



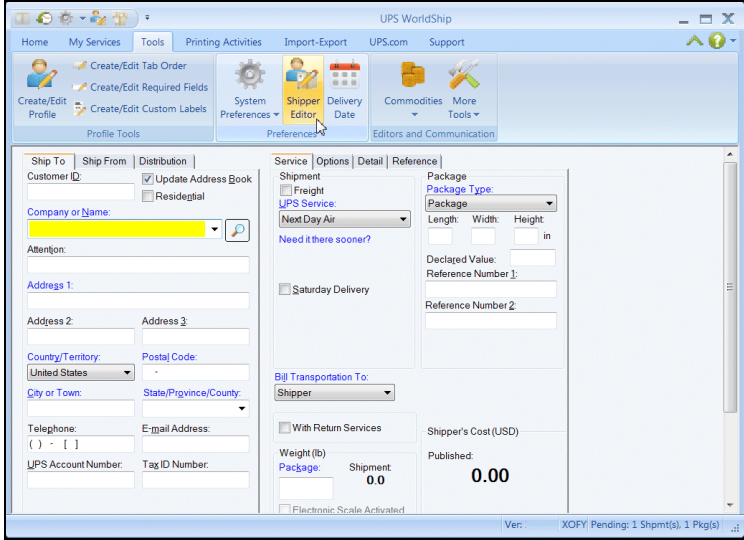
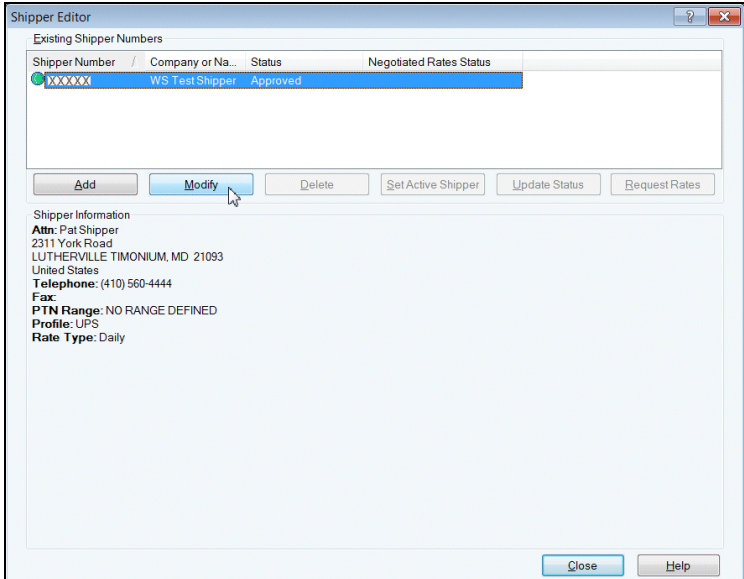
Go to the appropriate page for a discussion on the following Ground Freight features:

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Set Ground Freight Shipper Preferences

To set Ground Freight shipper preferences:

Step	Window (if available)
<p>1. On the Tools tab in the Shipping or Shipment History window, select Shipper Editor.</p>	
<p>2. The Shipper Editor window appears.</p> <ul style="list-style-type: none"> • Select the shipper that you want to modify under Existing Shipper Numbers. • Click the Modify button. 	



3. The Modify Shipper window appears.

Click the Freight tab.

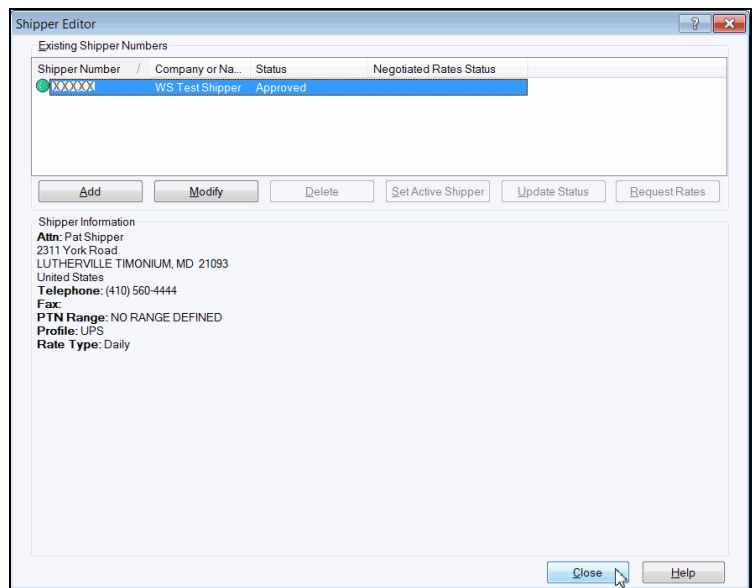
4. The Freight tab appears.

- Under Number of Labels to Print, type the number of labels to print (from 1 to 99) in the Per Handling Unit box.
- Under Number of Labels to Print (Worldwide Express Freight), type the number of labels to print in the Per Pallet box.
- Click the OK button.

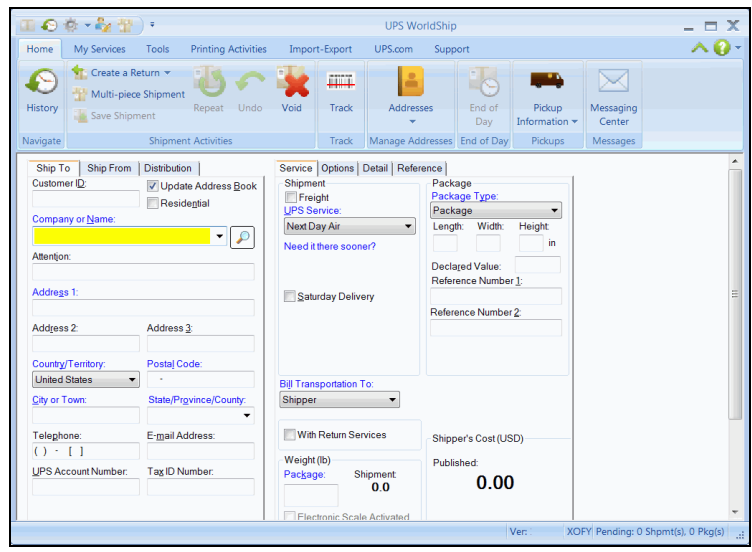


5. The Shipper Editor window appears.

Click the Close button.



6. The Shipping window appears.





Process a Ground Freight Shipment

To process a Ground Freight shipment:



Step	Window (if available)
<p>1. On the Ship To tab in the Shipping window:</p> <ul style="list-style-type: none"> Type the address of the person or company where the shipment is to be delivered. Click the Service tab. 	
<p>2. The Service tab appears.</p> <p>Select the Freight check box.</p>	



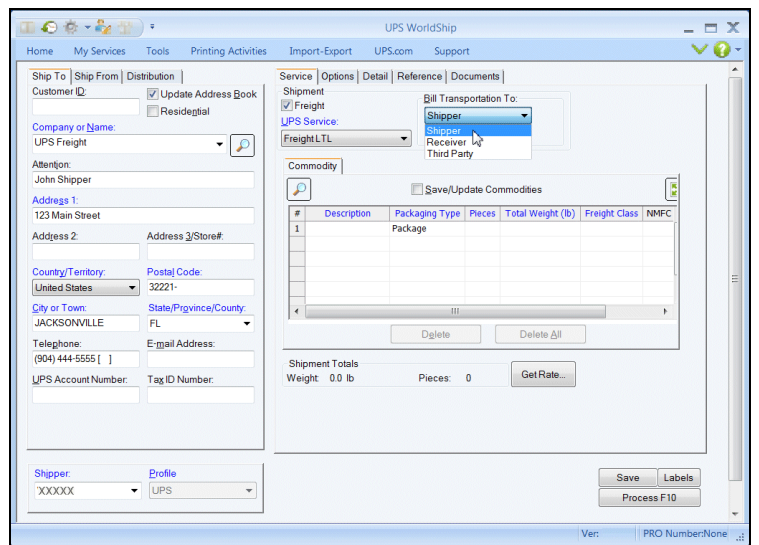
3. On the Service tab:

- Click the down arrow in the UPS Service box and select a Ground Freight service type.
- Click the down arrow in the Bill Transportation To box and select who will pay for the transportation, duty, and taxes.

Note: If you select Third Party, the Third Party Address window appears. In this window, type information about the third party and click the OK button.

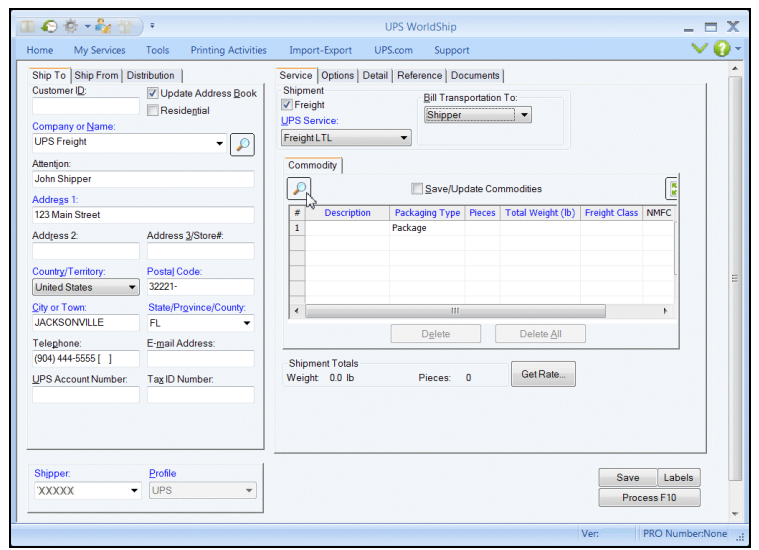
The  button appears on the Service tab to indicate you have selected a third party. Click the  button to view or change the third-party information.

- Continue with step 5.



4. On the Service tab, specify the commodity information using either or a combination of the following methods:

- Search commodities that you entered in the Commodity Editor and select those commodities that apply to the shipment that you are processing. To use this method, click the Commodity Search button and continue with step 5.
- Enter each commodity separately. To use this method, skip to step 8.





5. The Commodity Search window appears and shows all the commodities that you entered through the Commodity Editor.

Use the following methods to search for commodities:

- Use the side scroll bar to scroll through the Search Results list.
- Click a column heading to sort the list in ascending or descending order by that column.
- Narrow your Search Results list by completing optional criteria under Search on which to base a search and clicking the Search button.

The screenshot shows the 'Commodity Search' window. The search criteria are: Description: Tape, Packaging Type: All, HM/DG: All. The search results table is as follows:

Select C...	Description	Type	Pieces	Total Weight (lb)	Class	NMFC
<input type="checkbox"/>	10-Penny Nails	Box	0	100		
<input type="checkbox"/>	1-in Paper Tape	Reel	0	55		
<input type="checkbox"/>	1-inch Masking kTape	Roll	0	50		
<input type="checkbox"/>	1-inch Screws	Pail	0	100		
<input type="checkbox"/>	2-foot Planner	Unit	0	100		
<input type="checkbox"/>	2-inch Duct Tape	Reel	0	55		
<input type="checkbox"/>	2-inch Masking Tape	Roll	0	50		
<input type="checkbox"/>	2-inch Paper Tape	Reel	0	60		
<input type="checkbox"/>	2-inch Screws	Pail	0	200		
<input type="checkbox"/>	3-inch Drill Set	Contai...	0	25		
<input type="checkbox"/>	5-inch Drill Set	Contai...	0	200		

6. The Commodity Search window appears and shows all the commodities that match your search criteria.

- Select the check box in the Select Commodity column for each commodity that you want to add to the commodity list on the Service tab.
- To edit a number in the Pieces or Total Weight column for a particular commodity, double click the number and type the new number.
- Click the Add button.

The screenshot shows the 'Commodity Search' window with the search results table updated. The '2-inch Paper Tape' row is selected, and the 'Pieces' column value '0' is being edited to '5'. The 'Add' button is highlighted.

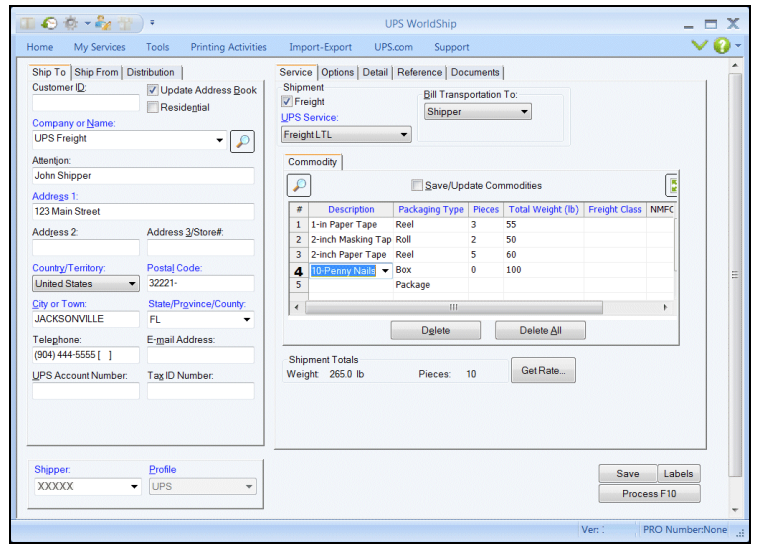
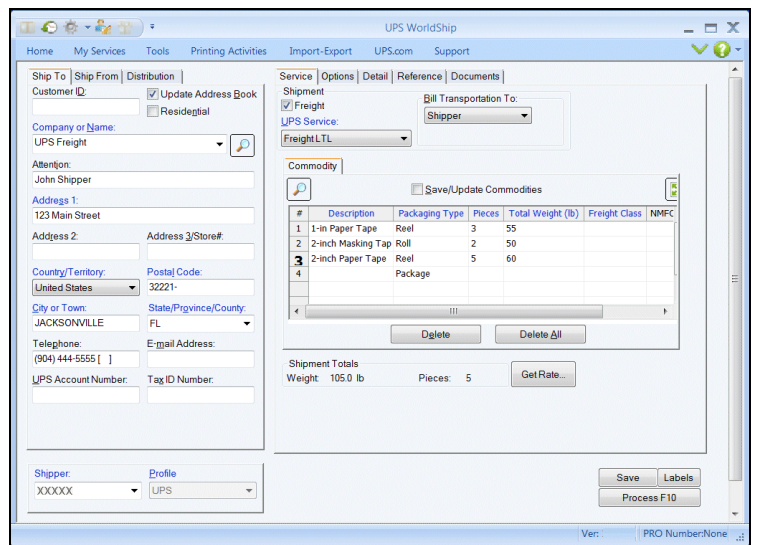
Select Commodity	Description	Type	Pieces	Total Weight (lb)	Class
<input type="checkbox"/>	1-in Paper Tape	Reel	3	55	
<input type="checkbox"/>	1-inch Masking kTape	Roll	0	50	
<input type="checkbox"/>	2-inch Duct Tape	Reel	0	55	
<input checked="" type="checkbox"/>	2-inch Masking Tape	Roll	2	50	
<input checked="" type="checkbox"/>	2-inch Paper Tape	Reel	5	60	



7. The Shipping window appears and the commodity (or commodities) that you selected in the Commodity Search window now appears in the commodity list on the Service tab.

For each commodity in the commodity list:

- Select the commodity.
- Review the attributes of the commodity.
- Update or delete the commodity as needed.





- To add a new commodity based on the selected commodity, select the Save/Update Commodities check box.

#	Description	Packaging Type	Pieces	Total Weight (lb)	Freight Class	NMFC
1	1-in Paper Tape	Reel	3	55		
2	2-inch Masking Tap	Roll	2	50		
3	2-inch Paper Tape	Reel	5	60		
4	10-Penny Nails	Box	0	100		
5		Package				

Shipment Totals
Weight: 265.0 lb Pieces: 10 Get Rate...

8. On the Service tab, specify the commodity information for a new commodity, as follows:

- Under Description, type the description.
- Under Packaging Type, click the down arrow and select a packaging type.
- Under Pieces, enter the number of pieces (up to and including 9,999).
- Under Total Weight, type the weight.
- Under Freight Class, click the down arrow and select a class.
- Under NMFC, enter the National Motor Freight Classification (NMFC) number.
- Under Sub, enter the NMFC sub number.
- Select the HM/DG (HAZMAT/Dangerous Goods) check box if required.
Note: If you select the HM/DG check box, WorldShip automatically selects the HAZMAT/Dangerous Goods check box on the Options tab.
- Select the Save/Update Commodities check box if your entries should be saved to the Commodity Editor.

#	Description	Packaging Type	Pieces	Total Weight (lb)	Freight Class	NMFC
1	1-in Paper Tape	Reel	3	55		
2	2-inch Masking Tap	Roll	2	50		
3	2-inch Paper Tape	Reel	5	60		
4	10-Penny Nails	Box	0	100	65	
5		Package				

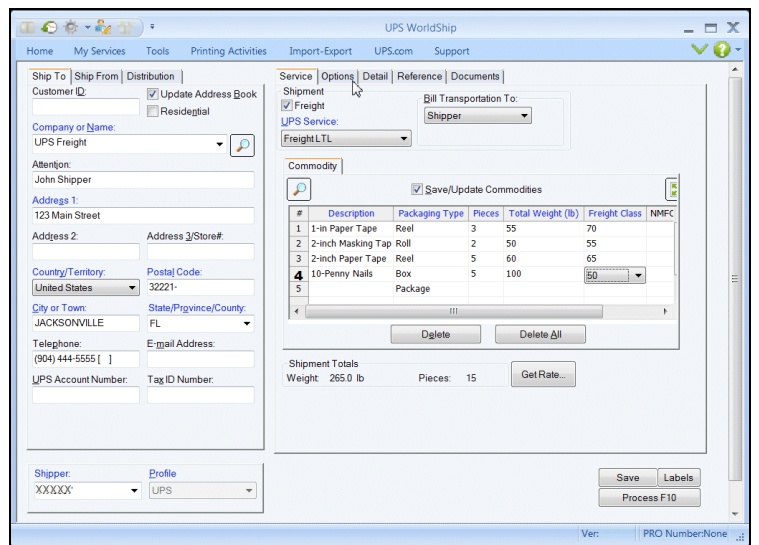
Shipment Totals
Weight: 265.0 lb Pieces: 10 Get Rate...



9. The commodity appears in the commodity list on the Service tab.

- Repeat step 9 to add more commodities as needed.
- Once you have added all the commodities for this shipment, click the Options tab.

Tip: To remove an item from the commodity list, select the item and click the Delete button.

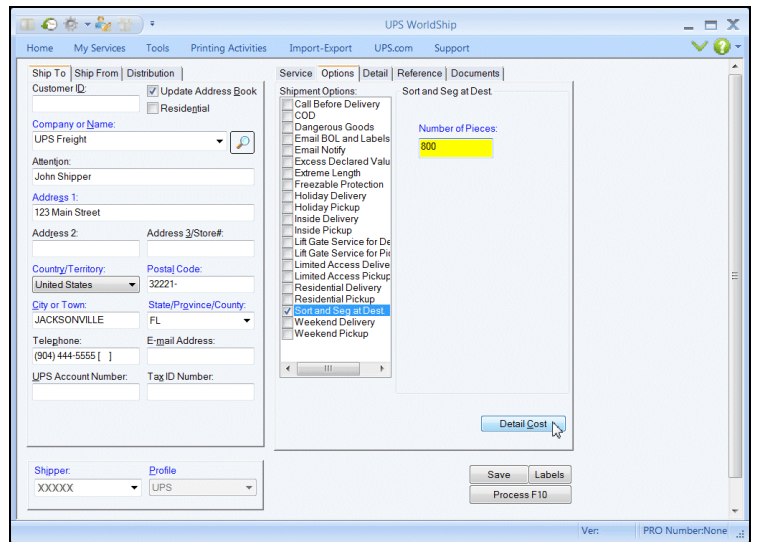


10. The Options tab appears.

- Select a Shipment Options check box. Entry fields appropriate to that option appear at the right.
- Type the needed information or select the needed options.

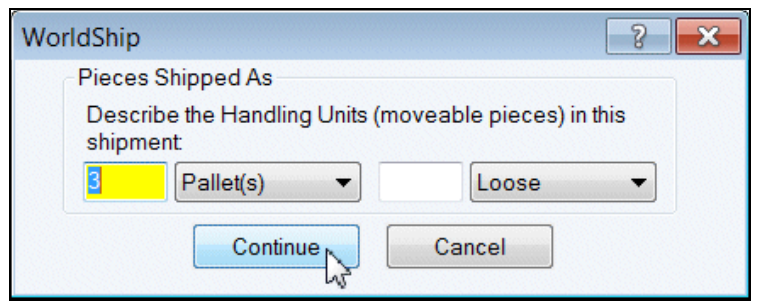
Tip: Information does not have to be typed immediately, but must be completed before you can process the shipment.

- Repeat this step for each additional option.
- Click the Detail Cost button.



11. The Pieces Shipped As window appears.

- Describe the Handling Units (moveable pieces) in this shipment.
- Click the Continue button.

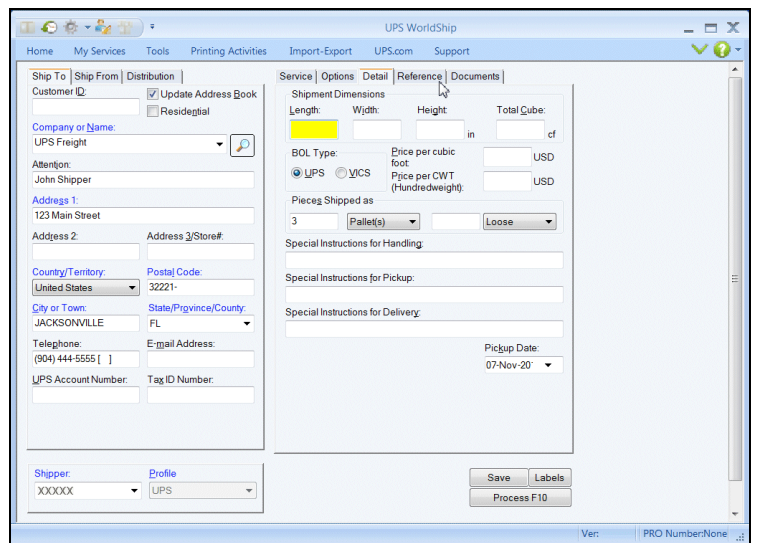




12. The Detail tab appears.

Continue as follows:

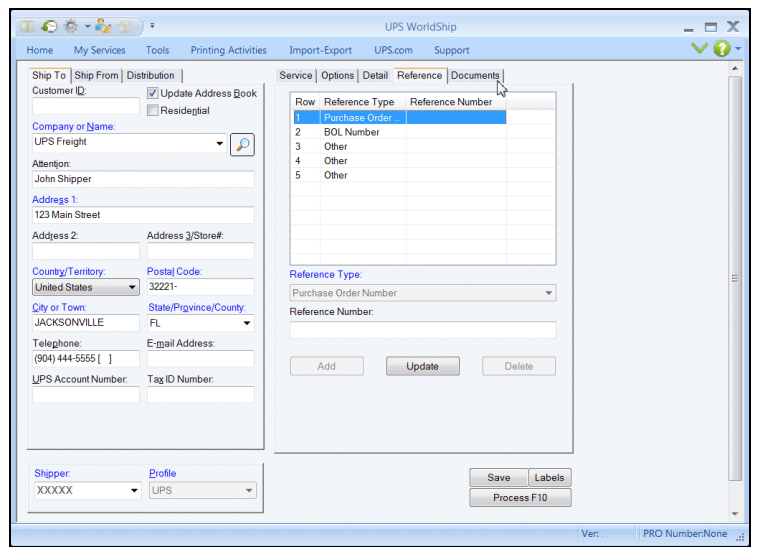
- Under Shipment Dimensions, type any numbers in the Length, Width, Height, and Total Cube boxes.
- Under Bill of Lading (BOL) Type, select either UPS or VICS (Voluntary Interindustry Commerce Standards).
- In the Price Per Cubic Foot box, type a USD numeric value.
- In the Price Per CWT (Hundredweight) box, type a USD numeric value.
- Under Pieces Shipped As, type the number of pieces for each handling unit.
- In the Special Instructions for Handling, Special Instructions for Pickup, and Special Instructions for Delivery boxes, type up to 400 characters in each box.
- In the Pickup Date box, click the down arrow and select the pickup date on the calendar.
- Click the Reference tab.



13. The Reference tab appears.

Continue as follows:

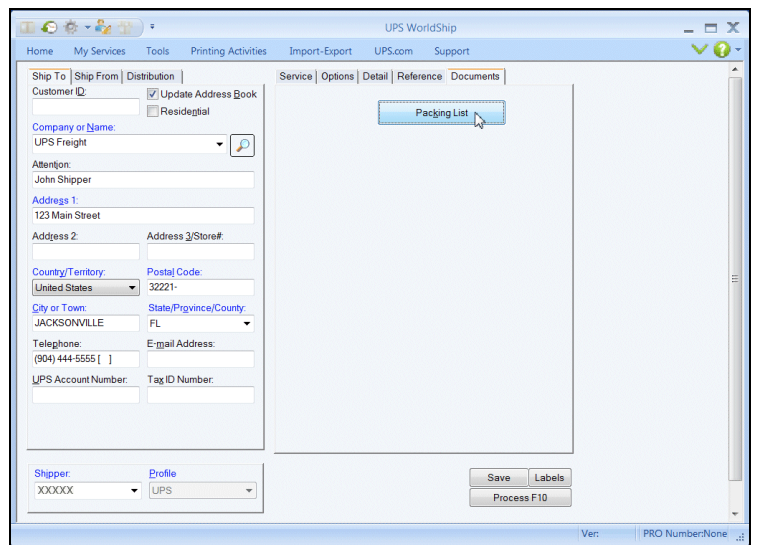
- Select the Purchase Order Number and/or BOL Number reference type and type the reference number in the Reference Number box.
- Select Other in the Reference Type column as needed. Then, click the down arrow in the Reference Type box and select a type and type the reference number in the Reference Number box.
- Click the Add, Update, or Delete button to select the action taken.
- Click the Documents tab.





14. The Documents tab appears.

Click the Packing List button.



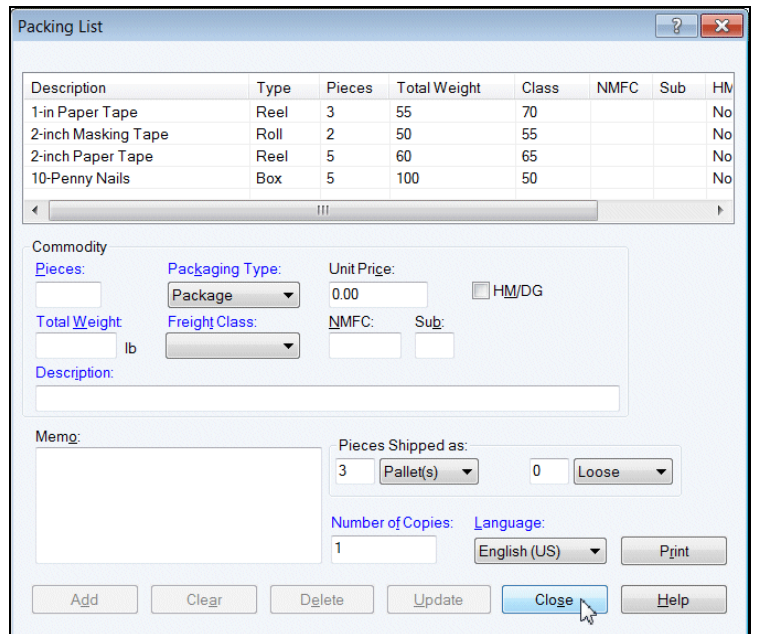
15. The Packing List window appears and shows the commodities that you entered on the Service tab and the Pieces Shipped As that you entered on the Detail tab.

- Update the commodities list as needed using the fields under Commodity and the Add, Delete, and Update buttons.

- In the Memo box, type the information to print on the Packing List.

Note: When your shipment is processed, only the Memo box information is saved with the shipment for future repeat/reprint of the Packing List.

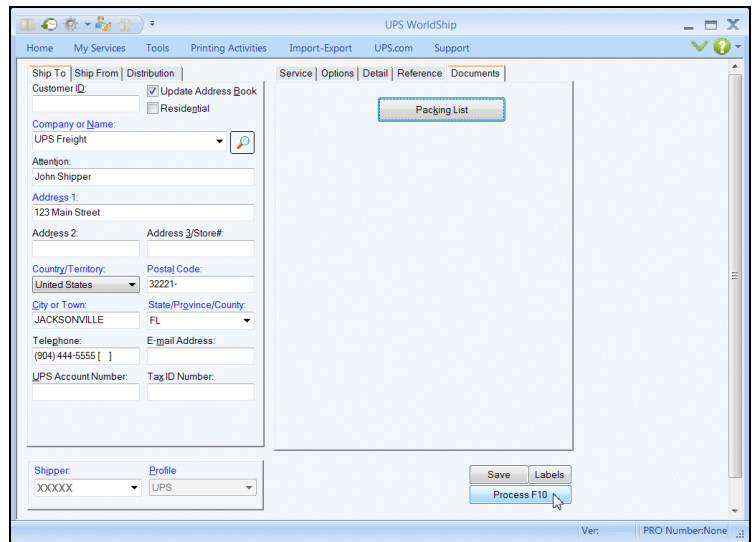
- Update the Pieces Shipped As boxes as needed.
- In the Number of Copies box, type the number of copies of the Packing List to print.
- In the Language box, click the down arrow and select the language in which to print the Packing List.
- Click the Print button. The displayed Packing List details print.



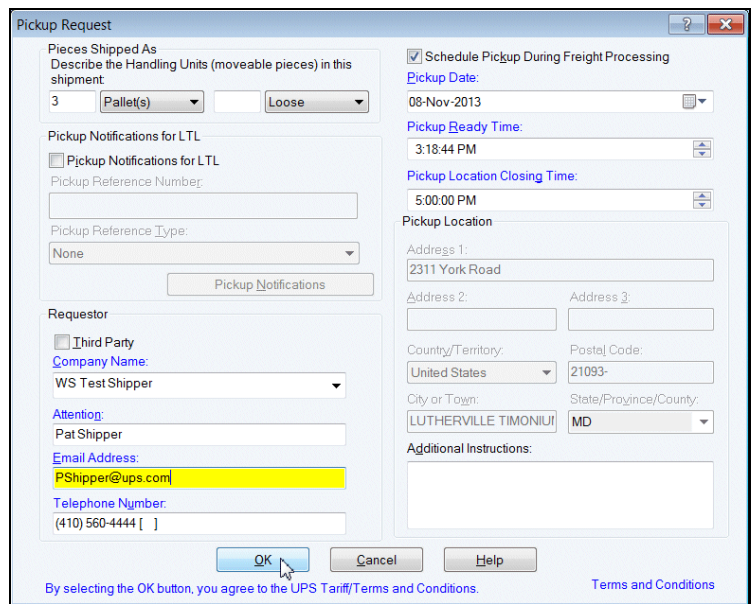


- Click the Close button. The Packing List window closes.
- Note:** All updates are saved until the shipment is processed or discarded. If you save the shipment as a draft, however, the updates are not saved with the shipment.

16. The Shipping window appears.
Click the Process F10 button.



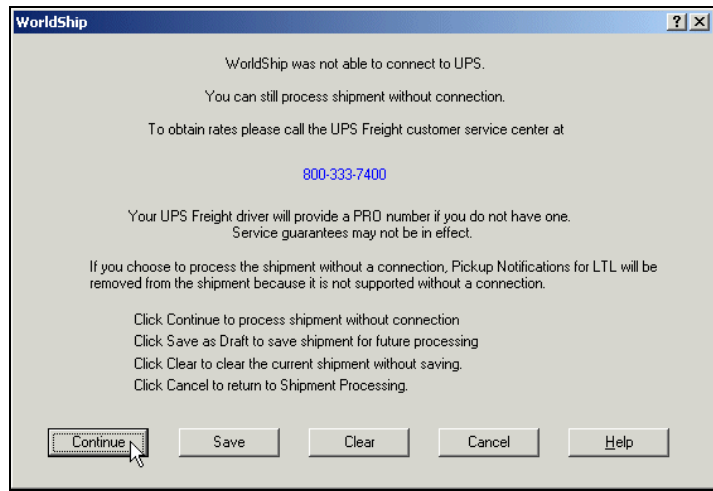
17. The Pickup Request window appears.
- Verify and update the information as needed.
 - Ensure the time displayed in the Pickup Ready Time box is after the time displayed currently on the PC.
 - Click the OK button.





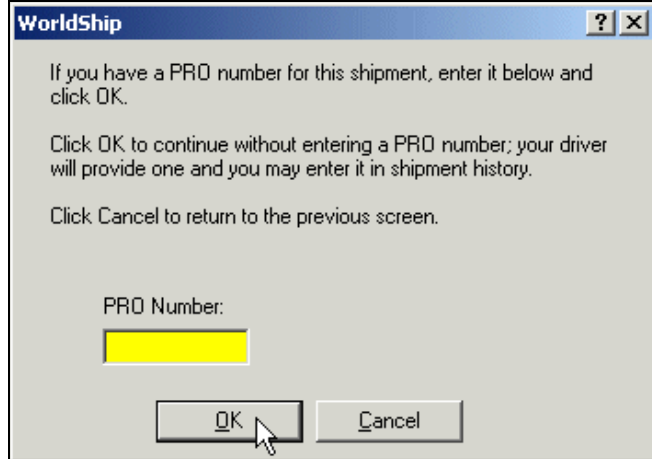
18. If no connection can be established with UPS, the Offline Processing window appears.

- Follow the instructions.
- Click the Continue button

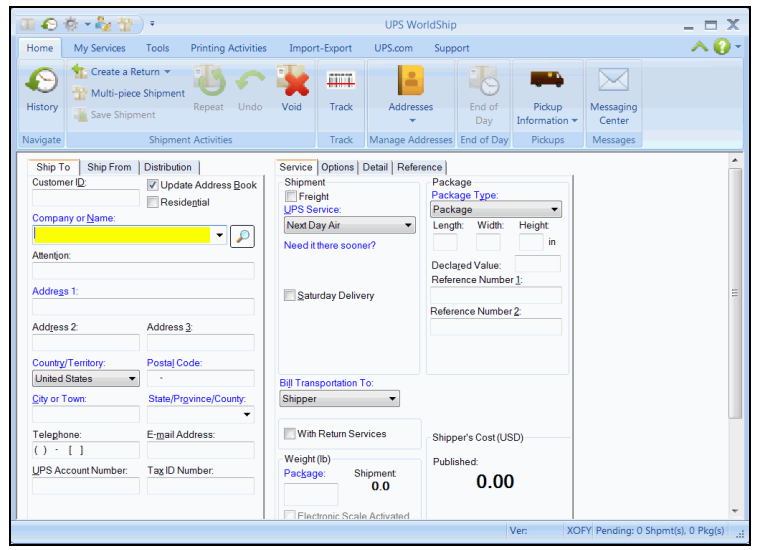


19. The PRO Number window appears.

- Type the PRO number in the PRO Number box if you have the number.
- Click the OK button.



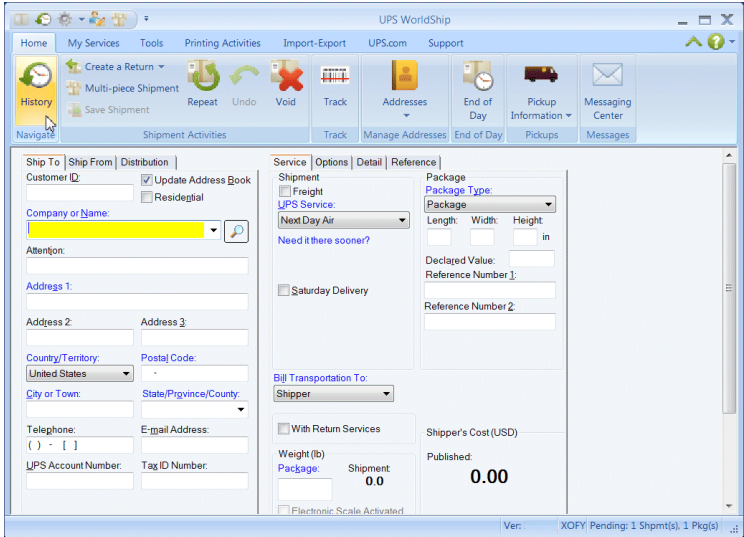
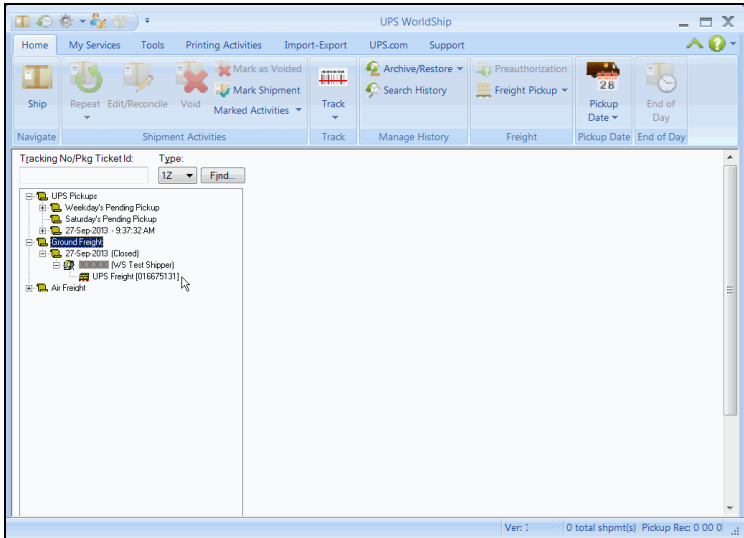
20. A blank Shipping window appears.





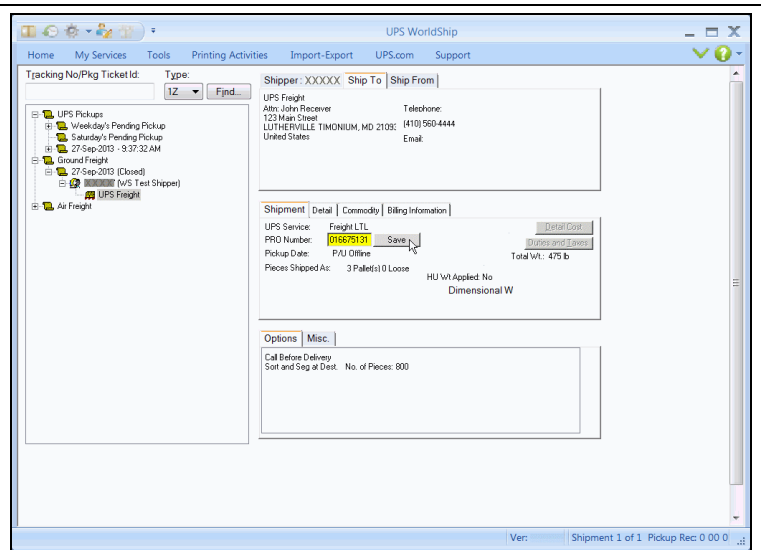
View Shipment History for a Ground Freight Shipment

To view shipment history in WorldShip for a Ground Freight shipment:

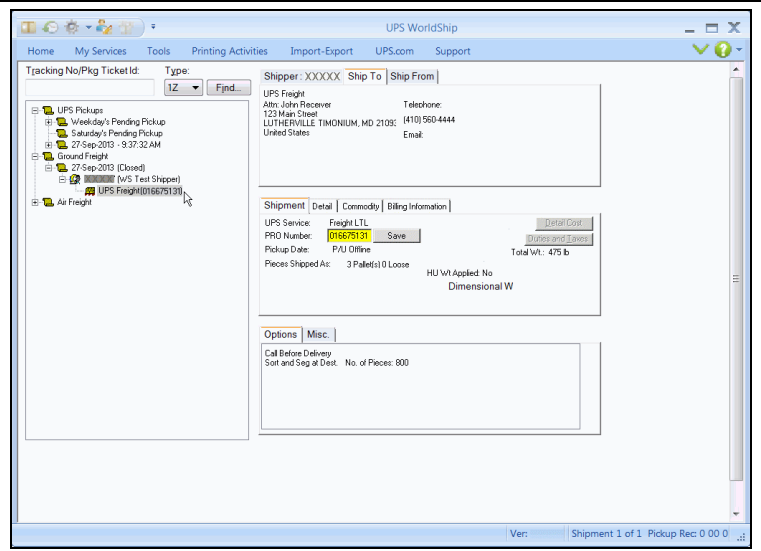
Step	Window (if available)
<p>1. On the Home tab, select History or press the F3 key on the keyboard.</p>	 <p>The screenshot shows the UPS WorldShip Home tab. The navigation pane on the left has the 'History' icon highlighted. The main area shows various shipment management options like 'Create a Return', 'Multi-piece Shipment', 'Save Shipment', 'Repeat', 'Undo', 'Void', 'Track', 'Addresses', 'End of Day', 'Pickup Information', and 'Messaging Center'.</p>
<p>2. The Shipment History window shows the shipment under Ground Freight.</p> <ul style="list-style-type: none"> If you typed the PRO number in the PRO Number window (see step 16 in the process procedure), the number is shown in parenthesis. Select the number and skip to step 3. 	 <p>The screenshot shows the 'Shipment History' window. It displays a list of tracking numbers and shipment details. The 'Tracking No/Pkg Ticket Id.' column shows '1Z' followed by a search button. The list includes items like 'UPS Pickup', 'Week-day's Pending Pickup', 'Saturday's Pending Pickup', '27-Sep-2013 - 9:37:32 AM', 'UPS Freight', '27-Sep-2013 (Closed)', 'M/S Test Shipment', and 'UPS Freight (016675131)'. The status 'All Freight' is also visible.</p>



- If you did not type the PRO number in the PRO Number window (see step 16 in the process procedure), the number is not shown in parenthesis.
- Get the number from your UPS driver.
- Type the number in the PRO Number box on the Shipment tab.
- Click the Save button.



3. The information for the Ground Freight shipment appears on various tabs on the right side of this window.

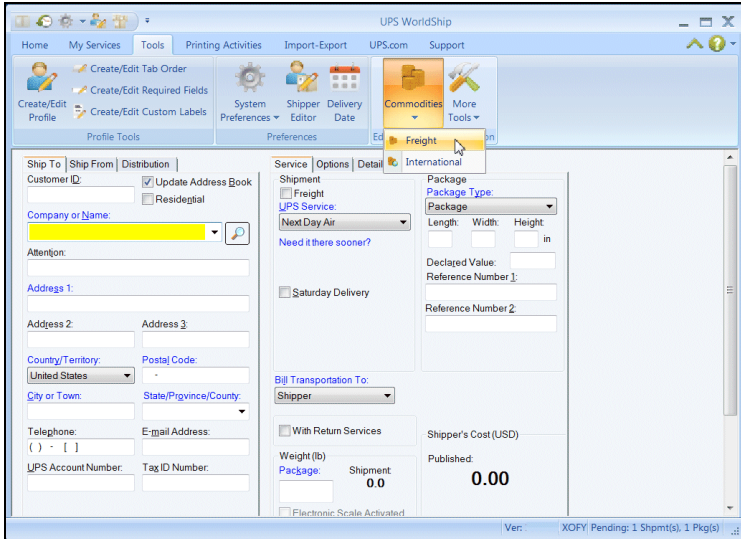
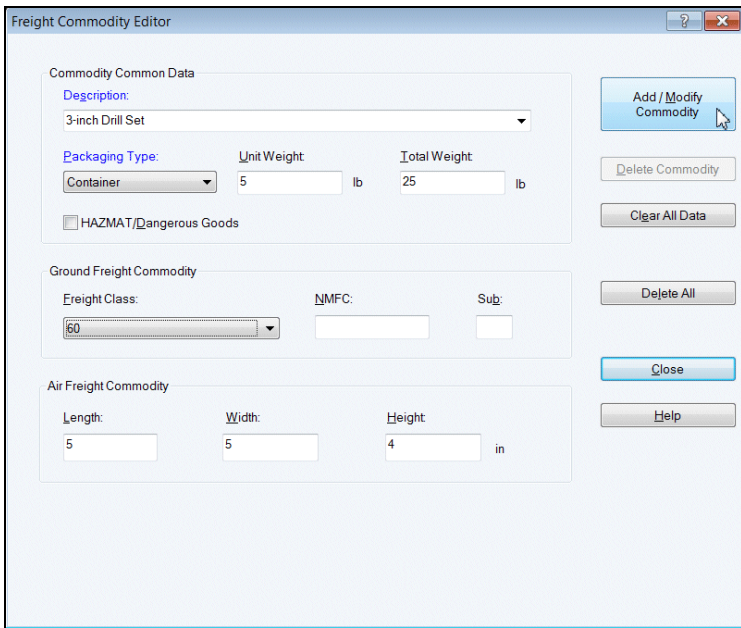




Add Ground Freight Commodities using Commodity Editor

You must add your commodity information into WorldShip using the Commodity Editor before you can search for Ground Freight commodities during shipment processing.

To add Ground Freight commodities using the Commodity Editor:

Step	Window (if available)
<p>1. On the Tools tab, select Commodities and then Freight.</p>	
<p>2. The Freight Commodity Editor window appears.</p> <p>Under Commodity Common Data:</p> <ul style="list-style-type: none"> In the Description box, type a description of the commodity or click the down arrow and select an existing description for the commodity. In the Packaging Type box, click the down arrow and select an existing packaging type for the commodity. In the Unit Weight box, type the weight for the commodity. In the Total Weight box, type the total weight for the commodity. Select the HAZMAT/Dangerous Goods check box if the commodity is classified as a HAZMAT/Dangerous Good. 	



- Under Ground Freight Commodity:
 - In the Freight Class box, click the down arrow and select a freight class for the commodity.
 - In the NMFC box, enter the National Motor Freight Classification (NMFC) number.
 - In the Sub box, enter the NMFC sub number.
 - Click the Add/Modify Commodity button.

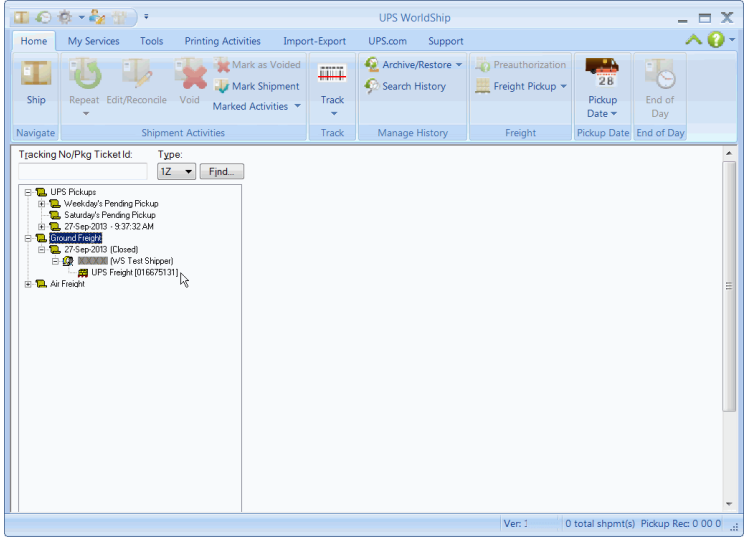
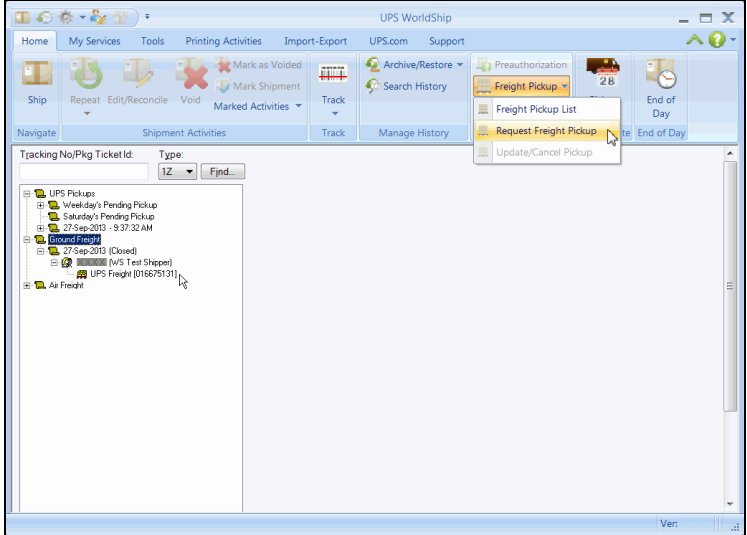
3. A blank Freight Commodity Editor window appears.

- Repeat step 2 as needed.
- Click the Close button.



Schedule Pickup for a Single Ground Freight Shipment after Shipment Processing

To schedule pickup for a single Ground Freight shipment after shipment processing:

Step	Window (if available)
<p>1. Under Ground Freight in the Shipment History window, select the Ground Freight shipment for which you want to schedule a pickup (up to 25 commodities can be scheduled for the same shipment).</p>	 <p>The screenshot shows the UPS WorldShip application window. The 'Shipment Activities' pane is open, displaying a list of activities. The 'UPS Freight' activity is selected, and its details are visible on the right side of the window.</p>
<p>2. The shipment information appears on the right.</p> <p>On the Home tab, select Freight Pickup and then Request Freight Pickup.</p>	 <p>The screenshot shows the UPS WorldShip application window with the 'Home' tab selected. The 'Freight Pickup' option is highlighted in the 'Tools' menu, and the 'Request Freight Pickup' sub-option is selected. The shipment information from the previous step is still visible in the background.</p>



3. The Schedule a Freight Pickup page appears.

- Provide the pickup date, time, location, requester's information, and shipment commodity information.
- Click the Next button.

UPS Ground Freight Schedule a Pickup - Microsoft Internet Explorer provided by UPS

Address: https://www.ups.com/frpkup?client=WS&loc=en_US

United States

My UPS Shipping Tracking Freight Locations Support Bus

Shipping

- Create a Shipment
- View Freight History
- Manage Commodity List
- View History
- Void Shipment
- Create a Return
- Calculate Time and Cost
- Schedule a Pickup
- Use International Tools
- Order Supplies
- Open a UPS Account
- Set Preferences

Search Support

Enter a keyword:

Search

Schedule a Freight Pickup

Enter Freight Pickup Information

Required fields are indicated with *

Pickup Date and Time

Pickup Date:
Wednesday, 09/16/2009

Note: To facilitate the timely pickup of your same-day shipment, please submit you. There may be additional charges for pickups occurring on weekends and holidays.

When will your freight shipment be ready for UPS to pickup?
9:00 AM (Local Time)

What is the latest time at which UPS can pickup your freight shipment? (e.g. 5:00 PM)
5:00 PM (Local Time)

→ Select a shipment from history

Pickup Location

Select from My UPS Address Book: