



EATON

Vendors User Guide

Complete View Shipping (CVS)

Date: 06/17/2013



To get to this Eaton Vendor Shipping site click on this URL:
Copy into your short cut or Click now

<https://cvshipping.ups.com/Loginbypass.asp?CompanyID=Eaton&UserID=eaton&Password=vendor&Campus=vendor>

Q- What do I do if CVS asks me for a Company Name ID and Password?

A – Used EATON as the Company. ID – Eaton Password - vendor

Below are important Announcements from Eaton as well as UPS Support Information.

UPS Complete View™ Shipping

EFUN LOCATION BOOK

Main Ship Admin Help

Welcome, Vendor Company Name | Log Out

Announcements

EATON PAID FREIGHT, SHIPPING & PICKUP INSTRUCTIONS

This web based shipping solution is designed specifically for shipping items to your EATON Business Locations listed in the EATON Locations drop down. This application will take the place of Freight Collect or Third Party Billing numbers used in the past. If you have an "occasional account pickup" status you will have to make plan to tender the package to a UPS Driver or a UPS location. Please use the "UPS Drop Box Locator" link to locate the nearest UPS Drop Box closest to your location. This Drop Box will be picked up daily at the designated time that is posted on the Drop Box. Below is the link to the UPS Drop Box Locator and other Special Instructions.

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SPECIAL INSTRUCTIONS

[Click here to view the UPS DROP BOX LOCATOR](#)

[Click here to view the EATON Routing Instruction](#)

[Click here to view EATON training document](#)

[Click here to view the CVS FAQ document](#)

SYSTEM REMINDERS AND SUPPORT

When creating your UPS SHIPPING LABELS - you need to turn off your Microsoft Internet Explorer "POP-UP BLOCKER". Please validate your "SHIP FROM" and "SHIP TO" information before and after you print your shipment labels. If you need to correct your "SHIP FROM" or "SHIP TO" information delete the labels with errors and create new labels. If you are having issues printing your shipping label please call or email the UPS Support Desk at: PSISupport@ups.com and phone number: (866) 516-4811. TO ENABLE PRINTING: SELECT ALWAYS ALLOW POP-UPS FROM THIS SITE". FOR ADDITIONAL SUPPORT CONTACT:- Cell: 810 599 9083 Joe Ciolek or EMAIL: jciolek@UPS.COM



Eaton Messages



Special Instructions



System Reminders and Support

Complete View Shipping (CVS) Messages, Special Instructions & Support

1 Search

Include a complete address for the best search results.

Country:
United States

Street Address or Intersection:

(Ex: "123 Elm Rd." or "Elm Rd. & Oak St.")

City:

State:
Select One

ZIP Code:

Location Type:

- The UPS Store
- UPS Customer Center
- UPS Drop Box
- UPS Alliance Locations
- Authorized Shipping Outlet

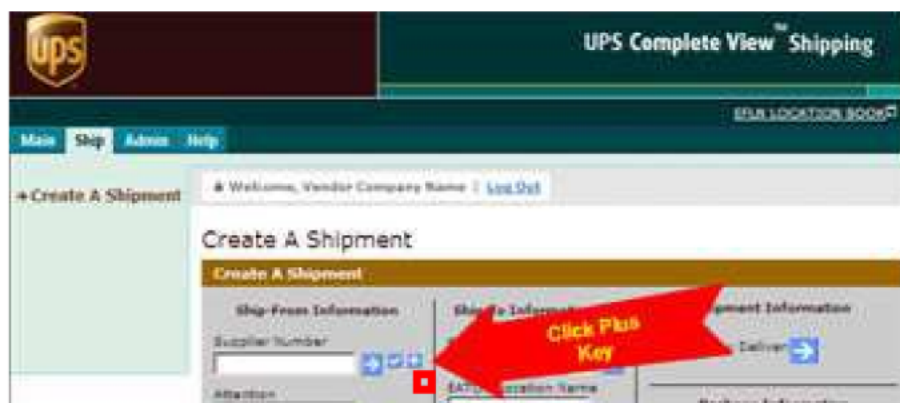
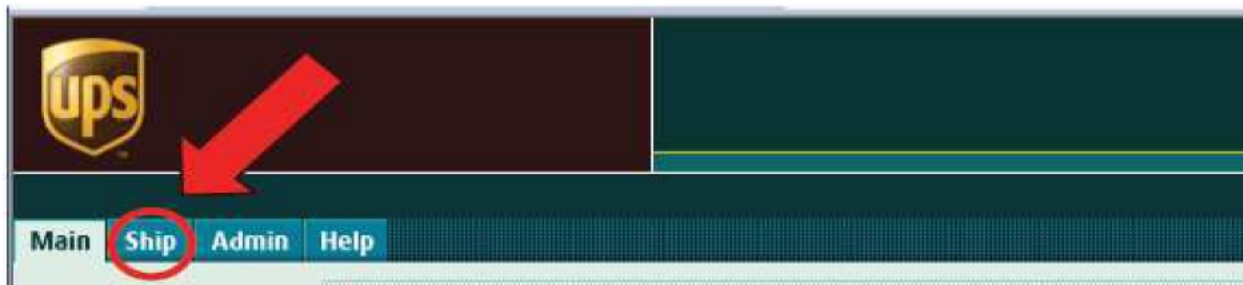
(*Retail Rates may vary.)

[Additional Search Options](#)

- **Eaton Messages**
This New web based shipping solution **Complete View Shipping (CVS)** is designed specifically to take the place of Freight Collect or Third Party Billing numbers used in the past.
- **Special Instructions**
UPS Location - "UPS Locator" links to locate the nearest UPS access points.
Eaton Routing Instructions – Web Shipping to Eaton locations.
CVS Training Guide – How to Ship to Eaton and with Frequently asked questions.
EFLN Locations – List of all EFLN's for all Four Divisions at Eaton.
- **Support**
- PSISUPPORT@UPS.com
- Name, phone number and we will respond
800 217 1702

Complete view Shipping Main Page

- To Create a Shipping Label, please click on the “Ship” tab. If you have created a Supplier profile and have a Supplier number, please enter your supplier number under Ship From Information heading and press the right Arrow icon before going to page 5. Supplier Number is the first three digits of your Company Name plus your 5 digit zip (Example: UPS48150).



Complete View Shipping (CVS) Shipping Page – Ship From Information

Create A Shipment

Create A Shipment

Ship-From Information

Supplier Number
 → ✓ +

Company

Attention

Address Line 1

City

State Zip

Country
United States

Phone

E-Mail

Ship Notification
 Exception Notification
 Delivery Notification

• Supplier –Setup or Entry

First time vendor users must set up their supplier PROFILE (Location Information) by **clicking on the Plus key**. Enter Supplier information data and close window..

If you have a previously setup your supplier number, **enter your Eaton supplier number (First 3 digits of the company name and zip - Ex. UPS48150) into the supplier number field** and press the **arrow icon to Enter**.

If you wish to receive a **Free Ship, Exception and/or Delivery email Notification**, click the appropriate box

Complete View Shipping (CVS) Shipping Page – Ship To Information

Ship-To Information

EFLN →

EATON Location Name

Attention

Address Line 1

City

• Ship To Information

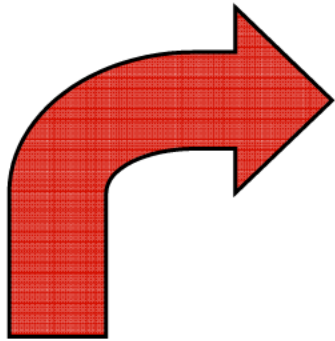
Key in the Ship To: EFLN number (EFLN - EATON Freight Location Number) and click on the arrow key to select the correct EATON Ship To: Location.

If you do not know the EFLN please refer to the Link on the Announcement page by clicking on the MAIN tab. You can also refer to the **EFLN Location Book** by clicking on the Left top section of this screen to lookup the location code.

Complete View Shipping Ship Page – EFLN Location Book

- Type in your Search criteria to find you EFLN Ship to number.

If you want to search All available EFLN numbers put a the % (percent) value into the Search String and click **Search**.



EFLN LOCATION BOOK

Addresses

Display all entries where EFLN begins with:
[A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)

Search for an entry:

Search String	Search Field	Search Method	
<input type="text"/>	EFLN	Contains	<input type="button" value="Search"/>
	EFLN		
	Nickname		
	EATON Location Name		Open Window
	Address Line 1		
	City		
	State		
	Zip Code		
	Custom 1		
	Custom 2		
	Custom 3		

Type in your Search criteria.

Complete View Shipping (CVS) Shipping Page – Ship –From Information

The screenshot shows a web form titled "Shipment Information". It contains the following fields and options:

- Saturday Delivery
- Label Format: Web (dropdown menu)
- Package Information section:
 - Package Number: 1 of 1 (dropdown menu)
 - Package Type: Vendor Packaging (dropdown menu)
 - Weight: [] LBS (input field)
 - Length: [] in, Width: [] in, Height: [] in (input fields)
 - Products not in carton (Cardboard)
 - PO Number: [] (input field)
- Bottom right: [+ Add Another Package](#)

Shipment Information

Saturday Delivery – This service can only be selected with Air Service on a Thursday or Friday depending if the service level is Next day or Second day service.

Enter – Weight (Always round weight up)

DIM – (Enter Length, Width and Height (larger boxes))

Product is not in Carton – no cardboard packaging

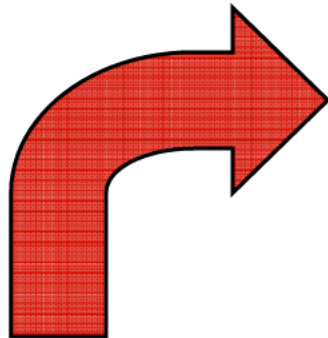
PO Number – This is a mandatory field

If multiple packages are in the shipment going to the same address click **Add Another Package**

Press the Arrow Continue icon to select service

Complete View Shipping (CVS) Shipment Confirmation

A Shipment Confirmation screen will appear to validate the service level.
If you notice that the service level is not correct, you can edit the service level and provide a reason for the upgrade.
If everything is correct, click **Continue**



Shipment Confirmation

Please select service.

Please Select A Service				
Service Level	Guaranteed Delivery Date	Latest Delivery Time	Charge	
<input checked="" type="radio"/> Ground	Wednesday 05/30/2012	End Of Day	N/A	
<input type="radio"/> 3-Day Select	Friday 06/01/2012	End Of Day	N/A	
<input type="radio"/> 2nd Day Air	Thursday 05/31/2012	End Of Day	N/A	
<input type="radio"/> Next Day Air Saver	Wednesday 05/30/2012	3:00 P.M.	N/A	
<input type="radio"/> Next Day Air	Wednesday 05/30/2012	10:30 A.M.	N/A	

Please choose reason for service selection.

Please Select

Please Select

Eaton requested service level

Needed to meet requested arrival date

[← Edit Shipment](#) [Continue →](#)

Choose your Service Level by depressing the Radio Button and clicking Continue.

Complete View Shipping (CVS) Shipping Label – Verification & Printing



Verification Steps & Printing

Verify that the proper Eaton **Ship to location** is printed on the label.

Verify that the proper **PO number** has been assigned to this shipment

Select File to route label to your local printer.

Verify Shipping Label again before adhering to package.

Complete View Shipping (CVS) Additional Option

- If shipping is complete select **Log Out**

If you notice that the Address Label is incorrect destroy it and Select Create New Shipment

The screenshot displays the UPS Complete View Shipping interface. At the top left is the UPS logo. The main header reads "UPS Complete View Shipping". Below this is a navigation bar with tabs for "Main", "Ship", "Admin", and "Help". On the right side of the header, there is a link for "EFLN LOCATION BOOK". The main content area shows a "Welcome, Vendor Company Name" message with a "Log Out" button highlighted by a red box and a red arrow pointing to it. Below the welcome message, it says "Shipment Successful" and "If your label does not display, please [click here](#)." There are two links: "→ Create Duplicate Shipment" and "→ Create New Shipment". A large red arrow points to the "Create New Shipment" link.

Complete View Shipping (CVS) Option: Thermal Printer Setup Instructions

- If you choose not to print to 8 ½ by 11 paper select the **Help** tab for printer setup instructions.



The screenshot displays the UPS Complete View Shipping web application. At the top left is the UPS logo. The main header area contains the text "UPS Complete View Shipping" and a link for "EFLM LOCATION BOOK". Below the header is a navigation menu with tabs for "Main", "Ship", "Admin", and "Help". The "Help" tab is currently selected. A red arrow points from the text "Select Help Printer Set Instructions" to the "Help" tab. On the left side of the page, there is a sidebar with links for "Support", "File Import", and "Eltron Printing". The main content area shows a welcome message for a "Vendor Company Name" with a "Log Out" link. The primary heading is "Eltron Printing", followed by instructions on how to print labels to a UPS Thermal Printer, including requirements for operating systems and browser versions. A note specifies that the printer driver must be provided by UPS, not Eltron. Finally, it provides steps for installing the printer and naming it "UPS Thermal" for compatibility with the ICVS system.

Questions & Answers

- **Frequently asked Question:**
- **Q- What do I do if CVS asks me for a Company Name ID and Password?**
- **A – Used EATON as the Company. ID – Eaton Password - vendor**

- **Q - What if I do not know the EFLN number to the Eaton location?**
- **A - You have two ways to lookup EFLN numbers if you are unsure or need to validate:**
 - 1. Print the list of valid EFLN's from the linked PDF from the Main tab link.**
 - 2. Use the EFLN Location book found on page 7 of this manual.**

- **Q - What if I do not know or have forgotten my Supplier number?**
- **A - Enter the first three digits of your company name plus your zip code – Example: UPS48150.**

- **Q - What if I create a label that is not correct?**
- **A - Destroy the label by tearing it so it can not be used. Then create a new one.**

- **Q - What if I have multiple packages going to the same Eaton location?**
- **A - Click the Add button to add addition packages using instructions on page 7.**

- **Q - Why do I have to post a reason for upgrading a service level?**
- **A - Suppliers need to comply with Eaton routing instructions.**

Questions & Answers (Continued)

- **Frequently asked Question:**
- **Q - What if I do not put the package size information into the system?**
- **A - It is recommended that the package size be entered so the billing weight is correct.**
- **Q - What if I do not have a UPS pickup?**
- **A - UPS has over 59,000 access points. Refer to the Main tab link for locations.**
- **Q - How do I track my package?**
- **A - Ship notification will send you the tracking number when you create a label.**
- **Q - What if I want to print using a thermal label printer?**
- **A - Refer to the Printer Setup Instruction on slide 12 of the manual**
- **Q - How do I order Ship To: pouches when using folded 8 ½ by 11 label prints.**
- **A - Supplies can be ordered by calling 1-800-PICK-UPS (1-800-742-5877) - Laser Address label Pouches to stick on packages has a order number - 171604**

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