



<u>מדריך להפקת שטרי מטען יצוא</u>

1. היכנסו לאתר : <u>www.ups.com</u>

(Israel- English) בכניסה ראשונה יש לבחור בישראל *

UDS		L	.og In Sign Up Locations	
QUICK START 🔻	Tracking	Shipping	Services	O Customer Service
Home > Shipping				
Shipping				Share <

2. התחברו לחשבונכם באמצעות כפתור Log In

QUICK START 🗸	Tracking	Shipping	Sign Up Cocations	⊕ Israel - English ∨ My Profile ∨ Search ♀ ⊙ Customer Service
Home > Shipping Shipping				Share 🔩

3. לאחר ההתחברות למערכת עם שם המשתמש והסיסמא שלך יש לבחור ב- Shipping

QUICK START -	Tracking	Shipping	Log In Sign Up Locations	⊕ tsrael-English ∨ My Profile ∨ Search Q ① Customer Service
Home > Shipping				
Shipping				Share <

create a shipment: package & freight - בתפריט שנפתח יש לבחור .4

QUICK START 🔻	Tracking	Shipping	Services	O Customer Service
NEW SHIPMENTS	EXISTING SHIPMENTS	MORE SHIPPING	G OPTIONS	
Create a Shipment: Package & Freight	View Shipping History	Batch File Shipping	g	E HARA
Calculate Time & Cost	Void Shipment	Create Import UPS Import Contro	bl.	
Schedule a Collection		International Tool: UPS TradeAbility	set	
Create a Return		Service Guide		Ship with a click.
		Order Supplies		Our online tool lets you ship with confidence without downloading software.
			Explore All Shipping >	Create a Shipment

<u>Where is this shipment Going - 1 סעיף</u> •

השדות המסומנים בכוכבית הינם שדות החובה

I	Begin You	r Shipment			<u>Help</u>
P	lease enter your sh	ipping information below.	Require	ed fields are indicated with 🗙.	
	1 WHERE IS	THIS SHIPMENT GOIN	IG?		
	Address Book:				
	хссх		~	or enter a new address below	
	External Address	Book			
	Enter a New Ad	dress			
	Company or Nam	e:		City:	
	хссх		*	BEVERLY HILLS	*
	Contact Name:			State:	
	хсхс		*	California	► *
	Country:			ZIP Code:	
	United States	*		90210	
	Address Line 1:			*	
	yty6t		*	Telephone:	
	Address Line 2:			222222222	*
I	radiess Line Z.				
e Ontions f	or Address:		Sav	e this to my Address Book as:	
e options it	-				

***חשוב:** בתחתית סעיף 1, תחת Save Option For Address יש לבחור באפשרות שמירת הכתובת בפנקס הכתובות

<u>Where is this shipment coming from - 2 סעיף</u> •

יש למלא את פרטי השולח

2 WHERE IS THIS SHIPMENT COMING F	ROM?
Ship From Address: <u>Edit</u> yanivr	If the shipment is undeliverable return to : Contact:
yanivr 1 Sayfan Street Lod 70100	yanivr Return Address: (?)
lsrael Telephone:972-506890028 e-mail:hd@ups.co.il	Same As Ship From

יש למלא את שדות החובה. במידה והנך שולח ניירת יש לשנות את סוג האריזה ל UPS Envelope

3	WHAT ARE YOU SHI	PPING?		
Desc	ription of Goods: ⑦			
	Documents of No Comm	nercial Value		
Num	ber of Packages:		Packages are all the same?	
1	\checkmark		Yes 🔽	
Oth	aging Type. 🕢 her Packaging 🔽 ★			
ыці	nent weight.			
	kg ★			
Total	Dimensional Weight:	or enter package dim	ensions	
	kg			

*חשוב: Shipment Declared Value - משמעותו ביטוח באמצעות UPS, במידה ואינך מעוניין לבטח באמצעות UPS, אין להקליד ערך בשדה זה

(3) WHAT ARE YOU SHIPPING	5?
Description of Goods: ⑦	
Documents of No Commercial	Value
Number of Packages:	Packages are all the same?
1 •	Yes 🔻
Packaging Type: ⑦	
Other Packaging 🔻 ★	
Shipment Weight:	
kg \star	
Total Dimensional Weight: ⑦ or e	nter package dimensions
kg	
Shipment Declared Value: ⑦	
USD	
	annly based on declared value
Large or Unusually Shaped Package	<u>s</u> ③

<u>How Would You Like To Ship - 4 סעיף</u>

יש לבחור בסוג השירות הרצוי.

מומלץ לבחור בשירותים נוספים עבור המשלוח, על ידי סימון בתיבה מתאימה:

- התראות לתיבת דוא"ל בנוגע למשלוח 🗸
 - קבלת אישור מסירה עבור המשלוח 🗸
 - א מסירת המשלוח לאיש הקשר בלבד 🗸

(4) HOW WOULD YOU LIKE TO SHIP?	
Service: UPS Express Saver * <u>Compare Time and Cost</u> [?]	
Do you need additional services?	Fee?
Send E-mail Notifications	Free
Receive Confirmation of Delivery	Yes
Direct Delivery Only	Yes
5 WOULD YOU LIKE TO ADD REFERENCE NUMBERS TO THIS SHIPMENT?	
UPS gives you the option to track your shipments using references [®] that you define.	
Reference#1	
Reference#2	
Reference#2	

<u>Add reference for shipment - 5 סעיף</u> •

מאפשר להוסיף אסמכתאות עבור המשלוח כגון: מספר חשבונית\הזמנה ועוד

5 WOULD YOU LIKE TO ADD REFERENCE NUMBERS TO THIS SHIPMENT?	
UPS gives you the option to track your shipments using references that you define. Reference#1	
Reference#2	
Add a bar code for Reference#1 to my Shipping label ⑦	

How Would You Like To Pay - 6 סעיף

בכדי לשלם עבור המשלוח יש לבחור במספר הלקוח הבינלאומי שלך ב UPS (יופיע כברירת מחדל) או לחילופין לבקש לחייב את הנמען או צד שלישי.

*במידה ומספר הלקוח שלך לא מופיע ברשימה יש לבחור Enter a Shipping Account בתחתית הרשימה ולמלא את הפרטים הנדרשים

	6 HOW WOULD YOU LIKE TO PAY?
	Please enter your payment information below. The information you enter will be transmitted using a secure
	Payment Method for Shipping Charges: ⑦ Select One
Γ	Bill Duties and Taxes to: ⑦ Bill the Receiver ▼ ★
	Receiver UPS Account Number:
	Country: Postal Code :
	Associate this UPS Account to the receiver's address book entry.
	Split Duty / VAT ③
	Review Shipping details, including price, before completing this shipment By selecting the Next button, I agree to the Terms and Conditions .
	Start Over Next

NEXT בסיום התהליך יש ללחוץ על

PACKAGE - במידה והפקת חשבונית ממערכת אחרת יש להקיש על
 Next ולאחר מכן לבחור Ship now with no Export documents or with documents you supply

PACKAGE
Select Export Forms Help @
'ou can complete the export forms online or let UPS help you decide which export forms you need by answering I few questions. You can also review your forms history and reuse previously completed forms for your current hipment.
Complete selected export forms online
Commercial Invoice <u>View Sample</u> Packing List <u>View Sample</u>
Reuse forms from your forms history
Ship now with no Export Documents or with documents you supply
Preview snipment defore completing snipment.
Back Next

* במידה ורוצים להפיק חשבונית דרך האתר יש לבחור באופציה Complete selected export forms online ולבחור Next ולבחור

Create A Shipment

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PACKAGE					
Select Export Forms					
You can complete the export forms online or let UPS help you decide which export forms you need by answering a few questions. You can also review your forms history and reuse previously completed forms for your current shipment.					
Omplete selected export forms online					
	Commercial Invoice View Sample				
	Packing List View Sample				
O Reuse forms from your forms history					
O Ship now with no Export Documents or with documents you supply					
Preview Shipment before Completing Shipment.					
Back	Next				

Enter Product Information								
Information about the products added to your shipment is displayed below. You must have at least one product in your shipment, and a maximum of 50.								
PRODUCTS ADDED SUMMARY								
PRODUCT NAME:	PRODUCT DESCRIPTION:	UNIT OF MEASURE	NUMBER OF UNITS	PRICE PER UNIT				
No products added to shipment; add a product to continue.								
Add Product								
Bave your forms and finish them later								
Cancel No	ext							

יש למלא את פרטי המוצר ולסמן V במידה וברצונך לשמור למשלוחים הבאים

Product List:

None Stored **v** --- or enter new product details below

Product Name: Save to Product List Product Description: 1 × Number of Units: 🕐 × Price Per Unit: ⑦ Currency: USD US Dollar ₹× Unit of Measure: 🕐 Select one Ŧ Product Country of Origin: 🕐 Israel - IL **v** | *

בשלב הבא תוכל להוסיף מידע נוסף כגון ח"פ, הצהרת יצואן, לוגו ועוד (ניתן לפנות למחלקת התמיכה הטכנית להסבר נוסף) להסבר נוסף)

יש לבחור Next עד שתגיע למסך Review export forms , בשלב זה יש לבחור ב- Next ווהדפיס את החשבונית

Access International Forms

PROGRESS:			
1 Add Products to Shipments	2 Complete Online Forms	▶ 3 Review Export Forms	
Review Export Forms Use the tables below to review all export f Online Export Forms	orms associated with your shipment.		<u>Help</u> ⑦
FORM TYPE	ACTIONS		
Commercial Invoice	Edit Form		
Print All Online Forms	· · · · · ·		
Next			

לאחר מכן יש לבחור ב- Next עד שלב הדפסת שטר המטען.

*חשוב: במידה ולא נפתח חלון ההדפסה, יש לוודא כי חוסם החלונות הקופצים מבוטל בדפדפן.

	2			
C Shipping: UPS - Windows Internet Explorer				
UP'S Internet Snipping: View/Print Label				
 Ensure there are no other shipping or tracking labels attached to your package. Select the Print button on the print dialogue box that appears. Note: If your browser does not support this function, select Print from the File menu to print the label. 	onal Forms			
 Customs Invoice - 3 copies of a completed customs invoice are required for shipments with a commercial value. 				
 Fold the printed label at the solid line below. Place the label in a UPS Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label. 				
4. Collection and Drop-off:				
Daily Collection customers: Have your shipment(s) ready for the driver as usual. To Schedule a Collection or to find a UPS location, select Schedule a Collection or Find Locations from the side navigation on the Shipping tab.				
5. To acknowledge your acceptance of the original language of the agreement with UPS as stated on				
the con Print				
custom				
R(General Options				
C Select Printer				
CallPlot Fax Batch				
Exhibition on ups4srvnew.ups.co.il	-			
- 🖶 HUB-RESH on ups4srvnew 🖶 Sybase DataWindow PS	ew Expor			
100% • //				
Status: Ready Print to file Preferences				
Location: SCS 3rd floor				
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ine Export				
RM TYPE Enter either a single page number or a single				
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ולהזמין איסוף! איסוף! איסוף ה- SHIP לאחר הדפסת שטר המטען יש להכנס לאתר ה-

במידה וישנן שאלות נוספות צוות התמיכה הטכנית שלנו ישמח לסייע לכם:

03-5770112 :תמיכה טכנית:

נואית: 050-6890062

רמי: 054-5655443