

# Managing a Third Party Account

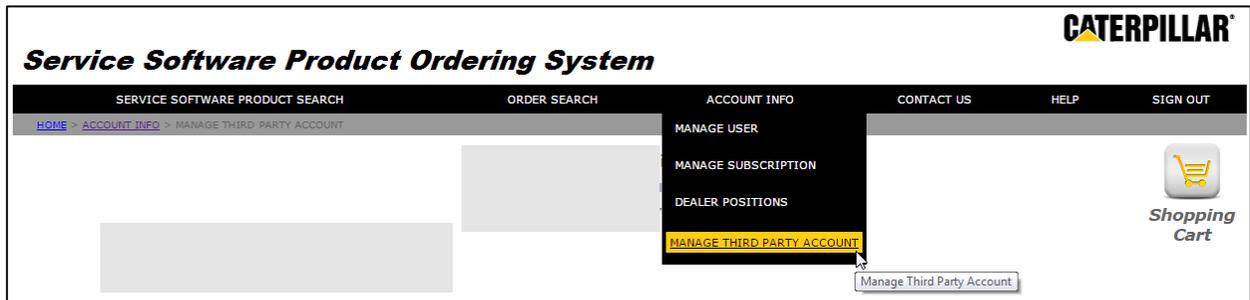
## Objectives

- This guide will explain how to set up, edit, and remove a Third Party Account to be used for shipping an order directly against a carrier account for UPS or DHL.

## Instructions

### Step 1: Navigate to the "Third Party Account" Page

1. Hover your cursor over "Account Info"
2. Select the "Manage Third Party Account" option

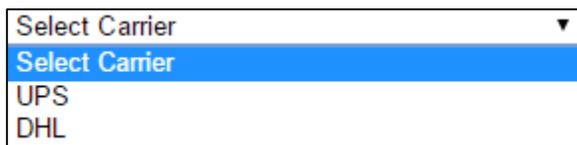


### Step 2: Add a Third Party Shipping Account

1. Select the "Add Third Party Shipping Account" link



2. Select your carrier from the drop down option (UPS or DHL).
  - a. **UPS is the only option for U.S. addresses.**
  - b. **Either UPS or DHL may be chosen for International shipments.**



3. Fill in the remaining required fields for Account Number & Billing Address.

4. Select the "Save" button at the bottom of the page.

### Add/Edit Third Party Account

Fields marked with an asterisk ( \* ) are required.

\* Carrier:

\* Account Number:

**Billing Address for the shipping account**

\* Company:

\* First Name:

\* Last Name:

\* Address 1:

Address 2:

\* City:

\* Country:

State/Province:

\* Postal Code:

\* Phone:

Email:

### Step 3: Edit a Third Party Shipping Account

1. Click the "Edit" link on the right side of the page.
2. Make changes to Account Number & Billing Address.
3. Select the "Save" button.

#### Manage Third Party Account

[Add Third Party Shipping Account](#)

Column/Data can be sorted by clicking the column headings.

Carrier	Account		
<input type="text" value="Carrier"/>	<input type="text" value="Account Number"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

### Add/Edit Third Party Account

Fields marked with an asterisk ( \* ) are required.

\* Carrier:

\* Account Number:

**Billing Address for the shipping account**

\* Company:

\* First Name:

\* Last Name:

\* Address 1:

Address 2:

\* City:

\* Country:

State/Province:

\* Postal Code:

\* Phone:

Email:

#### Step 4: Delete a Third Party Shipping Account

1. Click the "Delete" link on the far right side of the page.
2. Click "OK" on the pop-up confirmation window.

### Manage Third Party Account

[Add Third Party Shipping Account](#)

Column/Data can be sorted by clicking the column headings.

Carrier	Account		
<input type="text" value="Carrier"/>	<input type="text" value="Account Number"/>	<a href="#">Edit</a>	<a href="#">Delete</a>

The page at <https://oos.midlandcorp.com> says: ✕

Are you sure you want to delete this shipping account?

## Contact Us

If you need assistance or have any questions, please contact the TIAS Inbox:

Technical\_Information\_Access\_Solutions@cat.com