MyFreight Quick Reference Guide

UPS Supply Chain Solutions – July 2013

MyFreight Overview

MyFreight is a secure internet site that you can use to book air freight shipments, track air and ocean shipments, run rate quotes using your pricing agreement, create shipping documents, manage your MyFreight account, and receive event notifications.

Once registration request is complete and approved, users will have access to the following tabs to start using the web application.

Getting Started

If you do not currently have a shipping account with UPS Supply Chain Solutions, your first step is to establish an account. A freight forwarding account number is a unique nine-digit number that we assign to a company at a specific location where we pick up or deliver freight.
You must complete this online form to establish a new account:

http://forwarding.ups-scs.com/newaccount/NewAccount.asp

Register for MyFreight Access

Since MyFreight is a secured environment, you must register for access to the application. Each user must complete the MyFreight registration process to allow UPS Supply Chain Solutions to authorize access to account information and rates.

1. From the MyFreight Login page, click the **Register for MyFreight** link in the New User module to open the first [MyFreight Registration](#) page.
2. Complete the fields. All fields are required, except for the Contact Name.
3. Click **Continue** to open the Registered Users add account numbers page.
4. In the Account Number field, type the 9-digit number of the account you want to access.
5. Click **Add Account** to add the account to your account list.
6. Click **Finished Adding Account** after you add all the account numbers.

MyAccount

MyAccount allows you to set and manage your user preferences. You can request access to MyFreight features here, update your personal information, request additional account numbers, and add to the address book to use with MyShipping. You will have access to this feature as soon as you complete your MyFreight registration. To open this page, click the **MyAccount** button.

Note: User registration must be approved by UPS administrator prior to using the other MyFreight tabs.

How do I add an address to my address book?

1. From the MyFreight Home page, click **MyAccount**.
2. From the Add Address section, click **Create New Entry** or **Add Party**.
3. Add an Address form will be displayed. In the **Address Book Entry Name** field, type the name you want to save this entry as. For example, you may use all or part of the company name or contact name as a short reference.
4. Complete the additional fields.
5. Click **Save**.

MyShipping

MyShipping enables you to quickly book an air freight shipment from a previously created template or by entering the payer account number, ship from address, and ship to address. You can create a shipment and pickup request using our five-part shipping wizard. You can also create reusable shipping templates in advance to store all the shipping details for your accounts to book a shipment even faster. To open this page, click the **MyShipping** tab.

How do I book a shipment?

1. From the Create a Shipment page select **Payment Terms**, and click **Next**. (Optional to select Ship From, Ship To and Third Party Payor from the address book using the dropdown list to skip step 2.)
2. Enter Address Information and click **Next**.
    Note: If you get a warning "The address information on file for the submitted account number does not match the address information submitted for this party on the previous form." This means the address you entered does not match the address in your contract. Click **Copy Account Info Over** or **Copy Submitted Over** and use as the **Go Forward Address Information**. Then click **Save to Address Book and Continue** to avoid this warning in the future.
3. Fill in the Service and Ready Date/Time information, and click **Next**.
4. Enter Freight Details, and click **Next**.
5. Review Booking Details information, and check the **I Accept** box. Click **Submit**.
6. Pickup Request Information page will display a pickup request number and an Air Waybill in a popup window.
    Note: If a warning message appears, please call your local UPS office make additional arrangements. A link is available on the page to print the Air Waybill in a popup window.
7. From Adobe Acrobat, select **Print**.
    Note: You must have the Adobe Acrobat Reader to view the shipping document. If you do not have the Adobe Reader on your computer, click here and follow the instructions to download the software.
8. Click **OK**. The shipping document prints on your local printer.
9. Sign the shipping document.
10. Attach the shipping document to your freight.

How do I create a shipping template?

1. From the MyShipping page click **Manage Templates** link.
2. Click **Create New Template**.
3. Create New MyShipping Template form will be displayed. In the **Template Name** field, type the name you want to use for the template.
4. Click **Load from Address Book** to select a stored address or type the information in the Shipper and Consignee address fields.
5. In the **Account Number** field, type the 9-digit account number you want to use.
6. Complete any additional information that you want to include in the template.
7. Click **Save** to store your template for reuse.

How do I book a shipment from a template?

<mark>**Note:** You cannot use MyShipping to request pickups on Saturday or Sunday. To arrange a weekend pickup within North America, please contact us at 1-866-696-3856. Outside North America, please contact your local Forwarding office.</mark>

1. From the **Create a Shipment form**, click **Start a Shipment from an existing template**.
2. The **Create a Shipment Booking from Existing Template** section will display a list of saved templates. Search for the template by template name, ship from or ship to company name and click **Search** to display templates.
3. Click the template name you want to use and modify any necessary information in the template. Click **Next**.
4. Review Booking Details information, and check the **I Accept** box. Click **Send PickUp Request**.
5. Pickup Request Information page will display a pickup request number and an Air Waybill in a popup window.
   <mark>Note: If a warning message appears, please call your local UPS office make additional arrangements. A link is available on the page to print the Air Waybill in a popup window.</mark>
6. From Adobe Acrobat, select **Print**.
   Note: You must have the Adobe Acrobat Reader to view the shipping document.
7. Click **OK**. The shipping document prints on your local printer.
8. Sign the shipping document.
9. Attach the shipping document to your freight.

MyTracking

MyTracking offers detailed information about your air and ocean shipments. You can track your shipments using an account number, role, date range, or a variety of reference numbers. An extensive menu of standard and detail tracking views allows you to choose the level and type of shipment information you need. You can retrieve shipments within a 60 day window each time you perform a search.

To open this page, click the **MyTracking** tab.

How do I track a shipment by an account number?

1. In the **Account Number** field, select the account number in the dropdown box.
2. In the **Role** field, select the type of role for the account number. Roles include: Shipper, Consignee, and Payor.
3. In the **Start Date** field, type or select the start date for the search. The default is the previous day's date.

4. In the **End Date** field, type or select the end date for the search. The default is today's date.
5. Click **Get Data**.

How do I track a shipment by a reference number?

1. In the **Track by** field, click the arrow to select the type of number you want use to track the shipment. Options include: Shipment Number, Shipper Reference Number, and Consignee Reference Number.
2. In the **Number** field, type the reference number you want to use to track the shipment.
Note: Shipment Numbers are 10 digits long and should be entered without dashes or spaces. Reference Numbers must be entered in their entirety, including dashes.
3. Click **Get Data**.

MyEvents

MyEvents sends you event notifications by e-mail, pager, or both. An event is a milestone in the shipment life cycle that is important to you, such as pickups, departures, arrivals, and deliveries. You can select the account and shipment events you want to know about via MyFreight. You can also set notification on a single shipment.
To open this page, click the **MyEvents** tab.

How can I be notified when my shipment departs or arrives?

1. Click **Add New** or **Add Subscription** on the MyEvents Subscriptions page to add your subscription. If you haven't added an address, the Add Address page will open. Otherwise, the Add Subscription page will open.
2. If the Add Subscription page opens and you need to add an address, click **Add Address**. Otherwise, go to Step 7.
3. In the **Display Name** field on the Add Address page, enter the name associated with the address. For example, "Brokerage group e-mail" or "Support team pager."
4. In the **Address** field, enter the Internet address to which you want the notification sent. This can be an e-mail, text pager, or text-messaging phone address. For example, "myname@someplace.com." For pagers and phones, you must enter a number such as "5031231212@vtext.com."
5. Click the **Device** arrow and select Email or Pager.
6. Click **Add**. The Add Subscription page opens.
7. In the **Subscription Name** field on the Add Subscription page, enter the name of the subscription. The name may reflect the accounts, roles, reference numbers, and/or notifications that you

will select for this subscription. For example, "Air Freight Delivery Notifications." You can create as many subscriptions as you need.

8. Select the accounts for which you want to receive notifications. To select multiple accounts, hold down the **Ctrl key** and click the accounts you want in the **Only notify me for these accounts** field. The available accounts only include accounts that UPS Supply Chain Solutions previously authorized you to view in MyFreight.

9. (Optional) In the **Optional Filters** section, click the **Notify me when the account type** dropdown box and select the role for which you want to view information. Roles include:

- Shipper
- Consignee
- Payor
- Any Role (default)

10. (Optional) To narrow the notification criteria. Click the **Notify me for the following** using the dropdown box and select the type of reference number you want to view. Reference types include:

- Shipper Reference Number
- Consignee Reference Number
- Shipment Number

11. If you selected a reference type, enter the corresponding reference number the empty field next to the reference number dropdown. The system is case sensitive. Be sure to enter the reference number exactly as it is listed on your shipping document.

12. From the **Current Subscriptions and Addresses** section check the events you want to receive notice for the appropriate address or addresses.

13. Click **Add**.

14. Repeat to create another address and/or subscription. You can add as many addresses and subscriptions as you need.

15. When finished, click **Submit** to turn on subscription.

Note: To remove addresses from subscription, return to the **Update Subscriptions** page. Remove the addresses using the delete button or uncheck the current subscription events for each address.

MyRating

You can use MyRating to receive airfreight, ocean freight, or trade services quotes. By using your shipper account number, you can receive accurate quotes based on your pricing agreement.

When you request an ocean or trade services rate quote, you do not receive immediate online results. When you click **Continue**, your browser displays the

rate quote information you entered. Then a UPS Supply Chain Solutions representative will contact you with a rate quote.
To open this page, click the **MyRating** tab.

How can I rate my Air freight?

The MyRating Air Freight page consists of several sections. Mandatory fields include pickup postal code, destination postal code, and piece information for at least one piece. Selecting an account number gives you a rate quote based on the pricing agreement for that account number.

To use MyRating Air Freight:
1. Click **MyRating** tab from the MyFreight Home page.
2. Click the **Air Freight Services** link.
3. Select the **Account Number** and **Ship Date**.
4. Enter **the Pickup and Destination Postal Code** and **Piece Detail** fields.
5. (Optional) Complete the remaining rating field for a more accurate rate quote.
6. Click **Proceed to Rate Quote** to get your quote.

How can I rate my Ocean freight?

The MyRating Ocean Freight page consists of eight mandatory sections and two optional sections. If you use your account number when obtaining a rate quote, UPS Supply Chain Solutions will base the rate you receive on the account number's pricing agreement.
To use MyRating Ocean Freight:
1. From the MyFreight Home Page, click **MyRating** tab.
2. From MyRating, click **Ocean Freight Services**.
3. Complete the mandatory fields.
4. Complete the optional fields for a more accurate rate quote.
5. Click **Proceed to Rate Quote**.
6. Complete the **Contact Information** page that displays.
7. Click **Continue**.

How can I rate my Trade Services (custom) freight?

The MyRating Trade Services page consists of four mandatory sections and three optional sections. If you use your account number when obtaining a rate quote, UPS Supply Chain Solutions will base the rate you receive on the account number's pricing agreement.
To use MyRating Trade Services:
1. From MyFreight Home Page, click **MyRating** tab.
2. Click **Trade Services**.
3. Complete the mandatory fields.
4. Complete the optional fields for a more accurate quote.
5. Click **Proceed to Rate Quote**.

6. Complete the **Contact Information** page that displays.
7. Click **Continue**.

MyDocuments

You can use **MyDocuments** to create shipping documents, including Air Waybills, Shipper's Export Declarations, Canadian Export Declarations, Commercial Invoices, and Shipper's Letters of Instruction.
To open this page, click the **MyDocuments** tab.

How do I create a document?

1. Click the **Create Document** dropdown arrow to select the type of template you want to create. Your choices include:

   - Air waybill (AWB)
   - Shippers Export Declaration (SED)
   - Canadian Export Declaration (CED)
   - Shippers Letter of Instruction (SLI)
   - Commercial Invoice (CI)

2. Click **Create Document**.
3. (Optional) Click the applicable **Load** buttons (Load Template, Load Shipper, Load Consignee, etc.) if you want automatically fill some information from a previously created document template or from your address book.
4. Fill in or edit the fields on the document template form.
5. (Optional) Click the applicable **Save** buttons (Save Shipper, Save Consignee, etc.) to add new information to your address book.
6. (Optional) If you would like to reuse the document information. In the **Template Name** field, type the name under which you want to save the template and click **Save Template**.
7. Check the **I Accept** box. Click **Submit**.
8. The document form opens in Adobe Acrobat.