

Knowledgebase > ShipCenter > Miscellaneous > UPS Paperless Invoicing

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

Invoice CN22		CO EEI)
Override Paperless				
Sold To				
Same As Ship To				
Invoice				
Denne Fre French	Colo		Tama Of China and Utala and	
Reason For Export	L bereby certify th	at the information on this invoice is true	and correct and the contents and value of this shipment is as s	tated above
Declaration Statement	Thereby certify of		and confect and the contents and value of this supment is as a	
Additional Comments				0
- Charges				*
	1.00			
Currency	USD			×
Insurance				\$0.00
Freight				\$0.00
- Other				· · · · · · · · · · · · · · · · · · ·
Amount				<u>é0.00</u>
Description	Test			\$0.00
beserpton	(Got			
ommourues				
🕑 New 🛛 🚳 Delete	📝 Edit			
art Number		Description	Units	Unit Price

CHARLIE BROWN	1 RS	1 OF 1					
6162451221		1011					
CAVALLO	SHP#: '	W599 Y7VI POX					
3351 CLAYSTONE STREE	T SE SHP W	T: 1 LBS					
GRAND RAPIDS MI 495	46 DATE: (07 MAR 2024					
UNITED STATES	DWT: 5	5.5					
	51113	1010					
IESI							
6161234567							
CANADA							
80/TEAST HA	MILTON DRIVE						
	JN 19H457						
DONDAS							
ΓΔΝΔΠΔ							
		SAIVIPLE					
	UPS ROUTING CODE	PRINTS HERE					
UPS							
MAYICODE							
MAAICODE							
PRINTS HERE	UPS POSTAL BARCODE I	PRINTS HERE					
TRACKING #: URS TRACKING NUMBER REINTS HERE							
TRACKING #: OPS TRACKING NOMBER PRINTS HERE							
UPS TRACKING	G NUMBER BARCODE PR	INTS HERE					
BILLING: F/D	CAMDIE	EDI					
DESC: International st	nipment JAMPLE						
		- 980					
X0	L 24.03.01 NV45 10.0A 03/2024*						
Shipper agrees to the UPS Te	rms found at www.ups.com and UPS serv	vice centers. For					
international air carriage, th	Warsaw Convention as amended or Mo	ntreal Convention may					
apply and limits UPS's liability for loss or damage to cargo. International carriage by road may							
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							
the shipment in any way it do	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 fo	to act as forwarding agent for export control and customs purposes. If exported from the US,						
shipper certifies that the con	modifies, technology or software were e	exported from the US in					
accordance with the export A	animistration Regulations, Diversion con	1.1.01 y 1010 w 15					

Attachments

• <u>Updating_Paperless_Invoice_Settings_on_ups.com_User_Guide.pdf (522.42 KB)</u>