# Sorting / cleaning data

1. Open shipment export.csv
2. Before Column K insert columns:
   1. Ship Date
   2. Delivery Date
   3. Delivery Time
   4. On Time?
   5. Weather?
3. Sort Data by Service Level -> Pickup Date ->Unishippers Customer Number

A screenshot of a computer

Description automatically generated

# Searching ups

1. Open UPS.com
2. In csv, copy Airbill Number/BOL Number (Column A)
3. Track Number on UPS.com
4. Copy the date for “We Have Your Package”
5. Paste the date into Column K in csv (Ship Date)
6. Copy the date for “Delivered”
7. Paste the date into Column L in csv (Delivery Date)
8. Copy the time for “Delivered”
9. Paste the time into Column M in csv (Delivery Time)
10. Open “View All Shipping Details”
11. Search for “weather”
    1. If “weather” is in the Shipping Details, put “Yes” in column O (Weather?)
    2. If “weather” is not in the Shipping Details, put “No” or leave Column O blank (Weather?)
12. Column N (On Time?) is dependent on Columns P (Service Level), K (Ship Date), L (Delivery Date), and M (Delivery Time), according to the below chart:

|  |  |  |  |
| --- | --- | --- | --- |
| Service Level | Earliest Time | Latest Time | Delivery Date – Ship Date |
| Next Day Air Early AM | 8:00 A.M. | 9:30 A.M. | 1 |
| Next Day Air | 10:30 A.M. | 12:00 P.M. | 1 |
| Next Day Air Saver | 3:00 P.M. | 11:59 P.M. | 1 |
| 2nd Day Air AM | 10:30 A.M. | 12:00 P.M. | 2 |
| 2nd Day Air | 1:00 P.M. | 11:59 P.M. | 2 |

\*\*\* Exception to “Delivery Date – Ship Date” is if shipped on Friday or Saturday.

If Ship Date is a Friday, add 2  
If Ship Date is a Saturday, add 1

* 1. On Time = “No” if Delivery Date – Ship Date > Chart
  2. On Time = “Yes” if before Earliest Time
  3. On Time = “Research” if between Earliest Time and Latest Time
  4. On Time = “No” if after Latest Time