

Why Your Store Should Become a UPS Access Point Now – Not Later!

CVS, Advance Auto Parts, and Michaels: What do all these stores have in common? They see the incredible value in being an access point location with UPS. PEC has negotiated on behalf of all its members to make sure they are eligible to join New UPS Programs - which is yet another exciting way to capture foot traffic and increase your retail sales. PEC offered this exciting program starting in late 2019 and to date hundreds and hundreds of PEC accounts are taking advantage, but what about the stores that aren't? PEC and its members that have added the service have learned it's an easy add to their existing UPS in store shipping solutions. Adding AP is as easy as checking a box and suddenly you now have even more customer traffic thanks to PEC and UPS.

There is one more incredibly important reason to add AP to your store now instead of mulling it over any longer. UPS really wants AP locations NOW. As we have discussed CVS, Advance Auto Parts and Michaels have been integrated into this program type and there are talks that more large chains are to come. Adding AP to your

independent location shows UPS that they have this need taken care of in your community and UPS does not need to add AP near your store since you are the local AP! You already enjoy your PEC program and would hate to have someone near by start benefiting from UPS packages just like your store does. Becoming an AP solves every service type that UPS could want in an area: Retail packages, drop off packages, and AP packages. Choosing to not add AP now could come back to haunt you when UPS determines your area is under-served and needs AP representation: therefore a competitor must be added near you. Be proactive and become the full-service location that PEC has fought to be able to offer you and enjoy the additional traffic flow to your business today!

Ship, pick up
and drop off
packages here.



Authorized Service Provider

Don't Enter Drop Off's More Than Once

UPS RPDO (Retail Package Drop Off) package volumes continue to increase year after year. Package Express Center locations are handling far more packages than ever before and we know this can cause things to get a little overwhelming. If you don't have a good procedure for accepting and entering packages you can easily lose track of what has been entered and what has not and lose precious time. Duplicate entries are not compensable on your quarterly rebate check and seeing failed uploads in your reports due to this causes unnecessary concern.

Many PEC locations have begun marking boxes with clerk initials, store abbreviation, shapes, a bright color check mark, etc. to indicate that the package has been previously scanned that day, uploaded or manifested in the Total System software. While this is technically an extra step, it's a lot faster than debating on whether a package has been scanned, uploaded yet, sorting through duplicate records in your database and then submitting a duplicate entry again and again on many packages.



ATTENTION

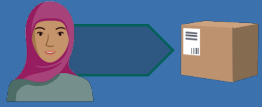
PEC Access Points

Look inside for the
UPS Quick Reference
Guide - Part 1



Look for Part 2
next month!

Quick Reference Procedures



CUSTOMER DROP OFF

For pre-labeled packages being dropped off by a customer

1

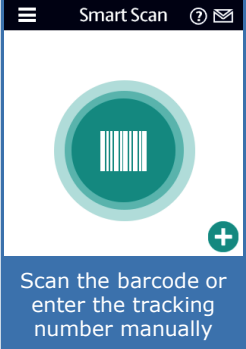
INSPECT PACKAGE(S)
to ensure they're properly sealed and have a UPS bar-coded label

2

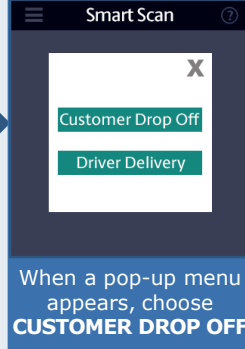
SCAN EACH PACKAGE
using the UPS Access Point app

3

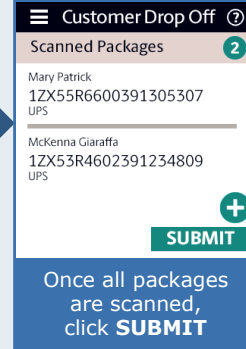
SECURE PACKAGES
in the designated area for the UPS Driver to collect



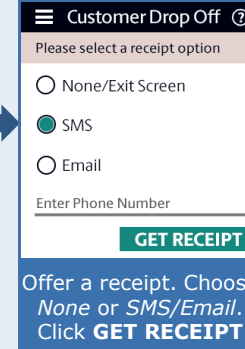
Scan the barcode or enter the tracking number manually




When a pop-up menu appears, choose **CUSTOMER DROP OFF**



Once all packages are scanned, click **SUBMIT**



Offer a receipt. Choose *None* or *SMS/Email*. Click **GET RECEIPT**



INVENTORY RETURN

For packages that have not been picked up within 7 days

1

ADDRESS ALERT
on the UPS Access Point app


2

SCAN EACH PACKAGE
using the UPS Access Point app

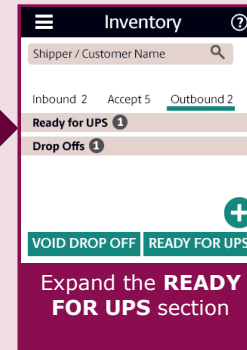
3

SECURE PACKAGES
in the designated area for the UPS Driver to collect

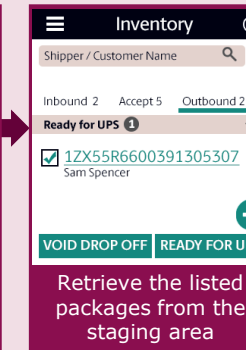
Tip: Write "Return to UPS" on packages



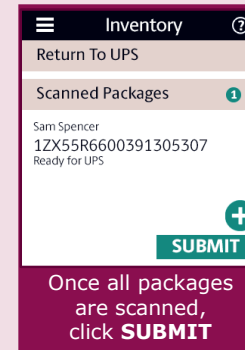
Click on the alert **INVENTORY (ACTION REQUIRED)**



Expand the **READY FOR UPS** section



Retrieve the listed packages from the staging area



Once all packages are scanned, click **SUBMIT**

"Why is my package here?"

If UPS attempts a delivery and no one is home to receive the package, the driver may redirect the package to your store and leave a notice on the customer's door. If a customer has questions about why their package was redirected, refer to the following.

Why did UPS send my package here instead of my home?

- The UPS Driver considers package security a top priority
- They attempted to deliver it to you and did not want to leave your package unattended when no one was home to receive it

Why isn't my package here yet?

- There is a delay between when the UPS Driver leaves the notice on your door and when they are able to drop your package off here (sometimes it can even be the next day).
- You can track the package using the InfoNotice number so you know when it's ready for pickup

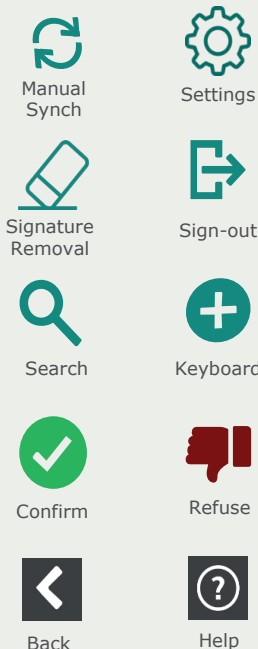
How can I control where my packages end up in the future?

- Go to [ups.com/join](https://www.ups.com/join) and sign up for UPS My Choice® for free
- This will activate delivery alerts and give you the ability to redirect one or all of your packages to a convenient location of your choosing

Additional Support

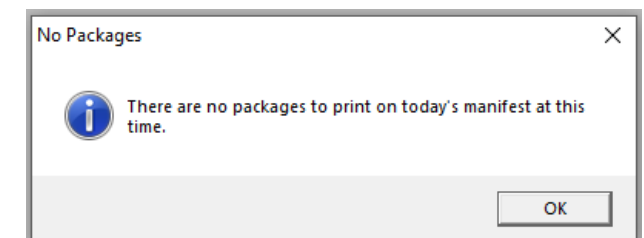
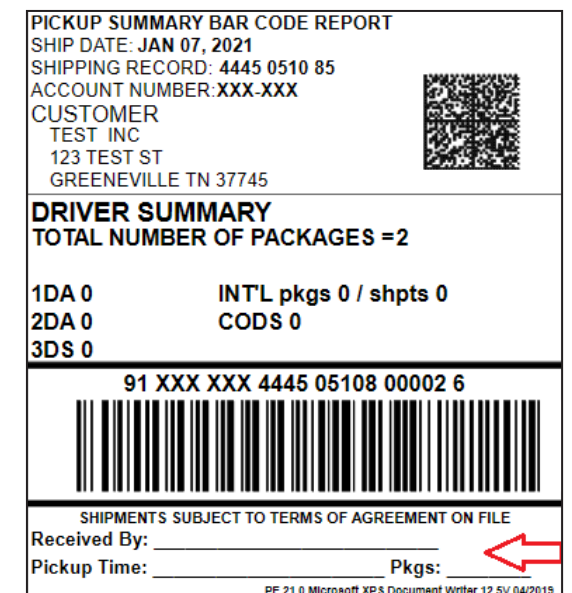
For application support: UPS Access Point Support 1-888-877-8324 (option 3)
or call PEC at 800-274-4732

App Icons



Upload Daily Manifests – This Is A Must

Your UPS billing accuracy and payment from UPS depends on your timely uploading of your retail, drop off, and Access Point packages. You must upload your manifest every day that you have accepted packages. You must upload and print your retail manifest for your driver to sign each day. Your RPDO manifest does not need to be printed or signed. Also you may have AUTO upload turned on for RPDO packages in which case you do not have to upload them all at the end of the day like your retail package manifest. The best time to upload your manifests is around the time your UPS driver picks up at your location each day or if it varies click the button just as soon as you see your UPS driver. You are trained that the driver is to sign the manifest. Do you let your driver go without requiring him to sign your manifest? Please see the bottom portion of the manifest where it indicates the driver needs to sign and note the number of packages accepted. Did you know if you do not upload your retail manifest before the package becomes delivered you get charged an additional \$2 on that package by UPS? If you're not sure if a manifest has been uploaded just click the "print manifest" button at the top of your screen and if a package has not been uploaded, it will be uploaded now. If all packages have been uploaded previously, the pop up box will let you know there are no packages to be uploaded at this time.



May Specials

Dell Desktop Computer

Windows 10 Pro
SSD – 237 GB
CPU – i5
RAM – 8 GB

\$349⁹⁵



Maintech Coverage as long as you are part of our National Network of UPS Authorized Shipping Providers (excludes OS upgrades and viruses)

F.O.B. Greenville, TN

Scanner



Regularly \$69⁹⁵

Why waste time keying in drop-off packages when you can scan them, plus avoid mistakes.

F.O.B. Greenville, TN

\$49⁹⁵

Your choice

2 FOR

\$49⁹⁵

SHIPPING GUIDELINES

We reserve the right to inspect any and all packages shipped through this location.

This Shipping Center will not ship any of the following items:

- Firearms/Explosives
- Live Animals
- Hazardous Materials
- Flammable Liquids
- Flammable Solids
- Flammable Gases
- Flammable Powders
- Flammable Pastes
- Flammable Composites
- Flammable Gels
- Flammable Creams
- Flammable Pastes
- Flammable Composites
- Flammable Gels
- Flammable Creams

TERMS & CONDITIONS:

1. **SHIPMENT:** The shipper is responsible for the proper packaging, labeling, and marking of the shipment. The shipper must ensure that the shipment is properly packaged and labeled for shipping. The shipper must also ensure that the shipment is properly marked with the appropriate shipping labels and markings.

2. **INSURANCE:** The shipper is responsible for insuring the shipment. The shipper must ensure that the shipment is properly insured for the full value of the contents. The shipper must also ensure that the shipment is properly marked with the appropriate insurance labels and markings.

3. **DELIVERY:** The shipper is responsible for the timely delivery of the shipment. The shipper must ensure that the shipment is delivered to the correct address and that the shipment is delivered in good condition. The shipper must also ensure that the shipment is delivered by the agreed-upon date and time.

4. **RECEIPT:** The shipper is responsible for obtaining a receipt from the recipient. The shipper must ensure that the receipt is properly filled out and that it accurately reflects the contents of the shipment. The shipper must also ensure that the receipt is properly marked with the appropriate shipping labels and markings.

5. **CLAIMS:** The shipper is responsible for filing a claim with the carrier in the event of a loss or damage to the shipment. The shipper must ensure that the claim is properly filed and that it includes all the necessary documentation. The shipper must also ensure that the claim is properly marked with the appropriate shipping labels and markings.

NO CLAIMS on any of the above items will be honored.

This Shipping Center Will ship the following items but with certain restrictions:

- Fragile Items
- High Value Items
- Large Items
- Heavy Items
- Hazardous Materials
- Flammable Liquids
- Flammable Solids
- Flammable Gases
- Flammable Powders
- Flammable Pastes
- Flammable Composites
- Flammable Gels
- Flammable Creams

RESTRICTIONS:

1. **FRAGILE ITEMS:** Fragile items must be properly packaged and labeled as fragile. The shipper must also ensure that the shipment is properly marked with the appropriate shipping labels and markings.

2. **HIGH VALUE ITEMS:** High value items must be properly packaged and labeled as high value. The shipper must also ensure that the shipment is properly marked with the appropriate shipping labels and markings.

3. **LARGE ITEMS:** Large items must be properly packaged and labeled as large. The shipper must also ensure that the shipment is properly marked with the appropriate shipping labels and markings.

4. **HEAVY ITEMS:** Heavy items must be properly packaged and labeled as heavy. The shipper must also ensure that the shipment is properly marked with the appropriate shipping labels and markings.

5. **HAZARDOUS MATERIALS:** Hazardous materials must be properly packaged and labeled as hazardous. The shipper must also ensure that the shipment is properly marked with the appropriate shipping labels and markings.

PACKING:

1. **FRAGILE ITEMS:** Fragile items must be properly packaged and labeled as fragile. The shipper must also ensure that the shipment is properly marked with the appropriate shipping labels and markings.

2. **HIGH VALUE ITEMS:** High value items must be properly packaged and labeled as high value. The shipper must also ensure that the shipment is properly marked with the appropriate shipping labels and markings.

3. **LARGE ITEMS:** Large items must be properly packaged and labeled as large. The shipper must also ensure that the shipment is properly marked with the appropriate shipping labels and markings.

4. **HEAVY ITEMS:** Heavy items must be properly packaged and labeled as heavy. The shipper must also ensure that the shipment is properly marked with the appropriate shipping labels and markings.

5. **HAZARDOUS MATERIALS:** Hazardous materials must be properly packaged and labeled as hazardous. The shipper must also ensure that the shipment is properly marked with the appropriate shipping labels and markings.

If you have any questions about your shipment, please ask us. We're here to help.

Shipping Guidelines
1 sided
26"W x 20"H
Item number: UPSGI

Ship, pick up and drop package

2 foot Vertical AP or Non-AP

2 sided
24"W x 36"H
Item number - UPS2

Ship and drop off packages here.



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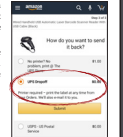


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Authorized Service Provider

Do you have a QR code for an Amazon return?

We are happy to take your return packages, however you must choose the option to print the label. There is an option to email the label so you can print anywhere. Just email the label to our store and we will print it for you.



This not only applies to Amazon returns but to others such as:

• Cell Phones (AT&T, Verizon, Sprint, etc.)

• Cable/Satellite (Comcast, Xfinity, Dish, DirecTV, etc.)

Anytime you need to return an item, be sure to ask for a shipping label instead of a QR code and we will be happy to assist you.



Already submitted a return using the QR Code? Log into your Amazon account and cancel the return using the QR Code. Go back and request the return with a UPS label. Email the label to our store and we will get it printed for you.

QR CODE

1 sided

24"W x 36"H

Item number - QRSIGN

F.O.B. Greenville, TN

50% Off

Your choice of **ONE** UPS Banner Regularly \$60



Now Access Point Location

Ship, pick up and drop off packages here



Grand Opening

Ship and drop off packages here



Ship and drop off packages here.

Authorized Service Provider



Ship, pick up and drop off packages here.

Authorized Service Provider

All Banners are 72"W x 17"H and indoor/outdoor

Buy 1 Get 1

33% OFF

Toner Cartridges

Item Number	Fits Printer Model	Wholesale Price	3 Or More
TONRM102	HP M102	\$69.99 ea.	\$65.99 ea.
TONRM12W	HP M12W	\$39.99 ea.	\$35.99 ea.
TONRM15W	HP M15 & M29	\$34.99 ea.	\$30.99 ea.
TONR1012	HP 1012 & 1020	\$49.95 ea.	\$45.95 ea.
TONR1505	HP 1505	\$49.95 ea.	\$45.95 ea.
TONR1006	HP 1006	\$39.99 ea.	\$35.99 ea.
TONR1102	HP 1102	\$49.95 ea.	\$45.95 ea.
TONR2020	Samsung M2020	\$59.95 ea.	\$54.95 ea.

F.O.B. Greenville, TN



P.O. Box 1178 Phone: (800) 274-4732
Greenville, TN 37744 Fax: (800) 570-0683
www.packageexpresscenters.com

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