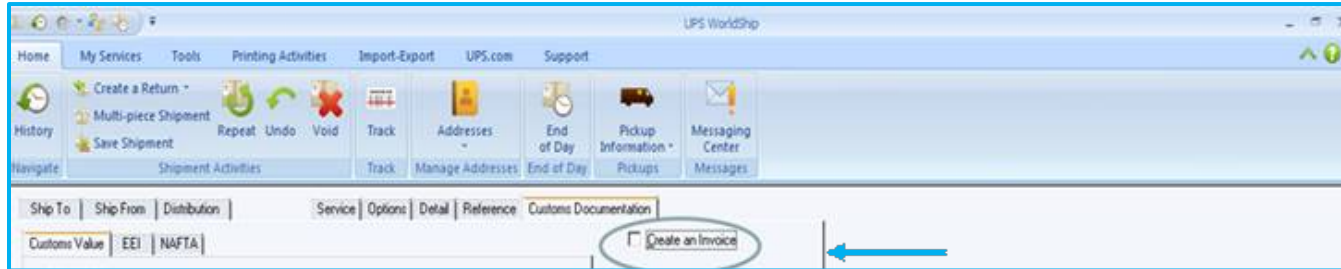


# How to De-Select UPS Electronic Invoice Option

Your shipment was selected UPS electronic invoice option when creating shipping label in UPS system. Because this option was chosen, your document you provided along with the shipment was not used and not passed over to our broker to process a customs clearance.

Going forward please provide a hard copy invoice including our PO#, VPN#, and country of origin (manufacture) and de-select UPS electronic invoice option. Here are the instructions on how to unselect electronic invoice option in the UPS system.

1. **If you are using UPS WorldShip**, there is the screen called Customs Documentation. If you **De-select** "create an invoice", UPS at origin will scan the documents you provided with shipment. That document will be passed over to UPS for customs clearance.



2. **If you are using UPS.com**, select "Ship now with no Export Documents or with documents you supply".

