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.

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

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

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

If your UPS Account number <u>does not</u> 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
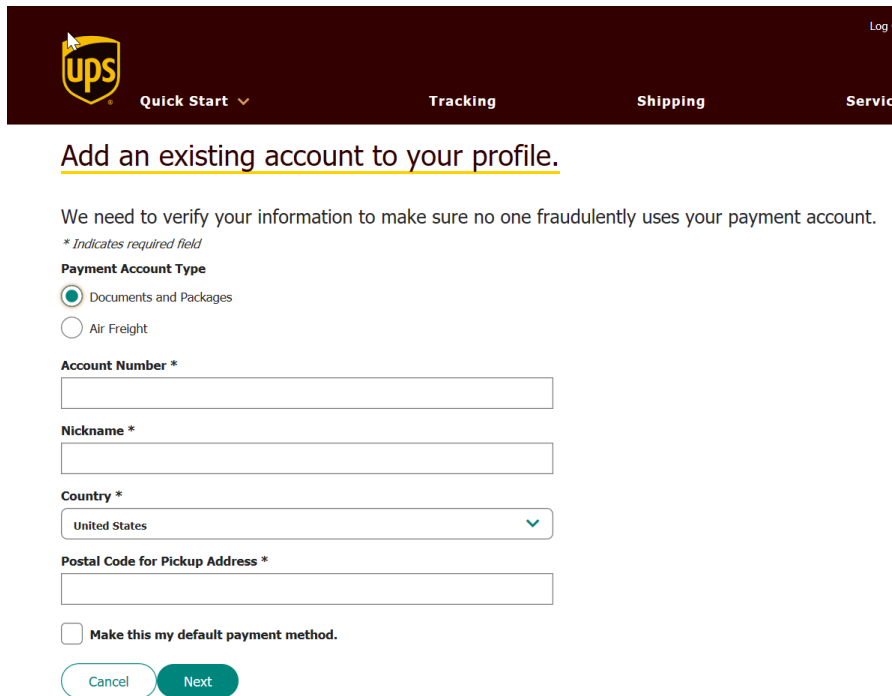The Add an existing account dialog will display

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
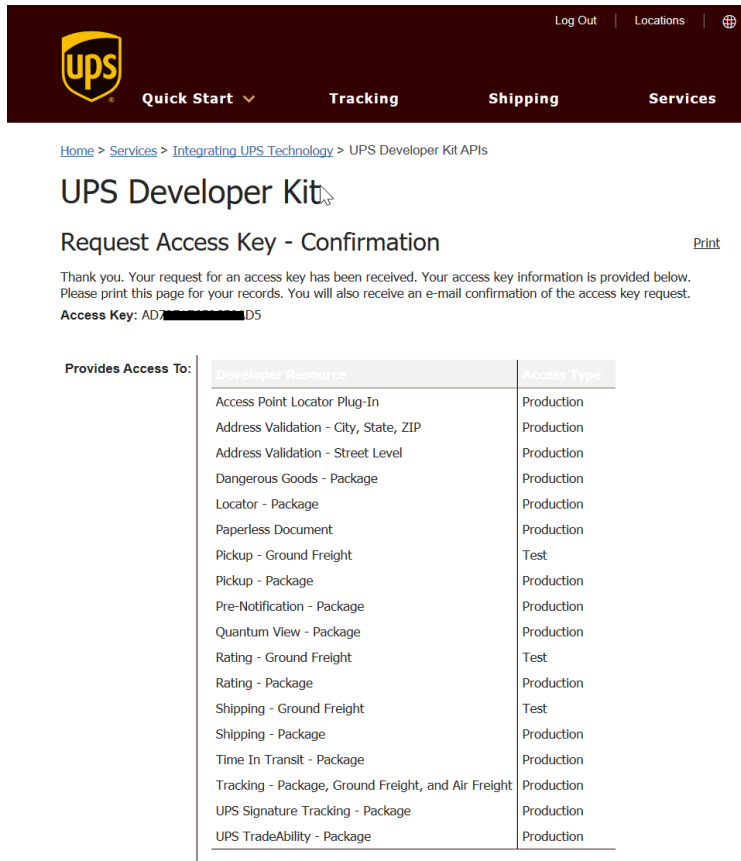Select the 'Next' button

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.

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.

You have now completed UPS Web Services Access Key setup.