Shipper  
Attention: Jane Doe  
Email Address: [redacted]  
Telephone Number: (410) 555-5555

Pickup Date: 05-Aug-2013  
Pickup Ready Time: 5:27:57 PM  
Pickup Location Closing Time: 5:00:00 AM

Pickup Location  
Address 1: 123 Main St.  
Address 2: [redacted]  
Address 3: [redacted]  
Country/Territory: United States  
Postal Code: 21093  
City or Town: LUTHERVILLE TIMONIUM  
State/Province/County: MD

Additional Instructions:

OK Cancel Help

By selecting the OK button, you agree to the UPS Tariff/Terms and Conditions. Terms and Conditions


# Shipping

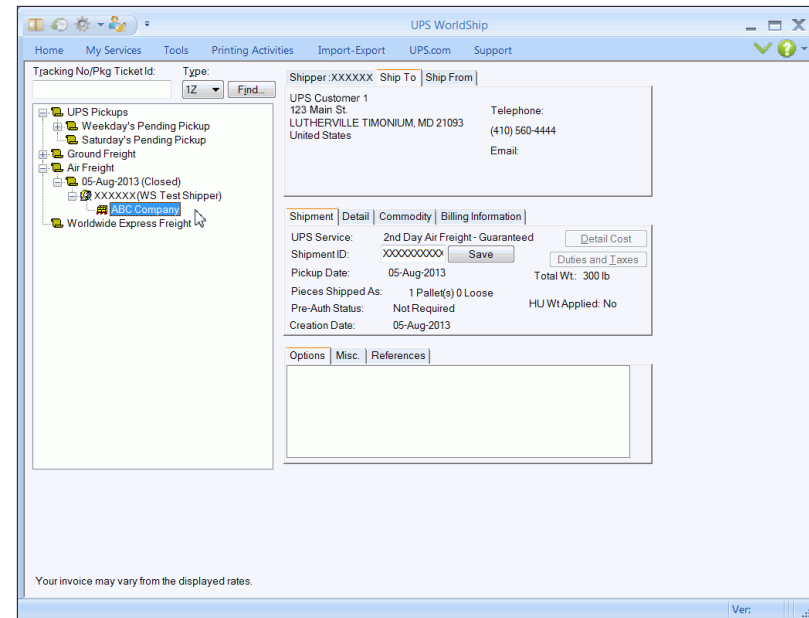


Processing freight shipments *(continued)*

## Viewing your freight shipment(s) in Shipment History

To view your freight shipment(s), select the Shipment History window.

A  icon represents a freight shipment for a specific shipper.



# Profiles



## Profile Editor

Use the Profile Editor to add, delete or modify a profile, which is a saved collection of predefined preferences, including various service options, package options, shipment options and reference numbers. Then you can assign the profile to one or more shippers.

### Adding a profile

1. On the **Tools** tab, select **Create/Edit Profile**.
2. In the Profile Editor Welcome window, click **OK**.
3. Fill in or select the preferred values for the fields shown on all the tabs. Your choices appear as the defaults in the corresponding fields in the Shipping window.
4. In the ribbon, click **Save**.
5. In the *Profile Save As window*, type a unique name, up to 35 characters, and click **OK**.

**Note:** If you want to base a new profile on an existing profile, select the existing profile name, modify the fields, and in the ribbon, click **Save As**. In the Profile Save As window, type a unique name, up to 35 characters, and then click **OK**.

### Assigning a profile to a shipper

1. On the **Tools** tab, select **Create/Edit Profile**.
2. In the Profile Editor ribbon, click **Assign Profile to Shippers**.
3. In the Shipper Profiles window:
  - To assign a profile to a specific shipper, select the desired profile for that shipper in **Profile** next to the shipper number.
  - To assign a particular profile to all shippers, select the desired profile in **Assign Profile To All Shippers** and click **Assign**.
4. Click **OK** and then click **Close Profile Editor**.

The Profile Editor window is shown with the 'Service' tab selected. It contains various input fields for shipping details such as 'Customer ID', 'Company or Name', 'Address 1-3', 'Country/Territory', 'Postal Code', 'City or Town', 'State/Province/Country', 'Telephone', 'Email Address', 'UPS Account Number', and 'Tax ID Number'. The 'Service' section includes 'UPS Service' (Next Day Air), 'Package Type' (Package), 'Length', 'Width', 'Height', 'Declared Value', and 'Reference Number 1 & 2'. The 'Options' section has 'Saturday Delivery' and 'With Return Services' checkboxes. The 'Detail' section shows 'Weight (lb)' (0.0) and 'Published' status (0.00). The 'Reference' section has 'Reference Number 1' and 'Reference Number 2' fields. At the bottom, there is a 'Shipper' dropdown and a 'Pkg' list with 'Add', 'Delete Pkg', and 'is NEW' buttons.

The Shipper Profiles window displays a table for assigning profiles to shippers. The table has three columns: 'Shipper Number', 'Company or Name', and 'Profile'. The data rows are:


Shipper Number	Company or Name	Profile
1YE595	UPS Customer 3	UPS
1YE595	UPS Customer 2	UPS
1YE595	UPS Customer 1	UPS

Buttons for 'OK', 'Cancel', and 'Help' are on the right. At the bottom, the 'Assign Profile To All Shippers' dropdown is set to 'Customer 1', with an 'Assign' button next to it.

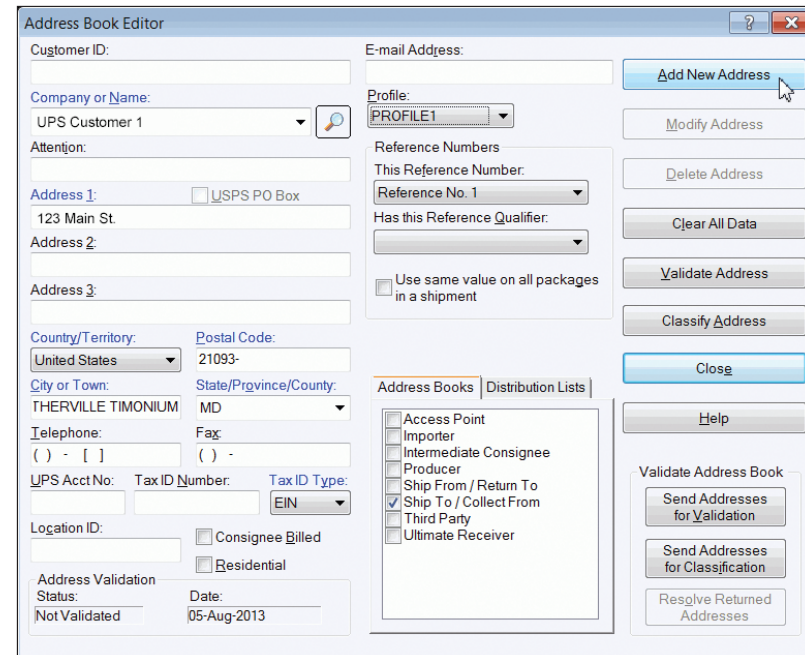
# Profiles



Assigning a profile to a customer in the address book

1. On the **Home** tab, select **Addresses** and then **Address Book**. The Address Book Editor window appears.
2. Type information about a new customer or click the **Search** icon  next to the **Company or Name** box to search for a customer in your address book. In the *Address Book Search window*, locate and select an existing customer and then click **Select**.
3. Select a profile name in **Profile**.
4. Click **Add New Address** for a new customer or click **Modify Address** for an existing customer.
5. When you are finished, click **Close**.

**Note:** You can also assign a profile using the *Shipper Editor* or you can select the profile from the *Shipping window*.



The screenshot shows the 'Address Book Editor' window with the following details:

- Customer ID:** [Empty field]
- E-mail Address:** [Empty field]
- Company or Name:** UPS Customer 1
- Profile:** PROFILE1
- Address 1:** 123 Main St. (with  for USPS PO Box)
- Address 2:** [Empty field]
- Address 3:** [Empty field]
- Country/Territory:** United States
- Postal Code:** 21093
- City or Town:** THERVILLE TIMONIUM
- State/Province/County:** MD
- Telephone:** ( ) - [ ]
- Fax:** ( ) - [ ]
- UPS Acct No.:** [Empty field]
- Tax ID Number:** [Empty field]
- Tax ID Type:** EIN
- Location ID:** [Empty field]
- Address Validation Status:** Not Validated
- Date:** 05-Aug-2013
- Reference Numbers:** This Reference Number: Reference No. 1
- Has this Reference Qualifier:** [Empty dropdown]
- Use same value on all packages in a shipment:**
- Address Books / Distribution Lists:**
  - Access Point
  - Importer
  - Intermediate Consignee
  - Producer
  - Ship From / Return To
  - Ship To / Collect From
  - Third Party
  - Ultimate Receiver
- Buttons:** Add New Address (highlighted), Modify Address, Delete Address, Clear All Data, Validate Address, Classify Address, Close, Help, Send Addresses for Validation, Send Addresses for Classification, Resolve Returned Addresses.





## Printing reports

Each time you complete the End of Day process, the following reports may print automatically:

### Daily Shipment Detail Report

Summarizes all the packages processed since your last End of Day process and lists the recipient and shipping information for each package as well as summary totals. Using the **System Preferences Editor, Shipment Detail Report Setup** tab, you can choose whether to print this report automatically when you run End of Day.

### High Value Report

Automatically prints during the End of Day process only if you processed a package with a Declared Value exceeding a certain threshold and during shipment processing for Return Services shipments. In addition, this report shows the tracking number, package ID, reference number and Declared Value of each high value package.

**Important:** Be sure to give this report to your UPS driver when he or she picks up the high value packages. The UPS driver signs the report and records the pickup time and the total number of high value packages on the last line of this report. Since these pickup details are on the report the driver takes with the packages, make a copy of the driver's report with the pickup details if you want pickup confirmation for your records. Since pickup details include driver's signature and handwritten information, it cannot be reprinted.

### UPS Driver Transmission Control (non-U.S./Puerto Rico/Canada Origins)

Automatically prints during the End of Day process and during close out of Trade Direct consolidated movements only if the destination is other than the U.S. or Puerto Rico. This report verifies the successful transmission of shipment data to UPS during the close-out process.

**Important:** Be sure to give this report to your UPS driver when he or she picks up the packages.

### Pickup Summary Barcode Report (U.S./Puerto Rico/Canada Origins)/UPS® Manifest Summary (non-U.S./Puerto Rico/Canada Origins)

The Pickup Summary Barcode Report automatically prints during the End of Day process, and the UPS Manifest Summary automatically prints during the End of Day process and during close out of consolidated movements. Both reports summarize shipment information about the packages your UPS driver is to pick up. This report includes:

- Your account information.
- A barcode that includes your account number, a unique shipping record identifier and the total number of packages to be picked up.
- Summary information so the UPS driver can verify what is to be picked up.
- An area to record the name of the UPS driver who picks up the packages, the pickup time and the total number of packages picked up by the driver.

**Important:** Be sure to give the Pickup Summary Barcode Report to your UPS driver when he or she picks up the packages. The UPS driver scans the barcode on the report. Then the UPS driver signs the report and records the pickup time and the total number of packages on the bottom of the report. Since the UPS driver scans this report but does not take it, you may keep the report for your records.

### UPS Manifest Detail (non-U.S./Puerto Rico/Canada Origins)

Automatically prints during the End of Day process if the transmission of your shipment data to UPS fails. This report details shipment information about the packages your UPS driver is to pick up.




**Important:** Be sure to give this report to your UPS driver when he or she picks up your packages.

# Voiding packages or shipments



## Voiding a shipment from the Shipping window

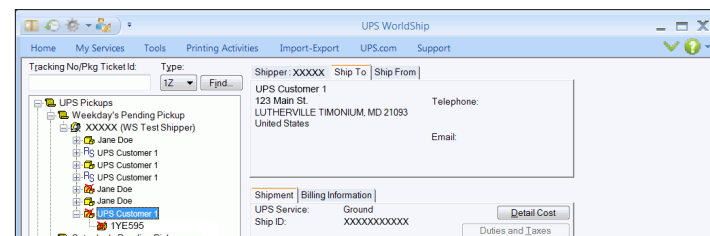
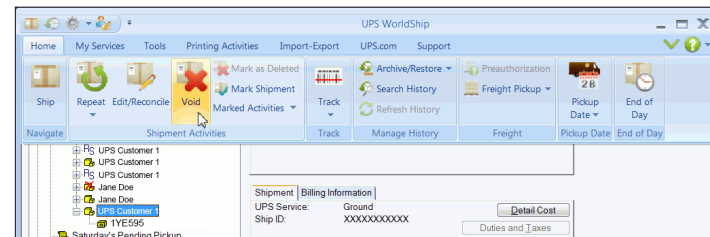
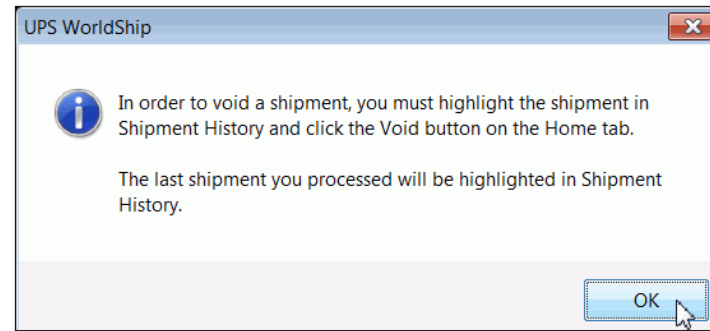
WorldShip allows you to void shipments you have already processed but for which you have not run the End of Day process (see below). You can also void packages or shipments after you have run the End of Day process.

1. On the **Home** tab in the Shipping window, select **Void** to void or delete a package or shipment.
2. Read the instructions on how to void a shipment and click **OK**. The Shipment History window appears and the last shipment you processed is highlighted.
3. Confirm the correct shipment is highlighted. Select another shipment if needed.
4. If the shipment icon shows an up arrow, , , , you will need to void the shipment using the **Void Shipments Page** on the web. On the **Home** tab, click **Void**.
  - a. WorldShip will prompt you to use the Void Shipments Page on the web.

**Note:** Icons with an up arrow indicate that some package detail information has already been sent to UPS.

5. If the shipment icon does not have an up arrow:
  - a. On the **Home** tab, select **Void**. A confirmation message displays.
  - b. Click **Yes**. A **Void** icon appears next to the shipment/packages.

**Note:** If the package you are attempting to void has already gone through the End of Day process and the void portal supports voids for your country, you will be taken to the U.S. Void a Shipment application on [ups.com](http://ups.com) (English only). See Voiding a package or shipment from the Shipment History window after End of Day below.

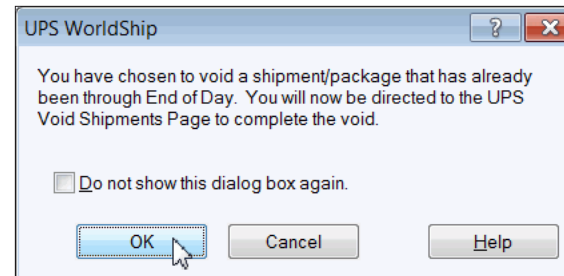


# Voiding packages or shipments



Voiding a package or shipment from the Shipment History window after End of Day

1. In the Shipment History window, highlight the tracking number of the package you want to void.
2. On the **Home** tab, select **Void**.
3. Click **OK**. The **UPS Void Shipments Page** appears for you to complete the void.
4. When you are finished voiding the shipment, return to WorldShip.



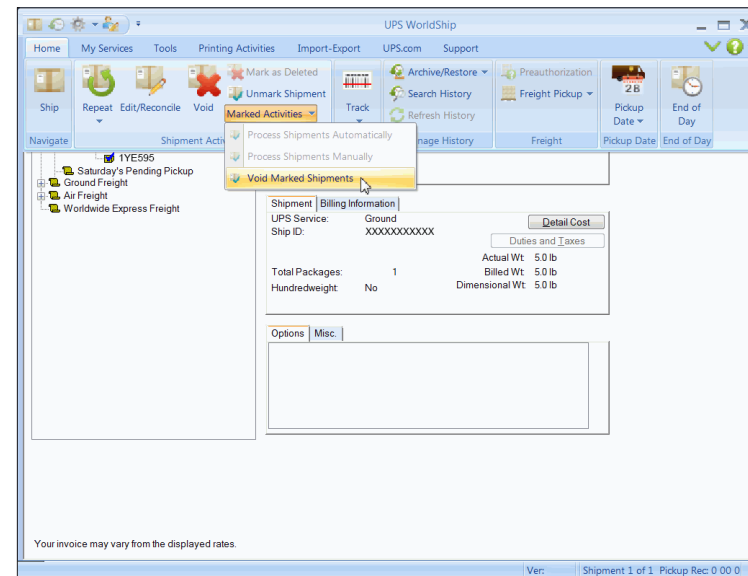
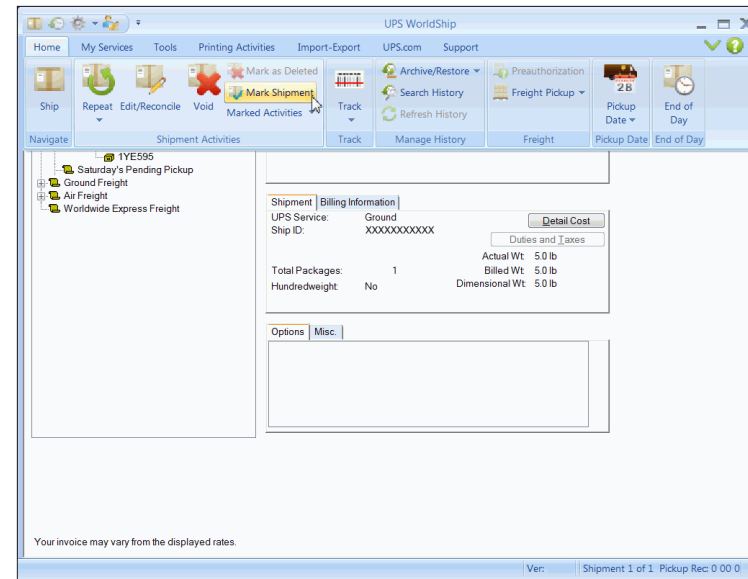
# Voiding packages or shipments



Marking a package or shipment as voided in the Shipment History window

When you void a package or shipment from the **UPS Void Shipments Page**, WorldShip will not automatically update the Shipment History window to indicate you completed the void, but you can mark the package or shipment as voided. Since the actual status of the package or shipment will not change, you should complete the steps necessary to void the shipment or package on the **UPS Void Shipments Page** before using this procedure.

1. In the Shipment History window, highlight the package or shipment you voided from the **UPS Void Shipments Page**.
2. On the **Home** tab, select **Mark Shipment**. A check mark icon appears next to the shipment or package.
3. On the **Home** tab, select **Marked Activities** and then **Void Marked Shipments**. An X icon appears next to the shipment or package.



# End of Day



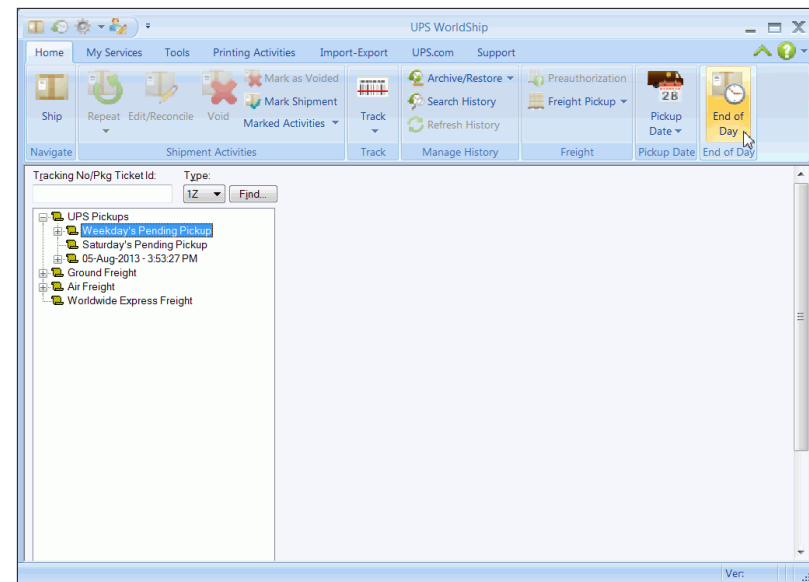
## Completing the process

**WorldShip electronically transmits your shipment detail to UPS. Separate End of Day processes can be completed for the same pickup day.**

Once you have finished processing packages for a Pending Pickup group, complete the End of Day process. These steps should be completed prior to the time of pickup.

### Completing the End of Day process

1. Select the Pending Pickup group in the Shipment History window.
2. On the **Home** tab, select **End of Day**.
3. Confirm you wish to proceed. WorldShip will print the End of Day reports. For more information, see *Printing reports*.
4. If Future Date Processing has been activated, the Select Active Pickup window appears. Click the down arrow to select the active pickup date from the calendar (up to 183 days in the future). Click **OK**.
5. Provide applicable reports to your UPS driver. For more information, see *Printing reports*.



# Validating, classifying and reconciling addresses



## Validating your address data

Address validation will help you determine if a U.S. 50 address is valid.

There are three types of address validation in WorldShip:

- **Single address, city, state and ZIP Code™** validation that occurs automatically when shipping a package. WorldShip will suggest alternates if an address appears to be incorrect.
- **Single street level address validation** validates not only the city, state and ZIP Code, but the street address as well. To select this address validation option, press **F8** in the Shipping window or on the **Home** tab, select **Addresses** and then **Validate Ship To Address**. WorldShip will quickly check the address and return alternate suggestions if the address is believed to be incorrect or tell you if the address is valid. This process includes ZIP+4 assignments to your address data.
- **Address Book Validation** validates the street, city, state and ZIP Code of every address in the WorldShip address book. To select this address validation option, press **Shift** and **F9** or on the **Home** tab, select **Addresses** and then **Address Book**. In the **Address Book Editor**, click **Send Addresses for Validation**. WorldShip collects all of the Address Book entries, validates them and then downloads them to your PC for reconciliation. This process also includes ZIP+4 assignments to your address data.

**Note:** To validate a single address in the Address Book Editor, enter or select the address information and click **Validate Address**.

For step-by-step instructions, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; type *Validate Addresses*.

The screenshot shows the 'Address Book Editor' window with the following fields and controls:

- Customer ID:** A yellow-highlighted text field.
- Company or Name:** A text field with a search icon.
- Attention:** A text field.
- Address 1:** A text field with a checkbox for 'USPS PO Box'.
- Address 2:** A text field.
- Address 3:** A text field.
- Country/Territory:** A dropdown menu set to 'United States'.
- Postal Code:** A text field.
- City or Town:** A text field.
- State/Province/County:** A dropdown menu.
- Telephone:** A text field with a format '( ) - [ ]'.
- Fax:** A text field with a format '( ) - [ ]'.
- UPS Acct No.:** A text field.
- Tax ID Number:** A text field.
- Tax ID Type:** A dropdown menu set to 'EIN'.
- Location ID:** A text field.
- Address Validation Status:** A text field.
- Date:** A text field.
- Reference Numbers:** A section with 'This Reference Number' dropdown set to 'Reference No. 1' and 'Has this Reference Qualifier' dropdown.
- Buttons:** 'Add New Address', 'Modify Address', 'Delete Address', 'Clear All Data', 'Validate Address', 'Classify Address', 'Close', 'Help'.
- Address Books / Distribution Lists:** A list of roles: Access Point, Importer, Intermediate Consignee, Producer, Ship From / Return To, Ship To / Collect From (checked), Third Party, Ultimate Receiver.
- Validate Address Book:** A section with buttons: 'Send Addresses for Validation' (highlighted), 'Send Addresses for Classification', 'Resolve Returned Addresses'.
- Other:** 'E-mail Address' field, 'Profile' dropdown set to '[No Profile]', and a checkbox 'Use same value on all packages in a shipment'.

# Validating, classifying and reconciling addresses



## Classifying your address data

Address classification will help you determine if a U.S. 50 or Canada address is residential or commercial.

There are two types of address classification in WorldShip:

- **Single level address classification** classifies the current address. To select this address classification option, press **F7** in the Shipping window or on the **Home** tab, select **Addresses** and then **Classify Ship To Address**. WorldShip classifies the address shown on the **Ship To** tab.
- **Address Book Classification** classifies all addresses in the WorldShip address book. To select this address classification option, press **Shift** and **F9** or on the **Home** tab, select **Addresses** and then **Address Book**. In the **Address Book Editor**, click **Send Addresses for Classification**. WorldShip collects all of the Address Book entries, classifies them and then downloads them to your PC.

For step-by-step instructions, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; type *Classify Addresses*.

## Reconciling your address data

Use the Reconciliation feature to select the best address from a list of possible candidates.

For step-by-step instructions, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; type *Reconcile Addresses*.

The screenshot shows the 'Address Book Editor' window with the following fields and controls:

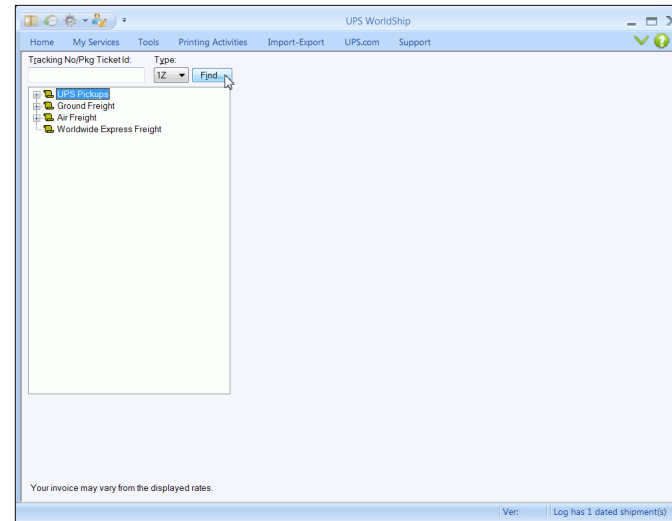
- Customer ID:** Text input field.
- E-mail Address:** Text input field.
- Company or Name:** Dropdown menu with a search icon.
- Profile:** Dropdown menu showing '[No Profile]'. Buttons: 'Add New Address', 'Modify Address', 'Delete Address', 'Clear All Data', 'Validate Address', 'Classify Address', 'Close', 'Help'.
- Attention:** Text input field.
- Reference Numbers:** 'This Reference Number:' dropdown showing 'Reference No. 1'. 'Has this Reference Qualifier:' dropdown. Button: 'Use same value on all packages in a shipment'.
- Address 1:** Text input field with a checkbox for 'USPS PO Box'.
- Address 2:** Text input field.
- Address 3:** Text input field.
- Country/Territory:** Dropdown menu showing 'United States'. **Postal Code:** Text input field.
- City or Town:** Text input field. **State/Province/County:** Dropdown menu.
- Telephone:** Text input field with format '( ) - [ ]'. **Fax:** Text input field with format '( ) - [ ]'.
- UPS Acct No.:** Text input field. **Tax ID Number:** Text input field. **Tax ID Type:** Dropdown menu showing 'EIN'.
- Location ID:** Text input field. **Consignee Billed:** Checkbox. **Residential:** Checkbox.
- Address Validation:** 'Status:' and 'Date:' text input fields.
- Address Books / Distribution Lists:** List of categories: Access Point, Importer, Intermediate Consignee, Producer, Ship From / Return To, Ship To / Collect From (checked), Third Party, Ultimate Receiver.
- Validate Address Book:** 'Send Addresses for Validation', 'Send Addresses for Classification' (highlighted with a mouse cursor), 'Resolve Returned Addresses' buttons.

# History and tracking



## Finding shipments

1. To find a shipment that you have processed in the past, select **Search History** on the **Home** tab or click **Find** in the Shipment History window.



2. Fill in the appropriate information you need to find the shipment you are looking for, then click **Find**.

For more information about how to find shipments, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; type *Find a Shipment*.

Customer ID:	Shipper Number:	UPS Service:
Company or Name:	Package Type:	Tracking Number
UPS Customer 1	Sort By:	1YE595XXXXXXXXXX
Attention:	Date:	Tracking Number Type:
Address 1:	Order:	IZ
123 Main St.	Ascending	Voided Shipments:
Country/Territory:	Date Range:	Exclude
United States	05-Aug-2013 - 05-Aug-2013	
Postal Code:	Billing Information	
21093	Bill Transportation To:	Bill Duty and Tax To:
City or Town:		Split Duty and Tax
LUTHERVILLE TIMON		
State/Province/County:		
MD		
Telephone:		
(410) 555-5555		
Pickup Record:		
Reference Number and Value		





## Tracking packages or shipments

### Tracking from the Shipment History window

1. To track a single package from the Shipment History window, select a package by highlighting the tracking number. On the **Home** tab, select **Track** and then **Track This Package**.
2. To track multiple packages from the Shipment History window:
  - Highlight a date to track all packages shipped on a specific date or highlight a shipment to track all packages in a shipment.
  - On the **Home** tab, select **Track** and then **Track Multiple**. In the Tracking Number Manager window, on the **1Z** tab, click **Add**, then **Track List**.  
*Note: You can track packages for multiple dates and shipments by highlighting the specific date or shipment and continuing to click **Add**.*
3. WorldShip connects you directly to the Tracking Page on *ups.com* and displays package information.
4. If desired, print the tracking information.
5. Close the Tracking Page window to return to WorldShip.

### Tracking from the UPS® Web site

1. On the **UPS.com** tab, select **UPS Tracking**. WorldShip connects you directly to the Tracking Page on the UPS Web site.
2. Type your UPS tracking numbers on the **Track Packages & Freight** tab and click **Track**.
3. Follow the instructions.
4. Close the Tracking Page window to return to WorldShip.

# Billing and rating features



## Fuel surcharge

UPS fuel surcharges are automatically included in the rate displayed for each shipment. The surcharges can change potentially from month to month. A software update will be provided to you automatically.

For more detailed information on the UPS Fuel Surcharge, go to [ups.com](https://www.ups.com) or select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; type *Fuel Surcharge*.

## Selecting bill-to information

Use the bill-to fields to indicate who pays for the transportation, duty and tax charges to ship a package, shipment or movement. These fields appear in several windows, including the **Service** tab in the Shipping window. The bill-to fields include:

**Bill Transportation To** includes Shipper, Receiver, Third Party or Consignee Billed options to indicate who pays the transportation cost to ship the package, shipment or movement.

**Bill Duty and Tax To** includes Shipper, Receiver or Third Party options to indicate who pays the duty and tax costs to ship the package, shipment or movement.

**Split Duty and Tax** check box indicates if you want the transportation payer instead of the tax payer to pay the duty cost to ship the package, shipment or movement. If you select this check box, the Bill Transportation To title changes to Bill Transportation and Duty To, and the Bill Duty and Tax To title changes to Bill Tax To. To reverse this selection, clear the **Split Duty and Tax** check box. A confirmation message appears each time you select or clear this check box.

# Billing and rating features



## Third party billing

1. Process shipments as outlined on page 1 of this guide. Here are the steps:

- Specify the receiver's address.
- Select a UPS service.
- Select a package type.
- Select **Third Party** in **Bill Transportation To** and the Third Party Address window appears.

The screenshot shows the UPS WorldShip software interface. The 'Bill Transportation To' dropdown menu is set to 'Third Party'. The 'Shipper's Cost (USD)' is displayed as '0.00'. The 'Package Type' is set to 'Package'. The 'Weight (lb)' is '0.0'. The 'Shipper's Cost (USD)' is '0.00'. The 'Published' status is 'Published'. The 'Detail Cost' button is visible. The 'Ship To' section shows the address: '123 Main St.', 'LUTHERVILLE TIMONIL, MD', 'United States', '21093-'. The 'UPS Service' is 'Next Day Air'. The 'Package Type' is 'Package'. The 'Weight (lb)' is '0.0'. The 'Shipper's Cost (USD)' is '0.00'. The 'Published' status is 'Published'. The 'Detail Cost' button is visible. The 'Shipper' section shows 'XXXXXX' and 'PROFILE1'. The 'Process Shipment F10' button is visible. The status bar at the bottom indicates 'Ver: XOFF Pending: 1 Shpmt(s), 1 Pkg(s)'.

2. In the Third Party Address window, type the address and account number of the person or company that will pay all of the charges that the shipper would pay for the current shipment. Then click **OK**.
3. In the Shipping window, type the weight of the package and click **Process Shipment**.

The screenshot shows the 'Third Party Address' window. The 'Customer ID' field is empty, with a checked 'Update Address Book' checkbox. The 'Company or Name' dropdown is set to 'UPS Customer 1'. The 'Attention' field is empty. The 'Address 1' field contains '123 Main St.'. The 'Address 2' and 'Address 3' fields are empty. The 'Country/Territory' dropdown is set to 'United States'. The 'Postal Code' field contains '27045-'. The 'City or Town' field contains 'RURAL HALL'. The 'State/Province/County' dropdown is set to 'NC'. The 'Telephone' field contains '() - []'. The 'Fax' field contains '() -'. The 'UPS Account Number' field contains 'XXXXXX'. The 'OK', 'Cancel', and 'Help' buttons are visible.

# Additional features and functionality



## Quick Commands

The Quick Commands Editor allows you to select from a predefined list of commands and configure those commands for use on the **Import/Export** tab. See *Creating the Quick Commands list*.

## Creating the Quick Commands list

1. On the **Import/Export** tab, select **Create New**.
2. In the Quick Commands Editor window, create a list of commands for the Quick Commands list:
  - To add a command, select the command in the **Available Commands** box and click **Add**. The command is added to the **Selected Commands** box.
  - To remove a command, select the command in the **Selected Commands** box and click **Remove**.
  - To remove all commands, click **Remove All**.

3. Edit the selected command as follows:

- If you added a command that can be added more than once, the Quick Commands Editor window appears so you can configure the selected command. See *Modifying Quick Commands*.
- If you added a command that can be added only once, continue with step 4.

**Tip:** If you want to change the defaults for the selected command, click **Edit**. See *Modifying Quick Commands*.

4. Arrange the commands on the Quick Commands list in the desired order:

- To move a command up, select the command and click **Move Up**.
- To move a command down, select the command and click **Move Down**.

5. To view and use the Quick Commands list, on the **Import/Export** tab, select a command on the Quick Commands list.

## Modifying Quick Commands

1. On the **Import/Export** tab, select **Create New**.
2. In the Quick Commands Editor window, add a new command:
  - Select the command in the **Available Commands** box.
  - Click **Add**.

If you added a command that can be added more than once, the Quick Commands Editor window appears and shows information for the selected command. The name of the command appears in the title bar. Skip to step 4.

If you added a command that can be added only once, the name of the command appears in the **Selected Commands** box. If you want to edit the command, continue with step 3; otherwise, skip to step 7.

3. To edit an existing command on the Quick Commands list:
  - Select the command in the **Selected Commands** box.
  - Click **Edit**.

The Quick Commands Editor window appears and shows information for the selected command. The name of the command appears in the title bar.

To edit a command that can be added more than once, continue with step 4; otherwise, skip to step 5.

# Additional features and functionality



## Modifying Quick Commands *(continued)*

4. Complete the appropriate action:

- For **Shipper Number**, click the down arrow in the **Select Shipper Number** box and select a shipper number.
- For **Profile**, click the down arrow in the **Select Profile** box and select a profile.
- For **Start Keyed Import**, select a map name in the **Start Keyed Import** box.
- For **Batch Import**, select a map name in the **Start Batch Import** box.
- For **Batch Export**, select a map name in the **Start Batch Export** box.

5. To add a tooltip for the command, type up to 80 characters in the **Tooltip Text** box or use the predefined tooltip.

6. Click **OK**.

7. Repeat this procedure as needed or click **OK**.

## Error labels printed during Batch Processing

WorldShip now prints error labels by default for each package whose shipment fails validation during Batch Processing. The Label identifies the error with the information needed to correct the package for processing and serves as a placeholder to maintain the proper order of labels to packages. The **Print Error Label during Batch Processing** option is located under **Preferred Label Printing** on the **Printing Setup** tab in the **System Preferences Editor** window.

## Custom labels

The Custom Label Editor allows you to create, save, edit and delete multiple templates for custom labels. Custom labels can include an image, a promotional message, text, shipment fields, or a combination of these items. To specify which custom label template to use, assign the labels to print when using a profile or add a button to the custom toolbar.

## Selecting label stock

Ensure that the correct label stock is loaded into your label printer. The required label stock varies by the type of custom label template used, as follows:

- A Shipment Label Header template allows you to customize the top two-inch extended area of the following label stock dimensions: Thermal 4 x 8 or 4 x 8¼, Laser 8½ x 11 (1 Label per Page), Laser 8½ x 11 (2 Labels per Page), and Laser A4 210 x 297.
- A Doc Label template allows you to customize the lower two-inch area of the following label stock dimensions: Thermal 4 x 8 or 4 x 8¼ (Perforated).
- A Consignee Label template allows you to customize any portion of the consignee label (an additional label that does not replace the shipment label) on the following label stock dimensions: 4 x 8 or 4 x 6.

## Creating or editing a custom label template

1. On the **Tools** tab, select **Create/Edit Custom Labels**. The Custom Label Editor window appears.
2. If you want to edit an existing template:
  - Under **Existing Templates**, select the template that you want to edit.
  - Click **Edit**. The Edit Template window appears.  
*Note: You cannot edit or delete the UPS Sample templates. You can copy and edit a UPS Sample template. See step 3.*
  - Skip to step 6.
3. If you want to create a template based on an existing template, such as a UPS Sample template:
  - Under **Existing Templates**, select the template on which you want to base the template.
  - Click **Copy**. The Copy Template window appears.
  - Enter a template name up to 50 characters in the **Enter the Name of the New Template** box and click **OK**. The Edit Template window appears.
  - Skip to step 6.

# Additional features and functionality



## Creating or editing a custom label template (*continued*)

### 4. If you want to delete an existing template:

- Under **Existing Templates**, select the template that you want to delete.
- Click **Delete**. A message asks you to confirm the deletion.
- Click **Yes**. The Custom Label Editor window appears.
- Skip to step 11.

### 5. If you want to create a new template:

- Under **New Template**, click the down arrow in the **Template Type** box and select a type of label.
- Type a name up to 50 characters for the new template in the **Template Name** box.
- Click **Create**. The Edit Template window appears.

### 6. Add each element to the canvas using one of the following add options:

**Note:** Sort the WorldShip fields alphabetically by clicking the *Field* column label.

- **Add a Field** — Click the down arrow in the **WorldShip Fields** box and select a field category. Using the field list under the field category, select a field, and then drag and drop the field to the desired location on the canvas to place the field.
- **Add Custom Text** — Type the text up to 45 characters in the **Custom Text** box, click **Add Text**, and click the desired location on the canvas to place the text.
- **Add a Field without Text** — Select the **Add Data Field Only** check box.
- **Add Test Data** — Select the **Display Test Data** check box to pre-populate the field with test data.
- **Add an Image to the Canvas** — Select an image under **Image Library** and drag and drop the image to the desired location on the canvas to place the image.
- **Add an Image to the Image Library** — Click **Add Library Image**. In the Add Image window, supply the path to the image or click **Browse** and browse to and select the image. Then click **OK**. The image is saved in the Image Library.
- **Add a Horizontal Line** — Click **Add Line** under **Template**, click and hold the left mouse button to indicate the beginning of the line on the canvas, drag the line to its end, and release the left mouse button.

Custom Label Editor

Create or Edit a Consignee, Doc Label or Shipment Label Header Template

Existing Templates

Template Name	Template Type
shipment label header test	Shipment Label Header
test	Shipment Doc Label
test 1	Shipment Doc Label
{ UPS Sample }	Air Freight Doc Label
{ UPS Sample }	Package Doc Label
{ UPS Sample }	Consignee Label
{ UPS Sample }	Shipment Label Header

New Template

Template Type: Shipment Doc Label

Template Name: Shipment Label Heading 1

Create

Close Help

Edit "test" Template

WorldShip Fields

Field Properties

Font: 8 Bold: [X] Align: Left Barcode: None Selected

Save Cancel Help

Associate with Profile

Template

Add Line Undo Remove Remove All Print Test Label

It is recommended to print a test label before saving your layout.

This template requires the printer to be setup with 4x6 perforated label stock. The correct Doc Label must be selected on the Printing Setup tab in the System Preferences Editor for the label to print while shipping.

Shipper	Pickup Date	ACT WT	Actual Unit	# PK	Y
SVC	Serv	BILL WT	Billable Weight	Unit	
TRACKING#	Lead Tracking		ALL CURRENCY	Shipment	
REF 1:	Reference 1				
REF 2:	Reference 2				
COD AMT	COD Amount	COD	DIV AMT	Declared Value	
HANDLING CHARGE	Handling Charge	FRT	Pay	D&T	Pay
SHIPMENT	PUB RATE CHARGES	SVC	Total Shipper	Shipment	
DV	Declared Value	COD	COD Published	RS	Return Service
DC	Delivery	FR	Proactive	RDD	Return of
TOT	PUB	CHG	Total Shipment	PUB +HANDLING	Total Shipment

Add Text Add Library Image Delete Library Image



## Creating or editing a custom label template *(continued)*

7. Modify the properties of the fields and text placed on the canvas as needed:
  - Select the item on the canvas.
  - Under **Field Properties**, change the font and alignment, make the text bold, or define a barcode.
  - Under the WorldShip fields list, change the field length.
  - Click **Modify**.
8. Remove field(s) on the canvas as follows:
  - To remove one field, select the field on the canvas and click **Remove**. A message asks you to confirm the deletion. Click **Yes**, and the field is removed from the canvas.
  - To remove all fields, click **Remove All**. A message asks you to confirm the deletion. Click **Yes**, and all fields are removed from the canvas.
9. To test the custom label, click **Print Test Label**. The label prints using the current label printer selection in system preferences.
10. To assign the custom label template to a profile, select the appropriate profile check box under **Associate with Profile**. The saved custom label template is used for all shipments processed using the selected profile.

**Note:** You can also assign a custom label to a profile by clicking **Select Custom Label** in the Profile Editor window.
11. Click **OK**.

## Custom label printing setup

1. On the **Tools** tab, select **Systems Preferences Editor** and then the **Printing Setup** tab.
2. Highlight the appropriate label printer in the Printer grid and click **Printer Setup**.
3. In the Label Printer Setup window, ensure that the correct label configuration is selected. Update the Label Stock Dimensions and Extended Area Usage boxes as needed for the intended label type.
4. Click **Apply**.
5. On the **Printing Setup** tab, select the appropriate check boxes as needed to indicate a Doc or Consignee label.
6. Click **Update** and **OK**.



## Accessing help

You have several options for accessing help:

### 1. Within the software:

#### WorldShip Help

- To search for specific information, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**. On the **Index** tab, type the name of the task, term or concept and press **Enter**.
- To find general information about WorldShip, select **WorldShip** on the **Support** tab and then **UPS WorldShip Help**; select the **Contents** tab and select a topic.
- To find help for a specific window, click the **?** in the top right corner (if available) and then a field, click the **Help** button (if available) or hold down the **Shift** key and click **F1**.
- The WorldShip User and Installation Guides are available as PDFs for viewing and printing. Make sure you install the free Adobe® Reader® software that can be downloaded from *adobe.com*. Follow the steps below to obtain a copy of the Guides:
  1. On the **Support** tab, select **WorldShip** and then **UPS WorldShip User Guides**.
  2. In the WorldShip User Guides page, click the **Download** link for the desired guide.
  3. View and print the document as needed.

### 2. On the Web:

Go to [worldship.ups.com](http://worldship.ups.com) to find additional support documents.

### 3. By phone (in the U.S. only):

**If you have technical questions about WorldShip that cannot be answered by this guide or WorldShip Help, call 1-888-553-1118.**

Be sure you have the following information when you call:

- Your UPS account number and WorldShip Software Version (found in the lower right-hand corner of the WorldShip screen).
- Name and version of your PC operating system and type of printer.

For general information, call 1-800-PICK-UPS® (1-800-742-5877). For international shipping information, call 1-800-782-7892.

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## Technical support numbers

If you have questions about WorldShip that cannot be answered by this guide or WorldShip Help, call the following numbers:

Afghanistan.....	+93-79-3204045 / 9647814318252	Germany.....	+49 (0) 69 66 30 80 37	Oman.....	+49 69 66404364
Albania.....	+355682048904	Ghana.....	+49 69 66404364	Pakistan.....	+49 69 66404364
Algeria.....	+49 69 66404364	Gibraltar.....	+350 200 42332	Panama.....	00800 052 1414
Angola.....	+49 69 66404364	Greece.....	210-99 84 334	Paraguay.....	009800 521 0051
Argentina.....	0 800 122 0286	Guatemala.....	1800 835 0384	Peru.....	0800 009 19
Armenia.....	10 3741 27 30 90	Honduras.....	800-0123	Philippines.....	1800 1855 0023 or 1800 765 2927
Australia.....	1800 148 934	Hong Kong.....	8206 2133	Poland.....	+48 (0) 222030321
Austria.....	+43 (0) 1 50 15 96 002	Hungary.....	+36 (0) 17774820	Portugal.....	+351 (0) 21 9407061
Azerbaijan.....	+10 99 412 493 39 91 / +994-12-490 6989, +994-12-493 3991	India.....	91-22-2827-6111 / 00 0800 852 1113 (toll free)	Puerto Rico.....	1-888-UPS-TECH (1-888-877-8324)
Bahamas.....	1-888-960-2683	Indonesia.....	001 803 852 3670	Qatar.....	+49 69 66404364
Bahrain.....	+49 69 66404364	Ireland, Republic of.....	+353 (0) 15245447	Romania.....	40 21 233 88 77
Bangladesh.....	+49 69 66404364	Israel.....	00-972-(0) 35-770112	Russia.....	7 49 5961 2211
Belarus.....	375-17-227-2233	Italy.....	+39 0248270032	Rwanda.....	+49 69 66404364
Belgium.....	+32 (0) 22 56 66 19	Ivory Coast.....	+49 69 66404364	Saudi Arabia.....	+49 69 66404364
Bermuda.....	1-888-960-2678	Japan.....	00531 85 0020	Scotland.....	+44 (0) 2079490192
Bolivia.....	800 100 807	Jordan.....	+49 69 66404364	Senegal.....	221 33 8646042
Bosnia.....	033 788 160	Kazakhstan.....	+49 69 66404364	Serbia.....	+381 11 2286 422
Brazil.....	0800 8923328 or 55 11 569 46606	Kenya.....	+49 69 66404364	Singapore.....	800 852 3362
Bulgaria.....	0700 1 8877	Korea, South.....	00798 8521 3669	Slovakia.....	+421 2 16 877
Burundi.....	+49 69 66404364	Kosovo.....	+381 38 24 22 22	Slovenia.....	38642811224
Bulgaria.....	0700 1 8877	Kuwait.....	+49 69 66404364	South Africa.....	+49 69 66404364
Cameroon.....	+49 69 66404364	Kyrgyzstan.....	+996 312 699 988 / +996-312-979713	Spain.....	+34 (0) 917459877
Canada.....	1-888-UPS-TECH (1-888-877-8324)	Latvia.....	7805643	Sri Lanka.....	+49 69 66404364
Cayman Islands.....	1-888-960-2686	Lebanon.....	+49 69 66404364	Sweden.....	+46 (0) 85 79 29 041
Chile.....	800 835 682	Lithuania.....	370-37-350505	Switzerland.....	+41 (0) 442115700
China, People's Republic of.....	400 013 3023	Luxembourg.....	FR 00 33 8050 10365	Taiwan.....	00801 855 662
Colombia.....	01800 752 2293	Malawi.....	+49 69 66404364	Tanzania.....	+49 69 66404364
Congo, The Democratic Republic of.....	+49 69 66404364	Malaysia.....	1800 80 4709	Thailand.....	001 800 852 3658
Costa Rica.....	0800 052 1591	Mali.....	+223 2029 91 52	Tunisia.....	+49 69 66404364
Cyprus.....	77 77 7200	Mauritania.....	+222 4529 28 89	Turkey.....	0090-212-413 2222
Czech Republic.....	+42 0239016468	Mauritius.....	+49 69 66404364	United Arab Emirates.....	800-4774 (Toll Free)
Denmark.....	+45 (0) 35 25 65 04	Mexico.....	01 800 714 65 35	United Kingdom.....	+44 (0) 2079490192
Djibouti.....	+49 69 66404364	Moldova.....	+373-22-403901	United States.....	888-553-1118
Dominican Republic.....	1-888-760-0095	Monaco.....	+33 (0) 157324060	Uruguay.....	000 405 296 651
Ecuador.....	1800 000 119	Morocco.....	+49 69 66404364	U.S. Virgin Islands.....	1888 877 8324
Egypt.....	+49 69 66404364	Mozambique.....	+49 69 66404364	Uzbekistan.....	+998 (71) 1203838
El Salvador.....	800 6191	Netherlands.....	+31 (0) 20 50 40 602	Venezuela.....	0800 100 5772
Estonia.....	372 666 47 00	New Zealand.....	0800 443 785	Wales.....	+44 (0) 2079490192
Ethiopia.....	+49 69 66404364	Nicaragua.....	001800 226 0452	Zambia.....	+49 69 66404364
Finland.....	+358 (0) 923 11 34 07	Nigeria.....	+49 69 66404364	Zimbabwe.....	+49 69 66404364
France.....	+33 (0) 157324060	Northern Ireland.....	+44 (0) 2079490192		
		Norway.....	+47 (0) 22 5777 34		

# Dangerous Goods shipments



## About Dangerous Goods

**Dangerous Goods is a contract service. After upgrading, on the Tools tab, select System Preferences and then Dangerous Goods. You should configure the default settings for the Chemical Record data source and the printing of Dangerous Goods documentation. WorldShip will import Chemical Records from an existing external data source or a WorldShip data source.**

## Editing a Dangerous Goods Chemical Record

The Dangerous Goods Chemical Record Editor allows the shipper to view, delete or modify an existing Dangerous Goods record which can then be stored in the Personal Chemical Table.

### To edit a Dangerous Goods (DG) record:

1. To enter a new chemical record, select **New Record** from the **DG Reference** box on the **Options** tab in the Shipping window (the New Record option only appears if you selected WorldShip as a database resource).
2. The Dangerous Goods Chemical Goods Record Editor window appears. **Regulation Set** is selected and disabled. The information for **Quantity**, **Unit of Measure** and **Packaging Type** is required, and the **Transportation Mode** is obtained from the **Regulation Set**.
3. When you click **Save**, WorldShip prompts you for any missing information and informs you that the chemical record is saved to the Chemical Table.
4. When you click **Delete**, WorldShip prompts you to confirm the deletion of the current record from the Chemical Table.
5. When you click **Clear**, WorldShip alerts you with a warning message if the chemical record was modified and prompts you to clear or preserve the editor.

The screenshot shows the 'System Preferences Editor' window with the 'Dangerous Goods' tab selected. The 'Chemical Record Data Source' section has 'External Source' selected. The 'Print Dangerous Goods documentation using WorldShip' checkbox is checked, and 'Export Dangerous Goods after processing a shipment' is unchecked. There is a 'Browse...' button for specifying the export location. Below, there are three text boxes for 'Record Identifier 1', 'Record Identifier 2', and 'Record Identifier 3'. On the right side, there are buttons for 'OK', 'Apply', 'Cancel', and 'Help'.

The screenshot shows the 'Dangerous Goods Chemical Record Editor' window. It contains several fields and dropdown menus: 'Reference Number' (2728), 'Regulation Set' (IATA), 'Reportable Quantity', 'Proper Shipping Name' (Dry Ice), 'Technical Name', 'Class Division Number' (1.4S), 'Subrisk Class' (1.4S), 'Identification Number', 'Packing Group' (II), 'Additional Description', 'Quantity' (116), 'Unit Of Measure' (kg), 'Number of Packages' (50), 'Packaging Type' (Fiberboard Box), 'Record Identifier 1', 'Record Identifier 2', 'Record Identifier 3', 'Packing Instructions' (1128), 'Transportation Mode' (Passenger Aircraft), 'Label Required', 'Emergency Phone', and 'ER Registrant'. At the bottom, there are buttons for 'Save', 'Delete', 'Clear', 'Close', and 'Help'. A 'View Chemical Records...' button is also present.

# Dangerous Goods shipments



## Viewing a Dangerous Goods Chemical Record

You can view chemical records from the **Personal Chemical Table** or the **UPS Chemical Table** by selecting the **Dangerous Goods Chemical Record Viewer** on the **My Services** tab in the **Shipping** window or by clicking **View Chemical Records** in the **Dangerous Goods Chemical Record Editor**.

### To view a record from the **Personal Chemical Table**:

1. In the **Dangerous Goods Chemical Record Viewer** window, the **Chemical Table** defaults to **Personal**, the **Regulation Set** defaults to **All** and **Search Results** displays all records for all regulation sets that currently exist in the **Personal Chemical Table**. You can enter specific search criteria and filter search results.
2. Select a record and look under **Record Details** for the record's fields and values.
3. To delete the selected record, click **Delete** and then confirm the deletion.

### To view a record from the **UPS Chemical Table**:

1. In the **Dangerous Goods Chemical Record Viewer** window, select **UPS** under **Chemical Table**. **Regulation Set** defaults to the first regulation set in the table. The search criteria include the **Regulation Set**, **Identification Number** and **Proper Shipping Name**. **Search Results** displays all records with the same regulation set determined by the value set in the **Regulation Set**.
2. **Record Details** displays the value or content of the currently selected record. You cannot delete the selected record.
3. You can add UPS Chemical data to your **Personal Chemical Table** for use on **Dangerous Goods** shipments.

Dangerous Goods Chemical Record Viewer

Search Criteria

Chemical Table:  Personal  UPS

Regulation Set: 49CFR

Identification Number:

Record Identifier:

Proper Shipping Name:

Search

Search Results

Total Records Displayed: 0

Referenc...	Proper S...	Technica...	Class Div...	Subrisk C...	Identifica...	Packing ...	Packing I...
-------------	-------------	-------------	--------------	--------------	---------------	-------------	--------------

Delete

Select Clear All Close Help

# Dangerous Goods shipments



## Processing a Dangerous Goods shipment

1. Specify the Ship To address.
2. Specify the Ship From address.
3. Specify the shipment-level and option details, such as UPS service and bill-to information, commodity information, shipping options, shipment dimensions, shipment description, shipment reference numbers and a packing list.
4. On the **Options** tab, select **Dangerous Goods**.
5. Click the down arrow in the **Current Regulation Set** box and select the appropriate regulation set.
6. Click the down arrow in the **DG Reference 1** box and select a DG reference or click **Details** to search for the DG reference.
7. Repeat steps 5 and 6 if you have additional Dangerous Goods in your shipment. If not, click **Process Shipment**.

To process a Dangerous Goods shipment as part of a freight shipment:

1. Follows steps 1 and 2 above.
2. On the **Service** tab select the **Freight** check box, a Ground Freight UPS service, supply the commodity information and the **HM/DG** check box.
3. On the **Options** tab, the **HAZMAT/Dangerous Goods** check box will already be selected. Continue by supplying the **Emergency Contact Name** and **Emergency Telephone**.
4. Click **Process Shipment**.

UPS WorldShip

Home My Services Tools Printing Activities Import-Export UPS.com Support

Ship To | Ship From | Distribution | Service | Options | Detail | Reference

Customer ID: [ ] Update Address Book  
 Residential

Company or Name:  
UPS Customer 1

Address 1:  
123 Main St.

Address 2: Address 3:

Country/Territory: [United States] Postal Code: [21093]  
City or Town: [LUTHERVILLE TIMONIL] State/Province/Country: [MD]

Telephone: [ (410) 555-5555 ] E-mail Address: [ ]

UPS Account Number: [ ] Tag ID Number: [ ]

Shipment Options:  
 Handling Charge  
 Import Control  
 Quantum View Notify  
 Return Services  
 UPS carbon neutral

Package Options:  
 Additional Handling  
 COD  
 Dangerous Goods  
 Declared Value  
 Delivery Confirmation  
 Quantum View Notify  
 Shipper Release

Package Dangerous Goods  
Current Regulation Set: [49CFR]  
WorldShip Table's Data  
DG Reference  
1. [ ]  
2. [ ]  
3. [ ]

Shipment Signatory Information  
Name: [ ]  
Date: [06-Aug-2013]

Option Cost: 0.00 USD  
Total Cost: 0.00 USD  
Detail Cost

Shpper: [XXXXXX] Profile: [PROFILE1]

Pkg: [ ] [ ] [ ] [ ] [ ] is NEW  
Add 1 Pkgs Delete Pkg

Process Shipment F10

Ver: XOFY Pending: 1 Shpmt(s), 1 Pkg(s)

UPS WorldShip

Home My Services Tools Printing Activities Import-Export UPS.com Support

Ship To | Ship From | Distribution | Service | Options | Detail | Reference | Documents

Customer ID: [ ] Update Address Book  
 Residential

Company or Name:  
UPS Customer 1

Address 1:  
123 Main St.

Address 2: Address 3/Store#: [ ]

Country/Territory: [United States] Postal Code: [21093]  
City or Town: [LUTHERVILLE TIMONIL] State/Province/Country: [MD]

Telephone: [ (410) 555-5555 ] E-mail Address: [ ]

UPS Account Number: [ ] Tag ID Number: [ ]

Shpper: [XXXXXX] Profile: [PROFILE1]

Service:  
 Freight

Options:  
 HAZMAT/Dangerous Goods

Shipment Options:  
 Call Before Delivery  
 COD  
 Dangerous Goods  
 Email BOL and Labels  
 Email Notify  
 Excess Declared Value  
 Extreme Length  
 Freezable Protection  
 Holiday Delivery  
 Holiday Pickup  
 Inside Delivery  
 Inside Pickup  
 LR Gate Service for De  
 LR Gate Service for Pk  
 Limited Access Delive  
 Limited Access Pickup  
 Residential Delivery  
 Residential Pickup  
 Sort and Seg at Dest  
 Weekend Delivery  
 Weekend Pickup

Dangerous Goods  
Emergency Contact Name: [ ]  
Emergency Telephone: [ ( ) - ( ) ]

Detail Cost

Save Labels  
Process F10

Ver: PRO Number:None