UPS Capital®

**Parcel Pro® Select
Quick Start Guide
to Shipping**

Parcel Pro® Select shipping system

This easy-to-use guide provides step-by-step instructions for completing your first shipment on **www.upscapitaluk.com.** Please follow the instructions below. Guided one-on-one assistance is also available for your first shipment when you contact one of our highly trained Customer Service team members at +44 207949 0144.

Log In

Go to https://www.upscapitaluk.com/ and log in.

Upon initial login, please read and accept the Parcel Pro® Select Terms and Conditions. You will need to accept the terms and conditions again only after they are updated.

Access the shipment page:

There are two ways to get to the shipment page: Click **Ship** on the left side navigation or click the green **Create UPS Label** button on the home page.
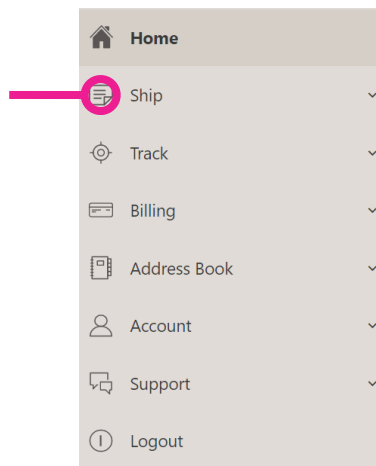
Seven Easy Steps to Create a Shipment

You will need to fill out each numbered section to create a shipment. Required fields are marked with a red asterisk. Please note that skipping a required field or using special characters and extra spaces may cause an error.

* Required Fields

1. Ship To Address [Address Book]

Express Contacts
Select a Location

Country or Territory*
United States

First Name* | Last Name*

Company*

Address Line 1*

Address Line 2

Postal Code*
Example Postal Code: NNNNN

City* | State/Province

Telephone No.*

Email Address

☐ Save in/update my address book
☐ Add to express contacts
☐ Residential address

2. Ship From Address [Address Book]

Select Location
Select a Location

Edit

CRG Team
UPS Capital Insurance Agency
Forest Road,
Feltham, TW137DY GB
00442079490144

☑ Send email notification to
     cdvsupport@ups.com

3. Shipment Information

Shipment Date*
25/01/2021

Service Type*
UPS Express

Package Type*
EXPRESS BOX

Weight*
0   KGS

Reference No.

Invoice No.

Insured Value*
0   GBP

Package Contents
Product/Commodities

Shipment Purpose*
Select shipment purpose

Total Customs*
0   UKL

4. Additional Shipment Information

☐ Broker Select
☐ Saturday Delivery (+fee) ⓘ
☑ Direct Delivery Only
☐ Adult Signature Required (+fee) ⓘ
☑ Direct Signature Required (+fee) ⓘ

5. Commodities

Add up to 5 commodities to this shipment. At least 1 commodity is required.   [Add]

6. Shipping Options

◉ Use an already scheduled pickup at my location
○ Schedule a pickup (+fee) ⓘ

Quote

Insurance   £0.00

* This is only an estimate of charges. Additional charges may vary due to additional costs, such as but not limited to; address corrections, residential delivery, dimensional weight, additional pickup fees, etc.

[Save Quote]   [Get Quote]

ⓘ By creating this shipping label, you are agreeing to our Terms & Conditions.

[Get Label]

Step **1**

Ship To Address

1.a Complete all required fields under Step 1. Note: Do not use dashes or spaces in the phone number. You will have to remove them before you can obtain a quote.

Create UPS Shipment

* Required Fields

1. Ship To Address   [Address Book]

Express Contacts
Select a Location ▾

Country or Territory*
United States ▾

First Name*   Last Name*

Company*

1.b You can save "Ship To" addresses in your Parcel Pro® Select address book for later use by selecting **Save in/Update my address book**.

Save in/update my address book

☐ Add to express contacts

☐ Residential address

1.c Select **Add to express contacts** if you want to designate the address among your most frequently used addresses.

1.d A signature is required for insurance coverage on residential shipments. Click the box at the bottom of the "Ship To" section to indicate a residential address.

☐ Save in/update my address book

☐ Add to express contacts

Residential address

Step ②

Ship From Address

2.a Note: As the shipper, your address should auto-populate. Confirm that the information provided under **"Ship From Address"** is accurate. If not accurate, click **Edit** to update.

2. Ship From Address   Address Book

Select Location
Select a Location

Edit

CRG Team UPS
UPS Capital Insurance Agency
Forest Road,
Feltham, TW137DY GB
00442079490144

Step ③

Shipment Information

3.a Indicate the Service and Package Type. Schedule the shipment date. Note: You can only schedule shipments up to 5 days in advance.

3.b **Package Types** refer to carrier-branded boxes. If you're using your own packaging, change the package type to **Your Packaging**. Note: See the Safe Shipping & Packaging Checklist for guidance on how to properly prepare the package for shipping.

3.c Make sure to add the weight and dimensions of the box.

3.d Include the insured value for the shipment. Note: Limits may vary based upon service types and countries.

3. Shipment Information

Shipment Date*
25/01/2021
Service Type*
UPS Express
Package Type*
EXPRESS BOX
Weight*
0   KGS
Reference No.
Invoice No.
Insured Value*
0   GBP
Package Contents
Product/Commodities
Shipment Purpose*
Select shipment purpose
Total Customs*
0   UKL

3. Shipment Information

Shipment Date*
25/01/2021
Service Type*
UPS Express
Package Type*
Your Packaging...
Enter Dimensions for Your Package*
0   0   0   cm
Length*   Width*   Height*

Packages with dimensions exceeding 18in L x 18in W x 7in H or total volume exceeding 2268 cubic inches are classified as Dimensional Weight (DIM) packages and will be billed at a substantially higher rate.

Weight*
0   KGS

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Step ④

Additional Shipment Information

Direct Delivery Only and **Direct Signature Required** are pre-selected and free of charge. Please only unselect these if you need **Adult Signature Required** or if these services are not available in the destination country.

4. Additional Shipment Information

- ☐ Broker Select
- ☐ Saturday Delivery (+fee) ⑦
- ☑ Direct Delivery Only
- ☐ Adult Signature Required (+fee) ⑦
- ☑ Direct Signature Required (+fee) ⑦

Step ⑤

Shipping Options

5.a If you are shipping worldwide, a description of the commodity is required for customs purposes. Please complete all required information and select the harmonized code from the list of available codes.

5. Commodities

Add up to 5 commodities to this shipment. At least 1 commodity is required.

[Add ⚪]

Saved Commodity
Select Commodity ▾

Harmonized Code*
Select Harmonized Code ▾

Description

Quantity*
0

Weight*
0   KGS

Amount*
Amount ▾

Customs Value*
0   UKL

Per*
Per ▾

Country or territory of Manufacture*
Select Country or territory of Manufacture ▾

Export License No.
C33

No License Required
☐ Save commodity to my account

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Step ⑥

Shipping Options

6.a Indicate shipping options, such as whether you want to schedule a pickup or if you have a regular pickup. Note: you only need to schedule one pickup per day. Also, indicate whether you are using a thermal printer. Select all that apply.

6. Shipping Options

◉ Use an already scheduled pickup at my location
○ Schedule a pickup (+fee) ⑦
☐ Thermal Printer

Step ⑦

Billing Details

7.a Select how you want to be billed. You can bill the charges to your Parcel Pro® Select account or to a third party.

7.b If you select "Bill Third Party", be prepared to add the associated account number and postcode.

7. Billing Details

◉ Bill to N/A

Bill duties/taxes/fees
Recipient

7. Billing Details

◉ Bill to N/A

Bill duties/taxes/fees
Third Party ▼

Account Number

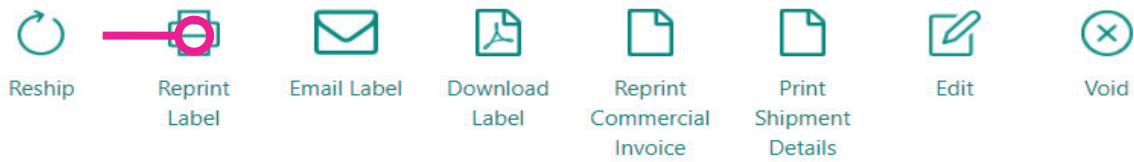Country or Territory
United Kingdom ▼

Zipcode

Congratulations! You have completed the 7 steps to shipping. Now you are ready to print your labels.

Printing the Label

Click **Get Label** to generate the shipping label.

When you click **Get Label,** you can either print the label or download and save it.

| Reship | Reprint Label | Email Label | Download Label | Reprint Commercial Invoice | Print Shipment Details | Edit | Void |

If you no longer need to ship the item, click **Void** under **Shipping Details**. Otherwise, you'll be reminded of unprinted shipping labels when you log in again.

Shipping your package

Two labels will be printed – one for the outer box, and the other for the inner box. Ensure each label is included with the shipment as instructed.

Sample Shipping Labels

Outer Box Label

Inner Box Label

INNER BOX LABEL ONLY
Do not place this on the outer box

Do not open, may contain security device

Tracking # : 1Z2V7Y61D338893275

Important Notice:
If found, please send to :

If found, please call +44 20 7949 0144 or email risksolutionsuk@ups.com

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Should you have any questions, please contact us at the number or email address below.

Address: UPS Capital Insurance Agency Limited
Forest Road Feltham, Middlesex
TW137DY

Phone: +44 20 7949 0144 (7:30 am-4:30 pm)

Email: risksolutionsuk@ups.com