



UPS accepts COD shipments for delivery throughout the US, Puerto Rico, and some parts of the EU.

To process a COD shipment:

Step	Window (if available)
<p>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.</p> <p>Note: Package Entry processing mode was used in all screen samples. The Service and Options tabs will appear differently using Shipment Entry processing mode.</p>	
<p>2. On the Service tab:</p> <ul style="list-style-type: none"> • 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. • Click the down arrow in the Bill Transportation To box and select who pays the transportation cost to ship the package, shipment, or movement. • Type the weight of the package in the Package Weight box. 	



3. The Shipper's Cost appears in the lower right.

Click the Options tab.

4. The Options tab appears and shows the available shipment and package options.

Select the COD check box under Package Options.



5. The fields needed to complete a COD shipment appear to the right of the option check box.

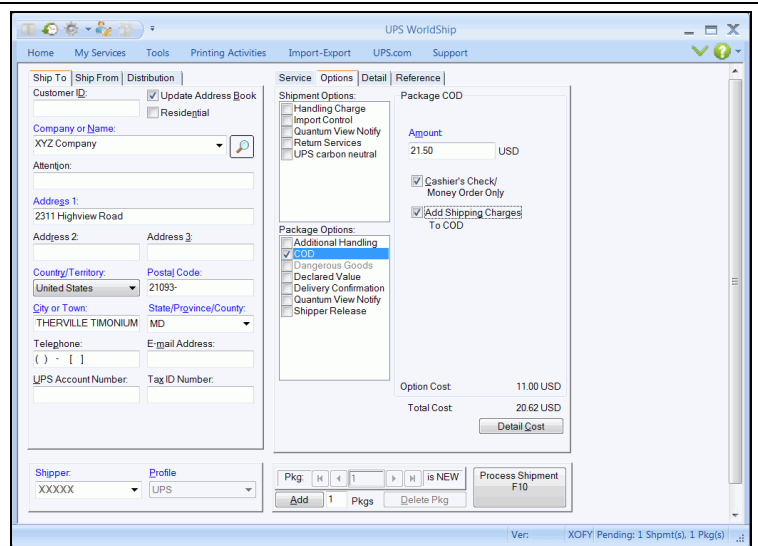
- Type the amount of the COD in the Amount box.
- Select the Cashier's Check/Money Order Only check box if the UPS driver should only accept a cashier's check, money order, official bank check, or similar instrument for the exact amount of the COD package as shown in the Amount box.

If you do not select this check box, the UPS driver can also accept a business or personal check. UPS does not accept cash (currency) in any amount for a COD package.

- Select the Add Shipping Charges To COD check box if the UPS driver should collect the amount shown in the Amount box plus a shipping charge.

Tips:

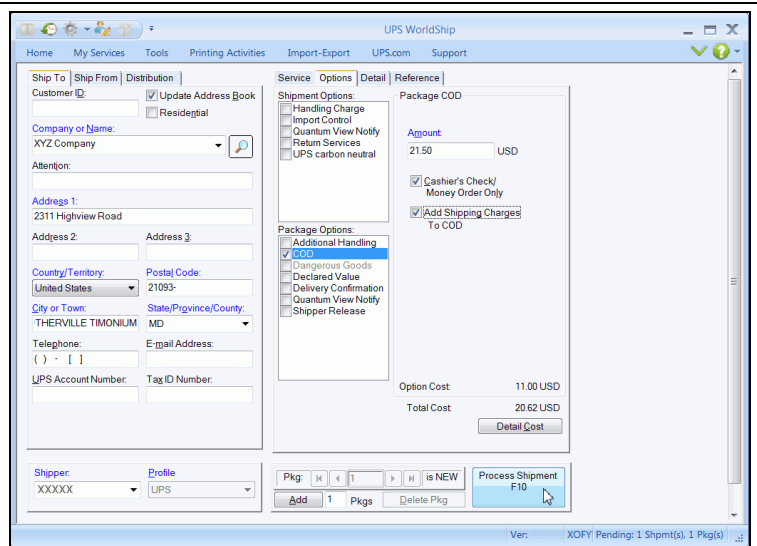
- The amount added to the COD Amount is the charge for that package only – not the entire shipment.
- For Hundredweight shipments within the US, the rate that would have applied to the package if it were shipped as a single-piece shipment is added to the COD Amount.





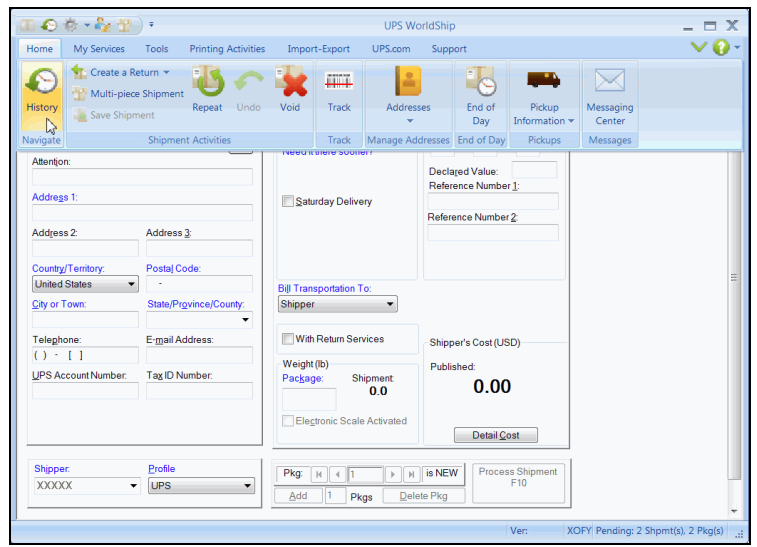
6. The Option Cost appears in the lower right on the Options tab.

Click the Process Shipment F10 button.



7. A blank Shipping window appears.

On the Home tab, select History or press the F3 key on the keyboard.





8. The Shipment History window shows the shipment under UPS Pickups and the COD option for the shipment on the Options tab.

Tips:

- The total amount to be collected appears on the Options tab in the Shipment History window and on the package label and the Daily Shipment Detail Report.
- The COD information prints on the label. The UPS driver scans the label and is alerted to collect payment upon delivery. Your customer pays the UPS driver for the cost of the package and UPS sends this payment to you.

