



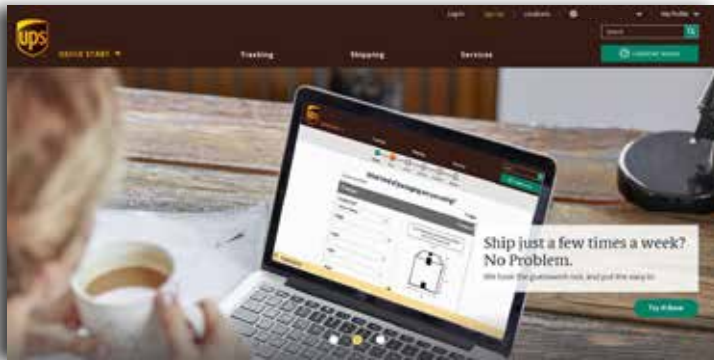
UPS Internet Shipping

Quick Reference Guide

The faster, easier way to manage all your shipping needs

This Service Lets You:

- **Process**
shipments conveniently online via your computer
- **Print**
shipping labels, invoices and receipts
- **Trigger**
an automatic email to your customer or other relevant parties with the tracking number included
- **Track**
your shipments and view shipping history



Ship Online Now with These Easy Steps:

1. Registration

You only need to register once as a **My UPS** user.

How do you register?

- Go to **ups.com** and select your Country/Territory page and language from the drop-down menu.
- Click '**Sign Up**' from the top of the window.
- You may use either one of the third party sites listed to sign up or you may choose to enter your own information in the web form to proceed.
- Please review and agree to the UPS Technology Agreement by checking the box, followed by clicking '**Next**'.
- You are now logged-in and ready to use UPS Internet Shipping.
- To complete the confirmation process, you will need to verify your email address.

2. Set preferences

Before you start shipment, we recommend that you set your preferences. This saves you time by automatically populating your most frequently-used options.

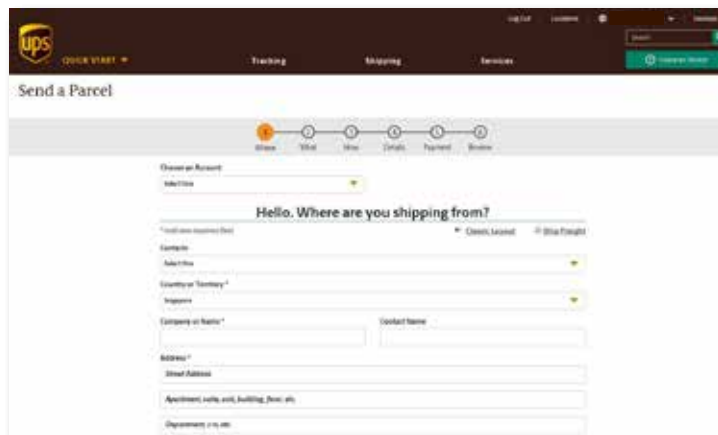
- Select '**Preferences**' from the drop down menu at your User ID
- View/edit your shipping and rating preferences
- Click the '**Save**' button

3. Log-in

If you are a returning visitor to **ups.com**, click '**Log-In**' from the top of the window. Enter your **Email or User ID** and **Password** in the correct fields and click '**Log-in**'.

4. Shipping

- Select **'Create a Shipment: Package/Freight'** under the **'Shipping'** tab.
- Process your shipment simply by entering the required information in each of the guided steps below.
 - Step 1: Enter the recipient details and destination address of where your shipment is going. *Note: Enter your recipient email address to allow UPS to update your recipient on the status of the package.*
 - Step 2: Indicate the type of packaging you are using for your shipment and select any additional options, if required.
 - Step 3: Select when you would like the package to be collected and delivered.
 - Step 4: Provide more details about your shipment and upload your Commercial Invoice, or use the International Forms Wizard to generate a Commercial Invoice. Select any additional options, if required.
 - Step 5: Choose your payment option and click **'Review'**.



The screenshot shows the 'Send a Parcel' form on the UPS website. It features a progress bar at the top with steps: Create, Add, Ship, Details, Payment, Review. The form includes fields for 'Origin or Return' (Address), 'Destination (Country)', 'Company or Name', 'Address' (Street, Apartment, etc.), and 'Apartment, suite, and building'.

5. Review shipment

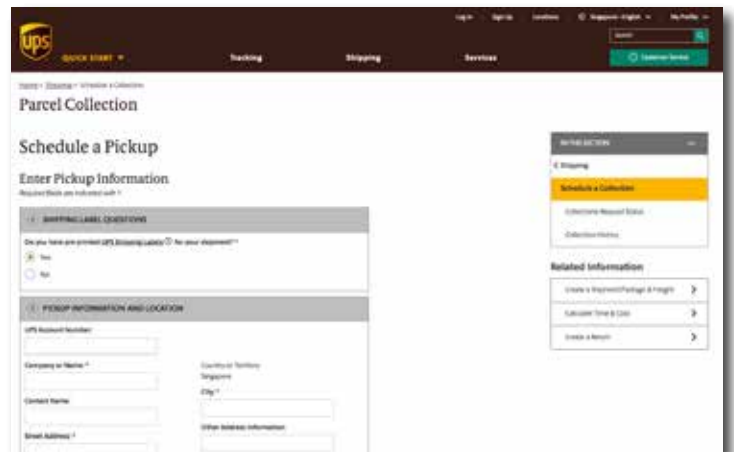
- Review your shipment information and make changes if necessary by clicking on **'Edit'** in the respective sections.
- When you are ready to ship, click **'Pay & Get Labels'** to complete the shipping process.
- After you click **'Pay & Get Labels'**, a new window will open for you to print the shipping label. *Note: Please enable pop-up window for UPS site.*
- On the confirmation page of your processed shipment, you may also go to the **'Manage Shipments'** section to print International Documents and Receipt to place them in a UPS document pouch. You may also reprint the shipping label.
- Your shipment is now ready for collection.



6. Schedule a collection

UPS offers you various collection options:

- Schedule a collection online.
- Call UPS at 62-0807-1-877-877.
- Give it to your UPS driver if you have a daily UPS collection.



The screenshot shows the 'Schedule a Pickup' form on the UPS website. It includes a 'Shipping Labels Questions' section with a 'Yes' button. Below that is the 'PERSON INFORMATION AND LOCATION' section with fields for 'UPS Account Number', 'Company or Name', 'Country or Territory', 'City', 'Contact Name', and 'Street Address'. A 'Schedule a Collection' button is visible on the right side.