

## Printing UPS Forms

Video url, <https://youtu.be/kFKzeCt4FN4>

On the **Print Shipments** screen, check the box under Select, next to your shipment, and then click on **Print Selected**.

**Shipment**

- Current Shipment
- Drafts

**Manage**

- History
- Templates
- Package Marking Settings

**Print**

- Shipments**
- Certifications
- Package Markings
- Shipment Collections

**Tools**

- Address Book
- Advanced Alignment
- Report Layout Editor
- Integration

Search for [Select] Find Match for [Select] View My Shipments [Search] [Clear]

Form Type UPS Laser Regulation [Select] Shipment Dates All Dates Shipment Collections [Select]

**Current Shipments** Page 1 of 1 [Expand All] [Select All]

	Select	Edit	View	Ship Date	Transport Mode	Consignee Address	Waybill / Package / Shipper's Reference	Delete
	<input checked="" type="checkbox"/>			12/14/2015		Sci-tron	6DD315D7AD63	X

**Confirm**  
Print selected shipment  
[Yes] [No]

A print preview screen will pop up showing what your shipping paper will look like when it prints out. After printing the shipment, a box will prompt you to confirm whether or not your shipment printed correctly. Clicking on Yes will move your shipment to Certifications. Clicking on No will leave the shipment in the print screen, which allows you to go back and edit it.

## Printing UPS Forms

**Shipment**  
Current Shipment  
Drafts

**Manage**  
History  
Templates  
Package Marking Settings

**Print**  
**Shipments**  
Certifications  
Package Markings  
Shipment Collections

**Tools**  
Address Book  
Advanced Alignment  
Report Layout Editor  
Integration

Search for [Select] Find Match for [Select] View My Shipments [Search] [Clear]  
Form Type UPS Laser Regulation [Select] Shipment Dates All Dates Shipment Collections [Select]  
[Expand All] [Select All]  
Current Shipments Page 1 of 1  
[Select] [Edit] [View] [Ship Date] 12/14/2015 [Transport Mode] [Consignee Address] Sci-tron [Waybill / Package / Shipper's Reference] 6DD315D7AD63 [Delete]  
Confirm  
Print selected shipment  
[Yes] [No]

After your shipment has printed correctly and you've clicked Yes, go to Certifications and print your Certification.

**DGIS**  
DANGEROUS GOODS INFORMATION SYSTEM

Welcome, Caleb Wrege [Log Out]

Home Parts **Shipping Papers** Regulations Administration Training Help

Search for [Select] Find Match for [Select] View My Shipments [Search] [Clear]  
Form Type UPS Certification Regulation [Select] Shipment Dates All Dates Shipment Collections [Select]  
[Expand All] [Select All]  
Certifications Page 1 of 1  
[Select] [View] [Ship Date] 1/7/2016 [Transport Mode] [Consignee Address] [Waybill / Package / Shipper's Reference] 1DE27799C186 [Delete]  
[Select] [View] [Ship Date] 1/7/2016 [Transport Mode] [Consignee Address] [Waybill / Package / Shipper's Reference] SEEDCAC90AF0 [Delete]  
[Select] [View] [Ship Date] 1/7/2016 [Transport Mode] [Consignee Address] [Waybill / Package / Shipper's Reference] 3D8123FB5DCC [Delete]  
[Select] [View] [Ship Date] 1/7/2016 [Transport Mode] [Consignee Address] [Waybill / Package / Shipper's Reference] CAAAD4691C26 [Delete]  
[Select] [View] [Ship Date] 1/7/2016 [Transport Mode] [Consignee Address] [Waybill / Package / Shipper's Reference] 393F0F5B146E [Delete]