

How to activate negotiated rates in the newest versions of OzLINK for UPS

- 1) Click on the upper menu choice called **SETUP**.
- 2) Click on **ACCOUNTS**.
- 3) Select and Edit the first account in the list.
- 4) Select the checkbox titles "**Enable Negotiated Rates**". The authentication fields at the bottom will become illuminated.
- 5) Fill in the authentication fields using information from a UPS invoice that is no more than three weeks old. Be sure to include any leading zeros listed in the Invoice number
- 6) Click **OK**. If the information was entered correctly you should receive a message saying that your account has been authenticated. Although the message indicates that the negotiated rates will be available in 24 hours, we typically see the negotiated rates in about 30 minutes.
- 7) This authentication process would need to be performed for each UPS account that you have registered in OzLINK.