

WorldShip®

Process an Air Freight Shipment



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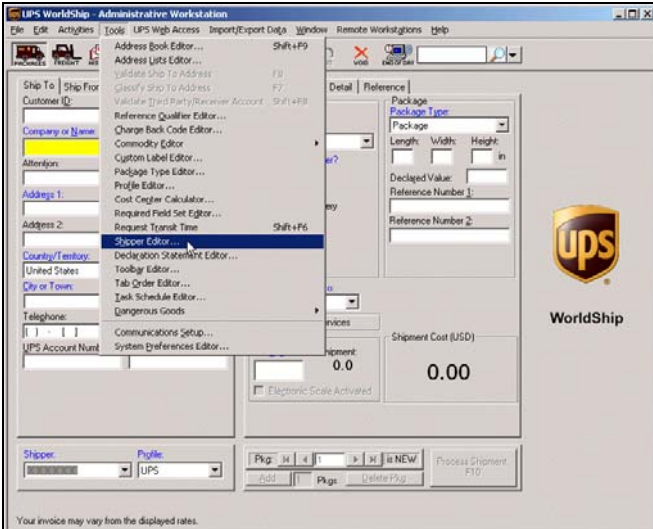
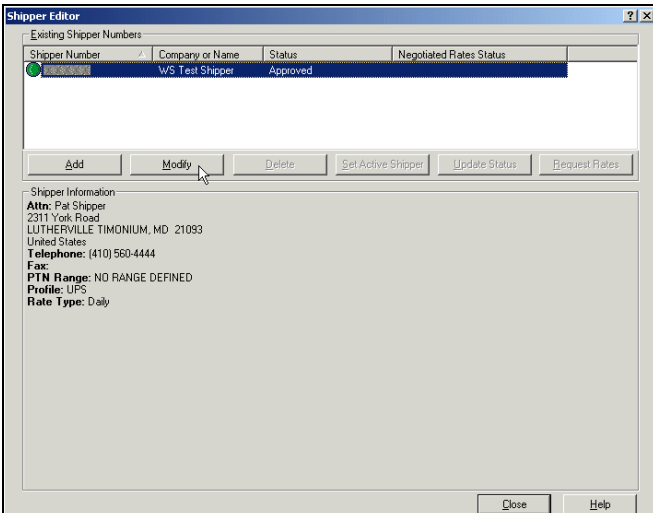
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Set Air Freight Shipper Preferences

To set Air Freight shipper preferences:

Step	Window (if available)
<p>1. On the Tools menu in the Shipping or Shipment History window, click 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. 	

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Set Air Freight Shipper Preferences

3. The Modify Shipper window appears.

Click the Freight tab.

Modify Shipper WX0607

Rating Preferences | Return Services | Import Control | International | **Freight** | ? | X

Shipper Information | Alternate Ship From | Preferences

Shipper Name: Residential
WS Test Shipper

Contact: Pat Shipper

Address 1: 2311 York Road

Address 2: Address 3:

Country/Territory: United States Postal Code: 21093

City or Town: LUTHERVILLE TIMONIUM State/Province/County: MD

Telephone: (410) 560-4444 Fax: () -

UPS Acct No: Tax ID Number: Tax ID Type: EIN

E-mail Address: PTN: 4000000 - 4299999

OK
Cancel
Help
 Use Alternate Ship From

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.

Tip: Four labels are currently required per shipment/pallet/handling unit.

- Under Air Freight, select the Print SLI check box to print the Shipper's Letter of Instruction (SLI) during shipment processing.
- Click the OK button.

Modify Shipper WX0607

Shipper Information | Alternate Ship From | Preferences | **Freight** | ? | X

Rating Preferences | Return Services | Import Control | International | Freight

Number of Labels to Print

Per Handling Unit: 4

Air Freight

Print SLI

OK
Cancel
Help
 Use Alternate Ship From

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Set Air Freight Shipper Preferences

5. The Shipper Editor window appears.

Click the Close button.

Shipper Number	Company or Name	Status	Negotiated Rates Status
WS Test Shipper	WS Test Shipper	Approved	

Shipper Information
Attn: Pal Shipper
2311 York Road
LUTHERVILLE TIMONIUM, MD 21093
United States
Telephone: (410) 560-4444
Fax:
PTN Range: NO RANGE DEFINED
Profile: UPS
Rate Type: Daily

6. The Shipping window appears.

Customer ID: [] Update Address Book [] Residential []
Company or Name: []
Attention: []
Address 1: []
Address 2: [] Address 3: []
Country/Territory: [United States] Postal Code: []
City or Town: [] State/Province/Country: []
Telephone: [] E-mail Address: []
UPS Account Number: [] Tax ID Number: []

Service: [UPS Freight] Package Type: []
Next Day Air [] Length: [] Width: [] Height: [] in
Need it there sooner? []
Saturday Delivery []
Declared Value: [] Reference Number 1: [] Reference Number 2: []

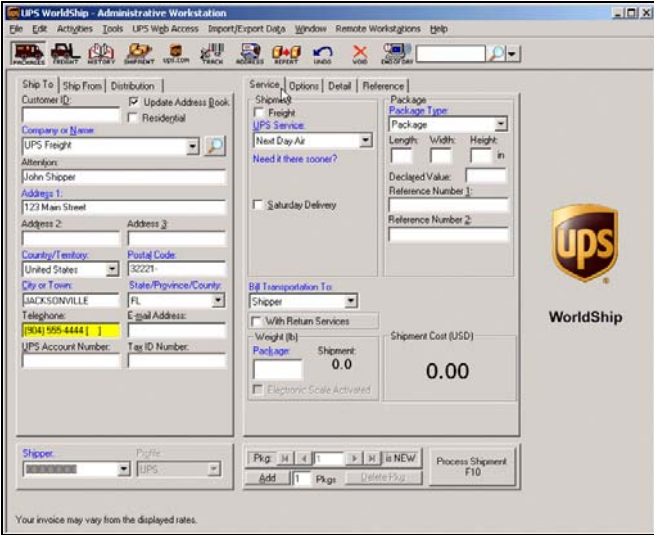
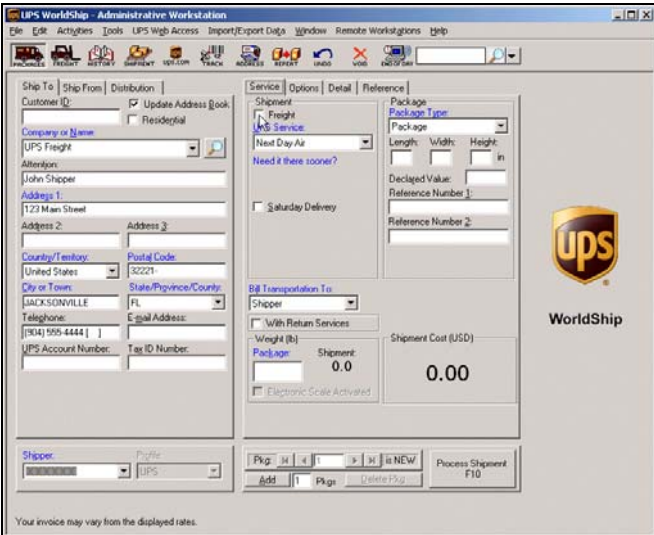
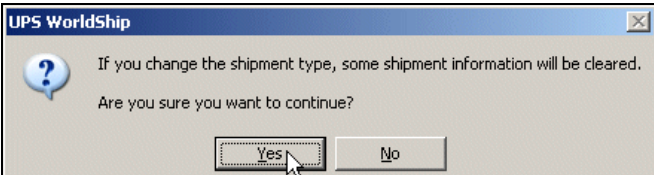
Shipment Cost (USD): 0.00

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To process an Air 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>	
<p>3. A message warns that some shipment information will be cleared and asks if you want to continue.</p> <p>Click the Yes button.</p>	

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Process an Air Freight Shipment

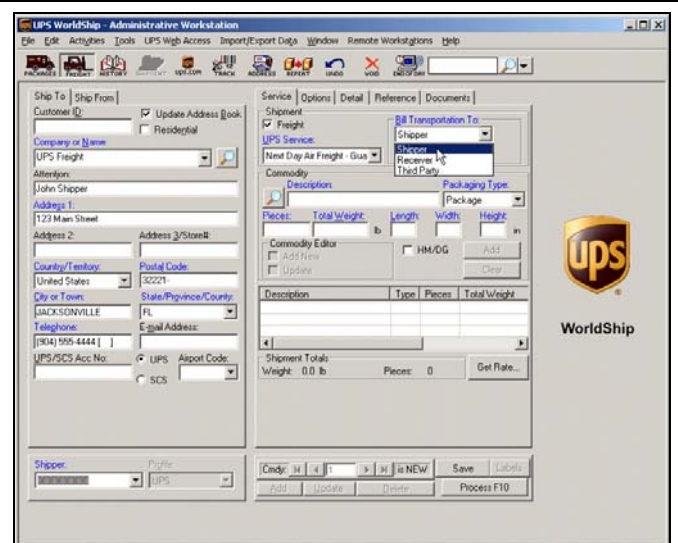
4. On the Service tab:

- Click the down arrow in the UPS Service box and select an Air 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.

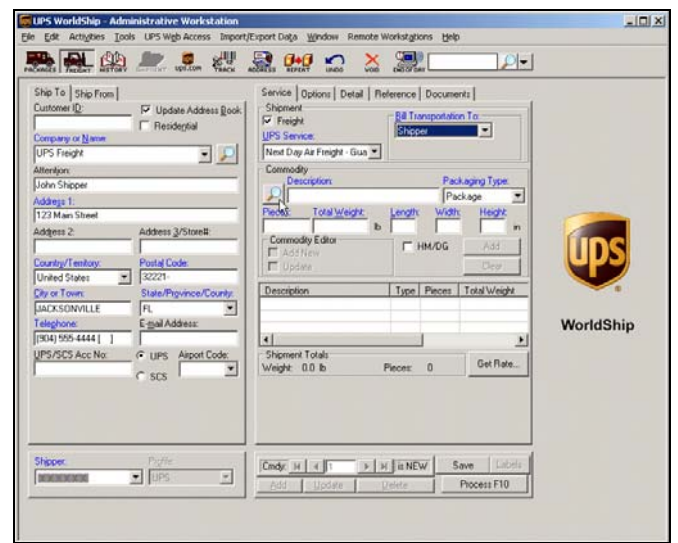
- Continue with step 5.



The screenshot shows the UPS WorldShip Administrative Workstation interface. The 'Service' tab is active, and the 'UPS Service' dropdown is set to 'Next Day Air Freight - Guss'. The 'Bill Transportation To' dropdown is set to 'Shipper'. The 'Commodity' field is empty. The 'Packaging Type' is set to 'Package'. The 'Description' field is empty. The 'Commodity Editor' is visible, showing a table with columns for Description, Type, Pieces, and Total Weight. The 'Shipper' dropdown is set to 'UPS'.

5. 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 6.
- Enter each commodity separately. To use this method, skip to step 9.



The screenshot shows the UPS WorldShip Administrative Workstation interface. The 'Commodity Editor' is visible, showing a table with columns for Description, Type, Pieces, and Total Weight. The 'Shipper' dropdown is set to 'UPS'.

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6. 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 the 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.

Commodity Search

Search
 Description: [] Packaging Type: All HM/DG: All Search
 Freight Class: 50 NMFC: [] Sub: [] Length: [] Width: [] Height: [] in Clear

In the grid below, check the commodities you wish to add to your shipment, edit the number of pieces and weight, and click the Add button.

Search Results:

Select ...	Description	Type	Pieces	Total Weight (lb)	Class	NMFC
<input type="checkbox"/>	10-Penny Nails	Box	1	100	50	
<input type="checkbox"/>	1-inch Masking Tape	Roll	1	50	50	
<input type="checkbox"/>	1-inch Paper Tape	Reel	1	20	55	
<input type="checkbox"/>	1-inch Screws	Pail	1	100	60	
<input type="checkbox"/>	2-foot Planner	Unit	1	100	60	
<input type="checkbox"/>	2-inch Duct Tape	Reel	1	50	55	
<input type="checkbox"/>	2-inch Masking Tape	Roll	1	50	50	
<input type="checkbox"/>	2-inch Paper Tape	Reel	1	100	60	
<input type="checkbox"/>	2-inch Screws	Pail	1	200	70	
<input type="checkbox"/>	3-inch Drill Set	Cont...	1	25		
<input type="checkbox"/>	5-inch Drill Set	Cont...	1	400	85	

Add Close Help

7. 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.

Commodity Search

Search
 Description: [] Packaging Type: All HM/DG: All Search
 Freight Class: 50 NMFC: [] Sub: [] Length: [] Width: [] Height: [] in Clear

In the grid below, check the commodities you wish to add to your shipment, edit the number of pieces and weight, and click the Add button.

Search Results:

Select ...	Description	Type	Pieces	Total Weight (lb)	Class	NMFC
<input type="checkbox"/>	10-Penny Nails	Box	1	100	50	
<input checked="" type="checkbox"/>	1-inch Masking Tape	Roll	2	50	50	
<input checked="" type="checkbox"/>	2-inch Masking Tape	Roll	1	50	50	

Add Close Help

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8. 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 and review its attributes under Commodity.
- To update the commodity, update the fields under Commodity and click the Update button in the Commodity Navigation Bar.
- To delete the commodity, click the Delete button in the Commodity Navigation Bar.

The screenshot shows the UPS WorldShip Administrative Workstation interface. The 'Commodity' section is active, displaying a table with columns for Description, Type, Pieces, and Total Weight. The table contains two rows: '1 inch Masking Tape' (Type: Roll, Pieces: 2, Total Weight: 50) and '2 inch Masking Tape' (Type: Roll, Pieces: 1, Total Weight: 50). Below the table, the 'Commodity Navigation Bar' has buttons for 'Add', 'Update', 'Delete', and 'Process F10'. The 'Update' button is highlighted with a mouse cursor.

The screenshot shows the same UPS WorldShip Administrative Workstation interface. The 'Commodity' section is active, displaying the same table as the previous screenshot. The 'Commodity Navigation Bar' has buttons for 'Add', 'Update', 'Delete', and 'Process F10'. The 'Delete' button is highlighted with a mouse cursor.

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- To add a new commodity based on the selected commodity, click the Add button in the Commodity Navigation Bar.

The screenshot shows the 'Commodity Editor' tab in the UPS WorldShip software. The 'Add New' checkbox is checked, and the 'Add' button is highlighted. The commodity list shows the following items:

Description	Type	Pieces	Total Weight
2-inch Masking Tape	Roll	1	50
1-inch Masking Tape	Roll	2	50

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

- In the Description box, type the description.
- In the Packaging Type box, click the down arrow and select a packaging type.
- In the Pieces box, enter the number of pieces (up to and including 9,999).
- In the Total Weight box, type the weight.
- In the Length box, type the largest dimension.
- In the Width box, type the second largest dimension.
- In the Height box, type the third largest dimension.
- Under Commodity Editor, select either the Add New or Update check box to indicate if your entries should be saved to the Commodity Editor.
- 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.
- Click the Add button to add the item to the commodity list.

The screenshot shows the 'Commodity Editor' tab in the UPS WorldShip software. The 'Add New' checkbox is checked, and the 'Add' button is highlighted. The commodity list shows the following items:

Description	Type	Pieces	Total Weight
5-inch Drill Set	Container	4	400
1-inch Masking Tape	Roll	2	50

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10. 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 Clear button.

11. The Options tab appears.

- Select a Shipment Option 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.

Tip: To remove an option, clear the check box next to the selected option.

- Click the Detail Cost button.

12. The Pieces Shipped As window appears.

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

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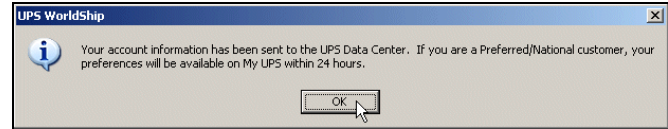
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13. A message may appear if this is the first time you have processed a freight shipment.

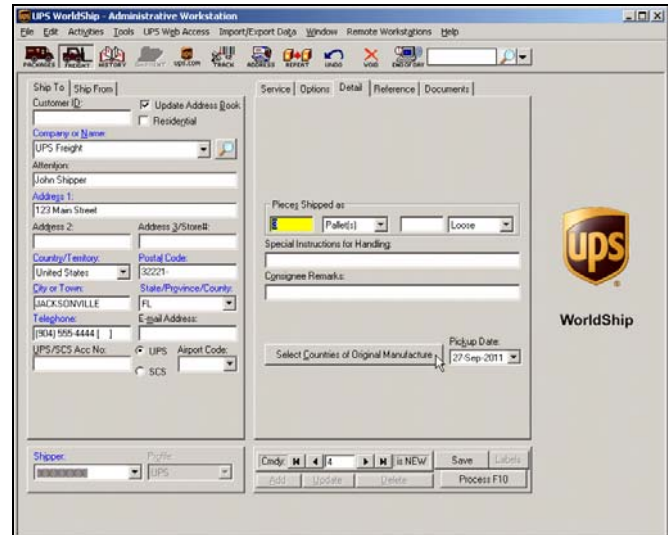
- Click the OK button.
- Click the Detail tab.



14. The Detail tab appears.

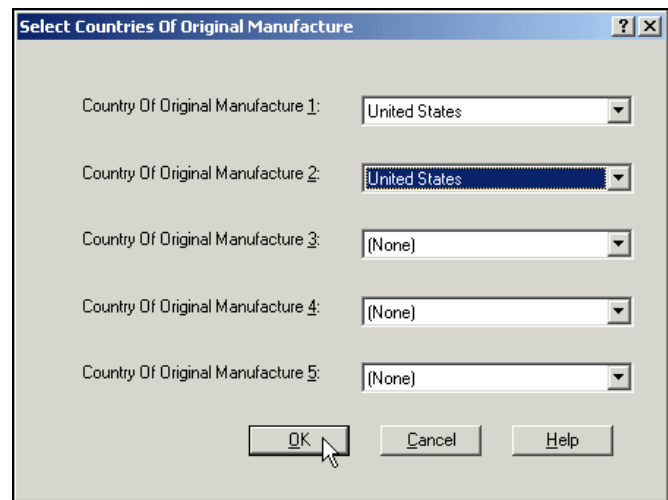
Continue as follows:

- Under Pieces Shipped As, change the number of pieces for each handling unit as needed.
- In the Special Instructions for Handling box, type up to 400 characters.
- In the Consignee Remarks box, type up to 400 characters.
- In the Pickup Date box, click the down arrow and select the pickup date on the calendar.
- Click the Select Countries of Original Manufacture button.



15. The Select Countries of Original Manufacture window appears.

- In each Country of Original Manufacture box, click the down arrow and select a country as needed.
- Note:** You must select at least one country of manufacture for an Air Freight shipment with a Canada destination.
- Click the OK button.



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16. The Detail tab appears.

Click the Reference tab.

17. The Reference tab appears.

Continue as follows:

- Select the Shipper Reference and/or Consignee Reference reference 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.

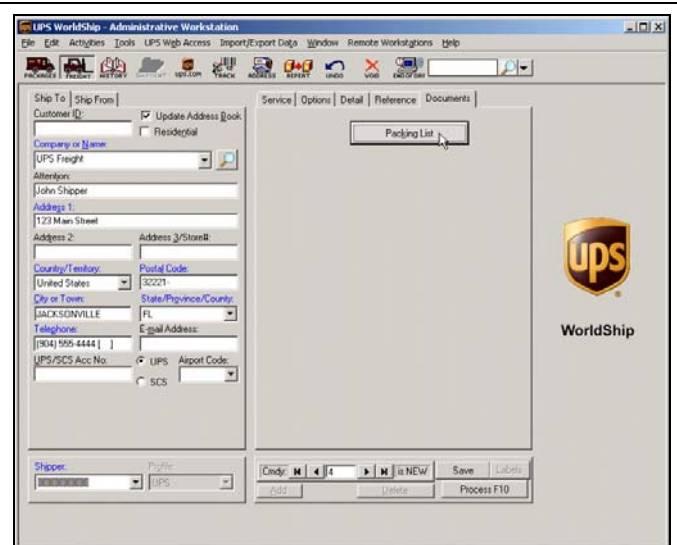
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18. The Documents tab appears.

Click the Packing List button.



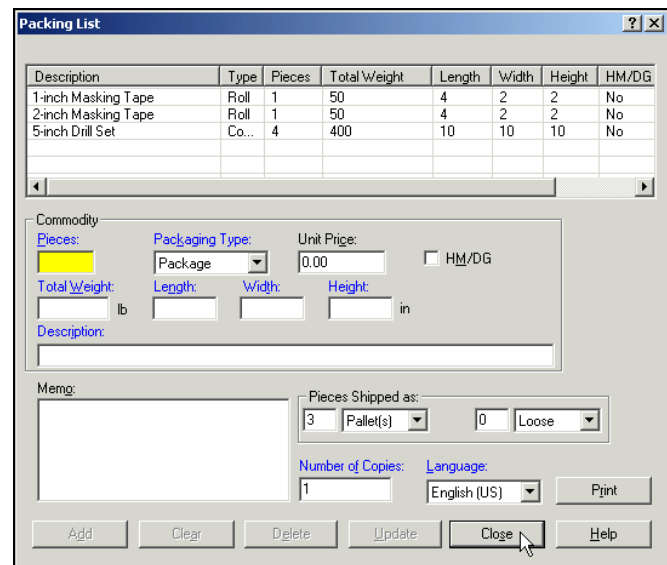
19. The Packing List window appears and shows the commodities that you entered on the Service tab and the Pieces Shipped As that you entered on the Detail tab.

- 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 this 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.

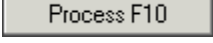


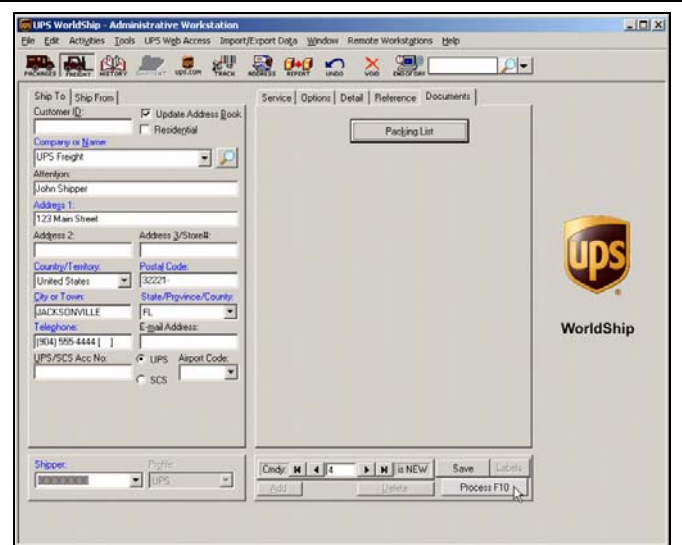
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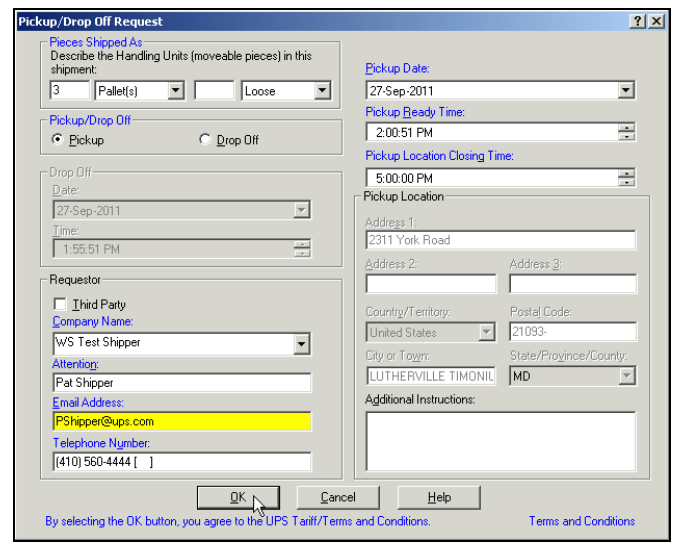
20. The Shipping window appears.

Click the  button.



21. The Pickup/Drop Off Request window appears.

- Verify and update the information as needed.
- Click the OK button.



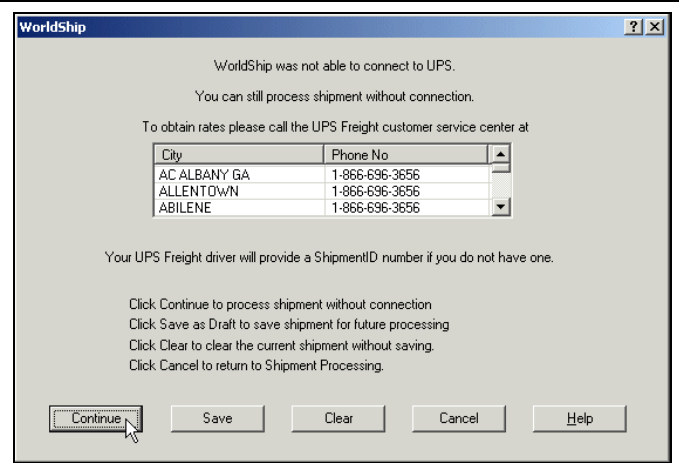
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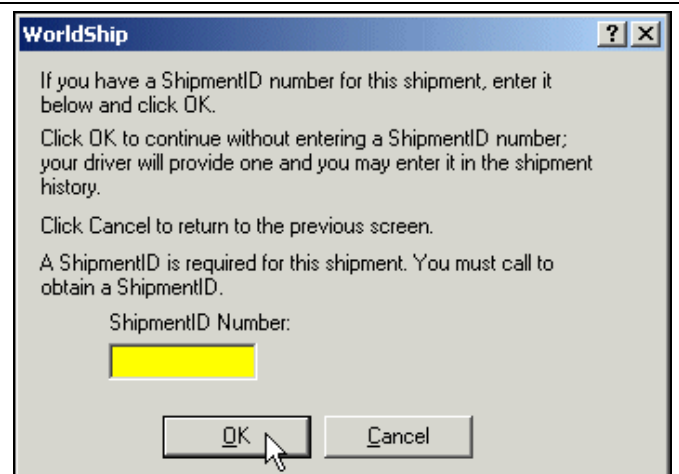
22. If no connection can be established with UPS, the Offline Processing window appears.

- Follow the instructions.
- Click the Continue button.

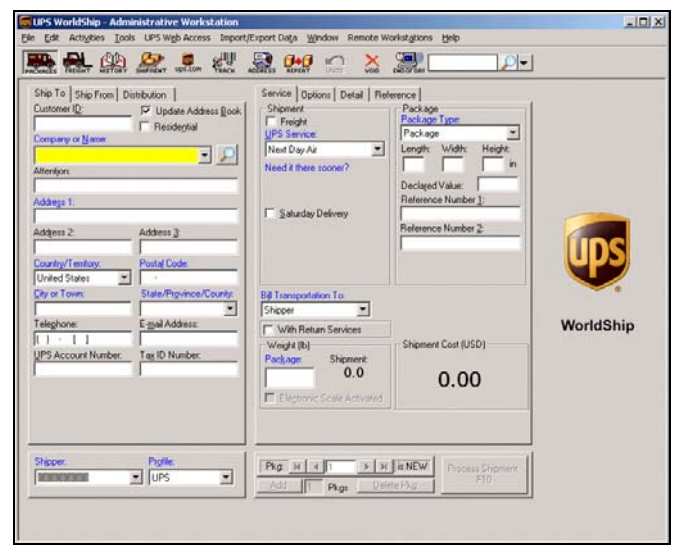


23. The Shipment ID Number window appears.

- Type the Shipment ID number in the ShipmentID Number box if you have the number.
- Click the OK button.



24. A blank Shipping window appears.


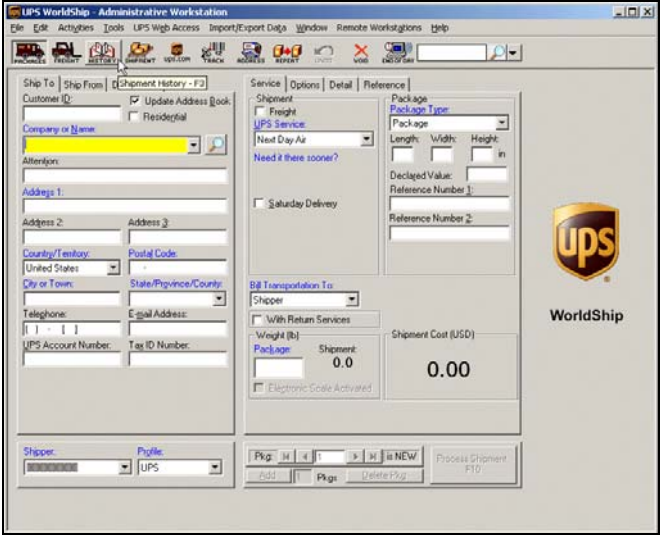
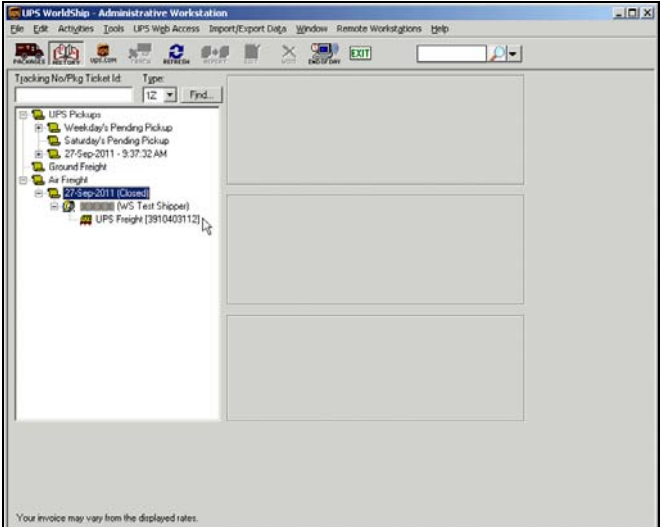


WorldShip® Process an Air Freight Shipment



View Shipment History for an Air Freight Shipment

To view shipment history in WorldShip for an Air Freight shipment:

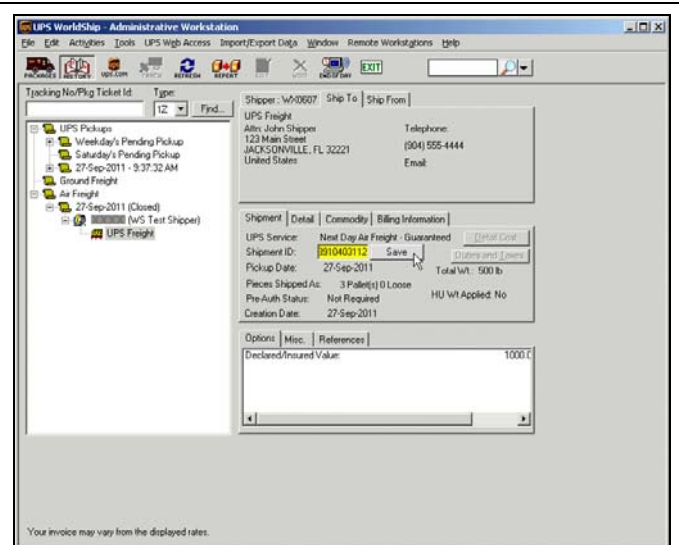
Step	Window (if available)
<p>1. Press the F3 key on the keyboard, click Shipment History on the Window menu, or click the  button.</p>	
<p>2. The Shipment History window shows the shipment under Air Freight.</p> <ul style="list-style-type: none"> If you typed the Shipment ID number in the Shipment ID Number window (see step 22 in the process procedure), the number is shown in parenthesis. Select the number and skip to step 3. 	

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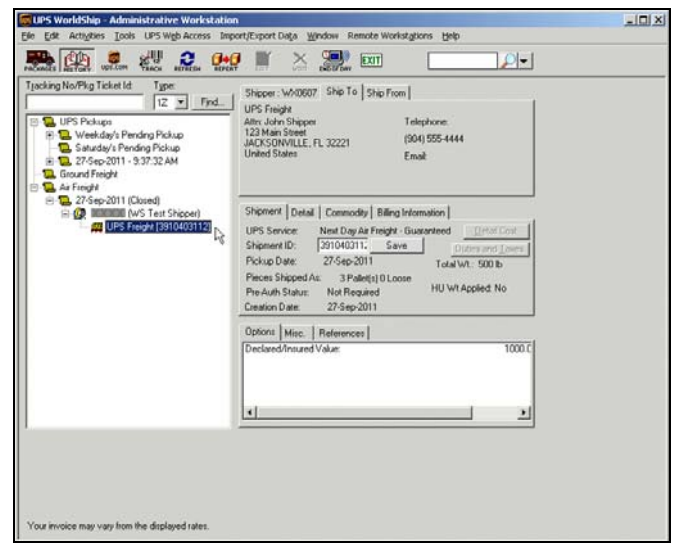


View Shipment History for an Air Freight Shipment

- If you did not type the Shipment ID number in the Shipment ID Number window (see step 22 in the process procedure), the number is not shown in parenthesis.
- Get the number from your UPS driver.
- Type the number in the Shipment ID box on the Shipment tab.
- Click the Save button.



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

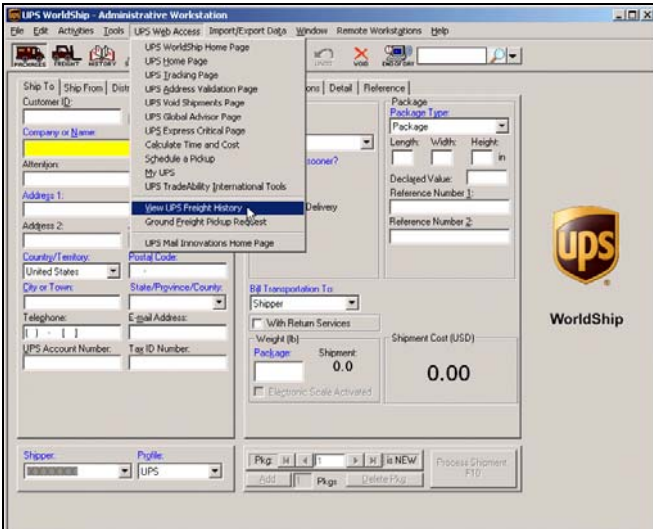
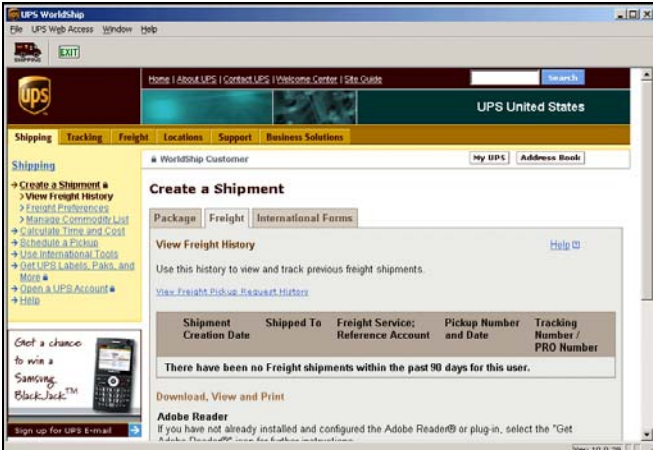


WorldShip® Process an Air Freight Shipment



Track an Air Freight Shipment outside WorldShip

To view and track an Air Freight shipment outside of WorldShip:

Step	Window (if available)
<p>1. On the UPS Web Access menu, click View UPS Freight History.</p>	
<p>2. The View Freight History page appears.</p>	

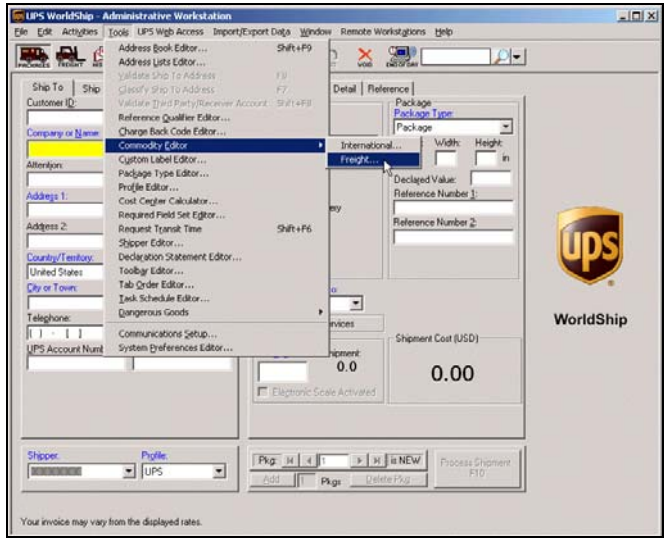
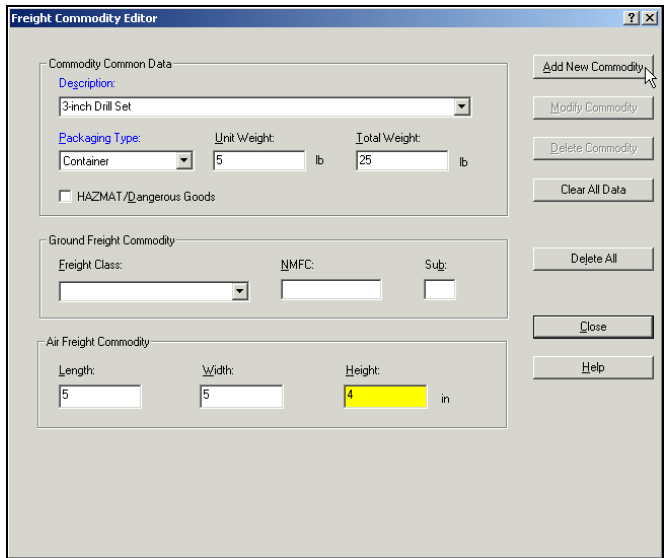
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Add Air Freight Commodities using Commodity Editor

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

To add Air Freight commodities using the Commodity Editor:

Step	Window (if available)
<p>1. On the Tools menu, point to Commodity Editor and click 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. 	

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Under Air Freight Commodity:

- In the Length box, type the largest dimension.
- In the Width box, type the second largest dimension.
- In the Height box, type the third largest dimension.
- Click the Add New Commodity button.

3. A blank Freight Commodity Editor window appears.

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