

# Creating UPS Shipping Labels and Scheduling a Pickup



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## SHIPPING LABEL CREATION

### UPS SHIPPING LABEL CREATION

- ▶ Go to this link and follow instructions below.  
[Create UPS Shipping Label](#)
- ▶ Select "Yes" to indicate you need to create a shipping label.

**Note:** If you call UPS for pickup, please give them our account number and zip code, on next slide, to eliminate having to pay for return shipping.

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## PICKUP DETAILS

### UPS ACCOUNT INFORMATION

- ▶ UPS Account Number: **K59703**
- ▶ UPS Account ZIP Code: **76110**

### PICKUP LOCATION

- ▶ Ensure the option to "**Schedule you're On Call Pickup using this account's Pickup location**" is **UNCHECKED**. This indicates you will be specifying a different pickup location if needed.
- ▶ Provide the complete pickup address details
  - Company Name (if applicable)
  - Street Address
  - City
  - State
  - Zip Code
  - Telephone Number



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## SERVICE & PACKAGE INFORMATION

### NUMBER OF PACAKAGES

- ▶ Select the total number of packages for this pickup from the dropdown menu.

### SERVICE TYPE

- ▶ Choose “UPS Ground” for the shipping service.

### PACKAGE WEIGHT

- ▶ Indicate if any individual package exceeds 70lbs by selecting “Yes” or “No”.

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## PICKUP SCHEDULE

### PICKUP DATE

- ▶ Select your desired date for the pickup.

### PREFERRED PICKUP LOCATION

- ▶ Indicate the specific location on the premises where the packages will be available for pickup (e.g., front door, loading dock).

### SPECIAL INSTRUCTIONS

- ▶ Enter any relevant details for the driver (e.g., gate code, specific door to ring).

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## PICKUP NOTIFICATIONS

### OPTIONAL

- ▶ Enter one or more email addresses if you wish to receive notifications regarding your scheduled pickup.

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## REVIEW & CONFIRMATION

- ▶ Click “Next” to proceed.
- ▶ Carefully review all the entered information on the subsequent screen(s).
- ▶ Confirm the details until you receive a confirmation message indicating “Pickup scheduled successfully”.

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## IMPORTANT CONSIDERATIONS BASED ON UPS GUIDELINES

### ACCURACY IS CRUCIAL

- ▶ Ensure all information, especially addresses and contact details, is accurate to avoid delays or issues.

### WEIGHT & DIMENSIONS

- ▶ While not explicitly mentioned in your original text, UPS guidelines emphasize the importance of accurate package weight and dimensions for proper billing and service. You will likely need to provide this information when creating the actual shipping label.

### PACKAGING

- ▶ Ensure your packages are properly packaged according to UPS guidelines to prevent damage during transit.

### LABEL PLACEMENT

- ▶ Once the shipping label is generated, adhere to UPS guidelines for proper placement on the package. The label should be clearly visible and securely attached.

### UPS ACCOUNT

- ▶ Using a valid UPS account number is essential for scheduling pickups and managing your shipments.