



UPS Address Validation

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IMPORTANT: UPS has deprecated access key authentication in favor of an OAuth 2.0 security model and REST API. Beginning June 3, 2024, access keys will no longer be supported for authentication to any UPS APIs. For updated configuration information, please refer to [UPS Address Validation REST API Configuration](#).

Overview

UPS Address Validation adds the ability to validate addresses with UPS. Addresses are validated on the Customer Address Card and the Ship To Address on a Sales Document.

Note: This functionality requires an additional DLL to use. Please contact SalesPad Support to request the DLL for your build of SalesPad.

Settings, Security & Setup

Settings Setup

1. Navigate to Settings and locate the Address Tools section
2. Select UPSAddressQueryHandler from the list of *Address Query Handlers*

| Address Tools | |
|-------------------------------------|-------------------------------------|
| Address Query Countries To Validate | UNITED STATES,USA,US,CANADA,CA,NONE |
| Address Query Handlers | UPSAddressQueryHandler |
| Address Validation Use Country Code | True |
| ZipCode Query Handlers | |

3. Locate the *UPS Validation* section under settings

| UPS Validation | |
|--------------------------------------|--|
| UPS Password | |
| UPS User Name | |
| UPS Validation Access License Number | |
| UPS Validation Shipper Number | |

4. Fill out each field with UPS Credentials (all are required)
5. A Shipper Number associated with the UPS User Name is required for Address Validation outside of the United States and Puerto Rico
6. Click **Save** and **Log Off**

Usage

Customer Address Card

1. Navigate to a Customer Address Card

Customer Search x Customer: [AMBIGUOUSADDR01] Ambiguous Address Test x Contact: PRIMARY/test x

Close Save

Customer ID: AMBIGUOUSADDR01 Customer Name: Ambiguous Address Test

Address

Code: PRIMARY

Alt Comp. Name:

Contact Name: test

Address: 02 S LOS ANGELES ST
LOS ANGELES, CA 90003

Zip:

City: LOS ANGELES State: CA

Country Code: US Country: United States

2. Click **Save** when ready to save the Customer Address
3. The address is now validated with UPS, an address can be: Invalid, Valid, or Ambiguous
 1. If an address is Valid, a message displays indicating success
 2. If Invalid, a message displays indicating an invalid address and asks if the user would like to flag this address as valid
 1. If yes, the address is now marked as valid and UPS Address Validation will not be ran on future saves
 2. If no, a form appears to select/edit addresses suggestions
 3. If Ambiguous: a message is displayed if the user would like to be shown suggestions
 1. If yes, a form appears to select/edit addresses suggestions
 1. Pressing **Cancel** will keep the original address
 2. Pressing **OK** will use the selected address and run UPS Address Validation on the new address
 2. If no, a message displays and asks if the user would like to flag this address as valid
 1. If yes, the address is now marked as valid and UPS Address Validation will not be ran on future saves

UPS Address Validation

Suggested Addresses

| # | Address |
|---|--|
| 1 | 3300-3348 W 1ST ST LOS ANGELES, CA 90004 |
| 2 | 3301-3349 W 1ST ST LOS ANGELES, CA 90004 |
| 3 | 3350-3398 W 1ST ST LOS ANGELES, CA 90004 |
| 4 | 3351-3399 W 1ST ST LOS ANGELES, CA 90004 |
| 5 | 3400-3428 W 1ST ST LOS ANGELES, CA 90004 |
| 6 | 3401-3429 W 1ST ST LOS ANGELES, CA 90004 |
| 7 | 3426 W 1ST ST LOS ANGELES, CA 90004 |
| 8 | 3426 W 1ST ST APT 101-106 LOS ANGELES, CA 90004 |

OK Cancel

Sales Document Addresses Formlet

1. Navigate to the Addresses Formlet on a new or open Sales Document

Customer Search [X] Customer: [AARONFIT0001] Aaron Fitz Electrical [X] (QUOTE) QTEST1024 [X]

Close Save Print Delete Copy Dynamics GP

Document Properties

Document #: QTEST1024

Customer #: AARONFIT0001

Cust PO:

Req Ship:

Ship Method: LOCAL DELIVERY

Whse: WAREHOUSE

Currency: Z-US\$

Ship To Address

Line Items Notes Addresses Holds User Fields Audit Related Documents Purchases Quick Report FedEx Quote Email Audit

2. Click **Save** when ready to save the document
3. The Ship To Address is now validated with UPS. An address can be: Invalid, Valid, or Ambiguous
 1. If an address is Valid: a message displays indicating success
 2. If Invalid: a message displays indicating an invalid address and asks if the user would like to flag this address as valid
 1. If yes, the address is now marked as valid and UPS Address Validation will not be ran on future saves
 3. If Ambiguous: a message is displayed if the user would like to be shown suggestions
 1. If Yes, a form appears to select/edit addresses suggestions (shown next page)

1. Pressing **Cancel** will keep the original address
2. Pressing **OK** will use the selected address and run UPS Address Validation on the new address
2. If no, a message displays and asks if the user would like to flag this address as valid
 1. If yes, the address is now marked as valid and UPS Address Validation will not be ran on future saves

Note: Only addresses in USA and Puerto Rico are given address suggestions for ambiguous addresses. An address is treated as Invalid until UPS Address Validation is successful or the user flags the address as Valid. Editing an address in any way results in UPS Address Validation to run again.