UPS Paperless Invoicing

Cavallo Support - 2024-11-22 - Miscellaneous

Overview

ShipCenter supports UPS paperless invoicing, which is an option that can be enabled on ups.com that will automatically use electronic commercial invoices for international shipments. ShipCenter's integration with UPS will automatically use the paperless invoicing option when the shipping account has this option enabled and particular international fields are set on the shipment.

To enable paperless invoicing with UPS, please follow their documentation which is provided as an attachment at the end of this article.

Per UPS: "Customers that are not using UPS Paperless® for Commercial Invoices associated with international shipments will be subject to a surcharge that is planned to be implemented April 2024. [...] Starting April 2024, there will be a $1.00 USD surcharge per shipment for using paper documents. This fee will gradually increase at the beginning of July 2024."

Paperless Invoicing

Requirements

A paperless invoice contract must be set up and enabled for the UPS shipping account.

Additionally, the following details must be true for the shipment:

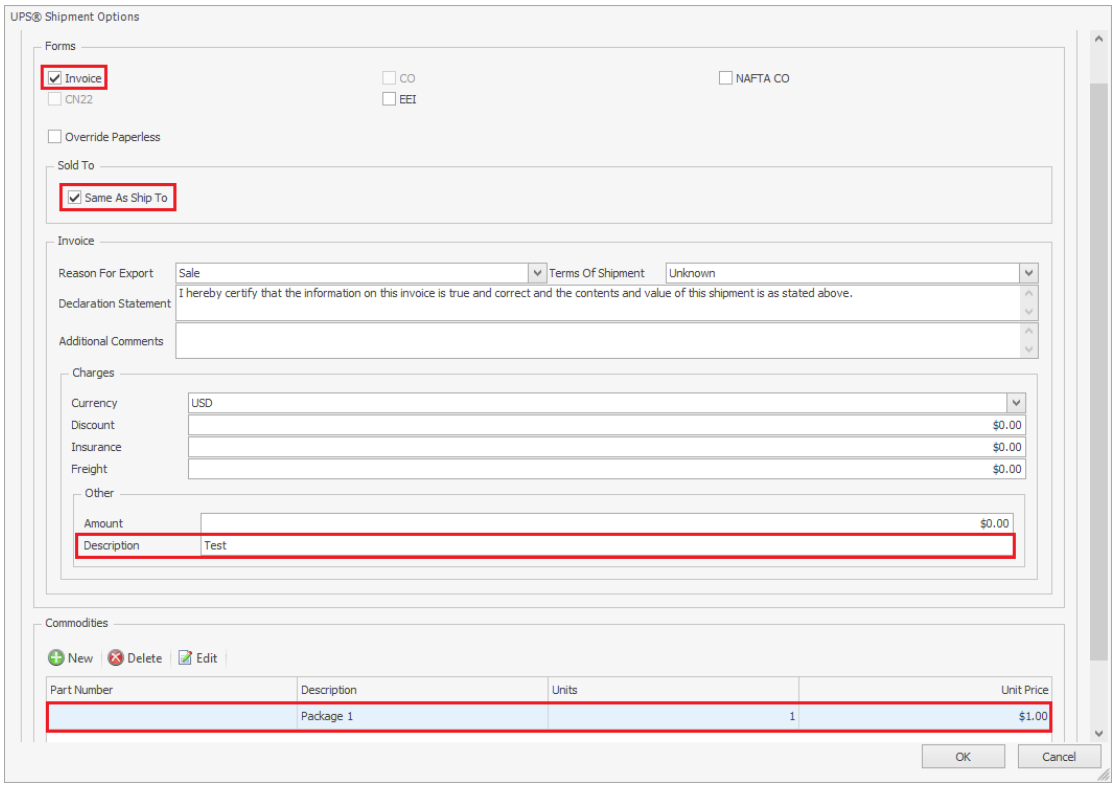
- The Sold To country or territory must be the same as the Ship To country or territory
- The shipment must be a non-document package forward shipment requiring a commercial invoice
- The destination country or territory must be a valid paperless invoice destination

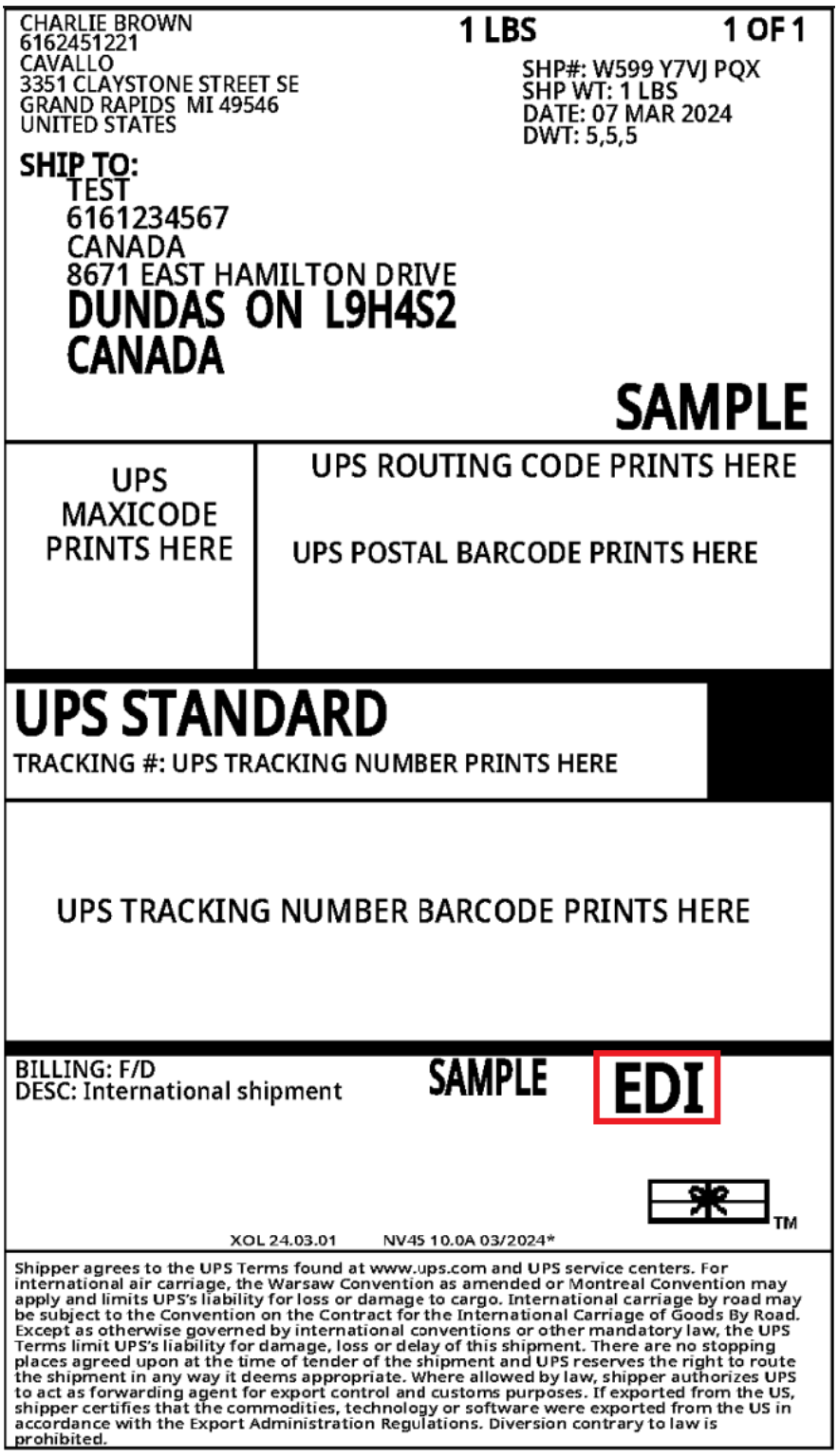
Usage

To process a shipment with a paperless invoice in ShipCenter:

- Create a new international shipment
- Select Shipment Options on the Shipment Editor screen
- On the Shipment Options screen, select the Customs tab and make sure the 'Invoice' and 'Same As Ship To' checkboxes are checked
- Populate the Charges > Other > Description
- Add commodities
- Click OK, then finish processing the shipment

Shipment label(s) and invoice document will print, and “EDI” will appear at the bottom right corner of the label to indicate that this is a paperless invoice





Attachments

- Updating_Paperless_Invoice_Settings_on_ups.com_User_Guide.pdf (522.42 KB)