

# INVOICE RETRIEVAL INSTRUCTIONS

## UPS BILLING CENTER





- 
- A blurred background image showing a person's hands writing in a notebook with a pen. A small model airplane is visible on the desk next to the notebook.
- 1 IT'S CRUCIAL TO FOLLOW EACH STEP TO ENSURE THE DATA IS EXTRACTED IN THE RAW FORMAT.**
  - 2 PLEASE DO NOT OPEN, RENAME OR RESAVE THE DATA AS THIS CORRUPTS THE FILES.**

A USE YOUR USERNAME & PASSWORD TO LOG INTO UPS.COM

B CLICK THE USERNAME AT TOP RIGHT OF PAGE SCROLL DOWN AND CLICK "VIEW & PAY BILL"

The screenshot shows the UPS.com homepage. At the top right, there is a dropdown menu with options like Overview, My Information, Addresses, Payment Options, Preferences, Billing Adjustment, View & Pay Bill, and Log Out. A callout box highlights the "View & Pay Bill" option. Below the menu, a man is shown sitting on a couch using a tablet. A promotional message overlay says "Change in Reroute. R" and "Change when and where your packages arrive, get delivery alerts, and even give your driver delivery instructions." A "Sign Up for UPS My Choice" button is visible. The main content area features a teal banner with the text "Learn more about all the updates we've made to our site. ▲". Below the banner are three sections: "Manage tasks more easily" (two men working at a counter), "Take a tour of the site" (a computer screen showing a UPS employee), and "Find your preferences and addresses more easily" (a screenshot of the UPS profile page). At the bottom, there is a "LATEST NEWS" section with a "Show More News" link.

YOU SHOULD NOW BE AT  
UPS BILLING & PAYMENT

c CLICK "UPS BILLING CENTER" TO VIEW YOUR BILLING CENTER

The screenshot shows the UPS Billing and Payment website. At the top, there's a navigation bar with links for Log Out, Locations, United States - English, a search bar, and Customer Service. A banner at the top says "Welcome to our new site. Take a look at what's new." Below the banner, the UPS logo and "QUICK START" button are visible, along with links for Tracking, Shipping, and Services. The main title "Billing and Payment" is centered above a section titled "UPS Billing Center". This section features a photo of a man working at a desk and a brief description for customers who generate lots of shipments. To the right, there's a "View and Print Invoices" section with a thumbnail of a printed invoice. A sidebar on the right lists "Tools and Resources" like UPS Billing Center, PDF Invoice or UPS Billing Data, and Update PDF Invoice or UPS Billing Data Enrollment. Another sidebar shows "How To..." sections for Learn About UPS Billing Solutions, Manage Your Bill, Pay Your Bill, Create Billing Reports, and Download UPS Billing Analysis Tool. A large image of a UPS delivery truck is on the right, with a callout text: "Find peace of mind with the details. UPS tracking solutions show the progress of your shipment every step of the way, across town or around the world." A "Learn More" button is located below this text.

AFTER ACCESSING THE  
UPS BILLING CENTER, IT  
WILL LOOK SIMILAR TO  
SCREEN PICTURED.

- D HOVER OVER "INVOICE"  
TAB AND CLICK "ARCHIVE  
HISTORY"

UPS Billing

United Parcel Service of America www.apps.ups.com/ebilling/dashBoard.do?reportId=da Reader

Welcome, JEFF FRINCH | Live Chat | Logout

UPS Billing Center - United States

Home Invoice Payment Reporting Administration Support

Overview of [View Details](#) United States - English

UPS Supply Chain Solutions®  UPS Freight  UPS Package

Current Balance: \$0.00

> [Setup Automatic Payments](#) Pay Now

Note: Balance may reflect more than one account

Online support can be found in the links to your right, or by selecting this image.

You can view and download PDF copies of your UPS invoices and brokerage documentation. [View Your Invoice](#)

You can set up automatic payments to ensure that you don't pay late. [Pay Your Invoice](#)

You can customize available standard reports to meet your needs. [Visit Reporting](#)

New Features Available

Administration Enhancement - User, Role, Account, Invoice and Notification feature settings are now accessed more easily.

Live Chat Support - Customer Service Agents are now available to assist and answer questions directly through the Billing Center.

Invoice Number Search - Locate invoices within Payment Activity based on their unique invoice number and various account types.

See [What's New in Billing](#) for more information.

Save a stamp. Pay online.

Billing Center Quick Links

- [Billing Center Support](#)
- [View Invoice](#)
- [Add Accounts](#)
- [Manage Users](#)
- [View Reports](#)
- [Manage Payments](#)
- [Payment History](#)
- [Request a Refund](#)
- [UPS Billing Data - Data Dictionary](#)

UPS.com Quick Links

- [Glossary of Additional Charges](#)
- [Manage Inbound Charges](#)
- [Avoid Charge Corrections](#)
- [Create a Shipment](#)
- [UPS TradeAbility International Tools](#)
- [Order Supplies](#)
- [Track a Package](#)
- [Void a Package](#)

### ARCHIVE HISTORY

You will now be able to search for invoices in variable file formats.

**Please choose "Consolidated Plan" if available.**

### E INVOICE DATE RANGE

Select an invoice date range covering 13 weeks (preferably).

Begin search on a Sunday, end on a Saturday.

### F DOCUMENT TYPE

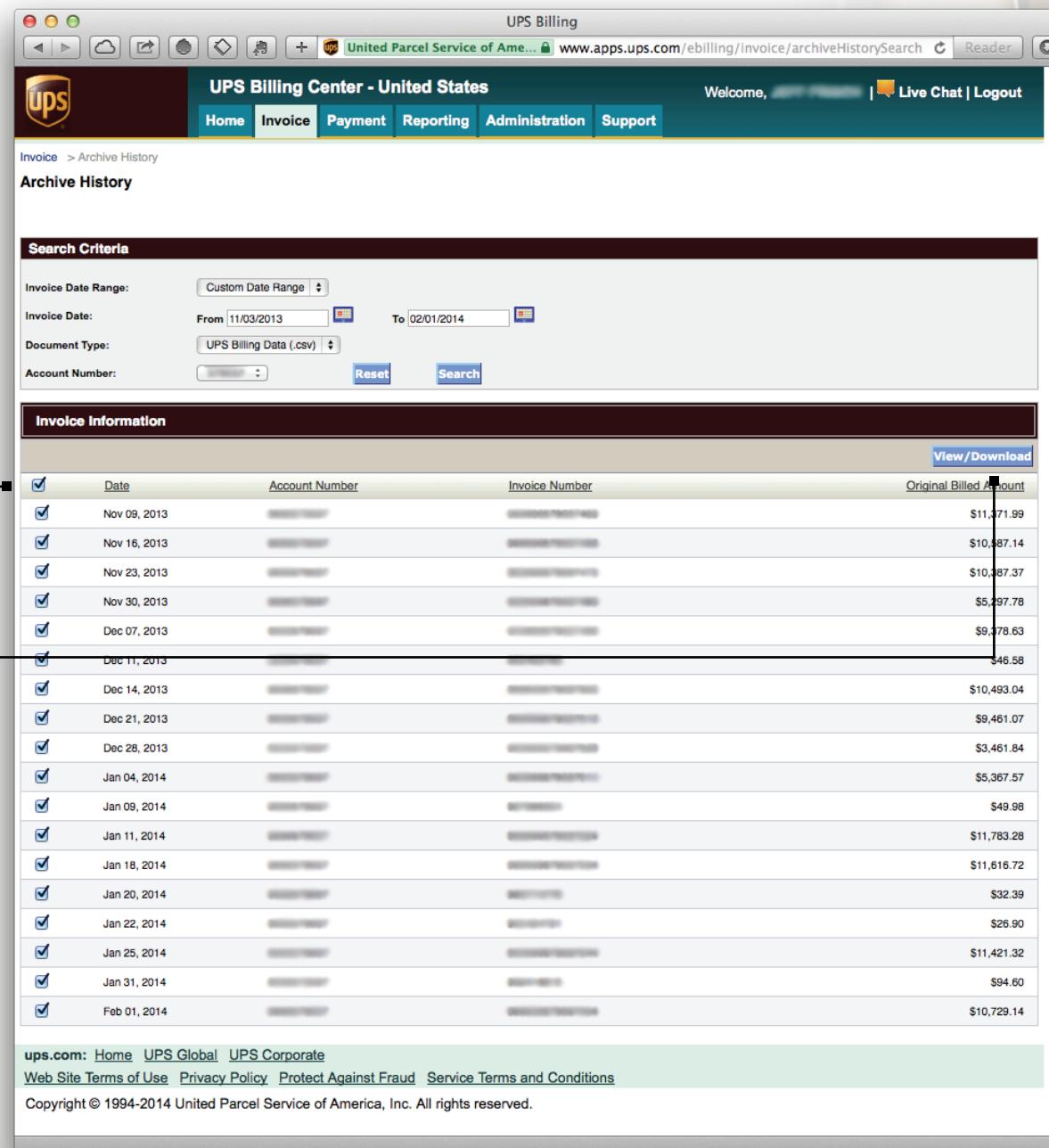
Select "UPS Billing Data (.csv)" from the "Document Type" drop-down.

### G CLICK SEARCH

The screenshot shows the UPS Billing Center - United States website. The top navigation bar includes links for Home, Invoice (which is selected), Payment, Reporting, Administration, and Support. A welcome message and a live chat link are also present. The main content area is titled 'Archive History' and contains a 'Search Criteria' section. This section includes fields for Account Type (set to 'Individual UPS Account'), Invoice Date Range (set to 'Custom Date Range' with 'From' date as 11/03/2015 and 'To' date as 12/03/2015), Document Type (set to 'PDF Format'), and Account Number. There are 'Reset' and 'Search' buttons. Below the search form, there is a footer with links to ups.com: Home, UPS Global, UPS Corporate, Web Site Terms of Use, Privacy Policy, Protect Against Fraud, Service Terms and Conditions, and a copyright notice: Copyright © 1994-2015 United Parcel Service of America, Inc. All rights reserved.

**SEARCH RESULTS**

Your search criteria should now be presented.



The screenshot shows the UPS Billing Center - United States interface. The top navigation bar includes Home, Invoice (which is selected), Payment, Reporting, Administration, and Support. The main content area is titled "Archive History". The "Search Criteria" section allows filtering by Invoice Date Range (Custom Date Range), Invoice Date (From 11/03/2013 to 02/01/2014), Document Type (UPS Billing Data (.csv)), and Account Number. Below this is the "Invoice Information" table, which lists invoices from November 2013 to February 2014. Each row includes a checkbox, the date, account number (redacted), invoice number (redacted), and original billed amount. A "View/Download" link is at the top right of the table. The bottom of the page contains standard links like ups.com: Home, UPS Global, UPS Corporate, Web Site Terms of Use, Privacy Policy, Protect Against Fraud, Service Terms and Conditions, and a copyright notice.

Date	Account Number	Invoice Number	Original Billed Amount
Nov 09, 2013	[REDACTED]	[REDACTED]	\$11,471.99
Nov 16, 2013	[REDACTED]	[REDACTED]	\$10,487.14
Nov 23, 2013	[REDACTED]	[REDACTED]	\$10,487.37
Nov 30, 2013	[REDACTED]	[REDACTED]	\$5,297.78
Dec 07, 2013	[REDACTED]	[REDACTED]	\$9,478.63
Dec 11, 2013	[REDACTED]	[REDACTED]	\$46.58
Dec 14, 2013	[REDACTED]	[REDACTED]	\$10,493.04
Dec 21, 2013	[REDACTED]	[REDACTED]	\$9,461.07
Dec 28, 2013	[REDACTED]	[REDACTED]	\$3,461.84
Jan 04, 2014	[REDACTED]	[REDACTED]	\$5,367.57
Jan 09, 2014	[REDACTED]	[REDACTED]	\$49.98
Jan 11, 2014	[REDACTED]	[REDACTED]	\$11,783.28
Jan 18, 2014	[REDACTED]	[REDACTED]	\$11,616.72
Jan 20, 2014	[REDACTED]	[REDACTED]	\$32.39
Jan 22, 2014	[REDACTED]	[REDACTED]	\$26.90
Jan 25, 2014	[REDACTED]	[REDACTED]	\$11,421.32
Jan 31, 2014	[REDACTED]	[REDACTED]	\$94.60
Feb 01, 2014	[REDACTED]	[REDACTED]	\$10,729.14

**H DOWNLOAD ALL INVOICES**

To download and combine all invoices, simply click the checkbox in header.

**I CLICK "VIEW/DOWNLOAD"**

To download and combine all invoices.

**NOTE**

Repeat download steps for each account number or CPP in drop-down menu.

**J PDF DOCUMENT**

A PDF file is needed for your most recent invoice. Simply change "Document Type" from ".csv" to "PDF Format"

**K CLICK "SEARCH"**

**UPS Billing Center - United States**

**Archive History**

**Search Criteria**

Invoice Date Range:	Custom Date Range
Invoice Date:	From 11/03/2013 To 02/01/2014
Document Type:	PDF Format
Account Number:	Reset Search

**Invoice Information**

	Date	Account Number	Invoice Number	Original Billed Amount
<input type="checkbox"/>	Nov 09, 2013	[REDACTED]	[REDACTED]	\$11,371.99
<input type="checkbox"/>	Nov 16, 2013	[REDACTED]	[REDACTED]	\$10,587.14
<input type="checkbox"/>	Nov 23, 2013	[REDACTED]	[REDACTED]	\$10,387.37
<input type="checkbox"/>	Nov 30, 2013	[REDACTED]	[REDACTED]	\$5,297.78
<input type="checkbox"/>	Dec 07, 2013	[REDACTED]	[REDACTED]	\$9,378.63
<input type="checkbox"/>	Dec 11, 2013	[REDACTED]	[REDACTED]	\$46.58
<input type="checkbox"/>	Dec 14, 2013	[REDACTED]	[REDACTED]	\$10,493.04
<input type="checkbox"/>	Dec 21, 2013	[REDACTED]	[REDACTED]	\$9,461.07
<input type="checkbox"/>	Dec 28, 2013	[REDACTED]	[REDACTED]	\$3,461.84
<input type="checkbox"/>	Jan 04, 2014	[REDACTED]	[REDACTED]	\$5,367.57
<input type="checkbox"/>	Jan 09, 2014	[REDACTED]	[REDACTED]	\$49.98
<input type="checkbox"/>	Jan 11, 2014	[REDACTED]	[REDACTED]	\$11,783.28
<input type="checkbox"/>	Jan 18, 2014	[REDACTED]	[REDACTED]	\$11,616.72
<input type="checkbox"/>	Jan 20, 2014	[REDACTED]	[REDACTED]	\$32.39
<input type="checkbox"/>	Jan 22, 2014	[REDACTED]	[REDACTED]	\$26.90
<input type="checkbox"/>	Jan 25, 2014	[REDACTED]	[REDACTED]	\$11,421.32
<input type="checkbox"/>	Jan 31, 2014	[REDACTED]	[REDACTED]	\$94.60
<input checked="" type="checkbox"/>	Feb 01, 2014	[REDACTED]	[REDACTED]	\$10,729.14

[View/Download](#)

ups.com: Home UPS Global UPS Corporate  
Web Site Terms of Use Privacy Policy Protect Against Fraud Service Terms and Conditions  
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**L CHECK MOST RECENT INVOICE****M CLICK "VIEW/DOWNLOAD" TO DOWNLOAD PDF FILE****N EMAIL DATA**

Send both .csv and PDF data to your consultant and we will begin to initiate your free analysis.

**DO NOT open or resave the downloaded invoices before emailing them to sales representative.**



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- A blurred background image of a person's hands writing in a notebook with a pen. A small model airplane sits on the desk next to the notebook.
- 1 IT'S CRUCIAL TO FOLLOW EACH STEP TO ENSURE THE DATA IS EXTRACTED IN THE RAW FORMAT.**
  - 2 PLEASE DO NOT OPEN, RENAME OR RESAVE THE DATA AS THIS CORRUPTS THE FILES.**

