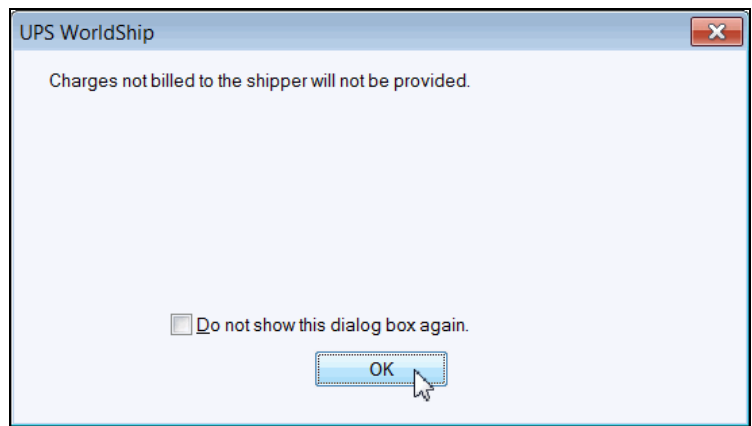# WorldShip®
Ship using Third-Party Billing
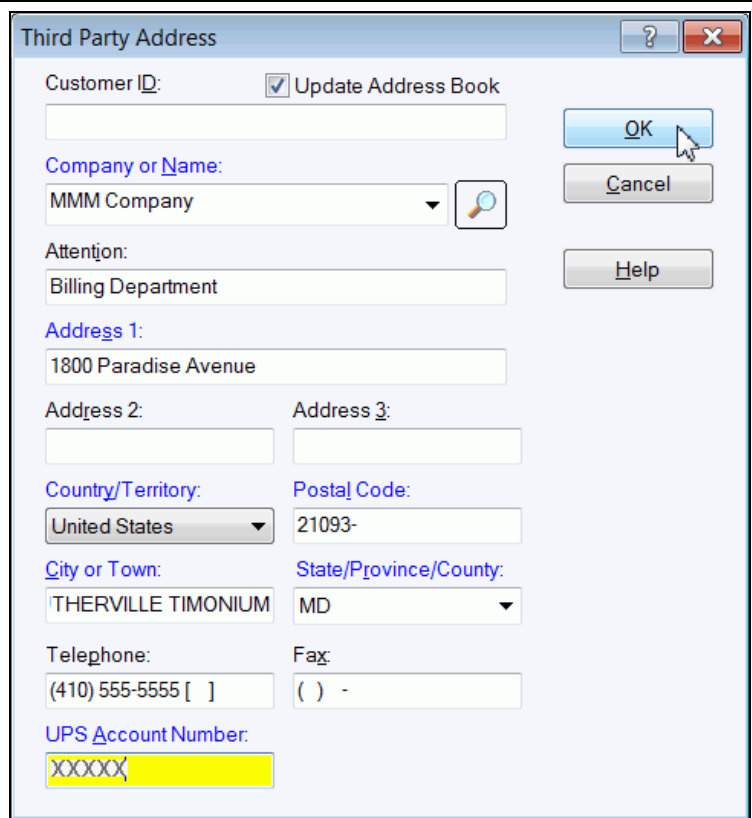
To ship using third-party billing:

| Step	Window (if available)
1. On the Ship To tab in the Shipping window, type the address of the person or company where the shipment is to be delivered.	
2. On the Service tab: • Click the down arrow in the UPS Service box and select a service. • Click the down arrow in the Package Type box and select a type. • Type the weight of your package in the Package Weight box. • Click the down arrow in the Bill Transportation To box and select Third Party.	

|	
3. A message appears. • Review the message. • Select the Do Not Show This Dialog Box Again check box if desired. • Click the OK button.	**UPS WorldShip** Charges not billed to the shipper will not be provided. ☐ Do not show this dialog box again. OK
4. The Third Party Address window appears. • Type the address of the person or company that will pay all of the charges that the shipper would pay for the current shipment. • Click the OK button.	**Third Party Address** Customer ID: ☑ Update Address Book Company or Name: MMM Company Attention: Billing Department Address 1: 1800 Paradise Avenue Address 2: Address 3: Country/Territory: Postal Code: United States 21093- City or Town: State/Province/County: THERVILLE TIMONIUM MD Telephone: Fax: (410) 555-5555 [ ] ( ) - UPS Account Number: XXXXX OK Cancel Help

5. The Shipping window appears. The [...] button appears next to the Bill Transportation To box.

   - If you need to make any further changes to the third-party information, click the [...] button.

   - Click the Process Shipment F10 button.
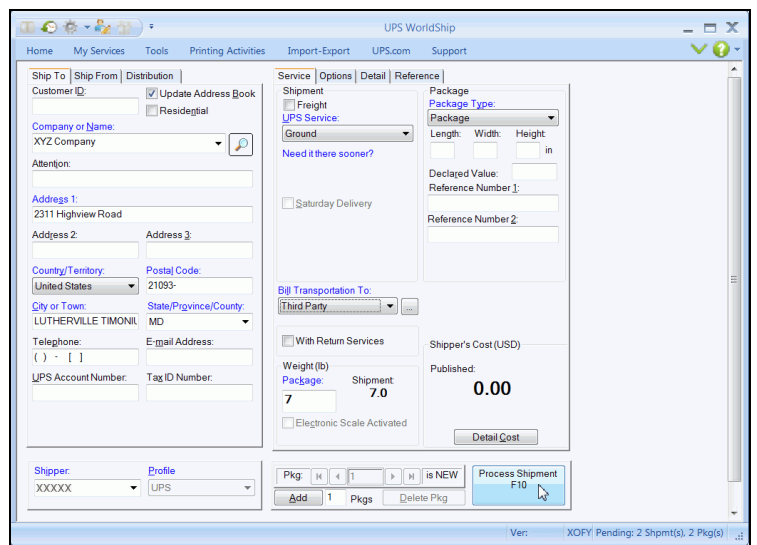
6. A blank Shipping window appears.

   On the Home tab, select History or press the F3 key on the keyboard.
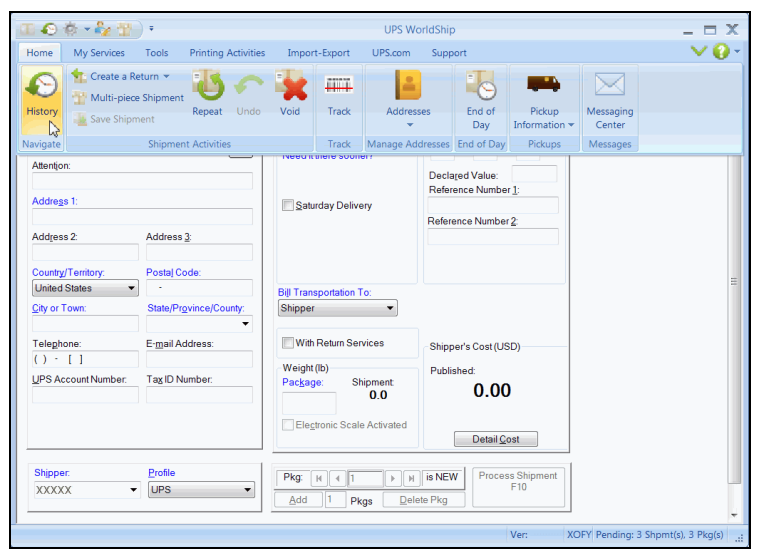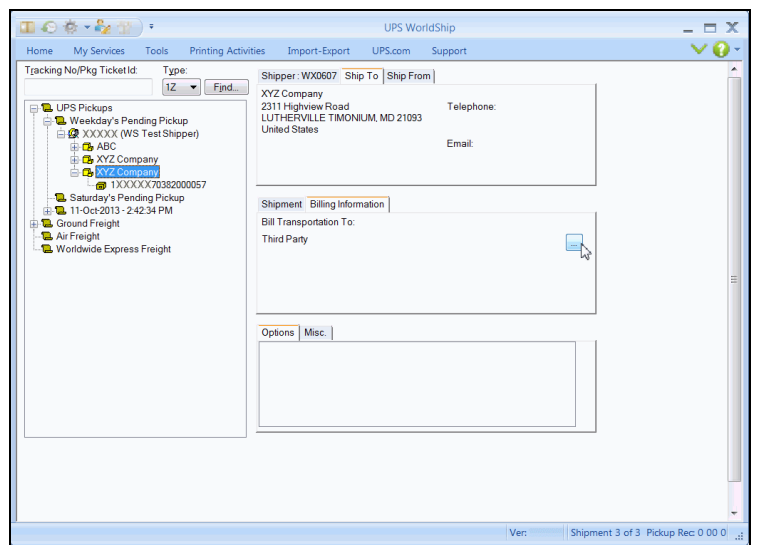
7. The Shipment History window shows the shipment under UPS Pickups. Review the third-party information, as follows: • Click the Billing Information tab. • Click the […] button.	
8. The Third Party Address window appears. This window is read-only. • Review the third-party information. • Click the Close button to close this window and return to the Shipment History window.	