

UPS – Processing a Shipment

1. Log in to campusship.ups.com.

Log In

Don't have a profile? [Sign up](#)

By continuing, I agree to the [UPS Technology Agreement](#).

[Continue >](#) [Forgot Username/Password](#)

2. Select the Address where the shipment is going:

Create A Shipment

Package

Begin Your Shipment

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

3. If the address is not in the address book, select *Enter New Address*. Check off if the address is residential.

[Enter New Address](#)

4. Verify the Ship From Address is correct. Click *Edit* if changes are needed:

② Where is this shipment coming from?

Ship From Address: Edit ADVANTUS CORPORATION Charlie Frohman 12276 SAN JOSE BLVD #618 JACKSONVILLE FL 32223 Telephone:9044211034 email:cfrohman@advantus.com	If the shipment is undeliverable return to : Contact: <input type="text" value="Charlie Frohman"/> Return Address: <input type="text" value="Same As Ship From"/>
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5. Your name will prepopulate as the contact for undeliverable items. Select the appropriate return address.

② Where is this shipment coming from?

Ship From Address: [Edit](#)
ADVANTUS CORP
Charlie Frohman
3331 W 12TH ST
JACKSONVILLE FL 32254
Telephone:9048130270
email:cfrohman@advantus.com

If the shipment is undeliverable return to :
Contact:

Return Address:

6. Select the number of packages.

③ What are you shipping?

Number of Packages:

7. Select the packaging type. (Other packaging is if you are using a regular brown carton or white mailing envelope.) DO NOT USE UPS OVERNIGHT BOXES OR ENVELOPES FOR GROUND SHIPMENTS.

Packaging Type:

*

- Select One
- UPS Letter
- Other Packaging**
- UPS Tube
- UPS PAK
- UPS Express Box - Small
- UPS Express Box - Medium
- UPS Express Box - Large

8. Provide a package weight.

Weight:

lb *

9. Provide package dimensions. Round up to the next whole number for dimensions with fractions in them.

Package Dimensions:

Length: Width: Height: in.

10. Provide a *Package Declared Value* if applicable. Enter an amount if the package is greater than \$100.

Package Declared Value:

 USD *

11. Mark the appropriate radio button if the package includes batteries.

Does this package include batteries?

Yes No

12. Select how you would like to ship. Do not use UPS Next Day Air Saver.

④ How would you like to ship?

Service:

UPS Ground Service * [Compare Time and Cost](#)

Select Service

- UPS Next Day Air
- UPS Next Day Air Saver
- UPS 2nd Day Air
- UPS 3 Day Select
- UPS Ground Service

13. Click on the *Compare Time and Cost* link to view rates.

[Compare Time and Cost](#)

14. Select the additional services “Send Email Notifications” and “Deliver Without Signature”.

Do you need additional services?	Fee?
<input type="checkbox"/> Send E-mail Notifications	Free
<input type="checkbox"/> Receive Confirmation of Delivery	Yes
<input type="checkbox"/> Deliver Without Signature	Free
<input type="checkbox"/> Weekend Commercial Delivery (where available)	Yes
<input type="checkbox"/> Direct Delivery Only	Yes
<input type="checkbox"/> C.O.D.	Yes
<input type="checkbox"/> Dry Ice	Yes
<input type="checkbox"/> Offset the climate impact of this shipment (UPS carbon neutral)	Yes

15. Add the **REQUIRED REFERENCE CODE**.

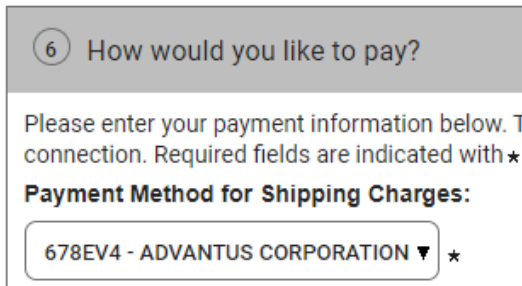
⑤ Would you like to add reference numbers to this shipment?

UPS gives you the option to track your shipments using references that you define.

REQUIRED REFERENCE CODE

 * [Search](#)

16. Confirm the correct location for **Payment Method**. Unless it is a Third Party shipment, or we are billing the receiver, it should be **678EV4 – Advantus Corporation**.



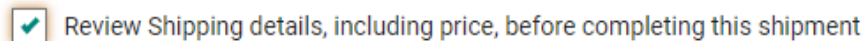
6 How would you like to pay?

Please enter your payment information below. The connection. Required fields are indicated with *.

Payment Method for Shipping Charges:

678EV4 - ADVANTUS CORPORATION ▼ *

17. Select the checkbox to *Review Shipping details, including price, before completing this shipment*.



Review Shipping details, including price, before completing this shipment

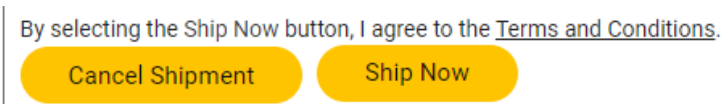
18. Click Next.



Start Over Next

19. Review the Shipping Details including the cost.

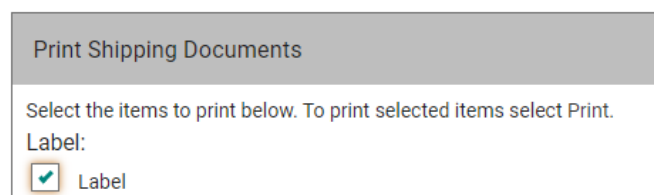
20. Click **Ship Now**.



By selecting the Ship Now button, I agree to the [Terms and Conditions](#).

Cancel Shipment Ship Now

21. Select the checkbox next to *Label* in the *Print Shipping Documents* window.



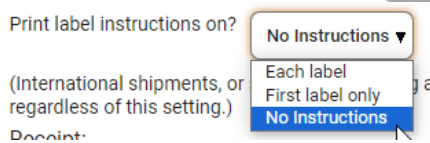
Print Shipping Documents

Select the items to print below. To print selected items select Print.

Label:

Label

22. Select **No Instructions** in the drop-down box for *Print label instructions on?*



Print label instructions on?

(International shipments, or regardless of this setting.)

Print:

No Instructions ▼

Each label

First label only

No Instructions

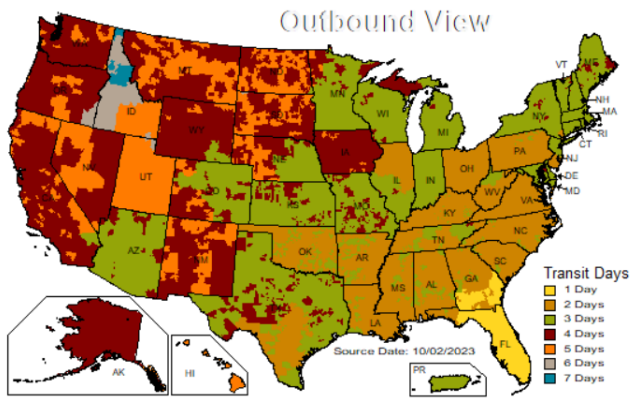
23. Click *Print*



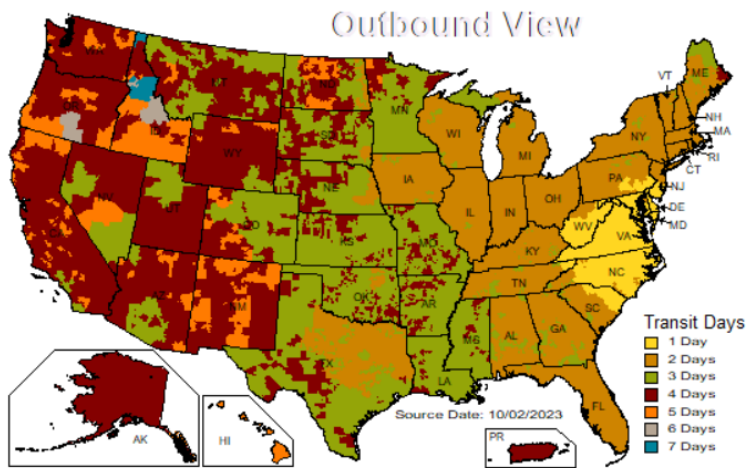
Print

Service maps by office location:

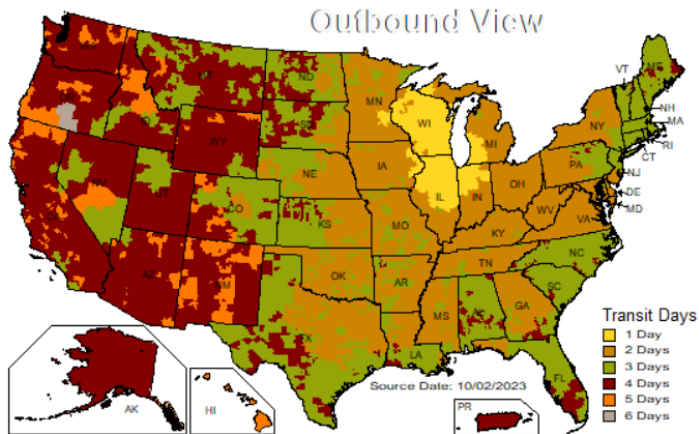
From Jacksonville



From Petersburg, VA



From Mequon, WI



From Dallas, TX

