

# Import parcels with UPS (remember to change name, e-mail and payment-info!)

1. Enter: <https://www.ups.com/>
  - Choose country: Denmark – English or Danish
2. Login:



- **Username:** iNano1
  - **Password:** GustavWiedsVej14
3. Choose: *Shipping* and hereafter *Create an import*
    - Change *Shipper Name* to your **own name**

## Create An Import Shipment

### Create A UPS Import Control<sup>SM</sup> Shipment

Please enter your import information below. Required fields are indicated with \*

**1 Where is this shipment coming from?**

Address Book: Select One --- or enter a new address below  
[Enter New Address](#)

Enter New Address

Company or Name: \*  
Postal Code: \*  
Contact Name: \*  
City: \*  
Country: Denmark \*  
Other Address Information: \*  
Address Line 1: \*  
Telephone: \* Ext.: \*  
Address Line 2: \*  
E-mail: \*  
Apartment, suite, unit, building, floor, etc.  
Address Line 3: \*  
Department, c/o, etc.  
 Residential address

Save Options for Address: Select One  
Save this to my Address Book as: \*

**2 Where is this shipment going?**

Import To: [Edit](#)  
Interdisciplinary Nanoscience Cente  
Annette Wandahl  
Gustav Wieds Vej 14  
building 1590, room 218  
8000 AARHUS C  
Telephone:23827501

Shipper Address: [Edit](#)  
Interdisciplinary Nanoscience Cente  
Annette Wandahl  
Gustav Wieds Vej 14  
building 1590, room 218  
8000 AARHUS C  
Telephone:23827501

**3 What are you shipping?**

Number of Packages: 1 \*  
Use the same values for all packages? Yes \*  
Packaging Type: Select One \*  
Package Declared Value: \* DKK  
Note: Additional shipping fees may apply based on declared value.  
Package Merchandise Description: \*

4. Remember to state **project number & project activity** number as reference number so we know which grant is to pay for the shipment.
  - Under bill shipping charges to: 2125AY- Annette Wandahl. But MAKE SURE there is no confusion who imports the parcel.

**5 Would you like to add reference numbers to this shipment?**

UPS gives you the option to track your shipments using [references](#) that you define.

**Reference#1**

**Reference#2**

[Add a bar code for Reference#1 to my Shipping label](#)

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**6 How would you like to pay?**

Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with ◆.

**Bill Shipping Charges to:** [?](#)  
 ◆

[Promotion Code:](#) [?](#)

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**Shipper's UPS Account** [?](#)

5. Enter *Next* and print