UPS Data Retrieval

Instructional Walkthrough

SPL GROUP

www.splgroup.com

1. Login to your UPS account

Find UPS Closest Location ⌄

⚠ Service Alerts   United States - English ⌄   Support

UPS

Shipping   Tracking   Products & Services   The UPS Store

🔍   Log In >

Track   Quote   Ship   Billing

Tracking Number or InfoNotice®

Track >   ⊙ Help

Need help changing your delivery? Get Help
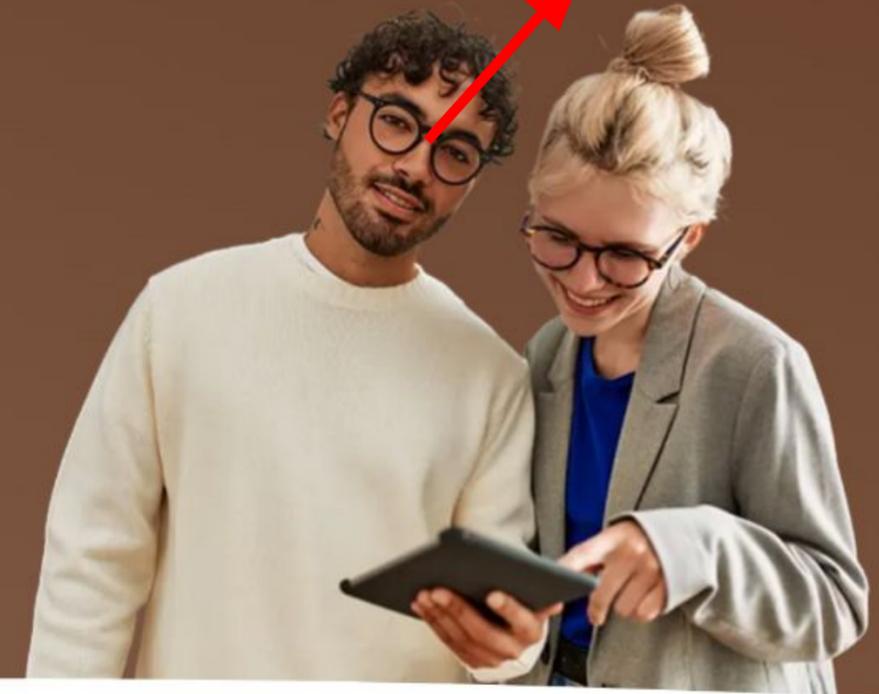
Feedback

2. Enter your UPS account credentials

SPL GROUP
SHIPPING LOGISTICS CONCIERGE

UPS

Log In ❯

Log In

No profile? Sign up

Email or Username
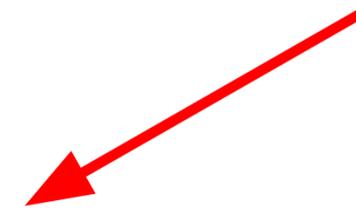
By continuing, I agree to the UPS Technology Agreement. ↗

Continue ❯   Forgot Username/Password

Or log in using one of these sites

This Site   Other UPS Sites

3. Navigate to UPS Billing Center

UPS

Shipping   Tracking   Products & Services   The UPS Store

Account Dashboard

View Shipping History

Accounts and Payment

View & Pay Bill

My Choice®

My Choice® for Business

Quantum View Administration

Log Out

Track   Quote   Ship   Billing

Tracking Number or InfoNotice®

Track ❯   ❓ Help

Need help changing your delivery? Get Help

Feedback

Save Up to 83%*

4. Select "My Invoices"

Billing Center

My Dashboard

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

Hello Simon, here's your Account Summary.

View Payment History

Total Amount Outstanding

Past Due

Pay Invoices

📋 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
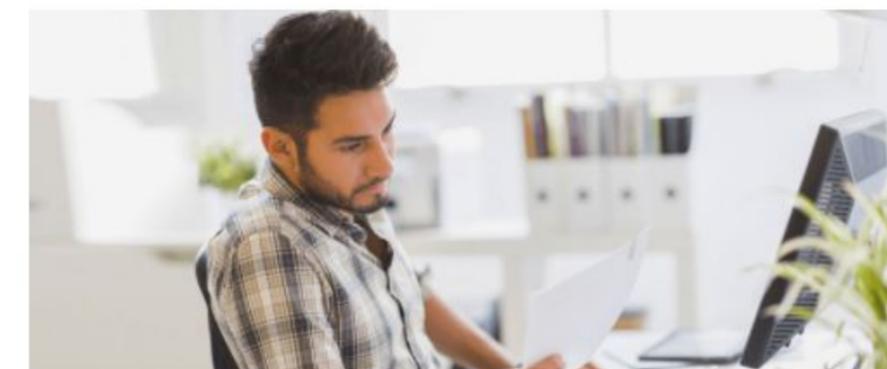
5. Select the 10 recent invoices and click on the download icon

UPS

Billing Center

cdcbilling

United States - English
UPS Package

Change Country or Business Unit

- My Dashboard
- My Invoices
- Reporting & Search
- Dispute & Refund History
- My Automatic Payments
- Payment History
- Administration
- Wallet
- My Preferences
- Help & Support Center
- Log Out

My Dashboard > My Invoices

My Invoices

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

Download icon

Search Table 🔍

Pay Selected ＞   ⬇   ▼   ⚙   May 01, 2024 - Oct 30, 2024   🖨   ⬆

	Invoice Number	Account Number	Invoice Date	Invoice Status	Payment Status	Invoiced Amount	Amount Due	Due Date	Type	PDF	Actions
✔	000000R3330W424	R3330W	Oct 19, 2024	Past Due	Payment Activity	$875.59	$875.59	Oct 28, 2024	Domestic/Export	📄	⋮
✔	000000H92B35424	H92B35	Oct 19, 2024	Past Due	Payment Activity	$3,482.84	$3,482.84	Oct 28, 2024	Domestic/Export	📄	⋮
✔	000000H92B35424	H92B35	Oct 19, 2024	Past Due	Payment Activity	$1,934.22	$1,934.22	Oct 28, 2024	Domestic/Export	📄	⋮
✔	000000H92B35424	H92B35	Oct 19, 2024	Past Due	Payment Activity	$447.32	$447.32	Oct 28, 2024	Domestic/Export	📄	⋮
✔	000000H92B35424	H92B35	Oct 19, 2024	Past Due	Payment Activity	$1,033.92	$1,033.92	Oct 28, 2024	Domestic/Export	📄	⋮
✔	000000H92B35424	H92B35	Oct 19, 2024	Past Due	Payment Activity	$957.87	$957.87	Oct 28, 2024	Domestic/Export	📄	⋮
✔	000000H92B35424	H92B35	Oct 19, 2024	Past Due	Payment Activity	$929.77	$929.77	Oct 28, 2024	Domestic/Export	📄	⋮
✔	000000H92B35424	H92B35	Oct 19, 2024	Past Due	Payment Activity	$2,001.49	$2,001.49	Oct 28, 2024	Domestic/Export	📄	⋮
✔	000000H92B35424	H92B35	Oct 19, 2024	Past Due	Payment Activity	$4,481.86	$4,481.86	Oct 28, 2024	Domestic/Export	📄	⋮
✔	000000H92B35424	H92B35	Oct 19, 2024	Past Due	Payment Activity	$718.60	$718.60	Oct 28, 2024	Domestic/Export	📄	⋮

6. Download the invoices in "CSV: Full" format

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Billing Cen[ter]

United States - English
UPS Package
Change Country or Business Unit

My Dashboard
My Invoices
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Dispute & Refund History
My Automatic Payments
Payment History
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Help & Support Center
Log Out

My Dashboard > My In[voices]

My Invoices

⚠ **Please pay**

Search Table

May 01, 2024 - Oct 30, 20...

Download Invoices

Select your invoice file format to download

○ PDF

◉ **CSV: Full (250 Columns)** ←

○ CSV: Summary (32 columns)

Invoices selected to be downloaded

Invoice Number	Account Number	Invoice Date
000000R3330W424	R3330W	Oct 19, 2024
000000R3330W424	R3330W	Oct 19, 2024
000000R3330W424	R3330W	Oct 19, 2024
000000R3330W424	R3330W	Oct 19, 2024
000000R3330W424	R3330W	Oct 19, 2024
000000R3330W424	R3330W	Oct 19, 2024
000000R3330W424	R3330W	Oct 19, 2024
000000R3330W424	R3330W	Oct 19, 2024
000000R3330W424	R3330W	Oct 19, 2024
000000R3330W424	R3330W	Oct 19, 2024

→ **Download >**   Cancel

	Amount Due	Due Date	Type
000000R3330W	$875.59	Oct 28, 2024	Domestic/Ex
000000H92B35	$3,482.84	Oct 28, 2024	Domestic/Ex
000000GH276	$1,934.22	Oct 28, 2024	Domestic/Ex
000000E39D2	$447.32	Oct 28, 2024	Domestic/Ex
000000E39D2	$1,033.92	Oct 28, 2024	Domestic/Ex
00000093878F	$957.87	Oct 28, 2024	Domestic/Ex
00000036Y28	$929.77	Oct 28, 2024	Domestic/Ex
0000003625A	$2,001.49	Oct 28, 2024	Domestic/Ex
000000R6265	$4,481.86	Oct 28, 2024	Domestic/Ex
000000HG009	$718.60	Oct 28, 2024	Domestic/Ex

Show 10 ⌄ | Sh[ow]

1 2 3 4 5