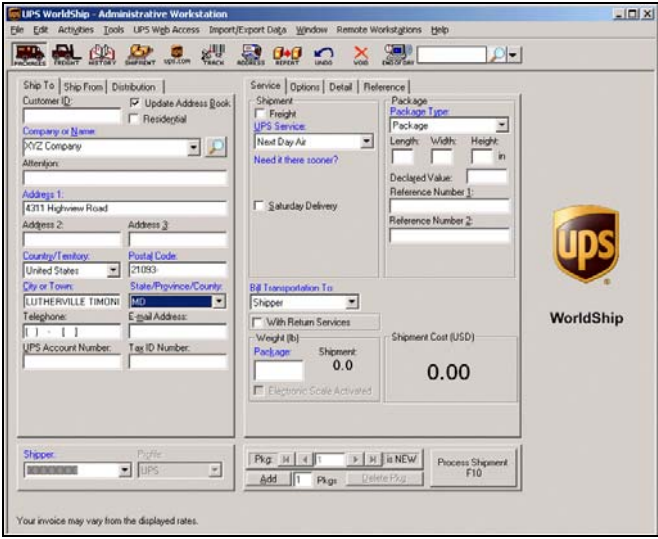
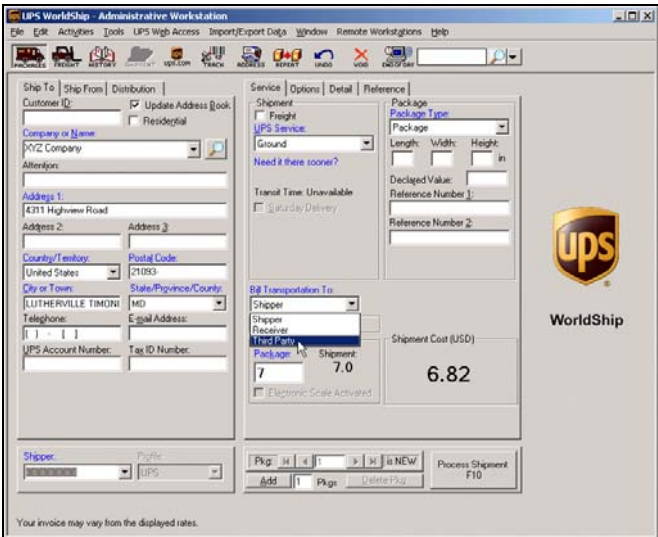


# WorldShip®

## Ship using Third-Party Billing






To ship using third-party billing:

Step	Window (if available)
<p>1. On the Ship To tab in the Shipping window, type the address of the person or company where the shipment is to be delivered.</p>	 <p>The screenshot shows the 'Ship To' tab in the WorldShip Administrative Workstation. The 'Package' section has 'Package Type' set to 'UPS Service'. The 'Shipment' section shows 'Shipment' as 'Freight' and 'UPS Service' selected. The 'Shipment Cost (USD)' is displayed as 0.00. The 'Shipper' is set to 'UPS'.</p>
<p>2. On the Service tab:</p> <ul style="list-style-type: none"> <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>• Type the weight of your package in the Package Weight box.</li> <li>• Click the down arrow in the Bill Transportation To box and select Third Party.</li> </ul>	 <p>The screenshot shows the 'Service' tab in the WorldShip Administrative Workstation. The 'Package' section has 'Package Type' set to 'Ground'. The 'Shipment' section shows 'UPS Service' selected. The 'Shipment Cost (USD)' is displayed as 6.82. The 'Bill Transportation To' is set to 'Third Party'.</p>

# WorldShip® Ship using Third-Party Billing



- The Third Party Address window appears.
  - Type the address of the person or company that will pay all of the charges that the shipper would pay for the current shipment.
  - Click the OK button.

- The Shipping window appears. The  button appears next to the Bill Transportation To box.
  - If you need to make any further changes to the third-party information, click the  button.
  - Click the  button.

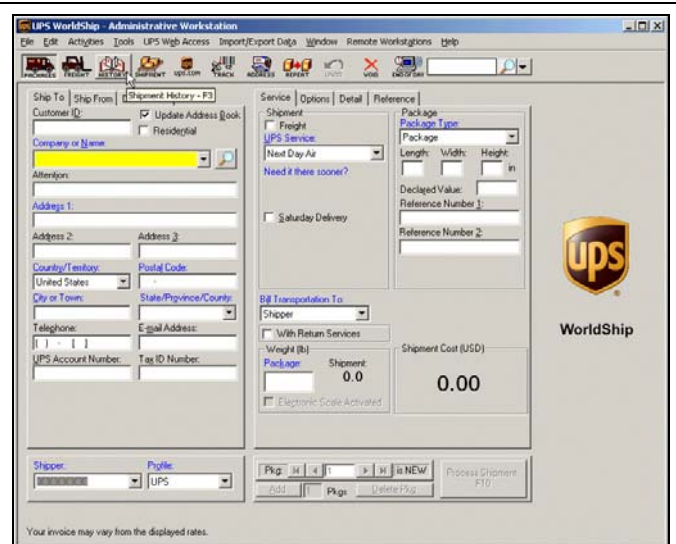
# WorldShip® Ship using Third-Party Billing



5. A blank Shipping window appears.

Press the F3 key on the keyboard, click Shipment

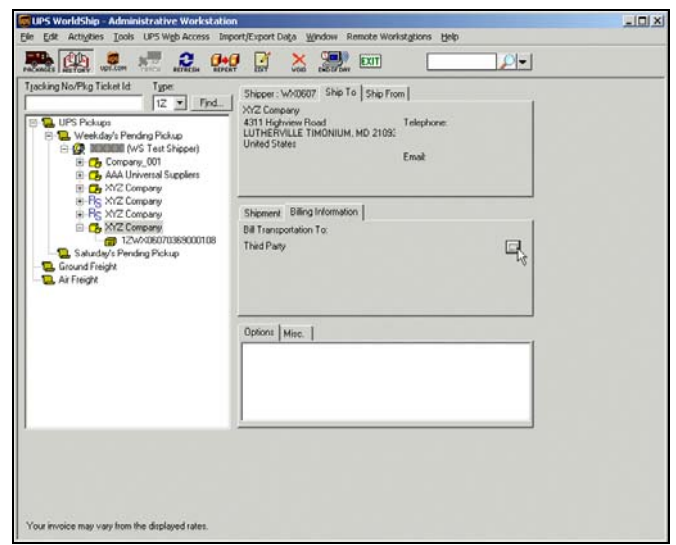
History on the Window menu, or click the



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

Review the third-party information, as follows:

- Click the Billing Information tab.
- Click the button.



# WorldShip®

## Ship using Third-Party Billing



7. The Third Party Address window appears. This window is read-only.
- Review the third-party information.
  - Click the Close button to close this window and return to the Shipment History window.

**Third Party Address** [?] [X]

Customer ID: [ ]

Company or Name: MMM Company [v] [Close]

Attention: Billing Department [Help]

Address 1: 1800 Paradise Avenue

Address 2: [ ] Address 3: [ ]

Country/Territory: United States [v] Postal Code: 21093-

City or Town: LUTHERVILLE TIMONI State/Province/County: MD [v]

Telephone: (410) 555-5555 [ ] Fax: [ ]

UPS Account Number: [ ]