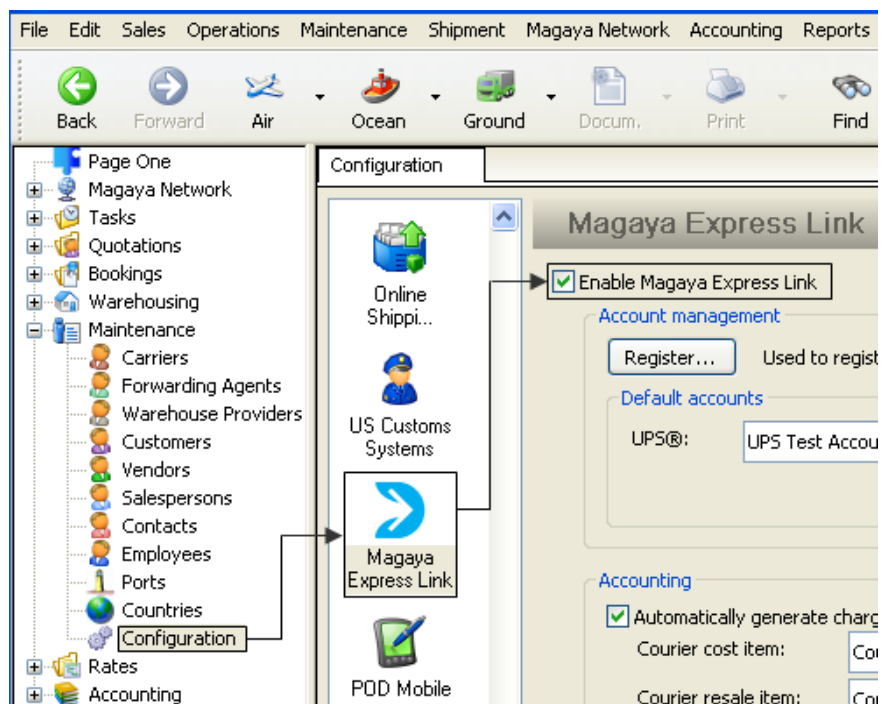


Connect to UPS with Magaya Express Link to Ship Small Packages Easily

If you use UPS frequently, see how the Magaya Express Link plug-in speeds up pickup requests, managing returns, and more. Magaya Express Link provides complete, end-to-end shipping order management. This how-to article explains how to configure Magaya Express Link.

Configure Magaya Express Link:

1. Go to Maintenance > Configuration > Express Link
2. Click "Enable Magaya Express Link."



3. Click "Register". This will connect your Magaya system to your UPS account and bring the rates from your UPS account to be used here.

Follow the prompts in the wizard to connect your Magaya system with your UPS account. (You can register multiple accounts; the first account you enter becomes the default account. If you don't have a UPS account, create one with the wizard or go to www.ups.com.)

- The fields in bold are required.
- Verify the information you entered before saving; it cannot be edited later.

- Enter your UPS account number and the UPS invoice information. (If you don't have the information, create an account or add it later.)
- Scroll to the bottom of the license terms to activate the acceptance button.

Other Magaya Express Link settings in the Maintenance > Configuration screen:

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Accounting:

- The cost and your income fee are set by default. Select how you want to mark up the service (by a percent or a flat value) and if you want a minimum charge.

If you used UPS before Magaya Express Link and created income and expense items for them in your Magaya list of Items & Services, you can use those.

Labels:

- Select label size, format, and if you want the system to automatically print labels after shipment (optional).

Shipment:

- Select units, processing time (how long it will take your company to get the package ready), and set the Handoff/pickup time (when UPS comes to your facility).

Tracking:

- Allow manual update of operation status: Leave this unchecked if you want the system to update the events. This prevents a user from accidentally changing the status of a transaction such as placing a Cargo Release “In Transit” when the boxes are not loaded yet.

- Accept the UPS tracking terms and conditions for couriers: This is required. Tracking information will not be sent unless you accept the terms.
- Enable automatic package tracking: Check this so the system automatically receives events as they are updated. This step is recommended. Also set a timeframe to tell the system to stop getting updates for a package.
- Tracking schedule: This tells the Magaya Communication Server when to get the latest tracking information. Click the button with the three dots to open the schedule dialog box.

Save the settings.

Now your Magaya system is ready to start requesting shipments with UPS. In the next how-to article, we'll show you how to make the requests. If you have any questions in the meantime, just give us a call. 