

Package Express Center Training



Software Map



- The Process Packages Button is how you access the shipping software installed on your computer.
- You will also see some training materials and a direct link to our website located on this screen.

Operator ID



- Operator ID is simply the three initials of the person operating the software for identifying purposes
- The name associated with the ID will appear on all package receipts.

Home Screen

PEC's Total System Ver. 15.5.3-Suggested Retail Rates - Center Number: 0001A

Settings Manifest UPS Options Reports/Billing PEC Utilities Advertising/Marketing International Help

Process ARS / Internet Pkg (Drop Off Packages) Reprint Receipt Print Manifest Training OFF Store Pkg OFF Void Package UPS Returns® Send MSR

Enter Package Information Fuel Surcharge Rates: 0.045 / 0.0525

Shipping Information

Package Contents:

Shipping Method:

Declared Value:

Package Weight:

Zip Code:

Zone:

Phone:

Shipping Total:

Package qualification if Packed by Customer

Do any of the following apply to this item?

- ☐ Item not packed in outside container (box)
- ☐ Box is made of wood or metal
- ☐ Item is Can or Pail NOT in a corrugated box
- ☒ None of the above

An additional Handling Charge will automatically be added for any of the above.

Enter the package contents and press <ENTER>

NEED MORE HELP
Press the F1 key For HELP

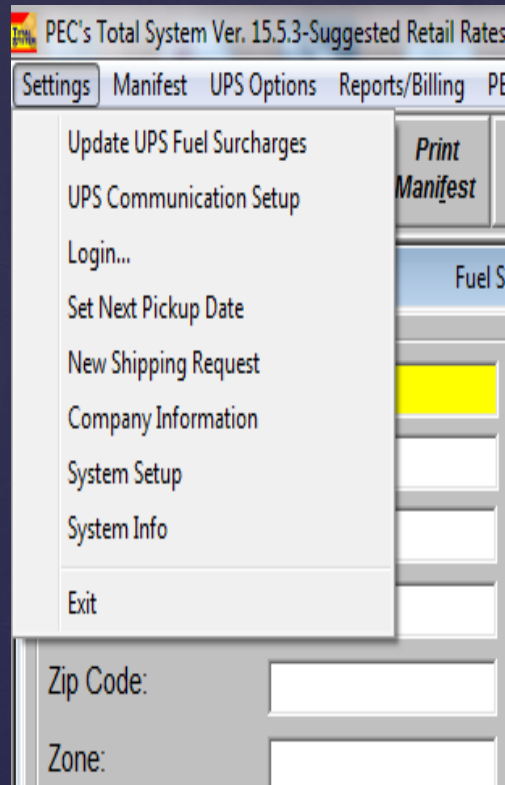
123 Unknown Wednesday Apr 06, 2016 02:57 Pickup Available

- ⌘ This screen is the resting place of the software.
- ⌘ While your software is running this is where it should be so you are always ready to process a drop off, process a retail package, change settings, get technical help, or access any other options available to you.
- ⌘ It is recommend to open the software to this screen prior to your first customer of the day so the software can be fully updated and any pending information sent

Home Screen

The Menu Buttons

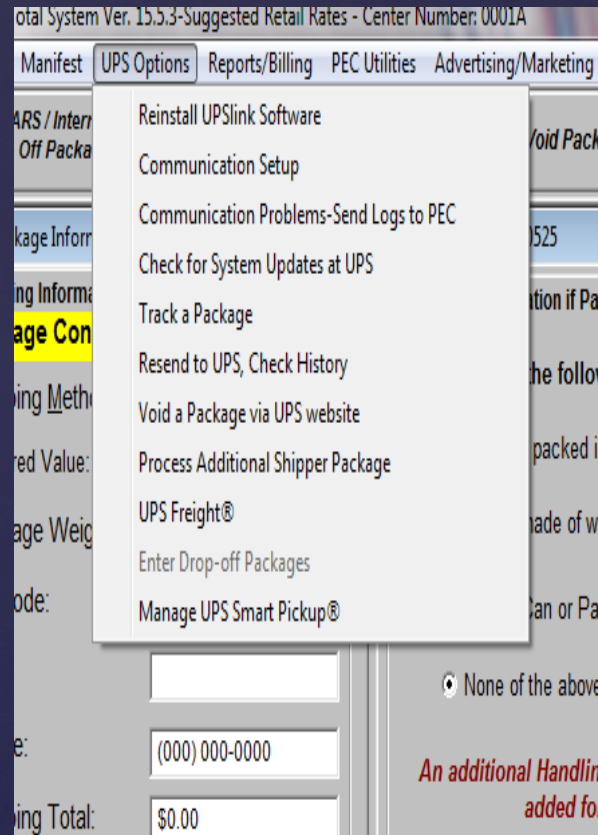
& To begin we will be going over all buttons at the top of the software referred to as your menu buttons



While the Settings button does not house much of your day to day operations inside of it, the System Setup includes many important items that you may be walked through over the phone so it is important you are familiar with where the button is located.

UPS Options

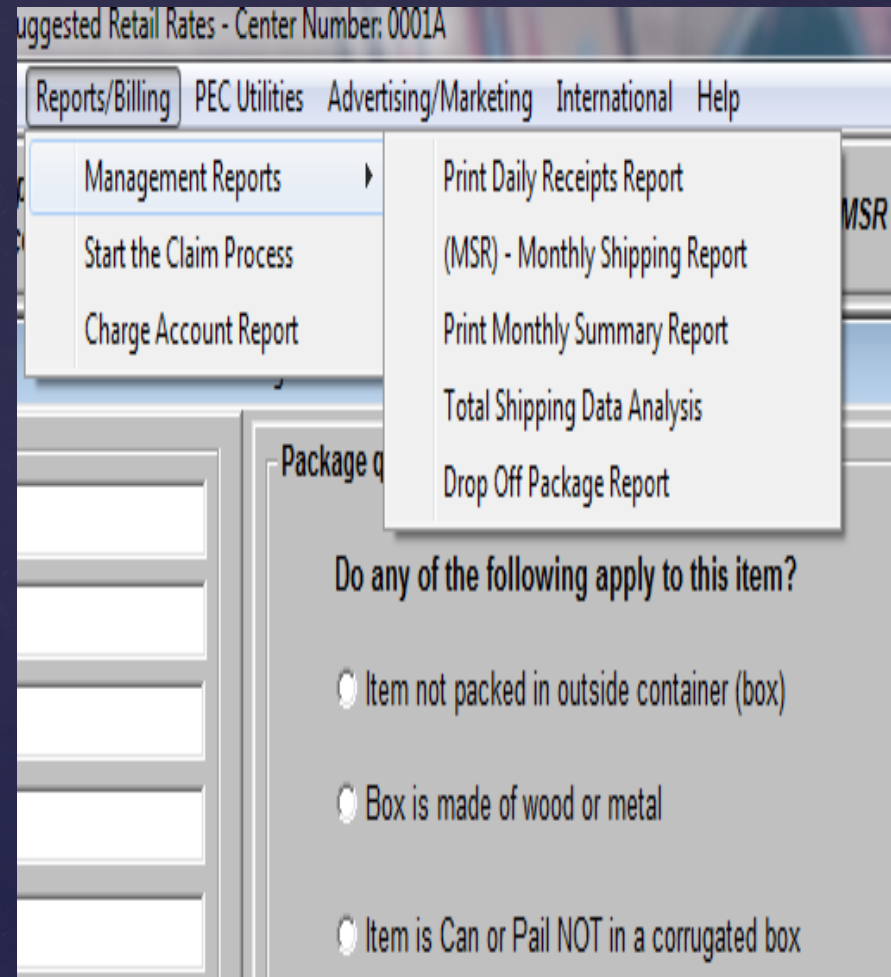
& We are going to skip manifest for now. Manifest is UPS's end of day report so we will cover that at the end of the training.



- Yet again not much of your day to day located here but incase someone needs to walk you through technical support over the phone you need to be aware of where this button is located

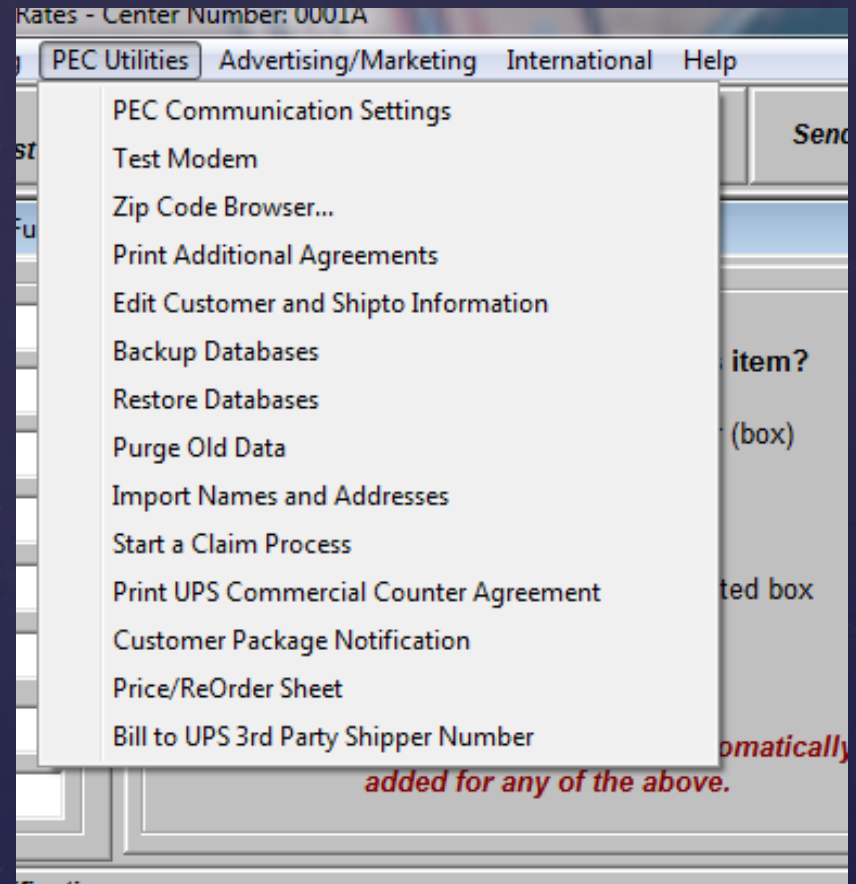
Reports/Billing

- ⌘ Reports and Billing is where you can see how your shipping is performing in your store.
- ⌘ If you're looking for profit per package, number of new customer versus old, number of packages by shipping method, or a number of other ways to break down performance then Management Reports is the button you are looking for



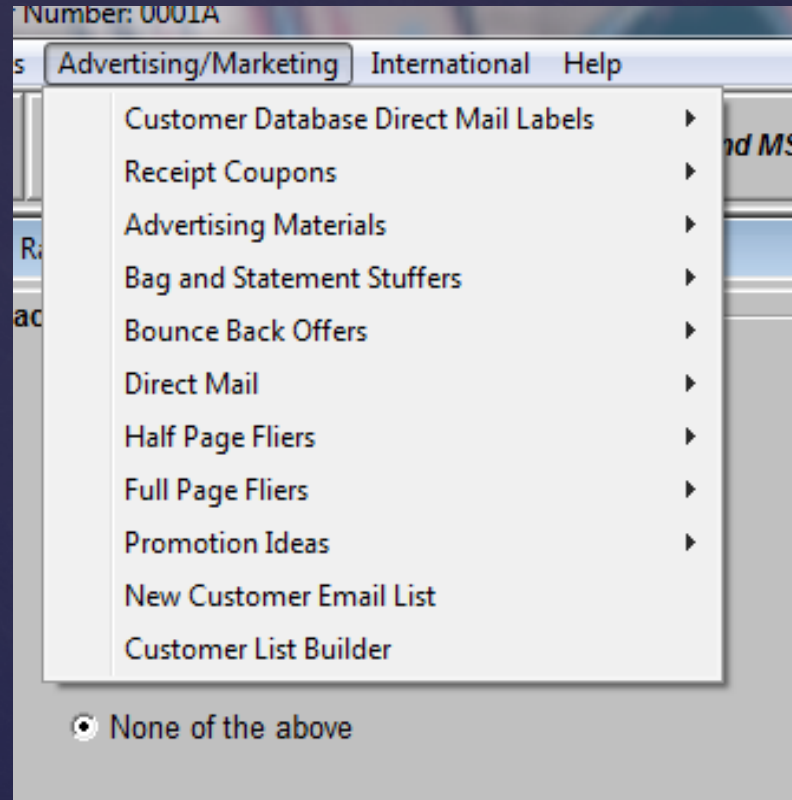
PEC Utilities

- ⌘ This button houses many technical and database options. None of which will be part of your day to day operations.
- ⌘ Being aware of where the button is located is required for tech support over the phone



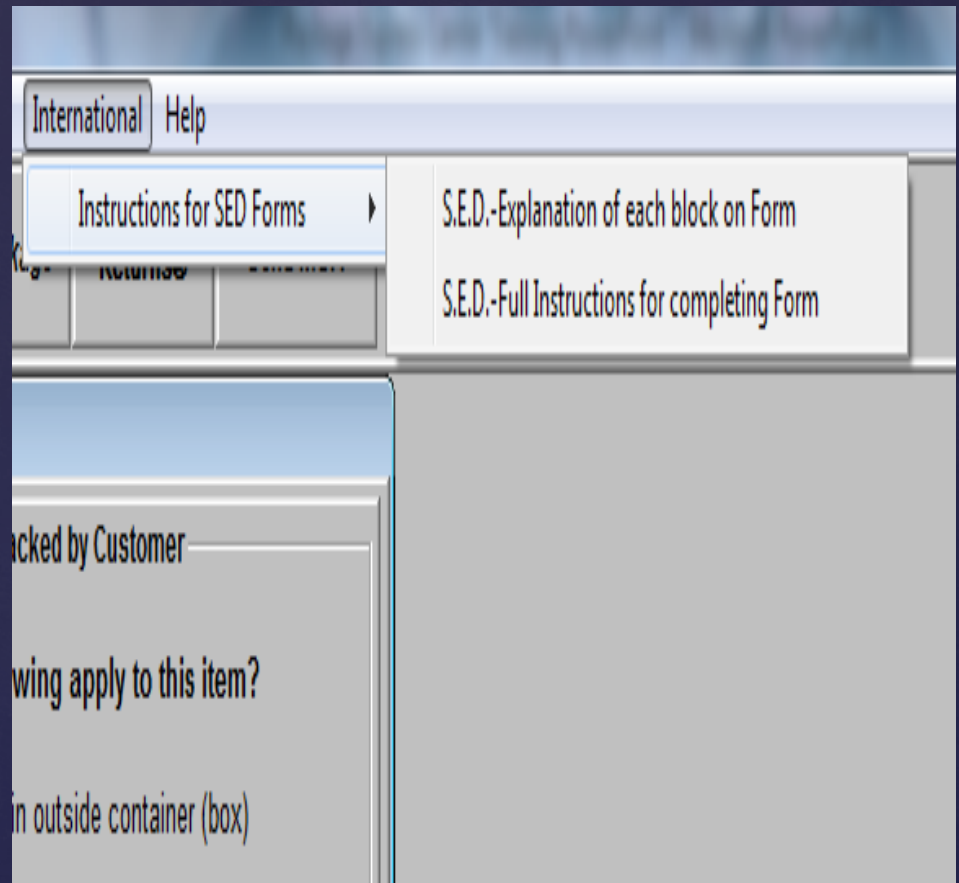
Advertising and Marketing

⌘ Advertising your new shipping service is a very important step to a successful, new service. From Fliers to customizable receipt coupons, taking advantage of the ideas presented here will help spread the word fast and get your retail customers turned into shipping customers ASAP.



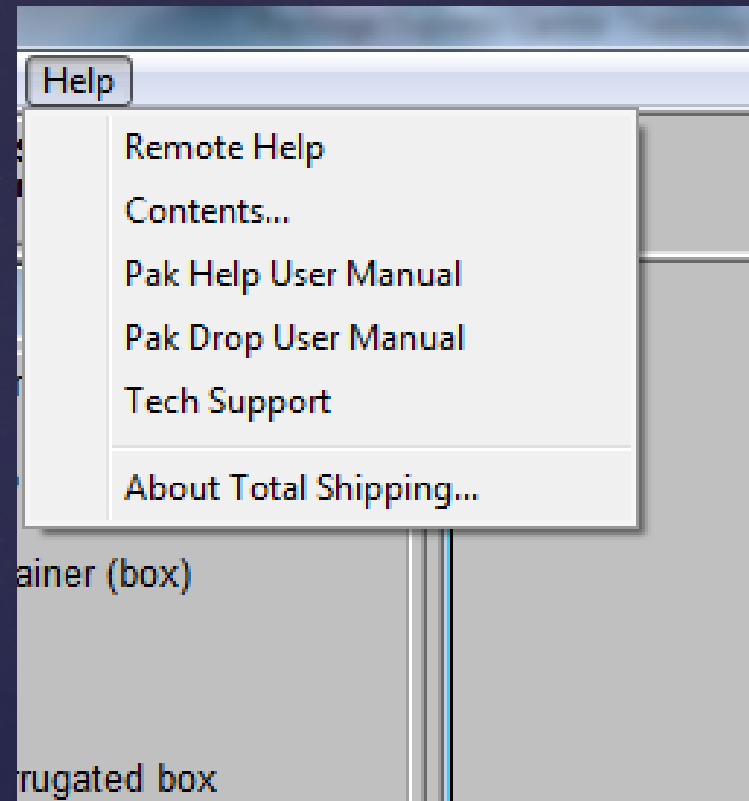
International

- ⌘ As a new shipper PEC recommends you do not ship International.
- ⌘ Even when you become experienced International shipments carry additional liability for no additional profit.



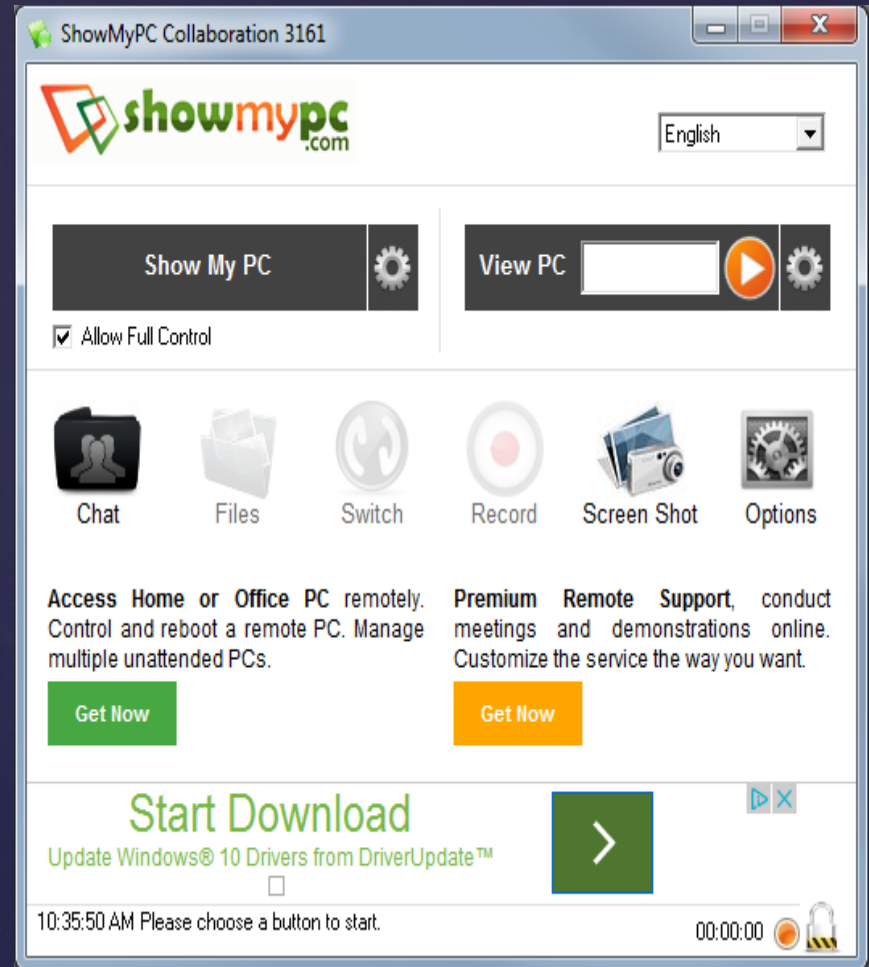
Help

- ⌘ The help button houses a couple manuals you can read if you like.
- ⌘ If you need help you should call PEC at 1-800-274-4732.
- ⌘ The most important part of the Help button is Remote Help. This is how a PEC tech can remote into your computer and help you with issues.



Remote Help

- ✂ Clicking remote help will open this new small window.
- ✂ Clicking the black Show My PC button will generate a 12 digit code.
- ✂ You will read this code off to a PEC tech so they can remote into your computer and help with any issues you might be having.



The Quick Access Buttons

- ⌘ We are now going to go over the Quick access buttons.
- ⌘ These buttons will be used often in your day to day operation of the shipping computer.
- ⌘ To begin we will start with probably the most used Quick access button and work our way right.



Process ARS/Internet Pkg (Drop Off Packages)


- ⌘ This button is used when someone walks into your store with a label already on their package.
- ⌘ It has already been processed and they are just dropping it off because they know you accept them.
- ⌘ You will accept these packages free of charge, and will receive a rebate for doing so.

Entering Drop Off Info

- ⌘ Accepting a drop off is incredibly simple
- ⌘ Click the Drop Off Packages button
- ⌘ This window will appear.
- ⌘ Enter the Tracking # (On the label of the package)
- ⌘ Enter the Weight (Also on the label)
- ⌘ Enter the customers phone number.

Enter Package Information

This package is being processed for free as a Service for you.



Enter the Tracking Number:

Enter the Package Weight:

Enter sender's phone number:

Reprint Receipt

- ⌘ Reprint Receipt is simply where you go to reprint receipts and/or package labels.
- ⌘ You can search for them in various ways by using the drop down arrow in the top left.
- ⌘ Simply choose the receipt to reprint and then click the reprint button in the bottom right.

Lookup to Reprint Receipts or International Documents

List entries by: Enter the Date of Shipment: Select an entry with the arrow keys and press Enter (or just click a field with the mouse) to show the details for it below.

Receipt	Dated	Sender Phone	Sent From	Sent To
6004	02/25/16	555-555-5555	JANE DOE	JOHN DOE-
6003	02/25/16	555-555-5555	JANE DOE	JOHN DOE-
6006	02/25/16	555-555-5555	JANE DOE	JOHN DOE-
6005	02/25/16	555-555-5555	JANE DOE	JOHN DOE-
6002	02/18/16	555-555-5555	JANE DOE	JOHN DOE-

Details for entry selected above:

Receipt#	Zip	Zone	Weight	COD Amt	Dec Amt	GT	DCR	Cust Chrg	Actual Chrg	Agent
6003	90210	8	10	0	100			26.65	19.41	Ground

Manifest #: 458357900 123 Date: 2/25/2016

From: JANE DOE 555-555-5555 To: JOHN DOE

Company:

Address: 123 MAIN ST 123 MAIN ST

City,St,Zip: GREENEVILLE TN 37745 BEVERLY HILLS CA 90210

Contents: test test

Grnd Track:

DCR Track:

Call Tag:

UPS Tracking #1Z86X0151200454850

Training Button

- ⌘ We will skip the manifest button until the end of training
- ⌘ Clicking the Training button on turns it green and makes it so you can practice shipping packages and practice running manifests without actually being charged for anything by UPS.
- ⌘ Turning the training mode on and practicing shipping packages is a great way to become familiar with the software.

The screenshot shows the UPS software interface. At the top, there is a menu bar with options: g, PEC Utilities, Advertising/Marketing, International, and Help. Below the menu bar, there is a row of buttons: Training ON (highlighted in green), Store Pkg OFF, Void Package, UPS Returns®, and Send MSR. Below these buttons, there is a section for Fuel Surcharge Rates: 0.045 / 0.0525. A dialog box titled "Package qualification if Packed by Customer" is open, asking "Do any of the following apply to this item?". The options are: ☐ Item not packed in outside container (box), ☐ Box is made of wood or metal, ☐ Item is Can or Pail NOT in a corrugated box, and ☒ None of the above. Below the options, there is a red text warning: "An additional Handling Charge will automatically be added for any of the above." At the bottom of the dialog box, there is a large green button labeled "Training Mode On".

Store Package

- ⌘ The store package button is for store use only
- ⌘ It is used when you need to ship something for your own business purposes and you want the cheapest rate available to you as a Commercial Counter with UPS.
- ⌘ NEVER ship a customers package as a store package because you will not make any profit on a Store package

The screenshot shows a software interface for selecting a shipping package type. At the top, there is a menu bar with 'C Utilities', 'Advertising/Marketing', 'International', and 'Help'. Below this is a row of buttons: 'Training OFF', 'Store Pkg ON' (highlighted in red), 'Void Package', 'UPS Returns®', and 'Send MSR'. Below the buttons, a status bar shows 'Surcharge Rates: 0.045 / 0.0525'. The main area is a form titled 'Package qualification if Packed by Customer'. It contains a question 'Do any of the following apply to this item?' followed by four radio button options: 'Item not packed in outside container (box)', 'Box is made of wood or metal', 'Item is Can or Pail NOT in a corrugated box', and 'None of the above' (which is selected). Below these options, a red italicized note states: 'An additional Handling Charge will automatically be added for any of the above.' At the bottom of the form is a large red button labeled 'Shipping Store Package'.

C Utilities Advertising/Marketing International Help

Training OFF **Store Pkg ON** Void Package UPS Returns® Send MSR

Surcharge Rates: 0.045 / 0.0525

Package qualification if Packed by Customer

Do any of the following apply to this item?

- ☐ Item not packed in outside container (box)
- ☐ Box is made of wood or metal
- ☐ Item is Can or Pail NOT in a corrugated box
- ☒ None of the above

An additional Handling Charge will automatically be added for any of the above.

Shipping Store Package

Void Package

- & Void Package is for deleting packages that you have processed that you do not wish to ship.
- & Once a label is generated for a package that package now exists in UPS's eyes.
- & You must void a package if you realize there is a mistake AFTER a label is generated. (i.e. the address is incorrect)
- & You can only Void Packages before the manifest for the day is run.

Lookup to Void a Manifest Entry

List entries by: The list shown below contains all the packages processed since the last manifest. Select an entry with the arrow keys and press Enter (or just click a field with the mouse) to show the details for it below.

Receipt	Dated	Sender Phone	Sent From	Sent To
1002	04/07/16	555-555-5555	JANE DOE	JOHN DOE

Details for entry selected above:

Receipt#	Zip	Zone	Weight	COD Amt	Dec Amt	GT	DCR	Cust Chrg	Actual Chrg	Agent
1002	90210	8	10	0	100			26.65	19.41	Ground

Manifest #: 123 Date: 4/7/2016

From: JANE DOE 555-555-5555 To: JOHN DOE

Company:

Address: 123 MAIN ST 123 MAIN ST

City, St, Zip: ANYCITY US 00000 BEVERLY HILLS CA 90210

Contents: test test

Grnd Track:

DCR Track:

Call Tag:

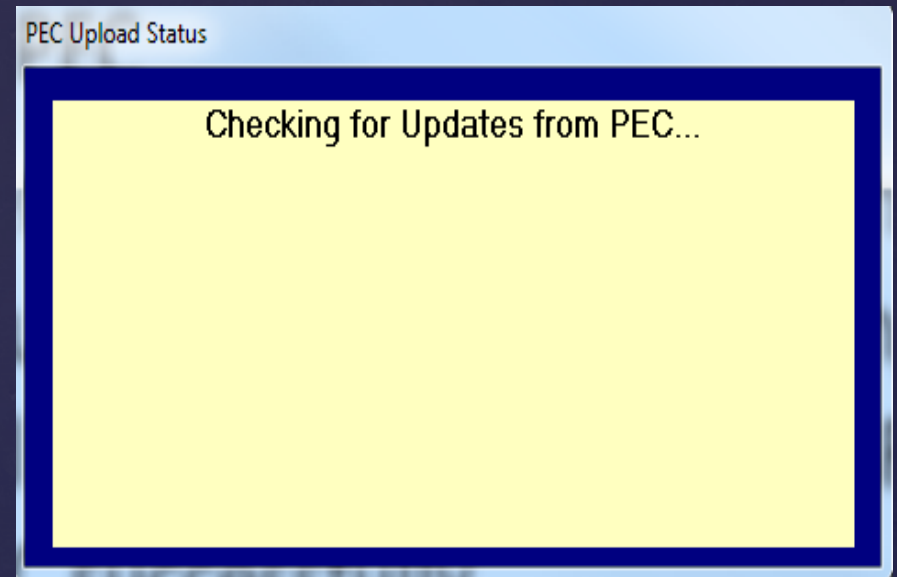
UPS Tracking # 1ZXXXXXX0300010025

UPS Returns

- ⌘ UPS Returns is for generating an additional label to include inside the box your customer is shipping so that the recipient already has a prepaid label to send the item back.
- ⌘ This can be slightly confusing as there are a few different types of Returns, so when you get your first request for this function just give PEC a call and we will walk you through this option.

Send MSR

- ⌘ The MSR is the monthly report your store sends to PEC.
- ⌘ Getting into a habit of clicking this button a couple times at the beginning of each month will just ensure that your MSR always reaches PEC successfully.
- ⌘ Opening and closing your software daily is key to this function working correctly.

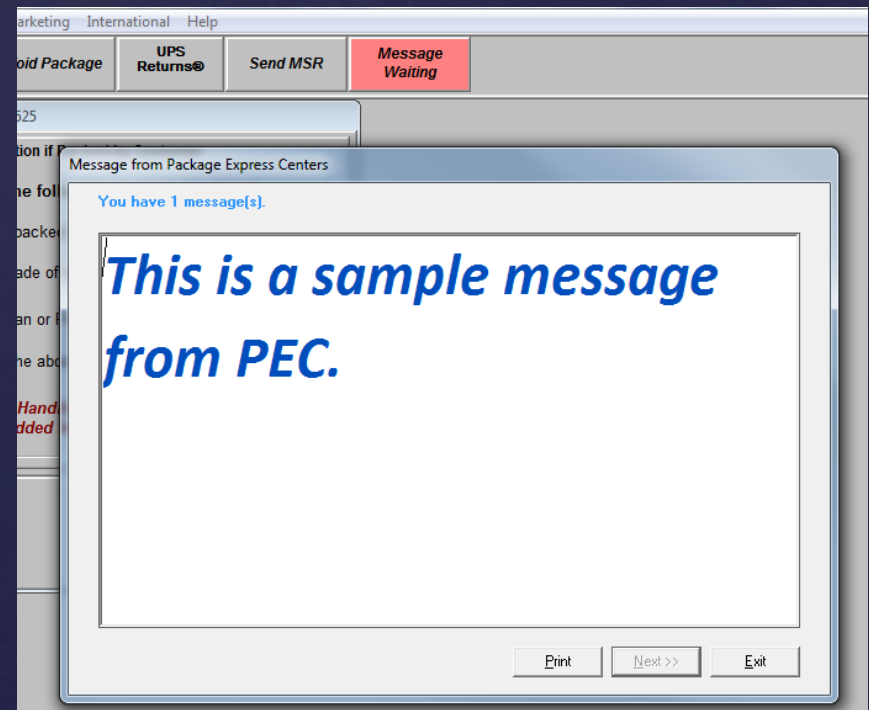


Message Waiting

**Message
Waiting**

☞ PEC can send messages directly into your software to communicate any problems or actions you might need to take.

- You simply click the highlighted message waiting button and the message will appear letting you know what is going on or what you need to do.
- If needed you can print the message to keep a copy or show to others.

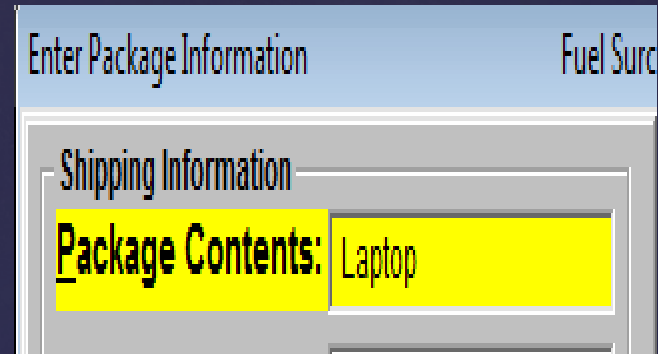


- ⌘ Ensure that training mode is turned on and green
- ⌘ We are going to do what we refer to as “follow the yellow brick road.”
- ⌘ The software will highlight the next step in yellow.
- ⌘ Navigating the software is done mostly with the keyboard and the enter key.

Shipping our first package

Package Contents

- ⌘ This is what's contained inside the box.
- ⌘ As a commercial counter with UPS you do have the right to ask what's inside and inspect a package. You can refuse service to a non cooperative customer.
- ⌘ Getting a good description of the item is important. (i.e. Laptop is preferable to electronics or gift)



The image shows a screenshot of a shipping label form. At the top, there is a blue header bar with the text 'Enter Package Information' on the left and 'Fuel Surc' on the right. Below this, there is a section titled 'Shipping Information'. Within this section, there is a yellow highlighted area with the text 'Package Contents: Laptop'.

- Hitting enter will continue the package processing

Handling Fee

- ⌘ You will see the yellow hop to the right
- ⌘ We are now choosing one of the following 4 options.
- ⌘ If the items is not packed in a box, an additional handling fee will apply.
- ⌘ We recommend requiring all customers to pack items in a box for package safety and to avoid the additional charge.
- ⌘ None of the above means the package is a regular corrugated box and as such will be your most chosen option
- ⌘ Hit the enter key to continue


Charge Rates: 0.045 / 0.0525

Package qualification if Packed by Customer

Do any of the following apply to this item?

- ☐ Item not packed in outside container (box)
- ☐ Box is made of wood or metal
- ☐ Item is Can or Pail NOT in a corrugated box
- ☒ None of the above

An additional Handling Charge will automatically be added for any of the above.




Shipping method

- Simply ask the customer which shipping method they would like.
- The majority of the time the customer will say: Regular, ground, whatever is cheapest. This would be the UPS Ground option.
- Next Day Air, 2nd Day Air, and 3 Day Select are all guaranteed dates.
- Notice that all Air options have a “Letter” option. Letters shipped this way are billed at a reduced rate.

Enter Package Information Fuel Surcharge Rates: 0.045 / 0.0525

Shipping Information	
Package Contents:	Laptop
Shipping Method:	
Declared Value:	0
Package Weight:	0
Zip Code:	
Zone:	
Phone:	(000) 000-0000
Shipping Total:	\$0.00

Shipping Methods	
UPS® Ground (Residential)	 <small>UPS, UPS brandmark, and the Color Brown are trademarks of United Parcel Service of America, Inc. All Rights Reserved.</small>
UPS® Ground (Commercial)	
UPS 3 Day Select®	
UPS 2nd Day Air® (Parcel)	
UPS 2nd Day Air® (Letter)	
UPS 2nd Day Air A.M.® (Parcel)	
UPS 2nd Day Air A.M.® (Letter)	
UPS Next Day Air Saver® (Parcel)	
UPS Next Day Air Saver® (Letter)	
UPS Next Day Air® (Parcel)	
UPS Next Day Air® (Letter)	
UPS Next Day Air Early® (Parcel)	
UPS Next Day Air Early® (Letter)	

Declared Value

- ⌘ Declared Value can provide protection for a package should it get lost or damaged. It will add an additional cost to the package.
- ⌘ The best way to word it for a customer is “If this item was lost or damaged in shipment how much would it cost to replace it and do you want to cover it for that.”
- ⌘ Enter the amount requested by the customer with no decimals and hit enter.

The screenshot shows a web-based shipping label creation interface. At the top, it says 'Enter Package Information' and 'Fuel Surcharge Rates: 0.045 / 0.0525'. The main form is divided into two sections: 'Shipping Information' and 'Sender's Phone'. The 'Shipping Information' section contains fields for 'Package Contents' (Laptop), 'Shipping Method' (UPS® Ground (Residential)), 'Declared Value' (0), 'Package Weight', 'Zip Code', 'Zone', 'Phone' ((000) 000-0000), and 'Shipping Total' (\$0.00). The 'Declared Value' field is highlighted in yellow. The 'Sender's Phone' section is currently empty. Below the form, there is a green bar with the text: 'Please enter the Declared value for this package and press <ENTER>.'

Enter Package Information		Fuel Surcharge Rates: 0.045 / 0.0525	
Shipping Information		Sender's Phone	
Package Contents:	Laptop	>>FREE FROM UPS<< The first \$100 of Declared Value Coverage is FREE! Your Post Office would have charged \$2.60 for this service!	
Shipping Method:	UPS® Ground (Residential)		
Declared Value:	0		
Package Weight:			
Zip Code:			
Zone:			
Phone:	(000) 000-0000		
Shipping Total:	\$0.00		
Please enter the Declared value for this package and press <ENTER>.			

Package Weight

- ⌘ Weigh the package on your scale and enter the weight into this field
- ⌘ ALWAYS round up to next full whole number
- ⌘ 11.6 -> 12
- ⌘ 11.1 -> 12
- ⌘ Note: when shipping letters using a Letter shipping method you must use a decimal amount.
- ⌘ Round up letters to the nearest 10th of a pound.
- ⌘ .06 -> .1
- ⌘ .25 -> .3
- ⌘ Any letter with a weight over .5 lbs. will be shipped as a package.

Enter Package Information Fuel Surcharge Rates: 0.045 / 0.0525

Shipping Information	
Package Contents:	Laptop
Shipping Method:	UPS® Ground (Residential)
Declared Value:	100
Package Weight:	
Zip Code:	
Zone:	
Phone:	(000) 000-0000
Shipping Total:	\$0.00

Package Weight

Enter the package weight.

The total weight may not exceed 150 pounds.

(Always round UP to the NEXT HIGHEST pound.)

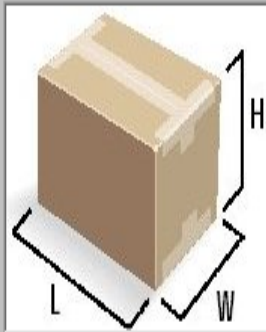
Please enter the package weight.

The package weight cannot exceed 150 pounds. Press <ENTER> to continue

Dimensional Weight

- ⌘ We recommend keeping a tape measure by the computer.
- ⌘ Measure the size of the box in inches (LxWxH).
- ⌘ Always round up to the next whole inch just like the weight.
- ⌘ 11 $\frac{3}{4}$ inches -> 12 inches
- ⌘ 11 $\frac{1}{4}$ inches -> 12 inches

Dimensional Weight



The dimensional weight must be checked for packages being shipped by UPS® Ground (Residential).
Please enter the measurements from the package. Use a tape measure to measure the size if needed.

Length inches (longest side)
Width inches (second longest side)
Height inches (shortest side)

Dimensional Weight Multiplier: 166

OK

Zip Code

- ⌘ Enter the Destination Zip code of the package
- ⌘ 5 or 9 digit zips are acceptable

Enter Package Information

Fuel Surcharge Rates: 0.045 / 0.0525

Shipping Information	
Package Contents:	Laptop
Shipping Method:	UPS® Ground (Residential)
Declared Value:	100
Package Weight:	10
Zip Code:	
Zone:	
Phone:	(000) 000-0000
Shipping Total:	\$0.00

Postal Code

**Enter the destination Postal Code
for the package.**

**For U.S., enter a 5-digit or 9-digit Zip Code.
Examples: 12345 or 45678-6789**

Press Enter to continue.

Please enter the ship to zip code. This information is required for package shipment. Press <ENTER> to continue or to find a zip code click on PEC Utilities then on Zip Code Browser and lookup the zip code.

Phone number

- ⌘ Enter the customers phone number
- ⌘ The software uses the phone number to recall your customers information on future packages.
- ⌘ This saves time for repeat shippers.

Enter Package Information

Fuel Surcharge Rates: 0.045 / 0.0525

Shipping Information

Package Contents:

Shipping Method:

Declared Value:

Package Weight:

Zip Code:

Zone:

Phone:

Shipping Total:

Sender's Phone

Enter the customer's phone number
who is shipping the package.

Press Enter to continue.

Please enter customer's phone number and press
<ENTER>.

Ship From address

- ⌘ This is the information pertaining to the customer in your store.
- ⌘ Ask them each field and type in what they tell you.
- ⌘ When you press enter to continue it will advance to ask where you want the package shipped.

Ship From Address

FROM:

First Name: JANE
Last Name: DOE
Company:
When present, enter Suite, Bldg, Apt, Room or Cubicle on Address Line 1 ***ONLY*** for correct placement on UPS label.
Address Line 1: 123 MAIN ST
Address Line 2:
Address Line 3:
City: ANYCITY
State: US
Zip Code: 00000
E-Mail:
Phone: (555) 555-5555

Names matching Sender's Phone

1 - JANE DOE

1 Name was found. Change any information at the left if it's not correct, then press Enter to select the record and continue.

Edit City Name (ShipTo ONLY) Use Quantum View® Inbound ID Use UPS Developer Kit Address Validation

Press Enter to use this address and continue Add New Address Delete Address Edit Address Cancel and Start New Package

Ship To address

- ⌘ This is where the package is going.
- ⌘ Yet again, ask the customer each field and type in what they tell you.
- ⌘ The phone number of the ship to field can be left blank.
- ⌘ UPS will NEVER ship to a P.O Box, APO, or FPO.
- ⌘ Address Validation can check UPS's database to see if it's a valid address to deliver to.

Ship To Address

TO:

IMPORTANT! UPS Requires a STREET ADDRESS
DO NOT use P.O. BOX, APO, or FPO

First Name: JOHN

Last Name: DOE

Company:

When present, enter Suite, Bldg, Apt, Room or Cubicle
on Address Line 1 ***ONLY*** for correct placement
on UPS label.

Address Line 1: 123 MAIN ST

Address Line 2:

Address Line 3:

City: BEVERLY HILLS

State: CA

Zip Code: 90210

Phone: (000) 000-0000

Names matching Destination Zip Code

1 - JOHN DOE

1 Name was found. Change any information at
the left if it's not correct, then press Enter to
select the record and continue.

Edit City Name
(ShipTo ONLY)

Use Quantum
View® Inbound ID

Use UPS
Developer Kit
Address Validation

Press Enter to use this address and
continue

Add

Delete
Address

Edit

Cancel and Start
New Package

Add/Remove options

- ↳ Coupon allows you to apply any custom coupons you might use and subtracts that amount from the subtotal.
- ↳ Service allows you add any charges for labor and materials if you help pack for your customers.
- ↳ Handling charge may apply based on what you entered on the first screen.
- ↳ DCR is a Delivery Confirmation Request and makes it so the package must be delivered to someone and not just left out on a porch. Very popular for high value packages.
- ↳ It is very important that you do not disable any features that are already selected when you reach this screen.

Add/Remove options and Complete your Shipment Fuel Surcharge Rates: 0.045 / 0.0525

Shipping Methods	Carrier Sub-Total	Delivery Date	Enhanced Features	
Currently Selected:			<input type="checkbox"/> Addr. Corr. / P.O. Box	\$13.00
UPS® Ground (Residential)			<input type="checkbox"/> COD	\$12.50
			<input type="checkbox"/> Coupon	\$0.00
Alternate Methods Available:			<input type="checkbox"/> DCR	\$0.00
UPS® Ground (Commercial)	23.23	Fri, Apr 15	<input type="checkbox"/> Large Package	\$0.00
UPS 3 Day Select®	54.15	Thu, Apr 14	<input type="checkbox"/> Notify by Email/Fax	\$0.00
UPS 2nd Day Air® (48 States)	74.09	Wed, Apr 13	<input type="checkbox"/> Service	\$0.00
UPS Next Day Air Saver® (Parcel)	122.21	Tue, Apr 12	<input type="checkbox"/> Shipper Release	\$0.00
UPS Next Day Air® (48 States)	123.57	Tue, Apr 12	<input type="checkbox"/> UPS Handling Charge	\$10.50
UPS Next Day Air Early®(48 States)	154.92	Tue, Apr 12		

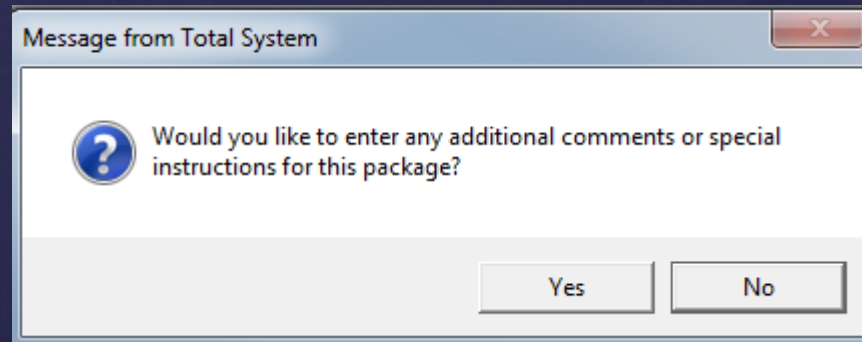
To Select one of the Enhanced Features, use the arrow keys to navigate through the option and press enter to add the additional amount to the Shipping Total

Enhanced Sub-Total: \$.00
Carrier Sub-Total: \$ 26.65
Shipping Total: \$ 26.65

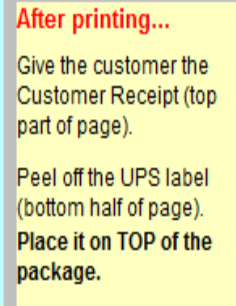
Finish Cancel

Would you like to enter additional comments

- ⌘ This is asking if you have anything specific to tell the driver (i.e. beware of dog, please deliver to side porch)
- ⌘ The driver will see what you type in this box once he scans the package for delivery



- ⌘ Keep your printer loaded with regular paper so you can always print reports or anything else you might need
- ⌘ Load one sticky label into printer when you reach this point of processing



The shipping label and receipt

& The bottom half will be the shipping label. Peel it off and stick to box.

& The top half is the customer receipt. Charge the customer the Total Due then give the customer their receipt.

ENTER RETAILER COMPANY NAME **10 LBS** 1 OF 1
423-639-8057
JANE DOE
123 MAIN ST
ANYCITY US 00000

SHIP TO: JOHN DOE
NOW IN TRAINING MODE
\$000
1003:123
NOW IN TRAINING MODE
NOW IN TRAINING MO CA 90210

CA 900 9-50

UPS GROUND
TRACKING #: 1Z XXX XXX 03 0001 0034

BILLING: P/P

PE 15.5 (VAPOLLO)HP LaserJet Professional P1102w 66.5V 07/2015

CUSTOMER RECEIPT
Operator ID/Retailer: UKN
PEC-ASAP Account #: DANIL
DANIEL INC
800-999-9999
123 DANIEL ST
GREENEVILLE TN 37745
Weight: 1 LBS
SZ: 1X1X1

Ship To:
BILL
123 MAIN ST
GREENEVILLE TN 37745

Sender:
JOHN
111-111-1111

Freight: \$11.58
Packing Chgs.: \$0.00
Additional Features: \$0.00
Other Chgs.: \$0.00
Coupon
Total Due: \$11.58



TS2000 Version # 16.0.13

TERMS & CONDITIONS

CLAIMS: Do not dispose of any packing material or merchandise until the claim is paid or investigated by PEC. In no event will consequential damages or expenses be covered. In the event of partial loss or partial damages, coverage will be pro-rated based on total contents and total declared value of contents and only partial reimbursement will be made. Claims on antiques must have a prior appraisal or other proof of value within the last 9 months of shipping. PEC retains the salvage rights and will keep the items on claims that are paid. Claim payments will be made for the lowest of: repair cost, original cost, replacement cost, or declared value.

THIS RETAILER WILL NOT SHIP: Guns, ammunition, furniture, TVs, hazardous materials, alcoholic beverages, perishables, packages valued over \$25,000, or any item prohibited by the carrier according to their stated tariffs. **NO CLAIM** on these items will be honored. By shipping any package that does not comply with these Terms & Conditions, the Shipper hereby releases Package Express Center Inc. and the Retailer from any liability and understands that the package will be solely covered by UPS.

Ship Date: 11/13/2017 Via: GROUND COMMERCIAL
Track#: 1Z 9V8 088 03 0005 0025 Zone: 2
Package ID: 5002
Contents: test
Declared value: 100

Paid By: Cash

Print Manifest

*Print
Manifest*

- ⌘ This is UPS's end of day report.
- ⌘ You run this report when your driver arrives.
- ⌘ There is a page your driver has to sign and give back to you.
- ⌘ Choose Upload to UPS to begin.

Detail Manifest Report:

Version 15.5 (Rev. 3)**UPS Standard Shipping Charges**

ENTER RETAILER COMPANY NAME
123 MAIN ST
ANYCITY, US 00000

Shipper #: XX
Pickup #: 00

Date Shipped: 04/08/16

*ID#	Invoice Nbr	Tracking # Identification #	Zip Code /Zone/Sat. Del	WT/ TYPE	*RES	Chgs	COD Chgs	Ins. ValueCh	A
1	1002	1ZXXXXXX030001002	90210/8	10	X	19.41			
2	1003	1ZXXXXXX030001003	90210/8	10	X	19.41			

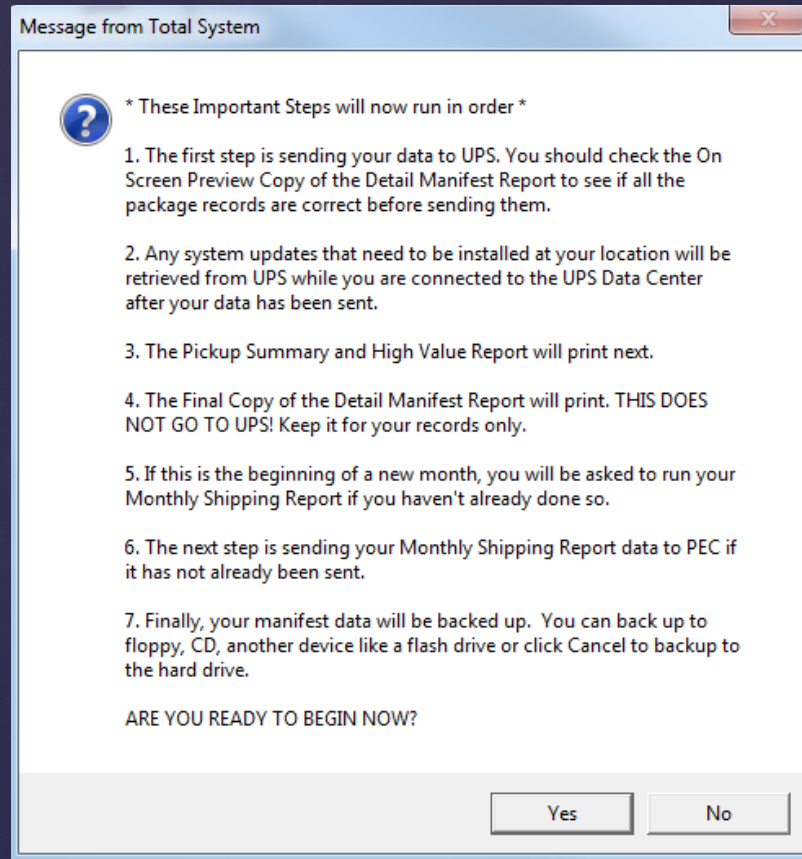
Summary of Packages Shipped:

2	Ground Pkgs.	38.82
	Standard Canada Pkgs.	
	Standard Mexico Pkgs.	
	3 Day Select Pkgs.	
	2nd Day Air Pkgs.	
	2nd Day Ltrs.	
	2nd Day Air AM Pkgs.	
	2nd Day Air AM Ltrs.	
	Next Day Air Pkgs. (including Early AM)	

Upload to UPS

Close

Help



The steps

Driver Signs and returns this form

- & We recommend keeping nine months of these on file
- & If a damage claim is reported, these documents will be needed in order to process the claim.

Date: 04/08/16 UPS HIGH VALUE REPORT Page 1 of 1
PICKUP RECORD NO: 0000 0000 00 UPS SHIPPER NO.: XXXXXX
DECLARED VALUE FROM \$1000 UP TO \$5999 DECLARED VALUE \$6000 AND OVER
Package ID Tracking Number Insured Value Package ID Tracking Number Insured Value

Total # of High Value Packages \$1000-\$5999: Total # of High Value Packages \$6000+:
RECEIVED BY: PICKUP TIME: PKGS:

PICKUP SUMMARY BAR CODE REPORT
SHIP DATE: APR 08, 2016
SHIPPING RECORD: 0000 0000 00
ACCOUNT NUMBER: XXX-XXX
CUSTOMER
ENTER RETAILER COMPANY NAME
123 MAIN ST
ANYCITY US 00000

****VOID-TRAINING MODE****

DRIVER SUMMARY
TOTAL NUMBER OF PACKAGES ***
1DA 0 INT'L pkgs 0 / shpts 0
2DA 0 CODS 0
3DS 0

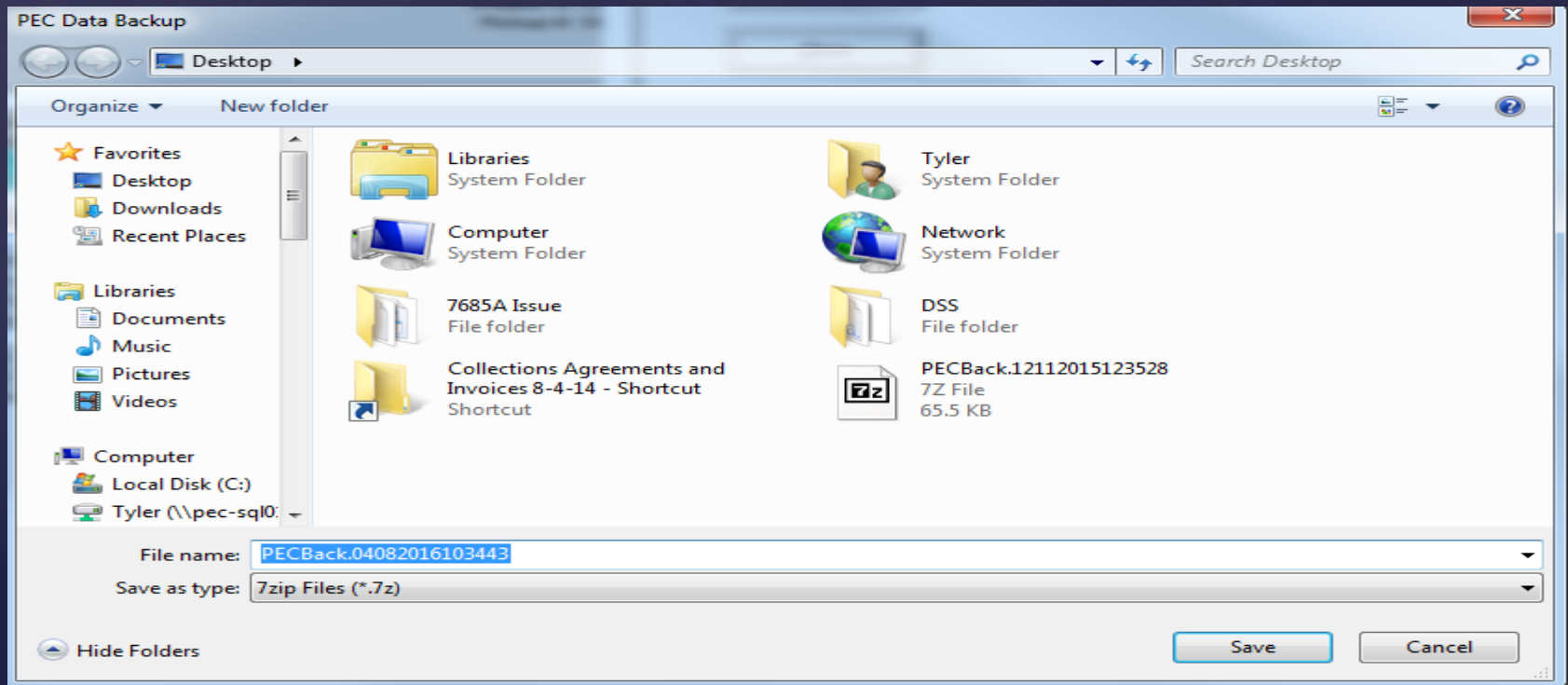
91 XXX XXX 0000 00000 00002 1

SHIPMENTS SUBJECT TO TERMS OF AGREEMENT ON FILE
Received By: _____
Pickup Time: _____ Pkgs: _____

PE 15.5 \A\POLLO\HP LaserJet Professional P1102w 66.5V 07/2015

Choose Backup Location

- ⌘ Navigate to where you want your backup to be saved and click the save button.
- ⌘ We recommend backing up to an external device (such as a flash drive) in case you ever have computer issues and are unable to retrieve the backup.



- ⌘ You now have knowledge pertaining to all important functions of your shipping software.
- ⌘ Before being fully setup to ship for the public you will have to provide pictures of your shipping signage and shipping counter.
- ⌘ These pictures can be sent to photos@packageexpresscenters.com
- ⌘ Make sure to call and verify your photos were received

Training completed