



# Configuration of UPS Universal Shipping for Magento 2.x

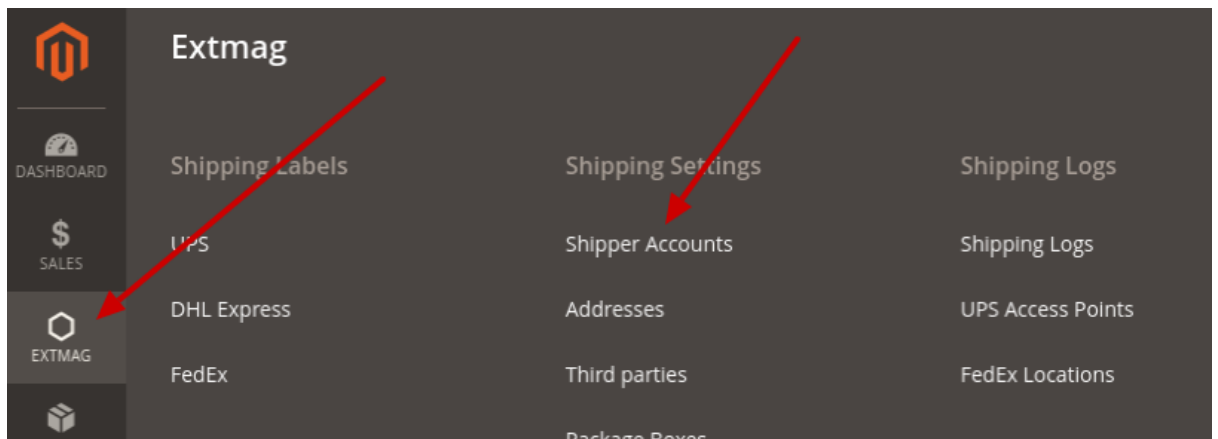
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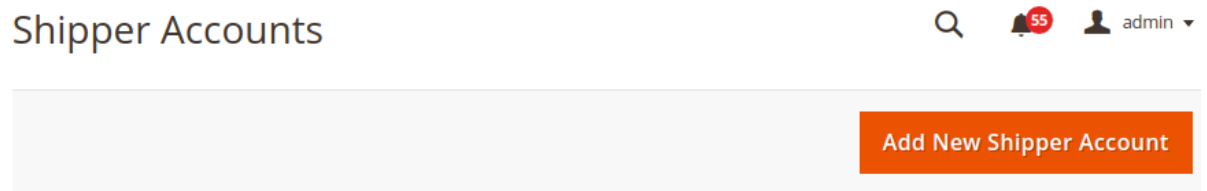
## UPS Account

1. If you don't have UPS Account Credentials get it by <https://www.ups.com>

2. Follow to Admin Main Menu -> Extmag -> Settings -> Shipper Accounts.



3. Click on the “Add New Shipper Account” button.



4. Input your credentials of UPS to fields and click on the “Save” button.

Carrier *	<input type="text" value="UPS"/>
Title *	<input type="text" value="My UPS Account"/>
Live Account *	<input type="text" value="Yes"/>
User ID *	<input type="text" value="....."/>
Password *	<input type="text"/>
Access Key *	<input type="text"/>
Shipper Number	<input type="text"/>
Time Zone	<input type="text" value="Please select"/>

## Addresses

1. Follow to Admin Main Menu -> Extmag -> Settings -> Addresses.
2. Click on the "Add New Address" button.
3. Input your Address to fields and click on the "Save" button.

Title \*

Company Name \*

Attention Name \*

Phone \*

VAT/Tax Number

If this field is left blank, the tax number will be used, which is the default for the Magento store.

EORI Number

Country \*

State/Province

Postal Code

City \*

Urbanization

Address Line 1 \*

Address Line 2

Address Line 3

Floor

Room

Pickup Point

Destination Type \*

# Package Boxes

Optionally, you can create packaging boxes.

1. Follow to Admin Main Menu -> Extmag -> Settings -> Package Boxes.
2. Click on the “Add New Box” button.
3. Input your Box parameters to fields and click on the “Save” button.

Title \*

Unit of measurement of weight \*

Kilograms



Unit of measurement of dimensions \*

Centimeters



Max weight \*

Empty weight \*

Width \*

Length \*

Height \*

Outer width \*

Outer length \*

Outer height \*

Qty \*

# Shipping Methods

Create one or more shipping methods as needed. These methods will show in the checkout.

1. Follow to Admin Main Menu -> Extmag -> Shipping Methods -> Shipping Methods.
2. Click on the “Add New Shipping Method” button.
3. Input shipping method data to fields and click on the “Save” button.

Description \*

Title of Carrier

Active \*  No

Carrier \*  ▼

Show Methods \*  ▼

Websites \* **Main Website Store** ?  
Default Store View  
France

Customer Groups \* NOT LOGGED IN  
General  
Wholesale  
Retailer

Apply Carrier Discount  No

Apply Cart Price Rules  No  
Cart Price Rules apply after calculating the price via the Extmag module

Access Point  No  
for UPS - UPS Access Point, for FedEx - FedEx Locator

Conditions

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Additional Price

---

Time In Transit

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# Configuration

1. Follow to Admin Main Menu -> Extmag -> Settings -> UPS Configuration.
2. First, click on the “General” tab on the left and fill the necessary fields.

The screenshot shows the 'General' configuration tab for a carrier. On the left is a sidebar menu with options: General, Packaging, Returns, References, Payments, Notification, Printing, Pickups, and Tracking. The 'General' tab is selected. The main content area is titled 'General' and contains several fields:

- Account** [country]: A dropdown menu with 'Example' selected. Below it is a link 'Add Shipper Account'. A help icon (?) is to the right.
- Shipper Address** [country]: A dropdown menu with 'for USA' selected. Below it is a link 'Add Address'. A help icon (?) is to the right.
- Ship From Address** [country]: A dropdown menu with 'for USA' selected. Below it is a link 'Add Address'. A help icon (?) is to the right.
- Destination Type** [country]: A dropdown menu with 'Auto' selected. Below it is the text: 'If Auto then UPS defines destination type by customer address'.
- Shipping Description** [country]: A text area containing 'This is just package'. Below it is the text: 'Can use macro paste: #order\_id#, #customer\_name#'.

3. Moving from tab to tab, fill in the necessary fields.

## Description options of the extension configuration

### General Tab

- **General**
  - Account
    - Select your carrier account by default or create an account following the link “Add Shipper Account” and then select it here
  - Shipper Address

- Select your shipper address by default or create an address following the link “Add Address” and then select it here
  - This is the main address of your UPS account connecting with the Shipper Number
- Ship From Address
  - Select your shipper address by default or create an address following the link “Add Address” and then select it here
  - It is your warehouse or store address
- Destination Type
  - this item has two options
    - Auto: the carrier will automatically detect the type of recipient address.
    - Residential: the option is a flag to indicate if the receiver is a residential location
- Shipping Description
  - The Description of Goods for the shipment. Applies to international and domestic shipments. Provide a detailed description of items being shipped for documents and non-documents
  - Examples: "annual reports" and "9 mm steel screws"
  - Required if all of the listed conditions are true: ShipFrom and ShipTo countries or territories are not the same; The packaging type is not UPS Letter; The ShipFrom and or ShipTo countries or territories are not in the European Union or the ShipFrom and ShipTo countries or territories are both in the European Union and the shipments service type is not UPS Standard

## **Packaging Tab**

- **Packaging**
  - Type
    - We recommend choosing by default “Customer Supplied Package” or choosing from the list at your discretion
  - Additional Handling
    - The Additional Handling charge is an extra fee for shipments that require special handling while being transported by UPS.
    - The Additional Handling charge depends on the packaging and dimensions. The following general guidelines apply. Though, UPS also reserves the right to assess the Additional Handling Charge for any package that, in UPS's sole discretion, requires special handling.
- **Weight**
  - Attribute of Product Weight
    - If your products have a weight, indicate the product attribute for the weight. By default, this is the attribute with the code "weight"
  - Average Product Weight
    - If some of your products do not indicate the weight, please indicate the average weight of the product. This is required for packaging products in boxes



- Pack Weight
  - If packing in boxes will not be used, then indicate the weight of the empty package
- **Dimensions**
  - Attribute of Product Width (Length, Height)
    - Specify from which product attribute to get width (length, height) data
  - Average Product Width (Length, Height)
    - For products without dimensions, please indicate the average width (length, height). This will help you pack food into boxes.
  - Applicable Boxes
    - Specify which boxes to use for this carrier, store, or destination.
    - By the link "Add Package Box" under the selection field, you can create missing boxes
  - Exclude Product Categories
    - Products from the categories selected here do not count towards box packaging and each product has been packaged separately
  - Attribute of Product Pre-packed
    - The attribute must be Yes\No type. If Yes, the product will be a separate package

## **Returns Tab**

- Returns
  - Creating Return Label With Shipping Label
    - A return label is created together with a direct label at the same time. You can print it and put it in the parcel
  - Service
    - UPS Print Return Label (PRL)
      - Print a return label to include in an outbound shipment, or provide a label to your customer at a later date
    - UPS Electronic Return Label (ERL)
      - Have UPS e-mail a return label to your customer
- Customer
  - Allow Print
    - Allow the buyer to print the return label from their account
  - Allow Create
    - Allow the buyer to create a return label from their account

## **References Tab**

- References
  - Reference No. 1 Type
    - A shipment reference is an identifier that you define by completing the "reference" fields during the shipping process. This reference could be a purchase order (PO) number, a customer number, a company name, a Bill of Lading number, or a phrase that identifies that shipment -- such as "10 crates" or "gift for Mom." Shipment references can be any combination of letters and numbers up to 35 characters.
  - Reference No. 1
    - The data of the reference

- Bar code for Reference No. 1 on shipping labels
  - The Code 128 bar code is used for reference bar codes.
  - Reference No. 1 can be selected to print as a bar code on the shipping label. The option applies to all packages in the shipment.

### **Payments Tab**

- Payments
  - Currency
    - Specify the currency of your account on the carrier's website
  - Shipment Payer
    - Specify who will pay for the shipping. The payer can be the sender or a third party
  - Duty And Tax Payer
    - Indicate who will pay the duties and taxes.
  - Declared Value Type
    - When calculating the total cost of a parcel, only the price of products or the price of products, discounts, and fees can be taken into account
  - Insurance
    - Specify the amount of insurance in the request
  - Negotiated rates
    - Apply specially negotiated prices.
    - To do this, you need to have a contract with the carrier
  - COD
    - Rely on UPS to collect payment for your shipment at the time of delivery
    - UPS will attempt to collect the amount shown on the C.O.D. tag or package label, and then send the payment to you. If UPS cannot collect the payment after three attempts, the package will be returned.
    - The payment method must be appropriate

### **Notification Tab**

- Notification
  - Services
    - A UPS notification service, can send you and your customers e-mails about important events in the progress of your shipment.
    - For forward and return international shipments as well as for domestic shipments (for US and PR). Will be using three selected services only
  - Language
    - notification language
- Emails
  - Email for Errors
    - Specify the email to which notifications of delivery errors will be sent

### **Printing Tab**

- Printing
  - Type

- Specify the type of label to print. It can be PDF or thermal type.
- Mass Print
  - With bulk printing, you can only print unprinted labels or all.
- Thermal Settings
  - Height
  - Specify the height of the thermal label you need

### **Pickups Tab**

- Pickup
  - Earliest Pickup Time
    - Indicate the opening time of your store or warehouse. The time when you are ready to deliver the parcels to the courier.
  - Latest Pickup Time
    - Specify the closing time for your store or warehouse.
  - Payment Method
    - In some countries and territories, the carrier does not charge a pickup fee. For other countries, you need to specify the payment method "Pay by shipper account"
  - Special Instructions
    - These are special instructions for the driver.
  - Shipping Labels Available
    - This element should be set to "Yes" to indicate that user has pre-printed shipping labels for all the packages, otherwise this will be treated as false.
    - Default "Yes"
- Schedule
  - Schedule settings for which pickups will be created. You can also create pickups manually if the schedule is disabled.

### **Tracking Tab**

- Tracking Schedule
  - If enabled, requests for delivery information will be sent according to the schedule for each created shipment. If an error is received or the delivery was successfully delivered, then a request will no longer be made for this tracking number.

### **Access Point Tab**

- Access Point
 

A UPS Access Point™ location is a participating retail outlet, such as a grocery store or petrol station that serves as a convenient and efficient UPS parcel delivery and retrieval location. You can also drop off labelled and prepaid UPS Returns® parcels at any UPS Access Point location.

  - Type
    - Hold for Pickup at UPS Access Point
      - At no additional charge, UPS can hold your package up to five days

- For use by approved shippers to identify a UPS Access Point location as an alternate delivery option during shipment preparation
    - UPS will deliver your package to the UPS Customer Center you choose and then call the recipient when the package is ready. Packages are usually available by 8:30 a.m. on the scheduled day of delivery.
  - UPS Access Point Delivery
    - Ship parcels directly to a UPS Access Point location for collection by the receiver.
- Account
  - Specify the sender's account on the carrier's website

### **International Invoice Tab**

- International Invoice
  - Paperless
    - UPS Paperless™ Invoice is an industry first that promotes sustainability and eliminates the need for paper commercial invoices by integrating order and shipment processing, and transmitting commercial invoice data to enable clearance by customs offices across the globe. You can easily manage your paperless shipping lane preferences on a per-shipment basis, or by shipping lane, to gain even more flexibility.
    - UPS Paperless Invoice works seamlessly with all current UPS shipping systems. There is no need for additional software. Any company, regardless of size or industry segment, can use UPS Paperless Invoice free of charge.
  - Terms of Shipment
    - Indicates the rights to the seller from the buyer.
    - Valid values:
      - CFR: Cost and Freight
      - CIF: Cost Insurance and Freight
      - CIP: Carriage and Insurance Paid
      - CPT: Carriage Paid To
      - DAF: Delivered at Frontier
      - DDP: Delivery Duty Paid
      - DDU: Delivery Duty Unpaid
      - DEQ: Delivered Ex Quay
      - DES: Delivered Ex Ship
      - EXW: Ex Works
      - FAS: Free Alongside Ship
      - FCA: Free Carrier
      - FOB: Free On Board
  - Reason for Export
    - A reason to export the current international shipment
    - Valid values: SALE, GIFT, SAMPLE, RETURN, REPAIR, INTERCOMPANYDATA, Any other reason
  - Invoice Number

- Commercial Invoice number assigned by the exporter
    - Can use macro paste: #order\_id#, #shipment\_id#, #invoice\_id#
  - Comments
    - Max length 150. Can use macro paste: #customer\_name#, #order\_id#, #shipment\_id#, #invoice\_id#, #store\_id#, #store\_code#, #store\_name#
  - Declaration Statement
    - This is the legal explanation, used by Customs, for the delivering of this shipment. It must be identical to the set of declarations actually used by Customs. Examples of declarations that might be entered in this field are: I hereby certify that the goods covered by this shipment qualify as originating goods for purposes of preferential tariff treatment under the NAFTA. 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. EEA statement: The exporter of the products covered by this document declares that except where otherwise clearly indicated these products are of EEA preferential origin
    - Max length 550
  - Sold To Address
    - The Sold To party's country code must be the same as the Ship To party's country code with the exception of Canada and satellite countries
- Product Attributes
  - Description
    - Product attribute containing the short name of the product
  - Country of Manufacture
    - Product attribute containing the country of origin
  - Unit of Measurement
    - Select the term that best describes the way your product is measured. For example, barrels, bales, tons, etc.
  - Harmonized (Commodity) Code
    - Product attribute containing Harmonized (Commodity) Code
    - Determining the correct rate of duty when shipping internationally is a frequent challenge for small to medium-sized businesses. You want to make sure your shipment faces minimal disruption when it comes to customs clearance. At the same time, you don't want to pay more than required for shipping your product across borders
    - The Harmonized System (HS) code is integral to this process. Organized into 97 chapters, HS codes comprise a global index used to describe every good being imported or exported. And while the HS index may seem complicated at first, becoming familiar with its workings will help you avoid the likelihood of disruptions or delays in your product journey
  - ScheduleB Code
    - Product attribute containing the ScheduleB Code of the product
    - A [Schedule B number](#) is a 10-digit number used in the United States to classify physical goods for export to another country. The Schedule B is based on the international Harmonized System (HS) of 6-digit

commodity classification codes. There is a Schedule B number for every physical product, from paperclips to airplanes

- Taxpayer Identification
  - VAT/Tax/EORI ID
    - The Tax ID number (EIN/VAT)
  - Consignee VAT/Tax/EORI ID
    - The customer in another country is responsible for paying VAT and duties but for certain products and values, the merchant can collect VAT in the checkout (as normal) and the merchant then takes over the responsibility for reporting this VAT to this country authorities. So the merchant is, from one aspect, considered as both the exporter and importer here.

### **Automatic Tab**

- Automatic Label Creation
  - Enabled
    - Turn on or off automatic creation of shipping labels
    - Make sure your Magento cron job is running
  - Create Invoice
    - Create invoice after creating label(s)
  - Create Shipment
    - Create shipment after creating label(s)
  - Allowed Order Statuses
    - Specify the order statuses for which you want to create shipping labels
  - Allowed Shipping Methods
    - Specify the shipping methods for which you want to create shipping labels
  - Service
    - Specify the shipping methods by which the delivery will be carried out
  - Service for International Destination
    - Specify the shipping methods that will be used for international delivery

### **Mass Actions Tab**

- Mass Label Creation
  - Create Invoice
    - Create invoice after creating label(s)
  - Create Shipment
    - Create shipment after creating label(s)
  - Allowed Order Statuses
    - Specify the order statuses for which you want to create shipping labels
  - Allowed Shipping Methods
    - Specify the shipping methods for which you want to create shipping labels
  - Service
    - Specify the shipping methods by which the delivery will be carried out
  - Service for International Destination

- Specify the shipping methods that will be used for international delivery

### Manual Actions Tab

- Manual Label Creation
  - Create Invoice
    - Create invoice after creating label(s)
  - Create Shipment
    - Create shipment after creating label(s)

### Other Options Tab

- Options
  - Saturday Pickup
    - UPS is the only carrier that will pick up all services on Saturday, so shipments can reach their destinations one day sooner. With a scheduled Saturday pickup, you can also opt-in to receive Saturday deliveries at no additional cost.
  - Saturday Delivery
    - Saturday Delivery from UPS allows you to stretch your business week even further. Like your busy schedules, our services don't stop for the weekend. And with the expansion of our weekend services, Saturday Delivery is now more convenient than ever. With Saturday delivery\* from UPS, you can receive your orders up to two days faster than before, and at no extra cost.
  - Carbon Neutral
    - UPS ships millions of packages each day. We know that our customers are as concerned as we are about the impact shipping has on the environment. That's why we offer a carbon neutral shipping option. Your business can reduce its carbon footprint while demonstrating your commitment to sustainability.
  - Delivery Confirmation for Shipment Level
    - Verify that your shipment was delivered with your choice of signature or adult signature options
  - Delivery Confirmation for Package Level
    - Verify that your shipment was delivered with your choice of signature or adult signature options
    - Only for destination US50 to US50,PR or Canada to Canada or Puerto Rico to US50,PR
  - Order Status After Created Shipping Label
    - Change order status after creating shipping label
  - Movement Reference Number (MRN)
    - Must contain alphanumeric characters only. Must be a length of 18 characters. The 3rd and 4th Characters must be the Shipper country ISO Code.
    - The MRN number is the customs registration number that enables the customs authority to identify and process your export packages in the

Atlas customs system. It is the main reference for customs declaration and the most important link with your export goods

- Dangerous Goods
  - Product Categories with Dangerous Goods
    - Select product categories containing only dangerous goods. You can create a category for dangerous goods only and disable its display on the site.