



UPS Portal Training Guide

Creating Shipments in UPS WorldShip / UPS CampusShip

Department: Order Desk

System: UPS Shipping Portal

Audience: New Employees

Training Level: Beginner

Before You Begin

Before creating a UPS shipment, ensure the following information is available:

Customer Information

- Customer Name
- Company Name
- Delivery Address
- City
- Province / State
- Postal Code
- Country
- Phone Number

Shipment Information

- Number of Packages
- Weight
- Dimensions (if required)
- Service Type

Business Central Information

- Released Sales Order
- Warehouse Shipment Created
- Shipment Packed and Ready

Logging Into UPS

Step 1

Open the UPS Shipping Portal.

Example:

UPS CampusShip
UPS WorldShip
UPS Online Shipping

Enter:

- Username
- Password

Click:

Continue



Welcome

Email or Username*

FAMPOWDER

Verifying...

[Forgot Username/Password?](#)

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

Continue >

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

Creating a New Shipment

Step 2

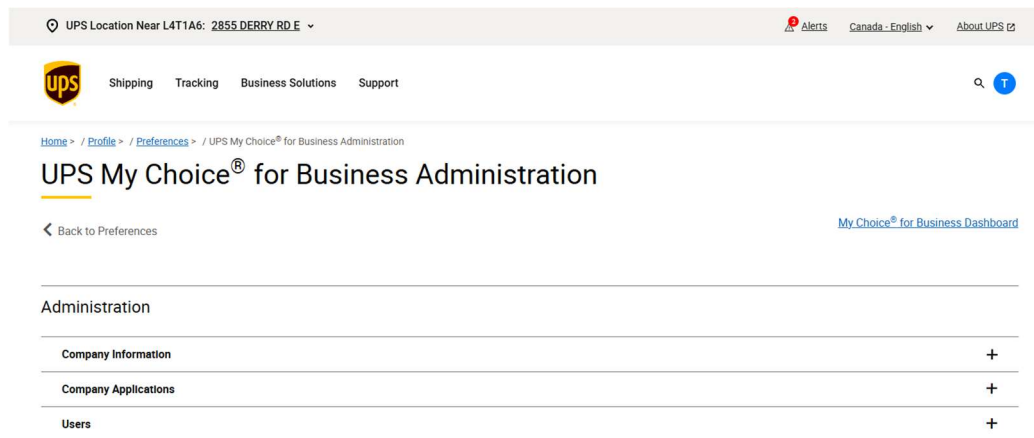
Select:

Create Shipment

or

Ship a Package

depending on your UPS system.



The screenshot shows the UPS My Choice for Business Administration dashboard. At the top, there is a location dropdown set to 'UPS Location Near L4T1A6: 2855 DERRY RD E'. To the right are links for 'Alerts', 'Canada - English', and 'About UPS'. Below the header is a navigation bar with 'Shipping', 'Tracking', 'Business Solutions', and 'Support' links, along with a search icon and a user profile icon. The main content area has a breadcrumb trail: 'Home > / Profile > / Preferences > / UPS My Choice® for Business Administration'. The title is 'UPS My Choice® for Business Administration'. Below the title are two links: 'Back to Preferences' and 'My Choice® for Business Dashboard'. A table titled 'Administration' lists three categories: 'Company Information', 'Company Applications', and 'Users', each with a plus sign (+) to its right.

Administration	
Company Information	+
Company Applications	+
Users	+

Enter Ship From Information

Step 3

Verify sender information.

Normally this will automatically populate:

FAM Powder Coating Ltd.

Verify:

- Address
- Phone Number
- Postal Code

Click:

Next

* Indicates a required field

Guided

Ship From/Return To

[Edit](#)

Fam Powder Coating, TOURAJ NOUROOZIAN
46 - 7171 Torbram Road, MISSISSAUGA, ON L4T3W4
CA
hamza@fampowder.com, 9059563424

Choose an Account

XA9928 - Fam Powder Coating

Where is your shipment going?

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?

Enter Customer Information

Step 4

Complete the delivery address.

Required Fields:

Company Name

Example:



ABC Manufacturing Ltd.

Contact Name

Example:

John Smith

Address

Example:

123 Industrial Road

City

Example:

Toronto

Province

Example:

Ontario

Postal Code

Example:

M1M 1M1

Country

Example:

Canada

Phone Number

Example:

416-555-1234

Verify carefully.

Incorrect addresses cause delays and additional charges.



Enter Package Information

Step 5

Complete package details.

Number of Packages

Example:

3 Packages

Weight

Example:

150 KG

or

330 LB

depending on UPS settings.

Dimensions

If required enter:

- Length
- Width
- Height

Example:

48 x 40 x 42

* Indicates a required field

C

What kind of packaging are you using?

Package 1

Packaging Type * My Packaging **Total Identical Packages** 1

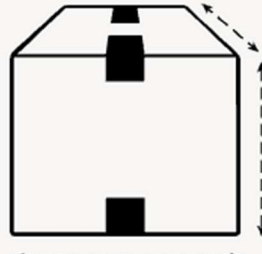
Weight per Package * **Units *** lb

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.

Select UPS Service

Step 6

Select the appropriate service.

Common Services:

UPS Standard

Used for most Canadian shipments.



UPS Expedited

Faster service with brokerage included.

UPS Express

Urgent shipments.

UPS Saver

Priority delivery service.

Select the service approved by the customer.

Saturday 06-06

By 10:30 AM ⚡ FASTEST \$278.44
UPS Express Plus

By 12:00 PM \$113.93
UPS Express

By End of Day \$106.04
UPS Express Saver

By End of Day ✓ RECOMMENDED \$73.16
UPS Standard

Monday 06-08

By 9:00 AM \$233.64
UPS Express Early

Additional Shipping Options

Step 7

If required, configure:

Signature Required

Used for high-value shipments.

Residential Delivery

Used for residential customers.



Saturday Delivery

When requested by customer.

Reference Numbers

Enter:

- Sales Order Number
- Customer PO Number

when required.

Review Shipment

Step 8

Verify:

- ✓ Customer Name
- ✓ Delivery Address
- ✓ Package Count
- ✓ Weight
- ✓ UPS Service
- ✓ Shipping Charges

Review carefully before submitting.

Process Shipment

Step 9

Click:

Ship

UPS generates:

- Shipment Confirmation
- Tracking Number
- Shipping Label



Tracking Number

Step 10

UPS generates a tracking number.

Example:

1Z999AA10123456784

Record this number immediately.

This number is required for:

- Customer Service
- Shipment Tracking
- Business Central Updates

Printing Labels

Step 11

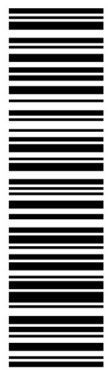
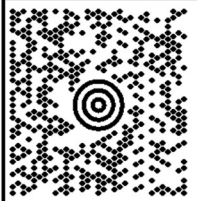
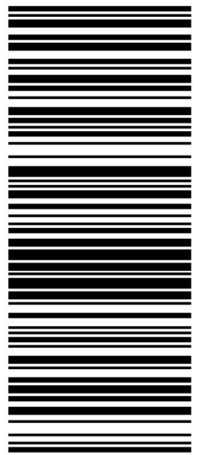

Print:

Shipping Labels

Attach labels securely to packages.

Verify:

- ✓ Correct shipment
- ✓ Correct destination
- ✓ Labels readable

<p>FAMPOWDER 1115554758 FAMPOWDER 46-7171 TORBRAM ROAD MISSISSAUGA ON L4T3W4</p> <p>25 KG</p> <p>1 OF/DE 1</p> <p>SHR#/NO EXP.: XA99 28TD.FQS SHIPMT/POIDS ENVOI: 25 KG DWT/PVOL: 38,387,28 AH</p> <p>TO/DEST: 15 SINGER COURT 1115554758 15 SINGER COURT 15 SINGER COURT NORTH YORK ON M2K0B1</p>	<p>CAN 457 9-00</p>  	<p>UPS EXPRESS</p> <p>1</p> <p>TRK#/NOSUIVI: 1Z XA9 928 14 9268 4213</p>		<p>BLG/FACT.: P/P</p>  <p>XOL 26.03.26 NV/4S 23.0A 05/2026*</p>
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Updating Business Central

After shipment creation:

Open the Sales Order.

Tracking Number Field

Enter the UPS tracking number into:

Tracking Number

Example:

1Z999AA10123456784

Courier Price - FPC

Enter the UPS shipping charge into:

Courier Price - FPC

Example:

\$48.75



These fields must always be completed.

Shipping and Billing		Show less	
Ship-to	Default (Sell-to Address)	Business Hours	
Phone No.		Shipping Receiving Hours	
Contact	touraj Nouroozian	Shipment Date	6/4/2026
Shipment Method		Delivery Sequence - FPC	
Code	DELIVERED	Shipping Advice	Partial
Agent	FEDEX	Outbound Whse. Handling Time	1WD
Customer Carrier Account Number		Shipping Time	
Agent Service		Late Order Shipping	Yes
Package Tracking No.		Combine Shipments	<input type="checkbox"/>
Courier Total Price - FP	0.00	Completely Shipped	No
Bill-to	Default (Customer)	FOB	
Location Code			

Internal FAM Shipping Policy

Daily Cutoff

Warehouse Shipments should be created before:

4:00 PM

Reason:

- UPS pickups normally occur before 4:00 PM.
- Warehouse prepares the next day's shipment schedule beginning at 8:00 AM.

Late shipments may not leave until the next business day.

Common Errors

Incorrect Address

Results in delivery delays.

Wrong Weight

Causes billing adjustments.

Missing Tracking Number

Prevents shipment visibility.



Missing Courier Price - FPC

Creates inaccurate freight reporting.

Incorrect Service Selection

May increase shipping cost.

Best Practices

- ✓ Verify customer address before shipping
- ✓ Verify package count
- ✓ Verify weight
- ✓ Select correct UPS service
- ✓ Enter Tracking Number immediately
- ✓ Enter Courier Price - FPC immediately
- ✓ Print labels before pickup
- ✓ Complete shipments before 4:00 PM whenever possible

Knowledge Check

1. Which UPS service is commonly used for standard Canadian shipments?
2. Which field stores the UPS tracking number in Business Central?
3. Which field stores the shipping cost in Business Central?
4. Why should Warehouse Shipments be created before 4:00 PM?
5. What should be verified before processing a shipment?