How to Create UPS Courier Sample Shipping Labels – International & Domestic

1) Go to: https://row.ups.com

2) Select Alias, Login ID, & Password from the below table; based on the Brand & type of shipment (PO vs Sample).

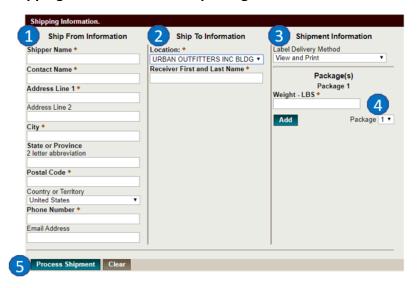| Log In Information by Brand and Shipment Type (PO or Sample)				
WHAT ARE YOU SHIPPING?	CVR ALIAS	CVR UserID	CVR Password	Ship To Options
Anthropologie Samples	ANSample	ANSamp20	Samples2020	*ANTHROPOLOGIE EU* ANTHROPOLOGIE INC BLDG18 ANTHROPOLOGIE INC BLDG17 ANTHROPOLOGIE PR-NYC
	CVR ALIAS	CVR UserID	CVR Password	
Free People Samples	FPSample	FPSamp20	Samples2020	*FREE PEOPLE EU* FREE PEOPLE BLDG 25 FREE PEOPLE BLDG 3 FREE PEOPLE NY SHOWROOM *FREE PEOPLE LA SHOWROOM*
	CVR ALIAS	CVR UserID	CVR Password	
Production Samples *If shipping to multiple brands please consolidate and use "ProdSample" to log in and generate labels.*	ProdSample	ProdSamp20	Samples2020	URBAN OUTFITTERS INC BLDG543
	CVR ALIAS	CVR UserID	CVR Password	
Terrain Samples	TRSample	TRSamp20	Samples2020	TERRAIN INC BLDG18
	CVR ALIAS	CVR UserID	CVR Password	
Nuuly Samples	NUSample	NUSamp20	Samples2020	NUULY BLDG3
	CVR ALIAS	CVR UserID	CVR Password	
Urban Outfitters Samples	UOSample	UOSamp20	Samples2020	*URBAN OUTFITTERS EU* URBAN OUTFITTERS INC BLDG10 URBAN OUTFITTERS INC BLDG7 URBAN OUTFITTERS INC BLDG 139 URBAN OUTFITTERS LA OFFICE UO NY SHOWROOM

3) Using the Alias, Login, & Password. Log into URBN's - UPS Complete View Portal.

SHIPPING SAMPLES:

If signed in and shipping with one of the *Sample* Login:

Shipping Information.

1 Ship From Information	**2** Ship To Information	**3** Shipment Information
Shipper Name *	Location: *	Label Delivery Method
	URBAN OUTFITTERS INC BLDG ▼	View and Print ▼
Contact Name *	Receiver First and Last Name *	**Package(s)**
Address Line 1 *		Package 1
Address Line 2		Weight - LBS *
City *		**4**
State or Province		**Add** Package 1 ▼
2 letter abbreviation		
Postal Code *		
Country or Territory		
United States ▼		
Phone Number *		
Email Address		

5 Process Shipment   Clear

1 Enter *ALL* Ship From Information Required

2 Select Destination Address from Location dropdown
- Must enter Receiver Name, *or label will not print*

3 Select Label Delivery Method
- Email
- View & Print
- View, Print, & Email

4 Enter Weight (Lbs.) (1Kg = 2.2Lbs)
- If shipping multiple packages, all the same weight, update the Package quantity. When you select "Process Shipment" it will print a label for each package with the identical weight.
- If shipping multiple packages of different weights.
  - Enter the weight of the 1st package, and select "Add".
  - Then enter the weight of the 2nd package and select "Add".
  - Continue this process until you've added all packages.

5 When ready to generate shipping labels, select "Process Shipment".