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Date: 3/9/2016	Released: 3/9/2016 Revision: C
Approved By: Dina Vasquez	

UPS On-Line Shipping Instructions

1. Purpose and Scope

Purpose

The provide instructions on how to use the UPS On-Line Professional Shipping applications.

Scope

This work instruction applies to UPS shipments.

2. Definitions

UPS United Parcel Service

3. Responsibilities

SHP DEPT Shipping Department

4. Authority

No authority are identified for this instruction.

5. Instructions

1. To Process A UPS Package:



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Key in the customer ID number – then enter

Note: All of the existing accounts in our main computer system should have been down loaded into on-line, so that we do not have key each account information. However, we need to verify each account information to make sure that they are current. Some accounts have more than one address.

Make the necessary selection depending on the type of service(s) being requested for each package.

00 – UPS RED AM (NEXT DAY)

01 – UPS RED AIR (NEXT DAY)

02 – UPS RED AIR SAVER (NEXT DAY)

03 – UPS BLUE AM (2ND DAY)

04 – UPS BLUE AIR (2ND DAY)

05 – UPS ORANGE (3RD DAY SELECT)

06 – UPS GROUND (REGULAR)

It is your responsibility to put the correct color labeling outside the box to indicate the type of freight service being used.

3. International Packages:

Choose “Country” for destination

Apply recipient name and phone number



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UPS Service:

World Wide Express Plus

World Wide Express

Standard

General Description of Goods

Goods value for customs

Enter amount

Click add, then close

F10 – Close

5. Consignee:

Select ADMIN at the menu bar.

Choose maintain database.

If the customer already exists in the customer database, find the customer name by using the find field and then arrow down to that customer.

If the customer does not exist then select the customer, then select add and then click to close. This will add the customer to your current database.

Enter the customer ID number which is the customer account number, then continue filling in the name, street address, city and zip code.

Click the consignee billing box and choose: (REFRESH) by clicking the box.

6. Multiple Packages:

On "Reference" – Make sure reference number are on all packages. Go to the bottom tool bar "PKG" and click "ADD"



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Note: When you choose this option when shipping multiple packages to the same customer, ups on-line prints the number you enter in the package field as the total number of packages on the label of each package.

Select oversize if the package is oversize weight.

7. Void A Package:

To void a package select “VOID” and to find package enter the “Tracking Number” then select “VOID” at the top of the total bar.

8. Track A Package:

To track a package go to:

www.ups.com

enter the tracking number

click “track”

9. Reference:

Enter sales order number under PKG-DEF #1: This is for InSCO own reference. Use the sales order number with point as pkg-id #

10. Closing The Pickup Record:

When you are ready to close the “End of Day” processing and ready to print the report do the following:

Select “End of Day” – Shift (F11) at the menu bar.

Note: Notice that the ups on-line automatically does the end of day processing and then prints the pickup record summary bar code report label. Make sure that the ups driver signs this label and this label goes to the warehouse file to keep. The system then calls or dials to the data center and sends the electronic copy of the pickup records, adds all the report to the shipping history and creates and archives file. Here, it will ask you to insert and archive disk (click ok).

6. Policy References

The instruction has no policy references.



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7. Procedure References

No procedures are referenced by this instruction.

8. Instruction References

No instructions are referenced by this instruction.

9. Other Reference Documents

There are no other reference documents for this instruction.

10. Records

Shipping Truck Pickup Log SHPF-27 Retain for 1 year

11. Materials

No materials are identified for this instruction.

12. Tools

No tools are identified for this instruction

13. Gages

No gages are identified for this instruction.

14. Safety Instructions

No safety instructions are identified for this instruction.

15. Notes



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17. Addendum – Flow Chart

