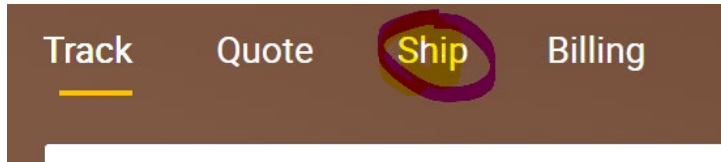


UPS – How to Ship an Item

Step 1: Go to the UPS website at [Global Shipping & Logistics Services | UPS - Canada](#)

Step 2: Login with the credentials supplied by Distribution. If you do not have credentials, please e-mail distribution@uwindsor.ca for access.

Step 3: Click on the “Ship” button.



Step 4: Click on the “Ship From” drop down button.

Create a Shipment

* Indicates a required field Guided Steps Off On

Choose an Account

29F34F - U of W Distribution Serv.

Ship From* Alumni Relations, Nancy McMahon, 401 Sunset Ave., Welcome Centre, WINDSOR, ON N9B 3P4, CA

Step 5: Click on the drop down button and select your **department's** profile. Please do not edit the address.

My Addresses

Grad Studies - Awards

Step 6: Choose “UNIVERSITY OF WINDSOR -RETURNS” profile for the return address.

Use a different return address?

Yes

My Addresses

UNIVERSITY OF WINDSOR - RETURNS

[Edit](#)

UNIVERSITY OF WINDSOR - RETURNS
2601 UNION ST, WINDSOR, ON N9B3P4
CA
distribution@uwindsor.ca, 5192533000, 2017

Step 7: Complete the Ship To information.

Please **DO NOT** “save as a new entry”.

Ship To *

Saved Addresses

[Search Contacts](#)

Enter New Address

Country or Territory *

Canada

Full Name or Company Name *

Contact Name

Address *

[Edit Address - Add Suite/Apt](#)

Is this a residential address?

Recipient Email

Recipient Phone

Extension

Heads up! Give your receiver peace of mind with a photo showing the exact delivery location.
Just add an email address.

Save As New Entry

No

Step 8: Complete your package information. You **must** include the following information:

A) Under “Department Number”: include your **full name and department name**

B) Under “Purchase Order No.”: include your **department charge account and/or project account**

Package 1

Packaging Type *

My Packaging

Total Identical Packages

1

Weight per Package *

Units *

lb

Unpackaged or crated (not fully boxed in cardboard)

[Help](#)

Length

in

Width

in

Height

in



Ship Tip: Package weight and dimensions directly impact your cost.

Loss and Damage Protection (Declared Value)

We've got you covered up to \$100 at no charge. Is this package worth more than \$100? Purchase additional protection against loss or damage by entering the total amount of protection desired.

Total Package Value

[Help](#)

CAD

Add reference numbers

Track by purchase order, RMA or memorable phrase.

Department Number *

Candice Power - Leddy library

Use this number for all packages

Add a scannable barcode for reference #1 on my shipping label



Ship Tip: A 'reference number' is any combination of numbers and letters you can use to track and identify your shipment.

Purchase Order No. *

01.2400.24000

Use this number for all packages

C.O.D. (+S)

Collect payment from receiver at time of delivery.

Oversized Package (+S)

Bulky or unpackaged items.

Department Number *

Candice Power - Leddy library

Use this number for all packages

Add a scannable barcode for reference #1 on my shipping label

Purchase Order No. *

01.2400.24000

Step 9: Complete the “Shipping Service” section.

Shipping Service *

Do you need to schedule a pickup?

- I'll drop off my shipment or include it in another pickup.
- View my pickup options.

You have pickup options!

29F34F - U of W Distribution Serv.

U of W Distribution Serv. is a Daily Pickup Account. 29F34F Your pickups occur once each business day.

What would you like to do?

- Include this shipment in one of my pending pickups.
- Schedule a UPS On-Call Pickup

Pickup Location

UNIVERSITY OF WINDSOR
2601 UNION ST, WINDSOR, ON N9B3P4
CA

Hold for customer pickup at a UPS Access Point™ location?

- No, deliver to receiver.
- Yes, hold at a UPS location.

Deliver to Mark Gryn 's address

Use a promo code?

No

Step 10: Select when you need it delivered.

When would you like it delivered?

Select a shipping service option

<p>Fastest</p> <p>Wednesday 09-25 by 9:00 AM</p> <p>UPS Express Early</p> <p>\$24.86</p>	<p>Recommended</p> <p>Wednesday 09-25 by 3:00 PM</p> <p>UPS Express Saver</p> <p>\$13.46</p>	<p>Lowest Cost</p> <p>Thursday 09-26 by End of Day</p> <p>UPS Expedited</p> <p>\$13.34</p>
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Step 11: The payment information should be “Bill My Account”.

Payment *

Bill My Account

Bill Another Account

Credit Card

PayPal™

Choose an Account *


29F34F - U of W Distribution Serv.


[+ Add an Existing Account](#)

[+ Create a New Account](#)

Step 12: After reviewing all information is correct, hit “Pay and Get Labels”.

Terms and Conditions

Creating this shipment affirms that you have agreed to the UPS Tariff/Terms and Conditions of Service. View and download: [UPS Tariff/Terms and Conditions of Service](#) 

You agree not to ship any items prohibited by UPS, or any UPS-regulated items except by express written contract with UPS. [List of Prohibited Articles for Shipping](#) 

[Review](#) [Pay and Get Label\(s\) >](#) [Cancel Shipment](#)