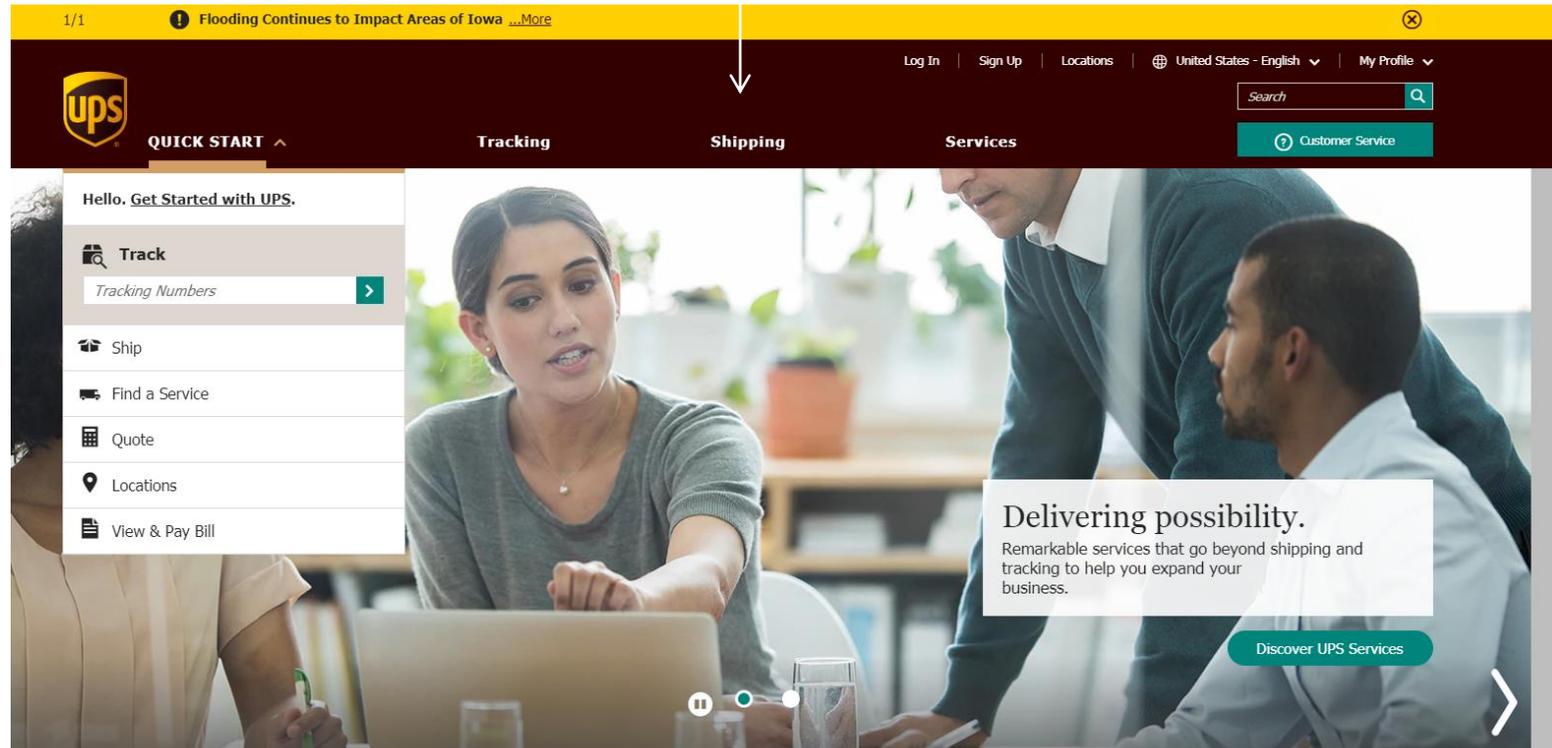

SAT School Day

UPS Online Self-Service
Overview

Step I : Go to www.ups.com and click “Shipping” on the tabs listed in the brown header

Click Shipping



Step II: In the drop down that appears when clicking “Shipping” look under the “New Shipments” column for “Schedule a Pickup”

Click Schedule a Pickup

The screenshot shows the UPS website's navigation menu. The 'Shipping' tab is selected, and a dropdown menu is open. The 'Schedule a Pickup' option is highlighted with a white arrow pointing to it. The dropdown menu is organized into three columns: 'New Shipments', 'Existing Shipments', and 'More Shipping Options'. The 'New Shipments' column includes options like 'Create a Shipment: Package & Freight', 'Find a Shipping Service', 'Calculate Time & Cost', 'Schedule a Pickup', 'Manage Online Orders: Marketplace Shipping', and 'Create a Return'. The 'Existing Shipments' column includes 'View Shipping History' and 'Void Shipment'. The 'More Shipping Options' column includes 'Batch File Shipping', 'Create Import: UPS Import Control', 'International Toolset: UPS TradeAbility', and 'Order Supplies'. Below the dropdown menu, there is a section for 'Convenient locations near you' with a photo of a UPS Store and a link to 'Find the Nearest Location'. The background of the page shows a group of people working at a table with laptops.

New Shipments

- Create a Shipment: *Package & Freight*
- Find a Shipping Service
- Calculate Time & Cost
- Schedule a Pickup
- Manage Online Orders: *Marketplace Shipping*
- Create a Return

Existing Shipments

- View Shipping History
- Void Shipment

More Shipping Options

- Batch File Shipping
- Create Import: *UPS Import Control*
- International Toolset: *UPS TradeAbility*
- Order Supplies

Convenient locations near you.

With shipping locations around the globe and around the corner, UPS makes it easier to find reliable shipping.

[Find the Nearest Location](#)

Step IV: Begin to enter pickup information as indicated below.

NOTE: The labels are prepaid and should not incur additional charges. If you cannot locate your label, please contact Customer Service.

Schedule a Pickup

PACKAGE

FREIGHT

Enter Pickup Information

Required fields are indicated with *

1 SHIPPING LABEL QUESTIONS

Do you have pre-printed UPS Shipping Labels for your shipment? *

Yes

No

Optional: Enter tracking numbers separated by commas, to check if pickup charges are prepaid.

(If you have return label tracking numbers, enter them here)

1z0147ww9094873123

(Maximum 30 tracking Numbers)

Note: You entered a tracking number that can be used for a pre-paid On-Call Pickup®. No further payment is required.

2 PICKUP INFORMATION AND LOCATION

UPS Account Number:

Company or Name: *

Contact Name:

Street Address: *

Suite/Room:

Floor:

Residential Address

Country or Territory:

United States

City: *

State: *

Choose One

ZIP Code: *

Telephone: *

Ext.:

DROP OFF YOUR PACKAGE FOR FREE AT A NEARBY UPS ACCESS POINT™ LOCATION OR OTHER UPS SITE. [FIND LOCATIONS](#)

Select "Yes" here

This needs to be filled in with all available labels provided to your school. Do not add spaces in the tracking number, it should just be numbers and letters

Fill out all fields indicated by "*" asterisk

Step IV Continued: Complete required pickup information.

This should be equivalent to the total number of boxes in your shipment.

Choose the UPS Domestic Service type listed on your label from the dropdown menu

Select "No" here. This question refers to the weight of a single package rather than the total weight of the shipment. If prompted to select a UPS Service, choose the UPS Domestic Service type listed

Note: This is an estimated pickup window, it is suggested you set a larger window to allow for flexibility. Your pickup should be scheduled for NO LATER THAN ONE DAY AFTER THE EXAM.

It is recommended you select "Front Door" and have the packages ready for pickup at the front desk.

Once all required pickup information has been completed, click "Next"

3 SERVICE AND PACKAGE INFORMATION

Select the number of packages in your pickup, as well as the UPS Services indicated by your UPS Shipping Labels.

Package(s) in Your Pickup:
1

UPS Services in Your Pickup:
[UPS Domestic Services](#) ▲ [UPS International Services](#) ▲

Does your pickup contain:
Items that weigh more than 70 lbs.?
 Yes
 No

4 PICKUP DATE AND TIME

Pickup Date:
Thursday, July 25, 2019

Earliest Pickup Time: 9 : 00 AM

Latest Pickup Time: 5 : 00 PM

Additional Pickup Information
Preferred Pickup Location: Choose One [Pickup Reference:](#)

Enter any special instructions to the UPS Driver:

5 PICKUP NOTIFICATIONS

[Show Pickup Notifications](#)

Next

* - This application provides you with the ability to send a message via electronic mail to a contact person at the requested pickup location. You agree to use this message service solely to communicate information related to the shipment and to transmit only lawful messages that do not include lewd, offensive or illegal content. In no event shall UPS be liable for the content of the message or any failure or delay in the transmission or receipt of the message.

Click here and add a mobile device number or email address if you wish to receive updates on the status of your pickup request.

Step V: Verify pickup request details and edit any incorrect information.

[Home](#) > [Shipping](#) > Schedule a Pickup

Schedule a Pickup

Verify Pickup Request Details

Please verify the details of your request.

PICKUP DATE AND TIME		Edit
Pickup Date:	Thursday, July 25, 2019	
Earliest Pickup Time:	10:40 AM	
Latest Pickup Time:	8:00 PM	

PICKUP ADDRESS		Edit
Company or Name:	College Board	
Contact Name:	11955 Democracy Dr Suite/Room: `	
	Reston, VA 20190	

PICKUP INFORMATION			Edit
Telephone:	4443332222	Ext.:	
Special Instructions:			
Send Pickup Notifications To:			

SHIPMENT INFORMATION		Edit
Total Number of Packages:	1	
Services Selected:	UPS Ground	

PAYMENT INFORMATION FOR ALL FEES	
The shipper has paid all fees related to pick up. No further payment is required for Pickup.	

[Back](#) [Next](#) [Cancel](#)

← Select Next if all information is correct

Step VI: Save your Pickup Request Number along with all tracking numbers used for you records.

Pickup Request
Number

[Home](#) > [Shipping](#) > Schedule a Pickup

Schedule a Pickup

Pickup Request Complete

[Print](#)

Thank you for choosing UPS. Your Pickup Request has been successfully received. Please print this page for future reference.

Pickup Request Number → 290734LM594 [\[?\]](#)

To change, cancel, or check the status of your pickup, create a ups.com profile now. We'll even save your pickup address to your contacts for faster scheduling next time.

[Sign up Now](#)

PICKUP DATE AND TIME

Pickup Date:
Thursday, July 25, 2019
Earliest Pickup Time:
10:40 AM
Latest Pickup Time:
8:00 PM

PICKUP ADDRESS

Company or Name:
College Board
Contact Name:
11955 Democracy Dr
Suite/Room:
Reston, VA 20190

PICKUP INFORMATION

Telephone: 4443332222 Ext.:
Special Instructions:
Send Pickup Notifications To: