

Creating a UPS Shipment Label using UPS CampusShip

1. Login into your account at <https://www.campusship.ups.com/login>. Your user ID is 320-Your Last Name (no spaces).
Note: Each lab will have only one login under the PI's name. If you cannot remember your password use the "forgot user ID or password" link. If your user ID is not working you may not have completed the initial set up for your user account. Contact the School of Biological Sciences UPS CampusShip Administrator, Jasmine Martin (jasmine.martin@biosci.gatech.edu), to create a user account. You will receive an email from UPS Shipping with your new account information. Follow the prompts to set up your account and follow the steps below.
2. Once in the system you will land on the "Create a Shipment" page. It will automatically be set on the "package" tab.
3. In box 1 select "enter new address" and complete the requested information.
Note: You will have the option to save this address. Be sure to do so if this is a common address that you ship to. When shipping your next package, you will be able to choose this address from a drop-down menu.
4. Ensure the correct information is listed in boxes 2-4.
5. In box 5 list the GT Project number to which the shipment should be charged in the project code field (please list the full project number not a description of the project) and the business purpose in the appropriate field. The shipper name will only be seen on the shipping label and you can enter any name or note that will help the recipient of the package to direct it to the appropriate final destination.
6. In box 6 select your payment type. UPS will charge our Biological Sciences account "A5A286 - Depart320" and then the account will be reimbursed using the project number listed in box 5. If you have arranged to charge a third party or the package recipient, please be sure to select the appropriate option from the drop-down menu and enter the correct information including their UPS account number.
7. If you need your package to be picked up, please complete box 7. Pickups from Cherry Emerson should be placed on the marked counter in the Bio-Hub (Room 208) and should be scheduled between 8 AM-5 PM M-F. Bio-Hub attendants are not able to schedule a pick up for your package so be sure that this is complete before you place it in the Bio-Hub. An additional charge may be added to your package for the pickup. A UPS drop box is located outside of the Cherry Emerson building.
8. Click the next button and review your shipment details and price. If all of your shipment information is correct in boxes 1-4 you can select the "Ship Now" button. Print the label and adhere to your package using a UPS pouch found in the UPS drawer in the Bio-Hub.

Note: Packages being shipped international should be placed in the international pouch. If you see that the pouches or other supplies are running low, please inform Jasmine Martin (jasmine.martin@biosci.gatech.edu).