To get to this Eaton Vendor Shipping site click on this URL:
Copy into your short cut or Click now
https://cvshipping.ups.com/

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.

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

- **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
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

• 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

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 your 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**.

Type in your Search criteria.
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**

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
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.
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