UPS CampusShip User Training

January 2019
Agenda

- Why UPS CampusShip
- Getting Started with Illinois Tech UPS CampusShip
- Before You Ship: Order Supplies, Create Address Book
- Creating a Shipment
- Delivery, Pick-up, and Support from MTCC Post Office
- Additional Resources
Why UPS CampusShip

- Historically shipping at Illinois Tech is not centrally guided resulting in a myriad of ways University departments ship and pay for envelops and packages.

- This led to different departments paying different prices and a lot of back end process inefficiencies and unproductive efforts.

- Through Illinois Tech’s Preferred Shipping Program, UPS CampusShip, our objectives are to 1) generate cost savings for the university departments, 2) improve customer service levels, and 3) reduce back office process inefficiencies.

### Current State

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>FedEx / UPS Online with Various Account Numbers</td>
<td>FedEx E&amp;I Rate</td>
<td>Check Request</td>
</tr>
<tr>
<td>FedEx Store</td>
<td>FedEx / UPS Retail Rates</td>
<td>FedEx / UPS Invoices</td>
</tr>
<tr>
<td>MTCC PO / College Serv. Center</td>
<td>MTCC Discounted UPS Rates + 10% Markup</td>
<td>P-Card</td>
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<tr>
<td></td>
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<td>Personal Reimbursements</td>
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### Target Future State

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>UPS CampusShip Online</td>
<td>UPS E&amp;I Contract Rates</td>
<td>Weekly electronic UPS invoice paid by ePayable</td>
</tr>
<tr>
<td>MTCC Post Office / DTC College Service Center</td>
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</table>
Why UPS CampusShip

- UPS won the competitive bidding process in 2018 and is now the new E&I (Higher Ed group purchasing consortium) contract holder, generating 18% - 25% in cost savings over FedEx’s previous contract. FedEx no longer has a contract through E&I.

- Sample comparisons between the previous FedEx E&I rates and the new UPS E&I rates from Chicago to various domestic and international locations demonstrates the cost saving opportunities for Illinois Tech departments under the CampusShip program.

### Domestic Shipping from Chicago

<table>
<thead>
<tr>
<th>Destination</th>
<th>FedEx Now</th>
<th>UPS E&amp;I</th>
<th>FedEx Now</th>
<th>UPS E&amp;I</th>
<th>FedEx Now</th>
<th>UPS E&amp;I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston</td>
<td>$9.22</td>
<td>$7.23</td>
<td>$9.22</td>
<td>$6.28</td>
<td>$6.80</td>
<td>$3.55</td>
</tr>
<tr>
<td>Atlanta</td>
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<td>$6.71</td>
<td>$8.74</td>
<td>$5.65</td>
<td>$6.55</td>
<td>$3.55</td>
</tr>
<tr>
<td>San Francisco</td>
<td>$16.09</td>
<td>$8.16</td>
<td>$17.67</td>
<td>$8.18</td>
<td>$8.79</td>
<td>$3.69</td>
</tr>
<tr>
<td>Austin</td>
<td>$13.49</td>
<td>$7.23</td>
<td>$13.44</td>
<td>$6.28</td>
<td>$6.80</td>
<td>$3.55</td>
</tr>
</tbody>
</table>

### International Shipping from Chicago: Letter

<table>
<thead>
<tr>
<th>Destination</th>
<th>FedEx Now</th>
<th>UPS E&amp;I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madrid, Spain</td>
<td>$29.29</td>
<td>$16.71</td>
</tr>
<tr>
<td>Shanghai, China</td>
<td>$33.77</td>
<td>$16.68</td>
</tr>
<tr>
<td>Beijing, China</td>
<td>$33.77</td>
<td>$16.68</td>
</tr>
<tr>
<td>New Delhi, India</td>
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<td>$17.45</td>
</tr>
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<td>Tokyo, Japan</td>
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<tr>
<td>Yangon, Myanmar</td>
<td>$90.00</td>
<td>$17.45</td>
</tr>
<tr>
<td>Singapore</td>
<td>$30.59</td>
<td>$14.37</td>
</tr>
<tr>
<td>Kinshasa, Congo</td>
<td>$51.00</td>
<td>$31.66</td>
</tr>
<tr>
<td>Douala, Cameroon</td>
<td>$52.00</td>
<td>$31.66</td>
</tr>
<tr>
<td>Kabul, Afghanistan</td>
<td>$51.00</td>
<td>$31.66</td>
</tr>
<tr>
<td>Kuwait City, Kuwait</td>
<td>$29.00</td>
<td>$17.20</td>
</tr>
<tr>
<td>Tangier, Morocco</td>
<td>$52.49</td>
<td>$32.27</td>
</tr>
<tr>
<td>Istanbul, Turkey</td>
<td>$29.00</td>
<td>$17.20</td>
</tr>
<tr>
<td>Bogota, Colombia</td>
<td>$51.69</td>
<td>$22.48</td>
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<tr>
<td>São Paulo, Brazil</td>
<td>$37.94</td>
<td>$22.48</td>
</tr>
<tr>
<td>Mexico City, Mexico</td>
<td>$25.00</td>
<td>$11.89</td>
</tr>
</tbody>
</table>

**UPS CampusShip is able to:**

- **Provide more competitive shipment pricing,**
- **Ship the packages faster,** and
- **Ship to more locations globally**
Getting Started with UPS CampusShip

- To get setup as an user/shipper in Illinois Tech’s UPS CampusShip program, contact your Program Administrators, Snow Rutkowske (srutkowske@iit.edu, 312.567.3677) or Andy Briner (briner@iit.edu, 312.567.3069).

- The Administrators will set you up with a shipping profile including address and user ID.

- Your user ID will be the first part of your email address and @iit, for example: xxxx@iit

- You will be sent an email from UPS with a temporary password. Simply follow the link in the email to change and create your own password.

- To access the Illinois Tech CampusShip going forward, type in the following URL: https://www.campusship.ups.com/login/iit; you should save the link in your bookmark.

- A link to the Illinois Tech CampusShip will also be provided on the new Procurement Services website once it is up and running.
Before You Ship…

● Once you login with your User ID and the Password you’ve created, you will land on the CampusShip home screen.

● Before you start to create your first shipment, there are a couple of things that you should do first to make your shipping experience better.
Before You Ship: Order Supplies

- Before you create a shipment, it is a good idea to order your shipping supplies.
- You can order all your shipping supplies directly through the UPS CampusShip site; ALL supplies are free of charge for CampusShip users.

1. To order supplies, click **QUICK START** right under the UPS logo, and select **Resources** from the drop down list; then select **Order Supplies** on the next page.
Before You Ship: Order Supplies

2. Another screen will pop up with a list of supplies categories, and once you click on a supplies category, for example Envelopes, you will be in the ordering page.

- There will be detailed description of the items you can order, including size, specific use, any features, and the quantity you can order.

- Please note that all supplies that you can order free of charge on the CampusShip website are for air shipments, and not for ground shipments.
Before You Ship: Order Supplies

3. Simply select the supplies you need and specify the quantity, then hit Add Selected to Your Order.

4. You’ll be returned to the top of the screen and there will be an option to View Your Supplies Order.

5. The Review Your Supplies Order will pop up and you can either Continue Shopping, or when you are ready and everything looks right…..

6. Scroll to the bottom of the page, and hit Submit Order, your order will be placed and delivered to your address next day to 2 business days.
Before You Ship: Create Address Book

- Another good thing to do before you ship, if you ship to a lot of the same locations, is to create an Address Book. To do so:

1. On the homepage, at the very top right side of the screen, you will see your name. Click on your name and select My Settings from the drop down list.

2. Scroll down on the Manage My Settings Information page and you’ll see the Address Book section; Select Create New Address
Before You Ship: Create Address Book

2. A Create New Address screen will pop up and you can then populate all the key information for a frequent ship address. It is also a good idea to give it a Nickname so it’s easier to locate later on. Then once you are done, hit the Create button at the bottom. An entry will be created in your address book.
Ready to Ship!!

- Now you are ready to ship! Go back to the homepage, and select Ship from the **QUICK START** dropdown list, and you’ll be directed to the **Create A Shipment** page.

- You can then follow the user friendly and very intuitive step-by-step directions to complete your shipment starting with ship to and ship from addresses.

- There will be some differences and additional information required depending on what you ship and where you ship it to.
Entering Ship-To Addresses

- The first step of the process is to select or enter a **Ship-To** address, everything with an * is required and you will not be able to move forward if you do not provide the information.

- Please note that for international addresses, the **Contact** and **Telephone** number are also required; they are not required for domestic shipments.

- As with all shipments, the accuracy of the street address and postal / zip code is important for delivery.

- At the end of this section you have the option to save this address in your address book.

- If it is going to a residence, please make sure to check the box indicating it is going to a residence address and not a commercial one.

- **UPS WILL NOT ship to a PO Box**
Where Is The Shipment Coming From?

- Step 2 of the process is to ensure that the screen is displaying the correct Ship-From address which should be defaulted for you during your user profile setup.

- If you do need to make a correction or change it (because your office moved for example), you can always edit your Ship From Address at anytime and save it in your address book and set as preferred.
What Are You Shipping?

- Step 3 of shipping process is identifying what you are shipping, an envelop containing letters/documents, boxes, etc.

- Please note, to ship something **Ground**, you must select the **Other Packaging** option as everything else on the drop down list are for air shipments. This option will not be available for international destinations outside of Canada.

- If you are shipping ground packages, you will need to input the approximate dimension of the package and the estimated weight. This is something that MTCC Post Office or the DTW College Service Center can help you with as well.

**Domestic Shipment**

**International Shipment**

- For **international shipments**, you also must provide the Customs Value, and a Description of Goods in addition to what type of package you are shipping.
How Would You Like to Ship

- Step 4 is where you select how you would like to ship the package or when you would like for the package to arrive at the destination, next day, 2 days, 3-5 business days, etc.

- The service type drop down list will only show the applicable type of services available for the Ship-To address, which will differ for domestic vs. international shipments.

- You can always click on the Compare Time and Cost, a table will pop up to show you the estimated cost / time of arrival for different types of service for the Ship-To address.
Departmental Billing Reference Information

- Because UPS invoices will be centrally billed and paid, it is a mandatory requirement that you enter your **FOAP, Senders Name, and Sender Department / Org.**

- For accurate departmental charges allocations, you should always provide your **FOAP information in the format required**, which is fund – org. – account (7172 for shipping) – program, or **xxxxxx-xxxx-7172-xxxx**. This is critical for departmental charge back.

- Once you enter in your information the first time, the following times the system will automatically pop your options up for easy selection.

- **Accounts Payable will allocate departmental charge back on a monthly basis** based on the FOAP information you provide.

- Please note that there might be **small billing corrections**, for example: you indicated that the package is 2 lbs. and 10x10x10, but it’s actually 2.3 lbs. and 10x11x11.
Payment and Shipment Pick-Up

- Step 6 is where you indicate how you would like to pay for the shipment. You should never change this, as all shipment need to be billed to Illinois Tech’s account, 602522.

- You will have the option to schedule a pick-up in step 7. Please note that this will be additional charges!

- There are various ways that you can “ship” a UPS envelop or package:
  - Use the UPS drop boxes on campus: lobby of IIT Tower and corner of S. Federal and 33rd.
  - For envelops / small packages, leave it with the campus out-going mail, please note each building will have a different pick-up time.
  - Drop off your envelops and packages at MTCC Post Office or DTC College Service Center; this might be the easiest option for ground / non-UPS provided packages / boxes as they can also accurately weigh it and measure it.
Review and Ship

- Once you hit Next, you’ll be led to the **Review Your Shipment Details** page. Make sure that everything is accurate before you hit **Ship Now**.

- Once you hit Ship Now, a window will pop up with your label which you can then print out and put on your envelop / package.

- It is easier if you order the envelops / boxes with the plastic pocket that holds the shipping label already attached to them.

- If you **hit Ship Now by mistake**, you can always contact one of your **UPS Campus Administrators** who can void the particular shipment for you and you will not be charged.
International Packages

- There are a few additional steps needed for international shipments.

- Because international Duties and Taxes are always paid by the receiving party, you must select Bill to Receiver from the Bill Duties and Taxes to drop down list, it will be the only option. You do not need to fill out any other information in that section which are not required for shipment processing.

- On the second page of the Review Your Shipment Details Page, you will be asked to Select Export Forms. All international shipments require a Commercial Invoice document which is why that first box is always checked.

- If you have any questions regarding what the various types of export forms, you can always click on the View Sample or the Help option at the time to learn more.
International Packages

- The next step on the Access International Forms would be to Enter Product Information. You **MUST** have at least one product description in your shipment. Click on the Add Product link and a window will pop up for additional questions.

- Complete the Add Product form and click submit at the bottom when you are done, and your product description will be logged.

- If you have additional questions or need help with International package shipments, please contact the MTCC Post Office or DTC College Service Center for assistance.
How MTCC Post Office Can Help

The MTCC Post Office can provide you with additional help and services when it comes to your UPS shipments, including, but not limited to:

- Help you with your package shipments by accurately measuring the dimensions and weighing the packages.
- Help you with your international package shipping questions.
- Provide you with the necessary UPS shipping supplies, especially if you only need one or two envelops / boxes.
- Pick up your UPS envelops or small packages with the out-going campus mail at the usual daily pick-up time for your building.
- If you need your UPS shipment to go out today and you missed the out-going campus mail pick-up, UPS picks-up at the MTCC Post Office at 4pm, so you can always drop off your package before then for guaranteed UPS pick-up.
Additional Resources

For additional reference material, please see embedded below the CampusShip step-by-step guide provided by UPS:
Questions & Answers