

UPS CampusShip

Using UPS CampusShip to
Express Mail your Documents

Binghamton University ISSS

Shipping Steps

1. Request Express Mail service by completing our web form.
<http://www.binghamton.edu/iss/essential-forms/express-mail.html>
2. Allow 1 business day to receive two UPS emails, one with a User ID and one with a password.
3. This will give you access to a secure web site to initiate shipment and provide credit card information confidentially.

Sample Email Notifications

From: Customer Notification
To: [Redacted]
Cc: [Redacted]
Subject: Welcome to UPS CampusShip (User ID Enclosed)

Sent: Mon 11/5/2012 1:10 PM



Learn more about UPS
CampusShip:
[UPS CampusShip
Login](#)
[UPS CampusShip
Quick Start Guide](#)

Welcome to UPS CampusShip®

Dear [Redacted]

Welcome to UPS CampusShip®. To access your new web-based shipping system, please visit <https://www.campusship.ups.com/login/>

To begin shipping, you will need to enter your User ID and Password.

Your User ID is:

*Please Note: A separate e-mail with your password will be sent to you. Upon initial login, you will be required to change your password. Your User ID and Password are case sensitive.

You can download the UPS CampusShip User Quick Start

Shipping Quick Start Guide.
<https://www.campusship.ups.com/media/en/CampusShip>

Administration Quick Start Guide.
<https://www.campusship.ups.com/media/en/CampusShip>

From: Customer Notification
To: [Redacted]
Cc: [Redacted]
Subject: Welcome to UPS CampusShip (Password Enclosed)

Sent: Mon 11/5/2012 1:10 PM



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Welcome to UPS CampusShip®

Dear [Redacted]

Welcome to UPS CampusShip®. To access your new web-based shipping system, please visit <https://www.campusship.ups.com/login/>

To begin shipping, you will need to enter your User ID and Password.

Your temporary Password is:

*Please Note: A separate e-mail with your User ID will be sent to you. Upon initial login, you will be required to change your password. Your User ID and Password are case sensitive.

If you have any questions, please contact your Company Administrator.

Logon Screen

The first time you logon, enter the User Id and temporary password sent to you.



Log In

Welcome to UPS CampusShip. To begin, please enter your User ID and Password.

Note: User ID and Password fields are case sensitive.

Returning Users Help ?

User ID

Password

[Remember Me?](#)
(Do not check for shared computers.)

Change the language of this page:

[Log In →](#)

[→ Forgot User ID or Password](#)

Accept Terms of Agreement

Scroll to the bottom of the page and click on 'Accept'

UPS Marks means the word mark "UPS" as shown in various trademark registrations including but not limited to U.S. Trademark Registration No. 966,724, and the mark "UPS & Stylized Shield Device" as shown below and as shown in various trademark registrations, including but not limited to U.S. Trademark Registration Nos.: 2,867,999, 2,965,392, 2,973,108, 2,978,624, 3,160,056 and European Community Trademark Registration Nos.: 3,107,026, 3,107,281, and 3,106,978.



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UPS Privacy Notice means the privacy notice available at <http://www.ups.com/content/us/en/resources/ship/terms/privacy.html> .

UPS Systems means the UPS computer and network systems accessed by the UPS Technology.

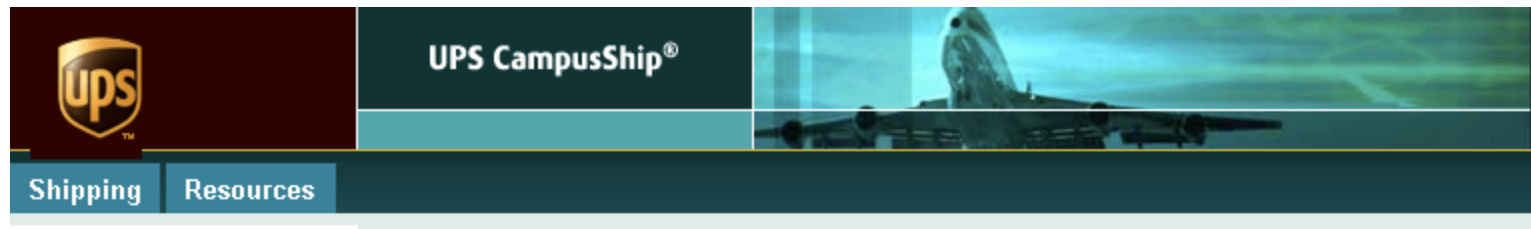
UPS Technology means those products identified on End User Rights [Exhibit B](#) .

You is defined in the third paragraph of this Agreement.

Cancel Accept

Change Your Password

You will be prompted to set your own password for your account.



Update Profile

Provide New Password [Help](#)

Please select a new password. Your password is case sensitive and will be effective immediately.

Required fields are shown with ♦.

User ID: B00123456

New Password:

Re-enter New Password:

[Cancel](#) [Change Password »](#)

Continue

Click on continue to start creating your shipment

The screenshot displays the UPS CampusShip web interface. At the top, there is a header with the UPS logo on the left, 'UPS CampusShip®' in the center, and a banner image of an airplane on the right with the Binghamton University logo. Below the header, there are navigation tabs for 'Shipping' and 'Resources'. A user is logged in, indicated by 'Welcome, [username] | Logout' and a 'My Settings' button. A prominent notification box titled 'Service Terms and Conditions Update' contains the text: 'Review Terms and Conditions' and 'The Service Terms and Conditions have been updated since your last visit. Select View Terms and Conditions to see the current Service Terms and Conditions or Continue to proceed with your shipping request.' At the bottom of the notification box are two buttons: 'View Terms and Conditions' and 'Continue'.

Company Support : 607-777-2510 intlexp@binghamton.edu

Company Support : 607-777-2510 intlexp@binghamton.edu

Enter Your Shipping Address

Create A Shipment

Package

Begin Your Shipment [Help](#)

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

[Set your preferences](#) to enable one-step shipping. [\(Don't show this message again\)](#)

1 Where is this shipment going?

Address Book:

Select One ▼ --- or enter a new address below

[Enter New Address](#)

2 Where is this shipment coming from?

Ship From Address:

INTL STUDENT & SCHLR SVCS
Test User
4400 VESTAL PKWY
Binghamton University
BINGHAMTON NY 13902

If the shipment is undeliverable return to :

Contact:

Test User

Return Address: ⓘ

Same As Ship From ▼

1.

1 Where is this shipment going?

Address Book:

Yves Laurent ▼ --- or enter a new address

Enter a New Address

Company or Name:

Yves Laurent ♦

Contact:

Yves Laurent ♦

Country:

France ▼ ♦

Address Line 1:

123 La Rue ♦

Address Line 2:

Apartment, suite, unit, building, floor, etc.

Address Line 3:

Department, c/o, etc.

Postal Code:

75015 ♦

City:

PARIS ♦

Other Address Information:

Telephone:

5555551212 ♦

Ext.:

E-mail:

Residential address

All required fields are marked ♦

At "Where is this shipment going," click on link for "Enter New address"

Return Address must be "Same As Ship From"

Email address is an optional field. You are urged to complete that section.

Select Additional Shipping Fields

For overseas shipping type "Documents"

2.

Always choose "UPS Letter" and leave weight blank.

3.

If shipping overseas, select "UPS Worldwide Saver"
If shipping within the US, select from one of the "One or Two day mail" options.

4.

Check "Send E-mail Notifications"
Leave Reference #s blank.

5.

3 What are you shipping?

Description of Goods: [?](#)

Documents of No Commercial Value

Number of Packages: [?](#) Use the same values for all packages? [?](#)

Packaging Type: [?](#)

Weight: lb
Tenths of a lb allowed for Letter

4 How would you like to ship?

Service: [?](#) [Compare Time and Cost](#) [?](#)

Do you need [additional services](#)? [?](#)

Send E-mail Notifications Fee? Free

Receive Confirmation of Delivery Yes

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.

Reference # 1

Reference # 2

Reference # 3

Enter Payment Information

Select "Use Another Payment Card".
Then, select your Card Type and enter
your credit card details

6.

You must use the Billing Address that
matches your Credit Card.

7.

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:** [?]
 [Use Another Payment Card] *

Card Type:
 [Select Payment Card] *
 [Select Payment Card]
 Visa
 MasterCard
 American Express
 Discover

Verification Code: [?]
 [] *

Expiration Month: [Select Month] * **Expiration Year:** [Select Year] *

Billing Address:

Use my Profile Address as Billing Address
 4400 VESTAL PKWY
 Binghamton University
 BINGHAMTON NY 13902

Use the following address as Billing Address

Country: [United States] * **City:** [] *

Address Line 1: [] * **State:** [Select One] *

Address Line 2: []
 Apartment, suite, unit, building, floor, etc.

Address Line 3: []
 Department, c/o, etc.

Save Options for Payment Card:
 [Select One]

Associate a Shipper's UPS Account [?]
 [UPS Account]

Additional Shipping Options

Enter email address and check: Ship, Exception and Delivery so that you receive email notification of your shipment.
Leave "Personal Email Message" blank.

Create A Shipment

Package

Additional Shipping Options [Help](#)

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

Note: You are currently creating a shipping ticket.

1 **Send E-mail Notifications Using Quantum View Notify** [Remove This Option](#)

You can send any of the following [notifications](#) to up to five recipients.

	E-mail:	Ship:	Exception:	Delivery:
1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="text"/>	<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.

« Back
Cancel Shipment
Next »

Shipment Confirmation Window

8.

You will see three shipping costs;
Shipping Fee Subtotal, Total Charged and Negotiated Total.
PLEASE NOTE: Initially, when the shipment is first placed, a hold will be put on your credit card for the "Total Charged" But this amount will be adjusted after the shipment is complete and your credit card will only be charged the "Negotiated Total", which is the lowest cost offered.

9.

When "Complete Shipment Ticket" appears, press "Print".
An internal only Shipping Ticket will open. Do Not Print.
If internal Shipping Ticket does not open, check to see if pop-ups are blocked. If so, disable pop-up blocker and Click Print again.
Then close the window.

3 UPS Shipping Service and Shipping Options [Edit](#)

Service: UPS Worldwide Saver (Express)
[Compare Time and Cost](#)

Shipping Fees Subtotal: 64.64 USD
[Show Shipping Fees Subtotal Details](#)

Additional Shipping Options
Quantum View Notify E-mail Notifications: [Edit](#) [Cancel](#) No Charge
1 jytikabanerjee@gmail.com: Ship, Exception, Delivery

4 Payment Information [Edit](#)

Bill Shipping Charges to: Visa xxxxxxxxxxxx2208
Associated shipper's account: Shipper's UPS Account

A discount has been applied to the Daily rates for this shipment

Total Charged:	64.64 USD
Negotiated Total:	29.42 USD

Save As Shipping Ticket

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

[Cancel Shipment](#) [Save As Shipping Ticket»](#)

Create A Shipment

Complete Shipment Ticket

1. Print Shipping Tickets

Review the following Shipping Tickets. Check the boxes next to the Shipping Tickets you want to complete. To review or print the selected tickets, select View/Print.

Ticket

Use my UPS thermal printer to print tickets

Note: For most newer browsers, the shipping labels and receipts appear in the same window. For some older browsers, each appears in a separate window. For best results, use Microsoft's Internet Explorer (IE) 5.5 or newer. This does not apply to UPS Thermal Printers.

[Print](#)

UPS CampusShip: Shipment Label - Microsoft Internet Explorer provided by UPS

NOT A UPS SHIPPING LABEL
Thank you for using UPS CampusShip (TM)
This shipping ticket is not a valid UPS shipping label and is for your internal company's use only.
Please print a shipping label and attach it to the package before shipping with UPS.
Shipping Ticket for UPS Account Internal Use Only
Please attach this ticket to your package

Service Level: UPS SAVER

52665983520477898001

Ship From:
YVES LAURENT
5555551212
YVES LAURENT
123 LA RUE
75015 PARIS
FRANCE

Ship To:
TEST USER
6108/738467
BINGHAMTON UNIVERSITY
4400 VESTAL PKWY
BINGHAMTON NY 13902
UNITED STATES
lmauser@ups.com

Prepared by:
Test User
Telephone Number:
E-mail Address:
lmauser@ups.com

Capture Shipping Ticket Number & Inform ISSS for Shipment Completion

10.

In shipping menu (left panel), click on "Shipping Ticket history"

Shipping

- Create a Shipment
- View History
- Void Shipment
- **Shipping Ticket History**
- Shipping Preferences

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 [Help](#)

Shipping Tickets 1 through 1 out of 1

[View / Edit](#) [Delete](#) [Repeat Shipment](#) [Reprint Tickets](#)

Date ▼	Shipping Ticket ID	Service	Shipped To	Number of Packages
05 Nov 2012	52665983520477898001	UPS Saver	Yves Laurent	1

[View / Edit](#) [Delete](#) [Repeat Shipment](#) [Reprint Tickets](#)

*Copy/Paste Shipping Ticket ID (ex. 52665983520477898001)
into email to be sent to
intlexp@binghamton.edu
for shipment to be completed and sent to you.*