

## To process a single-piece shipment:

Step	Window (if available)
<ol> <li>On the Ship To tab in the Shipping window, type the address of the person or company where the shipment is to be delivered.</li> <li>Note: Package Entry processing mode was used in all screen samples. The Service and Options tabs will appear differently using Shipment Entry processing mode.</li> </ol>	Image: State Provide State       UPS WorldShip         Hone: My Service: Tools: Printing Activities: Import-Saport: UPS.com       Support         Ship To: Ship From Dutbution:       Service: UpS state         Customer ID:       Update Address Book         Wird States:       Package I:         Address 2:       Package I:         Address 2:       Package I:         Countomer: Devise:       Package I:         Address 2:       Package I:         Countomer: Devise:       Package I:         Address 2:       Package I:         Countom:       State Province:         Package:       Package I:         Address 2:       Package I:         Countory:       Package I:         State Province:       Package I:         State Province:       Package I:         State Province:       Package I:         State Province:       Package I:         With Return Service:       Stipper's Cost (USD)         Package:       Package:         Vor Town:       State Province:         Vith Return Service:       Stipper's Cost (USD)         Package:       Package:         Vor Town:       State Province:         Vor Town:       Stipper:
<ol> <li>On the Service tab:         <ul> <li>Click the down arrow in the UPS Service box and select a service.</li> <li>Click the down arrow in the Package Type box and select a type.</li> <li>Click the down arrow in the Bill Transportation To box and select who pays the transportation cost to ship the package, shipment, or movement.</li> <li>Type the weight of your package in the Package Weight box.</li> </ul> </li> </ol>	Image: State in the state sta



<ul><li>3. The Shipper's Cost appears in the lower right.</li><li>Click the Options tab.</li></ul>	Hone       My Services       Tools       Printing Activities       Import-Export       UPS.com       Support         Ship To       Ship From       Databution         Customer ()       I/ Update Address goot         Actiges 1:       Readegial         Address 2:       Address 3:         Contray/Temory:       Poetal Code:         Unded States       21053-         Contry/Temory:       Poetal Code:         UPS Scourt Number:       English Address         Verifie       Signers:         UPS Address       Signers:         Package       Signers:         Poetal Code:       Bit Transportation To:         Signers:       English Address:         Verifie       Signers:         Verifie       Signers:         UPS Account Number:       Tog ID Number:         Signer:       Signers:         Bit Transportation To:       Signers:         Weight Rejore:       Signers:         Bit Transportation To:       Signers:         Weight Rejore:       Signers:         Bit Transportation To:       Signers:         Signer:       Bit Signers:         Bit Signer:       Bit Signers:         Bit Signer:
	Add     1     Pkgs     Delate     Pkg       Your invoice may vary from the displayed rates.       Transit times shown are estimated based on UPS business days for packages tendered and picked up today.       Ver:     XOFY Pending: 1 Shpmt(s), 1 Pkg(s)
<ul> <li>4. The Options tab appears and shows the available shipment and package options.</li> <li>Select the check boxes for the desired options. The Option Cost and Total Cost change as you select options.</li> <li>Click the Process Shipment F10 button.</li> </ul>	Image: State of the state
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## Process a Single-Piece Shipment



5.	If this is the first shipment that you have processed, the Congratulations! window appears. Click the OK button.	UPS WorldShip Congratulations! You have processed a shipment with UPS WorldShip. Ensure that the printed label(s) are placed on the package(s). You must click the End of Day button on the toolbar after you have processed all of your shipments for the day. Running End of Day will: Send data to UPS that is needed to provide the services that you want. Print a Summary Report for your driver to scan. Print a Daily Shipment Detail Report for your shipments.
6.	A blank Shipping window appears. On the Home tab, select History or press the F3 key on the keyboard.	Image: Create a Return       Import-Export       UPS worldShip         Image: Create a Return       Import-Export       UPS com       Support         Image: Create a Return       Import-Export       UPS com       End       Provide         Image: Create a Return       Import-Export       UPS com       Support       Mercaping         Image: Create a Return       Import-Export       UPS com       End       Provide       Mercaping         Image: Create a Return       Import-Export       UPS com       End       Provide       Mercaping         Image: Create a Return       Import-Export       UPS com       Mercaping       Mercaping         Image: Create a Return       Import-Export       UPS com       Mercaping       Mercaping         Image: Create a Return       Import-Export       Import-Export       Mercaping       Mercaping         Image: Create a Return       Import-Export       Import-Export       Mercaping       Mercaping         Image: Create a Return       Import-Export       Import-Export       Provide       Provide       Mercaping         Address 2       Address 3       Import-Export       Import-Export       Provide       Provide       Network       Network         Quord Torm:       State/Province/Courty



