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UPS Paperless Invoicing

Megan De Freitas - 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

UPS® Shipment Options

Forms

☒ Invoice

☐ CO

☐ NAFTA CO

☐ CN22

☐ EEI

☐ Override Paperless

Sold To

☒ Same As Ship To

Invoice

Reason For ExportSaleTerms Of ShipmentUnknown

Declaration StatementI hereby certify that the information on this invoice is true and correct and the contents and value of this shipment is as stated above.

Additional Comments

Charges

CurrencyUSD

Discount\$0.00

Insurance\$0.00

Freight\$0.00

Other

Amount\$0.00

DescriptionTest

Commodities

New


Delete

Edit

Part Number	Description	Units	Unit Price
	Package 1	1	\$1.00

OK

Cancel

CHARLIE BROWN 6162451221 CAVALLO 3351 CLAYSTONE STREET SE GRAND RAPIDS MI 49546 UNITED STATES		1 LBS	1 OF 1
SHIP TO: TEST 6161234567 CANADA 8671 EAST HAMILTON DRIVE DUNDAS ON L9H4S2 CANADA		SHP#: W599 Y7VJ PQX SHP WT: 1 LBS DATE: 07 MAR 2024 DWT: 5,5,5	
		SAMPLE	
UPS MAXICODE PRINTS HERE	UPS ROUTING CODE PRINTS HERE UPS POSTAL BARCODE PRINTS HERE		
UPS STANDARD TRACKING #: UPS TRACKING NUMBER PRINTS HERE			
UPS TRACKING NUMBER BARCODE PRINTS HERE			
BILLING: F/D DESC: International shipment		SAMPLE	EDI
		 TM	
XOL 24.03.01		NV45 10.0A 03/2024*	
<small>Shipper agrees to the UPS Terms found at www.ups.com and UPS service centers. For international air carriage, the Warsaw Convention as amended or Montreal Convention may apply and limits UPS's liability for loss or damage to cargo. International carriage by road may be subject to the Convention on the Contract for the International Carriage of Goods By Road. Except as otherwise governed by international conventions or other mandatory law, the UPS Terms limit UPS's liability for damage, loss or delay of this shipment. There are no stopping places agreed upon at the time of tender of the shipment and UPS reserves the right to route the shipment in any way it deems appropriate. Where allowed by law, shipper authorizes UPS to act as forwarding agent for export control and customs purposes. If exported from the US, shipper certifies that the commodities, technology or software were exported from the US in accordance with the Export Administration Regulations. Diversion contrary to law is prohibited.</small>			

Attachments

- [Updating_Paperless_Invoice_Settings_on_ups.com_User_Guide.pdf \(522.42 KB\)](#)