

Shipping

General:

Unless otherwise noted by agency's service requirements, DGS Distribution Center will determine the most cost efficient method of shipment.

United Parcel Service (UPS):

Agencies are required to process all administrative and fiscal documentation required to maintain an active United Parcel Service (UPS) Shipping Account. DGS Distribution Center uses the UPS Ground as their primary method for out of town shipments.

Agencies have the ability to review their UPS account through their Agency's UPS Liaison. Agency will have the ability to back charge to the appropriate Fund and Cost Centers.

DGS Distribution Center will monitor all shipments via UPS and will establish reporting and delivery exception procedures as described in www.ups.com.

Local Deliveries:

DGS Distribution Center will deliver to all agencies facilities in the Harrisburg Area on a daily basis. Note: All DGS Distribution Center staff will be required to wear correct Commonwealth Employee Picture Identification.

Agency Mailroom:

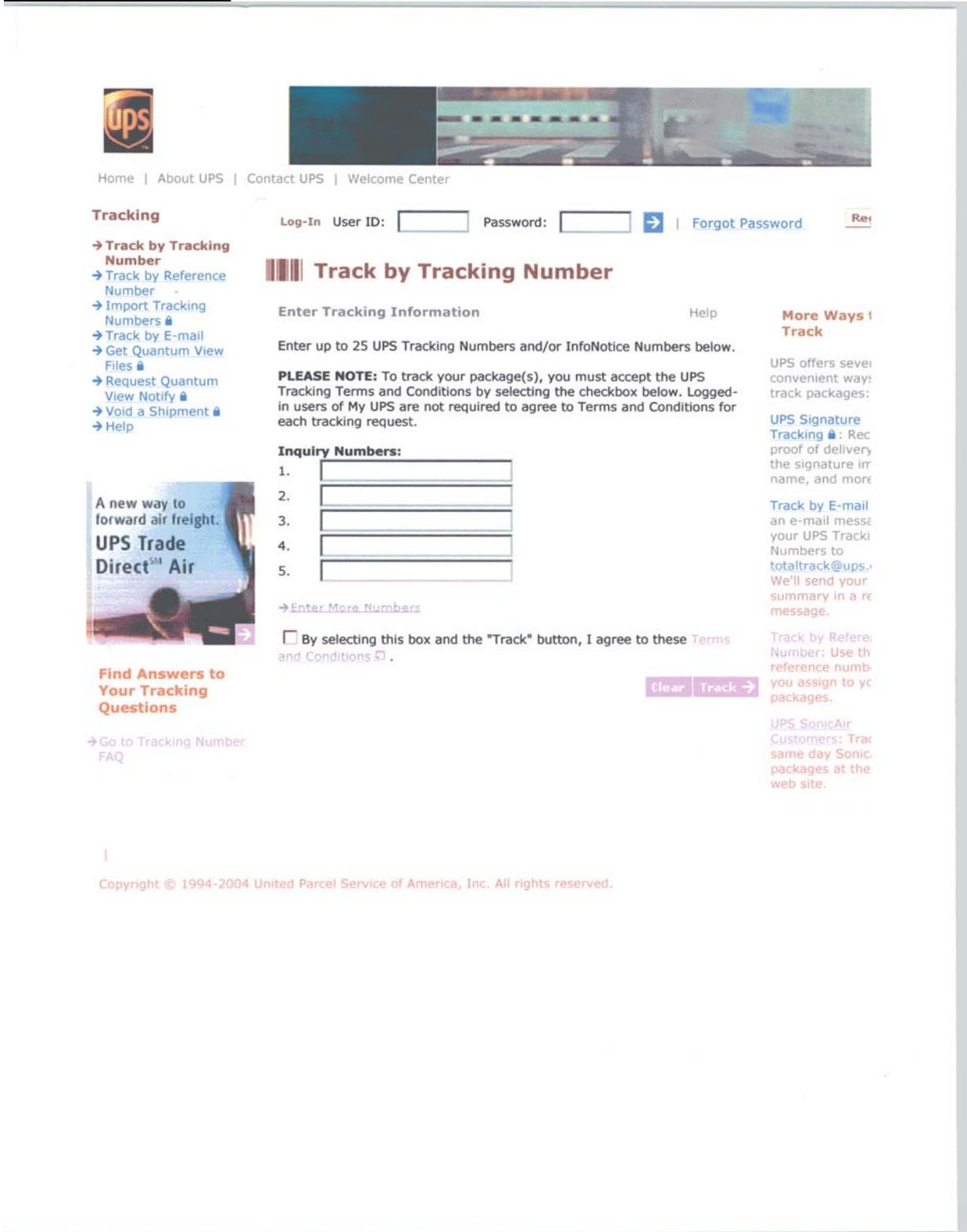
If it is determined by the DGS Distribution Center, the most cost effective method is to mail shipments the DGS Distribution Center will drop off items to be mailed to respective agency mailrooms for processing.

Less Than Truckload or Truckload Shipments

If "Less Than Truckload" (LTL) or truckload shipments are required for shipment to a customer outside the Harrisburg area, DGS Distribution Center, DGS will obtain 3 quotes from outside carriers. This procedure will be accomplished using Attachment 3.

UPS Procedures

Tracking Packages



The screenshot shows the UPS website's tracking interface. At the top left is the UPS logo. To its right is a banner image of a warehouse. Below the banner are navigation links: Home | About UPS | Contact UPS | Welcome Center. A log-in section contains fields for User ID and Password, a blue arrow button, and a link for 'Forgot Password'. A 'Re...' button is partially visible. The main heading is 'Track by Tracking Number', preceded by a barcode icon. Below this is the section 'Enter Tracking Information' with a 'Help' link. A note states: 'PLEASE NOTE: To track your package(s), you must accept the UPS Tracking Terms and Conditions by selecting the checkbox below. Logged-in users of My UPS are not required to agree to Terms and Conditions for each tracking request.' An 'Inquiry Numbers:' section lists five numbered input fields. Below them is a link 'Enter More Numbers' and a checkbox with the text: 'By selecting this box and the "Track" button, I agree to these Terms and Conditions'. To the right of the checkbox are 'Clear' and 'Track' buttons. On the far right, a 'More Ways to Track' section lists several options: 'UPS Signature Tracking' (proof of delivery), 'Track by E-mail' (summary message), and 'UPS SonicAir Customers' (same-day tracking). A left sidebar contains a 'Tracking' menu with links like 'Track by Tracking Number', 'Track by Reference Number', 'Import Tracking Numbers', 'Track by E-mail', 'Get Quantum View Files', 'Request Quantum View Notify', 'Void a Shipment', and 'Help'. Below the menu is an advertisement for 'UPS Trade Direct Air' with the text 'A new way to forward air freight.' and a 'Find Answers to Your Tracking Questions' section with a 'Go to Tracking Number FAQ' link. At the bottom, a copyright notice reads: 'Copyright © 1994-2004 United Parcel Service of America, Inc. All rights reserved.'



[Home](#) | [About UPS](#) | [Contact UPS](#) | [Welcome Center](#)

Register

→ Reasons to Register

- > [Quantum View](#)
 - Inbound
 - Outbound
- > [Quantum View](#)
 - Schedule a Pickup
- > [Create a Shipment](#)
- > [Enhanced Tracking](#)
- > **Signature Tracking**
 - > [UPS Supplies](#)
 - > [Open a UPS Account](#)
 - > [UPS OnLine Tools](#)
 - > [Void a Shipment](#)
 - > [UPS Administration](#)
 - > [Wireless Services](#)
- [Forgot User ID or Password](#)
- [Help](#)

Log-In User ID: Password: → | [Forgot Password](#)

UPS Signature Tracking™

Request and Activate your PIN

UPS Signature Tracking is a secure, Web-based service that provides enhanced tracking and delivery information. These features can help streamline your billing and customer service functions.

Each time you track a package using UPS Signature Tracking, your tracking results may include Proof of Delivery with:

- Signature image
- Full name and delivery address
- C.O.D. information
- Reference number information

PIN-controlled security helps prevent unauthorized access to your sensitive UPS delivery information. You determine who has access to UPS Signature Tracking and to specific features for shipments sent using your UPS Account.

Signing Up Is Easy

1. [Log in to My UPS](#)
2. Request your UPS Signature Tracking PIN (allow 7-10 business days)
3. Activate Signature Tracking PIN
4. Start tracking!



Shipping Packages

UPS SHIPPING

Enter STO #

Fill in appropriate fields

ALWAYS BE SURE THE PROPER SHIPPER NUMBER AND PROFILE NAME ARE IN THESE FIELDS

Single Package Shipment: After all required fields are filled, place package on scale and hit “Process Shipment” Place address label on package and the small second label place on the STO

The screenshot shows the UPS OnLine WorldShip software interface. The window title is "UPS OnLine WorldShip". The menu bar includes "File", "Edit", "Activities", "Tools", "UPS Web Access", "UPS OnLine Connect", "Window", and "Help". The toolbar contains various icons including a truck, a book, a printer, a globe, a magnifying glass, a refresh button, a help button, and a right arrow button.

The main interface is divided into several sections:

- Ship To / Ship From / Distribution:** Includes fields for Customer ID, Company or Name, Attention, Street, Room/Floor/Address 2, Department/Address 3, Country (United States), Postal/ZIP Code, City, State/Prvy, Telephone, Fax, UPS Account Number, and Tax ID Number. There are checkboxes for "Update Address Book" and "Residential Address".
- Service / Options / Detail / Reference:** Includes "UPS Service" (Ground), "Saturday Delivery" checkbox, "Billing Option" (Prepaid), and "Bill to Third Party" checkbox.
- Package:** Includes "Package Type" (Package), "Insured Value" (\$), "Reference Number 1" (Printed on Label), and "Reference Number 2" (Printed on Label).
- Weight (pounds):** Includes "Package" weight and "Shipment" weight (0.0).
- Shipment Cost:** Displays "\$0.00".
- Shipper / Profile:** Includes "Shipper" (7Y7A06) and "Profile" (EBAY).
- Buttons:** "Add", "Delete Pkg", and "Process Shipment F10".

At the bottom, there is a status bar with "For Help, press Shift + F1" and "PAYG Pending: 0 Shpm". The taskbar shows "Start", "UPS OnLine WorldS...", and "Document - WordPad".

Multiple Package Shipment: After all required fields are filled place the first package on scale and hit “Add.” Place label on the package to be shipped. Continue this for all packages until you come to the last package. The last package of the shipment hit “Process Shipment.” Place the small label on STO

Enter the STO # in the "Reference Number 1" and click "Use on all packages" the STO # will appear on all shipping labels

The screenshot shows the UPS OnLine WorldShip application window. The title bar reads "UPS OnLine WorldShip". The menu bar includes "File", "Edit", "Activities", "Tools", "UPS Web Access", "UPS OnLine Connect", "Window", and "Help". The toolbar contains various icons for navigation and actions. The main window is divided into several sections:

- Ship To / Ship From / Distribution:** Includes fields for Customer ID, Company or Name, Attention, Street, Room/Floor/Address 2, Department/Address 3, Country (United States), Postal/ZIP Code, City, State/Prvy, Telephone, Fax, UPS Account Number, and Tax ID Number. There are checkboxes for "Update Address Book" and "Residential Address".
- Shipper:** Includes a Shipper dropdown (7Y7A06) and a Profile dropdown (EBAY).
- Reference:** This section is active and contains five reference number fields. Reference Number 1 is highlighted in yellow and contains a number. Next to each field is a checkbox labeled "Use on all packages". A line from the text above points to the checkbox for Reference Number 1.
- Buttons:** Includes "Add", "Pkg", "Delete Pkg", and "Process Shipment F10".

At the bottom of the window, there is a status bar with the text "For Help, press Shift + F1" and "PAYG Pending: 0 Shpm". The taskbar at the bottom shows the Start button and open applications: "UPS OnLine WorldS...", "Document - WordPad", and "Document - WordPad".

End Of Day Reports

End of Day Reports

Click on computer it will then ask, "Do you want to start End of Day?"
Click "YES"

The screenshot shows the UPS OnLine WorldShip software interface. The window title is "UPS OnLine WorldShip". The menu bar includes "File", "Edit", "Activities", "Tools", "UPS Web Access", "UPS OnLine Connect", "Window", and "Help". The toolbar contains icons for a truck, a house, a printer, the UPS logo, a globe, a book, a refresh button, a help button, and a right arrow. The main interface is divided into several sections:

- Ship To / Ship From / Distribution:** Includes fields for Customer ID (highlighted in yellow), Company or Name, Attention, Street, Room/Floor/Address 2, Department/Address 3, Country (United States), Postal/ZIP Code, City, State/Prgv, Telephone, Fax, UPS Account Number, and Tax ID Number. There are checkboxes for "Update Address Book" and "Residential Address".
- Service / Options / Detail / Reference:** Includes "UPS Service" (Ground), "Saturday Delivery" checkbox, "Billing Option" (Prepaid), and "Bill to Third Party" checkbox.
- Package:** Includes "Package Type" (Package), "Insured Value" field, and two "Reference Number" fields (both marked "(Printed on Label)").
- Weight (pounds):** Includes "Package" and "Shipment" weight fields, with "Shipment" set to 0.0 and "Electronic Scale Activated" checked.
- Shipment Cost:** Displays "\$0.00".
- Shipper / Profile:** Includes "Shipper" (7Y7A06) and "Profile" (EBAY) dropdowns.
- Buttons:** "Add Pkg", "Delete Pkg", "is NEW", and "Process Shipment F10".

At the bottom right of the window, it says "PAYG Pending: 1 Shpmt". The taskbar at the bottom shows "Start", "UPS OnLine WorldS...", "Hoyle Card Games - Euc...", and "Document - WordPad".

A label will be printed set aside for UPS driver
A report will then print.

When the report is finished printing click on the book

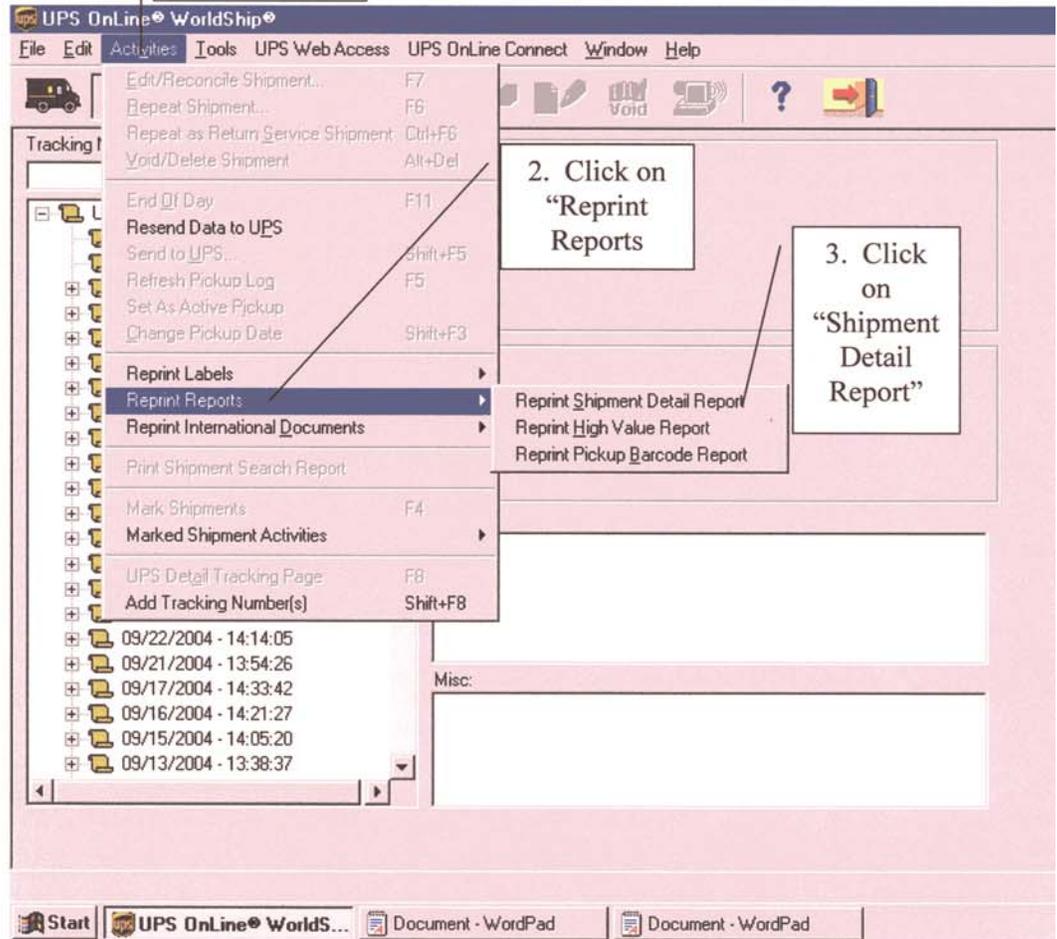
TO REPEAT REPORT

1. Highlight
current days date

The screenshot displays the UPS OnLine WorldShip application window. The title bar reads "UPS OnLine WorldShip". The menu bar includes "File", "Edit", "Activities", "Tools", "UPS Web Access", "UPS OnLine Connect", "Window", and "Help". The toolbar contains icons for a truck, a person, the UPS.COM logo, a globe, a printer, a void button, a help icon, and a search icon. Below the toolbar, there is a search field labeled "Tracking No/Pkg Ticket Id:" with a "Find Shipment..." button. The main area is divided into two panes. The left pane shows a tree view of "UPS Pickups" with sub-items for "Weekday's Pending Pickup" and "Saturday's Pending Pickup". A list of pickup events follows, with the entry "10/13/2004 - 14:19:39" highlighted in blue. The right pane is empty. At the bottom right of the application window, a status bar shows "Data Sent | 27 total shpmt(s)". The Windows taskbar at the bottom shows the Start button and open applications: "UPS OnLine WorldS...", "Document - WordPad", and "Data Sent | 27 total shpmt(s)".

Date	Time
10/13/2004	14:19:39
10/12/2004	14:09:16
10/08/2004	13:51:08
10/07/2004	14:21:14
10/06/2004	14:12:37
10/05/2004	14:07:42
10/04/2004	14:26:06
10/01/2004	12:37:19
09/30/2004	14:14:23
09/29/2004	14:28:51
09/28/2004	13:46:08
09/27/2004	14:19:58
09/24/2004	13:52:52
09/23/2004	14:18:54
09/22/2004	14:14:05
09/21/2004	13:54:26
09/17/2004	14:33:42
09/16/2004	14:21:27
09/15/2004	14:05:20
09/13/2004	13:38:37

1. Click on
“Activities”



2. Click on
“Reprint
Reports”

3. Click on
“Shipment
Detail
Report”

The reports will reprint. You will have one report for your reference files and the second for the Comptroller/payment.

Which Common Carrier to Use

UPS OnLine® WorldShip®

File Edit Activities Tools UPS Web Access UPS OnLine Connect Window Help

UPS.COM

Ship To | Ship From | Distribution

Customer ID: [Redacted] Update Address Book
 Residential Address

Company or Name: [Redacted]

Attention: [Redacted]

Street: [Redacted]

Room/Floor/Address 2: [Redacted] Department/Address 3: [Redacted]

Country: United States Postal/ZIP Code: [Redacted]

City: [Redacted] State/Prgv: [Redacted]

Telephone: [Redacted] Fax: [Redacted]

UPS Account Number: [Redacted] Tax ID Number: [Redacted]

Shipper: 7Y7A06 Profile: EBAY

Service | Options | Detail | Reference

Shipment

UPS Service: Ground Saturday Delivery

Billing Option: Prepaid Bill to Third Party

Weight (pounds) Package: [Redacted] Shipment: 0.0 Electronic Scale Activated

Package

Package Type: Package

Insured Value: \$ [Redacted]

Reference Number 1: [Redacted] (Printed on Label)

Reference Number 2: [Redacted] (Printed on Label)

Shipment Cost: \$0.00

Pkg: [Redacted] is NEW

Add 1 Pkgs Delete Pkg

Process Shipment F10

For Help, press Shift + F1

PAYG Pending: 0 Shpmt(s), 0 Pkg(s), Cost: \$0.00

Start UPS OnLine® WorldS... Document - WordPad 2:57 PM

Use for shipments under 10,000 pounds

A. Duie Pyle Companies - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.pyleco.com/> Go

Pro Tracking **Go!** **A. Duie Pyle Companies** **Site Search** **Go!**

Show Tool Tips *Pyle Receives 'Platinum Carrier of the Year' Award* Wednesday, October 13, 2004

Home
My Pyle
Online Tools
LTL
Truckload
Warehouse
Logistics
Leasing
About Us
Drivers

Customer Service and Satisfaction - 800-5...

Investments in the Right Equipment

At A. Duie Pyle we pride ourselves in making investments in the right equipment. You have our "Seal of Commitment!"

Click hers for Customer Options then click "Logon"

Done Internet

Start Inbo... Calc... A. D... Docu... 8:42 AM

D G S COMMODITY WAREHOUSE HARRISBURG, PA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <http://www.pyleco.com/MyPyle/default.asp> Go

Pro Tracking **Go!** **A. Duie Pyle Companies** **Site Search** **Go!**

Show Tool Tips **80th Anniversary of A. Duie Pyle** Wednesday, October 13, 2004

Home
My Pyle
Logoff
My BOL Wizard
My Claims
My Invoices
My Payables
My Pickup Request
My Profile
My Rate Quotes
My Reports
My Spot Quote
Shipment Tracking
Online Tools

Click on "Rate Quotes"



Welcome to My Pyle, a private and secure section of our website that A. Duie Pyle, Inc. has designed exclusively for our customers.



My Pyle offers many online tools, easily customized to help you handle your business more efficiently, using such features as:
My BOL Wizard: Create, print and save official A. Duie Pyle, Inc. bill

Done Internet

Start Inbo... Calc... D G ... Docu... 8:56 AM

LTL - D G S COMMODITY WAREHOUSE HARRISBURG, PA - Microsoft Internet Explorer

Address <http://www.pyleco.com/MyPyle/default.asp>

Pro Tracking **Go!** **A. Duie Pyle Companies** **Site Search** **Go!**

Show Tool Tips **80th Anniversary of A. Duie Pyle** Wednesday, October 13, 2004

Home
My Pyle
Logoff
My BOL Wizard
My Claims

Class of Material

My Rate Quotes
My Reports
My Spot Quote
Shipment Tracking
Online Tools

A. Duie Pyle Rate Quote

LTL - D G S COMMODITY WAREHOUSE HARRISBURG, PA

<input type="radio"/> Inbound Collect	<input checked="" type="radio"/> Outbound Prepaid
Origin	Destination
<input type="text" value="17125"/>	<input type="text" value="17701"/>
Class	Weight
<input type="text" value="55"/>	<input type="text" value="925"/>
<input type="text"/>	<input type="text"/>

Enter Zip Code

Weight of Material acquired from STO

Done Internet

Start Inbo... Calc... LTL ... Docu... 8:59 AM

Scroll down to complete Quote information

Click on PRISON or HAZARDOUS if one of the two boxes come into play. Information can be found on the STO.

Pro Tracking **Go!** **A. Duie Pyle Companies** **Site Search** **Go!**

Show Tool Tips **Pyle Receives 'Platinum Carrier of the Year' Award** **Wednesday, October 13, 2004**

Home **My Pyle** **Online Tools**

Specialty Services

<input type="checkbox"/>	Appointment / Call Before	<input type="checkbox"/>	Blind / Hidden	<input type="text"/>	COD Amount
<input type="checkbox"/>	Construction Site	<input type="checkbox"/>	Government	<input type="checkbox"/>	Inside Delivery
<input type="checkbox"/>	Inside Delivery OT Ground	<input type="checkbox"/>	Liftgate	<input type="checkbox"/>	Nuclear
<input type="text"/>	Sort & Seg. Pieces	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Prison
<input type="checkbox"/>	Single Shipment	<input type="checkbox"/>	Freezable	<input type="checkbox"/>	Hazardous

Go! **Help**

Done Internet

Start Inbo... Calc... LTL... Doc... 9:06 AM

Click GO

LTL - D G S COMMODITY WAREHOUSE HARRISBURG, PA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.pyleco.com/MyPyle/default.asp> Go

Pro Tracking **Go!** **A. Duie Pyle Companies** **Site Search** **Go!**

Show Tool Tips **A. Duie Pyle Receives 'Quest for Quality'** Wednesday, October 13, 2004

My BOL Wizard
 My Claims
 My Invoices
 My Payables
 My Pickup Request
 My Profile
 My Rate Quotes
 My Reports
 My Spot Quote
 Shipment Tracking
Online Tools
LTL
Truckload
Warehouse

From:	To:	Transit Days:
17125	17701	1
Class	Weight	Rate
55	925	8.15
Ship Weight		1,000
Outbound Prepaid Freight Charge		\$81.50
Fuel Surcharge (7.50%)		\$6.11
Total Freight Charges		\$87.61

This is your Quote for this shipment

Done Internet

Start Inbo... Calc... LTL... Doc... 9:12 AM

R+L Carriers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <http://www.rlcarriers.com/new/> Go

Toll Free: 800.543.5589



Pride in Our People. Pride in Our Performance.

[Home](#) [Services](#) [Coverage](#) [Jobs](#) [Employees](#) [News](#) [History](#) [Help](#) [Contact](#)



R+L Web Tools
Use the drop down menu or links below to navigate The R+L Web Tools.

[Click and Ship](#)
[Rate Quote](#)
[Bill of Lading](#)
[Pickup Request](#)

[More Eway Tools](#)
[Transit Times](#)

[News and Press Releases](#)

Top News

R+L Carriers Opens New Terminal in Chattanooga, TN
[click here to view full listing](#)

10/11/2004
Chattanooga Terminal Opens Today
R+L Carriers is proud to announce the grand opening of it's Chattanooga, TN Service Center. The terminal is located at 912 West 33rd Street, Chattano...

MYRLC Login

Username:

Password:

[New User Signup](#)

Shipment Tracing

Search By:

Start | Inbo... | Calc... | R+L... | Doc... | 9:17 AM

Enter "Username" and "Password"

R+L Carriers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <http://www.rlcarriers.com/new/index.asp> Go

Toll Free: 800.543.5589



Pride in Our People. Pride in Our Performance.

Home Services Coverage Jobs Employees News History Help Contact

[Search for Jobs](#) | [Online Resume](#)



MYRLC Tools
MYRLC is your private and secure section.

Your Custom MYRLC Tools

- Rate Quote
- Open Invoices
- Bill of Lading
- Invoice Tracing
- Pickup Request
- Auto Login
- Document Retrieval
- Browser App.
- B2B Tools
- Daily Manifest
- Activity History
- Shipping Labels

Welcome
DEPARTMENT OF GENERAL SERVICES
You are logged on.

Click and Ship
[Rate Quote](#)
[Bill of Lading](#)
[Pickup Request](#)

More Eway Tools
[Transit Times](#)
[Shipment Tracing](#)

Shipment Tracing
Search By:

Start Inbo... Calc... R+L... Doc... 9:20 AM

Click on "Rate Quotes"

R+L Carriers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.rlcarriers.com/new/kp_rate_quote.asp

MYRLC Tools
MYRLC is your private and secure section.

Click and Ship
[Rate Quote](#)
[Bill of Lading](#)
[Pickup Request](#)

More Eway Tools
[Transit Times](#)
[Shipment Tracing](#)
[Credit Application](#)
[Density Calculator](#)
[Rules Tariff](#)
[Special Charges](#)
[Service Points](#)
[Claims Status](#)

MYRLC Features
[Document Retrieval](#)
[B2B Tools](#)
[Activity History](#)
[Open Invoices](#)
[Invoice Tracing](#)

Rate Quote

[Review Previous Quotes](#)

**** = Required Field** (Note: At least one set of class and weight values are required)

General Information		Class	Weight (lbs.)
Origin Zip Code:**	<input type="text"/>	1. <input type="text"/>	<input type="text"/>
Destination Zip Code:**	<input type="text"/>	2. <input type="text"/>	<input type="text"/>
		3. <input type="text"/>	<input type="text"/>
Accessorial Charges			
Inside Delivery:	<input type="checkbox"/>	4. <input type="text"/>	<input type="text"/>
Residential Delivery:	<input type="checkbox"/>	5. <input type="text"/>	<input type="text"/>
COD Amount: \$	<input type="text"/>	6. <input type="text"/>	<input type="text"/>
		7. <input type="text"/>	<input type="text"/>

Done

Start | Inbo... | Calc... | R+L... | Doc... | 9:22 AM

Enter required fields

Click

R+L Carriers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.rlcarriers.com/new/kp_rate_quote2.asp

[Rate Quote](#)

[Bill of Lading](#)

[Pickup Request](#)

More Eway Tools

[Transit Times](#)

[Shipment Tracing](#)

[Credit Application](#)

[Density Calculator](#)

[Rules Tariff](#)

[Special Charges](#)

[Service Points](#)

[Claims Status](#)

MYRLC Features

[Document Retrieval](#)

[B2B Tools](#)

[Activity History](#)

[Open Invoices](#)

[Invoice Tracing](#)

[Auto Logon](#)

[Browser App.](#)

[Daily Manifest](#)

[Shipping Labels](#)

Wireless Tracing
Wireless shipment

Rate Quote			
Quote #: 5081189		Service Days: 1	
Customer Code: 7177876147			
Origin		Destination	
Terminal:	LEBANON, PA (LEB)	Terminal:	SCRANTON, PA (SCR)
Zip:	17105	Zip:	17701
Phone:	1-888-714-1231	Phone:	1-800-654-6927

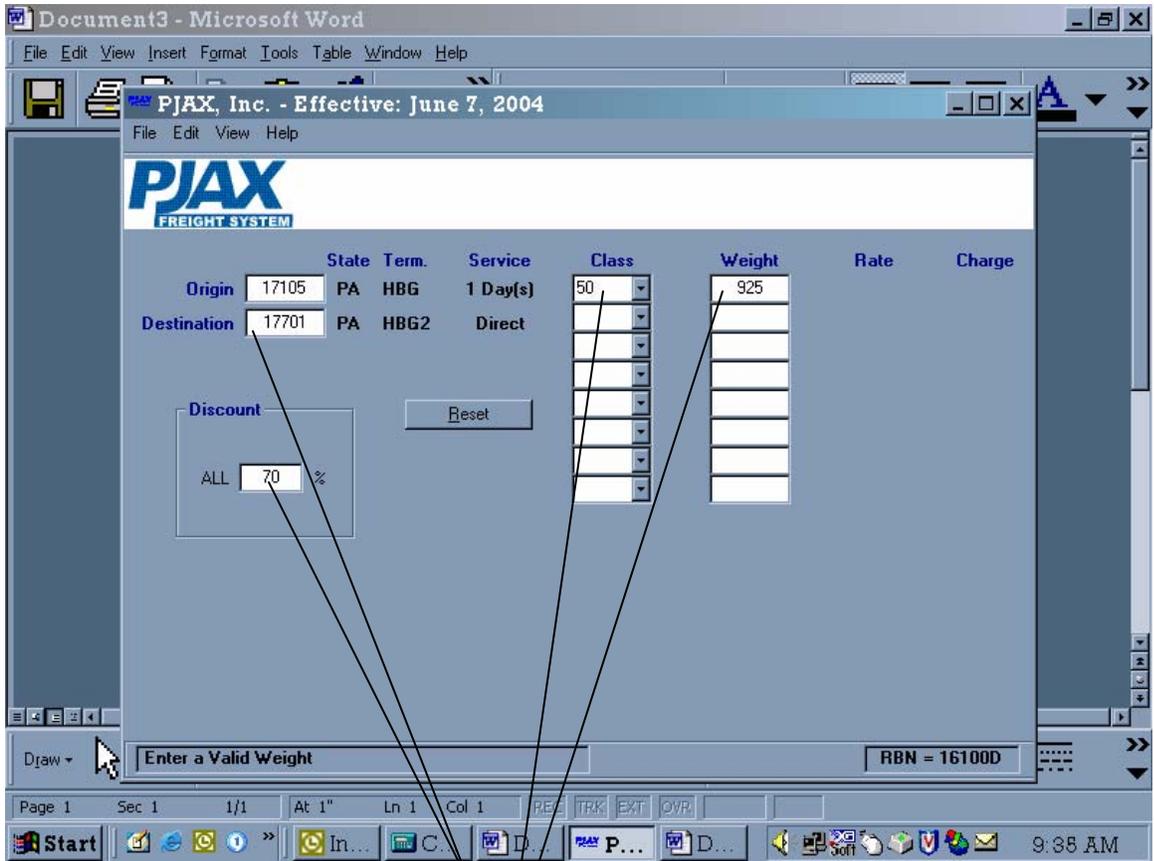
Class	Weight	Rate	Charge
50	925	\$28.65	\$265.01
Deficit Weight	75	28.65	\$21.49
Gross Charge	1,000		\$286.50
Discount		68%	\$194.82
Fuel Surcharge	91.68	11.80%	\$10.82
Net Charges			\$102.50

FAK 50 APPLIES TO CLASS 50 TO 92.5

Done

Start Inbo... Calc... R+L... Doc... 9:27 AM

This is the Quote for this Shipment



Enter all required fields and Hit ENTER

