UPS Tutorial for Shipping Newborn Screening Envelopes

(1) Logging In:
1. Open web browser and go to the following UPS Website https://row.ups.com.
2. Enter in the Company Alias (WSLHNBS).
3. Enter your Login ID and Password that was provided to you.
4. Select Continue

(2) Shipping Screen:
1. The Ship From and Ship To information is automatically populated.
2. Enter in a Contact Name, Phone Number, and E-Mail Address.
3. Enter in the total Number of Specimens to be shipped in the envelope.
4. If more envelopes are needed, select yes in the dropdown.
5. Select Process Shipment.

(3) Printing Labels:
1. The next page will generate your printing label and bring up available printers that are connected to your device. Print the shipping label.
2. Follow the instructions below the printed shipping label to prepare envelope for transit.
3. The tracking number for the envelope will be listed on the webpage.
4. Select Click here to Schedule a pickup. The next available day for pick-up will appear. (If UPS picks up at your facility regularly there is no need to schedule a pickup)
5. Enter the Contact Name and Phone Number for someone who can assist the UPS driver in obtaining the envelope. Enter Room Number for location of envelope, if available.
6. Click Submit. Your pickup confirmation number will appear.
7. If you have more than one envelope to ship select Return to Shipping Page to generate another shipping label.

For Questions Please Contact NBS at: 608-262-6547 or email NBSqualityreport@slh.wisc.edu