Tech*Topics*

Internet Tools for Package Tracking

WHO SHOULD READ THIS BULLETIN:
Anyone involved in package or freight distribution.

You may not be directly involved with shipping and receiving. Yet, your internet savvy may make you the best qualified person in your organization to provide instant status reports of parcel or freight shipments.

World Wide Web

The World Wide Web provides easy access to package tracking at numerous shippers' websites. As a service to our clients, the following is a listing of the internet links for tracking the shipment of a package:

If additional information about the companies listed here is desired, visit the tracking site listed below, then use the "Home" button at the site to access the shipper's home page.

> **A "URL" (Uniform Resource Locator) is the site address that you type into your web browser.**

United Parcel Service

All United Parcel Service packages, ground as well as air, now have tracking numbers and as such, can be traced on-line. Use the following URL:

http://wwwapps.ups.com/etracking/tracking.cgi

Enter up to 25 tracking numbers, then press "Track."

Express Mail

Very few people realize that Express Mail shipments by the United States Postal Service are traceable online. Here's the URL:

http://www.usps.com/shipping/trackandconfirm.htm

Enter the number from your shipping receipt into the box on the right and hit "Go > ."

In addition to tracking Express Mail and international Global Guaranteed Mail, you can now confirm delivery of Certified and Registered Mail at this site.

FedEx

This URL accesses a secure line:

https://www.fedex.com/us/tracking

Choose the tracking type, enter the package numbers and shipper number, then press "Request Tracking Info."

If you do not have your FedEx shipper number, you must use this nonsecured URL:

http://www.fedex.com/us/tracking

Enter the package number, then press "Track It." You can track multiple (up to 25) packages from this site.

Airborne Express

Go to the following URL:

http://track.airborne.com

Enter the airbill numbers you wish to track (up to 25, each on a separate line), then click on the "Track" button.

DHL Worldwide Express

The American website is located at:

http://www.dhl.com/track/tr_ENG.html

Enter the airwaybill numbers of the shipments you wish to track. You may enter up to 10 airwaybill numbers, but enter each on a separate line. Press "Start Tracking."

E-Mail

In addition to the internet, you can track shipments via e-mail.

E-mail does require that all information be entered properly in order to render accurate information, so please read the following instructions carefully.

Not all shippers offer e-mail tracking.

Note: Your e-mail software must be set up with your e-mail address as the default reply-to address in order to receive the shipment information.

United Parcel Service

E-mail your tracking request to:

totaltrack@ups.com

Include a UPS tracking number in the body of your message. Your tracking infomation will be sent by return e-mail. UPS allows up to 25 packages at a time to be tracked via e-mail.

FedEx

Multiple (up to 20) shipments can be tracked via one e-mail to:

track@fedex.com

It is not necessary to type anything on the subject line. In the body of the message, type the word "airbill" followed by a space, followed by your package tracking number. Do not include dashes or spaces in the tracking number.

Follow the airbill number with a space and the destination country code. The country code is required even if you are tracking a U.S. domestic shipment.

Follow the country code with a space and the ship date (+ /- 4 days) entered in the MMDDYY format.

Each package-tracking number must appear on a separate line, formatted as above.

Typing the word "end" will stop processing commands (useful if your mailer adds a signature).

Airborne Express

Send an e-mail to:

track.it@airborne.com

List up to 20 airbill numbers separated by commas. The airbill numbers must be in the message area of the e-mail, not the subject line. Enter only airbill numbers with separating commas. No additional text is needed.
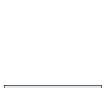
Voice Contact

Of course, if your phone is working, you can still track any traceable shipment from the following companies using these toll-free numbers:

UPS	1-800-742-5877
FedEx	1-800-463-3339
Airborne	1-800-247-2676
DHL	1-800-225-5345

One important note: internet tracking is a great way to determine the status of routine shipments. If, however, a "status unknown" or similar message is displayed, get on the phone...fast!

Don't assume something is wrong with the internet system. If the system can't find your shipment, it is probably lost! When this happens (and it happens much more often than the package delivery companies would like us to think), humans still need to be involved.

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15

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General Information

Our staff will gladly take care of tracking any shipments originating at Copresco.

We will also be happy to answer your questions about software applications, digital files preparation and transmission, paper stocks, binding and our digital printing services.

TechTopics is a continuing series of technical bulletins on digital technology, document preparation and on-demand printing.

To obtain additional copies or back issues, please call, fax or e-mail us.

TechTopics issues are also available in PDF format on our website.

Note: If any of the URLs listed in this TechTopics *issue don't work, please check the Copresco website. Shippers are constantly changing their website links.*

All tracking sites listed in this bulletin, as well as several others, are linked to the Copresco web page at:

http://www.copresco.com

This robust website offers links to over a dozen package and freight shipping firms.

Copresco is not an agent for any of the delivery services mentioned in this bulletin. The information provided here is for information only and does not constitute an endorsement of any package service.

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