Delivery Training Session

UNCW Campus Ship / UNCW Desk Top

UNCW Warehouse Services
Overview

UNCW Campus Ship is a web-based, UPS-hosted shipping solution that helps you increase efficiency and reduce costs.

Campus Ship’s powerful, full-featured functionality is designed to provide faster and more accurate shipping.

This shipping training with UNCW Campus Ship is a step-by-step orientation that will help you manage all of your small package and freight shipping needs.
**UPS Campus Ship Access form** is used to grant permission to faculty members responsible for shipping and receiving of small parcels and freight for their department. Providing correct email addresses and fund numbers are extremely important! It prevents delays in shipping and incorrect charges during billing.

**Note:** When an employee moves from one department to another, leaves the university or requires any changes to shipping responsibilities, a new form must be completed by the department head and CampusShip Administrator must be notified immediately.
Log in and initial steps

To log in, click on the link for UNCW Campus Ship Internet address, which you received via e-mail or log in to campusship.ups.com

You will be asked to log in to your Departmental Campus Ship account with the User ID and password provided in the e-mails from Campus Ship.

*User IDs and passwords are case sensitive.*
Log in and initial steps

- As a new user, please read the UPS Technology Agreement (which contains Terms and Conditions) and click the **Accept** button to continue.

- Upon initial log in, you will be prompted to change your temporary password. After changing, select the **Update** button.

- If you forgot your User ID or password, use the **Forgot User ID or Password?** link and Campus Ship will send your User ID and a temporary password via e-mail.
Log in and initial steps (cont.)

**Note:** Your shipping services and options may be limited by your Department Administrator.

Contacting the Warehouse Services Manager first is the best way to get an apparent issue resolved.

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My settings

Begin by setting your Shipping Preferences which saves time and ensures a tailored shipping experience.

1. Select My Settings,

2. Then Edit Shipping Preferences to set default shipping options, e-mail notifications, printing preferences and more.
My settings (cont.)

My Settings is where your personal and departmental address books are found.

- Selecting recipients from an address book saves time and reduces errors.
- Here, you can also enter a new address, import addresses or create a distribution list of up to 100 recipients, helpful when you are sending the same type of shipment to everyone on your list.
Shipping

When you are ready to begin shipping, log in to access the Shipping page.

From here you can Create a Shipment for Package (less than 150 lbs) or for Freight (over 150 lbs) shipments.

Then, select the desired option to begin your shipment.

**Note:** In order for you to complete a Freight shipment the Warehouse Services Manager will need to enable Freight Services in Administration.
Package shipping

**Where is this shipment going?**

- First, enter or select a contact from your distribution list by typing into the field provided.
- You can also access the Departmental Address Book, or select External Address Book to select a contact from your Microsoft® Outlook® address book.

**Where is this shipment coming from?**

- Verify your Ship From Address and select Edit to modify.
- The Ship From Address is used for determining rates and available services, so it should reflect the actual address from which a shipment will originate.
- If needed, you can specify a different return address in case the shipment is undeliverable.

*Note:* You will only be able to modify these addresses if your Departmental Administrator has set you up as a traveling user.
Package shipping (cont.)

How would you like to ship?

- Select the UPS service you would like to use from the drop-down menu.
- Select the **Compare Service Options** link for estimated transit times and rates. You can also select **additional services** from this page.
- Additional information will be requested on a subsequent page for some options.

**Note:** If enabled, your account specific negotiated rates will display.

Would you like to add reference numbers?

Your Administrator may require references for your shipment.

**Note:** Reference Line #1 is for the FUND NUMBER used to charge for shipping. Reference Line #2 is for your campus ID(850) number.
Package shipping (cont.)

How would you like to pay? Specify a payment method using the drop-down menu. You may select Shipper’s UPS Account, Bill Receiver, Bill Third Party or Payment Card.

Note: Enter new payment cards in your Shipping Preferences.

Would you like to Schedule a Pickup? After selecting a payment method, your default pickup options will be displayed, including previously scheduled pickups and the option to Schedule an On-Call Pickup. Select the check box to schedule a pickup.

Your account may be set up to use Smart Pickup. Package processing and other functionality is the same as Daily Pickup. But, unlike Daily Pickup, a Smart Pickup is only completed when you process a package in UPS CampusShip.
Review shipment details

Verify that all shipment details are correct. To make changes, select the **Edit** link.

When you are satisfied with all shipment details, Select the **Ship Now** button and your shipment data will be sent to UPS.

For additional support, please refer to the **Help** link or contact the UNCW Campus Ship Administrator.
Shipment confirmation

Complete shipment
At this point, UPS has received your shipment data. Now print the labels, affix them to the packages and contact Warehouse Services for pick up.

Check the Label and/or Receipt boxes to print your label and/or receipt. You may change your printing preferences (laser printer or thermal printer) for this shipment only, in the Printing Preferences section at the bottom of the screen. Then, select the Print button. You can also specify if you want instructions printed.

The Complete Shipment screen contains tips on suggested Next Steps for getting your shipments to UPS, obtaining shipping history and instructions for shipping again.
Shipping ticket

Administrators may give users the ability to partially process shipments. This feature is useful for users who want to process a package with UPS CampusShip before they know the actual weight or when the shipment will be complete for processing.

At the time of shipment processing, the user who created the Shipping Ticket or another designated Shipping Ticket processor can access the shipment, enter or modify shipment data, complete the shipment, and print the label when the Ship Now button is selectable.

If you are creating a shipping ticket, in order for someone else to process the ticket and finalize your shipment, select the check box to Save as Shipping Ticket.

To review your details, including price before completing your shipment, keep the check box selected before completing your shipping ticket or shipment. When complete, select Next.

Note: These UPS CampusShip features are only available if assigned by your Administrator.
Batch fileshipping

You may import a batch of up to 250 shipments from a CSV file. This will enable you to quickly batch process shipments to multiple destinations. All batch shipments’ Ship From Address and payment method (bill to Account Number or Third Party only) must be the same for all shipments in the batch.

An Error File will be generated for any failed shipments in the batch, enabling users to easily download, correct and re-import the shipments.

**Note:** You will only be able to ship using a Batch File if your Company Administrator has assigned you to this privilege.
Hazardous Shipping:
Please contact Environmental Health and Safety at 910-962-7697 prior to contacting Shipping and Receiving for all of your hazardous shipping needs.
Desktop Delivery With UNCW Shipping and Receiving

UNCW Campus Ship
Desktop Delivery:

A collaboration or services between UNCW Warehouse Services and Purchasing Services to expedite the delivery of packages to your desktop (including, but not limited to, packages shipped via UPS, FedEx, DHL, Staples and USPS)
Desktop Delivery (cont’d):

For users to take advantage of the new procedure, you will need to select your building "Ship To" address from a provided list and add it to your uShop profile as a default. (Note: You will want to keep Central Receiving as an alternate in the event you order something large that requires a loading dock.)
Desk Top Delivery

How to change my address:
From the Shipping Section of the Final Review page:
Click **edit** beside “Ship to” section
Desk Top Delivery

How to change my address (cont’d):
Choose an address from your addresses OR select a new address. If using a new address, use the search box to search by the building’s name, address or address code. Click Search
Desk Top Delivery

How to change my address (cont’d):

Click **Use** on the correct address, fill in the Bldg-Rm field in the address pop up window. Click **Use**. The new address will now be changed on the uShop Requisition.
Desk Top Delivery

How to change my address (cont’d):

You physical address is now your default address and the package will be delivered directly to your desk without the extra step of being received by Warehouse Services.
Desktop Delivery With UNCW

Frequently Asked Questions

UNCW Campus Ship
Desktop Delivery (cont’d): Frequently asked questions:

Q: Where can I find my buildings physical address?
A: Building addresses can be found here https://uncw.edu/warehouse/documents/911_address_list.pdf or the Desktop Delivery webpage
Desktop Delivery (cont’d): Frequently asked questions:

Q: Will this increase my shipping cost?
A: No. There are no added charges for this service.
Desktop Delivery (cont’d):
Frequently asked questions:

**Q:** What if I’m not in the office when the delivery comes?

**A:** In the event of absence, the delivery person will leave a notice that delivery was attempted, your package will then be delivered to Central Receiving where it will either be delivered to you at a later time or you may choose to pick it up. Priority packages will be delivered by Warehouse personnel the same business day.
Desktop Delivery (cont’d):
Frequently asked questions:

**Q:** Does Warehouse Services offer personal shipping and if so, how does it work?

**A:** Yes. Simply bring your personal package to the warehouse and one of the shipping clerks can assist.
QUESTIONS?

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