

# Guide to UPS CampusShip™

*Your company's shipping solution.*



## Administration Quick-Start Guide



As a company administrator, you will be pleased to know that UPS CampusShip™ is a web-based, UPS-hosted shipping solution that helps you increase efficiency and reduce costs. CampusShip has powerful, administrative features and functions to help make every one of your shipments accountable from the start.

This Administration Quick-Start Guide to UPS CampusShip is a convenient, step-by-step reference that provides a brief overview of how to set up, launch and manage CampusShip.

If you have any questions or require additional information, please use the Help Links on UPS CampusShip. You can also contact your UPS Account Representative.

January 2005



## Table of Contents

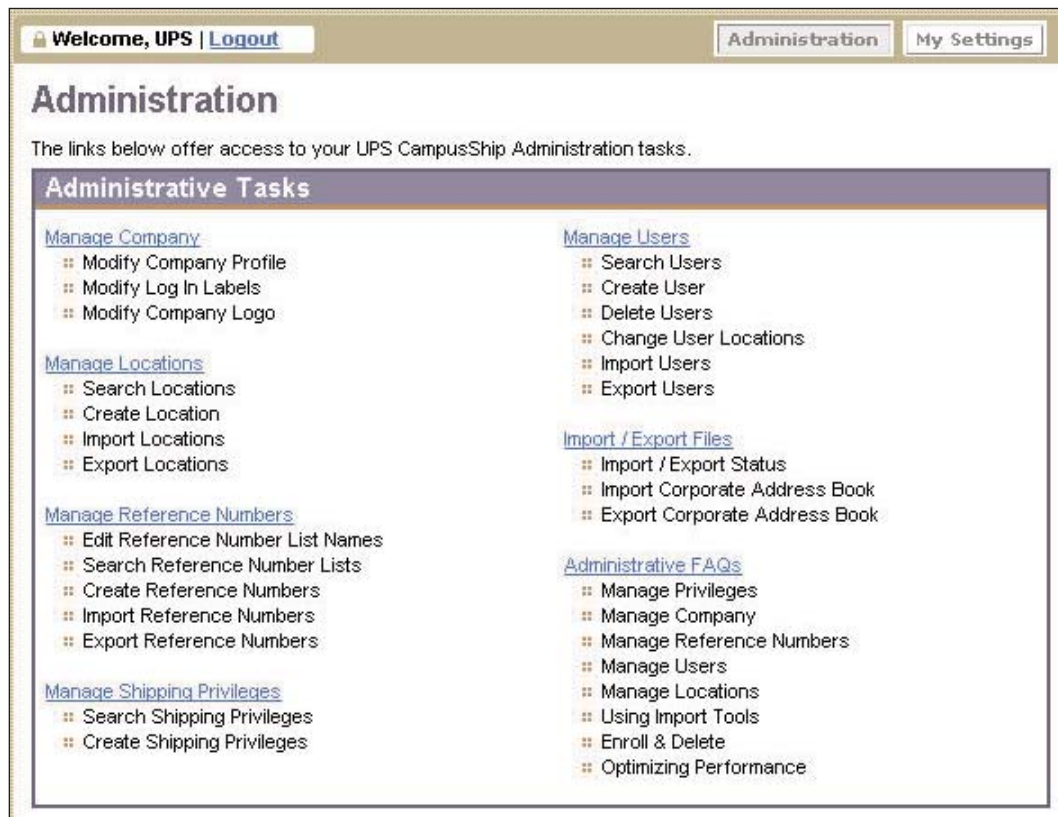
<b>Getting Started</b>	<b>2</b>
<b>Manage Company Information</b>	<b>3</b>
<b>Importing a Company Logo</b>	<b>3</b>
<b>Manage Locations</b>	<b>4</b>
<b>Creating New Company Locations</b>	<b>4</b>
<b>Importing New Company Locations</b>	<b>4</b>
<b>Manage Shipping Privileges</b>	<b>5</b>
<b>Using Default Shipping Privileges</b>	<b>5</b>
<b>Creating New Shipping Privileges</b>	<b>6</b>
<b>Manage Users</b>	<b>8</b>
<b>Creating New Users</b>	<b>8</b>
<b>Importing New Users</b>	<b>9</b>
<b>Manage Reference Numbers</b>	<b>10</b>
<b>Creating New Reference Numbers</b>	<b>10</b>
<b>Importing New Reference Numbers</b>	<b>11</b>
<b>Help</b>	<b>12</b>

## Getting Started

Once your UPS CampusShip™ representative has enrolled your company, you will receive three e-mails:

- The first is the Welcome E-mail.
- The second provides your User ID and the URL to access the site.
- The third has your temporary password.

As a CampusShip administrator, your authority can range from all rights at the company level (Company Administrator) to certain rights granted for a specific location (Location Administrator). As an administrator, you will have an **Administration** button next to the **My Settings** button, on the top navigation tool bar of the initial (logged in) page of UPS CampusShip. Click the **Administration** button to take you to a screen that provides total access to the administration functions of CampusShip.



The screenshot shows the 'Administration' page of the UPS CampusShip web application. At the top, there is a navigation bar with 'Welcome, UPS | Logout' on the left and 'Administration' and 'My Settings' buttons on the right. The main heading is 'Administration', followed by the text 'The links below offer access to your UPS CampusShip Administration tasks.' Below this is a section titled 'Administrative Tasks' which contains several sub-sections, each with a list of tasks:

- Manage Company**
  - Modify Company Profile
  - Modify Log In Labels
  - Modify Company Logo
- Manage Locations**
  - Search Locations
  - Create Location
  - Import Locations
  - Export Locations
- Manage Reference Numbers**
  - Edit Reference Number List Names
  - Search Reference Number Lists
  - Create Reference Numbers
  - Import Reference Numbers
  - Export Reference Numbers
- Manage Shipping Privileges**
  - Search Shipping Privileges
  - Create Shipping Privileges
- Manage Users**
  - Search Users
  - Create User
  - Delete Users
  - Change User Locations
  - Import Users
  - Export Users
- Import / Export Files**
  - Import / Export Status
  - Import Corporate Address Book
  - Export Corporate Address Book
- Administrative FAQs**
  - Manage Privileges
  - Manage Company
  - Manage Reference Numbers
  - Manage Users
  - Manage Locations
  - Using Import Tools
  - Enroll & Delete
  - Optimizing Performance



## Manage Company Information

The Manage Company Information section is where you will enter and manage key information, such as the company contact information. You also have the ability to choose either the company or location name to be displayed on shipping labels and add your logo to all UPS CampusShip™ screens. By selecting the Administration button, and the appropriate link on the left navigation bar, you can edit company information at any time.

### Manage Company Information

Manage your company information stored and displayed by UPS CampusShip.

- [View or Edit company information](#)
- [View or change company log-in labels displayed by UPS CampusShip](#)
- [View or change company logo displayed by UPS CampusShip](#)

**Reference Number Options:** Located under the *View or Edit Company Information* link, you may set the default Reference Number display and validation for the entire company.

**Log-in Labels:** Located under the *View or Change Company Log-in Labels* link, you may edit the field names on the *Log-in* page of CampusShip (for example: instead of User ID, you can replace it with an Employee Number).

## Importing a Company Logo

**Step 1** – Select the *Administration* button on the top navigation tool bar, go to the *Manage Company* link, and select the *View or change company logo displayed by UPS CampusShip* link.

**Step 2** – Browse to the logo's file location. CampusShip supports two .gif file format image layouts/sizes: Portrait (62 pixels wide by 50 pixels high) and Landscape (124 pixels wide by 50 pixels high) with a maximum file size of 4KB. The logo must conform to these file specifications.

**Step 3** – Select the Update button to display your company logo.

*Note: Only Company Administrators can complete this task.*



## Manage Locations

A UPS CampusShip™ company location can be defined as a department or multiple departments sharing the same physical address. An unlimited number of locations can be set up within CampusShip. Locations can also be established in different countries. This allows for maximum flexibility in organizing and naming locations. You can choose whether the location name or company name will appear on the return address of all packages you send.

Set up a company location **before** you add or import users. Each location is associated with a UPS account number. Before setting up a new location, you must have the UPS account number available for that location. You can have multiple locations for one UPS account number (i.e., account 123456 can have a location called Mail Room and a location called Accounting). Locations may be set up in any country that offers UPS CampusShip (i.e., a German company may set up their U.S. location under their German CampusShip company).

### Creating New Company Locations

**Step 1** – Select the **Administration** button on the top navigation tool bar, go to the **Manage Locations** link and select the **Create Location** link.

**Step 2** – A **Location Details** screen displays. (To stop this process, select the **Cancel** button on the bottom of the screen.)

**Step 3** – Enter location detail information (e.g., address, location contact name, e-mail, phone number and extension and the UPS account number for that location). It is also recommended that you enter information into the **Location Support** field. This support information will appear at the bottom of the CampusShip screen for all users assigned to that location.

**Step 4** – Ensure that required fields shown in bold contain acceptable and accurate data, then select the **Create** button. If the update is not successful, a message informs you which fields should be modified or completed.

### Importing New Company Locations

Locations may also be imported from a comma-separated value or CSV file. For information and instructions, please refer to the online **Help**, which can be accessed by clicking the **Help** link on the left side of your screen.



## Manage Shipping Privileges

Privileges determine what shipping services and options are permitted for a set of users. This feature allows you to quickly apply a set of privileges to new users you create.

### Using Default Shipping Privileges

To provide a baseline for customization, UPS CampusShip™ features four default shipping privilege sets.

The following are available for users in the U.S. or Puerto Rico:

- **Domestic Only, Limited Accessorials** (no international services and a limited set of add-on services, such as Saturday Delivery)
- **Domestic Only, All Accessorials** (no international services with ALL add-on services)
- **All Services, Limited Accessorials** (domestic and international services with a limited set of allowable add-on services)
- **All Services, All Accessorials** (domestic and international services with ALL add-on services).

The services within each privilege set shown below are the automatic defaults established for each CampusShip geographic region.

- **All Services, All Accessorials, North and South America**
- **All Services, All Accessorials, Europe**
- **All Services, All Accessorials, Asia**
- **World Traveling User** (all shipping privileges).

These shipping privilege sets can be customized to meet your users' specific shipping needs.



### Creating New Shipping Privileges

If you would like to customize privilege sets, they must be created before you can assign users to them.

**Step 1** – Select the *Administration* button on the top navigation tool bar, go to the *Manage Shipping Privileges* link and select the *Create Shipping Privileges* link.

**Step 2** – A *Shipping Privilege Details* page displays. (To stop this process, select the *Cancel* button at the bottom of the page.)

**Shipping Privilege Detail** [Help](#)

**Shipping Privilege Name:**

**Shipping Privilege Countries:** [Edit](#)  
Canada

**UPS Shipping Services**

Allow access to ALL shipping services

Allow only indicated shipping services

<input type="checkbox"/> UPS Express Early A.M.	<input type="checkbox"/> UPS Expedited
<input type="checkbox"/> UPS Express Plus	<input type="checkbox"/> UPS 3 Day Select
<input type="checkbox"/> UPS Express	<input type="checkbox"/> UPS Standard
<input type="checkbox"/> UPS Express Saver	

**UPS Shipping Accessorials**

Allow access to ALL Shipping Accessorials

Allow only indicated Shipping Accessorials

<input type="checkbox"/> COD	<input type="checkbox"/> Return Notification E-mail
<input type="checkbox"/> Can Request Pickup	<input type="checkbox"/> UPS Returns Plus - 1 UPS Pickup Attempt
<input type="checkbox"/> EVS/Declared Value	<input type="checkbox"/> UPS Returns Plus - 3 UPS Pickup Attempts
<input type="checkbox"/> Verbal Confirmation of Delivery	<input type="checkbox"/> UPS Returns Electronic Return Label
<input type="checkbox"/> Quantum View <sup>SM</sup> Notify Exception E-mail	<input type="checkbox"/> UPS Returns Print and Mail Return Label
<input type="checkbox"/> Quantum View <sup>SM</sup> Notify Ship E-mail	<input type="checkbox"/> UPS Returns <sup>SM</sup> Print Return Label
<input type="checkbox"/> Quantum View <sup>SM</sup> Notify Delivery E-mail	<input type="checkbox"/> Saturday Delivery



**Step 3** – Enter a *Shipping Privilege Name* (i.e. “*All Services*”). Then confirm that the *Shipping Privilege Countries* are correct. If incorrect, select the *Edit* link to make the necessary changes. Next choose the shipping privileges you would like to grant based on your company’s needs. There are two ways to build the privilege set:

- Activate ALL privileges in a section.
- Activate specific privileges by selecting individual check boxes (e.g., allowable shipping services and add-ons, allowable payment or billing methods, and address book privileges).

**Step 4** – Once you have entered all information, select the *Create* button. If more information is required, a message displays which fields should be modified or completed.



## Manage Users

### Creating New Users

Create new UPS CampusShip™ users by entering their profile information into the system.

**Step 1** – Select the **Administration** button on the top navigation tool bar, go to the **Manage Users** link and select the **Create User** link.

- Enter the requested user information. Required fields are shown in bold.
- Assign the user to a company location. To find the location's name, select the **Search** link.
- Assign a shipping privilege set to the user. To find the name of the shipping privilege set, select the **Search** link.
- Select the **Create** button. The user will then receive their User ID and temporary password in two separate e-mails.

**Step 2** – To set additional privileges, including administrative authorities, select the **Modify This User's Privileges** link on the confirmation page.

- To authorize the user to modify the **Ship From** address, set **Traveling User Status** to **ON**.
- Company Administrators in the U.S. may authorize users to order UPS supplies online from UPS.com® by setting **Authority to Order UPS Supplies** to **ON**.
- To set administrative authority (the default is **No Administrative Authority**):
  - Select either **Company Administrator** or **Location Administrator**. If **Location Administrator** is selected, activate **All Location Administrator Authority** or assign the specific authorities by selecting the appropriate checkboxes.
  - To activate and store your choices, select the **Update** button.

If you have set a user to be a Location Administrator, you must edit the user again and add the locations you would like the user to administer. To complete this:

- Select the **Search Users** link to find the user you just created then click on their **User ID** link.
- Select the **Edit** link next to the assigned locations.
- Type in the **Location Name** or select **Search for location names**, then select the **Add** button.
- You may assign multiple locations. Once all locations have been added, select the **Update** button.



## Importing New Users

Users may also be imported from a comma separated value or CSV file. For information and instructions, please refer to the online Administration Help that can be accessed by clicking the *Help* link on the left side of your screen.



## Manage Reference Numbers

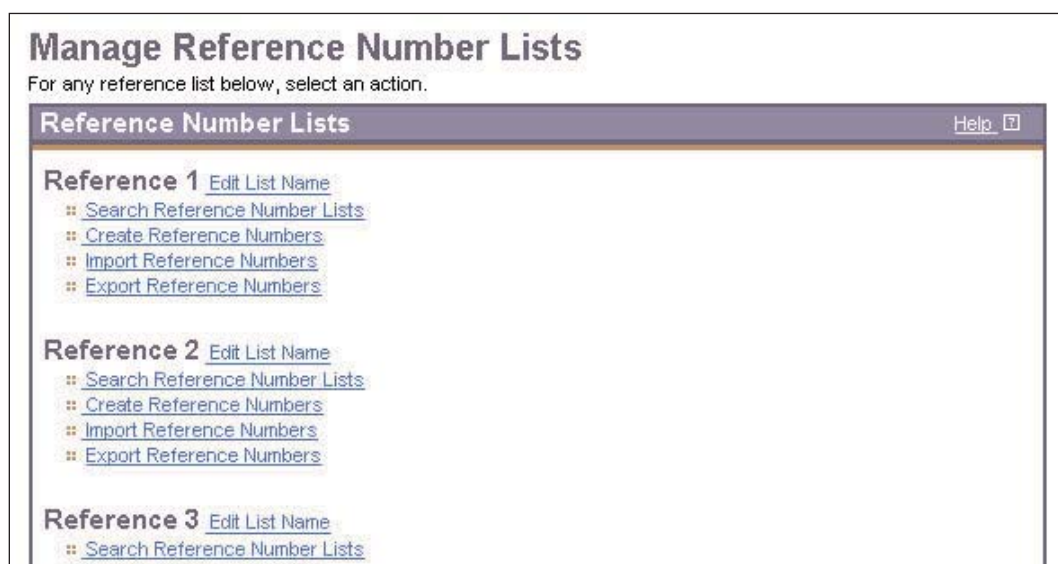
The **Manage Reference Numbers** section allows you to build in cost controls that streamline allocation of shipping charges making your internal processes more cost effective. You can use reference numbers to reflect purchase order numbers, invoice numbers, client/matter codes, department codes, cost codes, project numbers, and so forth.

Within shipping privileges, you can:

- Require users to enter reference numbers while processing shipments.
- Choose to validate the reference numbers that users enter.
- Search for a reference number by value or description.

### Creating New Reference Numbers

**Step 1** – Select the **Administration** button on the top navigation tool bar, and go to the **Manage Reference Numbers** link. Field labels may be changed in this section. To change these fields, select the **Edit List Name** link, enter the new name and select the **Update** button.





**Step 2** – Go to the *Create Reference Numbers* link which is located below the reference list you are adding to. A *Reference Number Information* page displays. To stop this process, select the *Cancel* button.

A screenshot of a web browser window titled "Reference Number Information". The window has a "Help" icon in the top right corner. The main content area is a table with two columns: "Value:" and "Description:". There are five rows, each with a number (1 through 5) in the left margin. Each row contains an empty text input field under the "Value:" column and a larger empty text input field under the "Description:" column.

**Step 3** – Enter the reference number in the Reference Number *Value* field. To help distinguish the reference number when viewing it in a list, enter an optional Reference Number *Description*. You may create more numbers by selecting the *Create Additional 25* button at the bottom of the page.

**Step 4** – Select the *Continue* button once you have entered all information. If the update was not successful, a message informs you which fields should be modified or completed.

### Importing New Reference Numbers

Reference Numbers may also be imported from a comma separated value or CSV file. For information and instructions, please refer to the online FAQ that can be accessed by clicking on the *Help* link on the left side of your screen.



## Help

Now that you've familiarized yourself with the UPS CampusShip™ Administration Quick-Start Guide, you are ready to put CampusShip's powerful administrative features to work making your company's internal processes more cost effective.

If you have questions, or need further explanation of CampusShip's features or functions, click on the Technical Support link on **Resources** or select **Help** on the left navigation bar. You can also contact your UPS Account Representative.