HOW TO USE

WORLDSHIP

2010

UPS Mail Innovations®

Welcome

WorldShip 2010

UPS Worldship is recognized for the simple, stable reliable way to process UPS packages. Here at UPS, we realized the need for a shipping solution to serve our flats and lightweight parcel mail customers. Beginning January 2010, UPS Mail Innovations will be offered as part of UPS Worldship 2010. Enclosed in this WorldShip 2010 Mail Innovations Support Guide are key resources and directional guides which will help make it easier to use Worldship 2010.

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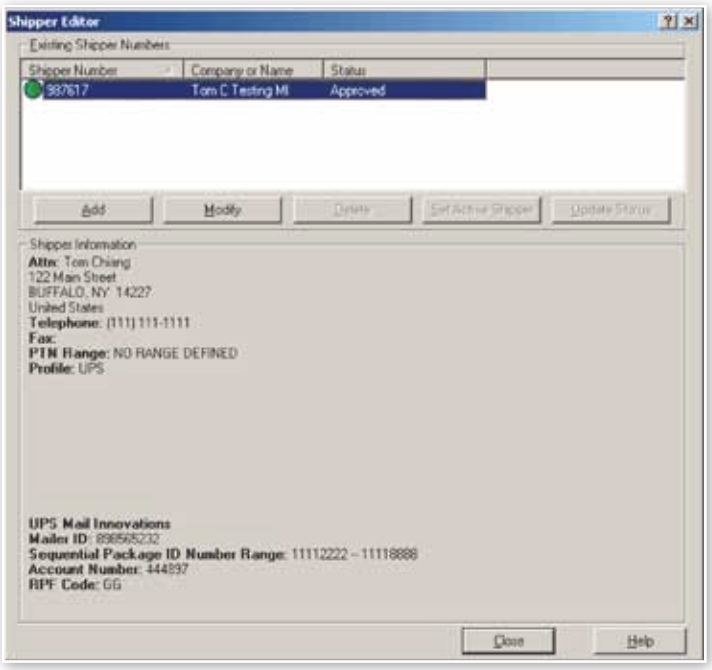
This customer support guide is not exhaustive, but, it highlights certain key features that you will find helpful as you use WorldShip 2010. As always, if you need further assistance, please visit our Worldship 2010 website at www.ups.com/content/us/en/resources/techsupport/worldship/index.html. Or call our Worldship Customer Support Center at 1-888-553-1118.

UPS Mail Innovations Tab
(Shipper Editor)



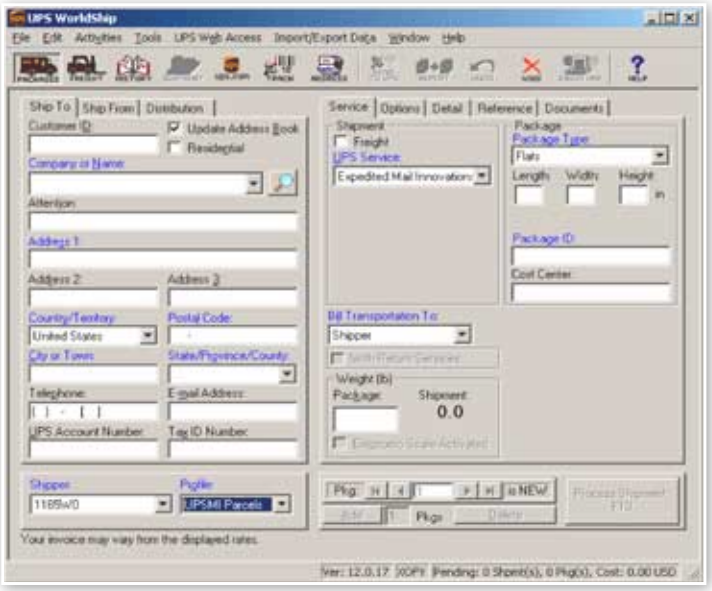
Shipper Editor can verify your Mail Innovations status as well as modification to your setup by following this step:

Select the Tools Option from the Tool Bar. Then, select Shipper Editor. You can now view your UPS Mail Innovations:

- Account Number
- Mailer ID

MAIL INNOVATIONS
Setup Options

UPS Mail Innovations Tab
(Shipper Editor)



UPS Mail Innovations WorldShip 2010 gives you a selection of print options.

YOU CAN PRINT:

- CN22 (International)
- Shipment Control Form

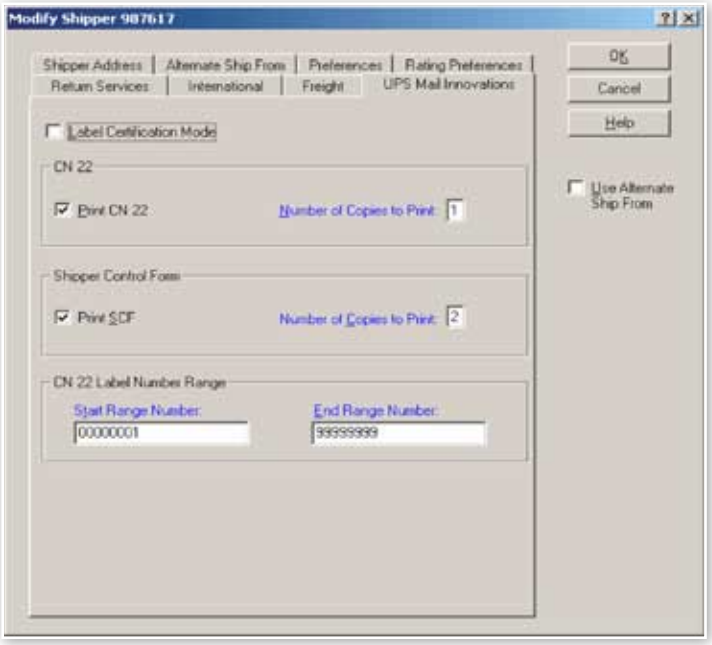
STEP 1: Select Tools Option from the Tool Bar and select **Shipper Editor**

STEP 2: Click the **Modify** Button and the Modify Shipper window will pop up.

STEP 3: Select **UPS Mail Innovations** Tab.

NOTE: If you require WorldShip to print out the CN22 form, select the Print CN22 Checkbox and then you would need to enter the CN22 label range. You can get the CN22 Label range through your Mail Innovations Account Executive

Shipment Control Form Setup
(Shipper Editor)



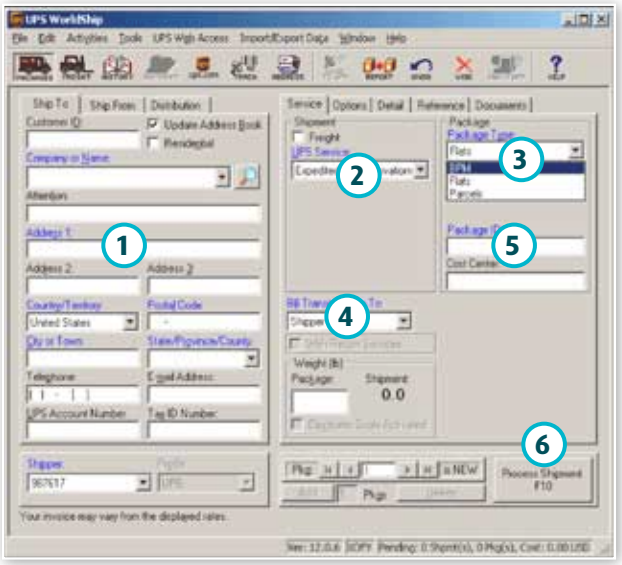
TEST SCF after processing at least one piece of mail.

On main WS page, select Activities > Close Out Mail Innovations Shipments.

Be sure to select at least 2 Copies: You'll need one for the driver and one for the customer.

Processing a Single-Piece Shipment

Domestic
Shipment



STEP 1: Specify the receiver's address

STEP 2: Select Expedited Mail Innovations from UPS Services

STEP 3: Select a Package Type that you would like to mail Flats, Parcels, BPM

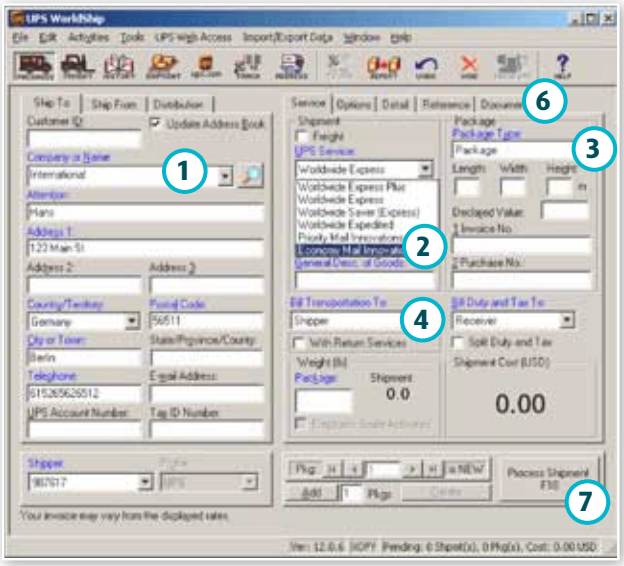
STEP 4: Specify the bill-to information

STEP 5: Type in package ID (Mandatory)

STEP 6: Click Process Shipment

NOTE: Delivery Confirmation is only for BPM/Parcel. If you would like to have Delivery Confirmation, then Select the Options Tab then select the Delivery Confirmation checkbox.

International
Shipment



STEP 1: Select non-US destination

STEP 2: Select Priority or Economy Mail Innovations

STEP 3: Select the Package Type Flats, Parcels, BPM

STEP 4: Specify the bill-to information

STEP 5: Fill in your Package ID

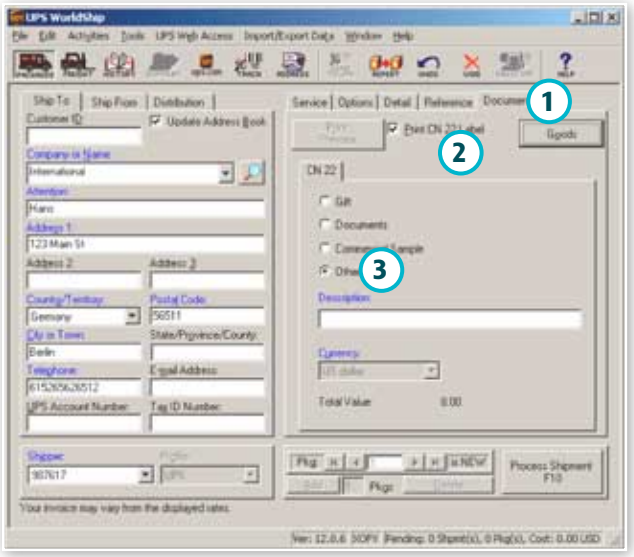
STEP 6: Select the Document Tab and fill in your CN22 form

STEP 7: Select Process Shipment

NOTE: For International mailing a CN22 form is required. Please see "CN22 Label" Slide for instruction how to enter your CN22 Label Range.

CN22 Label For
International Mailing

Content Option Setup
(CN22 Setup)

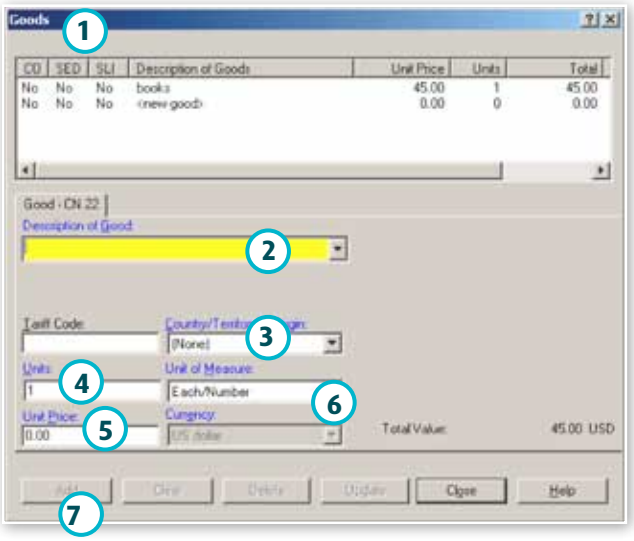


STEP 1: Go to the Document Tab and you will see the CN22 option

STEP 2: Check the Print CN22 Label checkbox

STEP 3: Select the content option that you would like to mail internationally. (Gift, Documents, Commercial Sample, Other -please fill out the description)

Description of Goods
(CN22 Setup)



STEP 1: Select Goods

STEP 2: Fill in the Description of Good

STEP 3: Select the Country Of Origin

STEP 4: Input the number of Units

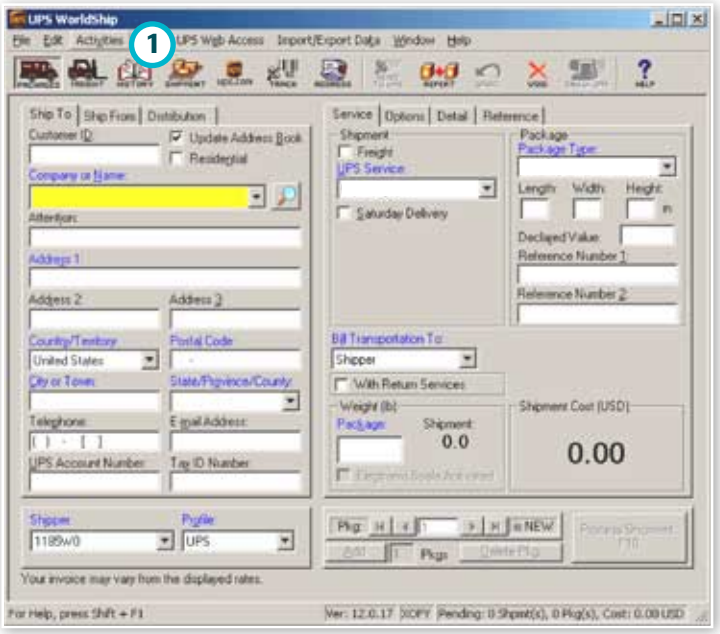
STEP 5: Input Unit Price

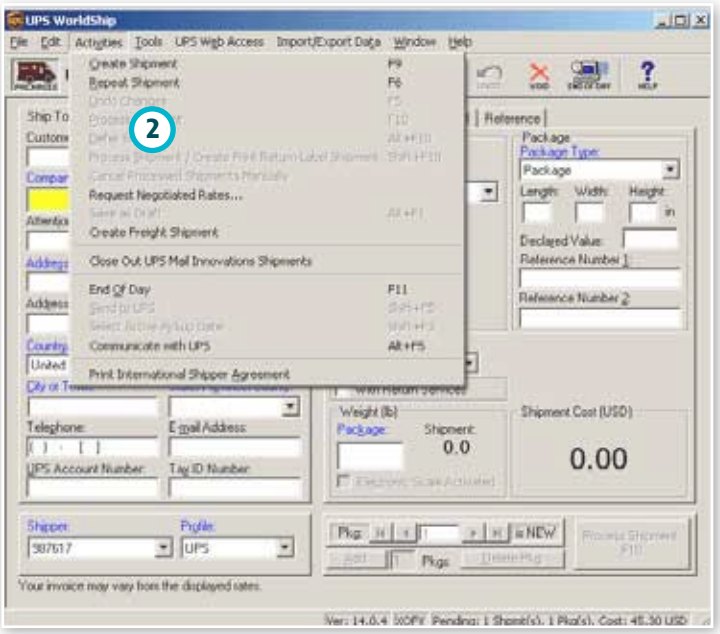
STEP 6: Input Unit of Measure

STEP 7: Select the Add Option

How to Close out Mail Innovations in WorldShip 2010

Closeout Procedure





STEP 1: Click Activities from the Tool Bar

STEP 2: Select Close Out UPS Mail Innovations Shipments from the drop down menu.

STEP 3: WorldShip 2010 will then ask if you are ready to close out the Mail Innovations shipments. Select Yes

UPS WorldShip 2010 then does the following:

CREATES the Shipment Control Number.

MOVES the shipments from Pending Pickup to a dated and time stamp level under UPS Mail Innovations in the Shipment History window.

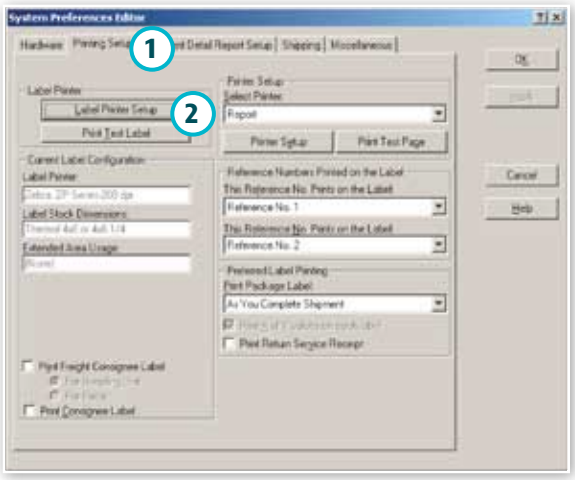
PRINTS the Daily Shipment Detail Report

If the shipper's preference is set to print the SCF, then the Shipment Control Form for each shipper number will be printed (see page *** for setting this preference)

If you selected Automatic Export of Mail Innovations Shipments After Close Out on the Import/Export Data menu, WorldShip Exports UPS Mail Innovations shipments.

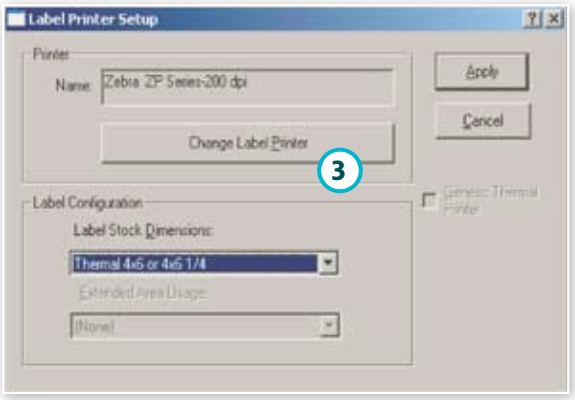
Printer Setup (System Preferences)

Printer Setup Procedure
(System Preference Editor)

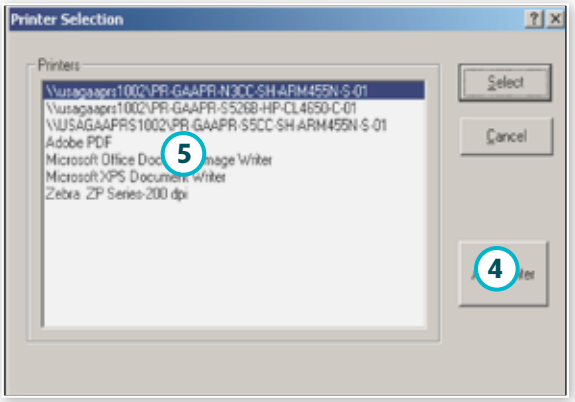


STEP 1: Select Tools Option from the Tool Bar and select System Preferences Editor. Then click the Printing Setup Tab

STEP 2: Select Label Printer Setup



STEP 3: Select the Change Label Printer Button.



STEP 4: Select the Add Printer Option

STEP 5: Select the Printer Manufacturer that you would like to use and install Printer software

UPS Mail Innovations WorldShip V12 allows you to have many selections of printer option *(USB Friendly)*

Compliant Printers

Below is a list of UPSMI approved printers. If your printer is non-compliant the printer will not print the 2D bar code (fig A.)

NAME	DESCRIPTION	MFG MODEL #
Cognitive	Gemini Program Thermal Printer	LBD42-2043-003
Cognitive	Gemini Program Thermal Printer	60-BD422003-C01
Cognitive	Gemini Program Thermal Printer	BD422003-C01
Cognitive	Gemini Program Thermal Printer	BD422OU-001
Eltron 2044 *1*	"PRINTER 4" "Direct Thermal Label Printer"	TLP-2044PSA
Eltron 2042	PRINTER LP-2042PSAT	LP-2042PSAT
Eltron 2442	PRINTER LP2442PSA REVG	120553-021
Eltron 2442	PRINTER LP2442 Printer 1204 w/o disp.	"120553-111,"
	"	"120553-001,"
	"	"LP2442PSA, 120553-101"
Eltron 2542	"PRINTER 4" "Direct Thermal Label Printer"	LP-2542PSAT
Eltron 2543	PRINTER LP2543PSAT Domestic Printer	"120551-101, 120551-006, 120551-001"
Epson FX-850	FX850	FX850 (van web P82PB)
Epson FX-870	Epson FX-870 1	P710A
Epson FX-880	FX880 9PIN Impact Dot Matrix	P980A
Epson FX-880+	FX880+ 9PIN Impact Dot Matrix	"P980C, C11C422001"
Epson 890	FX890 9PIN Impact Dot Matrix	"P361A, C11C524001 (VanWeb: C11C524001)"
IBM 2380	2380-001	2380-001
IBM 2380	2380 IBM Printer Plus	2380-002
IBM 2380	2380 IBM Printer	2380-003 or 2380003
IBM/LEXMARK 2480	2480 IBM Printer	2480-100 (VanWeb: 12T0050)
Samsung SRP-770	Thermal Label Printer	SRP-770-999
SATO Printer	8-Direct Thermal Label Printer	M8400-8
TEC B-472	TEC B-472 Thermal Label Printer	B-472-GH12-QQ
HP 1100XPI LaserJet Printer	HP LaserJet Printer	C4225A
HP 1200 LaserJet Printer	HP LaserJet Printer	C7044A
HP 1200 LaserJet Printer	HP LaserJet Printer	C7044A#ABA
HP 1300 LaserJet Printer	HP LaserJet Printer	Q1334A
HP 1300 LaserJet Printer	HP LaserJet Printer	Q1334A#ABA
Okidata 8z	Okidata Okipage 8z printer	Replaced with Okidata B4250
		New model number: 91614999
Okidata 320	Okidata 320 Turbo printer	GE7000A (Van Web: 91910401)
Okidata 321	Okidata 321 Printer	GE7100A
Okidata B4250	Okidata B4250 Printer	91621999
Okidata B4250	Okidata B4250 Printer	91622004 (or no part number)
Okidata B4600	Okidata B4600 Printer	91637501
Star Micronics TSP800L	Star Micronics TSP800L	39445320
Zebra S4M	Zebra S4M	123100-131
Zebra ZP 450	Zebra ZP 450	ZP450-0102-0000

NON-COMPLIANT printer results

If your printer is non-compliant the printer will not print the 2D bar code (fig A.)

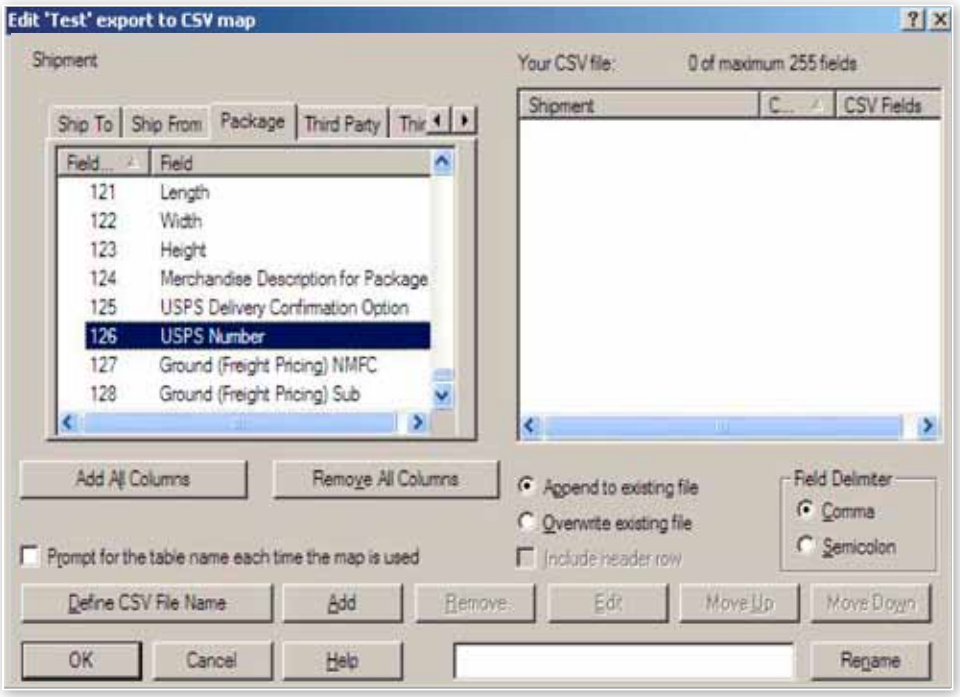
FIG. A
A non-compliant printer will not print the 2D barcode

NOTE:
Eltron/Zebra 2844 & 2348 printers will not support UPS Mail Innovations.

WorldShip 2010 Mail Innovations
Mapping Fields

WORLDSHIP FIELDS	FIELD NUMBER	FIELD NAME	FIELD LENGTH	MAPPING CODE
Shipment Info	3	UPS Service	30	Expedited Mail Innovations
Shipment Info	5	Bill To		
Shipment Info	83	Description of Goods	105	
Ship To	2	Company or Name	35	
Ship To	3	Attention	35	
Ship To	4	Adress1	35	
Ship To	7	Country/Territory	50	
Ship To	8	Postal Code	9	
Ship To	9	City or Town	30	
Ship To	10	State/Province/County	5	
Ship To	11	Telephone	15	
Package	1	Package Type	35	BPM
				Flats
				Parcels
Package	2	Weight	4	
Package	5	Reference 1	35	
Intl Doc	6	Invoice/CN22 Currency Code	3	See WorldShip
Intl Doc	29	CN22 Goods Type	1	1 – Gifts
				2 – Documents
				3 - Commercial Sample
				4 - Other
Intl Doc	30	CN22 Goods Type Other Description	20	
Goods	2	Description Of Goods	105	
Goods	3	Inv/NAFTA/CN22 Tariff Code	15	
Goods	4	Inv/NAFTA/CO/ CN22 Country/Territory	50	See WorldShip
Goods	5	Invoice/CN22 Units	4	
Goods	6	Invoice/CN22 Units of Measurement	2	NM (Canada) or EA (All Others)
Goods	7	Invoice/SED/CN22 Unit Price	19	
Goods	8	Invoice/CN22 Currency Code	3	
Shipment	126	USPS Number	35	

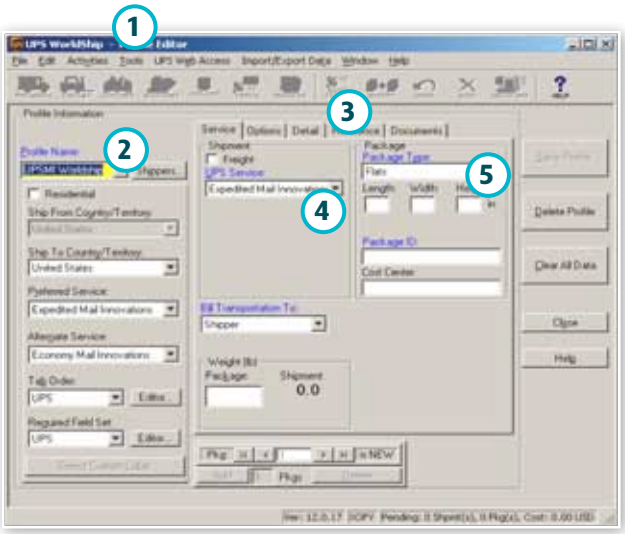
How To Export Delivery Confirmation
Back To Customer Database
(Advanced Users Only)

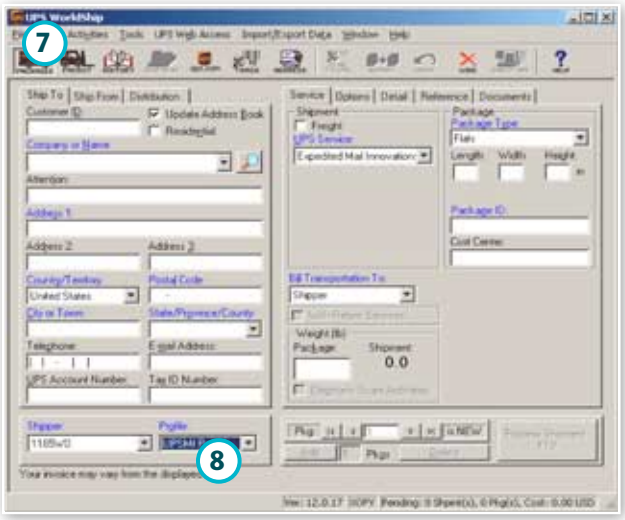


This is an example of an export file that a TSG Tech used to export the delivery confirmation number from the WorldShip system back to a customers database

How to set up a
Mail Innovations Profile

Printer Setup Procedure
(System Preference Editor)





STEP 1: From the Tool menu, click Profile Editor

STEP 2: Type a unique name, up to 35 alphanumeric characters, for the Profile Name (ex: UPS Mail Innovations Parcels)

STEP 3: Fill in and select the preferred values for the field shown on all tabs.

STEP 4: Go to UPS Service and select Expedited Mail Innovations

STEP 5: Select package type (Ex: Parcels)

> **NOTE:** Make sure to click on options tab and select Delivery Confirmations

STEP 7: Click Save Profile

STEP 8: To utilize the profile that you just entered, go to Profile and select UPS Mail Innovations Parcels. All the setting that you setup in the profiles section will automatically pop up.

> **NOTE:** This is a useful tool during import and export, where you can setup separate profiles for flats, parcels or BPM… domestic or international

UPS Mail Innovations
Mailing Labels

DOMESTIC

J PETERSON
ABC COMPANY
1400 S JEFFERSON AVE
SUITE 150
THORNWOOD NY 10594

SHIP TO: D SCHMIDT
XYZ COMPANY
1300 OLD ELLIS ROAD
SUITE 400
ROSWELL GA 30076-3852

UPS MAIL INNOVATIONS
POSTAL CODE: 30076
PACKAGE ID #: AAABBBCCCD1234567890
COST CENTER #: EXPENSEABCYZ345678901234567890

WS 11.0.40 ZEBRA ZP 450

ZIP - USPS DELIVERY CONFIRMATION

420 48413 9102 0069 9168 1000 0068 55

DOMESTIC W/O DC

J PETERSON
ABC COMPANY
1400 S JEFFERSON AVE
SUITE 150
THORNWOOD NY 10594

SHIP TO: D SCHMIDT
XYZ COMPANY
1300 OLD ELLIS ROAD
SUITE 400
ROSWELL GA 30076-3852

UPS MAIL INNOVATIONS
POSTAL CODE: 30076
PACKAGE ID #: AAABBBCCCD1234567890
COST CENTER #: EXPENSEABCYZ345678901234567890

WS 11.0.40 ZEBRA ZP 450

INTERNATIONAL

J PETERSON
ABC COMPANY
1400 S JEFFERSON AVE
SUITE 150
THORNWOOD NY 10594
UNITED STATES

SHIP TO: A WEBER
XYZ COMPANY
5325 RHODES DR
WINDSOR ON N8N2M1
CANADA

UPS MAIL INNOVATIONS
POSTAL CODE: N8N2M1
PACKAGE ID #: AAABBBCCCD1234567890
COST CENTER #: EXPENSEABCYZ345678901234567890

WS 11.0.40 ZEBRA ZP 450

CN22

LM 473 124 829 US

FROM	SHIP TO
ABC COMPANY	XYZ COMPANY
J PETERSON	D SCHMIDT
1400 S JEFFERSON AVE	ROBERT BOSCH STRASSE 4
SUITE 1000	FLOOR 12
CHICAGO IL 60607	60386 FRANKFURT
UNITED STATES	GERMANY

United States Postal Service Customs Declaration — **CN 22 May be opened officially**

☐ Gift ☐ Commercial Sample
☐ Documents ■ Other: Merchandise

Qty	Detailed description of contents	Weight Lbs	Weight Oz	Value (US$)
1	Books			$12.99

For commercial use only. If known, HS tariff number and country of origin of goods. | Total Weight | Total Value (US$) $12.99

I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct, and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations.

Date and sender's signature

WorldShip 2010
Frequently Asked Questions

Customer is unable to print SCF form?	Refer to page 3
WorldShip 2010 will not print the CN22 form?	Refer to page 5
Can I install UPS Mail Innovations rates in to WorldShip 2010?	No, at this time you cannot installed UPS Mail Innovations rates into WorldShip 2010
I've enabled WorldShip 2010 and the customer has installed the 2010 version and Expedited Mail Innovations it is not showing up in the customers system under UPS Service drop down?	1. Check to make sure that the customer is on 2010. 2. Verify that you are on the correct account number in the bottom left corner of WorldShip under Shipper that you requested to be enabled: If so, then you will have to un-commission and re-commission the WorldShip software. 3. Close out and shut down the WorldShip system. Go to the start button on the computer > programs > UPS > WorldShip Support Utilities (wizard's wand) > Admin in the grey bar at the top > Un-Commission 4. Follow the steps to un-commission and close out when completed. 5. Open WorldShip 2010 which will go through the Re-Commissioning (Registering Process) 6. Check to see if the Expedited Mail Innovations option is now available in the UPS Service: drop down list 7. Proceed with set up.
If I have multiple terminals at my warehouse do I need to reinstall for each terminal?	Yes, if you have multiple account numbers, you will set them up individually in CRIS
Is a weight needed for UPSMI to print labels in either the regular or batch modes?	No, for WorldShip 2010 Mail Innovations it does have a scale weighing capability.
Will the WorldShip system do address verification on addresses for UPSMI shipments?	Yes
Can a package be voided for UPSMI in World-Ship after the customer has completed the end of day?	No, the only thing the customer will need to do is deduct the unused label from their piece count on the SCF.
Can a package be tracked without using delivery confirmation?	No
Does UPS MI in WorldShip show up on Quantum View Management?	No, tracking is available on www.upsmi.com

UPS Mail Innovations®

WHAT'S NEW IN WORLDSHIP

VERSION 12