

Macy's 3rd Party Shipping Setup Instructions

1. Create your ship from template by clicking on the "Ship From" tab
 - Type in your company's name and address (vendor name)
 - Select YOUR shipping location's UPS Acct No (the account below is for demonstration purposes only)

The screenshot shows the UPS WorldShip software interface. The window title is "UPS WorldShip®". The menu bar includes File, Edit, Activities, Tools, UPS Web Access, UPS OnLine Connect, Window, and Help. The toolbar contains icons for Shipping, Pickup Log, Create, UPS.com, Tracking, Address Book, Send to UPS, Repeat, Undo, Void, End of Day, Help, and Exit.

The main interface is divided into several sections:

- Ship To / Ship From / Distribution:** The "Ship From" tab is selected. It includes fields for Customer ID (with a checked "Update Address Book" option), Company or Name (set to "VENDOR NAME"), Attention, Street (123 MAIN STREET), Room/Floor/Address 2, Department/Address 3, Country (United States), Postal/ZIP Code (30328), City (ATLANTA), State/Prvy (MD), Telephone ((404) 555-5555), Fax, UPS Acct No (XXXXXX), Tax ID Number, and Tax ID Type (EIN).
- Shipper:** Shipper is set to "WX0164" and Profile is "UPS Standard".
- Service / Options / Detail / Reference:** The "Service" tab is selected. It includes:
 - Shipment:** UPS Service (Ground), Saturday Delivery (unchecked), Billing Option (Prepaid), Bill to Third Party (unchecked).
 - Package:** Package Type (Package), Declared Value (\$), Reference Number 1 (Printed on Label), Reference Number 2 (Printed on Label).
 - Weight (pounds):** Package (0.0), Shipment (0.0), Electronic Scale Activated (unchecked).
 - Shipment Cost:** \$0.00.
- Package List:** A table with columns for Pkg, Add, and Delete Pkg. It shows 1 package, "is NEW".
- Process Shipment:** A button labeled "Process Shipment F10".

At the bottom of the window, it says "For Help, press Shift + F1" and "Ver: 8.0.14 XOFY Pending: 0 Shpmt(s), 0 Pkg(s), Cost: \$0.00".

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2. Create a shipment by clicking on the "Ship To" tab
 - Type the customer information
 - Select service level on the "Service" tab
 - (the account below is for demonstration purposes only)

The screenshot displays the UPS WorldShip software interface. The main window is titled "UPS WorldShip®" and features a menu bar with "File", "Edit", "Activities", "Tools", "UPS Web Access", "UPS OnLine Connect", "Window", and "Help". Below the menu bar is a toolbar with icons for "Shipping", "Pickup Log", "Create", "UPS.com", "Tracking", "Address Book", "Send to UPS", "Repeat", "Undo", "Void", "End of Day", "Help", and "EXIT".

The interface is divided into several sections:

- Ship To / Ship From / Distribution:** This section contains fields for "Customer ID", "Company or Name" (set to "CUSTOMER"), "Attention", "Street" (345 ANYWHERE STREET), "Room/Floor/Address 2", "Department/Address 3", "Country" (United States), "Postal/ZIP Code" (30083), "City" (STONE MOUNTAIN), "State/Prov." (GA), "Telephone" ((123) 456-7890), "E-mail Address", "UPS Account Number", and "Tax ID Number". There are also checkboxes for "Update Address Book" and "Residential Address".
- Service / Options / Detail / Reference:** This section includes "UPS Service" (Ground), "Package Type" (Package), "Declared Value" (\$), "Reference Number 1" and "Reference Number 2" (both masked with diamonds), "Billing Option" (Prepaid), "Bill to Third Party" checkbox, "Weight (pounds)" (0.0), "Shipment Cost" (\$0.00), and an "Electronic Scale Activated" checkbox.
- Shipper:** This section includes "Shipper" (WX0164) and "Profile" (UPS Standard).
- Bottom Bar:** This section includes "Show UPS WorldShip® Help contents", "Ver: 8.0.14", "XOFY", "Pending: 0 Shpmt(s), 0 Pkg(s), Cost: \$0.00", and a "Process Shipment F10" button.

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3. Create your reference fields' template by clicking the "Reference" tab
 - Reference field one should be populated with the UCC 128 (20 Digit) Serial Shipping Container Code Number with a two letter identifier (SI) in front of the number shipment number in front of the number.
 - Reference field two should always be populated by PO number
 - Reference field three should always be populated by Vendor DUNS number
 - (the account below is for demonstration purposes only)

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The main interface is divided into several sections:

- Ship To / Ship From / Distribution:** Includes fields for Customer ID, Company or Name (CUSTOMER), Attention, Street (345 ANYWHERE STREET), Room/Floor/Address 2, Department/Address 3, Country (United States), Postal/ZIP Code (30083), City (STONE MOUNTAIN), State/Prvg (GA), Telephone ((123) 456-7890), E-mail Address, UPS Account Number, and Tax ID Number.
- Service / Options / Detail / Reference:** The Reference tab is active, showing five reference number fields. Reference Number 1 is checked for "Use on all packages" and contains a 20-digit UCC 128 code. Reference Number 2 is also checked and contains a 10-digit PO number. Reference Number 3 is unchecked and contains a 10-digit DUNS number. Reference Number 4 and 5 are unchecked and empty.
- Shipper:** Includes a Shipper dropdown (WX0164) and a Profile dropdown (UPS Standard).
- Package Management:** Includes a Pkg field (1), an "Add" button, and a "Delete Pkg" button.
- Process Shipment:** A button labeled "Process Shipment F10" with a small 3D box icon.

At the bottom of the window, a status bar shows: "For Help, press Shift + F1", "Ver: 8.0.14", "XOFY", "Pending: 0 Shpmt(s), 0 Pkg(s), Cost: \$0.00".

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4. Click on Bill To Third Party (The Third Party window below appears)
 - Set up the Third Party Billing template exactly as it appears below
 - Bill shipping charges to Third Party UPS Account number provided by Macy's, Inc. (the account below is for demonstration purposes only)

Third Party Address

Customer ID: Update Address Book

Company or Name: MACY'S, INC. VENDOR DIRECT

Attention: D2C VENDOR DIRECT

Street: 3003 SUMMIT BLVD

Room/Floor/Address 2: STE 1000

Department/Address 3:

Country: United States

Postal/ZIP Code: 30319-

City: ATLANTA

State/Prvg: GA

Telephone: 404-250-7200

Fax: [] -

UPS Account Number:

OK Cancel Help

If you have questions on how to set up your UPS shipping system, call 1-888-553-1118 or contact your local UPS Account Representative.

Non-WorldShip System questions should be referred to MTO (Macy's Transportation Office) at 404-250-7200.