

WorldShip® Process an International Shipment



To process an international shipment:

Step	Window (if available)
<p>1. On the Ship To tab in the Shipping window, type the name, address, and telephone number of the company or person that is to receive your shipment.</p> <p>Notes:</p> <ul style="list-style-type: none"> Because WorldShip cannot validate all international addresses, be sure the City or Town and Postal Code boxes are correct to avoid an extended area surcharge. Package Entry processing mode was used in all screen samples. The Service and Options tabs will appear differently using Shipment Entry processing mode. 	
<p>2. On the Service tab:</p> <ul style="list-style-type: none"> Click the down arrow in the UPS Service box and select a service. Click the down arrow in the Package Type box and select a type. Type a description of the goods in the General Description of Goods box. Click the down arrow in the Bill Transportation To box and select who pays the transportation cost to ship the package, shipment, or movement. Click the down arrow in the Bill Duty and Tax To box and select who pays the duty and tax cost to ship the package, shipment, or movement. Select or clear the Split Duty and Tax check box to indicate who pays the duty cost to ship the package, shipment, or movement. 	

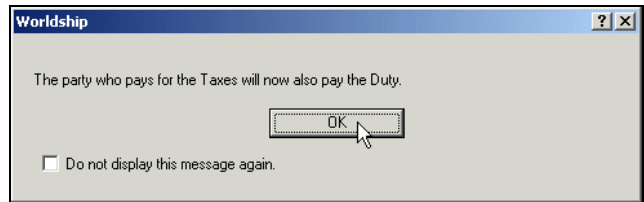
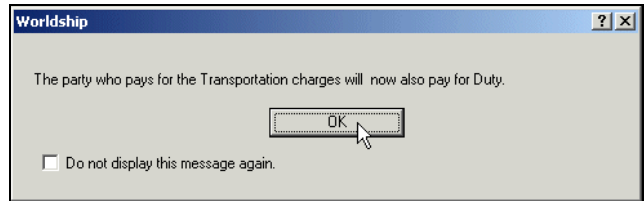
WorldShip®

Process an International Shipment



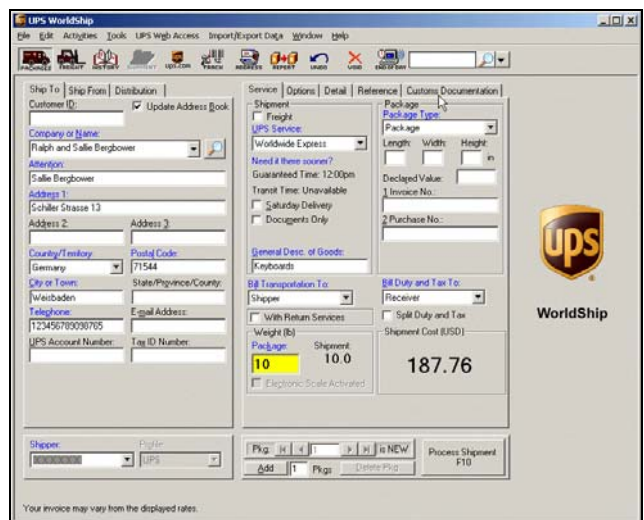
3. A message appears to clarify who is to pay the duty cost.

Click the OK button.



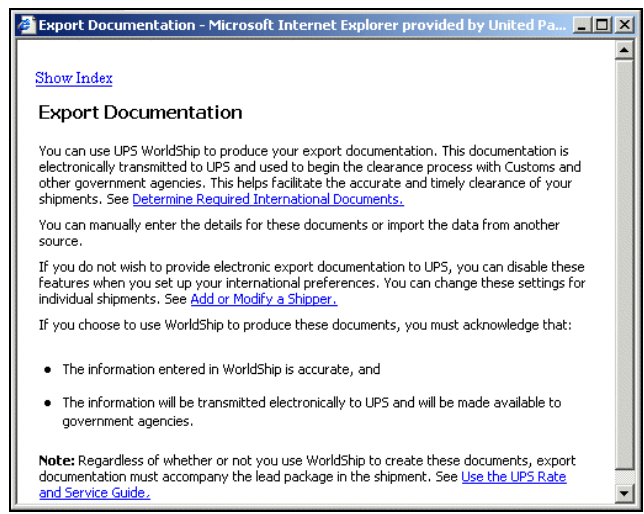
4. The Service tab appears.

- Type the weight of your package in the Package Weight box. The Shipment Cost appears in the lower right.
- Click the Customs Documentation tab.



5. If you are processing the first international shipment for a shipper, the Export Documentation help topic appears.

- Read the help as needed.
- Close the help.



WorldShip®

Process an International Shipment



6. If you are processing the first international shipment for a shipper, the International Document Settings for Shipper xxxxxx appears.

- Click the down arrow in the Invoice Setting box and select either Enable Invoice or Disable Invoice. If you select Enable Invoice, the Invoice Terms and Conditions window appears. Click the Accept button to continue.
- Click the down arrows in the Currency and Country/Territory of Origin boxes and select the default values for this shipper.
- Click the down arrow in the Declaration Statement box and select a default Declaration Statement and type the number of Invoices to print for this shipper in the Number of Copies box.

Tip: Click the ... button to display the Declaration Statement Editor window and either view the default Declaration Statements or create a custom Declaration Statement.

- Click the OK button.

International Document Settings For Shipper WX0607

This screen allows you to set default invoice preferences for shipper WX0607. These values can be modified on the Documents tab while processing a shipment, or by accessing the Shipper Editor from the Tools menu.

OK Help

Invoice Setting
Choose to enable or disable the Invoice for your international shipments.
Invoice Setting:
Enable Invoice

Currency and Country/Territory of Origin
Choose the default Currency and Country/Territory of Origin for this shipper or choose "(None)."
Currency: US dollar Country/Territory of Origin: United States

Additional Invoice Fields
Choose the Customs Declaration Statement and number of invoice copies to print for this shipper.
Declaration Statement: Invoice Number of Copies: 5

Invoice Terms and Conditions

I acknowledge that the data entered into WorldShip for international clearance purposes is true and correct and the contents and value will be as stated. This data will be transmitted to UPS and will be made available through paper and/or electronic means to government agencies to assess the appropriate Customs Duties and Taxes in accordance with local government laws.

I further acknowledge that incorrect or misstated information may result in shipment delays, fines and seizures of shipment contents.

Accept Decline

WorldShip®

Process an International Shipment



7. The Customs Documentation tab appears. For each export document that you enabled on the International tab in the Shipper Editor, an export document subtab appears on the Customs Documentation tab.

Tip: If you want WorldShip to create an Invoice, but the Invoice subtab does not appear, select the Create an Invoice check box.

For each subtab:

- Click the subtab.
- Complete the necessary fields on the subtab.

The screenshot shows the 'UPS WorldShip' application window with the 'Customs Documentation' tab selected. The 'Invoice' subtab is active, and the 'Create an Invoice' checkbox is checked. The 'Total Inv. Amt.' is 0.00. The 'Goods' grid contains one entry: 'United States' with '1' unit and 'Each/P' unit of measure. The 'Duties and Taxes' section shows '0.00'. The 'Process Shipment F10' button is visible at the bottom right.

8. Under Goods on the Customs Documentation tab:

- Click the Search Commodities button to display the International Commodity Search window and search for commodities.
- Select the Request Duties and Taxes check box to save the estimated duties and taxes in Shipment History.

Tip: The estimated duties and taxes are saved in Shipment History, and the Duties and Taxes button in the Shipment History window becomes active only if you select this check box.

- Select the Save/Update Commodities check box to save/update the commodity information to the Commodity Editor.
- Specify the goods details in the Goods grid for each good that you want to ship.
- Click the Tariff Code Lookup button to display the Tariff Code Lookup window and search for tariff codes.
- Select a good and click the Delete button to delete one commodity on the Goods grid, and click the Delete All button to delete all commodities on the Goods grid.
- Click the Estimate button to display an estimate of the duties and taxes for the shipment.

- Click the  button.

The screenshot shows the 'UPS WorldShip' application window with the 'Customs Documentation' tab selected. The 'Goods' subtab is active, and the 'Request Duties and Taxes' checkbox is checked. The 'Total Inv. Amt.' is 20.00. The 'Goods' grid contains two entries, both from the 'United States' with '1' unit and 'Each/P' unit of measure. The 'Duties and Taxes' section shows '0.00'. The 'Process Shipment F10' button is visible at the bottom right.

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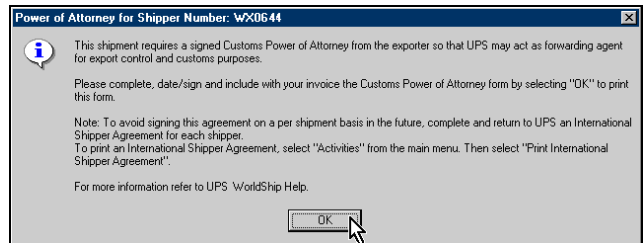
9. A message may appear if a required field was not completed (see samples).

- Click the OK button.
- Complete the required field(s).
- Repeat step 10.



10. If you do not have an International Shipper Agreement with UPS, the Power of Attorney window appears.

- Review the information.
- Click the OK button.

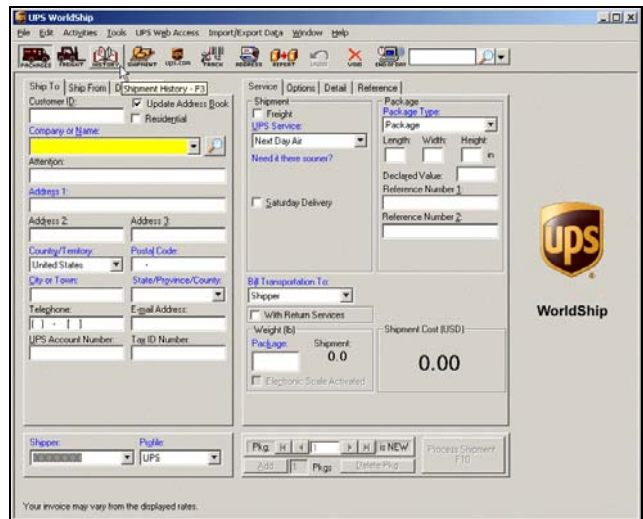


11. A blank Shipping window appears, and the package labels and export documents print.

Press the F3 key on the keyboard, click Shipment



History on the Window menu, or click the button.



WorldShip®

Process an International Shipment



12. The Shipment History window shows the shipment under UPS Pickups.

Note: To reprint a document for an international shipment, select the recipient or tracking number of the shipment for which you want to reprint a document, click the Activities menu, point to Reprint International Documents, and select the document you want to reprint.

