



*Selection, speed
and simplicity for
a better shipping
experience*

UPS® Internet Shipping



UPS Internet Shipping

Online processing of all your shipping needs from small package to freight.

Creating small package or UPS Freight® shipments online is now easier than ever with step-by-step UPS Internet Shipping. The streamlined screen layout eliminates multiple pages and forms, allowing you to manage all transaction details on a single page. And innovative options, from e-mail notification to delivery confirmation, provide you with the tools necessary to keep you informed once your shipment is out the door. You get selection, speed and simplicity in one seamless shipping experience.

To learn more or create a shipment, visit **[ups.com/internetshipping](https://www.ups.com/internetshipping)**.

Features that deliver real benefits

- **Online shipping** — With no software to install, quickly process your small package, Less-Than-Truckload (LTL) and Air Freight shipments in one convenient location on **ups.com**[®]. Ship up to 20 packages at one time to a single receiver or create batch shipments through Distribution List processing or Import Batch Shipping. Minimal navigation between entry screens saves you valuable time so you can focus on other critical business tasks.
- **Address Book convenience** — Speed shipment processing by selecting from the built-in Address Book each time you ship a package. Store up to 2,000 addresses, individually or batch imported in CSV format, and add residential or commercial classifications. Eliminating repeated key entry will reduce the chance for errors resulting in potential delivery problems or costly delays.
- **Flexible shipping options** — Take advantage of a variety of day- and time-definite UPS package and freight services and value-added solutions such as UPS Returns[®], Declared Value and Quantum View Notify[®] e-mail notifications for up to five people. Visit **ups.com** to learn more about our domestic and international service portfolio serving over 220 countries and territories and tailor shipments to your specific business and customer needs.
- **Freight shipping** — Only UPS offers you more options for processing LTL heavy shipments (>150 lb./70 kg.) and Air Freight shipments all within the same automated shipping and tracking systems you use for small packages. Relying on only one shipping system enhances your shipping room efficiency and reduces personnel training.
- **Full visibility** — Keep you and your customers informed of package progress by tracking a shipment from pickup to delivery on **ups.com**. With UPS Tracking, you can get instant status on up to 25 package or freight shipments at once, free of charge. Use your UPS tracking number or a reference number of your choice to determine the status of your shipments in the UPS system.

Get started

Get started

- Go to **ups.com** and select your country.
- Select the New User link at the top of the **ups.com**[®] home page or visit **ups.com/gettingstarted**. Once on the Getting Started page, click Register for My UPS and follow the steps to receive your MY UPS ID and password.

You're ready to ship

- Log in to **ups.com** with your My UPS ID and password and select the **Create a Shipment** link under the **Shipping** tab.
- Follow the steps to provide the address, service and payment information for your package or freight shipment.
- Review your shipment details, then select **Ship Now**.
- Print the address label(s) and apply to each package in your shipment. For UPS Freight shipments, print the Air Waybill or Bill of Lading and hand it to your UPS driver.

Getting your shipment to UPS

When processing your shipment, select **Schedule an On-Call Pickup** as an additional service option or drop your package off at the nearest UPS shipping location. To find a location near you, go to **ups.com** and select the **Locations** tab.

*Improved
productivity*

After you've shipped

- Track the progress of your shipment by entering your UPS tracking number, PRO number or Air Waybill number on the **ups.com** home page.
- To review or void shipments, you can **View History** in the **Shipping** tab. History is saved up to 90 days.
- Receive proactive e-mail notifications on shipment progress if you selected the Quantum View Notify option when processing your shipment.

Complementary solutions

Bundling UPS Internet Shipping with Quantum View Manage® and UPS Billing Center provides you with a comprehensive expense management solution at no additional cost.

- **Quantum View Manage** provides you with proactive and customizable visibility into shipping activities. Get regular status updates, both outbound and inbound.
- **UPS Billing Center** allows you to view, manage and pay your UPS invoices online while providing administration controls and customized reporting capabilities. For additional information or to enroll, visit **ups.com/billing**.

For more information on product and service availability, visit **ups.com**.

Time-saving options

Package **Freight**

Begin Your Shipment [Help](#)

Please enter your shipping information below. Required fields are indicated with *.

1 Where is this shipment going?

Address Book:
Select One --- or enter a new address below
[External Address Book](#)
Enter a New Address

Company or Name: _____ **City:** _____

Contact: _____ **State:** Select One

Country: United States **ZIP Code:** _____

Address Line 1: _____ **Telephone:** _____ **Ext.:** _____

Address Line 2: _____ **E-mail:** _____

Apartment, suite, unit, building, floor, etc.
Address Line 3: _____

Department, c/o, etc. **Validate this street address**
 Residential address

Save Options for Address: Select One **Save this to my Address Book as:** _____

UPS Access Point™ [What's This?](#)
 Hold for Customer Pickup at UPS Access Point™

Fast online shipping at **ups.com**. Log in and take advantage of all of the shipping options UPS has to offer in a few easy steps.

1 Where is this shipment going?

Address Book:
Select One --- or enter a new address below
Select One
My Profile Address
1022 Champlain Ave
1304 AT
1304 CO
1304 CO
1304 CZ
1304 DK
1304 EC
1304 FI
1304 HU
1304 IN
1304 MY
1304 NO
1304 SE
1304 SG
1304 Ship to FR
1304 TW
1304 US Ship From
20 Lambourne
20 Lambourne
Bayern Munich
CA4
Canada
China Test
France Test
FT Lauderdale
Germany - MB
Germany New Test
Germany WS CIM

_____ **City:** _____

_____ **State:** Select One

_____ **ZIP Code:** _____

_____ **Telephone:** _____ **Ext.:** _____

_____ **E-mail:** _____

floor, etc. **Validate this street address**
 Residential address

Save this to my Address Book as: _____

[What's This?](#)
 UPS Access Point™

_____ **coming from?**

The Address Book allows you to store up to 2,000 addresses so you will never need to re-key.

Need help?

- For support, please click on the **Support** tab located at **ups.com** for a list of frequently asked questions, or browse by topic.
- For all other inquiries, select **Contact UPS** on the **ups.com** home page to call or send an e-mail.
- Visit **ups.com** for UPS service availability and delivery times.

To learn more, visit
[ups.com/internetshipping](https://www.ups.com/internetshipping).

For more information on product
and service availability, visit
[ups.com/internetshipping](https://www.ups.com/internetshipping).
