

UPS Tracking/Schedule Pickup

UPS Online® Tools Tracking

The UPS Tracking option is accessed via the VinNOW Maintenance menu as an option under UPS Online® Shipping Tools. An internet connection is required to access this option.

The UPS Tracking screen allows the user to search for and view the status of a list of orders created in VinNOW and request the tracking information available. Any of the fields in the Select Orders area are searchable, but typically searches are done on the Status of Shipped. Click on Find to search using the default settings or change them to your preferences. You can also view the Order's Tracking Information by double clicking on "Shipment ID".

To retrieve the UPS tracking information for an order, simply click on the desired order to highlight it and put its Tracking Number in the Tracking Number field. Click the 'Track Shipment' button which will retrieve the tracking information from UPS and display it. Alternatively, if you know the tracking number you wish to track, you may type it in the Tracking Number field, and then click the 'Track Shipment' button. If no tracking information is available for the selected shipment, a message will be displayed.

Tracking numbers are part of UPS Tracking. If items are returned from an order that was shipped via UPS and for some reason you need to check the tracking status of that order's original shipment, you will need to key in the invoice number of the original voided invoice in UPS tracking to get the tracking status. The tracking number displayed is the master file number. For invoices with multiple packing slips you must log onto UPS.Com, use this master number then when the tracking summary is displayed click on "show all" next to Multiple Packages to see the page containing the multiple tracking numbers and status.

Pickup Scheduling feature is accessed from the main UPS Shipment form by clicking the "UPS Pickup Scheduling" button.

The UPS Pickup Scheduling forms allows you to schedule new UPS pickups for the UPS Shipments that have been created in VinNOW and have a status of "Shipment Created" or "Shipped".

You can also choose to add your shipments to a UPS Pickup that has already been scheduled. Note however, that if you add shipments to an existing UPS Pickup, the additional shipment(s) information is not sent to UPS. UPS will not be made aware of the additional shipment items. Since the current UPS interface has no capability for modifying a Scheduled Pickup, that action can only take place via the UPS website. The information will be saved within the VinNOW database and will be included within the UPS Pickup Summary feature of VinNOW.

The Pickup Scheduling process begins on a form similar in look and feel to the main UPS Shipping form. You enter search criteria to get a list of the shipments. When a list of shipments is displayed in the form's main grid, you can choose the shipments you wish to work with by clicking in their selection column.

Once shipments are selected, the next step is to go to the Pickup Scheduling detail form by clicking the "Schedule UPS Pickup" button

UPS Pickup Scheduling form:

Allows shipments created in VinNOW to be scheduled for pickup by UPS.
Can schedule a new UPS Pickup.

Can add shipments to an existing UPS Pickup...even if the Pickup has already been made. Adding shipments to a pickup that has already been made serves only to document the shipment-pickup linkage within VinNOW and make it available for viewing within the UPS Pickup Summary.

When scheduling a new UPS Pickup, make sure that the "Schedule New Pickup" radio button is selected.

For new Pickups, it is required that you provide the pickup date and the times the shipment items will be available. Also required are User information and Billing information. Default values for those are present when initiating the form.

When adding shipments to an existing UPS Pickup, no changes are permitted to User or Billing information values.

When adding shipments to an existing UPS Pickup, make sure that the "Add to a Scheduled Pickup" radio button is selected.

To view a selection list of existing UPS Pickups:

Enter/Select a beginning date for the Pickups you want included.

Click on the 'Go' button. A selection list of your UPS Pickups will be populated. This is a drop-down list that appears when the down arrow button next to the text entry box is pressed.

Select the Pickup you want the shipment(s) added to from the provided list of UPS Pickups.

The "Pickup Items" grid on the form displays a summary of all shipments contained in the UPS Pickup. It is grouped by UPS service type.

Click on "Ok" button to schedule/save the Pickup. Or click on "Cancel" to exit the form with no changes being made.

NOTE: Each UPS Pickup is assigned a unique Pickup Request Number (PRN) at the time it is created. If contacting UPS for any reason about a scheduled pickup, the PRN will allow them to access information related to a specific pickup.

Pickup Summary form is accessed from the main UPS Shipment form by clicking the "UPS Pickup Summary" button.

The Pickup Summary form allows the User to query the VinNOW database and retrieve UPS Pickup records and their associated Shipment Packing Slips. The grid in the top section of the form is for display of UPS Pickups.

To view the Packing Slips linked to a UPS Pickup, you select a UPS Pickup in the grid by clicking any column in the desired row and then clicking on the "List Packing Slips" button. Or you can double click a row in the UPS Pickups grid to have its Packing Slips displayed.

Between the two grids is a list of any Pending UPS Pickups that are scheduled. Each entry in that list contains the Pickup Request Number and the current pickup status as determined by UPS at the time this form is initiated.

NOTICE: The UPS package tracking systems accessed via this service (the "Tracking Systems") and tracking information obtained through this service (the "Information") are the private property of UPS. UPS authorizes you to use the Tracking Systems solely to track shipments



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