



Operations Label and Forms System (OLAFS)

Retail Application

**Package Project Management
Version 2.2**



United Parcel Service

NOTICE



Package Project Management

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Overview

Improving Access Point features to provide a greater customer experience.

- Allowing shipping customers to pay for “Retail to Retail” (R2R) shipments at the Access Point

Glossary

Term	Definition
OLAFS / Retail	Operations Label and Forms System: Operations’ label print application. Retail - Operations scans/keys the AP Sticker ID’s to print out the official UPS Smart labels for each package.
Shipping Ticket ID	The unique ID generated by a shipping system to associate the R2R shipment details with the Shipping Ticket. The shipping ticket ID appears on the shipping ticket. The shipping ticket ID is used by the UPS AP attendant to retrieve the details about the shipment from UPS, including the amount to be collected from the shipper, and other details required by the UPS AP attendant for processing the pay at store R2R shipment.
Pay at Store	A feature of R2R shipping whereby the shipper elects to <u>pay for the R2R shipment at a UPS AP</u> instead of paying online at time of shipment creation. This feature provides the advantage of paying for the shipment with any means supported by the individual UPS AP, including cash and PIN debit. UPS does not charge for this shipment option.
UPS Access Point	UPS Access Points are staffed retail locations that provide an alternative for residential receivers who are not at home to receive packages or who live an area where it is difficult for drivers to complete the delivery. These retailers have a contract relationship with UPS and are paid for their services to receive UPS packages and hold them for pickup by the final consignee or UPS.
AP Sticker (AP Sticker ID or Barcode #)	R2R Pay at Store shipments are not labeled with UPS smart labels until after the shipments are paid and then brought to a UPS package center. AP Stickers with unique ID’s are applied to the packages at the UPS AP to serve as temporary unique identifiers for the packages. Operations scans the AP Sticker ID’s to print out the official UPS Smart labels for each package.



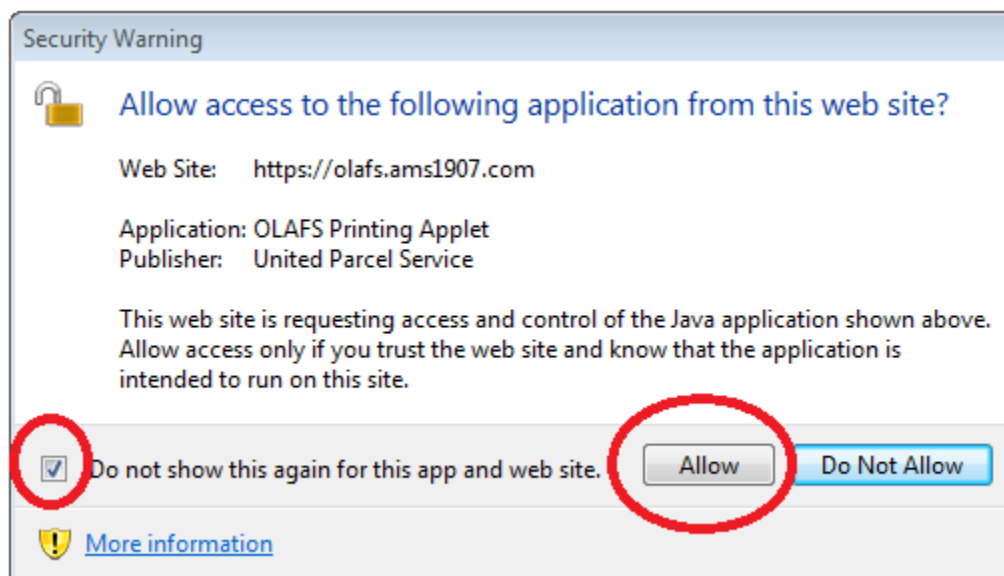
OLAFS / Retail Application - URL access

- <https://olafs.inside.ups.com/olafp/facade/olafsportal.html>

Several pop-ups may display. Please follow the instructions below.



- Check the [Do not show this again for this app...].
- Click [Run]

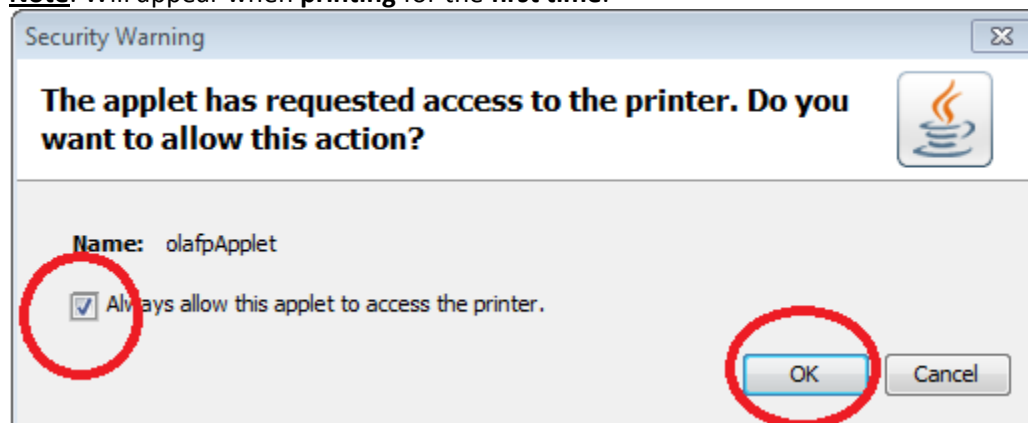


- Check the [Do not show this again for this app and web site].
- Click [Allow]



- Click [Cancel]

Note: Will appear when **printing** for the **first time**.



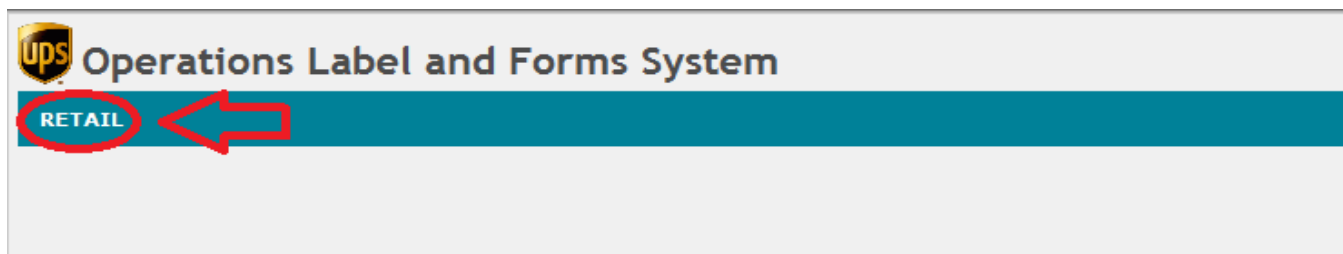
- Check the [Always allow this applet to access the printer].
- Click [OK]



Accessing the Retail Application

Operations scans/keys the AP Sticker ID's to print out the official UPS Smart labels for each package.

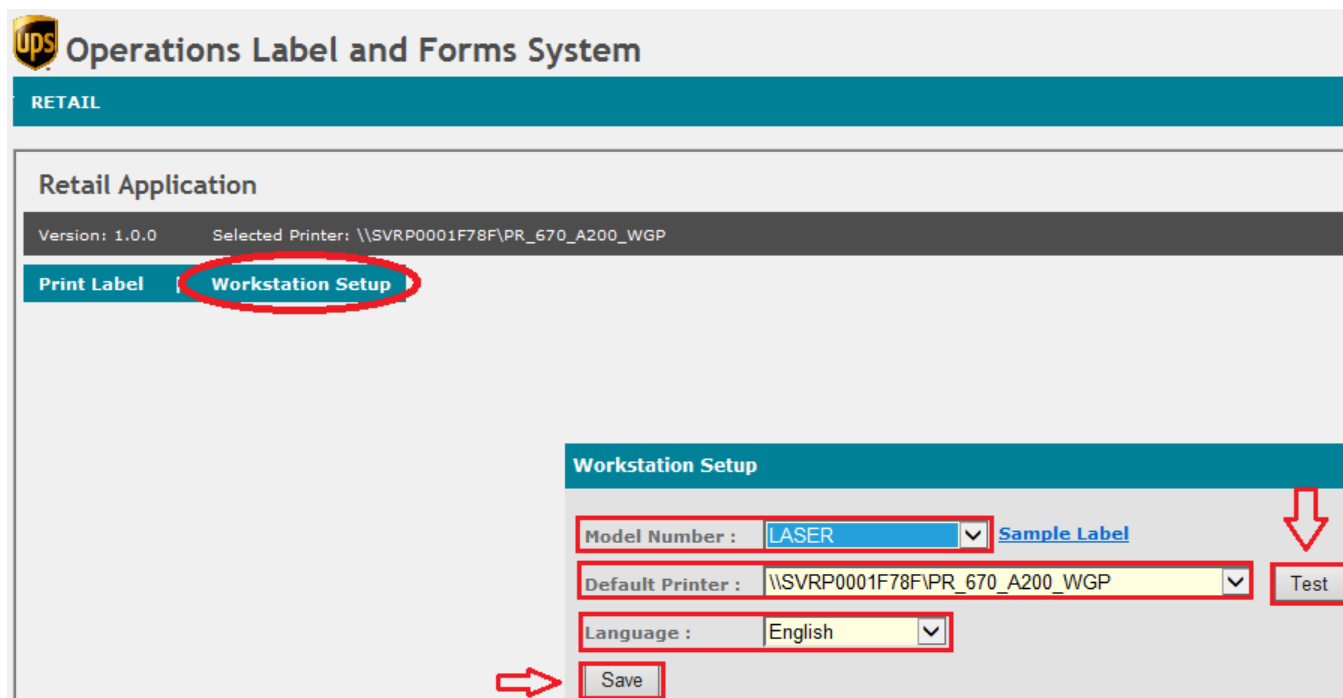
- <https://olafs.inside.ups.com/olafp/facade/olafsportal.html>



- Click [RETAIL]

Workstation / Printer Setup

- **Note:** When first accessing **RETAIL**, you will be prompted to setup your [Workstation Setup].



IMPORTANT: 4x6 labels are required when selecting the ZP 450 and LP 2844

- Select the [Model Number]
 - If you are using a network printer, select Laser.
- Select the [Default Printer]
- Select [Language]
- Click on [Save]
- You can choose to print a 'test' label [Test]



Sample Label

Clicking or hovering over the [Sample Label] will display a 'sample shipping label image' to the right of the screen.

- Pressing the [X] or leaving the screen, will remove the sample label image.

The screenshot displays the 'Workstation Setup' window with the following fields:

- Model Number : LASER (dropdown menu)
- Default Printer : \\SVRP0001F78F\PR_670_A200_WGP (dropdown menu)
- Language : English (dropdown menu)

A red circle highlights the 'Sample Label' button next to the Model Number dropdown. A red arrow points from this button to a sample shipping label preview on the right.

The sample shipping label preview includes the following information:

- SHIP FROM CONTACT: 0113032140032
- SHIP FROM COMPANY: SHIP FROM COMPANY
- SHIP FROM ADDRESS 1: 1000 ATHENS
- SHIP FROM ADDRESS 2: GREECE
- SHIP TO: CONSIGNEE TEST NAME
- UAP TEST NAME: UAP TEST NAME
- UAP TEST ADDRESS 1: PARAMUS NJ 07652-9610
- UNITED STATES
- 10 LBS PAK
- SHIP TO: T56N 03SR 40J
- SHIP WT: 10 LBS
- SHIP DWT: 10 LBS
- DATE: 31 DEC 2014
- DWT: 25
- NJ 075 9-02
- UPS EXPRESS
- TRACKING #: 1Z 380 5WV 14 9124 4130
- 1
- SAMPLE
- BILLING: P/P
- NO AUDIT REQUIRED
- PRE-LABEL PKG ID #: 12345678901
- CONSIGNEE TEST NAME: CONSIGNEE TEST COMPANY
- CONSIGNEE TEST ADDRESS 1: PARAMUS NJ 07652-9610
- UNITED STATES
- R2R



Print Label

Operations scans/keys the **AP Sticker ID's** to print out the official UPS Smart labels for each package.

ups Operations Label and Forms System

RETAIL

Retail Application

Version: 1.0.0 Selected Printer: \\SVRP0001F78F\PR_670_A200_WGP

Print Label | Workstation Setup

Print UPS Shipping Label

AP Sticker ID : Z9960000007

Print

- Scan/key the UPS AP Sticker ID (also known as the AP Sticker ID or Barcode #)
- Click [**Print**]
- UPS Shipping Label will print.
- Attach shipping label to the package.
 - **Note:** If the label gets damaged or if the wrong label stock was used, you can reprint the UPS Shipping Label. Re-Scan/key the UPS AP Sticker ID. Click [**Print**].



Troubleshooting

Invalid AP Sticker ID

Retail Application

Version: 1.0.0 Selected Printer: \\SVRP0001F78F\PR_670_A200_WGP

Print Label | **Workstation Setup**

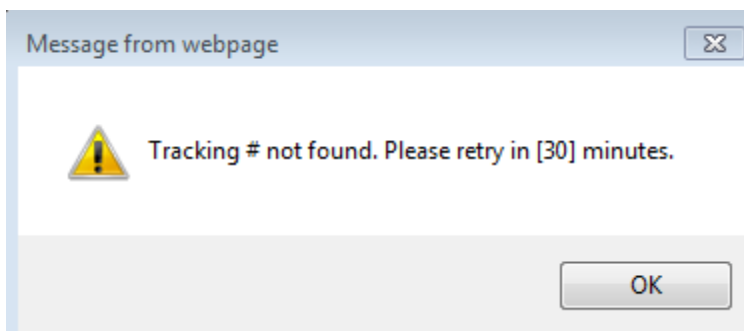
Invalid AP Sticker ID

Print UPS Shipping Label

AP Sticker ID :

- The AP Sticker ID is invalid. Please re-enter the AP Sticker ID.
- The AP Sticker ID is 11 digits.

Tracking Number Not Found



- Please retry in 30 minutes.
- If message continues, call the HD and open a case for OLAFS / Retail

OLAFS application Hangs

- Most likely the Java version is below 1.7.0_51
- Java will need to be updated to a later version. Contact TSG for assistance.

END