Operations Label and Forms System (OLAFS)

ICOD Application

Package Project Management
Version 2.0

United Parcel Service

Overview

The Print Workstation (PWS) application is reaching its end of life. OLAFS / ICOD functionality allows the Operation (Import) and/or Destination Centers to print their international ICOD forms.

Glossary

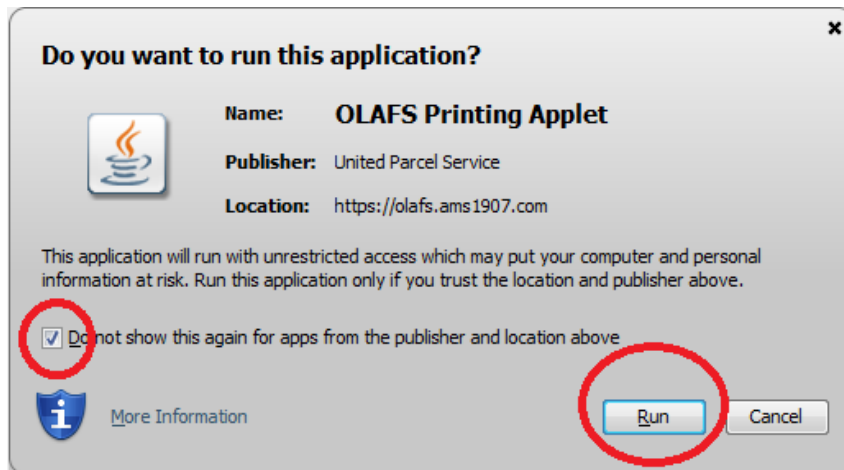| Term	Definition
APRS	Access Provisioning Request System – Provides UPS employees the ability to make requests for security credentials (AD, email, internet, IM) within the UPS network.
B3 POA Form	In Canada, a required form indicating that UPS is functioning as a broker for ICOD transactions.
COD	Cash on Delivery – a UPS service offering that allows the shipper to collect shipping and other charges from the consignee at the time the package/shipment is delivered.
EAM	Enterprise Access Manager – the corporately supported application used to provide access management to UPS applications.
EBS	Enterprise Billing Systems – the systems developed and supported to generate customer invoices for UPS small package and trade direct services.
Form	Any standardized format for providing data that is not adhered to a packaged but may be associated with a package or shipment.
GIPLD	Global Internal Package Level Detail – the mainframe repository that receives and stores package and unit load device (ULD) level information.
HUF	Hungarian Forint – the official currency of Hungary.
ICOD Form Template	The electronic file containing the ICOD tag field labels and other required verbiage used to format ICOD tag data for printing. ICOD Form Templates can also be used to print blank ICOD forms.
ICOD Tag	The form/paperwork needed to collect funds for an ICOD package.
ICOD	Import COD – the COD service offering available for packages crossing borders.
Language, Display	The language that is shown on the OLAFS user interface. The first time a user logs into OLAFS, the display language is English.
Language, Local	The language associated with the SLICs selected in the user set up. The language(s) in which the ICOD tag will be printed. The local language may be different from the display language.
OLAFS	Operations Label and Form Service – a web service that allows users to format labels and forms on demand.
POA	Power of Attorney – a legal document authorizing a person or organization to act as an agent for another person or organization
PWS	Print Workstation – a component of the Global Scanning System used to print COD tag and invoice documents relating to EDI processing of international packages. Brokerage Systems identifies the COD shipments and the information is downloaded to the workstation. This system is being retired and replaced by OLAFS in the specific countries listed in this RFC.

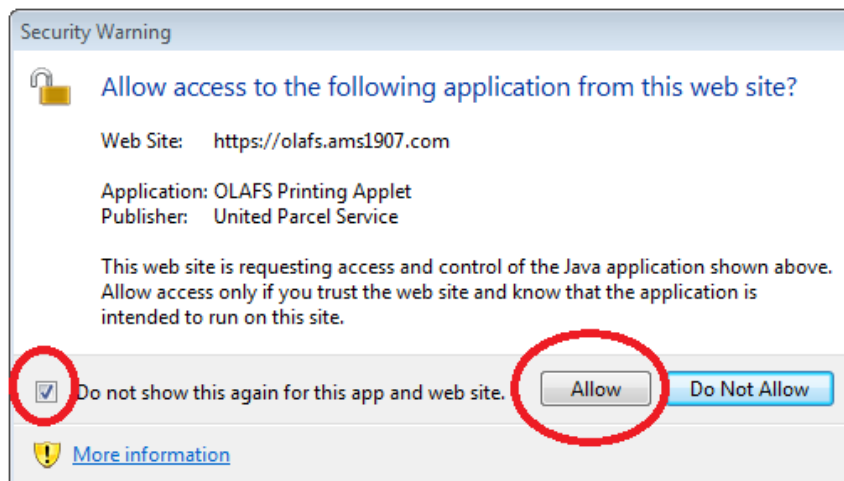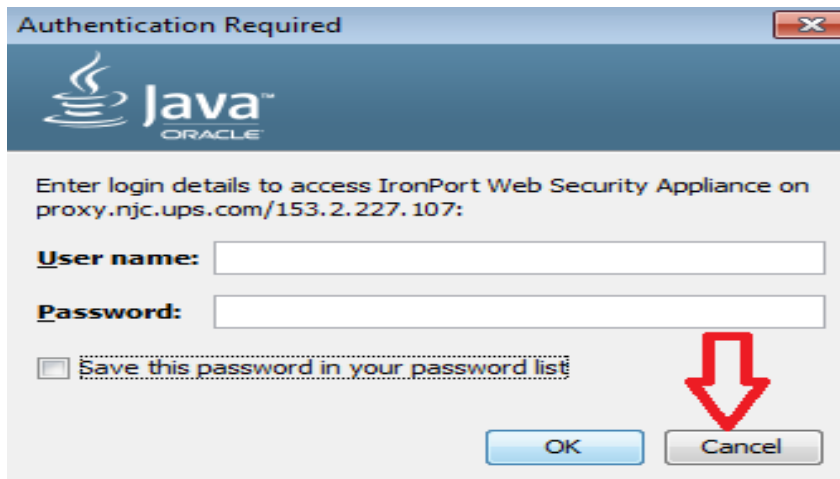| Term	Definition
PWS File	The file of ICOD billing data generated by the EBS for each country/port code with ICOD charges.
SLIC	Standard Location Identification Code – a code used to identify geographic areas where UPS business is conducted.

OLAFS / Retail Application - URL access

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

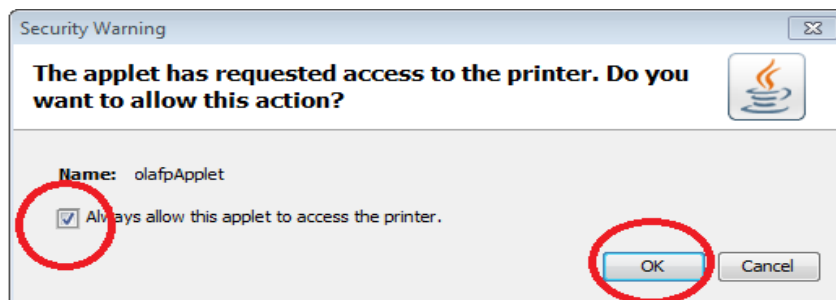Several pop-ups **may** display. Please follow the instructions below.

- 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**].
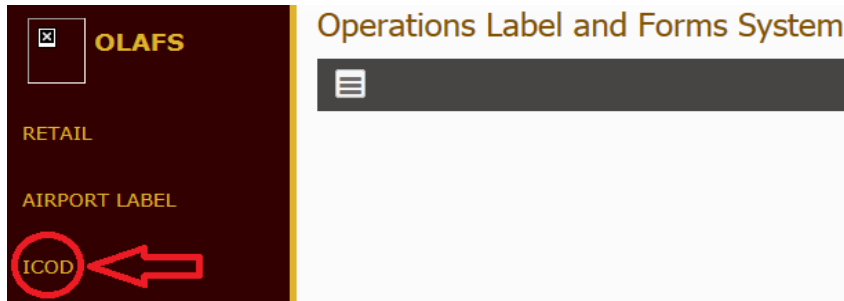- Click [**Allow**]

- Click [**Cancel**]

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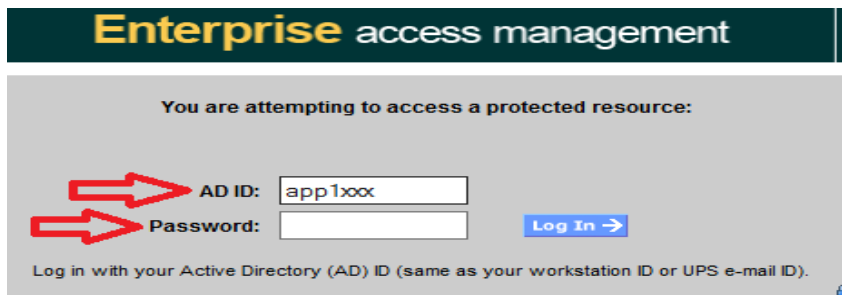- Click [**OK**]

Accessing the ICOD Application

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

- Click [**ICOD**]

Enterprise Access Management

- Enter your Active Directory ID and Password.

User Profile - Setup

- **Note**: When <u>first</u> accessing **ICOD**, you will be prompted to setup your **[User Profile]**

User Profile

User Profile	
Language:	English ▾
Printer Type:	LASER ▾
Default Printer:	\\SVRP0001F78F\PR_670_A200_WGP ▾
Country:	Austria ▾
SLIC(s):	Select SLIC ▾
Selected SLIC(s):	
Save	⇦

- **Language**: Gui language
- **Printer Type**:
- **Default Printer:**
- **Country:**
- **SLIC:**
- **Selected SLIC:**

Print

Print	Search	User Profile

Print Single COD Tag

Tracking Number ⇦

Print ⇦

Print Blank Form

Print ⇦

Print All COD Tags

	Country	SLIC	COD Tag Count ⟳	Last Updated Date
☐	AT	8073	0 ⟳	7/20/2015 15:50:51
☑	AT	5129	11 ⟳	7/20/2015 15:50:51
☐	AT	3969	11 ⟳	7/20/2015 15:50:51
☐	AT	0646	0 ⟳	7/20/2015 15:50:51
☐	AT	1099	0 ⟳	7/20/2015 15:50:51

Showing 1 to 5 of 5 entries   Previous **1** Next

⇨ Print

- **Tracking Number**: Scan / Key tracking number to print Single COD tag.
- **Print Blank Form**: Press [**Print**] to print blank form.
- **Print All COD Tags**: Check ☑ the site(s) to print the tags. Press [Print]
- `10 ▾`   Arrow down to select 'viewable per page'.

Search

Date Range: To search by data range.
- **Tracking Number**: Enter tracking number to print Single COD tag. Press [Print].
- **Shipment Number**: Press [**Print**] to print blank form.
- **From Date**: Select start date. ICOD retains 10 days of data.
- **To Date:** Select end date.
- **Country:** Displays Country from User Profile. You can change country if needed.
- **Slic(s):** Displays SLICs from the User Profile. Add more SLICs if needed.
- **Selected SLIC:** Displays selected SLIC(s).
- **[Submit]:** runs query.
- **[Reset]:** Return to default selections.

Print | **Search** | User Profile

Search Criteria

○ Date Range
● **Tracking Number**
○ Shipment Number

Tracking Number

Submit   Reset

Tracking Number: To search by tracking number.
- **Tracking Number**: Scan / key tracking number. Press [Submit].

Print | **Search** | User Profile

Search Criteria

○ Date Range
○ Tracking Number
● **Shipment Number**

Shipment Number

Submit   Reset

Shipment Number: To search by shipment number.
- **Shipment Number**: Key shipment number. Press [Submit].

END