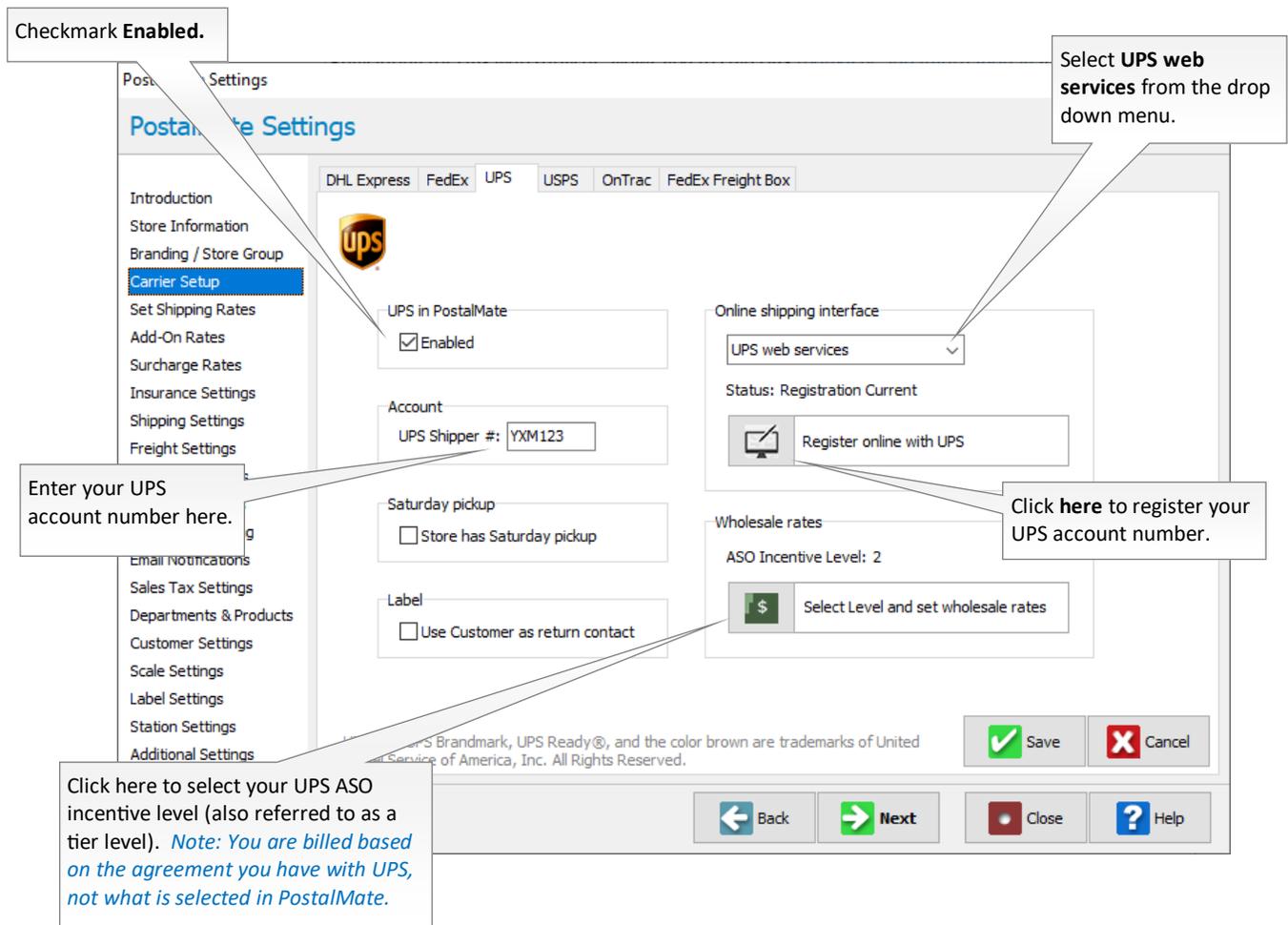


Registering for UPS web services allows you to ship UPS (domestic and International) through PostalMate directly. Web services is also used for online carrier commitments and updated tracking information.

Enable UPS (on Master and/or Stand-alone stations)

- Choose **Tools > PostalMate Settings**
- Select **Carrier Setup** on the left pane
- Choose the **UPS** tab



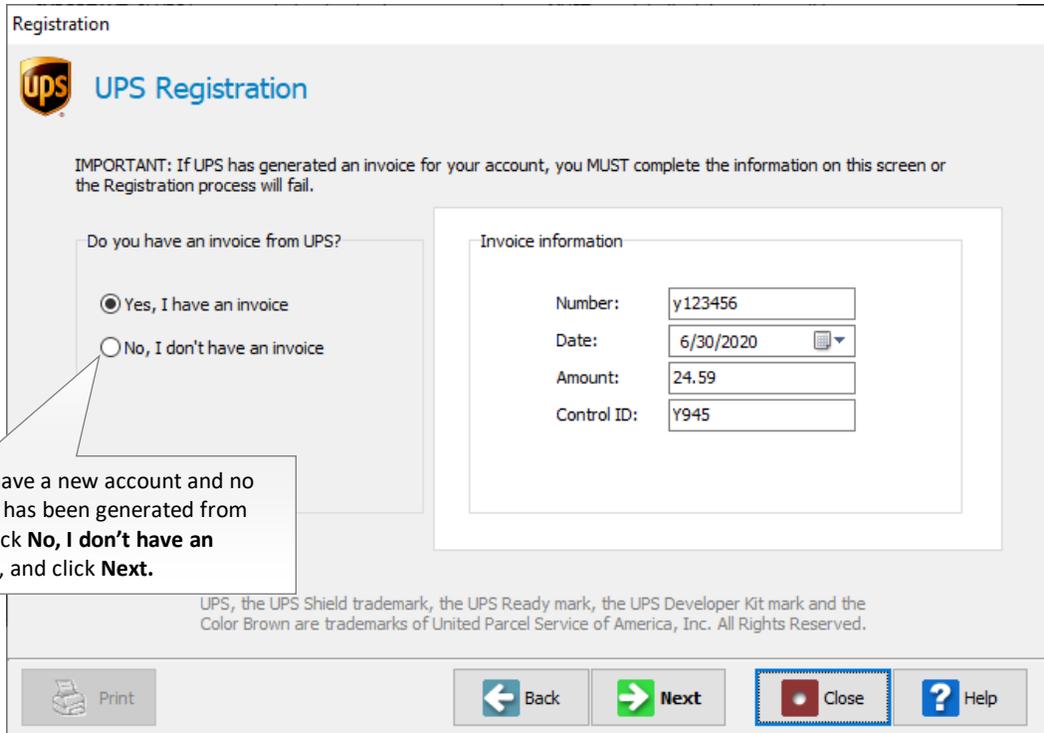
The screenshot shows the 'PostalMate Settings' window with the 'Carrier Setup' section selected. The 'UPS' tab is active, displaying various configuration options. Callout boxes provide instructions for each field:

- Checkmark Enabled.**: Points to the 'UPS in PostalMate' checkbox, which is checked.
- Enter your UPS account number here.**: Points to the 'UPS Shipper #' text box containing 'YXM123'.
- Select UPS web services from the drop down menu.**: Points to the 'Online shipping interface' dropdown menu, which is set to 'UPS web services'.
- Click here to register your UPS account number.**: Points to the 'Register online with UPS' button.
- Click here to select your UPS ASO incentive level (also referred to as a tier level). Note: You are billed based on the agreement you have with UPS, not what is selected in PostalMate.**: Points to the 'ASO Incentive Level' dropdown menu, which is set to '2'.

At the bottom of the window, there are buttons for 'Save', 'Cancel', 'Back', 'Next', 'Close', and 'Help'.

Register for UPS web services

1. Click **OK** to the information message “Selecting the UPS web services interface requires you to re-register online with UPS”.
2. Verify your store information and UPS Shipper number and click **Next**.
3. If you have received a UPS invoice in the past, you need to enter the invoice information and click **Next**.



Registration

UPS Registration

IMPORTANT: If UPS has generated an invoice for your account, you MUST complete the information on this screen or the Registration process will fail.

Do you have an invoice from UPS?

Yes, I have an invoice

No, I don't have an invoice

Invoice information

Number: y123456

Date: 6/30/2020

Amount: 24.59

Control ID: Y945

UPS, the UPS Shield trademark, the UPS Ready mark, the UPS Developer Kit mark and the Color Brown are trademarks of United Parcel Service of America, Inc. All Rights Reserved.

Print Back Next Close Help

If you have a new account and no invoice has been generated from UPS, click **No, I don't have an invoice**, and click **Next**.

4. Review and accept the UPS Access License. Scroll to the bottom of the Access License to accept the terms and click **Next**.
5. You will receive a Registration Successful message once complete.

Label Printer Setup *(To be done on each PostalMate workstation)*

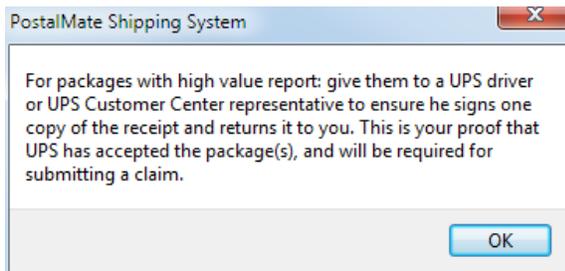
1. Choose **Tools > PostalMate Settings > Label Settings**.
2. Scroll to the bottom of the list and assign your 4x6 label printer for the following UPS options:
 - **Dry Ice (optional)**
 - **UPS Shipper**
 - **UPS Pickup**
3. Use the “Test printer assignment for selected label” button to print a test label.
4. Click **Save** to save your settings.

Label Printing and Voiding

Once set up, you may ship and void UPS shipments in PostalMate and print a ramp ready label. Use the Void Shipment screen to void any shipments if necessary.

High Value Shipments

Two high value report labels will print out to your 4x6 label printer at the time of the high value shipment (using carrier insurance only). When completing the shipment, you will see this message:



UPS web services will display this package with the bowtie symbol. This helps your driver to know that the end of day barcode not needed.

Carrier Pickup

When performing your daily carrier pickup in PostalMate, a UPS Pickup Summary label will print. This label summarizes the total number of packages by service and drop-offs. This label can be signed by your driver if needed. The traditional barcode summary label is no longer needed when using UPS web services. See the following info from UPS: <http://www.ups.com/content/us/en/resources/sri/pickup3.html>

