



Enable UPS shipping provider in my shop

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Note: To enable UPS as your shipping provider, you will need to have an account with [UPS](#)

Once your UPS account is created, set up your shop:

1. Open your shop in ShopFactory, click -> Central -> Shipping Charges
2. On the Shipping Settings window choose "**Use a provider**" and Click Next
3. On the next window you will see a list of integrated Shipping providers, choose "**Combine Multiple Shipping providers**" and click Next. It will be the first option. This option allows you to use multiple realtime shipping providers such as UPS and FedEx.



4. You will then see the UPS Setup window

On this screen you enter your UPS User ID and Password, Access Key. If you want to offer cheaper rates, you can enable "negotiated rates" and enter your Account Number. Before you can use the Negotiated rates in your shop you will have to contact your UPS account manager and ask him to activate the UPS negotiated rates for your account, otherwise it will not work.

UPS Realtime Shipping Settings

To use UPS for shipping you will need to have a user ID, password and access key obtained from UPS. If you do not already have one, you will need to [click here](#) to go to UPS to get one, then return to this page when you have this information.

Please provide your account details

UserID: ups123
Password: password
Access Key: BBA9490231832B70

Account number: 9FR267 **Negotiated rates**

Pickup type: Daily Pickup

Select shipping countries

AFGHANISTAN	Argentina
ALBANIA	Austria
ALGERIA	Belgium
AMERICAN SAMOA	Brazil
ANGOLA	Canada
ANGUILLA	Chile
ANTIGUA AND BARBUDA	China
ARGENTINA	Colombia
ARMENIA	Costa Rica
ARUBA	Denmark

Which UPS methods do you wish to use?

UPS Worldwide Express UPS Worldwide Expedited
 UPS Worldwide Express Plus

Autosplit packages if weight is more than: 50 (Max 150 kg or 330 lb)

To generate your Access Key if you do not have it already, please follow the steps provided in the

FAQ article,

<https://shopfactory.deskpro.com/en-GB/kb/articles/en-getting-ups-access-key-en>

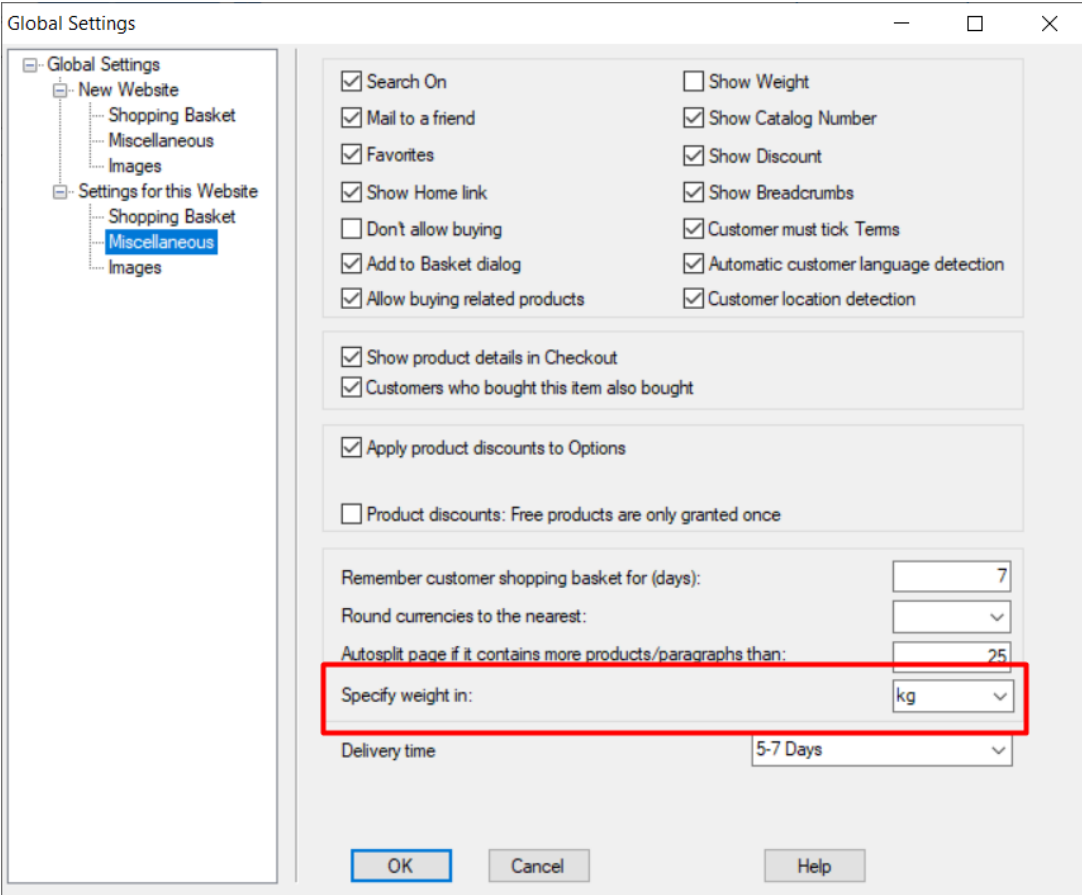
Select the UPS shipping methods you would like to use in your shop and then click **Save Settings**.

5. You need to make sure all your products have weight defined and that the weight type is as specified in the UPS screen above (i.e. Kg for Australia, Pounds for USA, etc.)

6. To change the weight type, select *Settings => Global Settings* from the menu toolbar.

7. Click on *Settings for this Website => Miscellaneous* in the left tree and then at the bottom, choose the appropriate weight type from the list "Specify weight in" -> click OK.

If the incorrect weight type is chosen, for example grams instead of Kgs, UPS will not work and an error will occur at Checkout



The screenshot shows a 'Global Settings' dialog box with a tree view on the left and a main settings area on the right. The tree view is expanded to 'Settings for this Website' > 'Miscellaneous'. The main settings area contains various checkboxes and input fields. A red box highlights the 'Specify weight in:' dropdown menu, which is currently set to 'kg'. Other visible settings include 'Remember customer shopping basket for (days): 7', 'Round currencies to the nearest:', 'Autosplit page if it contains more products/paragraphs than: 25', and 'Delivery time: 5-7 Days'. Buttons for 'OK', 'Cancel', and 'Help' are at the bottom.