

This is the "new and improved" CAB UPS shipping instructions. If there are any questions, staff can contact Paula at the mail center at 515-281-5143 or Paula.Newbrough@iowa.gov. ~Lorell Squiers 3/30/15

UPS SHIPPING SYSTEM

USER GUIDE *for CAB Staff.*
SEPTEMBER 2011



**Mail Center
Grimes Building
400 E 14th St.
Des Moines, IA 50319
515-281-5143**



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Login

Welcome to your new UPS shipping web page, available at <https://www.campusship.ups.com>. Please use the same User ID as you used for the FedEx Enterprise System when logging into the UPS Campus Ship System. However, your password, which is now IA_ground, is case sensitive.

The screenshot shows the UPS CampusShip login page. The 'Returning Users' section is highlighted with a box. The 'User ID' field contains the text 'FO427'. A handwritten arrow points from the text 'This is FO 427 - the letter O - not a zero.' to the 'User ID' field. Below the 'User ID' field is a checkbox for 'Remember Me' and a note '(Do not check for shared computer.)'. There is also a 'Log In' button and a 'Forgot User ID or Password' link.

This is FO 427 - the letter O - not a zero.

-Type in your User ID, check the "Remember Me" box, and click next.

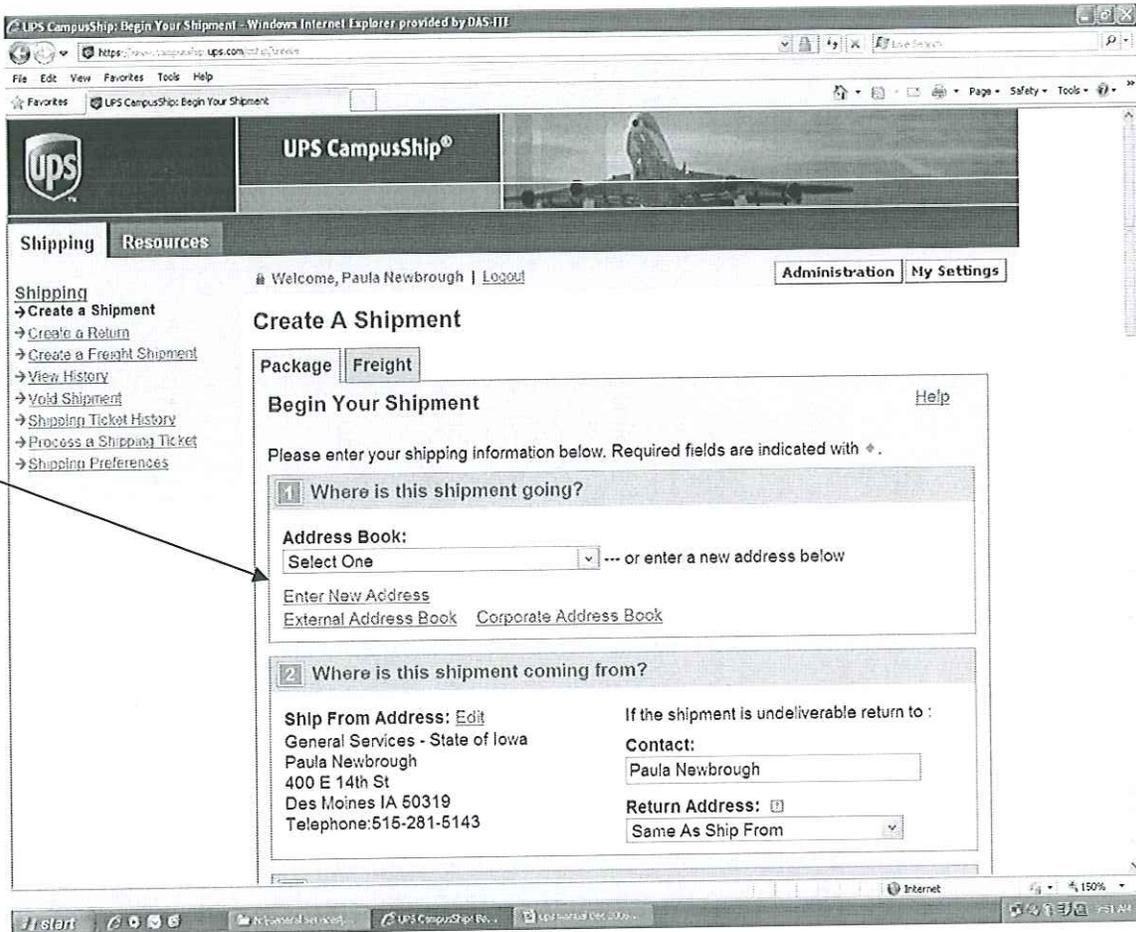
The screenshot shows the UPS CampusShip login page. The 'Returning Users' section is highlighted with a box. The 'User ID' field contains the text 'GamesShipping'. The 'Password' field contains the text 'IA_ground'. A handwritten arrow points from the text 'IA_ground' to the 'Password' field. Below the 'Password' field are 'Cancel' and 'Log In' buttons, and a 'Forgot User ID or Password' link.

-Type in your password and click Log In.

If you have any problems logging in, feel free to call *Paula Kimberly* at 281-5143.

Shipping a Package

Shipping Screen



The shipping screen will appear as above. You may start by either selecting an address from the drop down box under "Address Book" or you may enter a new address. To enter a new address, click on the highlighted Enter New Address located under the "Address Book" field.

Several CAB office and home addresses are already saved. However, check for accuracy because they have been there for sometime. After selecting a saved office or home, you see the address and can click on "Edit" to make changes and re-save.

Enter a New Address

UPS CampusShip: Begin Your Shipment - Windows Internet Explorer provided by DAS-III
https://www.campusship.ups.com/.../CreateAShipment.../Steps/Step1/AddressBook

File Edit View Favorites Tools Help

UPS CampusShip: Begin Y... X New Tab

Shipping
Create A Shipment
Create A Return
Create A Freight Shipment
View History
View Shipments
Shipping Tools & History
Shipping Preferences

Create A Shipment

Package Freight

Begin Your Shipment

Please enter your shipping information below. Required fields are indicated with *

Where is this shipment going?

Address Book: Select One -- or enter a new address below

External Address Book

Enter a New Address

Company or Name: *

Contact: *

Country: United States *

Address Line 1: *

Address Line 2: *

Apartment, suite, unit, building floor, etc.
Address Line 3: *

Department, o/c, etc.
City: *

State: Select One *

ZIP Code: *

Telephone: * Ext: *

E-mail: *

Validate this street address
 Residential address

Save Options for Address: Select One * Save this to my Address Book as: *

Where is this shipment coming from?

When this screen appears, you will need to fill in the fields with the orange diamonds. Also, a phone and E-mail address can be helpful. **UPS does not deliver to Post Office boxes, you must enter a street address.**

Save Address

When your address is completed, there are "Save Option for Address" and "Save this to my Address Book as" fields to complete. Use a reference you'll recognize for future shipments to this address. The **Address Book limit is 2,000 addresses.**

Check the box for Residential Address if shipping to a home-based office.

Continuing Shipment & Additional Services

Administrative Services
Grimes Building
400 E. 14TH ST.
DES MOINES IA 50319
Telephone:515-281-5143

Contact:
Administrative Services
Return Address: Same As Ship From

3 What are you shipping?

Number of Packages: 1 Use the same values for all packages? Yes

Packaging Type: Other Packaging

Weight: lb +

Package Dimensions: Length: x Width: x Height: in.

Large or Unusually Shaped Packages

Large Package
 Additional Handling

Package Declared Value: USD

Note: Additional shipping fees may apply based on declared value

4 How would you like to ship?

Service: UPS Ground Service Compare Time and Cost

Do you need additional services? Fee? Free

Send E-mail Notifications

Some services may require extra information. You will be able to enter the required information on the next page.

- Now you're back to the shipping page. Select the number of packages in the drop down box under "Number of Packages," if there is more than one package for this shipment. Please write on the packages how many are in that shipment, as well, to help keep the packages organized since each package will have its own unique tracking number.

-The "Packaging Type" and "Service" fields are set as default.

-If you need to insure the package, enter the value in the "Packages Declared Value" box provided.

-If you'd like notification on your package, under "Additional Services," check the "Send E-mail Notification" box for a free notification.

You can choose to be notified by email if you want when the item is shipped and/or delivered so you have to enter your email address. This is no charge for this.

Mail ID

-In the "Mail ID" field, you have the option to search for other Mail ID numbers. To do this, click Search.

5 Would you like to add reference numbers to this shipment?

UPS gives you the option to track your shipments using references that you define.

Mail ID
005A1214 427A1539 Search

ORG NUMBER

Reference # 3

Add a bar code for Mail ID to my Shipping label

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:
UPS Account

Review Shipping details, including price, before completing this shipment

Save As Shipping Ticket

Start Over Next

You no longer have to follow the instructions on this page.

The mail ID is defaulted to 427B1450 which is for DIR. Delete "B1450" and click "Search" in the blue box.

-When the "Reference Number Search" appears, simply delete all the numbers except the first three in the Search field. Then, in the second drop down box, select "Starts With" and click Search. *Then click "Search" in the blue box*

Reference Number Search

005 Search

Value search that

Starts With the search phrase.

Please select from the 22 results below, or modify your search.

Next 2

Cancel Select

Value	Description
005A1214	DAS - DIRECTOR'S OFFICE
005D3148	DAS-AP, PURCHASING, HR & ADMIN SUPPORT
005E3171	DAS - FINANCE

Start Over Next

-Scroll down to find the proper Mail ID. Click in the circle to the left of the Mail ID you want billed. Then click **Select**. Do not check the Add a barcode for Mail ID to my Shipping Label box.

Save as Shipping Ticket

Add a bar code for Mail ID to my Shipping label. ⓘ

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: ⓘ

UPS Account ⓘ

Review Shipping details, including price, before completing this shipment

Save As Shipping Ticket

Start Over Next

Company Support: (515) 281-5143 Shipping@iowa.gov

Administrator Lookup

-To save the shipment as a shipping ticket simply click Next.

Additional Shipping Options

-This screen will only appear if you chose additional shipping services earlier.

USD

Note: Additional shipping fees may apply based on declared value.

4 How would you like to ship?

Service:
 UPS Ground Service Compare Time and Cost

Do you need additional services? Fee? Free

Send E-mail Notifications

Some services may require extra information. You will be able to enter the required information on the next page.

5 Would you like to add reference numbers to this shipment?

UPS gives you the option to track your shipments using references that you define.

Mail ID
 005Q0134 Search

ORG NUMBER

-The screen below will allow you to enter e-mail addresses for shipment verification. Click **Next** after filling out your request.

UPS CompassShip®

Shipping Resources

Create A Shipment

Package

Additional Shipping Options

Additional information is needed to complete your shipment. Required fields are indicated with *

Note: You are currently creating a shipping label.

Send E-mail Notifications Using Quantum View Notify Email This Contact

You can send any of the following up to 5 recipients.

E-mail	Ship	Exceptions	Delivery
1 Shipping@vra.gov	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal E-mail Message

(Maximum 150 characters)

Notify me if there is a problem delivering any of these e-mails

Company Support (515) 251-9143 [Site Feedback](#)

Review Your Shipment Details

UPS CampusShip: Preview Shipment - Windows Internet Explorer provided by DAS-TTE

https://www.campusship.ups.com/171610288

File Edit View Favorites Tools Help

Favorites UPS CampusShip: Preview Shipment

Package

Review Your Shipment Details

Please review your shipping information for accuracy. Select Edit to modify information.

Note: You are currently creating a shipping ticket.

1 Address Information

Ship To: Edit
LARY NELSON CENTER
1001 29TH AVE SW
CEDAR RAPIDS IA 524043412

Ship From:
Administrative Services Mail Center
ADMINISTRATIVE SERVICES
Grimes Building
400 E. 14TH ST
DES MOINES IA 50319
Telephone 515-281-5143

Return Address: Edit
Administrative Services Mail Center
ADMINISTRATIVE SERVICES
Grimes Building
400 E. 14TH ST.
DES MOINES IA 50319
Telephone 515-281-5143

2 Package Information

Weight	Dimensions / Packaging	Declared Value	Reference Numbers
1.	Other Packaging		Mail ID - 005A1214

3 UPS Shipping Service and Shipping Options

Service: UPS Ground Service [Compare Time and Cost](#)

4 Payment Information

Bill Shipping Charges to: Shipper's UPS Account

Save As Shipping Ticket

By selecting the **Ship Now** button, I agree to the [Terms and Conditions](#)

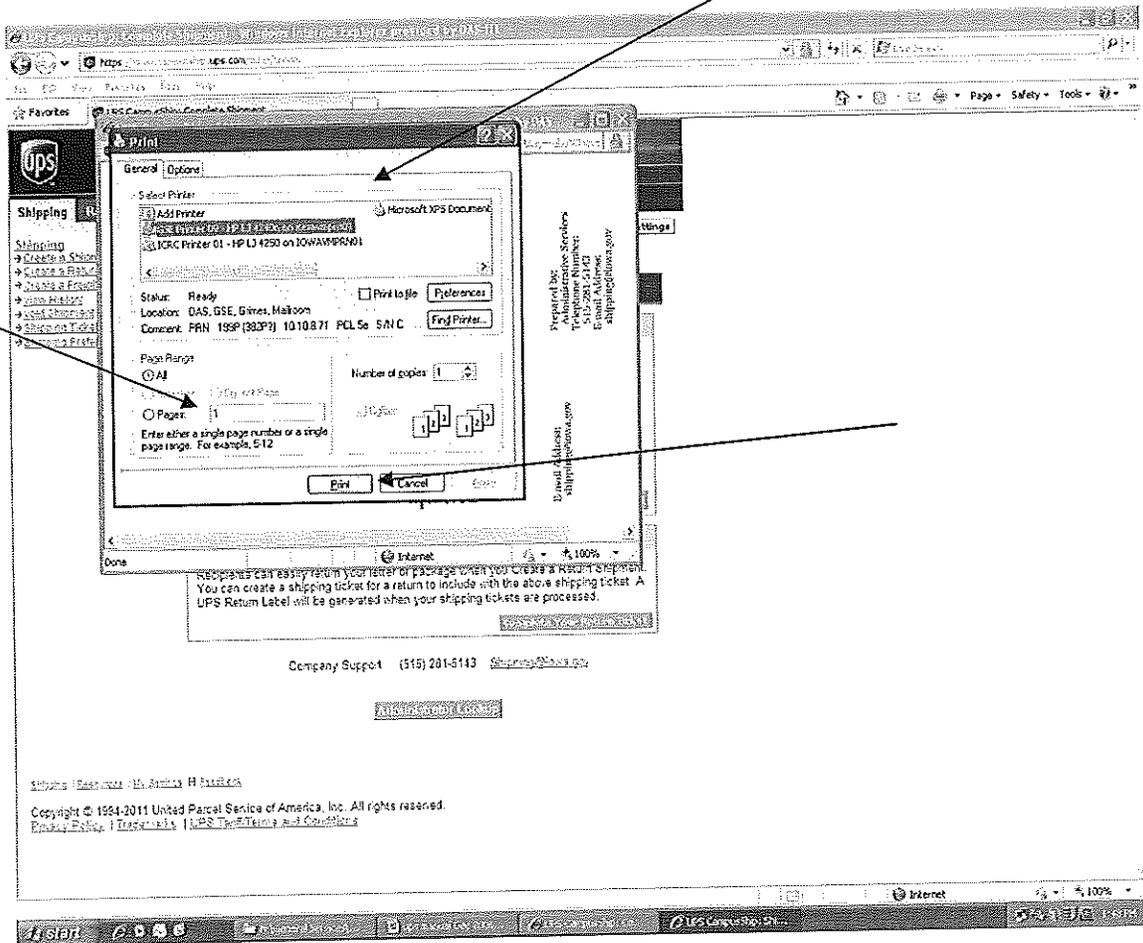
Note: Your invoice may vary from the displayed reference rates.
If you require additional information, see [Contact UPS](#) below.
** Detailed information on [fuel surcharges](#) is also available.

Done, but with errors on page.

Internet 100%

-Review and edit any shipment information necessary. Then click Save As Shipping Ticket. ~~Ship Now~~. Save As Shipping Ticket (in the blue box).

Print Shipping Ticket



- The print screen will appear over top of the shipping ticket, as shown above. When this occurs, select the printer to which you would like to print and the number of copies. (Remember, if you have a multiple-piece shipment, each package will be assigned its own unique tracking number.) Click on the Print button.

The DAS Mail Center recommends that you print two (2) copies of the shipping ticket. One copy is for your records and the other is to be placed inside the UPS sleeve and placed on the package. **Please make sure that all UPS sleeves are sealed.**

Once the shipping ticket has been printed, you may close the shipping ticket screen. If you have other shipments to process, click on "Shipping" to start again. If you have no further packages to ship, you may logout (see page 12). If you need to make changes or void a shipping ticket, please turn to the next page.

Void a Shipping Ticket

UPS CampusShip: Shipping Ticket History - Windows Internet Explorer provided by DAS-ITE

https://www.ups.com/ups/campusship/ups.com/ups/track/2011/08/17/ups/campusship/shipping-ticket-history

File Edit View Favorites Tools Help

UPS CampusShip: Shipping Ticket History

UPS CampusShip®

Shipping Resources

Welcome, Administrative Services | Logout My Settings

Shipping Ticket

Please select a Shipping Ticket from the list below and select View/Edit to view or edit the Shipping Ticket details.

Shipping Ticket History

Shipping Tickets 1 through 3 out of 3

Date	Shipping Ticket ID	Service	Shipped To	Number of Packages
17 Aug 2011	62259215397317041001	UPS Ground Service	Administrative Services Mail Center	1
17 Aug 2011	59300339292432840001	UPS Ground Service	Administrative Services Mail Center	1
17 Aug 2011	60369970462453465001	UPS Ground Service	Administrative Services Mail Center	1

View/Edit Delete Repeat Shipment Repeat Tickets

Shipping Tickets 1 through 3 out of 3

Company Support (515) 261-5143 Security@ups.com

Administrator Logout

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If you need to make changes on a package or void a package, click on **Shipping Ticket History**. Here in the Shipping Ticket History, you will be able to make the necessary changes to your package(s). Click on the shipping ticket you wish to change or void.

Void Shipment

To edit the shipping ticket for your package, click on the View/Edit button. To void the shipping ticket, click the Delete button.

Edit Shipping Ticket

If you have chosen to edit your shipping ticket, you will be redirected to your Shipping Screen so you can make the appropriate changes, and then you will save your Shipping Ticket as shown on page 6. If you have no further packages to ship, you may then log out.

Pickup Packages from an Alternative Address

An additional feature of CampusShip is the “Create a Return” field, if you need to have a package picked up from an alternative address (Call Tag.)

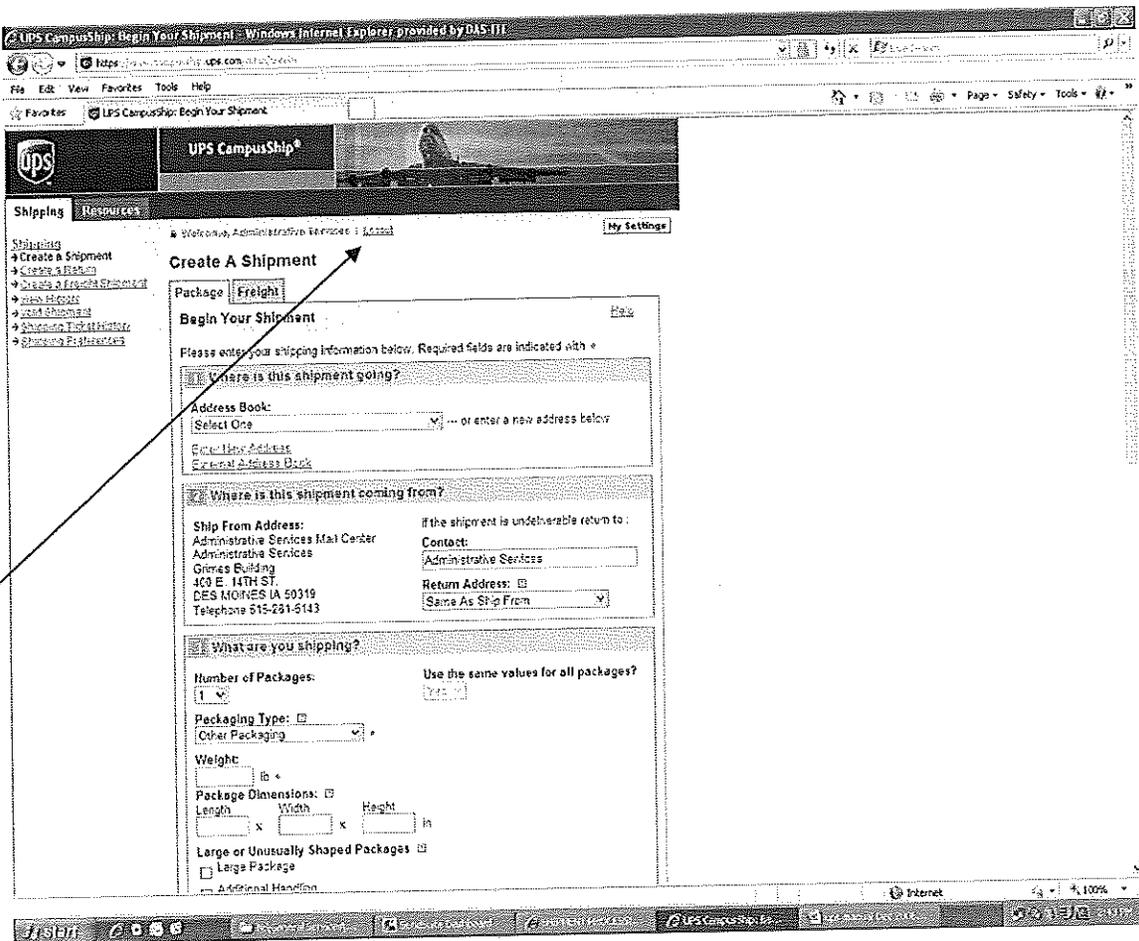
The screenshot shows the 'Create a Return' form in the UPS CampusShip application. The form is titled 'Create a Return' and 'Begin Your Return'. It asks 'Where is this return shipment coming from?' and 'Where is this return shipment going to?'. The 'Return To Address' field is highlighted with an orange diamond. Below it, there are fields for 'Packing Type', 'Weight', 'Package Dimensions', and 'Package Declared Value'.

- Add an address from your address book or Enter New Address of the company/person from which the package will be retrieved. You will need to Edit the **Return To Address** by placing your department in the field. Complete all required fields, indicated by the orange diamonds, including the Merchandise Description field.

The screenshot shows the service options and tracking information section of the form. It includes a 'Service' section with a 'Label Delivery Method' dropdown set to '3 UPS Pickup Attempts'. It also includes a 'Mail ID' field with the value '00641214' and a 'Reference #' field.

-There is a “Label Delivery Method,” drop down to 3 UPS Pickup Attempts. Enter your Mail ID as shown on page 5. Then click Next.

Logout



To leave the UPS Shipping system, click the highlighted Logout.