

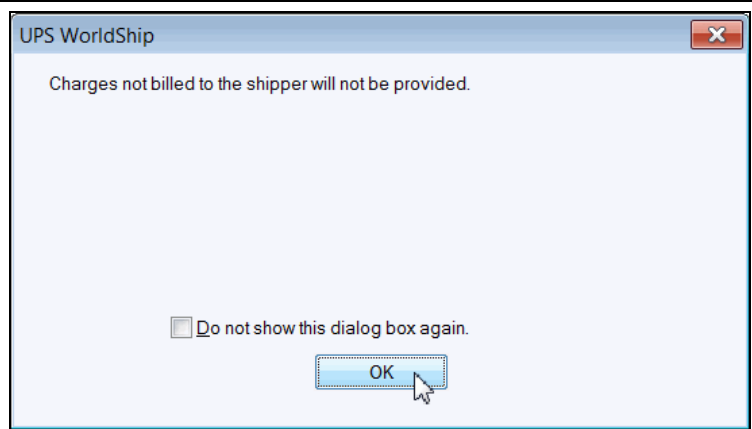


To ship using third-party billing:

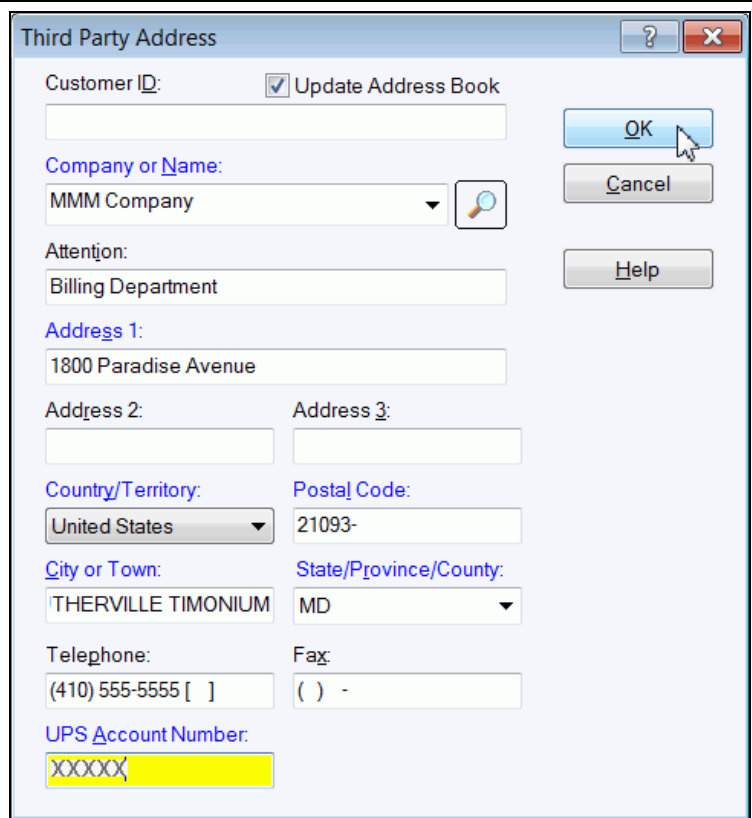
Step	Window (if available)
<p>1. On the Ship To tab in the Shipping window, type the address of the person or company where the shipment is to be delivered.</p>	
<p>2. On the Service tab:</p> <ul style="list-style-type: none"> Click the down arrow in the UPS Service box and select a service. Click the down arrow in the Package Type box and select a type. Type the weight of your package in the Package Weight box. Click the down arrow in the Bill Transportation To box and select Third Party. 	





3. A message appears.
- Review the message.
 - Select the Do Not Show This Dialog Box Again check box if desired.
 - Click the OK button.

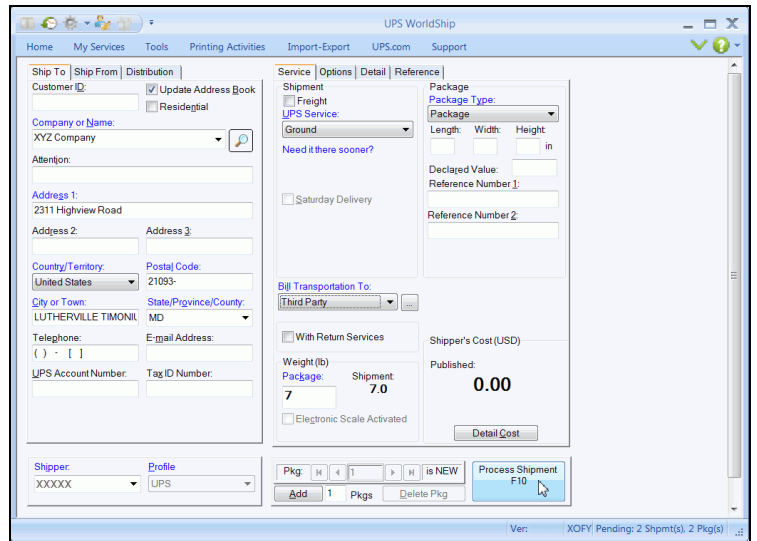


4. The Third Party Address window appears.
- Type the address of the person or company that will pay all of the charges that the shipper would pay for the current shipment.
 - Click the OK button.

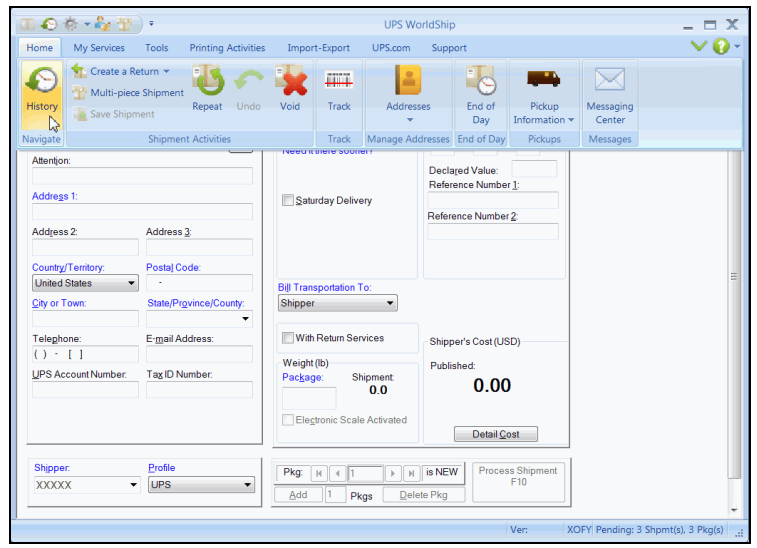




5. The Shipping window appears. The  button appears next to the Bill Transportation To box.
- If you need to make any further changes to the third-party information, click the  button.
 - Click the Process Shipment F10 button.




6. A blank Shipping window appears.
- On the Home tab, select History or press the F3 key on the keyboard.

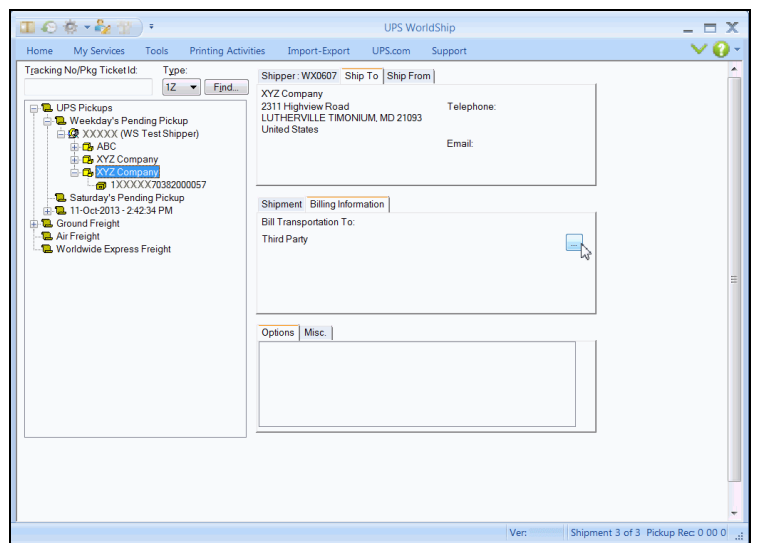




7. The Shipment History window shows the shipment under UPS Pickups.

Review the third-party information, as follows:

- Click the Billing Information tab.
- Click the  button.



8. The Third Party Address window appears. This window is read-only.

- Review the third-party information.
- Click the Close button to close this window and return to the Shipment History window.

