



*Controlled,
efficient
enterprise
shipping*

UPS CampusShip™



[INDEX](#)

[PRINT](#)

[EXIT](#)

[NEXT ▶](#)

UPS CampusShip

Add centralized control to costs while maximizing individual productivity.

A secure, Web-based shipping system available in over 95 countries and territories with over 29 supporting languages, UPS CampusShip enables multiple users to ship UPS® letters, packages and freight from their desktops. Ideal for decentralized organizations, UPS CampusShip allows centralized administrators to set shipping guidelines and privileges for users across the organization. This combination provides you with consolidated control, superior efficiency and complete visibility to reduce costs and improve productivity.

For more information, visit [ups.com/campusship](https://www.ups.com/campusship).

▶ LEARN MORE

◀ PREVIOUS

INDEX

PRINT

EXIT

NEXT ▶

Features that deliver real benefits

- **Centralized administrative control** — Administrative features allow for better management of costs by maintaining overall control of, and visibility into, domestic and international shipping activities. Grant users access to only certain shipping and billing privileges, accurately track shipping costs by department or location and produce detailed reports on usage.
- **Internet-based technology** — UPS CampusShip is Web-based, so there's no software to install or maintain. Implementation is quick and easy and does not require costly IT support.
- **Web-based shipping** — Empower multiple campus-wide or geographically diverse users to access the system to increase individual productivity right from their own desktops. Centralized mailroom processing is reduced, controlling costs. A simple and intuitive Web interface means users are up and running with little to no training.
- **Shared address books and data-import capabilities** — Save up to 100,000 shared addresses and 2,000 personal addresses as residential or commercial, or utilize Microsoft® Outlook® addresses. Import address book files and shipment data in CSV format.

▶ LOG IN TO UPS CAMPUSSHIP

◀ PREVIOUS

INDEX

PRINT

EXIT

NEXT ▶

Enhanced security

Get started

- Request access from your UPS Account Manager or your company's UPS CampusShip Administrator.
- Log in to UPS CampusShip at the link provided in your welcome email.
- Select **Update** to create your permanent password.

You're ready to ship

- Log in to UPS CampusShip using your ID and permanent password.
- Enter the receiver's address or select it from your external (Microsoft Outlook) or shared UPS CampusShip Corporate Address Book.
- Select your package and service information (enter dimensions and weight for an accurate pricing estimate).
- Select additional services, such as Quantum View Notify™ email notifications for up to five people or UPS carbon neutral to offset the climate impact of your shipment.
- Enter reference numbers, payment method and pickup information.
- Check **Review Shipping Details** to verify the information on your shipping label.
- Select **Ship Now** to process your shipment.
- Print the address label(s) and apply to each package in your shipment.

► LOG IN TO UPS CAMPUSSHIP

◀ PREVIOUS

INDEX

PRINT

EXIT

NEXT ▶

Reduced cost

Web-based shipping allows individuals to process their own shipments and reduces mailroom costs.

Create A Shipment

Package **Freight**

Begin Your Shipment [Help](#)

Please enter your shipping information below. Required fields are indicated with *

1 Where is this shipment going?

Address Book:
Select One -- or enter a new address below

[Enter New Address](#)
[External Address Book](#) [Corporate Address Book](#)

2 Where is this shipment coming from?

Ship From Address: [Edit](#)
CampusShip
Jane Doe
123 Main Street
Anytown GA 30005
Telephone: 5551234567

If the shipment is undeliverable return to :
Contact:
Jane Doe

Return Address:
Same As Ship From

Centralized administration allows you to control shipping options. Give users only certain shipping privileges to manage your costs and gain visibility into your company's shipping activity.

Administration

The links below offer access to your UPS CampusShip Administration tasks.

Administrative Tasks

Manage Company <ul style="list-style-type: none">Modify Company ProfileModify Log In LabelsModify Company Logo	Manage Users <ul style="list-style-type: none">Search UsersCreate UserDelete UsersChange User LocationsImport UsersExport UsersInvite Users to Join Company
Manage Locations <ul style="list-style-type: none">Search LocationsCreate LocationImport LocationsExport Locations	Import / Export Files <ul style="list-style-type: none">Import / Export StatusImport Corporate Address BookExport Corporate Address Book
Manage Reference Numbers <ul style="list-style-type: none">Edit Reference Number List NamesSearch Reference Number ListsCreate Reference NumbersImport Reference NumbersExport Reference NumbersDownload Scheduled Import Tool	Administrative FAQs <ul style="list-style-type: none">Manage PrivilegesManage CompanyManage Reference NumbersManage UsersManage LocationsUsing Import Tools
Manage Shipping Privileges <ul style="list-style-type: none">Search Shipping PrivilegesCreate Shipping Privileges	
Manage Address Groups <ul style="list-style-type: none">Search Address GroupsCreate Address Groups	

▶ LOG IN TO UPS CAMPUSSHIP

◀ PREVIOUS

INDEX

PRINT

EXIT

NEXT ▶

*Superior
efficiency*

Getting your shipment to UPS

When processing your shipment, select **Schedule an On-Call Pickup** or drop your package off at the nearest UPS shipping location. To find a location near you, go to the **Resources** tab in UPS CampusShip and select the **Locations** link.

After you've shipped

- Track the progress of your shipment on [ups.com](https://www.ups.com)[®] or by viewing the Shipping History within UPS CampusShip. History is saved up to 90 days and can be exported in CSV format.
- To review or void shipments, select **View History** or **Void Shipment**.
- Receive proactive email notifications on package progress if you selected the Quantum View Notify option when processing your shipment.

► LOG IN TO UPS CAMPUSSHIP

◀ PREVIOUS

INDEX

PRINT

EXIT

NEXT ▶

Improved productivity

Need help?

- Refer to the **Help** section within UPS CampusShip where you will find answers to **Frequently Asked Questions** as well as a Quick Start Guide featuring more detailed instructions.
- Visit the **Resources** tab in UPS CampusShip for helpful links to Tracking, Locations or support contact numbers.
- Visit [ups.com](https://www.ups.com) for UPS service availability and delivery times.

Complementary solutions

Bundling UPS CampusShip with Quantum View™ Manage and UPS Billing Center provides you with a comprehensive expense management solution at no additional cost.

- **Quantum View Manage** provides you with proactive and customizable visibility into shipping activities. Get regular status updates, both outbound and inbound.
- **UPS Billing Center** allows you to view, manage and pay your UPS invoices on-line while providing administration controls and customized reporting capabilities. For additional information or to enroll, visit [ups.com/billing](https://www.ups.com/billing).

Please note that not all services and options may be authorized by your UPS CampusShip Administrator for all users.

▶ LOG IN TO UPS CAMPUSSHIP

◀ PREVIOUS

INDEX

PRINT

EXIT

NEXT ▶

For more information on product
and service availability, visit
[ups.com/campusship](https://www.ups.com/campusship).

Microsoft and Outlook are registered trademarks of Microsoft Corporation
in the United States and/or other countries.

© 2014 United Parcel Service of America, Inc. UPS, the UPS brandmark
and the color brown are trademarks of United Parcel Service of America,
Inc. All rights reserved. 01970632 7/14 us_en