UPS World Ease™

An Innovative Supply Chain Service That Makes It Easier To Do Business Internationally
Imagine if you could ship packages to multiple recipients within a country or the European Union (EU) as one shipment that would clear customs as a single transaction.

**UPS World Ease℠**

*Makes it easy to do business internationally.*

This automated, streamlined method of shipping and customs clearance extends your global reach without start-up costs and international infrastructure. UPS World Ease is a contract service that minimizes the cost to enter or expand within the global marketplace and optimizes the supply chain, saving two of your most valuable assets: **time and money.**
Global reach without expensive warehousing.

UPS World Ease lowers the financial risk of competing internationally by reducing or eliminating warehousing. You enjoy added flexibility with your choice of guaranteed, time-definite services, including UPS Worldwide Express℠, UPS Worldwide Saver℠, UPS Worldwide Expedited℠, and UPS Standard To/From Canada. Plus UPS World Ease provides service to and/or from 75 countries with no limit on the total weight of shipments.

Optimize the supply chain and reduce your costs.

UPS World Ease delivers greater convenience because UPS has single-carrier responsibility for every aspect of delivery. By streamlining your supply chain, your shipment requires less handling. Brokerage charges and carrier fees are reduced because the shipment is cleared in one transaction.

Automated shipment processing keeps it simple.

Innovative, leading-edge automation enables UPS World Ease to provide much faster shipment preparation, along with reduced paperwork. Simplified, thermal label processing accommodates international and domestic shipping on a single computer. Powerful, user-friendly features make it easy to create labels and documents quickly, review rates instantly and process packages more efficiently.
Traditionally, getting goods from point of origin to final international destinations involves many intermediate distribution channels. With UPS World Ease, the goods are handled fewer times, so the supply chain is more efficient, saving time and money.

The Traditional Supply Chain is a costly stop-and-go process. This results in time-consuming and expensive delays for warehousing and customs clearance.

UPS World Ease takes care of it all, so you no longer need to contend with the additional costs of warehousing and an international distribution network.
Traditional Supply Chain — without UPS World Ease

1. Shipper in origin country sends bulk shipment.
2. Forwarder delivers shipment to airport or dock.
3. Shipment delivered to destination country.
4. Broker receives and clears through customs.
5. Shipment trucked to importer’s warehouse, and logged into receiving.
6. Orders pulled for shipment to customer.
7. Shipment trucked to customer’s distribution center.
8. Shipment logged into receiving and warehoused.
9. Orders pulled and relabeled for final shipment.
10. Shipment trucked to retail outlets.

with UPS World Ease

1. Shipper in origin country sends UPS World Ease shipment with labels applied.
2. UPS picks up shipment and brokerage information is captured.
3. Customs clearance begins while shipment is in transit (ground or air).
4. Shipment is cleared through customs as a single shipment and split for delivery in the destination country.
5. UPS delivers directly to recipients’ locations.
Total visibility means better customer service.

UPS worldwide tracking technology allows you to track packages at every point throughout the shipping process. Track by single package or consolidated shipment using the lead package. Knowing where your shipment is at all times can enhance customer service. And you can feel confident knowing that UPS takes responsibility all the way with our integrated network.

Door-to-door delivery and door-to-door rates.

With UPS, shipping is faster, easier and more convenient. UPS streamlines customs documentation, so you see in one bill — not multiple bills — exactly what your shipping costs are. Simplified paperwork ensures a smooth transition between countries. Upon reaching the destination country, the consolidated shipment clears customs in a single transaction. All with door-to-door, on-time delivery guarantees that you can trust because it’s UPS.
Trust UPS to deliver.
With unmatched UPS reliability and expertise, UPS World Ease delivers more than just packages. You’ll gain access to knowledgeable UPS sales and logistics support that will help you gain a competitive advantage that puts you and your customers ahead in the global marketplace.

Put the UPS advantage to work for you.
For more information on how UPS World Ease can make a world of difference to your business, contact your UPS Account Executive or call UPS International Customer Service at 1-800-782-7892.

UPS World Ease® is available to and/or from the following 75 countries.

Africa/Asia/Australia
Australia
China
Hong Kong
India (origin only)
Indonesia
Japan
Macau
Malaysia
New Zealand
Philippines
Saudi Arabia
Singapore
South Africa
South Korea
Sri Lanka
Taiwan
Thailand
United Arab Emirates
Vietnam

Europe
Andorra (destination only)
Austria
Belgium
Bulgaria
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Gibraltar
Great Britain
Greece
Hungary
Ireland
Israel
Italy
Latvia

Lithuania
Litchenstein
Luxembourg
Malta
The Netherlands
Norway
Poland
Portugal
Romania
Slovakia
Slovenia
Spain
Sweden
Switzerland
Turkey

South America
Argentina
Bolivia
Brazil (origin only)
Chile
Colombia
Costa Rica
Dominican Republic
Ecuador
El Salvador
Guatemala
Honduras
Nicaragua
Panama
Paraguay
Peru
Uruguay
U.S. Virgin Islands
(destination only)
Venezuela

North America
Canada
Mexico
Puerto Rico
United States

For the most up-to-date country listing, call 1-800-782-7892 or visit UPS.com®.
How To Prepare a UPS World Ease℠ Package.

Following are the step-by-step instructions to prepare a UPS World Ease shipment using UPS WorldShip® or a certified vendor system.

**Getting Started:**

**UPS Certified Shipping System**

UPS World Ease shipments are processed using UPS WorldShip or a certified vendor system. For more information, contact your UPS Account Executive.

**Document Box**

The Document Box (Doc Box) is supplied by UPS and identifies your shipment as a UPS World Ease shipment.

When ordering, request item number 010196002. To request supplies, visit “supplies” on UPS.com® or call 1-800-PICK-UPS®.

**Shipper’s Documentation Pouch**

The Shipper’s Documentation Pouch containing three copies of the Master Invoice and one copy of the Consolidated Invoice Detail (CID) is placed on the outside of the Document Box.

When ordering, request item number 01875614. To request supplies, visit “supplies” on UPS.com or call 1-800-PICK-UPS.
Importer of Record

Just as with any international shipment, government regulations require an Importer of Record (IOR) within the country where packages will clear customs. This can be a distributor, subsidiary, customer or unrelated party. The IOR is the legally responsible party for customs entries who pays all duties and assumes all legal liabilities regarding the clearance of the shipments and subsequent duty and tax liabilities. An IOR is required regardless of the billing option. For European Union (EU) shipments, the Importer of Record can be located in any country within the EU.

UPS will not act as an IOR or fiscal representative within the destination country. An importer account number and credit limit must also be set up by contacting the Import Country or Region.

For additional information or assistance with setting up an IOR, contact your UPS Account Executive.

Thermal Address and Over-Label

The Thermal Address and Over-Label is generated by UPS WorldShip or a certified vendor system. This 4” x 11” perforated label features two parts (Address and Over-Label) and is produced by a thermal printer. It appears on all “Lead” and “Child” packages in UPS World Ease shipments.

When ordering, request item number 01863201.
To request supplies, visit “supplies” on UPS.com® or call 1-800-PICK-UPS.®

Master Invoice

Three copies of the Master Invoice are required for each UPS World Ease shipment.

Consolidated Invoice Detail

As you process your packages, your UPS WorldShip or certified vendor system will generate the Consolidated Invoice Detail (CID), a record of the total number of packages in a UPS World Ease shipment.
**Step 1: Prepare the Document Box**

- The Doc Box is always the “Lead” package of a Master Shipment, i.e., Package One of the total number of packages within a consolidation.
- Although the Doc Box will be the last item processed, the first step is to physically assemble the box in preparation for paperwork.
- A Shipper’s Documentation Pouch containing three copies of the Master Invoice and one copy of the CID will be placed on the outside of the Doc Box (see Step 4).
- Packing Slips or a Manifest containing detailed information about each consignee can be placed on the inside of the Doc Box (see Step 4).

**Step 2: Generate Shipping Labels**

You will need UPS WorldShip or a certified vendor system to generate labels.

- Place packages on the scale to determine weight.
- Enter “ship to” information.
- Select service level — UPS Worldwide Express℠, UPS Worldwide Expedited℠ and/or UPS Standard To/From Canada.
- Select “single country consolidation,” “EU consolidation” or “International shipment.”
- Enter invoice line item information; the tracking number will now automatically populate the tracking number field.
- Select Billing Option.
- Enter reference number if applicable.
- Enter Importer of Record information.
- Generate shipping labels.
Understanding the information on your UPS World Ease℠ labels.

In the “Sort-To” field, all Over-Labels must display the same port of entry where the shipment, will clear customs. This information will be used by export sort operations to sort the shipment to the port of entry. In this example, the Doc Box Over-Label indicates the package is “1 of 150,” destined to be cleared in Cologne, Germany.

Each “Child” package that accompanies the lead Doc Box will carry both a Thermal Address Label and an Over-Label which identifies it as part of the UPS World Ease shipment. In this example, the “Child” package Over-Label indicates the package is #32 of a Master shipment. The “Tracking #673” indicates the last three digits of the tracking number from the Doc Box.

How to track your packages:

The Thermal Address Labels under the Over-Labels carry different UPS 1Z tracking numbers which enable tracking by Master Shipment or by individual packages.

- To track an entire shipment, use the tracking number on the Document Box Label on the Doc Box.
- To track an individual package, use the tracking number on any “Child” Label.
Creating a Shipment:

**Step 3: Attach Label to Box**

- Remove the backing from the Address Label (top half) and attach to package. Then, remove the backing from the edges of the Over-Label (lower half) and place on top of Address Label, ensuring that the bar code and UPS service indicators are visible.

- Repeat Step 2 (Generating Shipping Labels) and Step 3 (Attach Label to Box) for each package.

*Note:* Once the shipment is cleared at the port of entry, the Over-Label is removed by the import operation to reveal the full delivery label showing the final destination or consignee address for that package.

**Step 4: Perform Close Out Procedure**

- Close out all consolidations.

- Print Doc Box Label and attach to Doc Box.

- Print three copies of the Master Invoice.

- Print one copy of the Consolidated Invoice Detail (CID).

- Print Certificate of Origin (if shipping to Mexico and Canada*).

- Place Shipper’s Documentation Pouch on the outside of the Doc Box.

- Insert the three copies of the Master Invoice and one copy of the CID inside the Shipper’s Documentation Pouch.

*Note:* Fold the Master Invoice with the printed information on the inside to prevent accidental scanning of bar codes and to conceal confidential information.

- Enclose your company’s packing slips (if applicable) inside the Doc Box and seal. If there are no applicable documents, the Doc Box may be empty.
Consolidated Invoice Detail
As you process your packages, the CID, a record of the total number of packages in a UPS World Easy shipment, will also be generated. The total number of packages appearing on the CID should always match the total number of packages being shipped. The CID also includes important Doc Box and consignee information, the commodity and value of items being shipped and the tracking number.

*In addition to three copies of a Master Invoice, certification of U.S. origin is required to qualify goods for the reduced or eliminated duty afforded by the North American Free Trade Agreement (NAFTA). This form substantiates where a commodity was manufactured. If a Certificate of Origin is not provided, a higher duty may be assessed for those commodities by the Canadian Government or the Mexican Government.

Note: Government regulations require specific documentation for international shipments. Complete and accurate export documents are needed for customs clearance and proper assessment of any applicable duties and taxes charged by the destination country.
Creating a Shipment:

Step 5: Conduct End of Day Procedure

- Upload data to UPS using UPS WorldShip or a certified vendor system to ensure efficient processing.
- Print End of Day Reports.
UPS World Ease™

- Minimizes the financial risk of competing globally
- Provides single clearance for shipments to all countries of the European Union (EU)
- Eliminates time spent on typical start-up logistics
- Optimizes the supply chain
- Reduces inventory cost
- Reduces brokerage carrier costs
- Improves customer satisfaction with faster deliveries and increased responsiveness
- Simplifies paperwork