

CampusShip/Smart Pick-Up User Guide



**Mail Equipment
and Postage**



**Home and Small
Office Mail**



**USPS®
Permit Accounts**



**Outsourced
Mail Services**



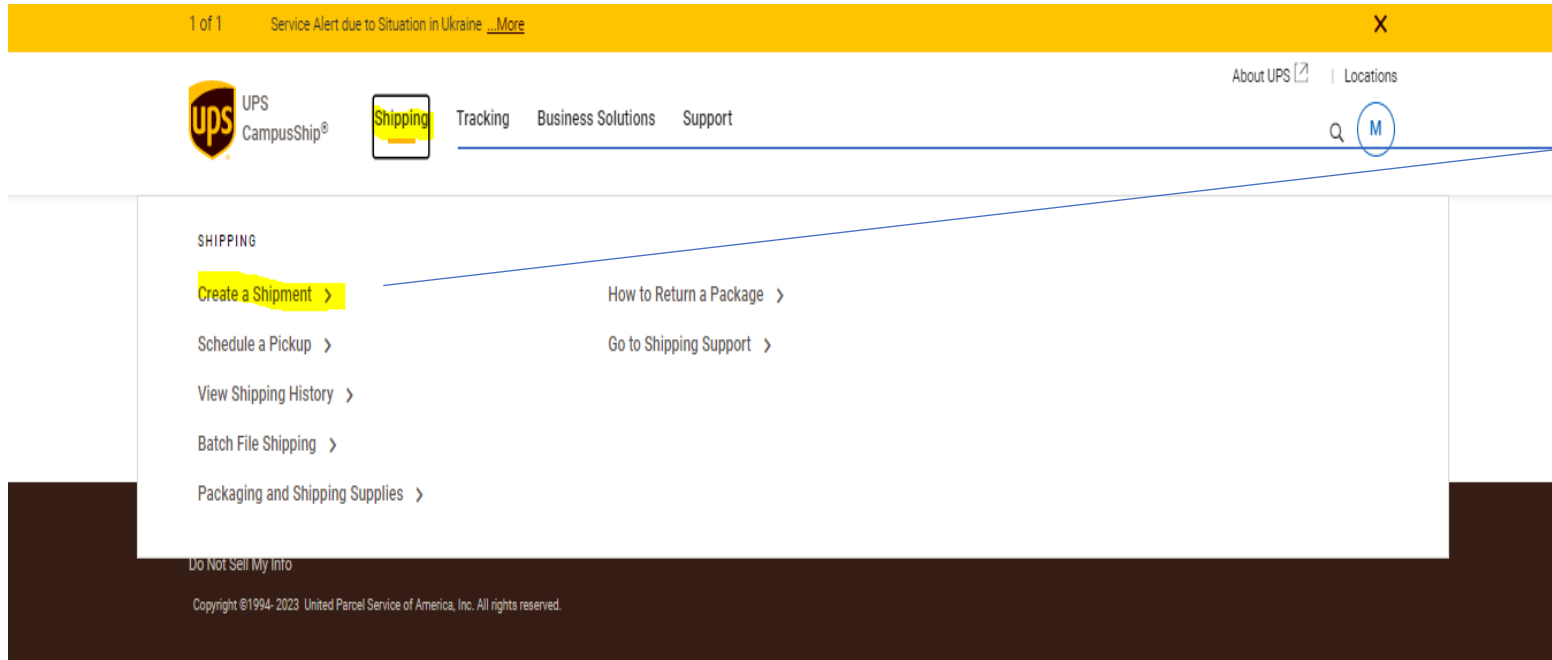
**Expedited Document
and Parcel Shipping**

What is Smart Pick Up

The UPS Smart Pickup option uses innovative technology to automatically arrange a pickup only when you have packages to ship. When you process a shipment via UPS CampusShip[®], the system automatically notifies a UPS driver to make a UPS Smart Pickup that same day to pick up all prepared packages. If a package is processed too late in the day to notify the UPS driver to pick up your package the same day, you can schedule a UPS Smart Pickup for the following day, request a UPS On-Call Pickup[®], or find a UPS location to drop off your shipment.

The only thing that will change is the “Pick Up Option” for your packages, you still need to create a shipment and schedule a smart pick up by logging in to <https://www.campusship.ups.com/login> using your CampusShip User ID and password.

How to Create a Label as a Smart Pick Up



When you log into UPS CampusShip, Click on Shipping, Create a Shipment

How to Create a Label as a Smart Pick Up

1 of 1 Service Alert due to Situation in Ukraine [More](#)

Create A Shipment

Package **Print**

Begin Your Shipment

Please enter your shipping information below. Required fields are indicated with *.

[Set your preferences](#) to enable one-step shipping. (Don't show this message again)

1 Where is this shipment going?

Address Book:
My Location Address — or enter a new address below

Corporate Address Book

Ship To: [Edit](#)
PRESENIUS MEDICAL CARE
m.rodriguez
920 WINTER ST
Waltham MA 02451
Telephone:888-977-6245 email:melisa.rodriguez@postaladvocate.com

Ensure Timely Delivery

To help ensure timely delivery to your receiver, please provide a valid mobile phone number and/or email address. UPS may use the email address and/or mobile number provided to update your receiver about the status of their package.

2 Where is this shipment coming from?

Ship From Address: [Edit](#)
PRESENIUS MEDICAL CARE
m.rodriguez
920 WINTER ST
Waltham MA 02451
Telephone:888-977-6245
email:melisa.rodriguez@postaladvocate.com

If the shipment is undeliverable return to:
Contact:
m.rodriguez

Return Address:
Same As Ship From

1. Where is the shipment going? - You can enter a new address and save it in your address book or choose one if you have any saved.

2. Where is this shipment coming from? – System takes the address your account is tied to. If different ship from address, you have the ability to edit by clicking the edit button.

You also have the option to change the return address if different from the ship from address.

How to Create a Label as a Smart Pick Up

3. What are you shipping?

Number of Packages: Use the same values for all packages?

Packaging Type:

Package Declared Value: USD

Note: Additional shipping fees may apply based on declared value.
Does this package include batteries? Yes No

4. How would you like to ship?

Service: [Compare Time and Cost](#)

Do you need additional services? Send E-mail Notifications Receive Confirmation of Delivery Deliver Without Signature Deliver On Saturday

Fee? Free Yes Free Yes

Some services may require extra information. You will be able to enter the required information on the next page.

5. Would you like to add reference numbers to this shipment?

UPS gives you the option to track your shipments using references that you define.

Cost Center (8 digit)

Region

Business Unit

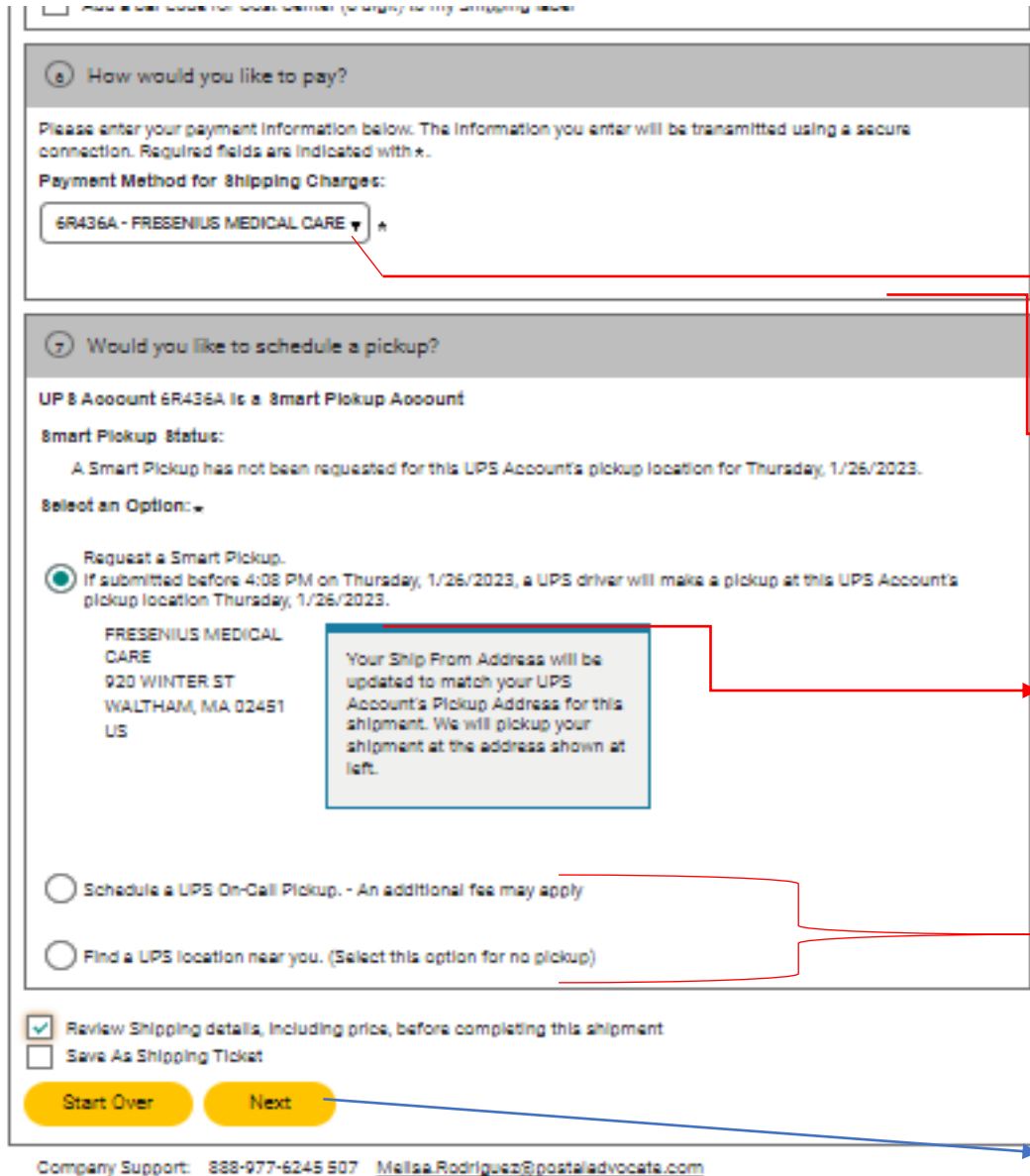
Add a bar code for Cost Center (8 digit) to my Shipping label

3. What are you shipping? Enter number of packages if more than one, package type, declared value if any.

4. How would you like to ship? Service is default to 2nd day air by corporate instructions, you can also select additional services, some have a fee, and some are free.

5. Would you like to add a reference number to this shipment? Cost Center field is your cost center.

How to Create a Label as a Smart Pick Up



6. How would you like to pay?

Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with *.

Payment Method for Shipping Charges:

6R436A - FRESENIUS MEDICAL CARE

7. Would you like to schedule a pickup?

UP 8 Account 6R436A is a Smart Pickup Account

Smart Pickup Status:

A Smart Pickup has not been requested for this UPS Account's pickup location for Thursday, 1/26/2023.

Select an Option:

Request a Smart Pickup.
If submitted before 4:08 PM on Thursday, 1/26/2023, a UPS driver will make a pickup at this UPS Account's pickup location Thursday, 1/26/2023.

FRESENIUS MEDICAL CARE
920 WINTER ST
WALTHAM, MA 02451
US

Your Ship From Address will be updated to match your UPS Account's Pickup Address for this shipment. We will pickup your shipment at the address shown at left.

Schedule a UPS On-Call Pickup. - An additional fee may apply

Find a UPS location near you. (Select this option for no pickup)

Review Shipping details, including price, before completing this shipment

Save As Shipping Ticket

Start Over Next

Company Support: 888-977-6245 507 Melisa.Rodriguez@postaladvocate.com

6. How would you like to pay? - System is defaulted to your account number, you can change the payee by clicking on the drop down and select "bill a third party, bill the received or use another payment (credit card etc.)"

7. Would you like to schedule a pickup? – Will default to the address tied to your account, and it shows the cutoff time the label needs to be submitted for pick up the same day.

NOTE: If a package is processed too late in the day to notify the UPS driver to pick up your package the same day, you can schedule a UPS Smart Pickup for the following day, request a UPS On-Call Pickup (there is a fee), or find a UPS location to drop off your shipment.

Click "Next" when all the fields are filled up.

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1 of 1 Service Alert due to Situation in Ukraine [...More](#)

Create A Shipment

Package

Review Your Shipment Details

Please review your shipping information for accuracy. Select Edit to modify information.

1 Address Information

Ship To: Edit	Ship From: Edit	Return Address: Edit
FRESENIUS MEDICAL CARE m.rodriquezm 920 WINTER ST WALTHAM MA 02451 1521 Telephone:888-977-6245 email:melisa.rodriquez@postaladvocate.com	FRESENIUS MEDICAL CARE m.rodriquezm 920 WINTER ST WALTHAM MA 02451 Telephone:888-977-6245 email:melisa.rodriquez@postaladvocate.com	FRESENIUS MEDICAL CARE m.rodriquezm 920 WINTER ST WALTHAM MA 02451 Telephone:888-977-6245 email:melisa.rodriquez@postaladvocate.com

2 Package Information [Edit](#)

	Weight	Dimensions / Packaging	Declared Value	Reference Numbers
1.	2.0 lbs (2.0 lbs billable)	1 x 1 x 1in. Other Packaging		Cost Center (8 digit) - 000000

3 UPS Shipping Service and Shipping Options [Edit](#)

Service: UPS 2nd Day Air [Compare Time and Cost \[?\]](#)
 Delivered By: End of Day Monday, Jan 30, 2023

Do you need it there sooner?

- UPS 2nd Day Air currently selected No later than end of day Monday, Jan 30, 2023
- UPS Next Day Air Saver 15.38 USD more No later than end of day Friday, Jan 27, 2023
- UPS Next Day Air 17.08 USD more 10:30 AM Friday, Jan 27, 2023

[Update](#)

[Guarantees and Notices \[?\]](#)

Shipping Fees Subtotal: 27.87 USD

[Show Shipping Fees Subtotal Details](#)

4 Payment Information [Edit](#)

Bill Shipping Charges to: Shipper's Account 6R436A

Shipping Charges:	27.87 USD
Subtotal Shipping Charges:	27.87 USD
Total Charged:	27.87 USD

By selecting the Ship Now button, I agree to the [Terms and Conditions](#).

[Cancel Shipment](#)

[Ship Now](#)

You will be able to review shipment details, change shipping delivery day and see the shipping charges.

If everything looks ok, click "ship now".

How to Create a Label as a Smart Pick Up

1 of 1 Service Alert due to Situation in Ukraine [More](#)

UPS Campus Ship® Shipping Tracking Business Solutions Support

Create A Shipment

Shipment Confirmation

Thank you. Your shipment has been processed.

We have received your shipping details and processed your payment. If you need to print shipping labels, print a receipt, or print a return label, follow the steps below.

Tracking Number: 1Z6R436A0200021614

Smart Pickup Status:

A Pickup will occur for this shipment on Thursday, 1/26/2023 at the location of record for UPS Account 6R436A

Pickup Request Number: GPW00240458

Service: UPS 2nd Day Air

Delivered By: End of Day Monday, Jan 30, 2023

Bill Shipping Charges to: Shipper's Account 6R436A

Shipping Charges: 27.87 USD

Total Charged: 27.87 USD

[Guarantees and Notices](#)

Print Shipping Documents

Select the items to print below. To print selected items select Print.

Label:

Label

Print labels using my UPS thermal Printer?

No

Print label instructions on?

Each label

(International shipments, or shipments requiring a signature or special instructions, will always print label instructions regardless of this setting.)

Receipt:

Receipt

Print receipt using my UPS Thermal Printer?

No

Print

UPS Campus Ship®

Shipping Tracking Business Solutions Support

Print

Void This Shipment or Past Shipments

To void this shipment, select the Void This Shipment button. You can review and void past shipments in your [shipping history](#).

Void This Shipment

Create a Return Shipment

The recipient of your shipment can easily return your letter or package when you create a return shipping label. To create a return shipment and print a return shipping label to include with your shipment select Create a Return Shipment.

Create a Return Shipment

Getting your Shipment to UPS

[Find UPS Drop-off Locations](#) - Leave your packages at any convenient location near you.

Next Steps...

You can create another shipment, or view your shipping history to review and track previously shipped packages.

[Create Another Shipment](#)

[View Your Shipping History](#)

Note: Your invoice may vary from the displayed reference rates.

Company Support: 888-977-6245 507 Melisa.Rodriguez@postaladvocate.com

You can print your label and stick it to your package and wait for it to be picked up.

You will also have the option to void the shipment if you are no longer sending it or create a return shipment if needed.