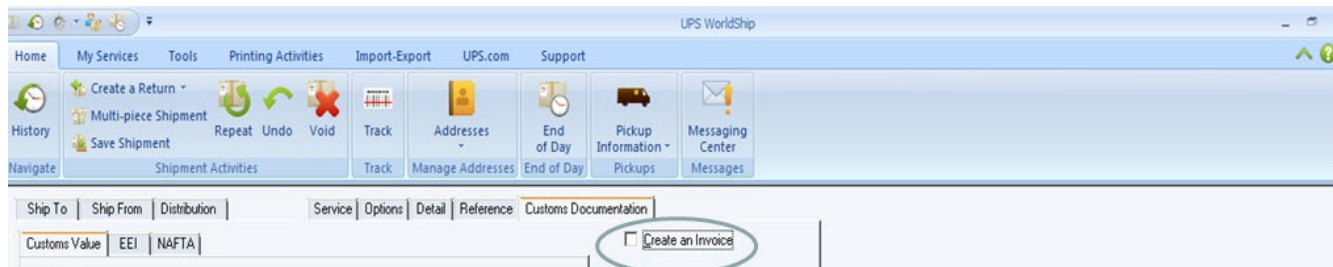


HOW TO UNSELECT UPS ELECTRONIC INVOICE OPTION

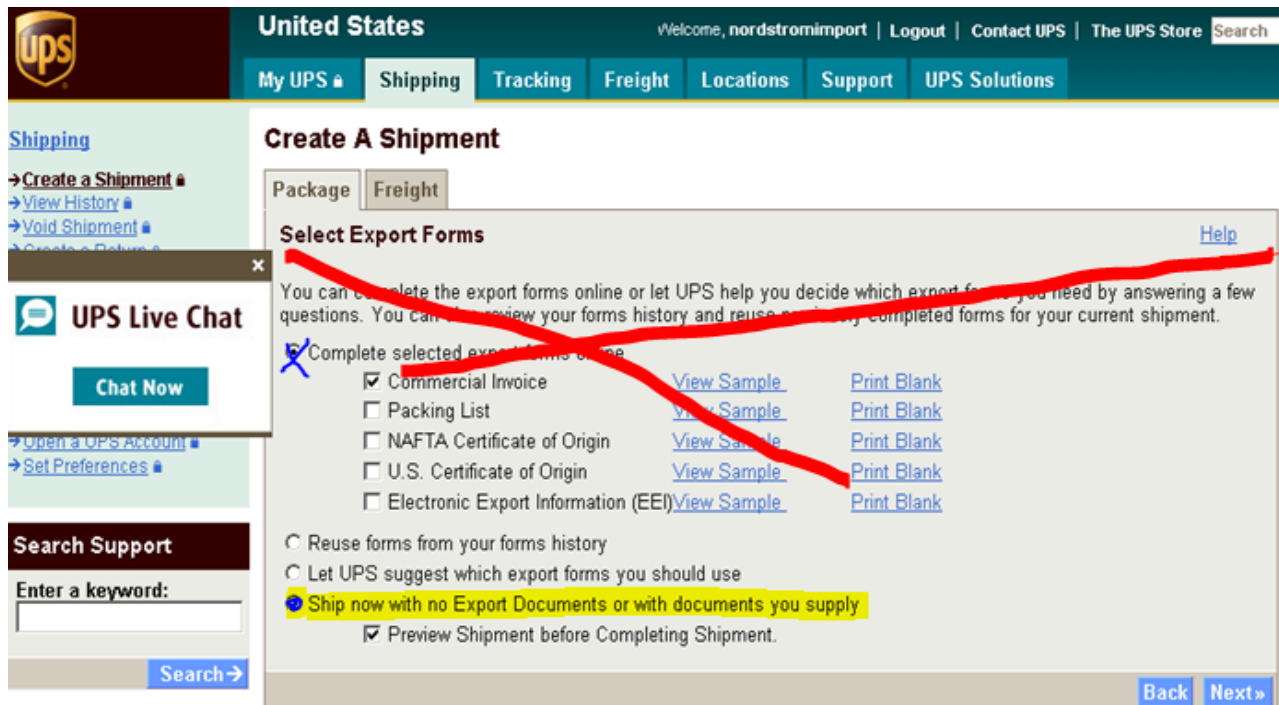
Your shipment was selected UPS electronic invoice option when creating shipping label in UPS system. Because this option was chosen, your document you provided along with the shipment was not used and not passed over to our broker to process a customs clearance.

Going forward please provide a hard copy invoice including our PO#, VPN#, and country of origin (manufacture) and unselect UPS electronic invoice option. Here are the instructions on how to unselect electronic invoice option in the UPS system.

- 1) **If you are using UPS Worldship**, there is the screen called Customs Documentation. If you **UN**select "create an invoice", UPS at origin will scan the documents you provided with shipment. That document will be passed over to UPS for customs clearance.

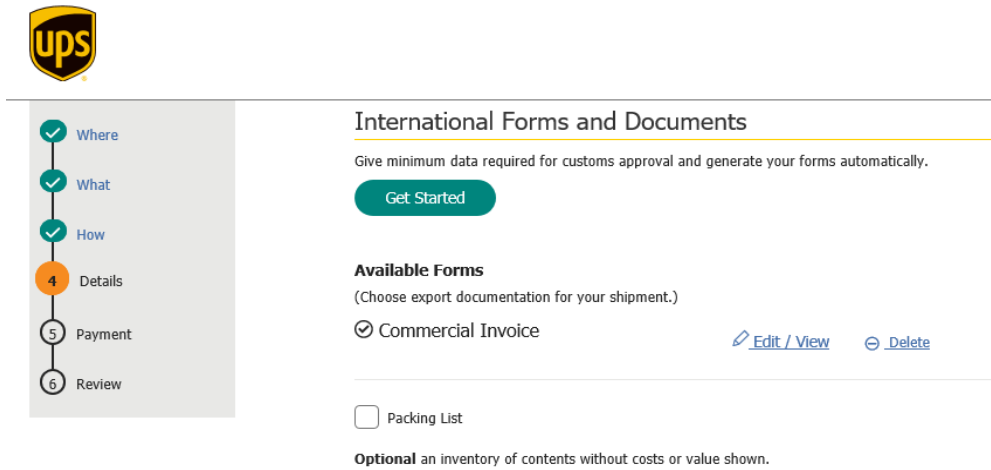


- 2) **If you are using UPS.com**, please select "Ship now with no Export Documents or with documents you supply".

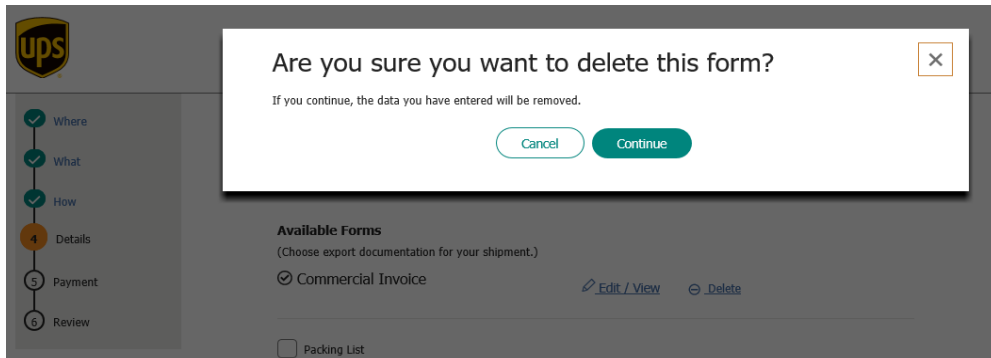


- 3) **If you are using UPS.com (six step screens)**, please select "Attach My Own To Shipment" by following the steps below.

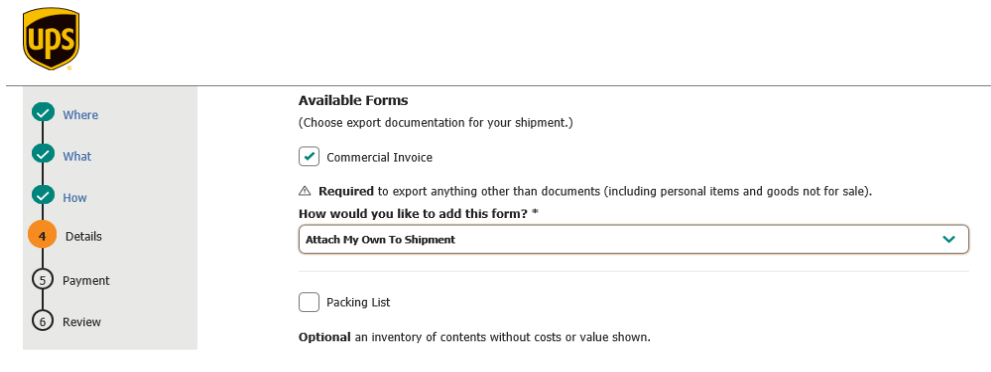
1. Once you get to step 4 on the UPS.com website, please click the Delete link for the commercial invoice.



2. A dialogue box will open up asking if you are sure that you want to delete the form. Click continue.



3. Check Commercial Invoice then select "Attach My Own To Shipment".



Please forward the instructions to your shipping contact.