

UPS Campus Ship Instructions

How to Ship

- **Shipping**
 - Usage
 - Who will using Campus Ship
 - How it will be used
 - How often you can use
 - Dos and Don'ts
 - How to ship multiple pack/ letters
- **Viewing history**
 - How to reprint labels
 - How to void labels
- **Shipping Preferences**
 - Setting up default for ease of use
- **Shipping Appeals**
 - **Make sure appeals are in a separate envelope!!!!**

*(Only create labels that are needed, for that day only, **Do not print multiple copies or make of current day for next**)*

Troubleshooting

- **Issues**
 - Numbers to call
 - (800) 513-1819 (For Campus Ship Website issues only)
 - (312) 795-3101 (For all other inquires)
 - (312) 853-5993 (Failed pickups, User ID and Password issues only)
 - Emails
 - liheapsupport@cedaorg.net (For all other inquires)
 - rlacy@cedaorg.net (Failed pickups, User ID and Password issues only)

Supplies/ No Pickups

- **Drop Box/ Ups Store**
 - You can drop off
 - Please call right away to resolve problem

Notes:

UPS Campus Ship Instructions

1. **Log-In**

Go to www.campusship.ups.com/login/energyservices

Enter User Name and Password

Click: Log-in.

Login

Welcome to UPS Campus Ship. To begin, please enter your User ID and Password.
(Note: User ID and Password fields are case sensitive.)

Please Log In [Help](#)

User ID

Password
 [Forgot your password?](#)

Change the language of this page:
Select Language

[Log In](#) →

UPS Campus Ship Instructions

2. Begin Your Shipment

1. Click Corporate Address Book
Click Show All (Scroll to the bottom of the page to see address)
Click CEDA, Energy Services
Click Select
2. Select Package Type (Envelope or Pak)
3. Select the Number of Packages
4. Enter the number two (2) for the Package Weight
5. Type in Intake Site Code
6. Click Ship Now

Shipping

Please enter your shipping information below. Required fields are shown in **bold**.

Begin Your Shipment Help

Address Information Ship To: Corporate Address Book Shipper: Edit Jennifer Smith ENERGY SERVICES 208 S LASALLE CHICAGO IL 60604	Shipment Information Service: UPS Next Day Air Saver Packaging: Select Packaging Number of Packages: 1 Package 1 Weight: (Not required for UPS Letters) <input type="text"/> lbs INTAKE SITE CODE: <input type="text"/> <input type="checkbox"/> Print INTAKE SITE CODE on Shipping Label as Bar Code
Payment Information Bill Shipping Charges to: Shipper's UPS Account Shipper's UPS Account UPS Account	

Add Shipping Options

Clear All Preview Shipment **Ship Now** →

If you are shipping multiple packages this applies to you

UPS Campus Ship Instructions

The system will direct you to **Add Shipping Options**

1. Please read the message after the title
2. Remember everything **BOLD** must be the same info on 1 thru 4
3. Finally click **Ship Now**

➔ Add Shipping Options

➔ We're sorry. **Multiple package shipments require shipping information for each package. To continue, please provide information for each additional package. (UPS: 80391)**

Required fields are shown in **bold**.

Address Information Help ?

Ship To: Edit CEDA Central Administrative Office CEDA 208 S. LaSalle Suite 2010 Chicago IL 60604	Shipper: Edit CEDA Central Administrative Office CEDA 208 S. LaSalle Suite 2010 Chicago IL 60604
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Perform Detailed Address Validation

Package Information

Package 1 of 4 Delete Packaging: UPS PAK	Dimensions: Length: <input type="text"/> in. / Width: <input type="text"/> in. / Height: <input type="text"/> in.
Weight: (Not required for UPS Letters) <input type="text"/> 2.0 lbs	<input type="checkbox"/> Large Package ?
Declared Value: <input type="text"/> USD	<input type="checkbox"/> Additional Handling
Intake Site Code: <input type="text"/>	C.O.D. Amount: <input type="text"/> USD
Departmental Code: Search <input type="text"/> 0003	<input type="checkbox"/> Cashier's Check or Money Order Only
Reference # 3: <input type="text"/>	Delivery Confirmation: <input type="text"/> None Selected
<input type="checkbox"/> Shipper Release (Deliver without Signature)	

UPS Campus Ship Instructions

Package 2 of 4 [Delete](#)

Packaging:

UPS PAK

Dimensions:

Length: in. / Width: in. / Height: in.

Weight: (Not required for UPS Letters)

lbs

[Large Package](#) ⓘ

Declared Value:

USD

Additional Handling

C.O.D. Amount:

USD

Intake Site Code:

Cashier's Check or Money Order Only

Departmental Code: [Search](#)

Delivery Confirmation:

None Selected

Reference # 3:

Shipper Release (Deliver without Signature)

Package 3 of 4 [Delete](#)

Packaging:

UPS PAK

Dimensions:

Length: in. / Width: in. / Height: in.

Weight: (Not required for UPS Letters)

lbs

[Large Package](#) ⓘ

Declared Value:

USD

Additional Handling

C.O.D. Amount:

USD

Intake Site Code:

Cashier's Check or Money Order Only

Departmental Code: [Search](#)

Delivery Confirmation:

None Selected

Reference # 3:

Shipper Release (Deliver without Signature)

UPS Campus Ship Instructions

Package 4 of 4 [Delete](#)

Packaging:
UPS PAK

Weight: (Not required for UPS Letters)
 lbs

Declared Value:
 USD

Intake Site Code:

Departmental Code: [Search](#)

Reference # 3:

Shipper Release (Deliver without Signature)

Dimensions:
Length: in./ Width: in./ Height: in.

[Large Package](#) ⓘ

Additional Handling

C.O.D. Amount:
 USD

Cashier's Check or Money Order Only

Delivery Confirmation:
None Selected

[Cancel Shipment](#) [Preview Shipment](#) [Ship Now →](#)

CONFIDENTIAL

UPS Campus Ship Instructions

3. Print Label & Prepare Shipment


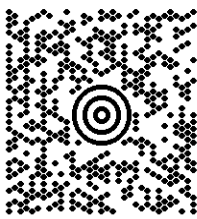


Fold printed page in half

Insert label into window pouch with the bar code facing out

Seal window pouch

Insert batched applications and documents and seal shipment

Give sealed shipment to UPS courier

JENNIFER SMITH 312.795.8988 ENERGY SERVICES 208 S LASALLE CHICAGO IL 60604	LTR	1 OF 1
SHIP TO: ENERGY SERVICES CEDA SUITE 2010 208 SOUTH LASALLE STREET CHICAGO IL 60604	IL 606 9-02 	UPS NEXT DAY AIR SAVER 1P TRACKING #: 1Z 5F6 920 13 9037 2822
		
BILLING: P/P		INTAKE SITE CODE: 650
		CS 9.0.20.0 WXPTE60 64.0A.02/2007

**For Assistance Using UPS Campus Ship Online Call:
1-800-513-1819**

**To Order Additional UPS Supplies E-mail:
liheapsupport@cedaorg.net**

UPS Campus Ship Instructions

View Package History or Void Shipment

This section will show how to reprint labels and void shipment

1. Click view history or void shipment
2. Look at you **History Selections** Section
3. Make the selection are in the days you want to look at

View Package History or Void Shipment

Use this history to review, track, and void your previous shipments. You can also re-ship using the information from a previous shipment. Any changes you make to how your history is displayed are automatically saved.

History Selections

[Help](#)

Your history request will be submitted when you select one of the links below. It may take several minutes for your data to display, depending upon server volume. Please do not select the link again until data for this request has been received.

[Customize Package History View](#)

[Export Current View](#)

Display Per Page:

25 Shipments

Show History For the Last:

7 Days

UPS Campus Ship Instructions

1. Next you go to previous Shipment
(this will list all the shipments you did for the days you selected)
2. Click the correct shipment you want to either reprint label or void shipment
(Note shipment are in order by most recent first)
3. After you select the shipment you want to modify.
4. Reprint Label; just click view label and it will automatically reprint label.
5. Void Shipment; just click void [Grey Arrow]
 - a. A box will to confirm if you are sure you want to void, click yes/ ok
 - b. Select the items you want to void, then click submit
6. Finally if there is a red dot by the select that means it is voided.

[Help](#)

Previous Shipments

Please select an individual shipment using the checkboxes. You can then choose to View details concerning that shipment, request or modify a UPS Delivery Intercept, Void the shipment, or Ship again using the appropriate buttons.

Also, use the checkboxes to select one or more packages on this page (maximum 3), and select Track to display tracking details for these items.

Shipments 1 through 3 out of 3 in the last 7 Days

Show Detail/Receipt Track Ship Again Void

	Shipped Date	Ship To - Company or Name	Service	Shipment Tracking #	Voided
<input type="checkbox"/>	15-Aug-07	CEDA	UPS Next Day Air Saver	1Z5F69201391794106	
<input type="checkbox"/>	14-Aug-07	CEDA	UPS Next Day Air Saver	1Z5F69201398925130	
<input type="checkbox"/>	14-Aug-07	CEDA	UPS Next Day Air Saver	1Z5F69201397680290	

Show Detail/Receipt Track Ship Again Void

Shipping Preferences

The two sections you will be changing is Shipping Options & Reference Value

1. Shipping Options (This makes these areas default so you will not have choose the options every time you login)
 - a. Service (select UPS next day air saver)

UPS Campus Ship Instructions


- b. Packaging (UPS PAK)
- 2. Reference Values
 - a. Intake Site Code (key in your intake number)
 - b. [Grey Arrow] Department Code (Disregard Central Office use only)

Shipping Preferences

Customizing your Preferences will save you time by remembering your most frequently used shipping options. The options you select will appear as defaults on your shipping pages. Please note that you are not required to make a selection in every category.



The screenshot shows the 'Shipping Options' section of a web form. It has a dark blue header with the text 'Shipping Options' and a 'Help' link with an external icon. Below the header, there are two dropdown menus. The first is labeled 'Service:' and has 'Select Service' as the current selection. The second is labeled 'Packaging:' and has 'Select Packaging' as the current selection. Two black arrows point to these dropdown menus.



The screenshot shows the 'Reference Values' section of a web form. It has a dark blue header with the text 'Reference Values'. Below the header, there are two input fields. The first is labeled 'Intake Site Code:' and has a checkbox to its right labeled 'Print Intake Site Code on Shipping Label as Bar Code'. The second is labeled 'Departmental Code:' and has a checkbox to its right labeled 'Print Intake Site Code on Return Label as Bar Code'. A blue arrow points to the 'Departmental Code:' input field. Below these fields, there is a label 'Reference # 3:'. A large, faint 'CONFIDENTIAL' watermark is visible across the bottom half of the page.