Table of Contents

Login and Initial Steps ........................................3
My Settings .....................................................5
Shipping .........................................................7
Shipping Ticket ...............................................11
Review Shipment Details .....................................12
Shipment Confirmation .......................................13
Shipping History .............................................14
Resources ......................................................15
UPS CampusShip is a web-based, UPS-hosted shipping solution that helps you increase efficiency and reduce costs. UPS CampusShip’s powerful, full-featured functionality is designed to provide faster and more accurate shipping.

This Shipping Quick Start Guide to UPS CampusShip is a convenient, step-by-step reference that will help you manage all of your shipping needs.

If you have any questions or require additional information, please use the Help link on UPS CampusShip or contact your company’s UPS CampusShip Administrator by selecting Administrator Lookup.
Login and Initial Steps

To log in, click on the link for your company’s unique UPS CampusShip Internet address, which you received via e-mail or log in to www.campusship.ups.com.

You will be asked to log in to your company’s UPS CampusShip system with the User ID and password provided in the e-mails from UPS CampusShip. User IDs and passwords are case sensitive.

As a new user, please read the UPS Technology Agreement (which contains Terms and Conditions) and click the Accept button to continue.

Upon initial login, you will be prompted to change your temporary password. After changing, select the Update button.

If you forgot your User ID or password, use theForgot User ID or Password? link and UPS CampusShip will send your User ID and a temporary password via e-mail.
Login and Initial Steps (continued)

Note: Your shipping services and options may be limited by your Administrator. Contacting your Administrator first is the best way to get an apparent issue resolved. Use the Administrator Lookup tool to find your Administrator contact information or use the Company Support phone number and e-mail link on the bottom of each page.

From Resources, select UPS CampusShip Support for the help desk phone number in your region.
My Settings

Begin by setting your Shipping Preferences which saves time and ensures a tailored shipping experience. Select My Settings, then Edit Shipping Preferences to set default shipping options, reference values, payment method, e-mail notifications, pickup information, printing preferences and more.
My Settings (continued)

My Settings is where your personal and corporate address books are found. Selecting recipients from an address book saves time and reduces errors. Here, you can also enter a new address, import addresses or create a distribution list of up to 100 recipients, helpful when you are sending the same type of shipment to everyone on your list.
Shipping

When you are ready to begin shipping, log in to access the Shipping page. From here, you can Create a Shipment, Create a Return, Create an Import or Ship Using a Batch File. Select the desired option to begin your shipment.

Where is this shipment going? First, enter or select a contact or a distribution list by typing into the field provided. You can also access the Corporate Address Book, or select External Address Book to select a contact from your Microsoft Outlook® address book.
Shipping (continued)

Where is this shipment coming from? Verify your Ship From address and select Edit to modify. The Ship From address is used for determining rates and available services, so it should reflect the actual address from which a shipment will originate. If needed, you can specify a different return to address in case the shipment is undeliverable.

Note: You will only be able to modify these addresses if your Company Administrator has set you up as a traveling user.

What are you shipping? Specify the number of packages in the shipment (up to 20), and whether the packages are the same. Provide a weight. Specify dimensions for a more accurate rate.

Visit the Help link for further detail.
Shipping (continued)

How would you like to ship? Select the UPS service you would like to use from the drop-down menu. Select the Compare Service Options link for estimated transit times and rates. You can also select additional services from this page. Additional information will be requested on a subsequent page for some options.

Note: If enabled, your account specific negotiated rates will display.

Would you like to add reference numbers? Your Administrator may require references for your shipment. You can search for or enter references in the fields provided.
Shipping (continued)

How would you like to pay? Specify a payment method using the drop-down menu. You may select Shipper’s UPS Account, Bill Receiver, Bill Third Party or Payment Card.

Note: Enter new payment cards in your Shipping Preferences.

Would you like to Schedule a Pickup? After selecting a payment method, your default pickup options will be displayed, including previously scheduled pickups and the option to Schedule an On-Call Pickup. Select the checkbox to schedule a pickup.
Shipping Ticket

Administrators may give users the ability to partially process shipments. This feature is useful for users who want to process a package with UPS CampusShip before they know the actual weight or when the shipment will be complete for processing.

At the time of shipment processing, the user who created the Shipping Ticket or another designated Shipping Ticket processor can access the shipment, enter or modify shipment data, complete the shipment, and print the label when the Ship Now button is selectable.

If you are creating a shipping ticket, in order for someone else to process the ticket and finalize your shipment, select the checkbox to Save as Shipping Ticket.

To review your details, including price before completing your shipment, keep the checkbox selected before completing your shipping ticket or shipment. When complete, select Next.

Note: These UPS CampusShip features are only available if assigned by your Administrator.
Review Shipment Details

Verify that all shipment details are correct. To make changes, select the Edit link. When you are satisfied with all shipment details, select the Ship Now button and your shipment data will be sent to UPS. For additional support, please refer to the Help link or contact your UPS CampusShip Administrator.
Shipment Confirmation

Complete Shipment

At this point, UPS has received your shipment data. Now print the labels, affix them to the packages and give the packages to UPS.

Check the Label and/or Receipt boxes to print your label and/or receipt. You may change your printing preferences (laser printer or thermal printer) for this shipment only, in the Printing Preferences section at the bottom of the screen. Then, select the Print button. You can also specify if you want instructions printed.

The Complete Shipment screen contains tips on suggested Next Steps for getting your shipments to UPS, obtaining shipping history and instructions for shipping again.
Shipping History

Select **View History** on the menu bar. To schedule a pickup, show detail or print receipt, track, ship again, request intercept or void, select the checkbox for the shipment, then select the appropriate button.
Resources

Your UPS CampusShip Administrator is the best contact to understand which services you can access. To contact your company’s UPS CampusShip Administrator select Administrator Lookup.

Resources has helpful links to find locations, order supplies, schedule pickups and more. If you have any questions, or need further explanation of UPS CampusShip’s features or functions, click on the UPS CampusShip Support link on the Resources tab, or select UPS CampusShip Help. You can also contact your UPS Account Representative.