



Clear Customs digitally with UPS Paperless[®] Invoice

Ship internationally. Skip the paper.

Why spend time attaching three copies of your commercial invoice to international shipments when you could go paperless?

UPS Paperless[®] Invoice integrates order and shipment processing and digitally transmits your data for quick clearance at customs offices around the globe.¹



Experience the benefits of going paperless:



SAVE

time with faster customs clearance and shipment processing



ELIMINATE

redundant data entry and reduce the chance of error



STREAMLINE

shipping preparations and reduce labour costs



MINIMIZE

loss of documents in transit



SUSTAIN

resources by reducing the use of paper and ink



KEEP

customs values confidential when shipping to customers

Ship easily with UPS Paperless[®] Invoice*

- ✓ All accounts are eligible for UPS Paperless[®] Invoice
- ✓ Free to use, with no additional software required

Follow these steps to enroll your account today:

STEP 1: Create or log in to your account on UPS.com and go to the **User Menu**

STEP 2: Select **Accounts and Payment**, go to **Actions** and select **View Account Details**

STEP 3: Click the + sign on the **Paperless Commercial Invoice** tab

STEP 4: Click on **Edit My Preferences** Select at least 1 of the 3 main options

STEP 5: Click **Save Changes** once you have updated your Paperless[®] Invoice settings

Find the detailed steps of the process [below](#)

When creating a shipment

- ✓ Ensure that the destination country accepts electronic customs documents
- ✓ Select the Paperless Commercial Invoice option when prompted
- ✓ Digitally enter all the information you would normally put in a commercial invoice into your chosen UPS shipping platform

**Log in to your account now and
enroll for UPS Paperless[®] Invoice**

*Printed option is still available if preferred

¹ UPS Paperless[®] Invoice is not available for returns, import controls, guest shipping or ID without a 6-digit account.

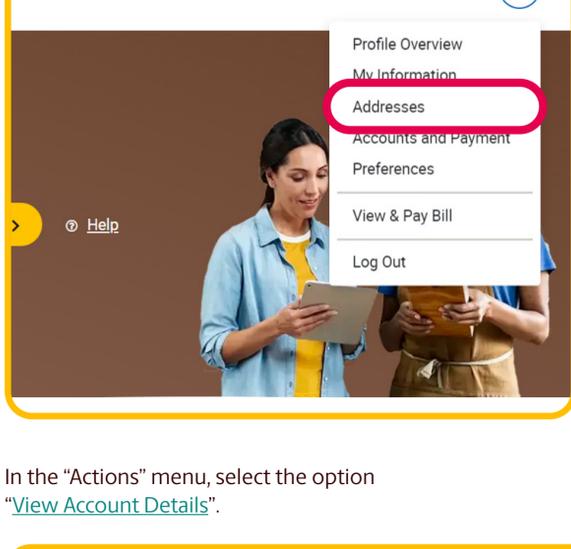
Go through digital customs clearance and avoid delays



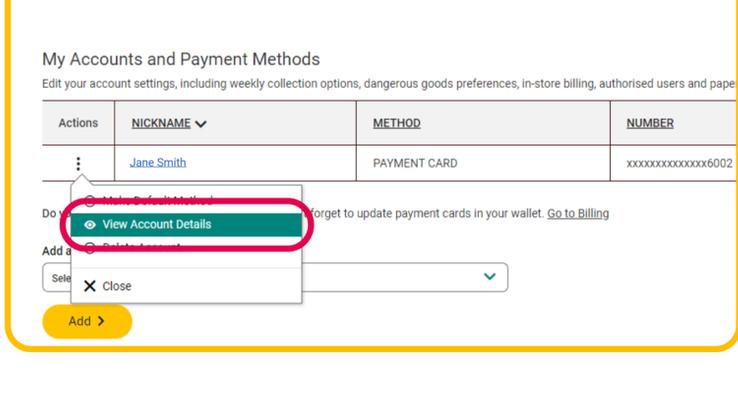
FOR UPS.com USERS

Follow the steps below to start using UPS Paperless® Invoice on UPS.com

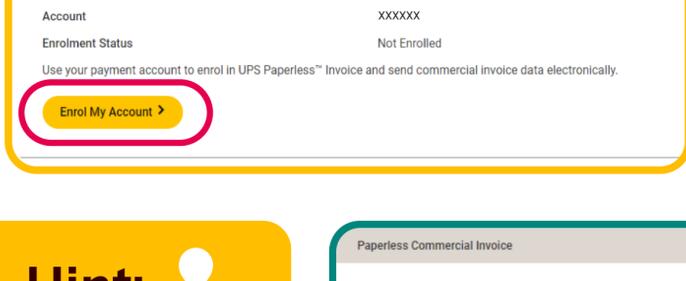
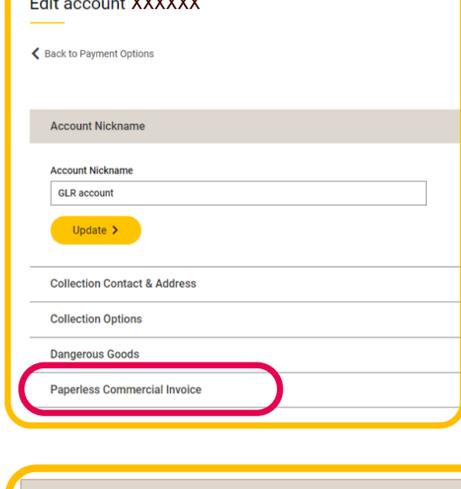
- 1 Log in at UPS.com
Select [“Accounts and Payment”](#) in the profile menu.



- 2 In the “Actions” menu, select the option [“View Account Details”](#).



- 3 Click on the option [“Paperless commercial invoice”](#) and select [“Register my customer number”](#).



Hint:



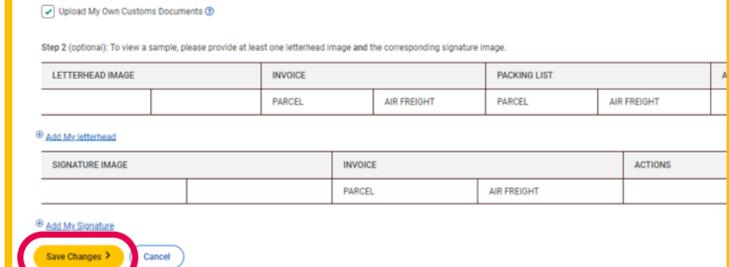
You can return to this screen at any time after login to change your settings.

Paperless Commercial Invoice

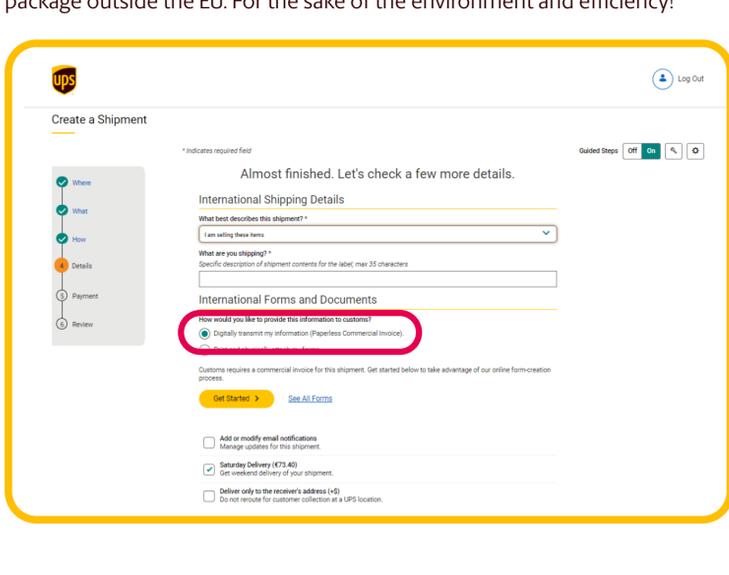
Account XXXXXX
Enrolment Status Enrolled

Use your payment account to enrol in UPS Paperless™ Invoice and send commercial invoice data electronically.

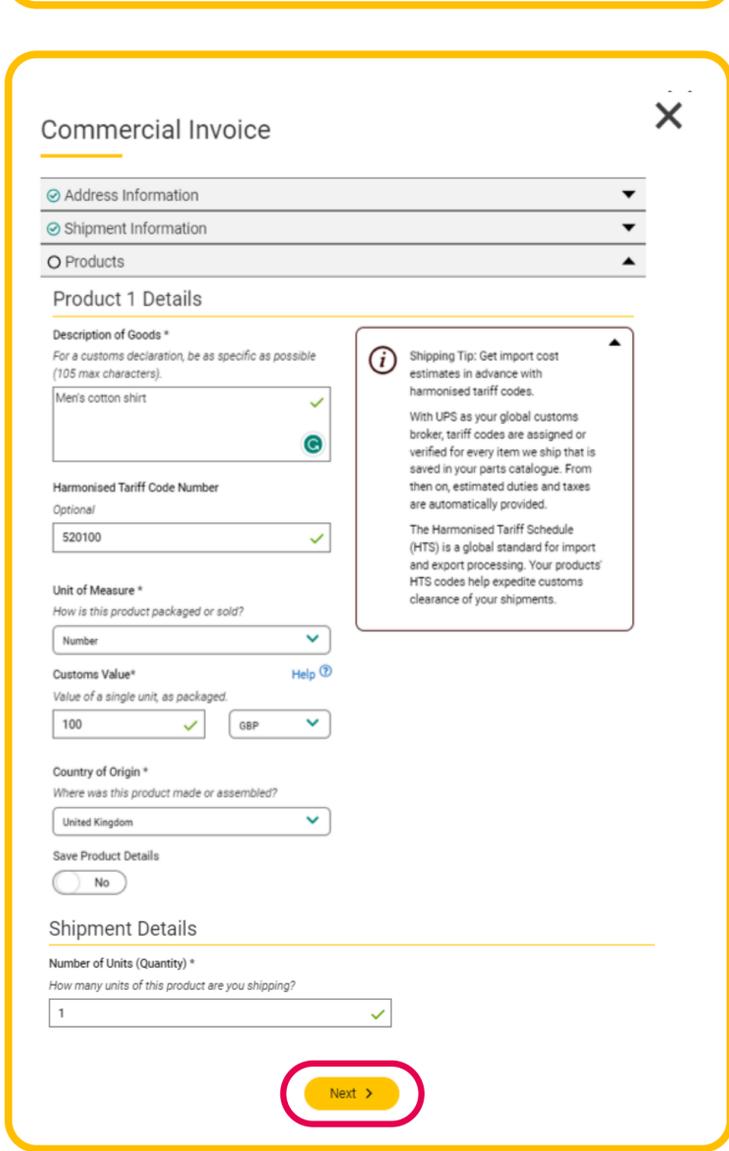
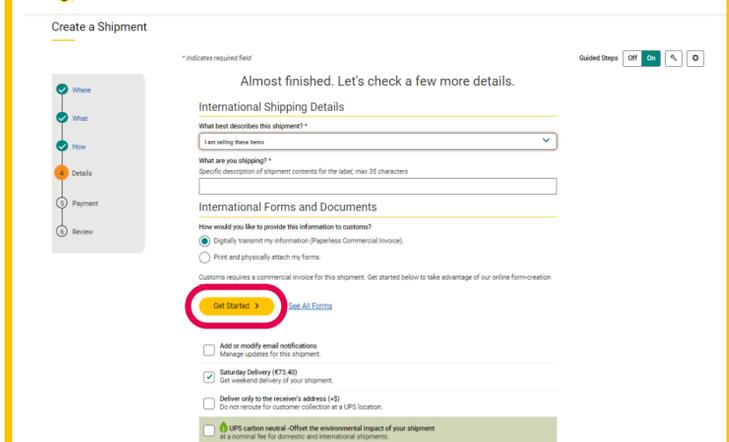
[Edit My Preferences >](#) [Cancel My Enrolment](#)



- 4 Now you can get started and choose [“Paperless commercial invoice”](#) for any package outside the EU. For the sake of the environment and efficiency!

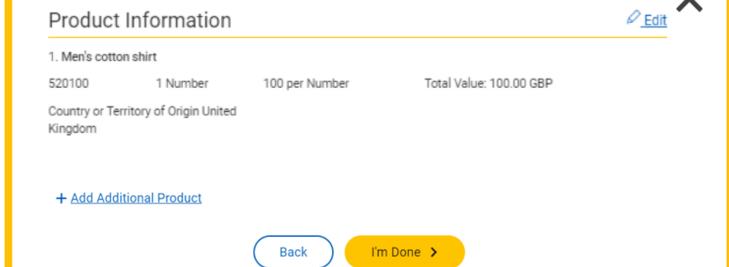


- 5 Complete all requested information to ensure a smooth customs clearance and avoid any delay.



Hint:

Choose the right Harmonised Tariff code [watch the tutorial](#)



Don't forget to provide all the necessary information so UPS can digitally transmit your commercial invoice

Go through digital customs clearance and avoid delays



FOR WORLDSHIP USERS

Follow the steps below to start using UPS Paperless® Invoice in WorldShip.

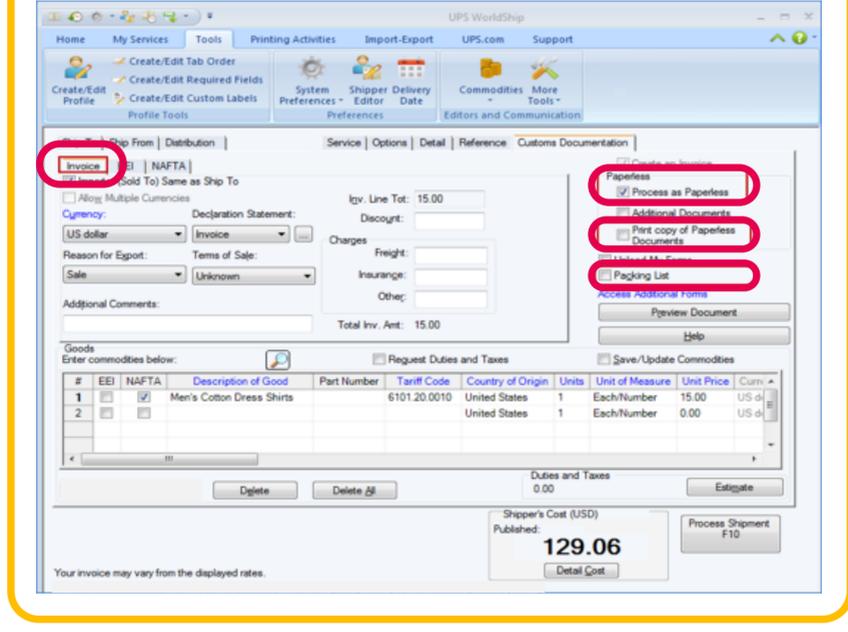
1 Process as Paperless will be auto-selected.

NOTE: Unchecking this box will signal to WorldShip to process this shipment with paper invoices. No electronic files will be sent to customs.

Option: select **Print copy of Paperless Documents** if you want to print a paper copy of what will be sent electronically

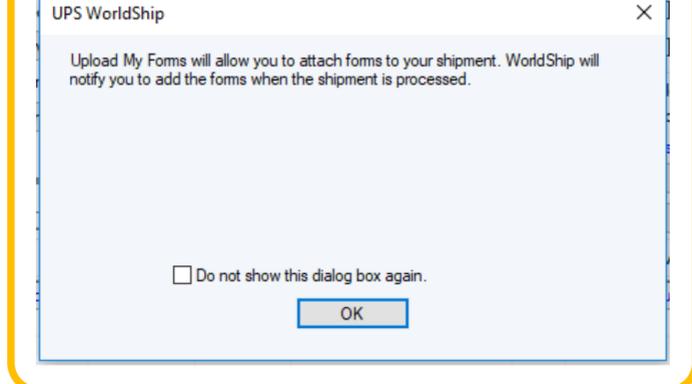
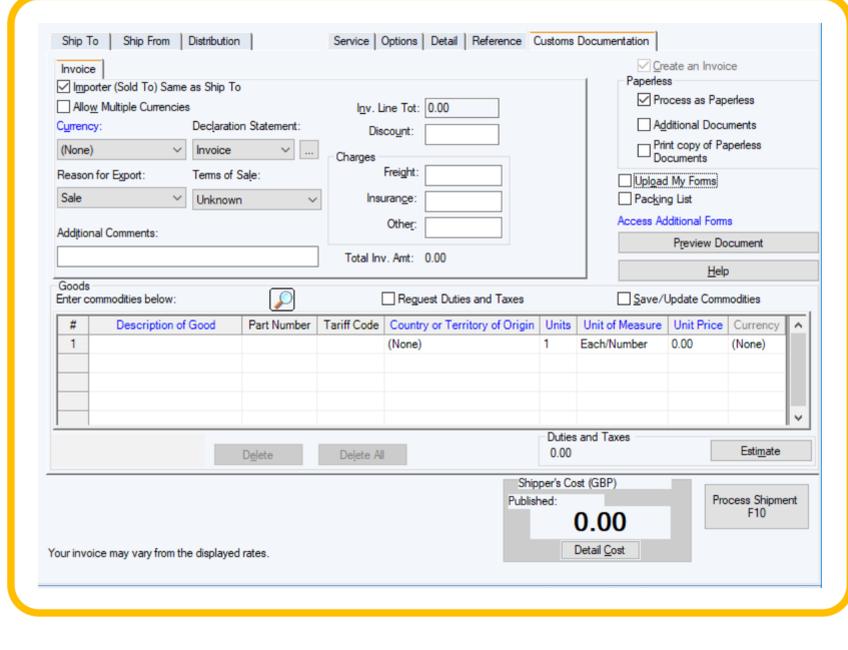
Check “Upload My Forms” if you have additional completed electronic forms to include with the set of files sent to customs

Select “Packing List” if you want to include the packing list in the electronic transmission to customs

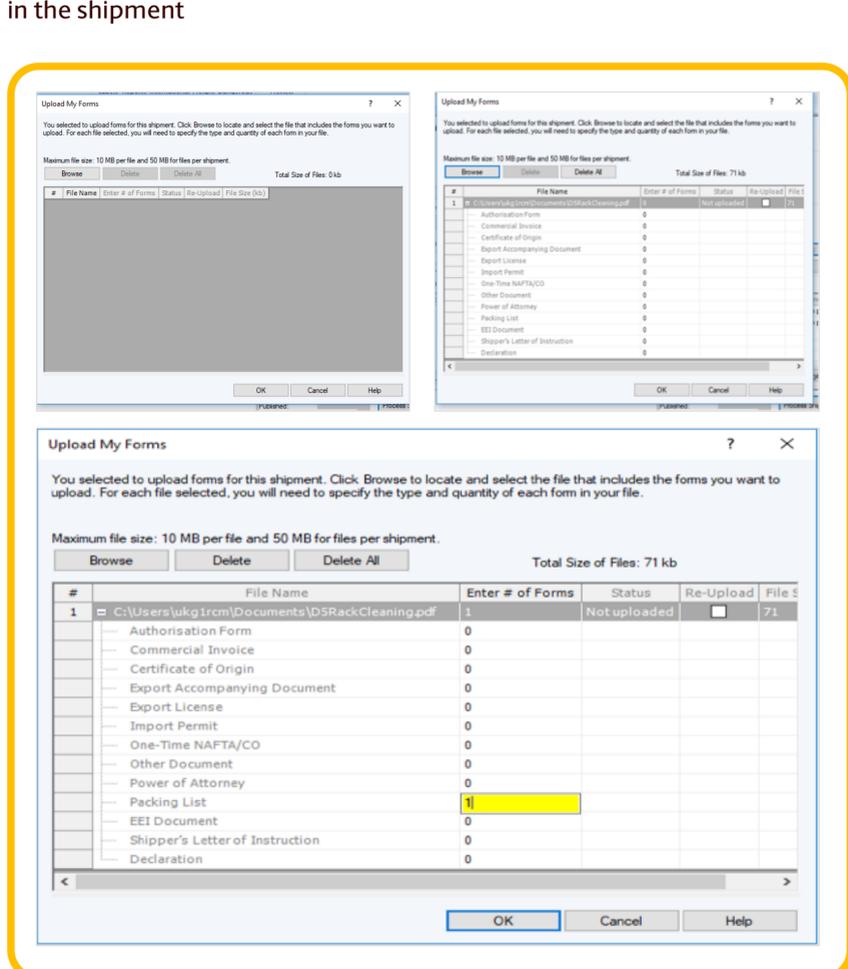


2 When Upload My Forms is selected, a pop-up window displays

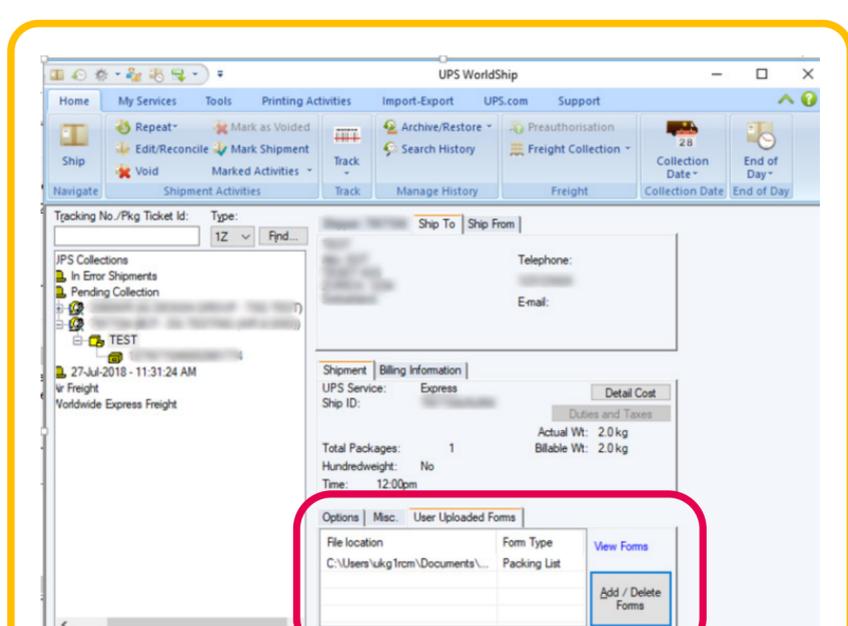
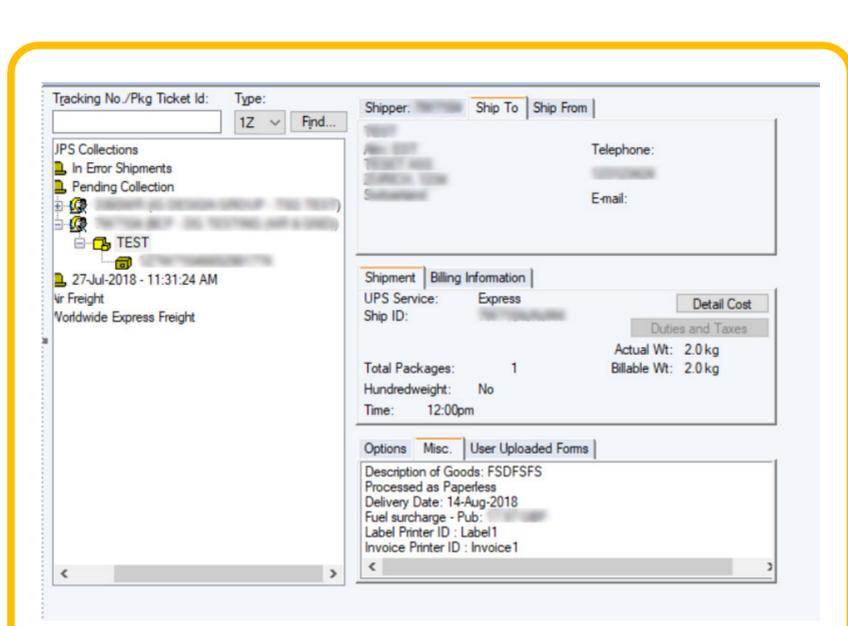
Leave the box **unchecked** (Do **not** disable the dialog box)



3 Upload My Forms – select and identify completed forms to be included in the shipment



4 Confirmation of upload



The first time you use UPS Paperless® Invoice, a pop-up message will appear, please accept it.