



# UPS Marketplace Shipping Overview

August 2016

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# UPS Marketplace Shipping

## Overview and Functionality

### Overview

UPS marketplace shipping is a secured web-based shipping solution at ups.com that enables eBay and Amazon sellers to import their orders from these marketplaces to the shipping solution and process for shipping. Marketplace shipping also supports Internet Shipping and WorldShip. It is targeted to individual sellers and small to mid-size retailers that ship low to high volume shipments.

### Key Functionality

- Automatically imports orders from eBay and Amazon to marketplace shipping
- Simplified shipment processing (as few as two steps)
- Serially process multiple shipments
- Combine orders from the same buyer and marketplace into a single shipment
- Exports orders for WorldShip processing
- Flexible payment options including; UPS Account, Credit Card and PayPal
- Provides history for both e-Marketplaces' orders and completed shipments
- Access to UIS functionality including Shipping Preferences

Note: Amazon is only available to Amazon Professional Sellers. These Sellers must pay a \$39.99 monthly fee and have an unlimited number of transactions that they may process each month.



# UPS Marketplace Shipping

## Supported Countries & Languages

**Table 1: Supported Countries and Languages**

Country	Language 1	Language 2
United States	US English	US Spanish
Canada	Canadian French	Queen's English
United Kingdom	Queen's English	---
Germany	German	Queen's English
France	French	Queen's English
Italy	Italian	Queen's English
Spain	Spanish	Queen's English
India	Queen's English	---
China	Simplified Chinese	Queen's English
Japan	Japanese	Queen's English

Note: Amazon is not currently supported for India or China. China may be added at a later date.



# UPS Marketplace Shipping

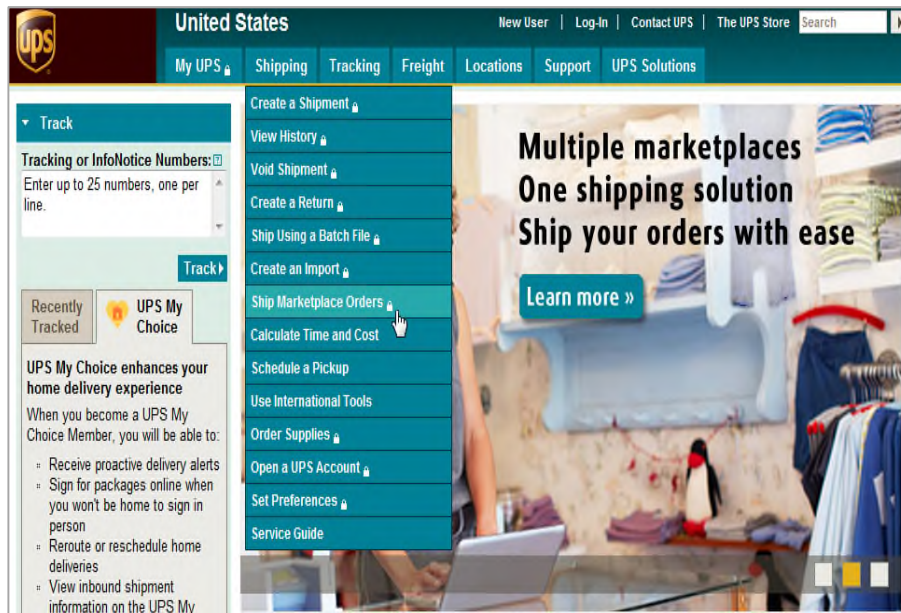
## Accessing from ups.com and WorldShip

### Pre- requisites

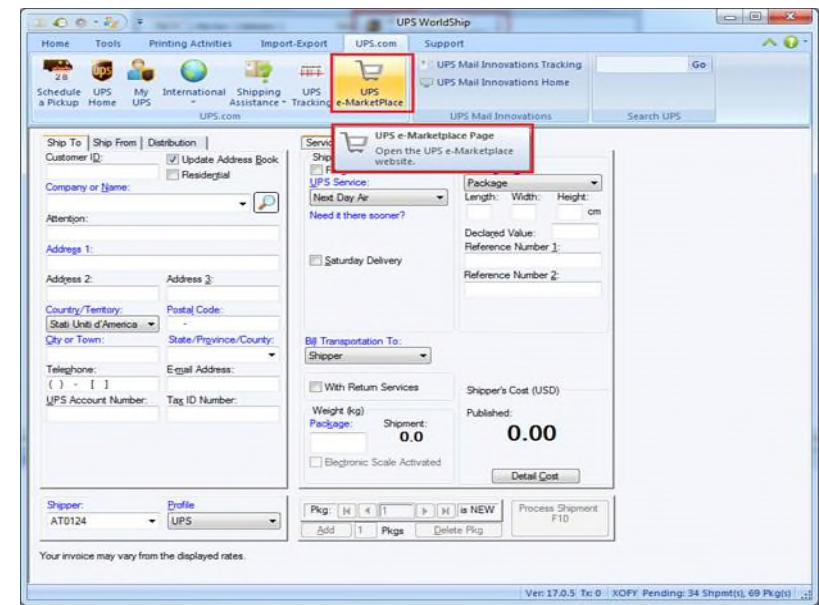
In order to use UPS Marketplace Shipping, customers must:

- Have a valid My UPS ID and password
- Be a current eBay and/or Amazon seller

### UPS.com – Shipping Menu



### WorldShip – UPS.com





# UPS Marketplace Shipping

## Manage Marketplace Enrollments - Enrolling Marketplaces

The screenshot shows the UPS eMarketplace US interface. The main heading is 'Manage Marketplace Enrollments'. Below this, there is a section titled 'Your Marketplaces' which contains a table of existing marketplaces. The table has columns for 'Marketplace', 'Marketplace Type', 'Reauthorize', and 'Remove'. The listed marketplaces are Amazon DE, Amazon FR store, Amazon Japan, Amazon Store USA, eBay [dev3], and eBay dev1. Below the table is an 'Add a Marketplace' section. This section includes a 'Marketplace Type' dropdown menu (labeled 1), a 'Marketplace Nickname' text input field (labeled 2), and an 'Add Marketplace' button (labeled 3). A dialog box (labeled 4) is overlaid on the page, stating: 'You will be taken to the respective Marketplace process. You will be asked to enter your username and password to continue. When you complete the process you will be redirected to ups.com.' A red box (labeled 5) highlights the 'Add Marketplace' button.

Marketplace	Marketplace Type	Reauthorize	Remove
<a href="#">Amazon DE</a>	Amazon		<a href="#">Remove</a>
<a href="#">Amazon FR store</a>	Amazon		<a href="#">Remove</a>
<a href="#">Amazon Japan</a>	Amazon		<a href="#">Remove</a>
<a href="#">Amazon Store USA</a>	Amazon		<a href="#">Remove</a>
<a href="#">eBay [dev3]</a>	eBay		<a href="#">Remove</a>
<a href="#">eBay dev1</a>	eBay		<a href="#">Remove</a>

**Add a Marketplace**

To add a marketplace select from the list below. You will be taken to the associated marketplace website to complete the Add a Marketplace process. You will be asked to enter your username and password to continue. When you complete the process you will be redirected to ups.com. You may add up to ten marketplaces per marketplace type. It may take up to 10 minutes for your orders to appear on your Ship Marketplace Orders page once you complete the set-up process.

**Marketplace Type:**  **Marketplace Nickname:**

To streamline marketplace shipping, set your shipping preferences. This will allow your packaging, shipping services and payment options to be set automatically based on your shipping preferences.

[Go to Shipping Preferences](#)

1. Select Marketplace (eBay or Amazon) from Marketplace Type drop-down menu
2. User enters a Marketplace Nickname
3. User selects, 'Add Marketplace'
  - a. Dialog box will appear informing user that they will be taken to the respective Marketplace to login
4. User will directed to eBay/Amazon to login, if login is successful,
5. The user will directed back to Marketplace Shipping where their Marketplace Nickname will be added



# UPS Marketplace Shipping

## Order Summary – Single Order View

### Single Order

1. Select the 'Ship Single Order' radio button (Default)
2. Select the order to process by clicking on the corresponding row (selected row will be highlighted in green)
3. Within Order Details, customer may provide any missing data or edit information
4. When order is ready to be shipped, the customer will need to select the 'Ship Now' button

**United States** Welcome, UPS eMarketplace US | Logout | Contact UPS | The UPS Store Search

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### Manage Marketplace Enrollments

Manage Marketplace Enrollments

Your Marketplaces

Marketplace	Marketplace Type	Reauthorize	Remove
<a href="#">Amazon DE</a>	Amazon		<a href="#">Remove</a>
<a href="#">Amazon FR store</a>	Amazon		<a href="#">Remove</a>
<a href="#">Amazon Japan</a>	Amazon		<a href="#">Remove</a>
<a href="#">Amazon Store USA</a>	Amazon		<a href="#">Remove</a>
<a href="#">eBay [dev3]</a>	eBay		<a href="#">Remove</a>
<a href="#">eBay dev1</a>	eBay		<a href="#">Remove</a>

Add a Marketplace

To add a marketplace select from the list below. You will be taken to the associated marketplace website to enter your username and password to continue. When you complete the process you will be asked to enter your username and password to continue. It may take up to 10 minutes for your order to appear on your account.

Marketplace Type:  Marketplace Nickname:  [Add Marketplace](#)

To streamline marketplace shipping, set your shipping preferences. This will allow your packaging to be automatically based on your shipping preferences. [Go to Shipping Preferences](#)

[Ship Marketplace Orders »](#)

### Ship Marketplace Orders

Order Summary | Order History

Search Orders:  [Search](#) [Clear Search](#)

☒ Ship Single Order ☐ Ship or Combine Multiple Orders

Select the order number to edit order details.

Order Date	Ship To	Description
08/22/2014	Jane Doe 12380 Morris Road Alpharetta, GA	<a href="#">11111111111111111111</a> eBay dev1 Widget
08/22/2014	Jane Doe 12380 Morris Road Alpharetta, GA	<a href="#">123123123</a> eBay dev1 Order Missing Data Widget

[Ship Using WorldShip \(click to expand\)](#)

#### Order Details

Order #: 11111111111111111111  
Order From: eBay dev1  
Order Date: 08/22/2014  
Description: Widget

Service:  UPS Ground Service  
Packaging:  Other Packaging  
Dimensions: Length:  Width:  Height:   
Weight:  lbs

Ship To: Jane Doe  
12380 Morris Road  
Alpharetta, GA 30005 [Edit](#)

☐ I need additional shipping options (multiple packages, other shipping options)  
☐ Review Shipping details and price before completing this shipment.

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

[Ship Now](#)

# UPS Marketplace Shipping

## Order Summary – Combine Multiple Orders View

- Combine Orders
  - Orders from the same buyer may be combined into one shipment by selecting the checkbox located next to each order to combine
    - Select radio button labeled 'Ship or Combine Multiple Orders'
    - Select the checkbox located next to each order to combine
    - Select Combine Orders button
    - Select 'Yes' to confirm

The screenshots illustrate the steps to combine multiple orders in the UPS Marketplace Shipping interface:

- Step 1:** Select the radio button labeled 'Ship or Combine Multiple Orders'.
- Step 2:** Select the checkbox located next to each order to combine.
- Step 3:** Select the 'Combine Selected Orders' button.
- Step 4:** Select 'Yes' to confirm the combination.

The interface shows a table of orders with columns for Order Date, Ship To, and Description. The 'Combine Selected Orders' button is highlighted with a red box and a yellow box with the number 3. The 'Combine Selected Orders' button is highlighted with a red box and a yellow box with the number 2. The 'Ship or Combine Multiple Orders' radio button is highlighted with a red box and a yellow box with the number 1. The 'Combine Selected Orders' button is highlighted with a red box and a yellow box with the number 4.



# UPS Marketplace Shipping

## Order Summary - Multiple Order View

- Multiple Orders
  - Customers may serially process multiple orders from different buyers and process for shipping
    - Select radio button labeled 'Ship or Combine Multiple Orders'
    - Select the checkbox located next to each order or click the checkbox option to select all orders
    - Provide any missing data for the orders selected and select 'Ship Selected Orders'

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### Ship Marketplace Orders

Order Summary Order History

Search Orders: Order #, Ship To, etc. [Search](#) [Clear Search](#)

Ship Single Order ☒ Ship or Combine Multiple Orders

Select the order number to edit order details. To ship multiple orders combine orders into a single shipment, select using the checkboxes.

<input checked="" type="checkbox"/>	Order Date	Ship To	Description
<input checked="" type="checkbox"/>	08/22/2014	Jane Doe 12380 Morris Road Alpharetta, GA	1111111111-1111111111 eBay dev1 Widget
<input checked="" type="checkbox"/>	08/22/2014	Jane Doe 12380 Morris Road Alpharetta, GA	123123123 eBay dev1 Widget

[Combine Selected Orders](#)

[+ Ship Using WorldShip \(click to expand\)](#)

#### Order Details

Order #: 123123123  
Order From: eBay dev1  
Order Date: 08/22/2014  
Description: Widget

Service: UPS Ground Service  
Packaging: Other Packaging  
Dimensions: Length: 15 x Width: 15 x Height: 15 in  
Weight: 5 lbs

Ship To: Jane Doe  
12380 Morris Road  
Alpharetta, GA 30005  
404 828 1000

☐ I need additional shipping options (multiple packages, other shipping options)  
☐ Review Shipping details and price before completing this shipment.  
By selecting the Ship Now or Ship Orders button, I agree to the [Terms and Conditions](#).

[Ship Selected Orders](#)





# UPS Marketplace Shipping

## Order Summary - WorldShip

- WorldShip
  - Customers may import and Export order information and process for shipping in WorldShip
    - The “Export Selected Orders” button is used to generate the XML file used for exporting out of Marketplace Shipping which is used to import into WorldShip.
    - “Import Order Data” field is used for importing into marketplace shipping at ups.com..

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### Ship Marketplace Orders

Order Summary | Order History | [Help](#) | [Preferences](#) | [Manage Marketplace Enrollments](#)

Search Orders: Order #, Ship To, etc. [Search](#) [Clear Search](#) Last 3 Days [Get New Orders](#)

☐ Ship Single Order ☒ Ship or Combine Multiple Orders

Select the order number to edit order details. To ship multiple orders or combine orders into a single shipment, select using the checkboxes.

<input checked="" type="checkbox"/>	▼ Order Date	Ship To	Description
<input checked="" type="checkbox"/>	08/22/2014	Jane Doe 12380 Morris Road Alpharetta, GA	111111111-111111111 eBay dev1 Widget
<input checked="" type="checkbox"/>	08/22/2014	Jane Doe 12380 Morris Road Alpharetta, GA	123123123 eBay dev1 Widget

[Combine Selected Orders](#)

[Ship Using WorldShip](#)

[Export Selected Orders](#)

Import Order Data:  [Browse...](#)

#### Order Details

Order #: 12123123  
Order From: eBay dev1  
Order Date: 08/22/2014  
Description: - Widget  
- Widget

Service:   
Packaging ☐:   
Dimensions ☐: Length: 15 x Width: 20 x Height: 15 in  
Weight: 5 lbs

Ship To: Jane Doe  
12380 Morris Road  
Alpharetta, GA 30005 [Edit](#)

☐ I need additional shipping options (multiple packages, other shipping options)  
☐ Review Shipping details and price before completing this shipment.

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

[Ship Selected Orders](#)



# UPS Marketplace Shipping

## Order History

- Order History provides a consolidated view of all orders processed in Marketplace Shipping
- In Order History, customers may:
  - Search for orders by a specific date range or by Marketplace Type
  - Void orders

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### Ship Marketplace Orders

[Help](#) [Preferences](#) [Manage Marketplace Enrollments](#)

**Order Summary** **Order History**

**Search Orders:**  
Order #, Ship To, etc. [Search](#)  
[Clear Search](#)

**Filter By**  
**Order Date:**  
Custom Date Range  
From: 05/26/2014 To: 08/24/2014  
**Marketplace**  
☐ All Marketplaces  
☐ Amazon Store USA  
☐ Amazon DE  
☐ eBay [dev3]  
☐ Amazon Japan  
☒ Amazon FR store  
☐ eBay dev1  
[Apply Filters](#)

Order Date	Ship Date	Marketplace	Order #	Ship To	Description	Tracking #
07/25/2014	08/06/2014	Amazon FR store	123-1234567-1234567	John Doe 55 Glenlake Parkway ATLANTA, GA 303280101		<a href="#">1Z1YE5951212121</a>
07/25/2014	08/06/2014	Amazon FR store	333-2222222-1111111	Jane Doe 12380 Morris Road ALPHARETTA, GA 300051000		<a href="#">1Z1YE595234234234</a>

[I need to void a shipment.](#)

erved.

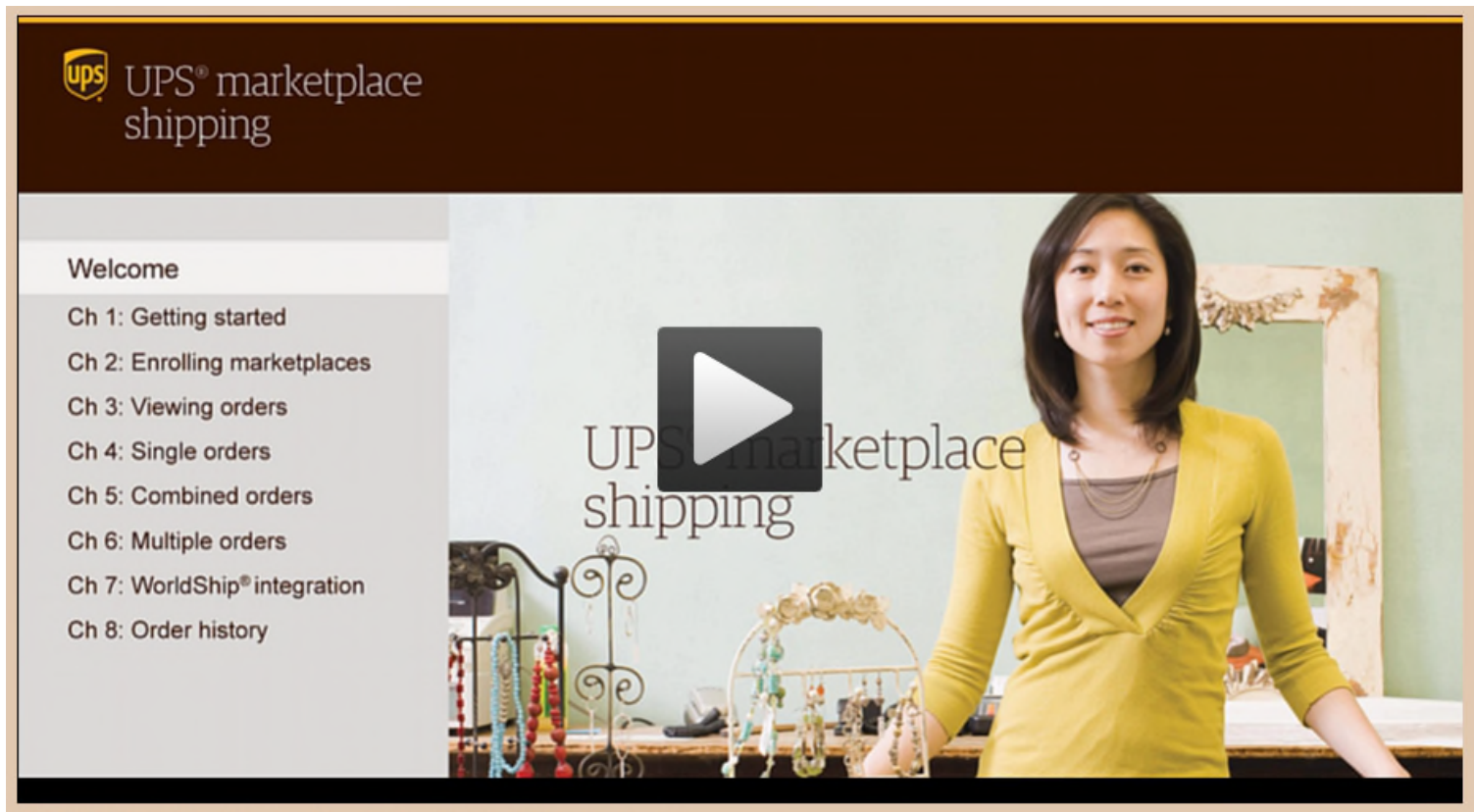


# UPS Marketplace Shipping

## Video Tutorial and User Guide

A video tutorial and User Guide for marketplace shipping are available (Demo available in U.S. English only).

To access the video tutorial or User Guide, visit: [www.ups.com/marketplaceshipping](http://www.ups.com/marketplaceshipping)





Thank You



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