If you've used USPS or FedEx label printing, you'll be pretty familiar with how UPS label printing works, although there are a few new steps you'll have to take. Here's a brief overview:

First you'll have to register with UPS for a developer account in order to get a unique developer key.

Next, if you already setup UPS inside the shopping cart and you have not specified the UPS developer key, user name and password during your initial UPS registration process you completed while configuring the shopping cart to work with UPS, you'll have to re-register your UPS account inside the software's shipping settings. You have to do this because the new registration process allows you to specify your custom developer key that is required for label printing (you didn't have to do that before because the key was not used).

If you have not yet setup UPS inside the shopping cart, go ahead and set it up in: Settings > Store Setup > Order Processing > Shipping Settings > Real-Time Shipping Carriers [Configure]. Make sure the "Label Printing" checkbox is selected and click the Configure button in the UPS section.

Whether you are re-registering or registering UPS for the first time through the shopping cart, whenever you get to the step that collects your information, make sure you select the "Yes" radio button for the "Are you planning to use the UPS label printing feature?" question. When you do, you will see some new fields appear on the page. These fields collect the extra information the cart needs to work with UPS Label Printing. The three fields are "Developer Key", "UPS User Name" and "UPS Password". Your developer key should've been given to you by UPS. If you don't have you developer key, you can get it online at this address: http://www.ups.com/e_comm_access/laServ?loc=en_US Please contact UPS with any questions you have regarding your developer key.

"UPS User Name" is the User ID you use to log into your UPS account at http://www.ups.com/. We ask for this information because only this ID combined with your developer key will allow us to retrieve shipping labels from UPS OnLine Tools. The "UPS Password" is the Password you use to log into your UPS account at http://www.ups.com/ We ask for this information because only this password combined with your developer key will allow us to retrieve shipping labels from UPS OnLine Tools.

After you complete the "UPS Online Tools Licensing & Registration Wizard", you will have setup your cart to work with UPS Label Printing. If you have not completed the UPS label certification process (or if you don't know if you have or not), you are ready to start the certification process. If you are already certified, go into the cart's UPS settings and select the "Yes" answer to the "Have you completed UPS Label Certification?..." question, otherwise select the "No" answer.

At this point all your label requests will connect to UPS' sandbox (test) environment and all the labels you get will have the word "Sample" overlaying the label barcode. No actual shipments will be created with UPS and your account will not be billed. To switch your account to production mode so you can send out real shipments, you'll have to go through the UPS label certification process. This process and everything you have to do for it is mandated by UPS.

UPS requires that all of our customer who wish to use UPS label printing to go through this process individually.

1. Create a folder somewhere on your computer that will hold all the files we're going to make that are required for the certification.
2. Ship five shipments. These are NOT actual shipments you'll have to send out, just some test cases you have to send to UPS to prove that the system is functioning properly. These shipments must be valid shipments but may contain any combination of origins, destinations and services. At least one of these tests must produce a High Value Report by including a shipment with an insured value greater than $999.

   To send these shipments, make sure you've done everything prior to this step (i.e. registering with UPS, getting the developer key, etc.), turn on UPS label printing in the software's shipping settings, go to an admin order detail page (any order should do). On this screen you should see a new link titled "UPS Label Printing". Click that link and you'll be taken to a screen where you can specify label specific information such as shipping method, shipping date, etc.

   Make sure the "Display XML" checkbox is checked. After you've specified all the information you need, hit the "Get Label" button at the bottom of the screen. At this point our system will communicate with UPS' servers. If there are any errors, your screen will refresh and they will be shown in red at the top of the template. Otherwise you'll be taken to the next screen which will give you a summary of all the charges associated with the label.

   Note: at this point you are connecting to UPS' development environment and you account will NOT be charged.

   At the bottom of the page you should see two textboxes labeled "XML Request" and "XML Response". Copy the contents of the "XML Request" text area, paste them in a new file and save it (see next sentence for naming convention) in the folder we created in the first step (that's where we should save all the files discussed in this guide). Name this new file shipment_1_shipconfirm_request.xml (We used the number 1 in the name because this is the first shipment we're going through. You'll have to do a total of five shipments, so the number will change according to which shipment you're on).

   Copy the contents of the "XML Response" text area, paste them in a new file and save it as shipment_1_shipconfirm_response.xml (remember, we use the number 1 because this is the first shipment). Go ahead and accept the charges by hitting the "Yes" button. You will be taken to the final screen which will display the actual label, the tracking number associated with it and two textboxes labeled "XML Request" and "XML Response":

   Copy the contents of the "XML Request" text area, paste them in a new file and save it as shipment_1_shipaccept_request.xml

Copy the contents of the "XML Response" text area, paste them in a new file and save it as shipment_1_shipcaccept_response.xml

View the source of the page, copy it, paste it in a new file and save it as shipment_1_label_display.html

Right click on the label image and save it as shipment_1.gif

After this, send four more shipment following the same steps and saving the same information about each one of them. Remember that at least one of these shipments must produce a High Value Report by including a shipment with an insured value greater than $999 By this point you should have 30 files in the folder we've created in step 1 (4 XML files, 1 HTML file, 1 GIF file per shipment. A total of 6 files per shipment for 5 shipments)

3. Void the four UPS-defined "Void" test cases. To do this, go to your UPS settings in the software (Settings > Order Processing > Shipping Settings > Real-Time Shipping Carriers [Configure] > UPS [Configure]). On the right you will notice a new button called "Cancel Shipments". Hit that button and you'll be taken to a screen where you can specify a tracking number to cancel. The 4 number we recommend canceling for this step are:

    1Z12345E0390817264
    1Z12345E0193075279
    1Z12345E0390856432
    1Z12345E0193081456

    Copy the first number and paste it into the "UPS Tracking ID" text field in your browser. Make sure you select the "Display XML" checkbox and hit the "Cancel Shipment" button. On the next page you'll see two textboxes labeled "XML Request" and "XML Response". Copy the contents of the "XML Request" text area, paste them in a new file and save it as void_1_request.xml Copy the contents of the "XML Response" text area, paste them in a new file and save it as void_1_response.xml We used the number 1 in the two names because this is the first void. You'll have a total of four voids to go through. Change the number in the names according to which void you are on. Hit the "Cancel Another Shipment" button.

    After this, follow the steps in the previous paragraph and cancel the other three shipments. By this point you should have 38 files in the folder we've created in step 1: 30 files generated in step 2 and 8 files we just created (two per cancelled shipment for four shipments for a total of eight files).

4. Create a zip file out of the folder you created in step 1.
5. Send an email to uoltects@ups.com Specify "UPS Label Certification" as the subject. Attach the zip file to the email. In the email body include your developer key and state the following:

"I attached a zip file with the following:

- The requests and responses of the ShipConfirm and ShipAccept XML documents from all five shipments (20 files).
- The resulting GIF images of the label from all five shipments (5 files).
- The HTML pages containing the scaling information for the label from all five shipments (5 files).
- The requests and responses of all the Void XML documents (8 files)."

6. After you receive an email from UPS stating that you have completed the UPS OnLine(R) Tools Shipping XML review process, your account will be capable of working with the live UPS server. You can keep UPS Label Printing in sandbox mode for as long as you wish. When you are ready to switch, go into the cart's UPS settings and select the "Yes" answer to the "Have you completed UPS Label Certification?..." question.