

# 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 the setup of a (free) UPS API Account.

The UPS API account is required if you intend to use UPS shipping services with the Shipping Connector Address Verification, Rate Shopping, or QuickShip features in Business Central, or with the Shipping Connector Shipper application.

**\*\* Note: If you only intend to use Shipping Connector to connect with UPS/WorldShip then a UPS API account is not required.**

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 API Account, you must have an active UPS.com (shipping) Account – if you do not have a UPS.com Account, then you must first sign up for one in Step 1.

## Step 1 – Create a UPS.com Account

You will require a UPS.com Account to register for the UPS API.

Point your web browser to [www.ups.com/lasso/login](http://www.ups.com/lasso/login)

If you already have a UPS.com Account, verify that you can login, then proceed to **Step 2**

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

The image displays three sequential screenshots of the UPS.com user interface for account creation:

- Log In:** The top section features the UPS logo and a user icon. Below the 'Log In' heading, a link for 'Sign up' is highlighted with a red dashed arrow pointing right. A text input field for 'Email or Username' is present. A checkbox for terms and conditions is followed by a yellow 'Continue' button with a right arrow. A link for 'Forgot Username/Password' is at the bottom.
- Sign Up:** This section includes the UPS logo and a user icon. It asks 'Already have a Profile?' with a 'Log In' link. The form contains fields for 'First and Last Name', 'Email', 'Country Code' (set to 'US +1'), 'Phone Number (optional)', 'Username', and 'Password'. A checkbox for terms and conditions is followed by a yellow 'Sign Up' button with a right arrow. A red dashed arrow points left from the 'Sign Up' button towards the 'Verify Your Email' screen.
- Verify Your Email:** This screen, outlined in red, shows the UPS logo, a search icon, a user icon, and a menu icon. It prompts the user to 'Verify Your Email' by entering a code sent to their email. It includes an 'Email' field with an 'Edit' link, a 'Verification Code' input field, a yellow 'Verify My Email' button with a right arrow, a blue 'Send a New Code' button with a right arrow, and a 'Cancel' button with a right arrow.

When you press Continue on the last dialog you will be asked questions about your account – answer as appropriate to complete UPS.com account creation.

If you do not have a UPS Shipping Account (a six digit account#), you will need to create one.

Follow the UPS provided instructions to do so.

Proceed to **Step 2**

## Step 2 – Create a UPS API Account

You will require a UPS API Account to use UPS services with Shipping Connector.

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

To create an account, point your browser to <https://developer.ups.com>

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

The screenshot shows the UPS Developer Portal landing page. At the top, there is a navigation bar with the UPS logo, 'My Apps', and a user icon. The main heading is 'The Power of UPS on Your Digital Platform'. Below this, a paragraph states: 'Our APIs power the data connections needed to deliver value to customers through e-commerce platforms, supply chain visibility solutions and direct integrations.' A red dashed arrow points from this text to a yellow button labeled 'Create Application >'. Below the button is a blue button labeled 'Get Started Guide >'. A 'Feedback' link is visible on the right side.

The screenshot shows the 'My Apps' page. At the top, there is a navigation bar with the UPS logo, 'My Apps', and a user icon. Below the navigation bar, there is a breadcrumb trail: 'Home / My Apps'. The main heading is 'My Apps'. Below this, there is a table with two columns: 'App Name' and 'Date Created'. The table is empty, and a message below it says: 'You currently have no applications. Click Add Apps to begin.' A red dashed arrow points from the 'Add Apps >' link at the bottom of the page.

The screenshot shows the account creation form. At the top, there is a navigation bar with the UPS logo, 'My Apps', and a user icon. Below the navigation bar, there is a heading: 'Which of these scenarios best describes you?'. Below this, there is a section titled 'I need API credentials because \*'. There are two radio button options: 'Personal' and 'Business'. The 'Business' option is selected. Below this, there is a text input field for 'Business Name' with the placeholder text 'Your Business Name'. Below this, there are two text input fields: 'Principal/Owner (optional)' and 'Position Title (optional)'. Below these fields, there is a section titled 'Do you plan to ship any of the regulated items below?'. Below this, there is a paragraph: 'For safety reasons, we may require a contract or agreement to ship these items.' Below this, there are two checkboxes: 'Alcoholic Beverages, Tobacco/Vape Products or Firearms/Firearms parts' and 'Hazardous Materials/Dangerous Goods (including Lithium Batteries)'. Below these checkboxes, there is a 'Continue >' button and a 'Skip for Now' button.

The screenshot shows the continuation of the account creation form. At the top, there is a navigation bar with the UPS logo, 'My Apps', and a user icon. Below the navigation bar, there is a heading: 'Which of these scenarios best describes you?'. Below this, there is a section titled 'I need API credentials because \*'. There are two radio button options: 'Personal' and 'Business'. The 'Business' option is selected. Below this, there is a text input field for 'Business Name' with the placeholder text 'Your Business Name'. Below this, there are two text input fields: 'Principal/Owner (optional)' and 'Position Title (optional)'. Below these fields, there is a section titled 'Do you plan to ship any of the regulated items below?'. Below this, there is a paragraph: 'For safety reasons, we may require a contract or agreement to ship these items.' Below this, there are two checkboxes: 'Alcoholic Beverages, Tobacco/Vape Products or Firearms/Firearms parts' and 'Hazardous Materials/Dangerous Goods (including Lithium Batteries)'. Below these checkboxes, there is a 'Continue >' button and a 'Skip for Now' button.

If you do not have a UPS.com shipping account (a six-digit account number), you will need to create one – select the Create New Account option in the choose account field.

Press the Continue button and follow the instructions - when you have completed signup you will be assigned a six-digit UPS Shipping Account number.

Proceed to **Step 3**

### Step 3 -- Add a UPS API app

To register for the UPS API you must create a new UPS app.

Make sure you are logged into the UPS Developer portal – the landing page will display your apps.

Create a new app as shown below.

The sequence of steps to add a new UPS API app is as follows:

- My Apps**: The landing page shows a table with columns 'App Name' and 'Date Created'. Below the table is an 'Add Apps' button.
- Which of these scenarios best describes you?**: A dialog box asking for the reason for adding the app. The option 'I want to integrate UPS technology into my business' is selected. Below this, there is a section for choosing an account to associate with the credentials, with 'Add an existing account' selected. A checkbox for 'I agree, and confirm I have the authority to agree on behalf of my organization, to the UPS API ACCESS AGREEMENT' is also checked. The 'Add Account' button is highlighted.
- Add an Existing Account**: A dialog box for verifying account information. The 'Payment Account Type' is set to 'Documents and Packages'. The 'Account Number' (ACCT#) and 'Nickname' (Shipping) are entered. The 'Make this my default payment method' checkbox is unchecked. The 'Next' button is highlighted.
- Account Verification Method**: A dialog box asking to select a method to verify the account. The 'PIN VERIFICATION' option is selected. The 'Next' button is highlighted.

To verify the billing account, select one of the provided options.

You will be led through a set of dialogs to confirm the account.

When complete you will see the following dialog.

For the scenarios option in the dialog, use the “integrate into my business” option as shown above. Enter your contact details.

Back Next >

Next, the API selection dialog will display, select all the available APIs.  
Make sure to click the Next link to select APIs (not shown below) on subsections 2 and 3.

**Add App**

**Apps Details**

\* Indicates required fields

App Name \*

Shipping Connector ✓

Your application name will be visible to users if using Auth-Code.

Callback URL

https://shippingconnector365.com/api/ups

External site to which a consumer of this app is redirected to log in when using auth-code flow. For multiple callback URLs, add commas separating the URLs with no spaces in between.

Billing Account Number \*

ACCTW ✓

**Products Included in This App \***

Product	Status	Action
Authorization (OAuth)	Pending	<input checked="" type="checkbox"/>
Address Validation	Pending	<input checked="" type="checkbox"/>
Locator	Pending	<input checked="" type="checkbox"/>
Rating	Pending	<input checked="" type="checkbox"/>
Time In Transit	Pending	<input checked="" type="checkbox"/>
UPS® Global Checkout	Pending	<input checked="" type="checkbox"/>
Shipping	Pending	<input checked="" type="checkbox"/>
Tracking	Pending	<input checked="" type="checkbox"/>
Dangerous Goods	Pending	<input checked="" type="checkbox"/>
Landed Cost Quoting	Pending	<input checked="" type="checkbox"/>
Paperless Documents	Pending	<input checked="" type="checkbox"/>
Pickup	Pending	<input checked="" type="checkbox"/>
Pre Notification	Pending	<input checked="" type="checkbox"/>
Quantum View	Pending	<input checked="" type="checkbox"/>
World Easy Shipment Management	Pending	<input checked="" type="checkbox"/>

Cancel **Save**

**Add Products**

Search

Category

**Authorization (OAuth)**

Create authorization token for your application to utilize UPS APIs. The API product is required for all integrations.

**Address Validation**

Validates addresses at the street level in the United States and Puerto Rico.

**Locator**

Search for UPS shipping locations based on type and available services.

**Rating**

Compare delivery services and shipping rates to determine the best option.

**Time In Transit**

Gives customer's the ability to determine the delivery time for UPS services.

**UPS® Global Checkout**

A guaranteed quote for international fees including duty and taxes at the time of checkout. UPS® Global Checkout will enable you to provide predictable and transparent pricing to your receivers.

Previous 1 2 3 Next

Click the Save button.

A confirmation page will display providing your account keys and confirming that all APIs are enabled.

**Shipping Connector**

App Info/Credentials

**Credentials**

Token: 06762024

Client ID: \*\*\*\*\*

Client Secret: \*\*\*\*\*

**Details**

Created: 06/26/2024

Billing Account number: \*\*\*\*\*

Callback URL: https://shippingconnector365.com/api/ups

Last Updated: 08/26/2024

Billing Date: N/A

**Premium APIs**

Product In Use	Status	Ineligible API Transactions
Premium Products not found		

**Subscription APIs**

Product In Use	Status
Rating	Approved
Locator	Approved
Quantum View	Approved
UPS® Global Checkout	Approved
Dangerous Goods	Approved
Shipping	Approved
Time In Transit	Approved
Address Validation	Approved
Paperless Documents	Approved
Authorization (OAuth)	Approved
Landed Cost Quoting	Approved
Pre Notification	Approved
Tracking	Approved
Locator	Approved
World Easy Shipment Management	Approved

## Step 4 – Shipping Connector Shipper

If you are not going to use the Shipping Connector Shipper application, or the Shipping Connector QuickShip feature – then you are done with UPS API account setup, **proceed to Step 5**.

Otherwise, copy/save the Client ID and Client Secret from the account confirmation page. You will need those keys to enable the shipping features in the Shipper or QuickShip apps.

ups

My Apps s ≡

[Home](#) / [My Apps](#) / Shipping Connector

### Shipping Connector

App Info/Credentials

Credentials		Details	
Issued: 08/26/2024		Created: 08/26/2024	
Client ID:	wXLC FWOK <span>Γpbg6Yi</span>	Billing Account number:	<span></span>
Client Secret:	8nXB LOGyrJfaNGYKTs8VIGDUmUx <span>.omAs9gs</span>	Callback URL:	https://shippingconnector365.com/api/ups
		Last Updated:	08/26/2024
		Billing Date:	N/A

**Proceed to Step 5.**

### **Step 5 – Enable Address Validation and Rate Shopping features in Business Central**

If you intend to use the Address Validation or Rate Shopping features, you must authorize Shipping Connector to use your UPS account.

1. Open the Shipping Connector Shipping Agent Accounts page:  
Search > Shipping Connector Setup > Administration > Shipping Agent Accounts.
2. Enter your six-digit UPS account number.
3. Click the Authorize access to your UPS account link.
4. Login to UPS.com.
5. Return to the account page
6. Toggle the Complete UPS account Authorization option.

**Proceed to step 6.**

### **Step 6 – Enable access to your UPS account in the Shipping Connector Shipper**

If you intend to use the Shipping Connector Shipper application, then you will need to add the account information in Shipper setup.

1. Start the Shipper app.
2. Click the Shipper tab.
3. Select the Production option.
4. Select the UPS provider.
5. Enter your Account Number, Client ID, Client Secret.
6. Press the Authorize button.
7. Login to UPS.com, then return to the Shipper app.
8. Click OK to the confirmation dialog box button.
9. UPS API services will then be enabled.

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