

Training for International Shipping



UPS Ready 

TOTAL SHIPPING[®]

SOFTWARE
from Package Express Center, Inc.

**PROCESS
& SHIP
PACKAGES**

PROGRAM INFORMATION

 **DataSafe Storage Information**
Printable sign-up sheet included.

TRAINING MODULES
Internet connection required for all training

-  **Total Shipping Software**
Package Processing & Shipping Training
-  **Packing**
Tips & Advice on the Right Way to Pack a Shipment
-  **Marketing**
How to Advertise & Promote Your PEC Shipping Center
-  **International Shipping**
Learn the correct way to ship packages Internationally

IMPORTANT LINKS
(Internet connection required)

- packageexpresscenters.com
- **UPS Tariff/Terms & Conditions**

SUPPORT MENU 

Processing an International Package

- Additional paperwork is required when processing a package being shipped to any country outside the United States.
- Unlike Domestic shipping, International packages require Export Documents.
- An International package takes longer to process than a domestic package because of the detail involved in the documentation.

You must review and be familiar with this process before offering International shipping in your store.



Processing an International Package using Total Shipping Software

- PEC's Total Shipping software is designed to walk you through each step of this process.
- We will cover each step in this training.
- **Accuracy is key.** Help avoid customs delays by having these important details when you're ready to begin: *Contact Information, Description of Goods and Value of Goods*



PEC's Total System Ver. 18.0.5-Suggested Retail Rates with Cap - Center Number

Settings Manifest UPS Options Reports/Billing PEC Utilities Advertising/Marketing International Help

Process ARS / Internet Pkg (Drop Off Packages) Reprint Receipt Print Manifest Training OFF Store Pkg OFF Void Package UPS Returns Send MSR

Enter Package Information Fuel Surcharge Rates: 0.0475 / 0.0525

Shipping Information
 Package Contents: ink pens
 Shipping Method:
 Declared Value: 0
 Package Weight: 0
 Zip Code:
 Zone:
 Phone: (000) 000-0000
 Shipping Total: 50.00

Shipping Methods
 UPS 3 Day Select®
 UPS 2nd Day Air® (Parcel)
 UPS 2nd Day Air® (Letter)
 UPS 2nd Day Air A.M.® (Parcel)
 UPS 2nd Day Air A.M.® (Letter)
 UPS Next Day Air Saver® (Parcel)
 UPS Next Day Air Saver® (Letter)
 UPS Next Day Air® (Parcel)
 UPS Next Day Air® (Letter)
 UPS Next Day Air® Early(Parcel)
 UPS Next Day Air® Early(Letter)
 International to Canada
 International to Mexico
 International-All Other Countries

UPS, UPS
 brandmark,
 and the Color
 Brown are
 trademarks of
 United Parcel
 Service of
 America, Inc.
 All Rights
 Reserved.

Restricted Items?
 IMPORTANT!!
 Does the sender know if item(s) can be exported to the destination?
 If not call UPS International Customer Service at 1-800-782-7892
 or look up at www.ups.com/ga/CountryRegs?loc=en_US
 Not knowing may result in delaying, returning, or seizing of item(s)!

Express Boxes Available
 These box types can be used for most Air and International Shipments. By choosing one of these selections the dimensions will automatically be populated for this shipment.

UPS Express® Box Small (13 x 11 x 2 no weight limit)
 UPS Express® Box Medium (16 x 11 x 3 no weight limit)
 UPS Express® Box Large (18 x 13 x 3 cannot exceed 30 lbs)
 UPS Express® Tube (38 x 6 x 6 no weight limit)
 UPS Express® Pak (16 x 12.75 x 0 no weight limit)
 UPS 10 Kg Box® (16.5 x 13.25 x 10.75 package weight cannot exceed 22 lbs)
 UPS 25 Kg Box® (19.75 x 17.25 x 13.875 package weight cannot exceed 55 lbs)
 None of the above

Sub-Method of Shipment
 UPS Worldwide Express® (Letter)
 UPS® Standard To Canada
 UPS Worldwide Expedited®
 UPS Worldwide Express Plus® (Parcel)
 UPS Worldwide Express Plus® (Letter)
 UPS Worldwide Saver® (Letter)

Message from Total System
 ? Is this being delivered to a residence?
 Yes No

- For the **Shipping Method** you will need to scroll to the bottom of the list on the right to select the package destination country. Upon pressing **Enter** you will see the message asking about exporting the item to the destination country. Select **OK** if your customer is sure. If they just want to continue then you will need to explain about possible delays.
- The **Sub Method of Shipment** window will come up next. Select your customer's preferred method and press **Enter**.
- The **Express Boxes Available** window will pop up next. Select one of the box types or None of the above and press **Enter**.
- Next you will be asked if the package is being delivered to a residence. Select whichever applies and this will finish the **Shipping Method**.

PEC's Total System Ver. 18.0.5-Suggested Retail Rates with Ca

Settings Manifest UPS Options Reports/Billing PEC Utilities Advertising/Marketing

Process ARS / Internet Pkg (Drop Off Packages) Reprint Receipt Print Manifest Training OFF Store Pkg OFF Void Package

Enter Package Information Fuel Surcharge

Shipping Information
Package Contents: ink pens
Shipping Method: UPS Worldwide Saver® (Parcel)

Declared Value: 0

Package Weight:

- Enter the **Declared Value** as you would with any package and press enter.
- Enter the **Package Weight** as you would with any package and press enter.
- The **Dimensional Weight** box will pop up next. Enter package measurements and press enter.
- The **Destination City and Country** box pops up next. Type in the city that the package is being shipped to in the box at top and press enter twice.

Dimensional Weight

The dimensional weight must be checked for packages being shipped by UPS Worldwide Saver® (Parcel). Please enter the measurements from the package. Use a tape measure to measure the size if needed.

Length 0 inches (longest side)
Width 0 inches (second longest side)
Height 0 inches (shortest side)

Dimensional Weight Multiplier: 139

OK

- This brings up the **Extended Area Surcharge Lookup**. Select the postal code from the list and press enter. This goes back to the **Destination City and Country** box. *You must click on the green box with*

the mouse for this selection. This determines if there will be a delivery surcharge.

Destination City and Country for International Shipment

1. Enter the ZIP® ZIP+4® for the package.
2. Select the ZIP+4® City for the package.

What does your ZIP+4® code mean?
The ZIP+4® code helps us sort mail more efficiently. It consists of the ZIP code (5 digits) and a four-digit extension (4 digits).

Country: United States
Change Zip: [OK]

PEC's Total System - Extended Area Surcharge Lookup

Select the Postal Code or City for your package by scrolling or arrowing down to it. If the Postal Code or City is not listed, select the 'All Other Points' entry at the bottom of the list. Then press the Enter key to continue. If a surcharge applies, it will be calculated and automatically added to the shipping charges.

Note: Postal Code listings shown may drop the leading zeros. For example, 6260 would actually read as 06260.

| Destination | Postal Code | City | Surcharge Applies |
|-------------|---------------|------|-------------------|
| Canada | R0A0A0-R2B9Z9 | | Yes |
| Canada | R4B0A0-R5Z9Z9 | | Yes |
| Canada | S0A0A0-S0Z9Z9 | | Yes |
| Canada | S3N0A0-S3N9Z9 | | Yes |
| Canada | S4A0A0-S4A9Z9 | | Yes |
| Canada | S4H0A0-S4H9Z9 | | Yes |
| Canada | SSA0A0-S7G9Z9 | | Yes |
| Canada | S7W0A0-S9Z9Z9 | | Yes |
| Canada | T0A0A0-T0B9Z9 | | Yes |
| Canada | T0E0A0-T1W9Z9 | | Yes |
| Canada | T6Y0A0-T7W9Z9 | | Yes |
| Canada | T8P0A0-T8Z9Z9 | | Yes |
| Canada | T9G0A0-T9Z9Z9 | | Yes |
| Canada | V0A0A0-V1L9Z9 | | Yes |
| Canada | V1N0A0-V1N9Z9 | | Yes |
| Canada | V1P1N3-V1R9Z9 | | Yes |
| Canada | V1S1Z8-V1U9Z9 | | Yes |
| Canada | V4V2P8-V4V9Z9 | | See |

PEC's Total System Ver. 18.0.5-Suggested Retail Rates with Ca

Settings Manifest UPS Options Reports/Billing PEC Utilities Advertising/Marketing International

Process ARS / Internet Pkg (Drop Off Packages) Reprint Receipt Print Manifest Training OFF Store Pkg OFF Void Package UPS Returns

Enter Package Information Fuel Surcharge Rates: 0.04

Shipping Information
Package Contents: laptop
Shipping Method: UPS® Standard To Canada

Declared Value: 100
Package Weight: 5

Postal Code: S0H3W0
Zone: 55
Phone: (111) 111-1111

Shipping Total: \$49.14

Please enter customer's phone number and press <ENTER>.

- You will then be taken back to the main screen. Enter the **Postal Code** and press enter. The **Zone** will automatically be populated.
- Enter the **Customer's Phone** and press enter.

- This will bring up the **Ship From Address** next. Enter all of the shippers information and press enter. It will then ask for **Additional Info for International Shipments**. Enter info and press enter.
- This will bring up the **Ship To Address** next. Enter all of the shippers information and press enter. It will then ask for **Additional Info for International Shipments**. Enter info and press enter.

Ship To Address

TO:

IMPORTANT! UPS Requires a STREET ADDRESS DO NOT use P.O. BOX, APO, or FPO

First Name: JANE
 Last Name: DOE
 Company:

When present, enter Suite, Bldg, Apt, Room or Cubicle on Address Line 1 ***ONLY*** for correct placement on UPS label.

Address Line 1: 456 MAIN ST
 Address Line 2:
 Address Line 3:

City: SASKATCHEWAN
 Province/Cntry: CANADA
 Postal Code: S0H-3W0
 Phone: 15555555555
 E-Mail: test@pec.com

Names matching Destination Zip Code

No records are on file for this Destination Zip Code. Add one now, then press Enter to add the record and continue.

Edit City Name (ShipTo ONLY)

Press Enter to use this address and continue Cancel Delete Address Save

Additional Info for International Shipments

You can enter additional destination information here if needed.

Additional info can be entered into the fields shown in red if needed:

Ship To Name: JANE DOE
 Ship To Company:
 Ship To Address Line 1: 456 MAIN ST
 Ship To Address Line 2:
 Ship To Address Line 3:
 Ship To City/Country/Postal: SASKATCHEWAN CANADA S0H-3W0

OK Cancel

Ship From Address

FROM:

First Name: JOHN
 Last Name: DOE
 Company:

When present, enter Suite, Bldg, Apt, Room or Cubicle on Address Line 1 ***ONLY*** for correct placement on UPS label.

Address Line 1: 123 MAIN ST
 Address Line 2:
 Address Line 3:

City: GREENEVILLE
 State: TN
 Zip Code: 37745
 Phone: (111) 111-1111
 E-Mail:

Names matching Sender's Phone

1 - JOHN DOE

1 Name was found for the left if it's not selected

Edit City Name (ShipTo ONLY)

Press Enter to use this address and continue Add Delete Address

Additional Info for International Shipments

For shipment purposes, your customer is considered the Exporter. You can enter additional Exporter information here for your customer if needed.

Additional info can be entered into the fields shown in red if needed:

Exporter Name: JOHN DOE
 Exporter Company:
 Fax Telephone No:
 UPS Account Number:
 Tax ID Number:

OK Cancel

- You will then see the **Add/Remove options** box. Use the arrow key to scroll through the options then press enter.
- The **Finished** box pops up. Select yes or no and press enter. We do not recommend selecting Yes and proceeding with a multi-piece shipment. We recommend processing International packages as individual shipments.
- The **International Documents Required** box is next. This is where you will need to determine what type of paperwork is needed for your specific package, depending on the contents, destination, and value.
- Click on the **Click to Enter Invoice Info** if it applies. If this does not apply then use the **Check here if an invoice is not required**. Click on the close button when finished.
- Also, note that the “**To see if one is required, Click Here**” button is very useful if you’re not familiar with which of these documents are required.

Add/Remove options and Complete your Shipment Fuel Surcharge Rates: 0.0475 ...

| Shipping Methods | Carrier Sub-Total | Delivery Date | Enhanced Features | |
|------------------------------|-------------------|---------------|----------------------------------------------|---------|
| Currently Selected: | | | <input type="checkbox"/> Coupon | \$.00 |
| UPS® Standard To Canada | 49.14 | Thu, Feb 22 | <input type="checkbox"/> Large Package | \$.00 |
| Alternate Methods Available: | | | <input type="checkbox"/> Notify by Email/Fax | \$.00 |
| | | | <input type="checkbox"/> Service | \$.00 |
| | | | <input type="checkbox"/> UPS Handling Charge | \$12.00 |

Enhanced Sub-Total: \$.00
Carrier Sub-Total: \$ 49.14
Shipping Total: \$ 49.14

Finish Cancel

To Select one of the Enhanced Features, use the arrow keys to navigate through the option and press enter to add the additional amount to the Shipping Total

International Documents Required

UPS uses export documents you or your customer prepare to properly declare your shipment to customs in both the US and the country of import.

The following documents may be required for this shipment. You can quickly enter the information needed step-by-step and we will print the documents for you, or you can use documents your customer has prepared.

- An Invoice is required for all packages containing items other than printed documents

Check here if an Invoice is not required -----> To see if one is required, [Click here](#)

Enter and print a completed invoice for the shipment now **Click to Enter Invoice Info**

Enter required info. for UPS from invoice supplied by customer
- A NAFTA Certificate of Origin is required for shipments to Canada or Mexico

Check here if Cert. of Origin is not required -> To see if one is required, [Click here](#)

Enter and print a completed Certificate of Origin for the shipment now [Click to Enter C/O Info](#)

Enter required info. for UPS from customer-supplied Certificate of Origin
- A Shipper's Export Declaration is required if value > \$2,500 or an export license is required

Check here if an S.E.D. is not required --> To see if one is required, [Click here](#)

Enter and print a completed S.E.D. for the shipment now [Click to Enter SED Info](#)

Enter required info. for UPS from S.E.D. supplied by customer

Click the Close button when you have finished completing all the documents required for this shipment.

[Help](#) [Close](#)

**** Finished ****

Processing is complete for this package. You're now ready to process another package if the customer has more packages to ship now. If no more, just click OK or press the Enter key.

Does the customer have more packages to send?

No

Yes

Are the additional packages being sent to the same Name and Address using the same shipment method?

No

Yes

If Yes, enter the total # of packages being sent to this address, including the one you just completed:

[OK](#)

PEC's Total System - Invoice for International Shipment



This information is used to prepare an invoice and to send to UPS during your daily upload.

Enter invoice info here. Most items have been filled in for you and don't have to be entered. Be sure to complete both top and bottom parts.

Print

Close

SEE TOP PART (Shipper, Ship To, Sold To)

SEE BOTTOM PART (Line Items, Invoice Totals)

INVOICE

Invoice Date: 02/15/18
 Air Waybill No.: 871W7A33DHH
 Invoice #:
 PO #:
 Terms of Sale: CIF
 Reason for Export:

SHIPPER INFORMATION:

Tax ID/VAT No:
 Person's name: JOHN DOE
 Company:
 Address: 123 MAIN ST
 City,State,ZipCode: GREENEVILLE TN 37745
 Country Cd, Name: US UNITED STATES
 Phone #: 1111111111

SHIP TO:

Tax ID/VAT No:
 Person's name: JANE DOE
 Company:
 Address: 456 MAIN ST
 City,Prov,Postal Cd: SASKATCHEWAN SK S0H3W0
 Country Cd, Name: CA CANADA
 Phone #: 1234560000

SOLD TO: (Same as SHIP TO for Total Shipping)

Tax ID/VAT No: UPS Acct#:
 Person's name: JANE DOE
 Company:
 Address: 456 MAIN ST
 City,Prov,Postal Cd: SASKATCHEWAN SK S0H3W0
 Country Cd, Name: CA CANADA
 Phone #: 1234560000 Fax #:

- If an invoice is required you will click on the **Click to Enter Invoice Info** and the Invoice for International Shipment box pops up. Be sure to complete both tabs of information. When finished, click the Print button on the top right to print a copy to give to UPS driver.

PEC's Total System - Invoice for International Shipment

This information is used to prepare an invoice and to send to UPS during your daily upload. Enter invoice info here. Most items have been filled in for you and don't have to be entered. Be sure to complete both top and bottom parts.

Print Close

SEE TOP PART (Shipper, Ship To, Sold To) SEE BOTTOM PART (Line Items, Invoice Totals)

| No. | Unit of Units | Description of Goods - Include Schedule B Harmonized Tariff Number if known | Tariff Nbr Help | Country of Origin | Unit Value | Total Value |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------|-----------------|-------------------|------------|----------------------------|
| 1 | EA | 30 SHOES | | US | \$ 100.00 | \$ 100.00 |
| 0 | | | | | 0.00 | 0.00 |
| 0 | | | | | 0.00 | 0.00 |
| 0 | | | | | 0.00 | 0.00 |
| 0 | | | | | 0.00 | 0.00 |
| 0 | | | | | 0.00 | 0.00 |
| 0 | | | | | 0.00 | 0.00 |
| 0 | | | | | 0.00 | 0.00 |
| Special Instructions or Additional Comments: | | | | | | Invoice Line Total: 100.00 |
| | | | | | | - Discount/Rebate: 0.00 |
| | | | | | | Invoice Sub-Total: 100.00 |
| | | | | | | Freight Charges: 0.00 |
| | | | | | | Insurance: 0.00 |
| | | | | | | Other: 0.00 |
| Declaration Statement: I hereby certify that the information on this invoice is true and correct and the contents and value of this shipment is as stated above. | | | | | | Total Packages: 1 |
| | | | | | | Currency Code: USD |
| | | | | | | Invoice Total: 100.00 |

Amounts in the orange boxes are calculated for you from other items you enter.

- Tab through the fields and be sure to choose Schedule B Tariff Classification Number.
- Three signed copies — one original and two copies — are required. Place a copy inside your package. You may be required to produce the actual commercial invoice at a later date, so ensure that you keep an original copy of it.
- Affix 2 additional copies to the outside of the box, one for export and one for import, using a clear packing sleeve or packing tape.

PEC's Total System - Harmonization/Schedule B Code System

Select a Category and Sub-Category of Items to List:

Category: FOOTWEAR , HEADGEAR, UMBRELLAS, ARTIFICIAL FLOWERS, ARTICLES OF HUMAN HA

Sub category: 64-Footwear, gaiters and the like and parts thereof

List Items

| Code | Description |
|------------|-------------------------------------------------------------------------------------------|
| 6404202500 | FOOTWEAR WITH UPPERS OF TEXTILE MATERIALS AND OUTER SOLES OF LEATHER OR COMPOSITION LEATH |
| 6404204500 | FOOTWEAR WITH UPPERS OF TEXTILE MATERIALS AND OUTER SOLES OF LEATHER OR COMPOSITION LEATH |
| 6404206500 | FOOTWEAR WITH UPPERS OF TEXTILE MATERIALS AND OUTER SOLES OF LEATHER OR COMPOSITION LEATH |
| 6405100030 | OTHER FOOTWEAR WITH UPPERS OF LEATHER OR COMPOSITION LEATHER MEN |
| 6405100060 | OTHER FOOTWEAR WITH UPPERS OF LEATHER OR COMPOSITION LEATHER WOMEN |
| 6405100090 | OTHER FOOTWEAR WITH UPPERS OF LEATHER OR COMPOSITION LEATHER OTHER PERSONS |
| 6405201500 | FOOTWEAR NESOI WITH UPPERS OF TEXTILE MATERIALS, HOUSE SLIPPERS |
| 6405202500 | FOOTWEAR NESOI WITH UPPERS OF TEXTILE MATERIALS, FOR MEN |
| 6405204500 | FOOTWEAR NESOI WITH UPPERS OF TEXTILE MATERIALS, FOR WOMEN |
| 6405206500 | FOOTWEAR NESOI WITH UPPERS OF TEXTILE MATERIALS, FOR PERSONS OTHER THAN MEN AND WOMEN |
| 6405902000 | OTHER FOOTWEAR; DISPOSABLE, DESIGNED FOR ONE-TIME USE |
| 6405909000 | OTHER FOOTWEAR OTHER NESOI |
| 6406100000 | FOOTWEAR UPPERS AND UPPER PARTS EXCEPT STIFFENERS |
| 6406200000 | PARTS OF FOOTWEAR OUTER SOLES AND HEALS OF RUBBER OR PLASTICS |

Now click on one of the possible choices in the list that most closely matches '30 SHOES'. Then click the Use This Code button to put it on the shipping document.

Help Use this code Close without selecting a code

PEC's Total System - Invoice for International Shipment

This information is used to prepare an invoice and to send to UPS during your daily upload. Enter invoice info here. Most items have been filled in for you and don't have to be entered. Be sure to complete both top and bottom parts.

Print Close

SEE TOP PART (Shipper, Ship To, Sold To) SEE BOTTOM PART (Line Items, Invoice Totals)

| No. | Unit of Units | Description of Goods - Include Schedule B Harmonized Tariff Number if known | Tariff Nbr Help | Country of Origin | Unit Value | Total Value |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------|-----------------|-------------------|------------|----------------------------|
| 1 | EA | 30 SHOES | | US | \$ 100.00 | \$ 100.00 |
| 0 | | | | | 0.00 | 0.00 |
| 0 | | | | | 0.00 | 0.00 |
| 0 | | | | | 0.00 | 0.00 |
| 0 | | | | | 0.00 | 0.00 |
| 0 | | | | | 0.00 | 0.00 |
| 0 | | | | | 0.00 | 0.00 |
| 0 | | | | | 0.00 | 0.00 |
| Special Instructions or Additional Comments: | | | | | | Invoice Line Total: 100.00 |
| | | | | | | - Discount/Rebate: 0.00 |
| | | | | | | Invoice Sub-Total: 100.00 |
| | | | | | | Freight Charges: 0.00 |
| | | | | | | Insurance: 0.00 |
| | | | | | | Other: 0.00 |
| Declaration Statement: I hereby certify that the information on this invoice is true and correct and the contents and value of this shipment is as stated above. | | | | | | Total Packages: 1 |
| | | | | | | Currency Code: USD |
| | | | | | | Invoice Total: 100.00 |
| | | | | | | Total Weight LBS: 0001 |
| | | | | | | Customs Value: 100.00 |

Amounts in the orange boxes are calculated for you from other items you enter.

- If a Certificate of Origin is required you will click on the **Click to Enter C/O Info** and the box pops up. Be sure to complete both tabs of information.
- The right tab will show a Description of goods list. Be sure to click on the the tariff Classification (#6). This will then show a list to choose the items in the package. If there are multiple items in shipment then you will need to do this for each item.
- When finished, click the Print button on the top right to print a copy to give to UPS driver.

A NAFTA Certificate of Origin is required for shipments to Canada or Mexico

Check here if Cert. of Origin is not required -> To see if one is required, [Click here](#)

2

Enter and print a completed Certificate of Origin for the shipment now

Enter required info. for UPS from customer-supplied Certificate of Origin [Click to Enter C/O Info](#)

A Shipper's Export Declaration is required if value > \$2,500 or an export license is required

PEC's Total System - NAFTA Certificate of Origin for International Shipment

This information is used to prepare a NAFTA Certificate of Origin and to send to UPS. Enter Certificate of Origin info here. Most items have been filled in for you and don't have to be entered. Be sure to complete both top and bottom parts. [Print](#) [Close](#)

SEE TOP PART (Exporter and Importer Name) SEE BOTTOM PART (Description of Goods)

1. EXPORTER NAME AND ADDRESS

Person's name: JOHN DOE
Company:
Address: 123 MAIN ST
City State Zip: GREENEVILLE TN 37745
Country: US UNITED STATES
Tax Identification Number:

2. BLANKET PERIOD

FROM: // (DD/MM/YY)
TO: // (DD/MM/YY)

3. PRODUCER NAME AND ADDRESS

Same as Exporter Unknown Other (enter name below)
 Available to Customs upon request

Person's name:
Company:
Address:
City State Zip:
Country:
Tax Identification Number:

PEC's Total System - NAFTA Certificate of Origin for International Shipment

This information is used to prepare a NAFTA Certificate of Origin and to send to UPS. Enter Certificate of Origin info here. Most items have been filled in for you and don't have to be entered. Be sure to complete both top and bottom parts. [Print](#) [Close](#)

SEE TOP PART (Exporter and Importer Name) SEE BOTTOM PART (Description of Goods)

5. Description of Good(s)
Descriptions are carried over from the invoice, if entered. If you don't want the item printed on this report, just blank out its description.

| 6. HS Tariff Classification | 7. Preference Criterion | 8. Producer | 9. Net Cost (NC) | 10. Country of Origin |
|-----------------------------|-------------------------------------|-------------|------------------|-----------------------|
| 9608100000 | <input checked="" type="checkbox"/> | NO (1) | NO | US |
| | A | NO (1) | NO | US |
| | A | NO (1) | NO | US |
| | A | NO (1) | NO | US |
| | A | NO (1) | NO | US |
| | A | NO (1) | NO | US |
| | A | NO (1) | NO | US |

INK PENS

This certificate consists of 1 pages, including all attachments

11c. NAME JOHN DOE 11b. COMPANY
11e. DATE 15/02/18 (DD/MM/YY) 11d. TITLE
11f. Telephone (Voice): 1111111111 (Facsimile):

PEC's Total System - Harmonization/Schedule B Code System

Select a Category and Sub-Category of Items to List:

Category: ANIMALS & ANIMAL PRODUCTS [List Items](#)

Sub category: 01-Live animals

Select the category and sub-category most closely matches 'ink pens'. Then press the List Items button to display items for that category. [Help](#) [Use this code](#) [Close without selecting a code](#)

A Shipper's Export Declaration is required if value > \$2,500 or an export license is required
 To see if one is required, [Click here](#)

3 Check here if an S.E.D. is not required -->

Enter and print a completed S.E.D. for the shipment now
 Enter required info. for UPS from S.E.D. supplied by customer

[Click to Enter SED Info](#)

- If a Shippers Export Declaration is required you will click on the **Click to Enter SED Info** and the box pops up. Be sure to complete all tabs of information.
- When finished, click the Print button on the top right to print a copy to give to UPS driver.
- Once you have entered all info you will be taken back to the Main screen for Documents. Click close.

PEC's Total System - Shipper's Export Declaration (S.E.D.) for International Shipment

This information is used to prepare a Shipper's Export Declaration and to send to UPS. Enter S.E.D. info here. Most items have been filled in for you and don't have to be entered. Be sure to complete all 3 sections. [Print](#) [Close](#)

SEE BLOCKS 1a - 5 SEE BLOCKS 6 - 19 SEE BLOCKS 20 - 31

1. USPPI
 Person's name: JOHN DOE
 Company:
 Address: 123 MAIN ST
 City/ST/Zip: GREENEVILLE TN 37745
 IRS Tax ID: is a EIN (Employers ID #)
 2. Date of Exportation: 02/15/2018 Parties related Yes No
 3. Ref #: 871W7A33DHH

4b. INTERMEDIATE CONSIGNEE
 Person's name:
 Company:
 Address:
 City/Province:
 Postal Code:
 Country:

4a. ULTIMATE CONSIGNEE
 Person's name: JANE DOE
 Company:
 Address: 456 MAIN ST
 Address 2:
 Address 3:
 City/Province: SASKATCHEWAN SK
 Postal Code: S0H3W0
 Country: CANADA
 Ultimate Destination Country if different from Ship To:

5. FORWARDING AGENT
 Person's name:
 Company:
 Address:
 City/Province:
 Postal Code:
 Country:
 EIN (IRS ID):

A Shipper's Export Declaration is required if value > \$2,500 or an export license is required
 To see if one is required, [Click here](#) [Help](#)

3 Check here if an S.E.D. is not required -->

Enter and print a completed S.E.D. for the shipment now
 Enter required info. for UPS from S.E.D. supplied by customer

[Click to Enter SED Info](#) [Close](#)

- The Shipping Label will pop up next.
- You will now print label and place on package as normal.

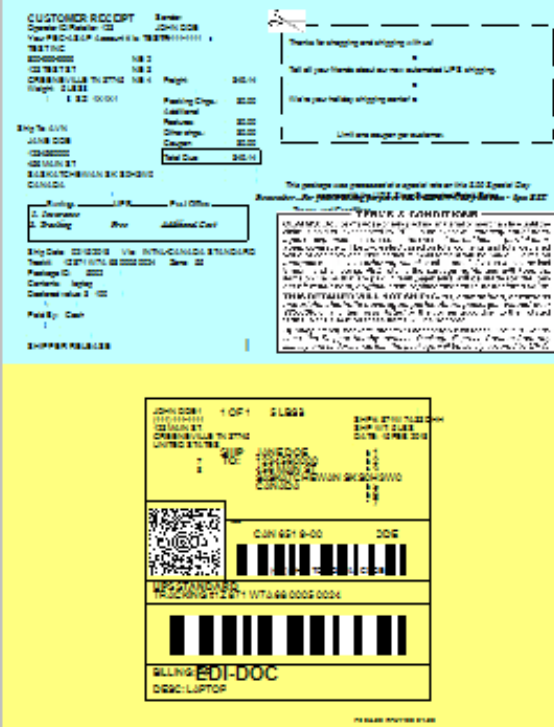
Print UPS Shipping Label and Receipt - Ver. 4.0

About printing ...

Your label should be printed using the pressure sensitive labels provided by Package Express Center, Inc.

Feed the paper through the manual feeder of your printer, if available, to avoid paper jams.

If you need additional UPS labels or supplies, please call Package Express Center, Inc. toll-free at 1-800-274-4732.



The image shows a preview of a UPS shipping label and receipt. The top section is a 'CUSTOMER RECEIPT' with fields for Sender (JOHN DOE), Recipient (CHRIS BUELL), Weight (1.82 LB), and Dimensions. Below this is a 'SHIPPER LABEL' section containing a QR code, a barcode with tracking number 1Z91 921 9002 0002, and a barcode with EDI-DOC number 0001. The bottom part of the receipt contains terms and conditions.

After printing...

Give the customer the Customer Receipt (top part of page).

Peel off the UPS label (bottom half of page). Place it on **TOP** of the package.

PAGE SETUP

Print Label

LABEL AND RECEIPT FORMATTING COMPLETE - PRESS ENTER OR CLICK PRINT LABEL TO PRINT NOW

Make sure all required documentation is prepared and ready for your UPS driver.