

Shipping Connector

for Microsoft Dynamics 365 Business Central

UPS Web Services Account Setup Guide

I. Purpose of this document

This guide will assist you with creation of a (free) UPS Web Services Account.

The web services account is required if you wish to use UPS Web Services with Shipping Connector Address Verification or Rate Shopping.

Note: We make an effort to keep this guide up to date however the dynamic nature of the web makes it difficult to stay in sync – so if you run into any discrepancies with this guide please point them out to us via our [Support Page](#).

II. Prerequisites

To create a UPS Web Services Account, you must have an active UPS Shipping Account – if you do not have a UPS Shipping Account then you must first sign up for one in Step 1.

Step 1 – Create a UPS ID

You will require a UPS ID and Shipping Account to register for UPS Web Services.

Point your web browser to www.ups.com/lasso/login

If you already have a UPS ID, verify that you are able to login then proceed to **Step 2**

If you do not already have a UPS ID, click the 'Sign up' link and follow these registration steps.

The image displays two screenshots of the UPS website's registration process. The top screenshot shows the 'Log in.' page with a 'Sign up' link highlighted in a red box. A red arrow points from this link to the 'Sign up.' page shown in the bottom screenshot. The 'Sign up.' page includes fields for Name, Email, User ID, and Password, along with a 'Sign Up' button. The bottom screenshot shows the 'Sign up.' page with a 'Continue' button highlighted in a red box. A red arrow points from this button to the 'Continue' button in the bottom screenshot.

Log in.

New To UPS? [Sign up](#)

Use one of these sites.

Or enter your own information.

* Indicates required field

Email or User ID *

Password *

Remember my user ID.

By logging in, I agree to the [UPS Technology Agreement](#).

Sign up.

Already have an ID? [Log in](#)

Use one of these sites.

Or enter your own information.

* Indicates required field

Name *

Email *

User ID *

Password *

I agree to the UPS Technology Agreement and confirm I've been given enough time to read it and understand that it contains important terms about my use of UPS Technologies, like limiting UPS's liability and my agreement on how disputes between UPS and me will be handled. * [View the UPS Technology Agreement](#)

Sign up.

Welcome, [Name].

You're all set for today's visit, but you will need to verify your email address before logging in next time.

Check your email now to complete the confirmation process, then use your new ID to order supplies, manage payment options, and more.

Name:

Email:

User ID:

[Continue](#) [Manage My Profile](#)

When you press Continue on the last dialog you may need to agree to terms and conditions, etc.
Do so then,

Proceed to **Step 2**

Step 2 – Create a UPS Account

You will require a UPS Account to register for UPS Web Services.

If you already have a UPS Account proceed to **Step 3**.

To create an account, point your browser to https://wwwapps.ups.com/door/signupopen_account

Fill in the details for each dialog (1-6)

1 Sign up. Enter your address. * Indicates required field. Country or Territory * United States. Name * [Redacted] ! Name is required. Address * Street Address [Redacted] Apartment, suite, unit, building, floor, etc. [Redacted]. City * [Redacted]. State * Select One [Redacted]. ZIP Code * [Redacted]. Email * [Redacted]. Phone * [Redacted]. Extension [Redacted]. Back Next

2 Sign up. Set your payment account options. * Indicates required field. Is this account for personal use or business shipping? Personal Business. Company Name * [Redacted]. Company Email * [Redacted]. Account Creator * [Redacted]. Principal/Owner [Redacted] Position Title [Redacted] Add. Do you plan to ship any of the regulated items below? For safety reasons, we require a UPS pickup for all shipments containing hazardous materials. Alcoholic beverages or tobacco products. Ammunition. Dangerous goods Help? [Redacted]. Firearms. Lithium batteries. Will you ship prescription pharmaceuticals directly to patients? * Yes No. What's your preferred invoice mailing address? Use my account address. Enter a different mailing address. You'll enter this new mailing address on the next page. Set this as my default payment method. Back Next

3 Sign up. Select nonregulated commodities. Please select or add all commodities being shipped using this account. Animal Related Goods. Apparel. Automotive Parts. Book, Periodicals, or Documents. Chemicals. Consumer Goods Other. Food and Beverage Non-Alcoholic. Healthcare. Industrial Products. Logistics Services. Retail Services. Technology Products. Wholesale Goods. Other (requires description). Back Next

4 Sign up. Choose your pickup type. Whether you set up a regular time now or add one later, our drivers pick shipments at the same time. View Pickup Pricing. * Indicates required field. Request a weekday driver pickup. Not right now. Automatically when I create a shipment online with UPS Smart Pick. Same time every weekday with Daily Pickup. Every weekday, whenever it's convenient for the driver, with Daily. Specific days only with Day-Specific Pickup. Back Next

5 Add Payment Card. Your credit card information is only being used to verify your identity and is not stored. Card Type * Select One. Card Type is required. Card Number * [Redacted]. Expiration Month * Select One. Expiration Year * Select One. Billing Address * 345 El Pedregal Dr, SOLANA BEACH, CA 92075. Enter a different billing address. Set As Default Payment. No. Cancel Save

6 Sign up. Your account is ready to use, [Redacted]. Change your next shipment to your account, and we'll send you an invoice at the end of the week. Name [Redacted]. Email [Redacted]. User ID [Redacted]. Account Number [Redacted]. Weekday Pickup Options. No Pickup Needed. Saturday Pickup Options. No Pickup Needed. Send me updates about my home deliveries. Learn about UPS My Choice®. Want to know how we'll use your information? Read Our Privacy Notice. Continue Manage My Profile

After completing the registration, you will receive an email confirmation with your account details.

Proceed to **Step 3**

Step 3 – Request a UPS Web Services Access Key

When you have a UPS Account and are able to log in to UPS.com you can request a UPS Web Services Access Key as follows:

Log into your (new or existing) UPS account

Now, point your browser to: www.ups.com/upsdeveloperkit

You will see the following dialog – click the ‘Request an access key’ link

The screenshot shows the UPS Developer Kit website. At the top, there is a dark navigation bar with the UPS logo on the left and links for 'Log Out', 'Locations', and 'United States' on the right. Below the logo are four main menu items: 'Quick Start', 'Tracking', 'Shipping', and 'Services'. The main content area has a breadcrumb trail: 'Home > Services > Integrating UPS Technology > UPS Developer Kit APIs'. The title 'UPS Developer Kit' is prominently displayed. Below the title, there are three main sections: 1. 'Announcements and API Updates' with a paragraph of text and a 'More' link. 2. 'How to Get Started' with four numbered steps: 'Step 1: Sign up for a ups.com® profile or Log-in now.', 'Step 2: Select an API.', 'Step 3: Download the API documentation', and 'Step 4: Request an access key.' A red arrow points to the 'Request an access key' link. 3. 'Access and Administration' with links for 'Manage Access Keys', 'Administration', and 'UPS Developer Resource Center'. At the bottom, there is a 'Developer APIs' section with two columns of links and descriptions for various services like 'Address Validation', 'Tracking', 'International Trade', etc.

Proceed to **Step 4**

Step 4 – Request a UPS Web Services Access Key

In **Step 3** when you pressed the Request Access Key the following dialog displayed. Fill in the details for the Primary and Secondary Contact Information

Log Out | Local

ups Quick Start Tracking Shipping Services

Home > Services > Integrating UPS Technology > UPS Developer Kit APIs

UPS Developer Kit

Request Access Key

Please enter your contact and account information and select Request Access Key to continue. Required fields are indicated with *.

Primary Contact Information

Editing your information updates your default profile information.

Company or Name* City*

Contact* State*

Country or Territory* ZIP Code*

Address Line 1* Telephone* Ext.

Address Line 2 E-mail*

Address Line 3

Secondary Contact Information

Please enter contact information for an additional contact within the company for which you are integrating the UPS APIs.

Company or Name

Telephone

E-mail

Additional Registration Information:

UPS Account:

Request Access Key

[Back to UPS Developer Kit](#)

If your UPS Account number does not display in the Additional Registration Information area (as shown above) then proceed to **Step 5**

If your UPS Account number is displayed then press the Request Access Key button at the bottom of the dialog.

Proceed to **Step 6** (skip step 5).

Step 5 – Add an existing UPS account to your web services profile

Click the 'Add a UPS Account' link

The Add an existing account dialog will display

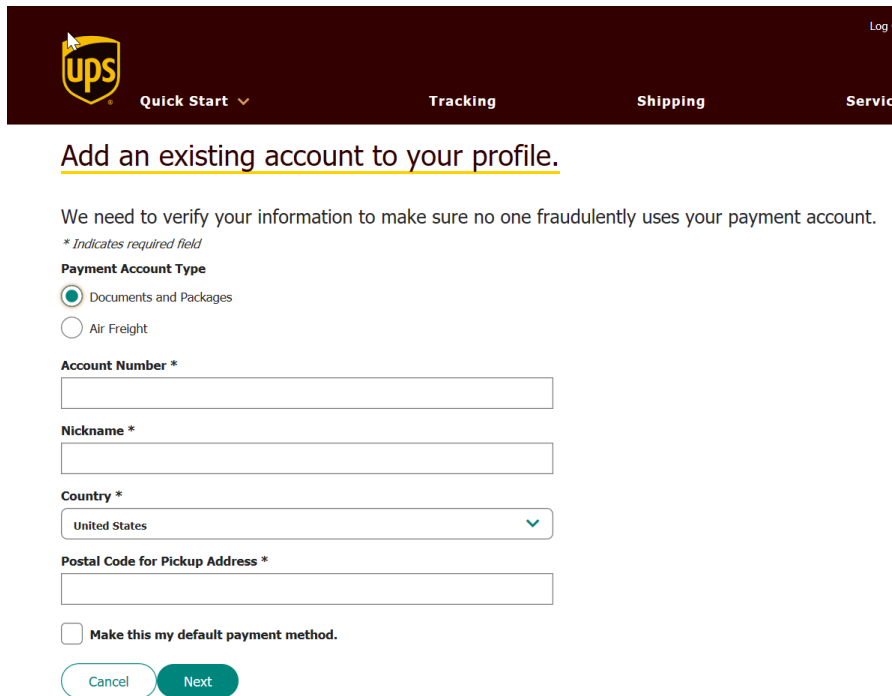
Select the 'Documents and Packages' option

Enter your UPS Shipping account number

Enter Nickname, Country, Postal Code

Optionally select the 'Make this my default payment method' option

Select the 'Next' button



The screenshot shows the UPS web interface with a dark blue header. The UPS logo is on the left, and navigation links for 'Quick Start', 'Tracking', 'Shipping', and 'Service' are on the right. The main content area has a white background with a blue header that reads 'Add an existing account to your profile.' Below this is a message: 'We need to verify your information to make sure no one fraudulently uses your payment account.' A note below says '* Indicates required field'. The 'Payment Account Type' section has two radio buttons: 'Documents and Packages' (selected) and 'Air Freight'. Below are four required fields: 'Account Number *', 'Nickname *', 'Country *' (a dropdown menu showing 'United States'), and 'Postal Code for Pickup Address *'. At the bottom, there is a checkbox for 'Make this my default payment method.' and two buttons: 'Cancel' and 'Next'.

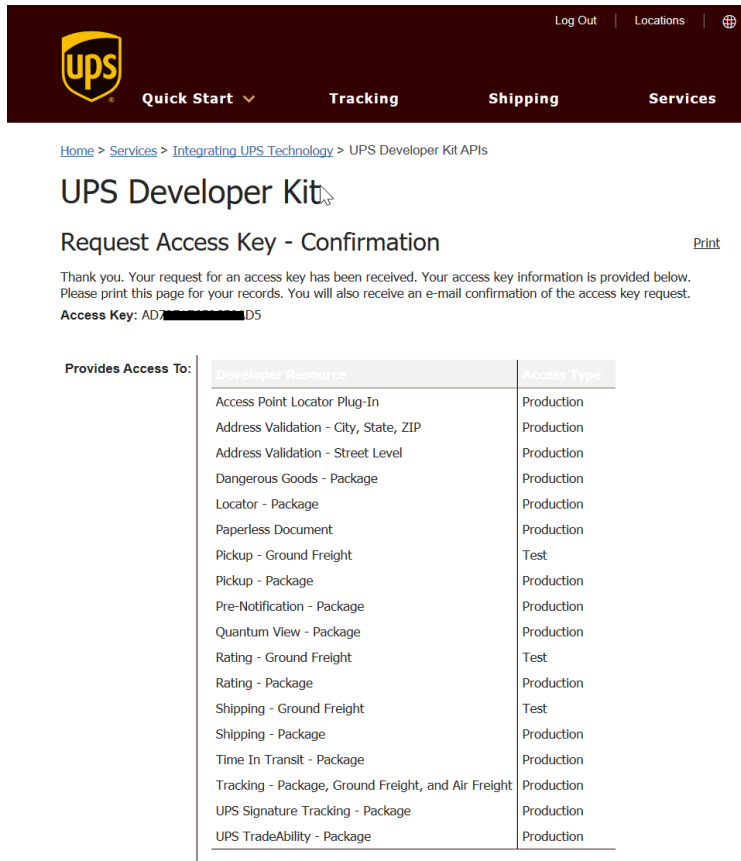
You will be returned to the Request Access Key dialog


Press the Request Access Key button at the bottom of that dialog.

Proceed to **Step 6**.

Step 6 – Confirmation

After pressing the Request Access Key button, you will see the confirmation dialog.



Log Out | Locations | 

ups Quick Start Tracking Shipping Services

[Home](#) > [Services](#) > [Integrating UPS Technology](#) > UPS Developer Kit APIs

UPS Developer Kit

Request Access Key - Confirmation [Print](#)

Thank you. Your request for an access key has been received. Your access key information is provided below. Please print this page for your records. You will also receive an e-mail confirmation of the access key request.

Access Key: AD7[REDACTED]D5

Provides Access To:

Developer Resource	Access Type
Access Point Locator Plug-In	Production
Address Validation - City, State, ZIP	Production
Address Validation - Street Level	Production
Dangerous Goods - Package	Production
Locator - Package	Production
Paperless Document	Production
Pickup - Ground Freight	Test
Pickup - Package	Production
Pre-Notification - Package	Production
Quantum View - Package	Production
Rating - Ground Freight	Test
Rating - Package	Production
Shipping - Ground Freight	Test
Shipping - Package	Production
Time In Transit - Package	Production
Tracking - Package, Ground Freight, and Air Freight	Production
UPS Signature Tracking - Package	Production
UPS TradeAbility - Package	Production

Store your Username, Password, Account Number and Access Key in a safe place. Also copy them into the Shipping Connector Setup dialog UPS Web Services area.

UPS WEB SERVICES

UPS Web Services Enabled

UPS Account Number

UPS Access Key

UPS User Id

UPS Password

UPS Rate Class

UPS Negotiated Rates

You have now completed UPS Web Services Access Key setup.