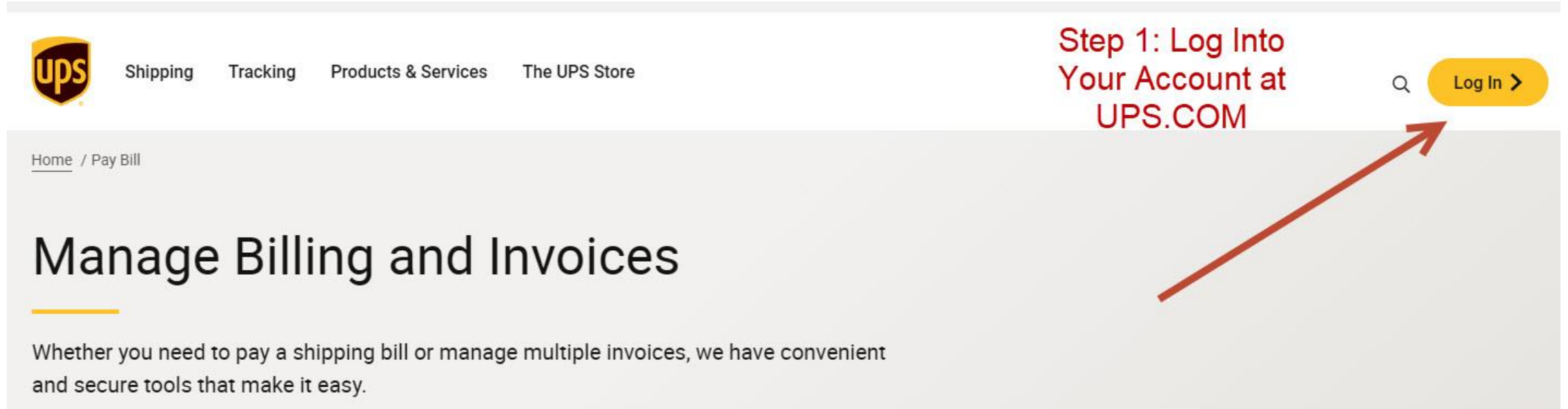


UPS CSV 32 Column Download Procedure



The image shows the top portion of the UPS website. At the top left is the UPS logo. To its right are navigation links: Shipping, Tracking, Products & Services, and The UPS Store. On the far right is a search icon and a yellow 'Log In >' button. Below the navigation bar, the breadcrumb 'Home / Pay Bill' is visible. The main heading is 'Manage Billing and Invoices', followed by a subtext: 'Whether you need to pay a shipping bill or manage multiple invoices, we have convenient and secure tools that make it easy.' A red arrow points from the 'Log In >' button in the top right to the 'Log In' section on the lower page.

ups Shipping Tracking Products & Services The UPS Store

Home / Pay Bill

Manage Billing and Invoices

Whether you need to pay a shipping bill or manage multiple invoices, we have convenient and secure tools that make it easy.



Log In >

Log In

Don't have a profile? [Sign up](#)

By Continuing, I agree to the [UPS Tariff/Terms and Conditions of Service](#) and the [UPS Technology Agreement](#) in effect at the time of shipping.

Continue >


[Forgot Username/Password](#)



Or Continue by using one of these sites



Step 2: Enter Your Credentials

UPS CSV 32 Column Download Procedure

[Shipping](#)[Tracking](#)[Products & Services](#)[The UPS Store](#)




[Home](#) / [Pay Bill](#)

Manage Billing and Invoices

Whether you need to pay a shipping bill or manage multiple invoices, we have convenient and secure tools that make it easy.


What do you want to do today?



Pre-Pay Import or COD Charges

If you need to pay charges for a package being delivered to you, you can view and pay using the Tracking or InfoNotice number.


[Go to Tracking >](#)



Pay an Invoice

Our **Pay Now** app is the easiest and safest way to quickly pay a bill you received.

[Go to Pay Now ↗](#)



Manage Your Bills

The UPS Billing Center lets you review, manage, pay or even dispute your bills.

[Go to Billing Center ↗](#)

Step 3: Select Manage Billing and Invoices and "Go to the Billing Center"



UPS CSV 32 Column Download Procedure



Billing Center

Robb










My Dashboard > My Invoices

My Invoices

Payments may take up to 48 hours to process.

Search Table




Invoice Number	Account Number	Invoice Date	Invoice Status	Payment Status	Invoiced Amount	Amount Due	Due Date	Type	PDF	Actions
 00000078A7Y3055	781113	Feb 01, 2025	Closed	Payment Activity Accepted	\$0.00	\$0.00	Feb 10, 2025	Domestic/Export		
 00000078A7Y3045	781113	Jan 25, 2025	Closed	Payment Activity Accepted	\$0.00	\$0.00	Feb 03, 2025	Domestic/Export		
 00000078A7Y3035	781113	Jan 18, 2025	Closed	Payment Activity Accepted	\$0.00	\$0.00	Jan 27, 2025	Domestic/Export		
 00000078A7Y3025	781113	Jan 11, 2025	Closed	Payment Activity Accepted	\$0.00	\$0.00	Jan 20, 2025	Domestic/Export		
 00000078A7Y3015	781113	Jan 04, 2025	Closed	Payment Activity Accepted	\$0.00	\$0.00	Jan 13, 2025	Domestic/Export		

Step 4: From the Billing Center Dashboard, 1st Click on My Invoices and then Select 4 to 6 Invoices, 1 months worth is good and gives a nice sampling of shipments

United States - English
UPS Package
[Change Country or Business Unit](#)

- My Dashboard
- My Invoices
- Reporting & Search
- Dispute & Refund History
- My Automatic Payments
- Payment History
- Administration
- Wallet
- My Preferences
- Help & Support Center
- Log Out

UPS CSV 32 Column Download Procedure



United States - English
UPS Package
[Change Country or Business Unit](#)

- My Dashboard
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- My Preferences
- Help & Support Center
- Log Out

Billing Center



[My Dashboard](#) > [My Invoices](#)


My Invoices



Payments may take up to 48 hours to process.







Search Table

Download Selected Invoices



All Available 



	Invoice Number	Account Number	Invoice Date	Invoice Status	Payment Status	Invoiced Amount	Amount Due	Due Date	Type	PDF	Actions
<input checked="" type="checkbox"/>	00000078A7Y3055	78A7Y3	Feb 01, 2025	Closed	Payment Activity Accepted	\$94.12	\$0.00	Feb 10, 2025	Domestic/Export		
<input checked="" type="checkbox"/>	00000078A7Y3045	78A7Y3	Jan 25, 2025	Closed	Payment Activity Accepted	\$281.25	\$0.00	Feb 03, 2025			
<input checked="" type="checkbox"/>	00000078A7Y3035	78A7Y3	Jan 18, 2025	Closed	Payment Activity Accepted	\$412.51	\$0.00	Jan 27, 2025			
<input checked="" type="checkbox"/>	00000078A7Y3025	78A7Y3	Jan 11, 2025	Closed	Payment Activity Accepted	\$294.05	\$0.00	Jan 20, 2025	Domestic/Export		
<input checked="" type="checkbox"/>	00000078A7Y3015	78A7Y3	Jan 04, 2025	Closed	Payment Activity Accepted	\$573.26	\$0.00	Jan 13, 2025	Domestic/Export		

Downloads

Invoice_00000078A7Y3055_020125.csv

[Open file](#)

[See more](#)

Step 5: Once you have some invoices selected, 1st, Click Actions then select Download CSV (250 Columns) not PDF or 32 columns. The file(s) will Download and you can "open file" DO NOT make any changes, just save them as is and email them to your Automated Mailroom Account Rep for the Analysis to be Performed

View/Open PDF

Download CSV (250 Columns)

Download CSV (32 Columns)

Save the 4-6 CSV files you downloaded and email them to your Account Rep or Sales@AutomatedMailroom.Com