

## UPS Shipping Setup for Conveyorware

### Requirements:

- A. A **Windows® PC** to use as the **UPS Shipping Station.**, with:
  - a. The **PC Name**. The PC Name can be **no more than 7 characters**. You can find the Windows Computer Name on your System>Properties window. If the name is longer, **shorten the name** (a restriction from an IBMi 10 digit field with 3 digits already coded).
  - b. The most current version of **Java®**. Be sure that your Java version's bitness (32, 64, or *install both on a 64-bit OS*) **matches** your Windows Operating System bitness.
  - c. Conveyorware's **IBMi ACS Program** installed. If the PC doesn't have this program installed, use the **Printer Configuration: IBMi Access Client Solutions®** section in Printing in Conveyorware any time before Step 5 in this UPS Setup process.
- B. Access to Conveyorware with both the **Admin User ID** and a **General User ID**.
- C. An active **UPS Account**. You'll need **authorized user** access for the online PLD Certification process. The account must be US-based; the account number will be six characters. (Depending on the account volume, UPS may also supply your printer.)
- D. A **Zebra ZP 450** printer. This **desktop thermal printer** (USB) was originally designed for use by UPS. It costs about \$200-\$250 new, and is also available used/refurbished (With different label stock, this printer can also be used with FedEx Ship Manager® and Endicia®). **Configure the printer session** with the Special Printers: UPS section of Printing in Conveyorware.
- E. The printer uses UPS's pre-printed 4" by 6" **label stock** rolls. See:  
<https://www.ups.com/content/us/en/resources/ship/packaging/docs/preprinted/forms.html>

*Optional:* F. A **Fairbanks® Scale** with **serial-port** connector. Use any Fairbanks model, based on the needs of your business. Without the installed scale, you'll need to manually key each weight.

### Process:

1. Login with the **Admin User ID**. Use **Admin 626 Change Company** to add a **UPS Account** to your Company:

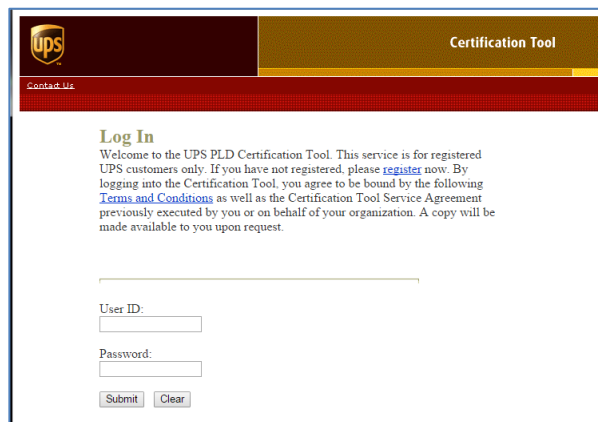
Key in the **UPS Account Number** on the primary Company screen, then click on **[Continue]** twice.

UPS Account#:	<input type="text" value="FUP234"/>	(Warehouse #1 only)
System Calculates Sales Tax..... (Y/N):		

The system assigns this UPS account to **Warehouse 1**.

2. Use the **UPS PLD Certification Tool** (online, at <https://www.pld.ups.com/ct>).

UPS will assign two **Book Numbers** for identifying parcel pickups. Keep these numbers at hand.



**Log In**  
Welcome to the UPS PLD Certification Tool. This service is for registered UPS customers only. If you have not registered, please [register now](#). By logging into the Certification Tool, you agree to be bound by the following [Terms and Conditions](#) as well as the Certification Tool Service Agreement previously executed by you or on behalf of your organization. A copy will be made available to you upon request.

User ID:

Password:

SHIPPER INFORMATION - WAREHOUSE: 900 2/15/16 11:10:56  
 Use UPS's Certification Tool at <https://www.pld.ups.com/ct> to generate Pickup Book Numbers.

UPS Acct# \_\_\_\_\_ Shipper Name/Pickup Address \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Street: 4643 WOODWARD \_\_\_\_\_  
 City: 33 34TH \_\_\_\_\_  
 State: DETROIT \_\_\_\_\_  
 Country: MI \_\_\_\_\_  
 Zip Code: UNITED STATES \_\_\_\_\_  
 Phone: 48202 \_\_\_\_\_  
 1111111111 \_\_\_\_\_

Book 1: 0000000 \_\_\_\_\_  
 Book 2: 0000000 \_\_\_\_\_

Print Manifest, Y/N N

Help Cancel Continue

3. Add the UPS Account to the Fulfillment and Shipping Menu **981 Work with UPS Shipping**. For Warehouse 1, Click on **[Add Shipper]** (F6).

Key in the UPS **Account Number**, the **Account Name**, and the assigned **Book Numbers**.

**Keep** the **Pickup Address**; it is the system's address for the Warehouse (in MM 328. Work with System Warehouses).

**Print Manifest** (daily) defaults to **No**. Key "Y" for a paper copy every day (prints on the User's selected paper printer).

4. Download and install the Scale Program:

a. Go to <https://fmw.ferbermidwest.com/cwapi>.

b. Log in to Conveyorware with any (Admin or Main Menu) User ID.

**Conveyorware®**

**Technology Support**

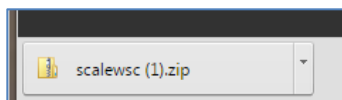
Additional PC software to use with Conveyorware  
 Setup printers and scales. Integration to FedEx Ship Manager and Endicia

CW Software User ID: \_\_\_\_\_ Password: \_\_\_\_\_ **Login**

**Conveyorware API**

c. On the next page, **Double-click** on the **fourth** blue entry:

**Scale Data Transmissions Program for sending box weight to Conveyorware at UPS shipping process.**



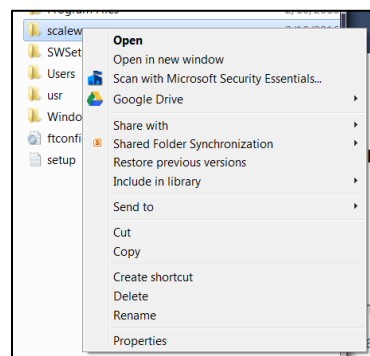
d. **Unzip** the Scale Program file and save it to your hard drive's Program Folder.

e. Create a **Desktop Shortcut**, so you can easily activate the Scale Program whenever using UPS:

In the Program Folder, **Right-click** on the "scalewsc" file, and then **copy & paste** it to your desktop.

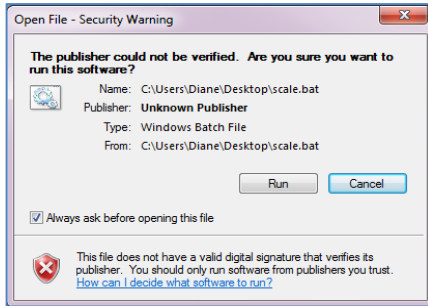


f. **Edit** the title on the Shortcut icon, changing it to the **Scale Name**, if you like.



g. **Double-click** on the Scale icon to launch the Scale Data Sending Program.



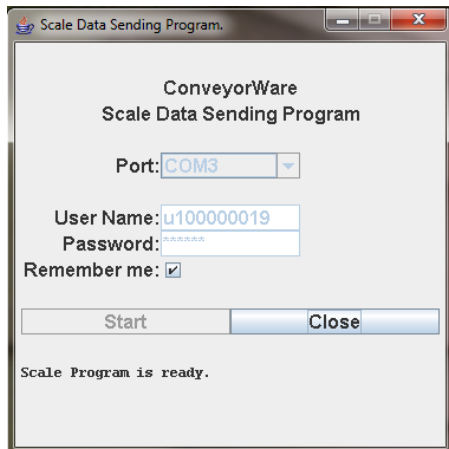
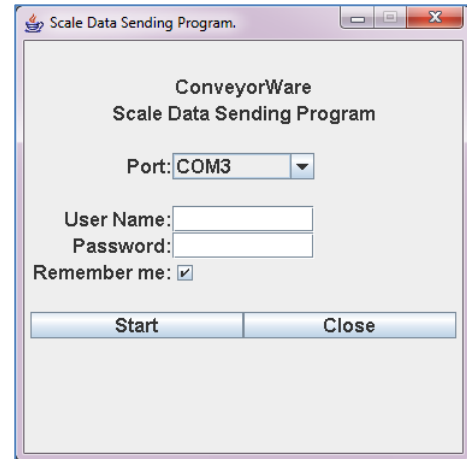


h. Your **security software** may react; click to **[Run]** the program.

g. The **Scale Program** window appears. **Confirm** (or edit) the **Port** that the scale is connected to.

Key your **User ID** and **Password** for the Scale program.

Click on **Start**.



The **Scale installation** is complete.

This is the Scale Program window that you'll **activate each day** on the UPS Shipping Station's desktop.

5. Use **Printing in Conveyorware** for the **IBMi ACS (Access Client Solutions)** program, and the general printer configuration process. Refer to the **Specialized Printers** instructions for **UPS Shipping Station**, page 37.

We recommend that the **UPS Printer Session** be configured to launch from the UPS Shipping Station PC. It can be grouped with other printers with a **multi-printer icon**.

You'll need the printer's **Workstation ID/Printer Name** for the next step here.

6. In **Main Menu 981 Work with UPS Shipping**, register the **UPS Shipping Station** to your Conveyorware network. (The UPS printer is **not** registered with **Admin 999 Work with Printing**).

- a. On the primary **UPS Shipping** screen, click on **[PC\_Interface]** (F8).

Any existing UPS Shipping Stations are listed on the **Interface** screen.

- b. Click on **[Add]** (F6).

Opt	PC Name	Scale	Printer
	DCLPC1	SCALE1	UPS LABEL1

Buttons: Help, Exit, Refresh, Add, Cancel, Continue

Top right: FMW U100000019, WORK INT300D3

PC Name...: [input field]

Scale...: [input field]

Printer...: [input field]

Top right: FMW U100000019, ADD INT305D1

Use the **Add Interface** screen to record the **PC Name**, the (Optional) **Scale Name**, and the **Label Printer Name (Workstation ID)**.

Click on **[Continue]** (Enter) to save.

- c. **Log out** of Conveyorware, and **log back in** to display the **Start Menu**.

**Key** the **UPS Shipping Station's PC Name** on the **Start Menu**.

This step is needed **only once** (even though the field displays for every User login).

The PC Name identifies the Shipping Station to the integrated UPS parcel shipping program. Only this designated PC will display the **[Close Day]** (F7) button.

Start Menu

- 1. Main Menu
- 2. Gun Menu Small Screen
- 3. Gun Menu Full Screen

Selection: [input field]

PC Name: DCLPC1

Buttons: Help, Continue

For more information, see **Daily Use for the UPS Shipping Station** and Main Menu 981 **Work with UPS Shipping**.

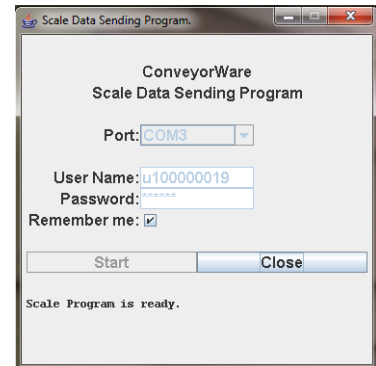
## Daily Use, UPS Shipping Station

On the **UPS Shipping Station** PC's Desktop:



1. Double-click on the UPS Scale icon.

The **Scale Data Sending Program** activates.  
Leave the **Scale** window open on the desktop.



2. Launch the **UPS Label Printer's 5250 Session:**

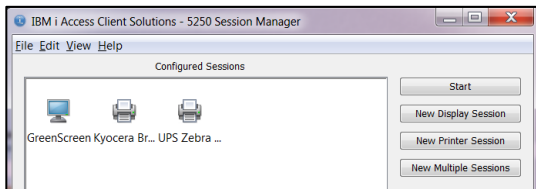


- a. Double-click on the **IBMi ACS Launch** icon.

The **IBMi Access Client Solutions** window appears.



- b. Under Management, double-click on **5250 Session Manager**.



- c. Then, double-click on the **UPS Printer** icon.

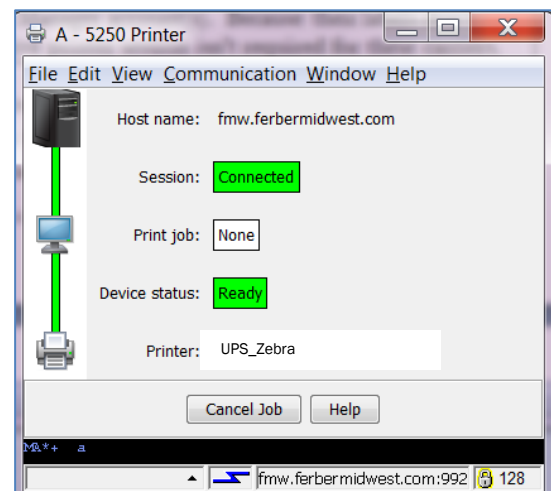
- d. The **5250 Printer** window appears.

The screen will display:  
**Session: Connected** and  
**Device Status: Ready.**

Leave this **5250 Printer** session window open on the desktop.

(The **ACS** and **Session Manager** windows can close.)

3. Be sure the Zebra ZP450 printer is powered on.



Use the **UPS Shipping Station** to fulfill and ship orders throughout the day.

As each order is filled within Conveyorware, most of the information needed by UPS is already in the order file. You'll key in the **dimensions** for each carton, and its parcel label prints automatically.

At the end of the day, you'll need to prepare for the **UPS pickup**:

1. On the UPS Shipping Station PC, navigate to Main Menu 981 Work with UPS Shipping. Only the designated UPS Shipping Station PC displays the **[Close Day]** (F7) button.
2. Click on **[Close Day]** (F7). A Confirmation Window appears: click on **[Confirm]**.

This closes all of your UPS accounts at the same time and sends all of the day's PLD files to UPS. (PLD = Package Level Details, the electronic manifest).

3. Then, for **each active account**, click on List Option **9=PSR Lbl** to print the day's Pickup Summary Barcode Report(s) from the label printer. The UPS courier signs (each) PSR at pickup.

You don't need to close down the 5250 Printer session and the Scale Program window before shutting down the PC.

Note that you can **display** all of any day's parcels in 981 Work with UPS Shipping. For any listed UPS Account: click on list option **5=View Manifest**. Then, on the Manifest (UPS Shipping Info) list screen, key any date to display all cartons shipped on that date.

From the 981 Manifest (UPS Shipping Info) screen, you can reprint any carton's label with **7=Reprint Label**.

Display the **delivery status** of any tracking number with **[Tracking#]** (F9) on the 981 screen.

Parcel **Tracking Numbers** are saved to each order record, and appear on Order History screens.

There are two **reports** that provide UPS Parcel Shipping and Tracking Numbers. Both need to be scheduled, and print once a day, at day-end.

- The UPS Parcel Level Detail report can be scheduled to print with every **[Close Day]**. On the 981 UPS Account list screen, select list option **2=Change**. At the bottom of the window, in **Print Manifest**, key "Y". This report prints to the User's selected printer.
- The Day-End Email report "ShpOrderFeedBackRpt" can be scheduled with the Admin 626, **[Email Reports]** (F8) screen. in the **Opt** field for Shipping Info, click on **5=Work With**. This report can be sent to any (or many) email address, and runs at midnight.