



**Internet Shipping : How
to create a UPS Export
Shipment**





- Ensure you have been assigned log in credentials or you may create one on www.ups.com by clicking the Sign up.
- Log in on www.ups.com using your credentials



Login

New To UPS? [Sign up](#)

Use one of these sites.



Or enter your own information.

** Indicates required field*

Email or User ID *

Password *

 [Show](#)

[I forgot my User ID or Password](#)

Remember my user ID.

By logging in, I agree to the [UPS Technology Agreement](#).

Log In >



Page location can also be verified by viewing the URL column which will reflect the country code example “AE” for United Arab Emirates.

ups.com/ae/en/Home.page?loc=en_AE



Quick Start Tracking Shipping Services

Alerts (3) | Customer Support | Locations | United Arab Emirates - English

United Arab Emirates - English
Select Another Country or Territory



Homepage location must be set to **United Arab Emirates**, if not you may always change by clicking the drop down which offers to make another selection.



Select Shipping which will provide a drop down as below. Proceed to select "Create a Shipment: Package & Freight"



- Quick Start
- Tracking
- Shipping
- Services



NEW SHIPMENTS

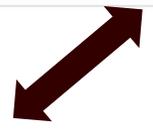
- Create a Shipment: Package & Freight >
- Calculate Time & Cost >
- Schedule a Collection >
- Create a Return >
- Explore All Shipping >

EXISTING SHIPMENTS

- View Shipping History >
- Void Shipment >

MORE SHIPPING OPTIONS

- Batch File Shipping >
- Create Import: UPS Import Control >
- Service Guide >





Send a Parcel by UPS Courier

* Indicates required field

Guided Steps **Off** On

Choose an Account

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Ensure to select your registered account with UPS from the drop down.

Ship From * Dynamic Defense Solutions FZE, Jawad Naseer, SM-Office, I1-205A, Block I1, Sheik, Maktom Street, Ajman Free Zone, Ajman, 201010, AE

Ship To *

Saved Addresses [Search Contacts](#)

Enter New Address

Country or Territory *
United Arab Emirates

Full Name or Company Name * Contact Name

Address Line 1 *

Address Line 2

Address Line 3

City * District
Select One

Ship To* will be the address where the package is destined to be delivered to. If the address has been used previously and saved this too will be available from the drop down.

Ship From* will be the address where the package will be collected from. If it is your location it will reflect by default if saved in the address book of your profile.



Packaging Type* at all times must be set to "My Packaging" regardless the packaging used.

Parcel 1

Packaging Type * Total Identical Parcels Weight * kg

Unpackaged or crated (not fully boxed in cardboard)

Length cm Width cm Height cm

Declared Value AED [Help](#)

Add reference numbers
Track by purchase order, RMA or memorable phrase.

Invoice Number *

Use this number for all parcels

Add a scannable barcode for reference No. 1 on my shipping label

Purchase Order No. *

Use this number for all parcels

Include lithium batteries
All lithium ion or lithium metal cell batteries and powered devices.

Oversized Parcel (+\$)
Bulky or unpackaged items.

Shipping Tip: Parcel weight and dimensions direct

Ensure to enter the number of packages along with the actual weight. The system accepts “,” in place of “.” when stating shipment weight. Ex: Instead of 0.5 KG you will place 0,5 KG as shown.

Please enter dimensions if available for all non-document shipments/packages only.

Declared Value : Invoice value to be placed if insurance is required. UPS by default covers up to 100 USD.

You may choose to add reference numbers by entering an invoice or order number.





While creating your export label you may choose to schedule a pick up simultaneously for the driver to collect the package at a time and day of your liking.

If you would like to self drop or unsure on when your parcel would be ready ensure to select “ I’ll drop off my shipment or include it in another collection”.

- I'll drop off my shipment or include it in another collection.
- View my collection options.

By default your UPS account number will reflect next select “Schedule a UPS On-Call Collection”.

You have collection options!

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UPS Gulf is a Daily Collection Account.W88006 Your collections occur once each working day.

What would you like to do?

- Include this shipment in one of my pending collections.
- Schedule a UPS On-Call Collection



Reminder: Schedule your collection by 13:00 to qualify for next-day delivery service. After 18:00, collection must be scheduled for the next business day or later.

Collection Date *

11/4/2022



Collection Location

[Edit](#)

UPS MOOSA, Chalani
25TH FLR , MOOSA TOWER 2, DUBAI - SHEIKH ZAYED ROAD, DUBAI
AE
600544743

Click on “Edit” if the time reflecting is not to you convenience. Note* Minimum two hours is required for a pickup.

Collection Details

[Edit](#)

Your Collection Window
15:30 - 17:00

Collection Location
Front Door

Collection Reference





When would you like it delivered?

Select a shipping service option

Faster
Wednesday 13/04
by 14:00

UPS Worldwide Express
484,16 AED

Preferred ✓
Wednesday 13/04
by End of Day

UPS Express Saver
428,40 AED

[See All Shipping Services](#)

Wednesday 13/04	Friday 15/04
<p>Faster Wednesday 13/04 by 14:00</p> <p>UPS Worldwide Express 484,16 AED</p>	<p>Friday 15/04 by End of Day</p> <p>UPS Worldwide Expedited 576,64 AED</p>
<p>Preferred ✓ Wednesday 13/04 by End of Day</p> <p>UPS Express Saver 428,40 AED</p>	

Delivery service level options will be provided as per destination of parcel ensure to select service level advised by your account manager, if any quote provided or to your knowledge.
Note* Rates displayed online will be cash tariff and not your account rates however rates will be billed as per the account number used and agreed.



International Forms

International Shipping Details

Select what best describes your shipment or reason for export.
Provide a clear description of the commodity.

What best describes this shipment? *

These are documents of no commercial value ✓

Select One

This is a gift

I am sending data within my company

I am selling these items

I am sending product samples

I am sending these items to be repaired

I am returning items

These are documents of no commercial value

None of these reasons apply

What are you shipping? *

Specific description of shipment contents for the label; max 35 characters

Documents

Additional Options

Add or modify email notifications
Manage updates for this shipment.

E-mail *

alessia.motta@atom.it

Notify for:

Ship

Exception

Delivery

Shipper and consignee email id's may auto populate from the addresses entered earlier or you may choose to enter or add to receive automated notifications on your parcel's pick up to delivery journey.

carachige@ups.com ✓

Notify for:

Ship

Exception

Delivery

+ Add Another E-mail

Include my personal message with my notifications.

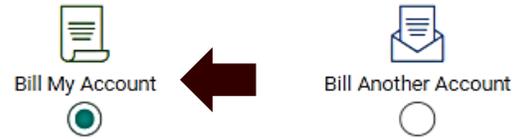
Notify me if there is a problem delivering any of these emails.

Deliver only to the receiver's address (+\$)
Do not reroute for customer collection at a UPS location.

Note : Any option or add on with a "(+\$)" means this add on service is chargeable.



✓ Payment *



Choose an Account *

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[+ Add an Existing Account](#)

[+ Create a New Account](#)

Other payment methods are temporarily unavailable.

Use a promo code?

No

Select option "Bill My Account" and ensure to select your UPS account number.

Terms and Conditions

Creating this shipment affirms that you have agreed to the UPS Tariff/Terms and Conditions of Service. View and download: [UPS Tariff/Terms and Conditions of Service](#)

You agree not to ship any items prohibited by UPS, or any UPS-regulated items, except by an express written contract with UPS. [List of Prohibited Articles for Shipping](#)

Review >

Pay and Get Label(s)

[Cancel Shipment](#)

You may choose to review all details to verify one last time if all details entered are accurate or you may choose to click "Pay and Get Labels" which will process the e- airway bill for you to print.



THANK YOU