

# UPS Consignee Billing

Consignee Billing is a contractual service and the consignee-billed customer must notify their vendors that they must process the shipments destined for them to be shipped via “UPS Consignee Billing”. The Consignee’s Account Number is not provided to any party other than the actual consignee customer.

This billing method allows the consignee who has agreed to pay the charges to receive all the appropriate charges for their inbound shipments.

## UPS Parcel Shipment Requirements

### Standard Guidelines for Consignee Billing

1. Consignee Billing is a contractual service between two UPS account holders. If either party is not an account holder, they will need to establish a Daily Pickup or Occasional Ground account prior to using the UPS Consignee Billing program. Services charges for accounts are supplied upon request by the UPS Consignee Billing department. The consignee is required to send the shipper a routing letter, which indicates they are a contracted location and gives authorization to the shipper to use this service. The routing letter may be in the form of a purchase order, fax, or email. Upon receipt of this information, the shipper must contact the UPS Consignee Billing department at **1-800-354-7527** to get set up for this program.
2. After the shipper’s account number has been contracted, the shipper must determine what method of package recording they will use. If the shipper is currently set up, or interested in being set up, with UPS Online Shipping Software, detailed instructions will be provided on how to record the package as Consignee Billing. If the shipper is currently using, or is interested in using, a manual recording method, a separate book and labels must be ordered. This can take up to 10 business days to receive. For immediate shipping needs, instructions can be supplied for shipping via the Internet if this is available to the shipper. **All pickup requests must be scheduled one business day in advance.**
3. Consignee Billing does not require the use of the consignee’s UPS account number. The charges are billed to the contracted address of the customer. For this reason, it is **important** that the shipper verify the destination address with the Consignee Billing department. **The address label must match the UPS Billing system exactly (i.e. punctuation, spaces, abbreviations), including the Company Name line.** If the **address label does not match** the billing system, UPS will charge the shipment back to the shipper for the entire freight charges plus an additional **\$12** fee per package.

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## Consignee Billing Overview

### Description of Service

The UPS Consignee Billing program is a contractual offering that applies only to United States and Puerto Rico shipment origins and destinations. Service to and from Canada to the US and Puerto Rico is also available for Ground and Express services. UPS Consignee Billing is not a substitute for UPS Freight Collect/Bill Receiver.

A consignee is a UPS customer who has agreed to pay your shipping charges. A consignee must have a UPS contract for consignee billing, and you must have the consignee's approval to use this billing option. This payment method allows you to bill the charges for a specified shipment to a consignee who has agreed to pay the charges.

All shipping charges are billed to the consignee's UPS account number including the following: Accessorials: Additional Handling, Delivery Area Surcharges, Delivery Change Requests, Early AM Premium, Early AM Out of Territory, Fuel Surcharge, Hazardous Material Surcharges, Large Package Surcharge, Over Max Limits, Saturday Delivery.

### **Shipper Billed For (these charges will NOT be passed to the consignee)**

Weekly Service Charge

On Call Pickup

**Declared Value**

Remote Area Surcharge

Saturday Pickup

Delivery Confirmation

Address Corrections

To use this feature, the Bill Consignee payment method must be enabled in My UPS for the consignee. Go to your UPS Address Book in your My UPS profile to confirm that the Consignee Billable checkbox has been selected for any individual or business.

If the consignee has not set up a contract for UPS Consignee Billing" the charges for the shipment will be charged back to the shipper and that transaction will be subject to the twelve dollar (\$12.00) chargeback fee. Consignee Billing is a contractual agreement in which the receiver pays for shipping charges (including oversize and DIM weight) and Additional Handling Charges; the shipper pays for all other charges.

**Note:** Proof of Delivery (POD) charges are paid for by the account requesting POD.

# UPS Consignee Billing

## Option 1 - Setting up Consignee Billing using UPSCampusShip (Internet)



- 1) Select Administration
- 2) Manage shipping privileges
- 3) Select the existing shipping Privilege Name that you would like to add consignee billing to.

■ welcome, mark sorenson | [Logout](#)

### Administration

- [Manage Company](#)
- [Manage Locations](#)
- [Manage Users](#)
- [Manage Shipping Privileges](#)
  - > **Search Shipping Privileges**
  - > [Create Shipping Privileges](#)
- [Manage Reference Numbers](#)
- [Manage Address Groups](#)
- [Import/Export Files](#)
- [Help](#)

### Search Shipping Privileges

To return a list of Shipping Privileges, enter a search word or phrase  
Or you may [Create a New Shipping Privilege](#).

#### Search

Search for a Shipping Privilege name that

[Show All](#)  
→ [Save Criteria for Future Searches](#)

#### Search Results

Your search returned the following Shipping Privileges. Please select delete that item.

Displaying 1-9 of 9

Shipping Privilege Name
<a href="#">All Services, All Accessorials</a>
<a href="#">All services, Limited Accessorials</a>

# UPS Consignee Billing

## 4) Under billing options check Consignee Bill

**Billing Options:**

Allow Access to All Billing Options

Allow Only Indicated Billing Options

<b>Bill Shipping Charges to:</b>	<b>Bill Duties and Taxes to:</b>
<input checked="" type="checkbox"/> Shipper's UPS Account	<input checked="" type="checkbox"/> Shipper's UPS Account
<input checked="" type="checkbox"/> Receiver	<input checked="" type="checkbox"/> Receiver
<input checked="" type="checkbox"/> <b>Consignee Bill</b>	<input checked="" type="checkbox"/> Third Parties
<input checked="" type="checkbox"/> Payment Card	<input checked="" type="checkbox"/> Allow Split Duties VAT
<input checked="" type="checkbox"/> Third Parties	

### Option 1 - How to Ship UPS Consignee Billing on Campus ship (Internet)

1. Go to [www.ups.com](http://www.ups.com) and log in with your User ID and Password. If you are new to the site, click on **Register** which is on the top right of the screen. If you are already registered, please skip to Step 7.
2. Once you have logged in, click on **My UPS** at the top right corner of your screen.
3. The screen that appears is separated into four groups. The first one on the left side is **My UPS**. Inside this box is **Account Summary** (click on that).
4. On this new screen titled Account Summary, you will see a blue link; **Add a UPS Account Number** (click on this).
5. Enter your account information in the provided spaces and click on **Add**.
6. If you entered your information correctly, your next screen should read - **Account Added**.
7. Now at the top right of your screen you will see the **Address Book** button (click on this).
8. When this page loads - click on **Add Address**.
9. Enter the "Ship To" address exactly as our UPS Consignee Billing department provided it to you.  
(See list below)

\*\*\***Remember** - the Company Name and body of the Address must be exactly as it appears in the UPS database. If the address is not entered exactly, it may result in your account being charged for the shipping and a \$12 unauthorized Consignee Billing charge back.

10. At the bottom of this page, click on the box indicating **Consignee Billable** - then click on **Save**.
11. You are now back at the beginning screen of your **Address Book**.
12. Now click on the **Shipping Tab** at the top left corner of your screen. Choose the **Create a Shipment** link that appears in the tab.
13. On this page choose the address you just added from the drop down menu that says **Select One**.
14. You will see a message appear across the top of this screen, "**Your payment method has been set to UPS Consignee Billing**". This means everything you've done so far is correct!
15. Fill out this entire page with your package information.
16. Finally, click on **Ship Now** and follow the prompts from there.

If you have any technical problems while processing this, please contact UPS Technical Support at **1-877-289-6418**.

If you have any questions about these instructions, please contact UPS Consignee Billing at **1-800-354-7527**.

# UPS Consignee Billing

## Option 2 - How to Ship UPS Consignee Billing on Online Worldship

1. Choose Tools from the menu bar at the top of the screen - then select Address Book Editor.
2. Click on the pull down arrow next to Company or Name.
3. Choose the appropriate customer from your database or type in a new customer.
4. Click on the Consignee Billed option at the bottom of this screen.

The screenshot shows the 'Address Book Editor' window with the following fields and options:

- Customer ID: [Text Field]
- E-mail Address: [Text Field]
- Company or Name: [Dropdown Menu - Highlighted]
- Profile: [No Profile] [Dropdown]
- Attention: [Text Field]
- Reference Numbers: This Reference Number: [Reference No. 1] [Dropdown]
- Has this Reference Qualifier: [Text Field]
- Use same value on all packages in a shipment:
- Address 1: [Text Field]
- Address 2: [Text Field]
- Address 3: [Text Field]
- Country/Territory: [United States] [Dropdown]
- Postal Code: [Text Field]
- City or Town: [Text Field]
- State/Province/County: [Dropdown]
- Telephone: [Text Field]
- Fax: [Text Field]
- UPS Acct No: [Text Field]
- Tax ID Number: [Text Field]
- Tax ID Type: [FIN] [Dropdown]
- Location ID: [Text Field]
- Consignee Billed:  [Checked - Highlighted]
- Residential:
- Address Validation Status: [Text Field]
- Date: [Text Field]
- Address Books / Distribution Lists: [List of roles: Importer, Producer, Ship From / Return To, Ship To / Collect From (checked), Third Party, Ultimate Receiver]
- Buttons: Add New Address, Modify Address, Delete Address, Clear All Data, Validate Address, Classify Address, Close, Help, Send Addresses for Validation, Send Addresses for Classification, Resolve Returned Addresses.

If you need technical assistance for this system, please call (888) 553-1118.

**The Company Name must be entered exactly as shown below or you will be charged for the freight and an additional \$12 service fee by UPS. \*\*Technical Support WILL NOT BE ABLE TO REFUND THESE UPS CHARGES\*\***

# UPS Consignee Billing

## Option 3 - How to Ship UPS Consignee Billing on 3<sup>RD</sup> Party Shipping application

1. When shipping using a 3<sup>rd</sup> party application (ClipperShip, ConnectShip, etc.) – the vendor or UPS Customer Solutions can provide assistance with application set up.

<u>Company Name</u>	<u>Address Line 1</u>	<u>City</u>	<u>ST</u>	<u>ZIP</u>
FLEX-N-GATE AL	6324 BAY DR	MC CALLA	AL	35111
FLEX-N-GATE HQ	502 E ANTHONY DR	URBANA	IL	61802
GUARDIAN WEST	601 GUARDIAN WAY	URBANA	IL	61802
FLEX-N-GATE HQ	1306 E UNIVERSITY AVE	URBANA	IL	61802
FLEX-N-GATE PLASTICS	3403 LYNCH CREEK DR	DANVILLE	IL	61834
FLEX-N-GATE CHICAGO	2924 E 126 <sup>TH</sup> ROOM 200	CHICAGO	IL	60633
MASTERGUARD	1200 E 8TH ST	VEEDERSBURG	IN	47987
FLEX-N-GATE	11778 S CR 600 W	COVINGTON	IN	47932
VENTRA ANGOLA LLC	3000 WOODHULL DR	ANGOLA	IN	46703
VENTRA KANSAS LLC	900 S 68TH ST	KANSAS CITY	KS	66111
VENTRA PLASTICS RUSSELLVILLE	140 PROGRESS DR	RUSSELLVILLE	KY	42276
VENTRA IONIA PAINT LLC	719 W MAIN ST	IONIA	MI	48846
VENTRA IONIA – BLUEWATER HWY	1790 E BLUEWATER HWY	IONIA	MI	48846
VENTRA FOWLerville LLC	8887 W GRAND RIVER RD	FOWLerville	MI	48836
VENTRA GRAND RAPIDS 5	3075 BRETON RD SE	GRAND RAPIDS	MI	49512
FLEX-N-GATE ADVANCED PRODUCT D	17225 FEDERAL DR	ALLEN PARK	MI	48101
VENTRA EVART INC	601 W 7TH ST	EVART	MI	49631
FLEX-N-GATE LLC	10250 F DR N	BATTLE CREEK	MI	49014
VENTRA IONIA MAIN LLC	14 BEARDSLEY ST	IONIA	MI	48846
VENTRA GRAND RAPIDS 29 LLC	2890 29TH ST SE	GRAND RAPIDS	MI	49512
FLEX-N-GATE FORM TECH	26269 GROESBECK	WARREN	MI	48089
FLEX N GATE, ROYAL OAK LLC	4336 COOLIDGE HWY	ROYAL OAK	MI	48073
FLEX-N-GATE STAMPING	27027 GROESBECK	WARREN	MI	48089
FNG TOOLING	5663 E 9 MILE RD	WARREN	MI	48091
FLEX-N-GATE SHELBY, LLC	52674 SHELBY PKWY	SHELBY TOWNSHIP	MI	48315
FNG DETROIT	9201 SAINT CYRIL ST	DETROIT	MI	48213
VENTRA SANDUSKY LLC	3020 TIFFIN AVE	SANDUSKY	OH	44870
VENTRA SANDUSKY LLC BELLEVUE	111 HIRT DR	BELLEVUE	OH	44811
VENTRA SALEM LLC	800 PENNSYLVANIA AVE	SALEM	OH	44460
FLEX-N-GATE LLC	1 GENERAL ST	ADA	OK	74820
FLEX-N-GATE ROCKFORD INC	2460 STOCK CREEK BLVD	ROCKFORD	TN	37853
FNG TEXAS LLC	2150 W BARDIN RD	Grand Prairie	TX	75052
VENTRA EVART PLANT 2	530 N RIVER RD	EVART	MI	49631
FLEX-N-GATE TROY LLC	1400 ROCHESTER RD	TROY	MI	48083
VENTRA IONIA ASSEMBLY	2948 S STATE RD	IONIA	MI	48846

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FLEX-N-GATE MEXICO PLASTICS	8514 EL GATO RD	LAREDO	TX	78045
FLEX-N-GATE LOGISTICS LLC	11829 SOUTH 600 WEST	COVINGTON	IN	47932
X CEL INDUSTRIES	21121 TELEGRAPH RD	SOUTHFIELD	MI	48033
FLEX N GATE HERMOSILLO	1590 W CALLE PLATA RM A	NOGALES	AZ	85621
FLEX-N-GATE EFFINGHAM LLC	2701 S BANKER ST	EFFINGHAM	IL	62401
FLEX-N-GATE RANTOUL	400 SHELHOUSE DR	RANTOUL	IL	61866