



Updating preferences for UPS Paperless® Invoice on ups.com User Guide

4/7/2023

UPS Paperless® Invoice

Overview

A user with a ups.com user ID authenticated to an active UPS 6-digit account number once newly created will be automatically enrolled in **Paperless® Invoice**

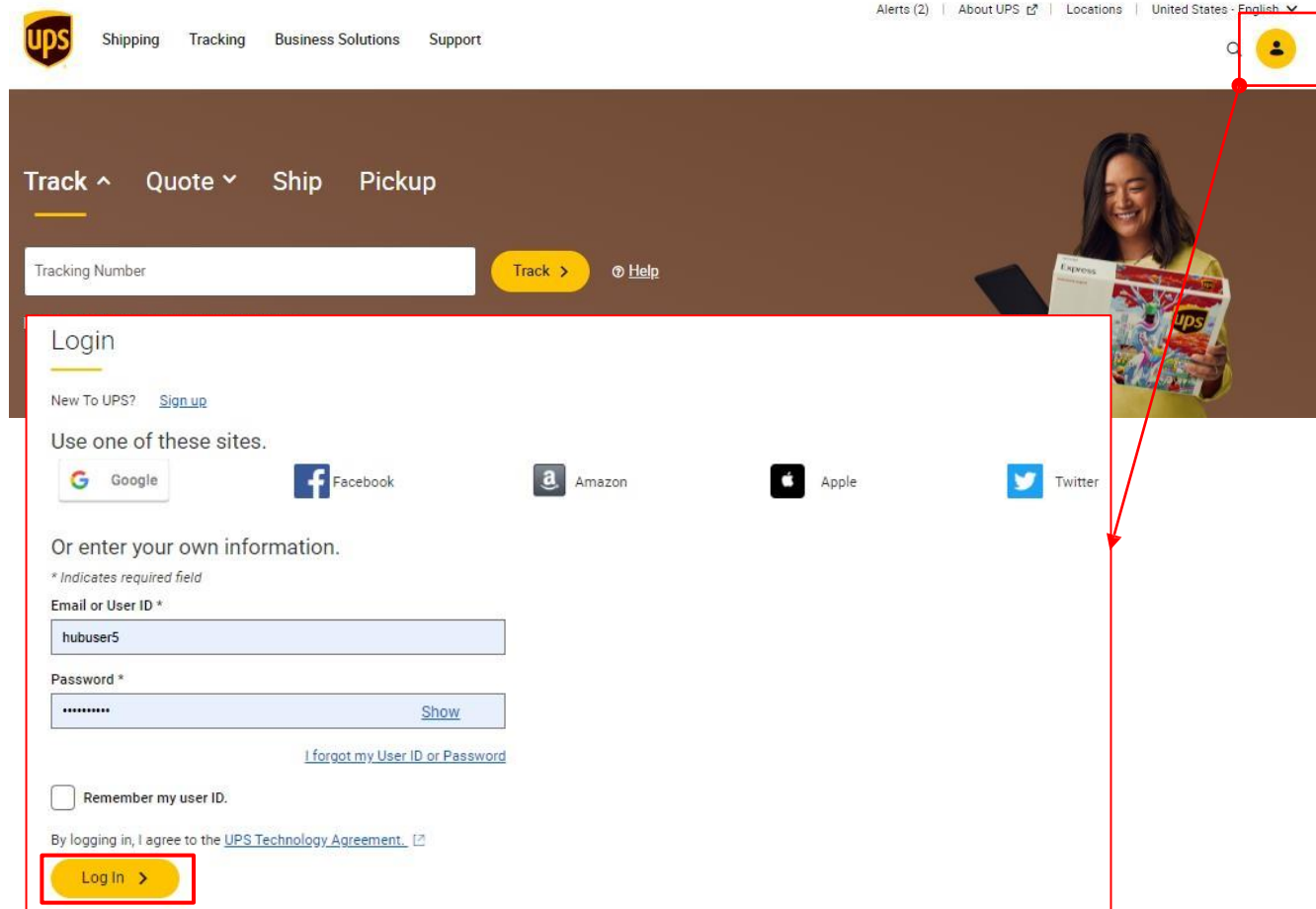
UPS Paperless® Invoice is an application feature that enables the shipper to automatically generate electronic commercial invoices required to clear customs at a destination country that accepts electronic customs documents.

The scope of this document covers instructions on how to update UPS Paperless® Invoice settings on ups.com for countries where self-enrollment is available. Additional information on how to ship with Paperless Invoice and Upload my own customs document on ups.com and WorldShip® are included in the appendices.

Log in

Visit [ups.com](https://www.ups.com) and select the Login icon on the upper-right hand corner of the page. Enter your user ID and Password credentials then click **Log In**.

If you forget your User ID or password, click **I forgot my User ID or Password** on the **Login** page.



Note: User IDs and passwords are case sensitive. Three failed attempts to log in will cause your ID to be locked out for 30 minutes.

Checking UPS Paperless® settings

Access the UPS Paperless® settings

Once logged in, under your user drop down menu, select **Accounts and Payment**.

Under **Actions** corresponding to your UPS account number, select **View Account Details**

Click on the **+** sign for **Paperless Commercial Invoice**.

The account will show Enrolled status for the following:

- UPS Paperless Invoice for Package shipping
- UPS Paperless Packing List for Package Shipping
- UPS Paperless service for UPS Worldwide Express Freight® (for palletized International air freight)
- Upload my own customs documents

To see shipper views on ups.com using Paperless Invoice and Upload My own customs document, see Appendix A

To see shipper views on WorldShip, see Appendix B

The screenshot shows the UPS website interface. At the top, there are navigation links for Shipping, Tracking, and Products & Services. A user profile dropdown menu is open, with 'Accounts and Payment' highlighted in red. Below this, the 'Accounts and Payment Options' page is displayed. It features a table of account methods and a detailed view of the 'Paperless Commercial Invoice' settings.

Actions	NICKNAME	METHOD	NUMBER	Country or Territory
	Pete's Store (DEFAULT METHOD)	ACCOUNT	ABC123	US
		PAYMENT CARD	xxxxxxxxxxxx0806	US

Account Nickname +

Pickup Contact & Address +

Pickup Options +

Dangerous Goods +

Paperless Commercial Invoice -

Account: ABC123
Enrollment Status: Enrolled

Preferences

- UPS Paperless Invoice for Package Shipping [View a Sample](#)
- UPS Paperless Packing List for Package Shipping [View a Sample](#)
- UPS Paperless Worldwide Express Freight Packing List (for Palletized International Air Freight) [View a Sample](#)
- Upload my own forms.

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

Updating UPS Paperless® Invoice settings

To change UPS Paperless® settings

Follow the same steps on page 2 to access the Paperless Invoice settings page.

Once you are in the **Paperless Invoicing** tab, click on **Edit My Preferences**

Step 1: This section lists all the paperless invoicing settings. You must have at least one of the 3 main options selected.

- **UPS Paperless® Invoicing for Package shipping:** Select this option if you want to enable electronic commercial invoices to be sent digitally to customs when shipping cross border packages <150 lbs.
 - **UPS Paperless® Packing List for Package Shipping:** Checking this option will enable an electronic packing list to be included in the set of documents sent digitally to customs when shipping cross border package <150 lbs.
 - **UPS Paperless® Worldwide Express Freight Packing List:** Checking this option will enable an electronic packing list to be included in the set of documents sent digitally to customs when shipping palletized international air freight
- **UPS Paperless® Invoice for Air Freight Shipping:** Checking this option will enable electronic commercial invoice to be sent digitally

Account Nickname +

Pickup Contact & Address +

Pickup Options +

Dangerous Goods +

Paperless Commercial Invoice -

Account ABC123

Enrollment Status Enrolled

Preferences

UPS Paperless Invoice for Package Shipping [View a Sample](#)

UPS Paperless Packing List for Package Shipping [View a Sample](#)

UPS Paperless Worldwide Express Freight Packing List (for Palletized International Air Freight) [View a Sample](#)

Upload my own forms.

Edit My Preferences >

Paperless Commercial Invoice -

* Indicates required field

Step 1: Select at least one of the following paperless invoicing preferences to continue. *

- UPS Paperless Invoice for Package Shipping
 - UPS Paperless Packing List for Package Shipping
 - UPS Paperless Worldwide Express Freight Packing List (for Palletized International Air Freight)
 - UPS Paperless USMCA Certificate of Origin for Package Shipping (optional)
- UPS Paperless Invoice for Air Freight Shipping
 - UPS Paperless USMCA Certificate of Origin for Air Freight Shipping (optional)
- Upload My Own Customs Documents ⓘ

Step 2 (optional): To view a sample, please provide at least one letterhead image and the corresponding signature image.

LETTERHEAD IMAGE	INVOICE		PACKING LIST		ACTIONS
	PACKAGE	AIR FREIGHT	PACKAGE	AIR FREIGHT	

[+ Add My Letterhead](#)

SIGNATURE IMAGE	INVOICE		USMCA CO		ACTIONS
	PACKAGE	AIR FREIGHT	PACKAGE	AIR FREIGHT	

[+ Add My Signature](#)

Save Changes > **Cancel**

Updating UPS Paperless® settings

To change UPS Paperless® settings

Step 1 – continued

- **UPS Paperless® USMCA Certificate of Origin for package Shipping (optional):** Checking this option will unhide a form for the shipper to add required fields to be included in the set of electronic documents sent to customs. Applicable in US, MX or CA
- **UPS Paperless® USMCA Certificate of Origin for Air Freight Shipping (optional):** Checking this option will unhide a form for the shipper to add required fields to be included in the set of electronic documents sent to customs. Applicable in US, MX or CA
- **Upload My Own Customs Documents:** Checking this option will enable the shipper to upload your own commercial invoice or additional shipper-produced electronic documents to be sent to customs. If this option is the only setting enabled, it is the shipper's responsibility to ensure that the destination country accepts electronic customs documents.

Click **Save Changes** once you have updated your Paperless Invoice settings.

Optional Step 2: Uploading letterhead and signature image files are optional and not required. These images if available are used in the creation of the digital commercial invoice. Both letterhead and signature files will be needed should you choose to complete this step.

Note: It is the shipper's responsibility to know and physically attach original documents to the package if required by the destination country.

Note: To opt out of UPS Paperless® or disable electronic transmission of customs documents, simply select "Cancel My Enrollment"

Paperless Commercial Invoice

* Indicates required field

Step 1: Select at least one of the following paperless invoicing preferences to continue. *

- UPS Paperless Invoice for Package Shipping
- UPS Paperless Packing List for Package Shipping
- UPS Paperless Worldwide Express Freight Packing List (for Palletized International Air Freight)
- UPS Paperless USMCA Certificate of Origin for Package Shipping (optional)
- UPS Paperless Invoice for Air Freight Shipping
- UPS Paperless USMCA Certificate of Origin for Air Freight Shipping (optional)
- Upload My Own Customs Documents ⓘ

Enter your USMCA Certificate of Origin (CO) authorized signature information.
We require this information if you selected either USMCA Certificate of Origin option above. We'll include this information along with your signature image on paperless documents.

Company *
Placeholder Text

Name *
Placeholder Text

Title *
Placeholder Text

Phone Number *
Placeholder Text

Fax *
Placeholder Text

Step 2 (optional): To view a sample, please provide at least one letterhead image and the corresponding signature image.

LETTERHEAD IMAGE	INVOICE		PACKING LIST		ACTIONS
	PACKAGE	AIR FREIGHT	PACKAGE	AIR FREIGHT	

⊕ Add My Letterhead

SIGNATURE IMAGE	INVOICE		USMCA CO		ACTIONS
	PACKAGE	AIR FREIGHT	PACKAGE	AIR FREIGHT	

⊕ Add My Signature

Save Changes > **Cancel**



THANK YOU