

UPS Training Manual

For Processing OREA Orders

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OREA SHIPPING FILE GENERATOR:

OREA shipping file generator is used to correct student shipping information and to export OREA orders in a CSV file to be used for printing labels.

FILE GENERATOR BUTTONS:

1. WITHIN ONTARIO ROW

- a. Individual Shipments: Used for Batch Printing File
- b. **Classroom Shipment** → **THESE TABS ARE NOT USED**
- c. **Individual Shipments OREA Warehouse** → **THESE TABS ARE NOT USED**
- d. CD-ROMs and Career Guide
- e. Mentoring Kit & Career Kit

2. OUT OF PROVINCE ROW:

- a. Individual Shipments: Used for Batch Printing File
- b. CD-ROMs and Career Guide
- c. Mentoring Kit & Career Kits

Please note that under each file generator, there will be an error legend on the right hand side. Coloured text will indicate which order has an error. The following are the colours and the errors they represent:

- **Pink:** Error with Company Name → **IGNORE THIS ERROR**
- **Blue:** Address 1 is more than 25 characters → **IGNORE THIS ERROR**
- **Green:** Address 2 is more than 15 characters → **IGNORE THIS ERROR**
- **Red:** Address 1 Starts with Non-Numeric Character (**this will come up for P.O. Box numbers and Rural Routes as well, in this case ignore the error**)
- **Gold:** Error with Address 1, City, Province, Postal Code, Telephone number missing
NOTE: Telephone numbers are not needed however will be flagged as an error if missing. Ignore if the error is only with the telephone number

To fix an error with the postal code, open a new Internet Explorer window/tab and click on the Canada Post link in the quick launch and do a reverse look up. It's a good idea to keep this open as you may need this to fix errors while printing the labels.

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CONNECTWARE:

Connectware is used for the following purposes:

- To process files for print
- To process end of day history files
- To add new item names and corresponding weights.

CONNECTWARE TABS:

1. **Input:** To print labels automatically (Batch Printing)
2. **Output:** To export data to the history file (end of day)
3. **Medialinx:** The database which contains the kit names and the corresponding weights

UPS WORLDSHIP:

UPS Worldship is used to import the corrected excel spreadsheet to be used to print the labels.

NOTE: **Always run updates if asked.** (A popup window which will appear upon loading UPS Worldship which will ask you to update) This must be done before starting Batch Printing of labels.