

UPS Data Retrieval

Instructional Walkthrough



shiphub

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1. Login to your UPS Account



[Track a Package](#)



[Create a Shipment](#)



[Change My Delivery](#)



[Schedule a Pickup](#)



[Calculate Time & Cost](#)



2. Enter your UPS Account Credentials



 Log In

Login

New To UPS? [Sign up](#)

Use one of these sites.



Or enter your own information.

** Indicates required field*

Email or User ID *

Password *

 [Show](#) 

[I forgot my User ID or Password](#)

Remember my user ID.

By logging in, I agree to the [UPS Technology Agreement](#).

[Log In](#)

Feedback

Customer Service

[Help and Support Center](#)

[Get Started with UPS](#)

[Change Delivery](#)

This Site

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3. Navigate to UPS Billing Center

1 of 1 Service Impacts Related to Coronavirus [...More](#)



Customer Support | Locations | United States - English



Quick Start Tracking Shipping Services



Track a Package



Create a Shipment



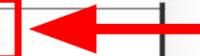
Change My Delivery



Schedule a Pickup



- Profile Overview
- My Information
- Addresses
- Accounts and Payment
- Preferences
- View & Pay Bill**
- Log Out



4. Select "My Invoices"



Billing Center

My Dashboard

Hello [Name], here's your Account Summary.

[View Payment History](#)

Total Amount Outstanding

Past Due

[Pay Invoices](#)

United States - English
UPS Package
[Change Country or Business Unit](#)

[My Dashboard](#)

[My Invoices](#)

[Reporting & Search](#)

[Dispute History & Refunds](#)

[My Automatic Payments](#)

[Payment History](#)

[Administration](#)

[Wallet](#)

[My Preferences](#)

[Help & Support Center](#)

[Log Out](#)

Past Due Notice

 **4 account invoices**
due now

[Pay Now](#)

Invoices Due Soon

Today No invoices

Next 7 Days 3 account invoices

Next 30 Days 3 account invoices

[View Account Invoices](#)

Dispute Summary - Last 30 Days

You have no dispute details to display.

Administration Alerts

You have no administration alerts to display.

Need Help with the Billing Center?

Check out our frequently asked questions and video tutorials.

Topics include:

- Viewing and downloading your invoice
- Checking your payment history to avoid paying the same invoice twice
- Finding the details of your scheduled automatic payments
- Reviewing the status of your invoices



5. Select & Download 10 Recent Invoices



Billing Center

United States - English
UPS Package
[Change Country or Business Unit](#)

[My Dashboard](#) > [My Invoices](#)

My Invoices

Please pay past due invoices to avoid late fees. Payments may take up to 48 hours to process.

Filters are applied

[Download Selected](#) [All Available](#)

	Invoice Number	Account Number	Invoice Date	Invoice Status	Payment Status	Invoiced Amount	Amount Due	Due Date	Type	Actions
<input checked="" type="checkbox"/>	[Redacted]	100000	Oct 30, 2021	Past Due	Payment Activity	\$100.00	\$100.00	Nov 08, 2021	Export	
<input checked="" type="checkbox"/>	[Redacted]	100000	Oct 30, 2021	Past Due	Payment Activity	\$100.00	\$100.00	Nov 08, 2021	Export	
<input checked="" type="checkbox"/>	[Redacted]	100000	Oct 30, 2021	Past Due	Payment Activity	\$100.00	\$100.00	Nov 08, 2021	Export	
<input checked="" type="checkbox"/>	[Redacted]	100000	Oct 23, 2021	Past Due	Payment Activity	\$100.00	\$100.00	Nov 01, 2021	Export	
<input checked="" type="checkbox"/>	[Redacted]	100000	Nov 06, 2021	Open	Payment Activity	\$100.00	\$100.00	Nov 15, 2021	Export	
<input checked="" type="checkbox"/>	[Redacted]	100000	Nov 06, 2021	Open	Payment Activity	\$100.00	\$100.00	Nov 15, 2021	Export	
<input checked="" type="checkbox"/>	[Redacted]	100000	Nov 06, 2021	Open	Payment Activity	\$100.00	\$100.00	Nov 15, 2021	Export	
<input checked="" type="checkbox"/>	[Redacted]	100000	Oct 23, 2021	Closed	Payment Activity Accepted	\$100.00	\$100.00	Nov 01, 2021	Export	
<input checked="" type="checkbox"/>	[Redacted]	100000	Oct 16, 2021	Closed	Payment Activity Accepted	\$100.00	\$100.00	Oct 25, 2021	Export	
<input checked="" type="checkbox"/>	[Redacted]	100000	Oct 16, 2021	Closed	Payment Activity Accepted	\$100.00	\$100.00	Oct 25, 2021	Export	

Show 10 | Showing 1 to 10 of 134 entries

6. Download Invoices in CSV Format



Billing Center

My Dashboard > My Invoices

My Invoices

Please pay past due invoice

 Filters

Invoice Number	Account Number	Invoice Date
<input checked="" type="checkbox"/>		

Show 10 | Showing 1 to 10 of 134 entries

Download Invoices

Select your invoice file format to download

PDF CSV

Invoices selected to be downloaded

Invoice Number	Account Number	Invoice Date
		Oct 30, 2021
		Oct 30, 2021
		Oct 30, 2021
		Oct 23, 2021
		Nov 06, 2021
		Nov 06, 2021
		Nov 06, 2021
		Oct 23, 2021
		Oct 16, 2021
		Oct 16, 2021

Cancel

Download Selected All Available

Amount Due	Due Date	Type	Actions
	Nov 08, 2021	Export	
	Nov 08, 2021	Export	
	Nov 08, 2021	Export	
	Nov 01, 2021	Export	
	Nov 15, 2021	Export	
	Nov 15, 2021	Export	
	Nov 15, 2021	Export	
	Nov 01, 2021	Export	
	Oct 25, 2021	Export	
	Oct 25, 2021	Export	

1 2 3 4 5 ... 14 Next