

Compass[™] Step by Step



Process a multipiece shipment in UPS WorldShip

When you send several packages to the same destination using UPS WorldShip[®], you don't have to create a new label for each package. Instead, you can process the transaction as a multipiece shipment.

Use this procedure only for packages going to a single destination and with the identical service level, reference number and package options (Declared Value, COD, additional handling, etc.). The weight and size of the packages may vary.

1 From the WorldShip main screen, select the **Packages** icon. Complete the required information under the **Ship To** tab, the **Service** tab (do not enter weight) and the **Options** tab.

2 Select the **Reference** tab. Enter an optional Reference Number.

3 Select the **Shipment** icon. A **Create Shipment** window will appear. Type the number of packages in **Total Number of Packages**. If you know the total weight of the shipment, **Enter Total Shipment Weight**. Select **OK**.

4 The **Service** tab will appear. WorldShip divides the total weight by the total number of packages and displays average weight in the **Weight** section. Select **Process Shipment F10** in the lower right corner.

5 For individual weights, use the arrows in the navigation bar to move between packages, entering the weight for each one in the **Package** box. WorldShip will calculate the weight and cost as you type. Select **Process Shipment F10**.



For more technical assistance, visit ups.com and select the **Support** tab.