


UPS CSV 32 Column Download Procedure

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

Step 1: Log Into Your Account at UPS.COM

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 >](#)

Log In

Step 2: Enter Your Credentials

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



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[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	78A7Y3	Feb 01, 2025	Closed	Payment Activity Accepted	\$0.00	\$0.00	Feb 10, 2025	Domestic/Export		
 00000078A7Y3045	78A7Y3	Jan 25, 2025	Closed	Payment Activity Accepted	\$0.00	\$0.00	Feb 03, 2025	Domestic/Export		
 00000078A7Y3035	78A7Y3	Jan 18, 2025	Closed	Payment Activity Accepted	\$0.00	\$0.00	Jan 27, 2025	Domestic/Export		
 00000078A7Y3025	78A7Y3	Jan 11, 2025	Closed	Payment Activity Accepted	\$0.00	\$0.00	Jan 20, 2025	Domestic/Export		
 00000078A7Y3015	78A7Y3	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
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Billing Center

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

My Invoices

Payments may take up to 48 hours to process.

	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	Domestic/Export		
<input checked="" type="checkbox"/>	00000078A7Y3035	78A7Y3	Jan 18, 2025	Closed	Payment Activity Accepted	\$412.51	\$0.00	Jan 27, 2025	Domestic/Export		
<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		

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

Download Selected Invoices

Downloads

Invoice_00000078A7Y3055_020125.csv
[Open file](#)

[See more](#)

View/Open PDF

Download CSV (250 Columns)

Download CSV (32 Columns)

If multiple invoices are selected, you can also click “Download Selected Invoices” and it will Zip multiple invoices together



Billing Center

My Dashboard > My Invoices

My Invoices

Payments may take u

Search Table

Invoice Number

☒ 00000078A7Y3055

☒ 00000078A7Y3045

☒ 00000078A7Y3035

☒ 00000078A7Y3025

☒ 00000078A7Y3015

Download Invoices

Select your invoice file format to download

- ☐ PDF
- ☒ CSV: Full (250 Columns)
- ☐ CSV: Summary (32 columns)

Invoices selected to be downloaded

Invoice Number	Account Number	Invoice Date
00000078A7Y3115	78A7Y3	Mar 15, 2025
00000078A7Y3305	78A7Y3	Jul 26, 2025
00000078A7Y3295	78A7Y3	Jul 19, 2025
00000078A7Y3285	78A7Y3	Jul 12, 2025
00000078A7Y3275	78A7Y3	Jul 05, 2025

Download >

Cancel

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

Downloads

Invoice_00000078A7Y3055_020125.csv

[Open file](#)

[See more](#)

Download Selected Invoices

Amount Due	Due Date	Type	PDF	Actions
\$0.00	Feb 10, 2025	Domestic/Export		
\$0.00	Feb 03, 2025	Domestic/Export		
\$0.00	Jan 27, 2025	Domestic/Export		
\$0.00	Jan 20, 2025	Domestic/Export		
\$0.00	Jan 13, 2025	Domestic/Export		

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