



UPS Access Point™

All UPS packages require scanning.



Driver Delivery

When the UPS Driver delivers a package to you, scan that package immediately to inform the customer it has arrived at your location.



Customer Pick-up

When the customer comes in to pick up a package, check their ID, scan the package and obtain a signature before handing it to the customer. This updates your inventory and ensures that you get paid.



Customer Drop-off

When a customer drops off a prepaid package for UPS, scan it immediately and set it aside for driver pick-up. This notifies UPS that a package is at your location and ensures that you get paid.



Returning Packages To UPS

When the "Return to UPS" alert appears, scan these packages "out" of inventory and set them aside for UPS driver pick-up. This updates your inventory and ensures that you get paid.

Questions? Contact the UPS Access Point Management Center at 855.404.0585 or accesspoint@ups.com