Procedures for making a UPS shipment

Rather than filling out the shipping you will be able to create a form on the internet. You will need to go to www.ups.com and log in, using the following information:

UserID: William and Mary
Password: athletics

Once logged in, click on the “Shipping” tab. Next, click on the “Create a Shipment” option, and fill in the information in the bold fields. The default options are set to next day air service and UPS letter packaging. If you want to do something else you can change these. Enter your name, department name, or account code in the Reference #1 box. This is in section 5 on the form and is very important for billing purposes. Once this is complete, click the “Ship Now” button.

A screen will appear giving you the option of printing both a label and a receipt. Please make sure both options are checked, then click View/Print. You will place the label in a plastic pouch on the UPS envelope which you can obtain from the Supply Room (206-b). Attach the pouch with the label to the envelope and drop them in the “Outgoing UPS” box in the mail room.