Ship internationally. Skip the paper.

Why spend time attaching three copies of your commercial invoice to international shipments when you could go paperless?

UPS Paperless® Invoice integrates order and shipment processing and digitally transmits your data for quick clearance at customs offices around the globe.¹



Experience the benefits of going paperless:



SAVE

time with faster customs clearance and shipment processing



ELIMINATE

redundant data entry and reduce the chance of error



STREAMLINE

shipping preparations and reduce labour costs



MINIMIZE

loss of documents in transit



SUSTAIN

resources by reducing the use of paper and ink



KEEP

customs values confidential when shipping to customers

Ship easily with UPS Paperless® Invoice*



All accounts are eligible for UPS Paperless® Invoice



Free to use, with no additional software required

Follow these steps to enroll your account today:

STEP 1: Create or **log in** to your account on UPS.com and go to the **User Menu**

STEP 2: Select **Accounts and Payment**, go to **Actions** and select **View Account Details**

STEP 3: Click the + sign on the **Paperless Commercial Invoice** tab

STEP 4: Click on **Edit My Preferences** Select at least 1 of the 3 main options

STEP 5: Click Save Changes once you have updated your Paperless® Invoice settings

Find the detailed steps of the process below

When creating a shipment



Ensure that the destination country accepts electronic customs documents



Select the Paperless Commercial Invoice option when prompted



Digitally enter all the information you would normally put in a commercial invoice into your chosen UPS shipping platform

Log in to your account now and enroll for UPS Paperless® Invoice

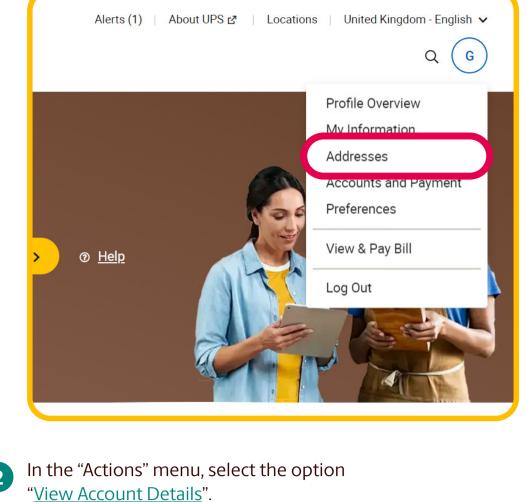
Go through digital customs clearance and avoid delays



FOR *UPS.com* USERS

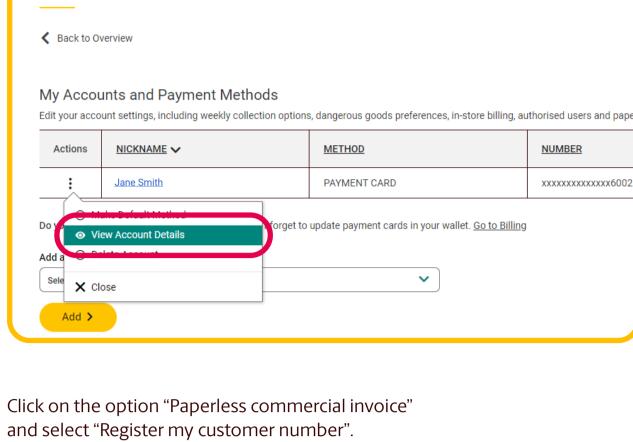
Follow the steps below to start using UPS Paperless® Invoice on UPS.com

Log in at UPS.com
Select "Accounts and Payment" in the profile menu.



Home > Profile > Accounts and Payment Options

Accounts and Payment Options



Edit account XXXXXX

Back to Payment Options

Home > Profile > Payment Options > Edit account

Paperless Commercial Invoice

✓ UPS Paperless Invoice for Parcel Shipping

✓ UPS Paperless Invoice for Air Freight Shipping

✓ Upload My Own Customs Documents ⑦

Step 1: Select at least one of the following paperless invoicing preferences to continue. *

✓ UPS Paperless Worldwide Express Freight Packing List (for Palletised International Air Freight)

■ UPS Paperless Packing List for Parcel Shipping

* Indicates required field

6 Review

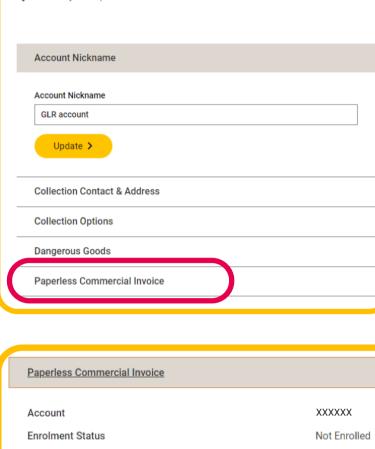
and avoid any delay.

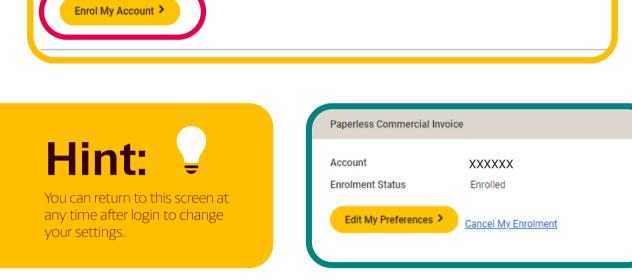
Create a Shipment

Details

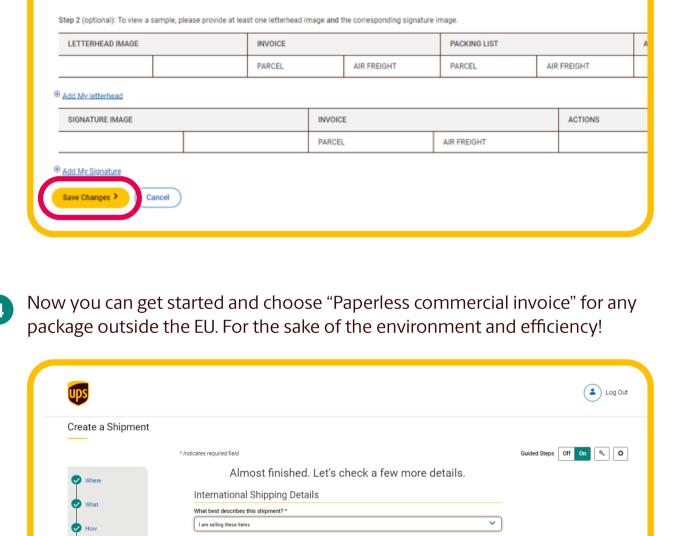
5 Paymen

6 Review





Use your payment account to enrol in UPS Paperless™ Invoice and send commercial invoice data electronically.



Complete all requested information to ensure a smooth customs clearance

Customs requires a commercial invoice for this shipment. Get started below to take advantage of our online form-creation process.

Almost finished. Let's check a few more details.

Customs requires a commercial invoice for this shipment. Get started below to take advantage of our online form-creation

Log Out

Guided Steps Off On 4

pecific description of shipment contents for the label; max 35 characters

International Forms and Documents

Get Started > See All Forms

Add or modify email notifications

Manage updates for this shipment

Digitally transmit my information (Paperless Commercial Invoice).

Deliver only to the receiver's address (+\$)
Do not reroute for customer collection at a UPS location

International Shipping Details
What best describes this shipment? *

International Forms and Documents

See All Forms

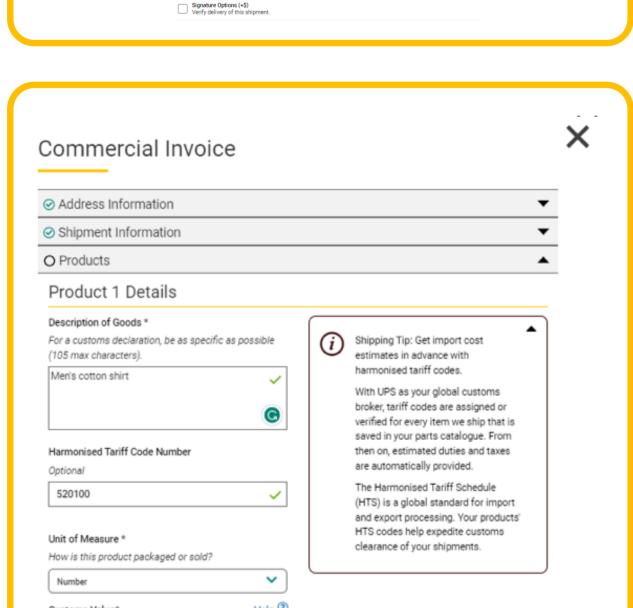
Deliver only to the receiver's address (+\$)
Do not reroute for customer collection at a UPS location

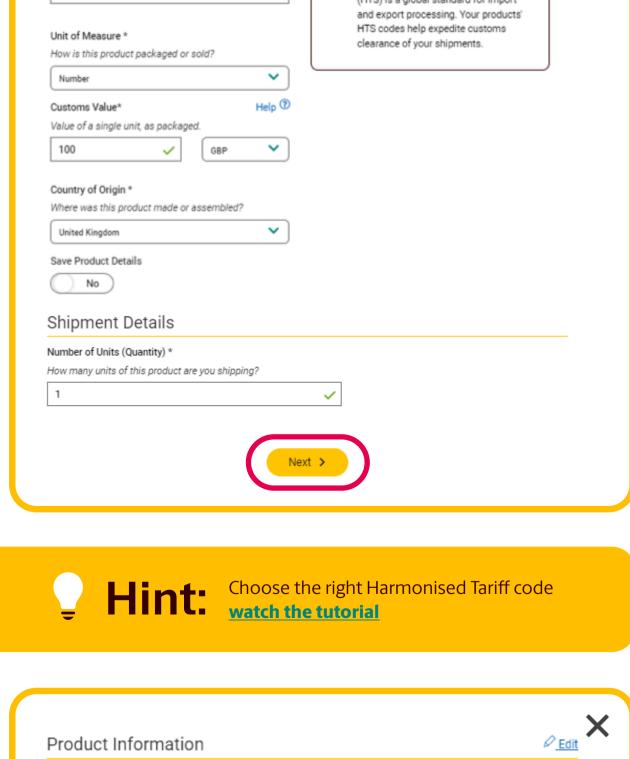
 UPS carbon neutral -Offset the environmental impact of your shipment at a nominal fee for domestic and international shipments.

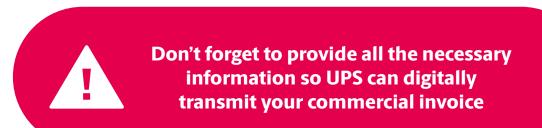
Print and physically attach my forms.

Add or modify email notifications
Manage updates for this ships and

What are you shipping?







I'm Done >

100 per Number

Back

Total Value: 100.00 GBP

1. Men's cotton shirt

Kingdom

1 Number

Country or Territory of Origin United

+ Add Additional Product

Go through digital customs clearance and avoid delays



FOR WORLDSHIP USERS

Follow the steps below to start using UPS Paperless® Invoice in Worldship.

Process as Paperless will be auto-selected.

paper copy of what will be sent electronically

shipment with paper invoices. No electronic files will be sent to customs. Option: select **Print copy of Paperless Documents** if you want to print a

NOTE: Unchecking this box will signal to WorldShip to process this

Check "Upload My Forms" if you have additional completed electronic forms to include with the set of files sent to customs

Select "Packing List" if you want to include the packing list in the electronic transmission to customs

II 6 6 % & 8 4 ·) • Home My Services Tools Printing Activities Import-Export UPS.com Create/Edit Tab Order

Create/Edit Required Fields
Profile
Pro Editors and Communication Service | Options | Detail | Reference | Customs Documentation | Phip From Distribution Invoice | EI | NAFTA | | (Sold To) Same as Ship To Inv. Line Tot: 15.00 Currency:

US dollar

✓ Invoice

Charges

Freight: Sale ▼ Unknown ▼ Insurange: Other Additional Comments: Preview Document Total Inv. Amt: 15.00 Reguest Duties and Taxes # EEI NAFTA Description of Good Part Number Tariff Code Country of Origin Units Unit of Measure Unit Price Curri A

1 Men's Cotton Dress Shirts 6101.20.0010 United States 1 Each/Number 15.00 US d

1 Each/Number 0.00 US d Estimate Delete All Shipper's Cost (USD) 129.06

Detail Cost

Create an Invoice

Service Options Detail Reference Customs Documentation

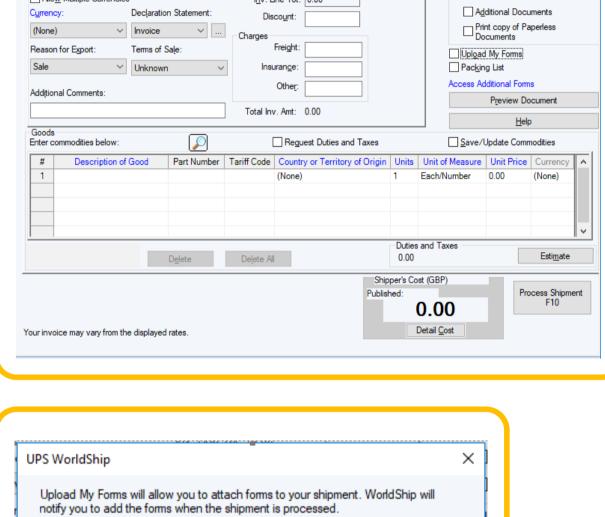
Leave the box **unchecked** (Do **not** disable the dialog box)

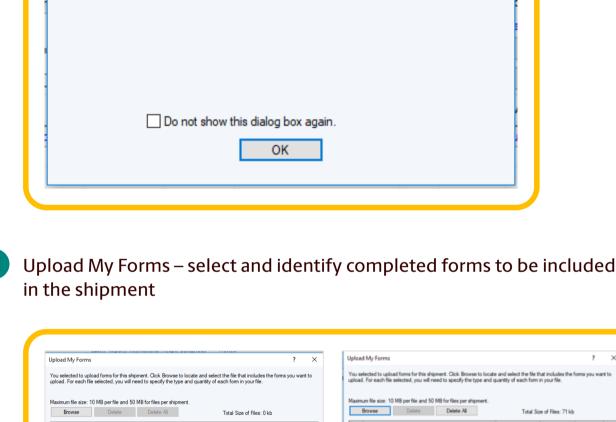
Your invoice may vary from the displayed rates

Ship To | Ship From | Distribution |

☑ Importer (Sold To) Same as Ship To Process as Paperless Allow Multiple Currencies Inv. Line Tot: 0.00 Declaration Statement: Discount: ∨ Invoice

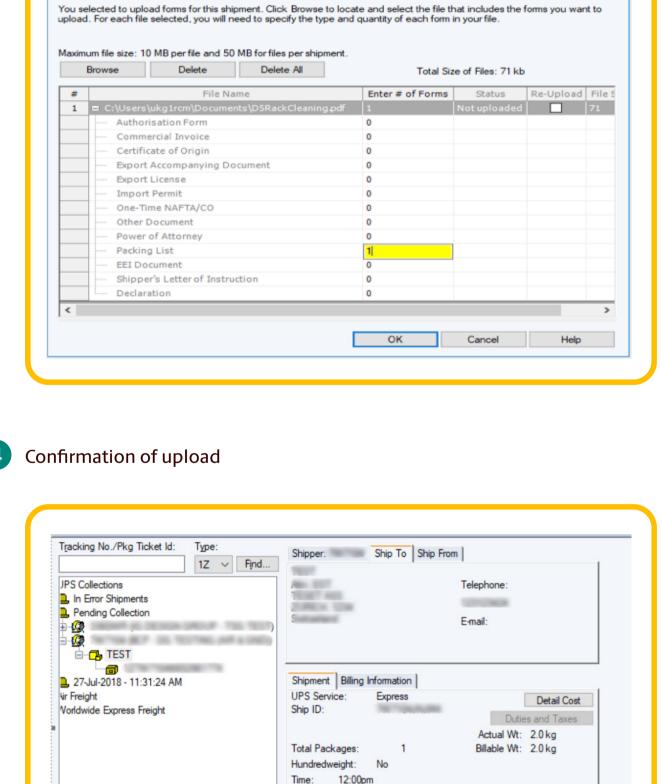
When Upload My Forms is selected, a pop-up window displays

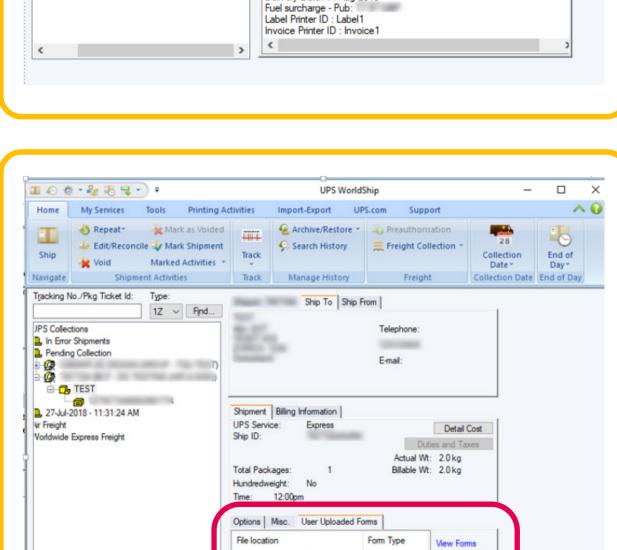




OK Cancel Help OK Cancel Help

Upload My Forms





Options Misc. User Uploaded Forms Description of Goods: FSDFSFS Processed as Paperless Delivery Date: 14-Aug-2018

C:\Users\ukg1rcm\Documents\... Packing List

Add / Delete