UPS Online

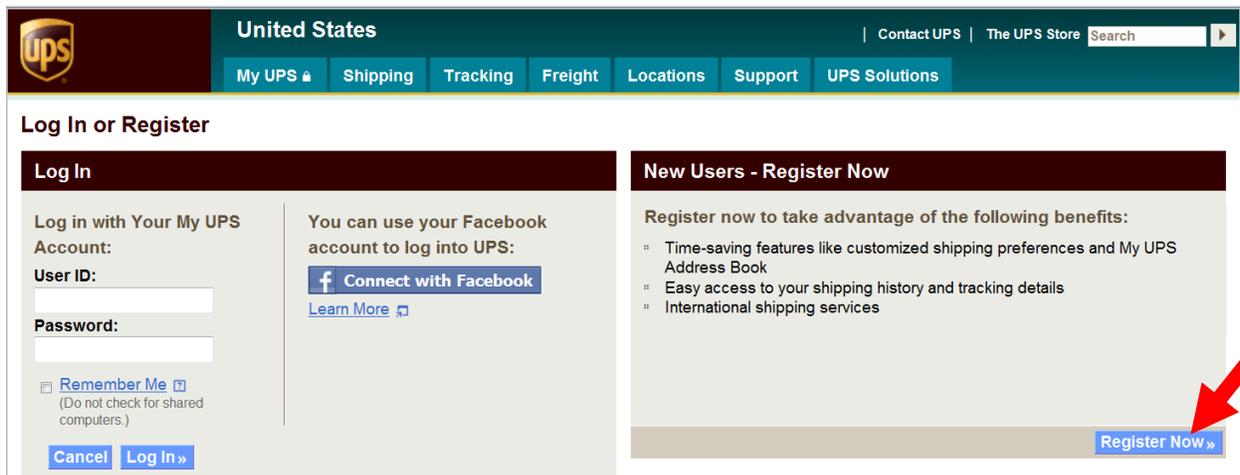## Fast & Easy Shipments Applied Directly to Your Procurement Card

You will want to register your account online with the carrier. This provides you the ability to not only ship, track and record all shipments, but it also provides many other great features, found at:

http://www.ups.com/content/us/en/register/reasons/index.html?WT.svl=SubNav

1. Go to http://www.ups.com and click on Log In.

2. Click on Register Now.

3. Write in the necessary information and press Next.

Register

Submit Your UPS Registration Information

We recommend that your password contains both letters and numbers. Both User ID and password are case sensitive. Required fields are indicated with ◆.

UPS Registration Information

Contact Name:
Erik Hoadley ◆

User ID:
Hoadley49 ◆

E-mail:
erik-hoadley@uiowa.edu ◆

Re-enter E-mail:
erik-hoadley@uiowa.edu ◆

Password:
●●●●●● ◆
6-10 Characters

Re-enter Password:
●●●●●● ◆
6-10 Characters

Cancel | Next

4. Continue to enter in information and press Next. Also, make sure and select "Use an existing UPS Account" for the number 4 information box: Payment Defaults

Register for My UPS

Enter Your Profile Information

Required fields are indicated with ◆.

1 Contact Information

Contact Name:
Erik Hoadley

Title:

Company Name:
University of Iowa

Country:
United States ◆

Street Address:
202 PCO ◆

City:
Iowa City ◆

State:
Iowa ◆

ZIP Code:
52242 ◆

Telephone: **Ext.:**
319-335-0655 ◆

2 Shipping Defaults

Save time by selecting your most frequently used shipping options. The options you select will appear as defaults each time you ship.

Service ❓
UPS Next Day Air Saver

Packaging ❓
UPS Letter

3 Select E-mail Options

E-mail Address:
erik-hoadley@uiowa.edu

Sign up to receive e-mail from UPS and stay on top of the latest promotions, news, critical updates and announcements.

E-mail Options: ◆

○ Send me the following UPS e-mail communications:
☐ New Product Announcements/Enhancements
☐ Promotions and Offers
☐ Newsletters
☐ Service Updates / Regulatory Changes

Need more information?
View Examples ⊐

○ Remove me from UPS e-mail communications*

4 Payment Defaults

How will you pay for your shipping?
Use an existing UPS Account ▼

Note: After completing registration you can change your payment defaults in Shipping Preferences.

UPS Account Number:
█████████ ◆

ZIP Code: (Pickup Location)
52242 ◆

Account Name:
Accounts Payable ◆

Country:
United States ▼ ◆

Here you will enter the UPS account number provided by Accounts Payable

5 Primary Role

Which of these statements best describes you? ◆
⦿ I don't ship daily, but when I do, I want it to be quick and informative.
○ I use ups.com daily and know several shortcuts to save time.
○ I use ups.com to troubleshoot and to report on shipping activity.
○ I focus on the big picture and monitor shipping operations performance.
○ I prefer to use the web only when necessary. My job is easier without it.

6 Technology Agreement ◆

UPS TECHNOLOGY AGREEMENT
Version UTA03072009

PLEASE CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS OF THIS UPS TECHNOLOGY AGREEMENT. BY INDICATING BELOW THAT YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT, YOU HAVE ENTERED INTO A LEGALLY BINDING AGREEMENT WITH UPS MARKET DRIVER, INC. ("UPS").

This Agreement comprises (1) these General Terms and Conditions (including its

☑ By selecting this box and the Next button, I agree to the UPS Technology Agreement above. View and download the UPS Technology Agreement.

Cancel   Next →

5. You are now registered! ☺ To learn more about UPS Online just click Getting Started.

Register for My UPS

Thank You!

Thank you for registering, **Erik Hoadley**.

Welcome to My UPS. My UPS provides access to a suite of time-saving features on UPS.com, including the ability to print shipping labels directly from your computer and save your tracking numbers.

Your **My UPS User ID** is: **Hoadley49**

With My UPS, everything you need to ship is available in one place. My UPS keeps your shipping data in a customizable, easy-to-use format. As a My UPS user, you select the tools that will help you work most efficiently and save them all on the same page. To learn more ways to make My UPS work for you, please visit Getting Started.

If you forget your password, visit Forgot User ID or Password on UPS.com to reset it.

Thank you for choosing My UPS.

Next Steps
→ Customize My UPS
→ Create a Shipment.
→ Schedule a Pickup
→ Find a Location.
→ Open a UPS Account.

ADDITIONAL INFORMATION

After you are completely registered you will want to go to the "My UPS" at the top left corner and go to "Manage My UPS":

My UPS 🔒	Shipping	Trackin
Manage My UPS
Billing
Administration 🔒
Address Book 🔒
Wireless Profile 🔒
Customize My UPS 🔒

Here you can edit your profile information and view all your account details in the "Account Summary"

You will want to ensure that the Credit Card details are **blank** and that your Account number is listed. If any credit card details are provided, this will override our EDI system with UPS and you will not see proper transaction detail post to your Pcard.

CREATING A SHIPMENT

Once your account is set up and registered, it is very easy to ship and track your packages.

10. You will want to be logged in and go to the first tab labeled "Shipping" and then click on "Create a Shipment"
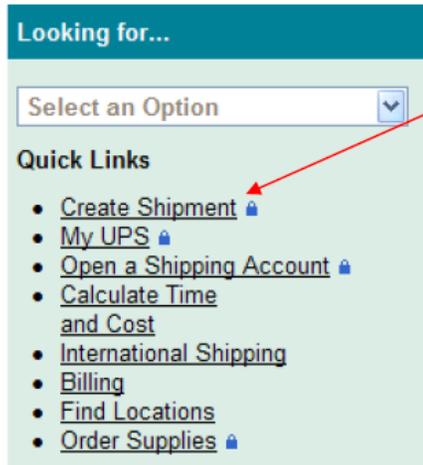
Looking for...

Select an Option ▼

Quick Links

- Create Shipment 🔒
- My UPS 🔒
- Open a Shipping Account 🔒
- Calculate Time and Cost
- International Shipping
- Billing
- Find Locations
- Order Supplies 🔒

11. From there you will want to fill in the entire form and you will want to be sure that you are billing charges to your UPS account. Once the form is completely filled, you will want to click on "Next"
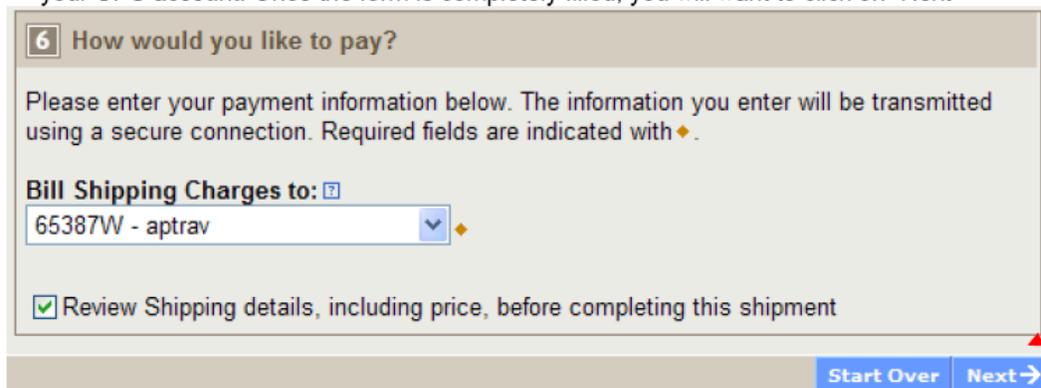
6 How would you like to pay?

Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with ◆.

Bill Shipping Charges to: ▫
65387W - aptrav ▼ ◆

☑ Review Shipping details, including price, before completing this shipment

Start Over | Next →

12. Here you can review your details and you will want to print off the shipping label and attach to your package.
13. If you have several people making shipments from this account, you will want them to utilize this website so that you can view all the shipments on the account and then you may want them to send you the second copy of the shipping document, perhaps with the MFK to charge so it is easy to reconcile your Pcard.

FAQ's

Who do I contact if I have questions with UPS Shipments?

Contact Erik Hoadley in the Accounts Payable Office either by phone 5-0655 or email erik-hoadley@uiowa.edu

What do I need to reconcile my Pcard?

You do not need any additional documentation as long as all the level III detail is provided. If any part of it is missing a copy of the airbill is necessary.

How do I get a copy of the airbill?

Easy, using UPSx online allows you to view past shipments, easy to print off past receipts.

What if someone in my department shipped a package without using UPS online?

You can call UPS Account Services (1.800.811.1648), provide your account number, contact information and tracking number and they can easily fax over a copy of the airbill or invoice.

Is my Pcard information ever shared or viewed by anyone else?

No, it is entered safely into our database so that no one will be able to view your information on shipping documents or online.

What do you do with outside vendors using my UPS account?

Once a package is received you will want to keep the invoice and package/tracking slip to recall when reconciling your Pcard.

What if a shipment occurs on my Pcard that doesn't belong to me?

Contact Erik Hoadley to research the shipment.

Why is shipping online better than pre-printed bills?

Allows many online benefits, keeps an address book of common contacts, lets you review past shipments, track shipments and controls all shipments outbound from your department.

Why is it better to have shipment charged directly to my Pcard instead of using the mailcodes?

This allows you the full control of allocating shipments to whichever MFK you desire and lets you review the shipment prior to charging your statement of accounts