



PARCEL PRO[®]
a UPS Capital Company

Quick Start
Guide
To Shipping

Quick Start Guide To Shipping

This easy-to-use guide provides step-by-step instructions for completing your first shipment on www.ParcelPro.com. Please follow the instructions below. Guided one-on-one assistance is also available for your first shipment when you contact one of our highly trained Customer Service staff at 888-683-2300.

Log In

Go to www.parcelpro.com and log in.

Upon initial login, read and accept the Parcel Pro Terms and Conditions. You will need to accept the terms again after they are updated.

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a UPS Capital Company

Sign In

Username*
User name is required.

Password*

Remember Me

Sign In

[Forgot Password?](#)

Don't have an account?

Create Account

Having trouble accessing your account?
Call us at (888) 683-2300

Access the shipment page:

There are two ways to get to the shipment page: Click **Ship** on the left side navigation or click the green **Create UPS Label/FedEx Label** button.

Ship With

Create a UPS Shipping Label

Create UPS Label

[View Restricted Zip Codes ->](#) Safe Packaging Checklist

Quick Track [See All](#)

Recipient	Tracking Number	Status
JOHN DOE	1Z0000000000000000	Order Processed: Ready for UPS
J, DOE	1Z0000000000000000	Order Processed: Ready for UPS
JANE DOE	1Z0000000000000000	BILLING INFORMATION RECEIVED
JANE DOE JEWELER	1Z0000000000000000	DELIVERED
JOHN DOE JEWELER	1Z0000000000000000	DELIVERED

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Six Easy Steps to Create a Domestic Shipment

Follow the numbered steps to create a shipment. Required fields are marked with a red asterisk. Skipping a required field may cause an error.

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Good afternoon, John Doe | Account: xxxxxxxx | English

Create UPS Shipment

* Required fields

1. Ship To Address [Address Book](#)

Express Contacts
Select a Location

Country or Territory*
United States

First Name* Last Name*

Company*

Address Line 1*

Address Line 2

Postal Code*
Example Postal Code: NNNNN

City* State/Province

Telephone No.*

Email Address

Save in/update my address book
 Add to express contacts
 Residential address

2. Ship From Address [Address Book](#)

Select Location
John Doe

John Doe
John Doe
1400 1st Street,
Any City, TX 01010 US
xxx.xxx.xxxx

Send email notification to
John.Doe@email.com

3. Shipment Information

Shipment Date*
11/08/2019

Service Type*
Next Day Air

Package Type*
EXPRESS BOX

Weight* LBS

Reference No.

Invoice No.

Insured Value* USD

4. Additional Shipment Information

Saturday Delivery (+fee) ⓘ
 Adult Signature Required (+fee) ⓘ

5. Shipping Options

Drop off package at The UPS Store®
 Use an already scheduled pickup at my location
 Schedule a pickup (+fee) ⓘ
 Thermal Printer
 Return Label

6. Billing Details

Bill to N/A

Cost Estimate

Est. Shipping & Insurance	\$0.00
Surcharge & Services	\$0.00
Your Total*	\$0.00

* This is only an estimate of charges. Additional charges may vary due to additional costs, such as but not limited to: address corrections, residential delivery, dimensional weight, additional pickup fees, etc.

ⓘ By creating this shipping label, you are agreeing to our Terms & Conditions.

Home
Ship
Ship UPS
Pending Shipments
Report Shipments
Saved Quotes
Upload WorldShip® Shipments
Track
Billing
Address Book
Account
Support
Logout

Terms & Conditions | Privacy Notice | Terms of Use | Contact Us

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Step 1

Ship To Address

- 1.a** Complete all required fields under Step 1. Note: Do not use dashes in the phone number. You will have to remove them before you can obtain a quote.

Home

Ship

Ship UPS

Pending Shipments

Report Shipments

Saved Quotes

Upload WorldShip® Shipments

Create UPS Shipment

* Required fields

1. Ship To Address Address Book

Express Contacts *

Select a Location *

Country or Territory*
United States

- 1.b** If you accidentally type in a non-valid address, the system will prompt you to correct the address before you can proceed. Addresses with unrecognizable zip codes or street names will be deemed 'non-valid.' Click OK to correct. If the address is indeed correct, click **Cancel** to proceed.

Address Not Recognized

You have entered an invalid address. Please select OK to correct or Cancel to proceed with conditions.

OK Cancel

- 1.c** You can save 'Ship To' addresses in your Parcel Pro address book for later use by selecting **Save in/Update my address book**.

- 1.d** Select **Add to express contacts** if you want to designate the address among your most frequently used addresses.

Save in/update my address book

Add to express contacts

Residential address

- 1.e** A signature is required for insurance coverage on residential shipments. Click inside the box at the bottom of the Ship To section to indicate a residential address.

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Step 2

Ship From Address

- 2.a** Note: As the shipper, your address should auto-populate. Confirm that the information provided under **Ship From Address** is accurate. If not accurate, click Edit to update.

2. Ship From Address Address Book

Select Location
John Doe Edit

John Doe
1400 1st Street,
Any City, TX 01010 US
xxx.xxx.xxx

Send email notification to
John.Doe@email.com

Step 3

Shipment Information

- 3.a** Indicate the service and package type. Schedule the shipment date. Note: You can only schedule shipments up to 5 days in advance.
- 3.b** **Package Types** refer to carrier-branded boxes. If you're using your own packaging, change the package type to **Your Packaging**. Note: See the [Safe Shipping & Packaging Checklist](#) for guidance on how to properly prepare the package for shipping.
- 3.c** Make sure to add dimensions for the box to get a proper quote.
- 3.d** Include the insured value for the shipment. Note: Limits may vary based upon service types.

3. Shipment Information

Shipment Date*
11/15/2019

Service Type*
Next Day Air

Package Type*
EXPRESS BOX

Weight*
1 LBS

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Step 4

Additional Shipment Information

Provide delivery instructions. Note: Remember that if you are shipping to a residential address an adult signature is needed for insurance coverage, and additional fees may apply.

4. Additional Shipment Information

- Saturday Delivery (+fee) ?
- Adult Signature Required (+fee) ?
- Direct Signature Required (+fee) ?
- Hold at FedEx Location

Step 5

Shipment Options

5.a Indicate shipping options, such as whether you want a package drop-off or pick-up. Also, indicate whether you're using a thermal printer and whether you want a return label printed. Select all that apply.

5. Shipping Options

- Drop off package at The UPS Store®
- Use an already scheduled pickup at my location
- Schedule a pickup (+fee) ?

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- 5.b** While The UPS Store® does accept packages with values up to \$50,000, The UPS Store DOES NOT accept high-value Shipment Receipts. If you select **Drop off package at The UPS Store**, the high-value Shipment Receipt will not print. Entering a value over \$50,000 and selecting the 'Drop off package at The UPS Store' option will result in an error.

5. Shipping Options

Drop off package at The UPS Store®

Use an already scheduled pickup at my location

Schedule a pickup (+fee) ?

Do not use this option with HV packages over \$25,000 in value

Pickup Date*
11/15/2019

Shipment ready at
08 : 00 AM ?

Pickup to
01 : 00 PM

Use one of these two options instead

Step 6

Billing Details

- 6.a** Select how you want to be billed. You can bill the charges to your Parcel Pro account or to a third party.

6. Billing Details

Bill to Parcel Pro's account

Bill to Third Party

- 6.b** When you select Bill Third Party, be prepared to add the associated account number and zip code.

6. Billing Details

Bill to N/A

Bill to Third Party

Account Number

Country or Territory
United States

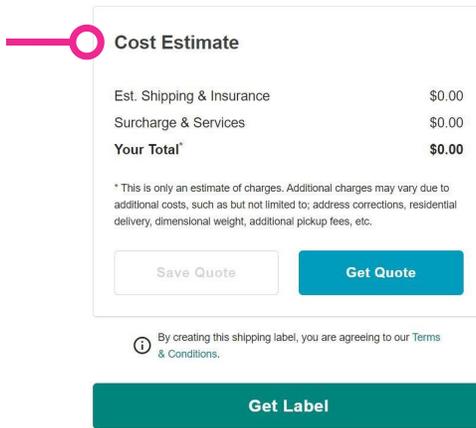
Zipcode

Quick Start Guide To Shipping

Congratulations! You've completed the 6 steps to shipping. Now you're ready to see your estimated cost and print your labels.

The Cost Estimate

Click **Get Quote** to estimate the cost of your shipment. Click **Save Quote** to come back and view later.



The screenshot shows a 'Cost Estimate' form with a table of charges. A pink circle highlights the 'Cost Estimate' title. Below the table is a disclaimer, two buttons ('Save Quote' and 'Get Quote'), and a 'Get Label' button at the bottom.

Item	Amount
Est. Shipping & Insurance	\$0.00
Surcharge & Services	\$0.00
Your Total*	\$0.00

* This is only an estimate of charges. Additional charges may vary due to additional costs, such as but not limited to; address corrections, residential delivery, dimensional weight, additional pickup fees, etc.

Save Quote Get Quote

By creating this shipping label, you are agreeing to our Terms & Conditions.

Get Label

Printing The Label

Click **Get Label** to generate the shipping label.

When you click **Get Label** you can either print the label or download and save it.



If you no longer need to ship the item, click Void under Shipping Details. Otherwise, you'll be reminded of unprinted shipping labels when you log in again.

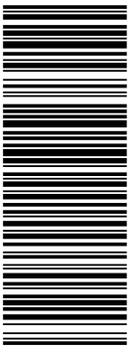
Additional options for high-value shipments

Some UPS shipments reach a certain "high-value" threshold due to delivery zip code or dollar amount. If, according to your user profile, the package is considered high-value, you will get a third type of printable document called a High Value Report Form. Two copies will automatically print with the shipping label. Give one to a UPS driver or UPS Customer Center representative with your package. Keep the other for your records. Note Authorized Shipping Outlets, i.e. third-party businesses affiliated with the carrier, are **NOT** acceptable UPS locations for this type of package.

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Two labels will be printed – one for the outer box, and the other for the inner box.

Simple Shipping Labels

1 OF 1	1 LBS	Jane Doe xxxxxx-xxxx 4101 1st Street Any City, TX 01010 US	SHIP TO: John Doe xxxx-xxxx-xxxx UPS CAPITAL 35 GLENLAKE PKWY ATLANTA GA 30387			1 UPS NEXT DAY AIR TRACKING # 1ZXXXXXXXXXXXXXXXX		BILLING: P/P	 06/11 10:10:10 NNSP 2016 10/2019
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Outer Box Label

INNER BOX LABEL ONLY *1ZXXXXXXXXXXXXXXXX
Do not open, may contain security device Tracking # : 1ZXXXXXXXXXXXXXXXX
Important Notice: If found, please send to :
UPS Security 17115 S. Western Avenue Gardena CA 90274
If found, please call (888) 683-2300
INNER BOX LABEL ONLY *Do not place this on the outer box*

Inner Box Label

Always-on access to help is just a call or click away.

- Online:** parcelpro.com
The Help Center under the Support menu (24 hours)
The blue “Help” button at the bottom of the home page
- Phone:** 888-683-2300 (10 a.m. – 9 p.m. ET/7 a.m. – 6 p.m. PT)
- Email:** customerservice@parcelpro.com

Insurance coverage is provided under a policy issued by an authorized insurance company to Parcel Pro, Inc. Terms, restrictions and conditions apply. Please speak to a sales representative for more details.

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