Scheduling a collection with labels on UPS.com
Step by Step guide

• Log onto www.ups.com

• Click on Shipping tab at the top and then select schedule a collection.

• Section 1, select yes if you have a shipping label

• Section 2, enter shipper account number (if one is available) and all collection address details

• Section 3, select number of packages, total weight of the shipment and which service you require, indicate if any items weigh more than 32kg

• Section 4, select collection date, earliest collection time, latest collection time and any additional collection location or special instructions for the driver then click next which takes you to a summary screen which you can check/edit/amend if necessary

• Click next, your collection has been booked and you will receive a PRN (Pickup reference number) please use this number if you need to contact UPS regarding your collection.
Schedule a Collection

Enter Collection Information

Required fields are indicated with *. 

Shipping Label Questions

Do you have pre-printed UPS Shipping Labels for your shipment? *

- [ ] Yes
- [ ] No

Optional: Enter tracking numbers separated by commas, to check if collection charges are prepaid.
(If you have return label tracking numbers, enter them here)

(Maximum 30 tracking Numbers)
Service and Package Information

Select the number of packages in your collection, as well as the UPS Services indicated by your UPS Shipping Labels.

Package(s) in Your Collection: 1

Total Weight of Your Collection:

UPS Services in Your Collection:

- This is a pallet collection request
- UPS Domestic Services
  - UPS Express Plus
  - UPS Express
  - UPS Express Saver
  - UPS Standard

- UPS International Services
  - UPS Express Plus
  - UPS Express
  - UPS Express Saver
  - UPS Expedited
  - UPS Standard

- UPS EU Transborder Services
  - UPS Express Plus
  - UPS Express
  - UPS Express Saver
  - UPS Standard

Does your collection contain:
Items that weigh more than 32 Kg.?

- Yes
- No
Collection Date:
Friday, March 1, 2013

Note: The current date is not available for selection because the schedule collection by time for selected service UPS Standard was at 12:00PM.

Earliest Collection Time:  09:00 AM

Latest Collection Time:  05:00 AM

Additional Collection Information
Preferred Collection Location:
Choose One

Collection Reference:

Enter any special instructions to the UPS Driver:
# Schedule a Collection

## Verify Collection Request Details

Please verify the details of your request.

### Collection Date and Time

- **Collection Date:** Friday, March 1, 2013
- **Earliest Collection Time:** 9:00 AM
- **Latest Collection Time:** 5:00 PM

### Collection Address

- **Company or Name:** TEST
- **Contact Name:** TEST
- **Address:** NOTTINGHAM, NG7 1FT

### Collection Information

- **Telephone:** 0123456789
- **Ext.:**
- **Special Instructions:**
- **Send Collection Notifications To:**

### Shipment Information

- **Total Number of Packages:** 1
- **Services Selected:** UPS Standard
- **Total Shipment Weight:** 10 kgs
Schedule a Collection

Collection Request Complete

Thank you for choosing UPS. Your Collection Request has been successfully received. Please print this page for future reference.

Collection Request Number: 292211SRL9

<table>
<thead>
<tr>
<th>Collection Date and Time</th>
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<tbody>
<tr>
<td><strong>Collection Date:</strong></td>
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<tr>
<td>Friday, March 1, 2013</td>
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<tr>
<td><strong>Earliest Collection Time:</strong></td>
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<td>1</td>
</tr>
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<tr>
<td>UPS Standard</td>
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<tr>
<td><strong>Total Shipment Weight:</strong></td>
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Thank you