



User Guide

UPS® marketplace shipping

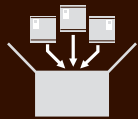


Table of contents

UPS marketplace shipping User Guide

Accessing UPS marketplace shipping 1

Enrolling marketplaces 3

Set preferences 6

Viewing orders.....11

Single orders.....12

Combined orders15

Multiple orders17

WorldShip® integration18

Order history.....20

Support23

UPS marketplace shipping allows you to connect your online marketplace store to UPS® shipping. It provides sellers with a consolidated view of all their marketplaces and one location to process single orders, combine multiple orders from the same buyer and marketplace into a single shipment, and ship multiple orders from different buyers and marketplaces. Orders are integrated with UPS Internet Shipping and can be exported using WorldShip®.

Available for:
UPS Small Package

Accessing UPS marketplace shipping

Go to the **ups.com**® Homepage.

Select the **Shipping** tab from the top of the page.
The drop-down menu will display.

Select **Ship Marketplace Orders** from the drop-down menu.



Accessing UPS marketplace shipping (cont.)

You must be a current marketplace seller and be logged in to My UPS.

If you are not logged in to My UPS, you will need to log in.

If you do not have a My UPS ID, select **Register Now** to create a My UPS ID and password.

This login will grant you access to applications on **ups.com**, including UPS marketplace shipping.

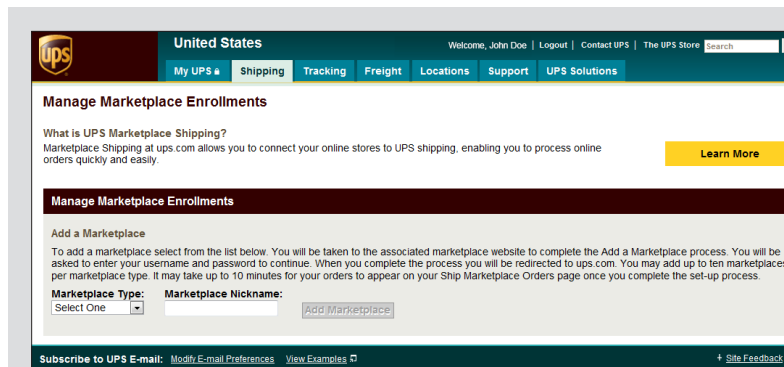
The screenshot shows the UPS United States website's login and registration interface. At the top, there's a navigation bar with the UPS logo, 'United States', and links for 'My UPS', 'Shipping', 'Tracking', 'Freight', 'Locations', 'Support', and 'UPS Solutions'. Below this is a 'Log In or Register' section. On the left, under 'Log In', there's a form for 'Log in with Your My UPS Account' with fields for 'User ID' and 'Password', a 'Remember Me' checkbox, and 'Cancel' and 'Log In' buttons. To the right, it says 'You can use your Facebook account to log into UPS:' with a 'Connect with Facebook' button and a 'Learn More' link. Further right, under 'New Users - Register Now', it lists benefits of registration: 'Time-saving features like customized shipping preferences and My UPS Address Book', 'Easy access to your shipping history and tracking details', and 'International shipping services'. A 'Register Now' button is at the bottom right of this section. At the bottom of the page, there's a 'Subscribe to UPS E-mail' section with an email input field, a 'Sign Up' button, and a 'View Examples' link. A 'Site Feedback' link is also present in the bottom right corner.

Enrolling marketplaces

You can enroll up to 10 marketplaces per marketplace type. If you're a new user or want to add to your existing marketplaces, you'll need to enroll your marketplaces before you begin shipping.

If you are a new user of marketplace shipping, you will be directed to the **Manage Marketplace Enrollments** page where you will need to add your marketplaces.

If you already have a marketplace enrolled, you will be directed to the **Ship Marketplace Orders** page where you can enroll additional marketplaces by selecting the **Manage Marketplace Enrollments** link.



Enrolling marketplaces (cont.)

On the **Manage Marketplace Enrollments** page, select a **Marketplace Type** ❶ from the drop-down menu.

Next, enter a **Marketplace Nickname** ❷ of up to 35 characters.

If you are enrolling an Amazon marketplace, select the country location of your marketplace from the **Marketplace Country** ❸ drop-down menu.

The screenshot shows the 'Manage Marketplace Enrollments' page on the UPS website. The page has a header with the UPS logo, 'United States', and user information. Below the header is a navigation bar with links: My UPS, Shipping, Tracking, Freight, Locations, Support, and UPS Solutions. The main content area is titled 'Manage Marketplace Enrollments' and includes a 'Learn More' button. Below this is a section titled 'Add a Marketplace' with instructions. The form has three rows, each with a 'Marketplace Type' dropdown, a 'Marketplace Nickname' text field, and an 'Add Marketplace' button. In the first row, the 'Marketplace Type' dropdown is highlighted with a red box and a callout ❶. In the second row, the 'Marketplace Nickname' text field is highlighted with a red box and a callout ❷. In the third row, the 'Marketplace Type' dropdown is highlighted with a red box and a callout ❸, and the 'Marketplace Country' dropdown is highlighted with a red box and a callout ❷. The 'Add Marketplace' button is highlighted with a blue box and a callout ❷.

United States

Welcome, John Doe | Logout | Contact UPS | The UPS Store

My UPS Shipping Tracking Freight Locations Support UPS Solutions

Manage Marketplace Enrollments

What is UPS Marketplace Shipping?
Marketplace Shipping at ups.com allows you to connect your online stores to UPS shipping, enabling you to process online orders quickly and easily.

[Learn More](#)

Manage Marketplace Enrollments

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: Select One ❶ **Marketplace Nickname:** Add Marketplace

Subscribe to UPS E-mail: [Modify E-mail Preferences](#) [View Examples](#) [Site Feedback](#)

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: eBay **Marketplace Nickname:** eBay ❷ Add Marketplace

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: Amazon ❸ **Marketplace Country:** United States ❷ **Marketplace Nickname:** Amazon ❷ Add Marketplace

Enrolling marketplaces (cont.)

Select the **Add Marketplace** button to complete the enrollment process.

Note: You will be taken to the associated marketplace website to complete the **Add 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**. 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.

Your marketplaces will be listed by nickname and type.

The image displays two screenshots of the UPS Manage Marketplace Enrollments page. The top screenshot shows the 'Add Marketplace' button highlighted with a red box. The bottom screenshot shows the 'Your Marketplaces' table with a red box around it, and a red line pointing from the text 'Your marketplaces will be listed by nickname and type.' to the table.

Top Screenshot: Manage Marketplace Enrollments

United States | Welcome, John Doe | Logout | Contact UPS | The UPS Store | Search

My UPS | Shipping | Tracking | Freight | Locations | Support | UPS Solutions

Manage Marketplace Enrollments

Manage Marketplace Enrollments

Your Marketplaces

Marketplace	Marketplace Type	Reauthorize	Remove
Amazon DE	Amazon		Remove
Amazon FR store	Amazon		Remove
Amazon Japan	Amazon		Remove
Amazon Store USA	Amazon		Remove
eBay [dev3]	eBay		Remove
eBay dev1	eBay		Remove

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 Country: Marketplace Nickname: **Add Marketplace**

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](#)

[Ship Marketplace Orders](#)

Bottom Screenshot: Manage Marketplace Enrollments

Manage Marketplace Enrollments

Manage Marketplace Enrollments

Your Marketplaces

Marketplace	Marketplace Type	Reauthorize	Remove
Amazon DE	Amazon		Remove
Amazon FR store	Amazon		Remove
Amazon Japan	Amazon		Remove
Amazon Store USA	Amazon		Remove
eBay [dev3]	eBay		Remove
eBay dev1	eBay		Remove

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: [Add Marketplace](#)

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](#)

[Ship Marketplace Orders](#)

Set preferences

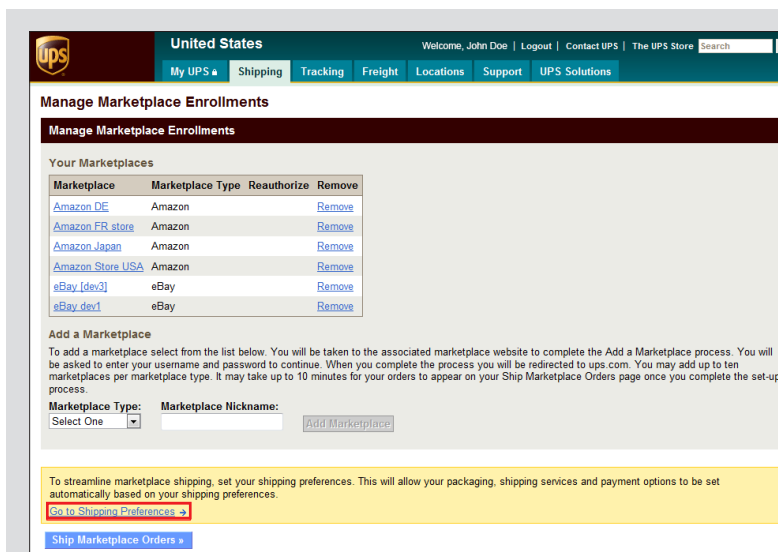
Once your marketplaces are enrolled, you can set your shipping and rating preferences. These allow you to create time-saving default settings that can also help avoid costly errors, especially when routinely shipping packages of the same size and weight.

The shipping preferences on the **Set Preferences** page include:

- Shipping Options
- Return Service Options
- UPS Import Control® Options
- Custom Packaging Types
- Payment Method
- Quantum View Notify®
- Pickup Preferences
- Shipping History
- Address Book

What follows is additional detail on selections for three of these preferences.

On the **Manage Marketplace Enrollments** page, select **Go to Shipping Preferences** at the bottom.



Set preferences (cont.)

Shipping options

Select **View/Edit** in the Shipping Options section. You can choose:

- Packaging
- Service
- Ship From Address
- Return Address

In addition, you can select other options, such as reviewing shipping detail including price before completion, as well as UPS carbon neutral to offset the impact of your shipments.

Select **Update** to save your changes once all preferences are chosen.

The image displays two screenshots of the UPS website's 'Set Preferences' page, specifically the 'Shipping Options' section. The top screenshot shows the 'View/Edit' button for Shipping Options highlighted with a red box. The bottom screenshot shows the 'Update' button highlighted with a red box.

United States | Welcome, John Doe | Logout | Contact UPS | The UPS Store | Search

My UPS | **Shipping** | Tracking | Freight | Locations | Support | UPS Solutions

Shipping

- Create a Shipment
- View History
- Void Shipment
- Create a Return
- Ship Using a Batch File
- Create an Import
- Ship Marketplace Orders
- Calculate Time and Cost
- Schedule a Pickup
- Use International Tools
- Order Supplies
- Open a UPS Account
- Set Preferences

Search Support

Enter a keyword:

Search

Streamline your international shipping

Learn more

Set Preferences

Set Your Shipping and Rating Preferences Help

You can customize your shipping options to help save you time when you create a shipment online. These options will appear as defaults when you create a new shipment. When you are finished, select Update to save your shipping preferences.

* One-step Shipping: Preferences marked with an * must be saved to enable one-step shipping or one-step rating.

Skip To:

- Shipping Preferences
- Freight Preferences
- Rating Preferences

[View/Edit All Shipping Preferences](#)

Shipping Preferences Saved?

Shipping Options * [View/Edit](#)

Service, packaging, payment information, and other shipping characteristics.

Return Service Options [View/Edit](#)

Shipping options available for return shipments.

UPS Import ControlSM Options [View/Edit](#)

Shipping options available for import shipments.

Custom Packaging Types [View/Edit](#)

Define up to 20 Custom package Types for your own frequently used packaging.

Edit Shipping Options

Packaging:

Other Packaging

Service:

UPS Next Day Air

Ship From Address:

455 Street Name

Return Address:

My Profile Address

☒ Review Shipping details, including price, before completing this shipment.

☐ Offset the impact of all my shipments using [UPS carbon neutral](#)

☐ Use my USB-connected scale to weigh my packages.

☒ UPS Return[®] Exchange - Like Item Only

☐ UPS Return[®] Exchange - Driver Instructions Inside

Set pickup or delivery preferences for UPS Worldwide Express FreightSM shipments.

Pickup Options: UPS will Pickup

Delivery Options: UPS will Deliver

[Cancel](#) [Update](#)

Set preferences (cont.)

Payment options

Select **View/Edit** in the Payment Options section to choose the default payment method for shipping charges, international duties and taxes.

In the **Bill Shipping Charges to** drop-down menu, you can select:

- Shipper's UPS Account
- Payment Card
- Receiver
- Third Party
- PayPal™

If using a UPS Account Number, select from the **Default UPS Account Number** drop-down menu or select **Add another Account**.

If using a payment card, select from the **Existing Payment Cards** drop-down menu or select **Modify Existing Payment Card** or **Enter New Payment Card**.

You can also choose an **Existing PayPal Account** or modify the account.

Edit Payment Method
You can select a default payment method for shipping charges, international duties and taxes.

Bill Shipping Charges to:
Shipper's UPS Account ▼

Default UPS Account Number:
1YE595 - John Doe ▼

Existing Payment Cards:
None Selected ▼

[Add another Account](#)

[Modify Existing Payment Card](#)
[Enter New Payment Card](#)

Existing PayPal Account:
PayPal

[Modify PayPal Account](#)

Set preferences (cont.)

Payment options (cont.)

In the **Bill Duties and Taxes to** drop-down menu, you can select:

- Shipper's UPS Account
- Receiver
- Third Party

When Third Party is selected as a payment method, add default information:

- Third Party UPS Account
- Country
- Third Party Postal Code

Select **Update** to save your changes once all preferences are chosen.

The screenshot shows a web form for setting shipping preferences. At the top, there is a dropdown menu labeled 'Bill Duties and Taxes to:' with 'Receiver' selected. Below this is a checkbox labeled 'Bill Declared Value Charges to Shipper (Third Party and Receiver)'. The next section is titled 'Split Duties and Taxes' and contains explanatory text about VAT. Below this is a checkbox labeled 'Split Duty VAT'. The final section is titled 'Third Party Account Information' and contains text about default third party account information. Below this text are three input fields: 'Third Party UPS Account:', 'Country:' (with a dropdown menu showing 'United States'), and 'Third Party Postal Code:'. At the bottom right of the form are two buttons: 'Cancel' and 'Update'.

Bill Duties and Taxes to: Receiver

☐ Bill Declared Value Charges to Shipper (Third Party and Receiver)

Split Duties and Taxes

Selecting Split Duty VAT for your shipment indicates a payer for shipping and duties, and a different payer of taxes (VAT). Any non-shipping charges will be calculated during transit and reflected on the final bill for the shipment. There is a small charge on your final bill for splitting duties and taxes.

☐ [Split Duty VAT](#)

Third Party Account Information

You can enter default third party account information that will be used when you choose to bill shipping charges to a third party.

Third Party UPS Account:

Country:

United States

Third Party Postal Code:

[Cancel](#) [Update](#)

Set preferences (cont.)

Quantum View Notify®

Select **View/Edit** in the Quantum View Notify section to specify up to five e-mail addresses to use when sending e-mail notifications.

Choose the type of e-mail to send:

- Ship
- Exception
- Delivery

You can also enter a **Default E-Mail Subject Line** from the drop-down menu, as well as enter an **E-Mail Message** to include with notifications.

Select **Update** to save your changes once all preferences are chosen.

Edit Quantum View NotifySM

You can specify up to five e-mail address to use when sending e-mail notification. For each e-mail address you can also specify what kind of e-mail to send (Ship, Exception, and Delivery).

E-mail Address	Ship	Exception	Delivery
Sender - use Ship From Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recipient - use Ship To E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Default E-mail Subject Line:

Tracking Number

E-mail Message (Max. 150 Characters):

If any notification is undeliverable, please E-mail:

[Cancel](#) [Update](#)

Viewing orders

A number of day ranges can be used to sort and view your marketplace orders.

On the **Order Summary** tab of the **Ship Marketplace Orders** page, you will see your last three days of orders displayed, which is the default. You can also select one of the other day ranges from the drop-down menu:

- Last 7 Days
- Last 14 Days
- Last 30 Days
- Custom Date Range

The **Custom Date Range** allows you to specify any range within the last 60 days.

Select the **Get New Orders** button to display orders once the day range is chosen.

Confirm the refresh of your order data by selecting **Yes** in the **Refresh Orders** dialog box.

The screenshot displays the UPS Ship Marketplace Orders interface. At the top, there's a navigation bar with the UPS logo, 'United States', and user information. Below this, a tabbed interface shows 'Order Summary' and 'Order History'. The 'Order Summary' tab is active, featuring a search bar and a dropdown menu for selecting order date ranges. The dropdown menu is open, showing options: 'Last Day', 'Last 3 Days', 'Last 7 Days', 'Last 14 Days', 'Last 30 Days', and 'Custom Date Range'. The 'Last Day' option is currently selected. To the right of the dropdown is a 'Get New Orders' button. Below the dropdown, a table lists orders with columns for Order Date, Ship To, and Description. The first order is dated 09/04/2014, shipped to Jane Doe in Atlanta, GA, and is described as 'Amazon (DEV US) Order Missing Data'. To the right of the table, there's a section for 'Order Details' including Order #, Order From, Order Date, Description, Service, Packaging, and Weight. At the bottom, there's a 'Refresh Orders' dialog box with the question 'Are you sure you want to refresh order information?' and a note about losing changes. The dialog has 'Yes' and 'No' buttons.

Single orders

A consolidated view of all your unshipped orders is available on the **Order Summary** tab of the **Ship Marketplace Orders** page.

The **Ship Single Order** **1** radio button is the default selection.

Your orders are displayed on the left. Search by order number, Ship To address and other criteria in the **Search Orders** **2** field. You can also sort by **Order Date**, **Ship To** address and **Description** **3** by selecting the column names.

Clicking the order you wish to process will highlight that order in green. All the shipment detail information for that order will display in the **Order Details** area of the page.

The screenshot displays the 'Ship Marketplace Orders' interface. At the top, there's a navigation bar with 'United States' and user information. Below it, tabs for 'My UPS', 'Shipping', 'Tracking', 'Freight', 'Locations', 'Support', and 'UPS Solutions' are visible. The main section is titled 'Ship Marketplace Orders' and includes tabs for 'Order Summary' and 'Order History'. A search bar (2) is present with a 'Search' button. Below the search bar, there are radio buttons for 'Ship Single Order' (1) and 'Ship or Combine Multiple Orders'. A table lists orders with columns for 'Order Date', 'Ship To', and 'Description'. The first order is highlighted in green (3). To the right, the 'Order Details' section shows information for the selected order, including Order #, Order From, Order Date, Description, Service, Packaging, Dimensions, Weight, and Ship To address. A 'Next' button is at the bottom right.

Order Date	Ship To	Description
08/22/2014	Jane Doe 12380 Morris Road Atlanta, GA	999999999-999999999 eBay dev1 Order Missing Data Widget
08/22/2014	Jane Doe 12380 Morris Road Atlanta, GA	999999999 eBay dev1 Order Missing Data Widget

Order Details

Order #: 9999999999-999999999
 Order From: eBay dev1
 Order Date: 08/22/2014
 Description: - Widget
 Service: UPS Ground Service
 Packaging: Other Packaging
 Dimensions: Length: x Width: x Height: in
 Weight: lbs
 Ship To: Jane Doe
 12380 Morris Road
 Atlanta, GA 30005
 555 555 5555

Single orders (cont.)

If there is missing information in the selected order, an **Order Missing Data** alert will appear in the order details on the right.

This may require input of details such as dimensions and weight.

Verify the **Ship To** address and select **Edit** if any updates are required.

The screenshot displays the UPS Ship Marketplace Orders interface. At the top, there's a navigation bar with the UPS logo and links for My UPS, Shipping, Tracking, Freight, Locations, Support, and UPS Solutions. Below this, the 'Ship Marketplace Orders' section is active, showing a table of orders and a detailed view of a selected order.

Order Table:

Order Date	Ship To	Description
08/22/2014	Jane Doe 12380 Morris Road Atlanta, GA	999-9999999-99999999 eBay dev1 Order Missing Data Widget
08/22/2014	Jane Doe 12380 Morris Road Atlanta, GA	999999999 eBay dev1 Order Missing Data Widget

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

Order Details:

Order #: 9999999999-9999999999
 Order From: eBay dev1
 Order Date: 08/22/2014
 Description: - Widget

Service: UPS Ground Service
 Packaging: Other Packaging

Dimensions: Length: x Width: x Height: in
 Weight: lbs

Ship To: Jane Doe
 12380 Morris Road
 Atlanta, GA 30005
 555 555 5555

[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](#).

[Next](#)

Single orders (cont.)

Select the **I need additional shipping options (multiple packages, other shipping options)** check box to customize the shipment to your needs and your customers. These options include Saturday delivery and UPS carbon neutral shipping. Selecting this option will direct you to UPS Internet Shipping to complete your options.

For a final verification of shipping information before processing, select the **Review Shipping details and price before completing this shipment** check box. Selecting this check box, will direct you to UPS Internet Shipping confirmation page where you can edit the shipment details information as well as view the charges associated with your shipment.

If neither check box option is selected, you may select the **Ship Now** button. When you are ready to ship your order, select the **Ship Now** button. Your label and shipment receipt will be displayed for printing.

The screenshot displays the 'Ship Marketplace Orders' page. At the top, there's a navigation bar with 'United States' and user information. Below this, a 'Ship Marketplace Orders' section includes a search bar and tabs for 'Order Summary' and 'Order History'. A table lists orders with columns for 'Order Date', 'Ship To', and 'Description'. Two orders are visible, both dated 08/22/2014, shipped to Jane Doe at 12360 Morris Road, Atlanta, GA. The first order is for 'eBay dev1 Widget' with order number 999-9999999-999999999. The second order is for 'eBay dev1 Order Missing Data Widget' with order number 999999999. To the right of the table, the 'Order Details' section shows the selected order's information, including service (UPS Ground Service), packaging (Other Packaging), dimensions (10 x 10 x 10 in), weight (10 lbs), and ship-to address. At the bottom, there are two checkboxes: 'I need additional shipping options (multiple packages, other shipping options)' and 'Review Shipping details and price before completing this shipment'. Below these is a statement: 'By selecting the Ship Now or Ship Selected Orders button, I agree to the Terms and Conditions.' and a 'Ship Now' button.

Combined orders

Simplify shipping to a single buyer in a marketplace by combining their orders into one shipment.

Select the **Ship or Combine Multiple Orders** **1** radio button on the **Order Summary** tab of the **Ship Marketplace Orders** page.

Select the orders to combine by checking the box to the left of the individual orders or to the left of **Order Date** **2** to select all. Then select the **Combine Selected Orders** **3** button.

Confirm the combined orders by selecting **Yes** in the **Combine Selected Orders?** dialog box.

The top screenshot shows the 'Ship Marketplace Orders' page. The 'Ship or Combine Multiple Orders' radio button is selected (1). The table below shows two orders checked (2):

	Order Date	Ship To	Description
<input checked="" type="checkbox"/>	08/22/2014	Jane Doe 12380 Morris Road Atlanta, GA	999999999-999999999 eBay dev1 Widget
<input checked="" type="checkbox"/>	08/22/2014	Jane Doe 12380 Morris Road Atlanta, GA	999999999-999999999 eBay dev1 Widget

The 'Combine Selected Orders' button is highlighted (3). The bottom screenshot shows the 'Combine Selected Orders?' dialog box with the 'Yes' button highlighted.

Combined orders (cont.)

This is now marked as a combined order.

The **Order Details** information on the right is updated with order numbers and descriptions combined into one shipment. While marketplace shipping automatically calculates the weight of all combined orders, you will need to provide the dimensions for your packaging.

Select the check boxes in the bottom right for additional shipping options or to review shipping details and price before completing this shipment.

Selecting this check box, will direct you to UPS Internet Shipping confirmation page where you can edit the shipment details information as well as view the charges associated with your shipment. When you are ready to ship, check the box next to the combined order and select the **Ship Selected Orders** button.

Your label and shipment receipt will be displayed for printing.

The screenshots show the UPS Ship Marketplace Orders interface. The top screenshot displays the 'Order Details' section for a combined order, with a red box highlighting the text 'This is a COMBINED Order'. The bottom screenshot shows the 'Ship Selected Orders' button highlighted in red.

United States | Welcome, John Doe | Logout | Contact UPS | The UPS Store | Search

My UPS | Shipping | Tracking | Freight | Locations | Support | UPS Solutions

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.

Order Date	Ship To	Description
<input type="checkbox"/> 08/22/2014	Jane Doe 12380 Morris Road Atlanta, GA	This is a COMBINED Order Widget

Order Details This is a COMBINED Order

Order # 999999999-999999999
Order Date 08/22/2014
999999999 08/22/2014

Description: 999999999-999999999
= Widget
999999999
= Widget
= Widget

Ship Selected Orders

Combine Selected Orders

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

☐ 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](#).

Multiple orders

You can process multiple orders from different buyers and marketplaces on a single screen for more efficient shipping.

Select the **Ship or Combine Multiple Orders** **1** radio button on the **Order Summary** tab of the **Ship Marketplace Orders** page.

Select the orders by checking the box to the left of the individual orders or to the left of **Order Date** **2** to select all.

When you are ready to ship, select the **Ship Selected Orders** **3** button.

Labels and shipment receipts will be displayed for printing.

The screenshot shows the 'Ship Marketplace Orders' page. At the top, there's a navigation bar with 'United States' and various links like 'My UPS', 'Shipping', 'Tracking', 'Freight', 'Locations', 'Support', and 'UPS Solutions'. Below this, the 'Order Summary' tab is active. A search bar is present with 'Search' and 'Clear Search' buttons. A dropdown menu shows 'Last 7 Days' and a 'Get New Orders' button.

Callout 1 points to the 'Ship or Combine Multiple Orders' radio button. Callout 2 points to the checkboxes in the order list. Callout 3 points to the 'Ship Selected Orders' button.

	Order Date	Ship To	Description
<input checked="" type="checkbox"/>	08/22/2014	Jane Doe 12380 Morris Road Atlanta, GA	999999999-999999999 eBay dev1 Widget
<input checked="" type="checkbox"/>	08/22/2014	Jane Doe 12380 Morris Road Atlanta, GA	999999999-999999999 eBay dev1 Widget

Order Details:

Order #: 999999999-999999999
 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: 10 lbs

Ship To: Jane Doe
 12380 Morris Road
 Atlanta, GA 30005
 555 555 5555

Buttons: **Ship Selected Orders**

WorldShip® integration

If you are a WorldShip user, you can easily process your orders and update the marketplace with the tracking number by completing the steps outlined in this section.

Export

Select the **Ship or Combine Multiple Orders** ① radio button on the **Order Summary** tab of the **Ship Marketplace Orders** page.

Select all orders to export by checking the box to the left of **Order Date** ②, or select the check box located next to each order you would like to export.

Next, select the **Ship Using WorldShip** link. When ready to export, select the **Export Selected Orders** ③ button.

The screenshot shows the 'Ship Marketplace Orders' page. The 'Order Summary' tab is active. The 'Ship or Combine Multiple Orders' radio button is selected and labeled 1. Below it, a table lists two orders from 08/22/2014, both with checkboxes in the first column labeled 2. Below the table is the 'Combine Selected Orders' button. Underneath that is the 'Ship Using WorldShip' link and the 'Export Selected Orders' button labeled 3. To the right, the 'Order Details' section shows information for order 999999999, including service (UPS Ground Service), packaging (Other Packaging), dimensions (15 x 20 x 15 in), weight (5 lbs), and ship to address (Jane Doe, 12380 Morris Road, Atlanta, GA 30005). At the bottom right, there are checkboxes for 'I need additional shipping options' and 'Review Shipping details and price before completing this shipment', followed by a 'Ship Selected Orders' button.

WorldShip integration (cont.)

Import

Locate your XML file for import by selecting the **Browse** button.

Choose the file you wish to upload.

Once your files are imported, your order history will be revised and the UPS tracking numbers will be updated to the marketplace.

The screenshot shows the 'Ship Marketplace Orders' page. At the top, there's a navigation bar with 'My UPS', 'Shipping', 'Tracking', 'Freight', 'Locations', 'Support', and 'UPS Solutions'. Below this, the 'Order Summary' tab is active. A search bar is present with 'Search' and 'Clear Search' buttons. A table lists orders with columns for 'Order Date', 'Ship To', and 'Description'. Two orders are listed, both dated 08/22/2014, shipped to Jane Doe at 12380 Morris Road, Atlanta, GA. The first order has a description 'eBay dev1 Widget' and a tracking number '99999999-99999999'. The second order has a description 'eBay dev1 Widget' and a tracking number '89099999'. Below the table, there are buttons for 'Combine Selected Orders', 'Ship Using WorldShip', 'Export Selected Orders', and 'Import Order Data'. The 'Import Order Data' section has a 'Browse...' button highlighted with a red box. To the right, the 'Order Details' section shows information for the selected order, including 'Order #', 'Order From', 'Order Date', 'Description', 'Service', 'Packaging', 'Dimensions', 'Weight', and 'Ship To'.

This screenshot shows the same 'Ship Marketplace Orders' page as the previous one, but with a Windows Explorer window open over it. The Explorer window is titled 'Choose File to Upload' and shows the 'Local Disk (C:)' with various folders and files. The 'Import Order Data' section of the web interface is visible in the background, with the 'Browse...' button highlighted. The Explorer window shows a list of files and folders, including '441d1b11cbef473481111e186c', 'Documents', 'Drivers', 'inetpub', 'Intel', 'pdfpro-8.2-efgdswabtmjpryznch-e-133...', 'PerfLogs', 'Program Files', 'ProgramData', 'swdis', 'Users', and 'Windows'. The 'File name' field is empty, and the 'File type' is set to 'All Files (*.*)'. The 'Open' and 'Cancel' buttons are visible at the bottom of the Explorer window.

Order history

Once processed, you can view orders, check the status of pending deliveries or void a shipment.

From the **Order History** tab on the **Ship Marketplace Orders** page, search for particular orders or filter results by order date or marketplace.

Search

Enter an order or Ship To address and select the **Search** button.

The screenshot shows the UPS Ship Marketplace Orders interface. The top navigation bar includes the UPS logo, 'United States', and user links like 'Welcome, John Doe', 'Logout', 'Contact UPS', and 'The UPS Store'. Below this is a secondary navigation bar with tabs: 'My UPS', 'Shipping', 'Tracking', 'Freight', 'Locations', 'Support', and 'UPS Solutions'. The main heading is 'Ship Marketplace Orders', with sub-tabs for 'Order Summary' and 'Order History' (the latter is selected and highlighted with a red box). To the right of the sub-tabs are links for 'Help', 'Preferences', and 'Manage Marketplace Enrollments'.

On the left side, there is a search section titled 'Search Orders:' with a text input field containing 'Order #, Ship To, etc.' and a 'Search' button (highlighted with a red box). Below this is a 'Clear Search' link. Further down is a 'Filter By' section with an 'Order Date:' dropdown set to 'Custom Date Range'. It includes 'From' and 'To' date pickers, with 'From' set to '05/26/2014' and 'To' set to '08/24/2014'. Below the date pickers is a 'Marketplace' section with a list of checkboxes: 'All Marketplaces', 'Amazon Store USA', 'Amazon DE', 'eBay [dev3]', 'Amazon Japan', 'Amazon FR store' (which is checked), and 'eBay dev1'. An 'Apply Filters' button is at the bottom of this section.

The main content area displays a table of orders with the following columns: Order Date, Ship Date, Marketplace, Order #, Ship To, Description, and Tracking #. The table contains two rows of data:

Order Date	Ship Date	Marketplace	Order #	Ship To	Description	Tracking #
07/25/2014	08/06/2014	Amazon FR store	999-9999999-9999999	John Doe 55 Glenlake Parkway ATLANTA, GA 303280101		1YE5959999999999
07/25/2014	08/06/2014	Amazon FR store	999-9999999-9999999	Jane Doe 12300 Morris Road ALPHARETTA, GA 300051000		1YE5959999999999

Below the table, there is a link that says 'I need to void a shipment.'

Order history (cont.)

Order date

Select one of the day ranges from the **Order Date** drop-down menu:

- Last 3 Days
- Last 7 Days
- Last 14 Days
- Last 30 Days
- Custom Date Range

The **Custom Date Range** allows you to specify any range within the last 90 days.

Select the **Apply Filters** button.

Marketplace

Select the check boxes to the left of the marketplaces you wish to use as a filter, or select **All Marketplaces**.

Select the **Apply Filters** button.

The screenshot shows the 'Ship Marketplace Orders' page. On the left, there are filter sections. The 'Order Date' section has a dropdown menu set to 'Custom Date Range' with a date range from '05/26/2014' to '08/24/2014'. The 'Marketplace' section has checkboxes for 'All Marketplaces', 'Amazon Store USA', 'Amazon DE', 'eBay [dev3]', 'Amazon Japan', 'Amazon FR store', and 'eBay dev1'. An 'Apply Filters' button is at the bottom of the filters. On the right, a table displays order history with columns: Order Date, Ship Date, Marketplace, Order #, Ship To, Description, and Tracking #. Two orders are listed, both from 'Amazon FR store'.

Order Date	Ship Date	Marketplace	Order #	Ship To	Description	Tracking #
07/25/2014	08/06/2014	Amazon FR store	999-9999999-9999999	John Doe 55 Glenlake Parkway ATLANTA, GA 303280101		1YE5959999999999
07/25/2014	08/06/2014	Amazon FR store	999-9999999-9999999	Jane Doe 12380 Morris Road ALPHARETTA, GA 300051000		1YE5959999999999

Order history (cont.)

Search results

When your search results are returned, you can check the status of a shipped order by selecting the tracking number. This directs you to package tracking at **ups.com**.

Void

Cancel a pending shipment by selecting the **I need to void a shipment** link.

Note: Shipped orders also appear in **View History** at **ups.com** for a consolidated view of all shipments completed in UPS marketplace shipping and UPS Internet Shipping.

The screenshot shows the 'Ship Marketplace Orders' page on the UPS website. The page has a navigation bar with 'My UPS', 'Shipping', 'Tracking', 'Freight', 'Locations', 'Support', and 'UPS Solutions'. Below the navigation bar, there are tabs for 'Order Summary' and 'Order History'. The 'Order History' tab is selected. On the left, there is a 'Search Orders' section with a search bar and a 'Search' button. Below the search bar, there is a 'Filter By' section with a 'Custom Date Range' dropdown and 'From' and 'To' date pickers. The 'Marketplace' section has checkboxes for 'All Marketplaces', 'Amazon Store USA', 'Amazon DE', 'eBay [dev3]', 'Amazon Japan', 'Amazon FR store', and 'eBay dev1'. The 'Amazon FR store' checkbox is checked. An 'Apply Filters' button is at the bottom of the filters. The main table shows two orders. The first order is dated 07/25/2014, shipped on 08/06/2014, from Amazon FR store, order # 999-9999999-999999, to John Doe at 55 Glenlake Parkway, Atlanta, GA 303280101, with tracking # 1YE5959999999999. The second order is dated 07/25/2014, shipped on 08/06/2014, from Amazon FR store, order # 999-9999999-999999, to Jane Doe at 12380 Morris Road, Alpharetta, GA 300051000, with tracking # 1YE5959999999999. A red box highlights the tracking number for the second order. A red box with the text 'I need to void a shipment' is located at the bottom right of the table.

Order Date	Ship Date	Marketplace	Order #	Ship To	Description	Tracking #
07/25/2014	08/06/2014	Amazon FR store	999-9999999-999999	John Doe 55 Glenlake Parkway ATLANTA, GA 303280101		1YE5959999999999
07/25/2014	08/06/2014	Amazon FR store	999-9999999-999999	Jane Doe 12380 Morris Road ALPHARETTA, GA 300051000		1YE5959999999999

Support

For additional information, visit:

ups.com/marketplaceshipping

For support for WorldShip integration, download the integration guide at:

http://www.ups.com/media/en/Marketplace_Integration.pdf

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Gain Insight

[Read and Learn: UPS and eBay](#)
These tips drive sales and raise customer satisfaction rates.

[Read and Discover: Streamline Ecommerce](#)

WorldShip® Marketplace Shipping at ups.com

Steps	Description
1. In WorldShip 2014 or higher, select Import-Export, and then select Create/Edit Map .	
2. In the New Map box, select Import from XML . For Map Type select Shipment XML . Name the map and click Create .	