IR **InsertReady**

UPS · FEDEX · WWEX · SAVINGS ANALYSIS

Download the billing report we need to find your savings

To calculate exactly how much you could save, we review your real carrier invoices. This guide shows you — screen by screen — how to export that data as a **CSV file** right from your own account.

⏱ About 5 minutes per carrier · No cost, no obligation

? Why we need this file

Your carrier billing export lists every shipment — service level, weight, zone, surcharges, and what you were actually charged. That real-world detail is what lets us benchmark your rates and show you, line by line, where you're overpaying. Estimates guess; **your invoices don't.**

🔒 **Your login stays yours**
You download the file yourself from your own UPS, FedEx or Worldwide Express account — we never ask for, see, or store your password. The export contains billing detail only: no passwords and no full payment-card numbers.

✅ What you'll need

- **UPS:** a ups.com login enrolled in the **UPS Billing Center**
- **FedEx:** a fedex.com login with access to **FedEx Reporting**
- **Ship through WWEX / Unishippers?** Use the **Worldwide Express** steps

📤 What to send us

- The exported **CSV file(s)** from each carrier you use
- Cover your **most recent 3 months** — 12 months is even better
- Email them to **support@insertready.com**

YOUR CONTACT FOR THIS ANALYSIS

InsertReady Support

✉ support@insertready.com

☎

THEN LEAVE THE REST TO US

We'll send back a clear savings report

Once we have your file, we analyze it and return a plain-English breakdown of your savings — usually within a couple of business days. Questions any time: support@insertready.com

UPS

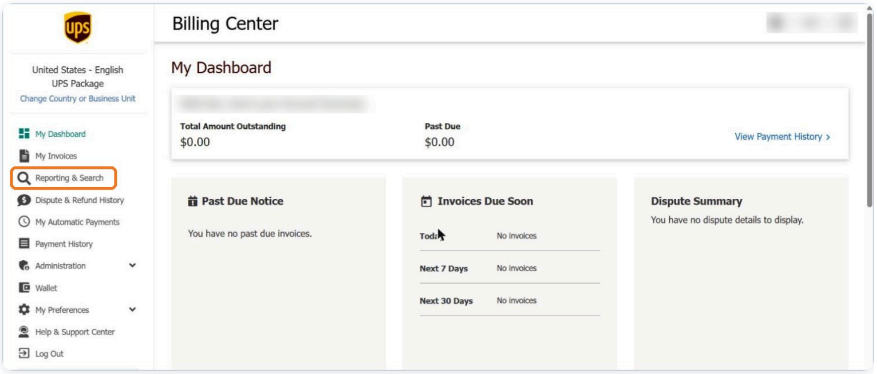
STEP-BY-STEP

Export your UPS billing data

billing.ups.com
≈ 5 minutes

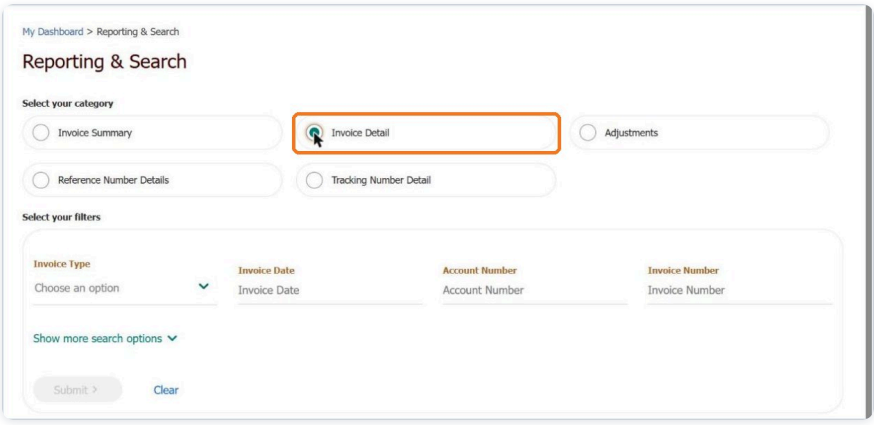
1 Sign in to the UPS Billing Center

Go to **billing.ups.com** and sign in with your ups.com login. In the left menu, click `Reporting & Search`. (First time? You may need to enroll — it's free.)



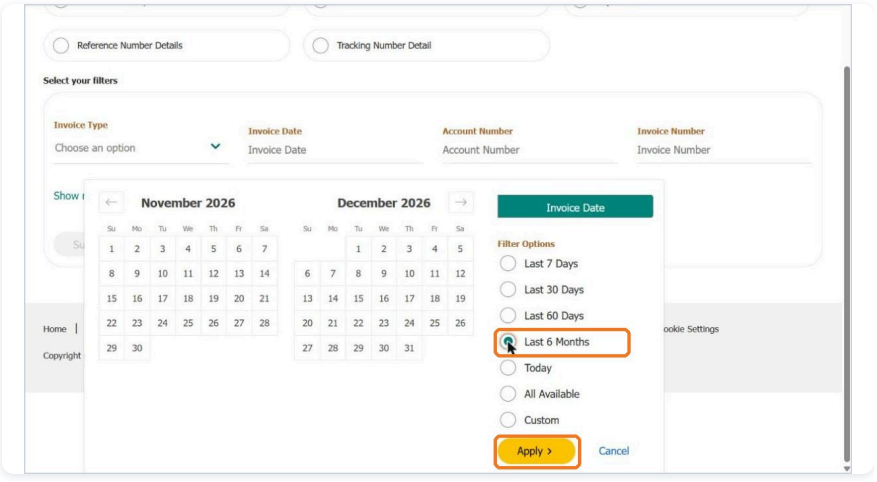
2 Choose Invoice Detail

Under **Select your category**, pick `Invoice Detail`. This is the shipment-level report: one line per package, with service, weight, zone and charges.



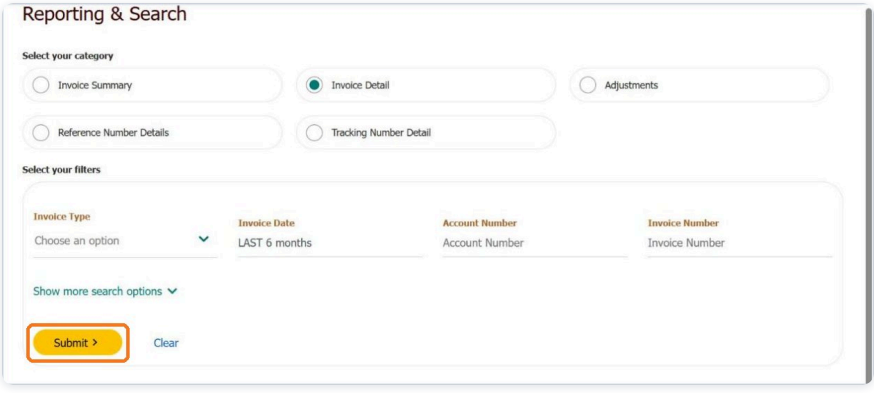
3 Set the date range

Click the **Invoice Date** box, choose `Last 6 Months` (or **Custom** for up to 12 months), then click `Apply`.



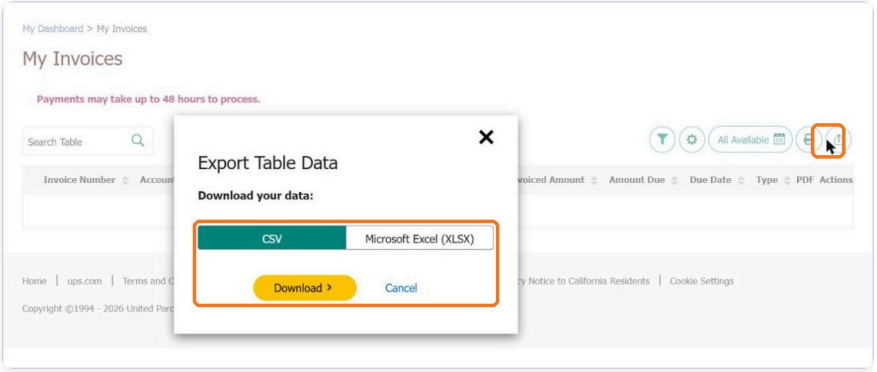
4 Run the search

Click `Submit`. Your shipments load in the table below.



5 Export as CSV

Click the **Export** icon (the box with an up-arrow, top-right of the table). Choose `CSV`, then `Download`.



6 Email the file to us

Send the CSV to **support@insertready.com** . That's it!

> 💡 **Good to know**
> No invoices showing? Check that you're in the right **Business Unit** (top-left, under the UPS logo) — package and freight are billed separately.

FedEx

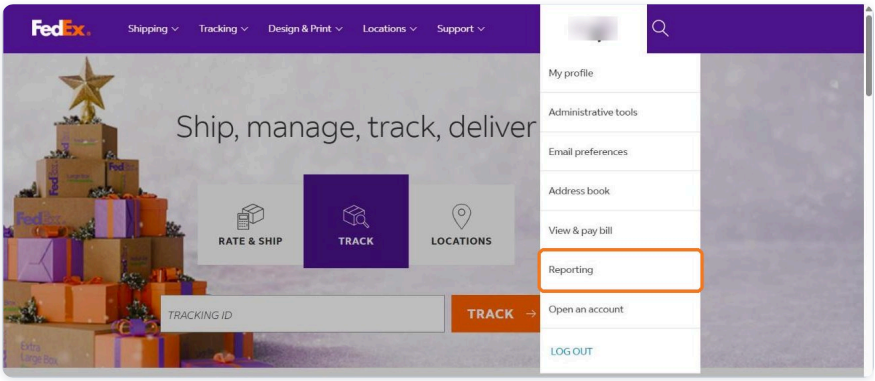
STEP-BY-STEP

Export your FedEx billing data

fedex.com · Reporting
≈ 5 minutes + FedEx build time

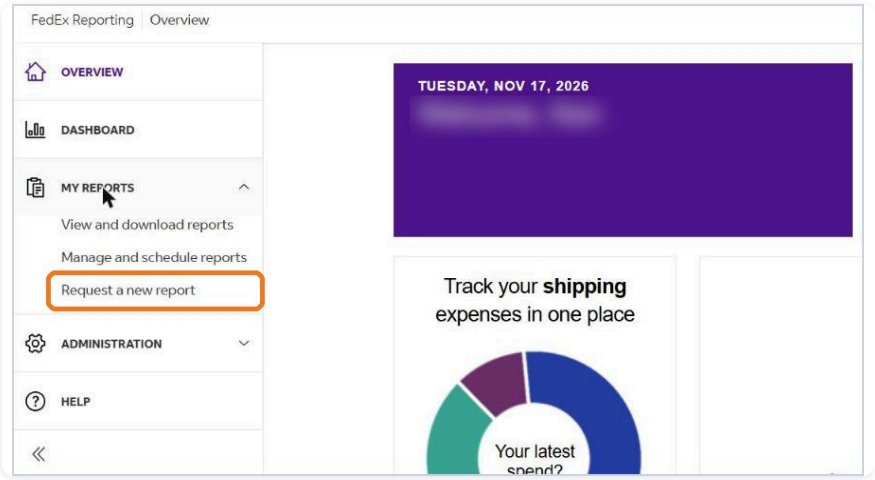
1 Sign in and open Reporting

Go to **fedex.com** and log in. Click your name at the top-right, then choose `Reporting`.



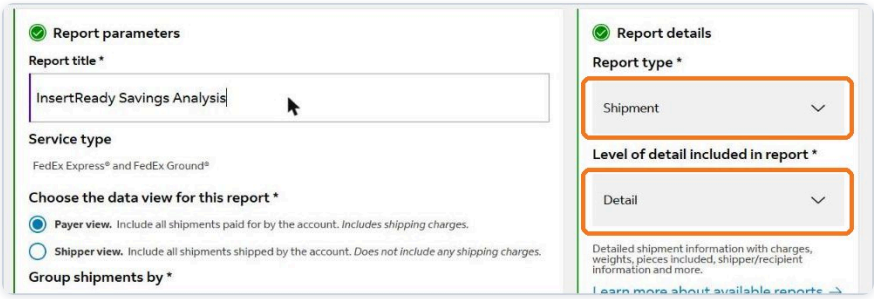
2 Request a new report

Expand the left sidebar, open `My Reports`, and click `Request a new report`.



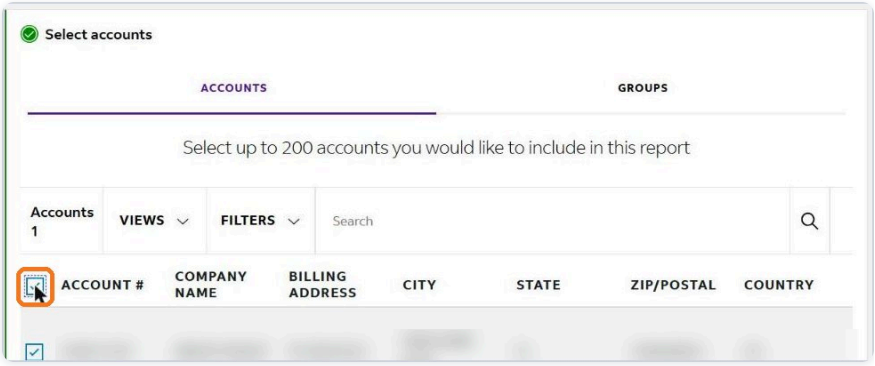
3 Pick the Shipment Detail report

Give it any title. Under **Report type** choose `Shipment`, and leave **Level of detail** on `Detail`. Keep **Payer view** selected.



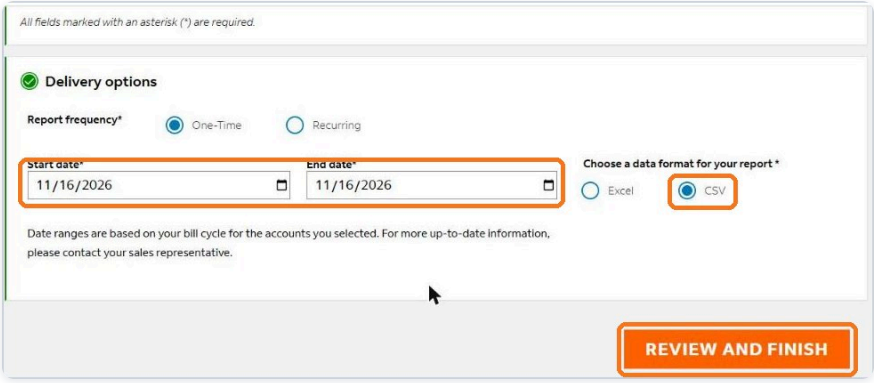
4 Select all your accounts

In **Select accounts**, tick the box in the header row so every account number is included.



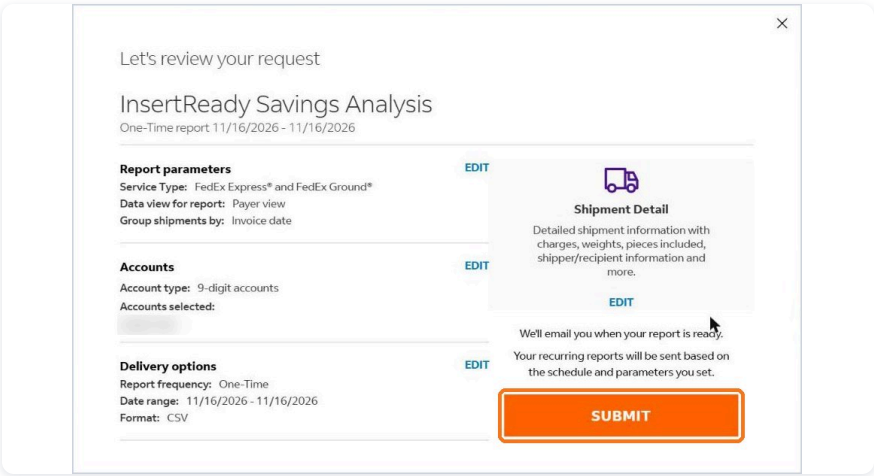
5 Set dates and choose CSV

Set the **Start date** to 3 months ago (12 is ideal) and the **End date** to today. Choose `CSV`, then click `Review and Finish`.



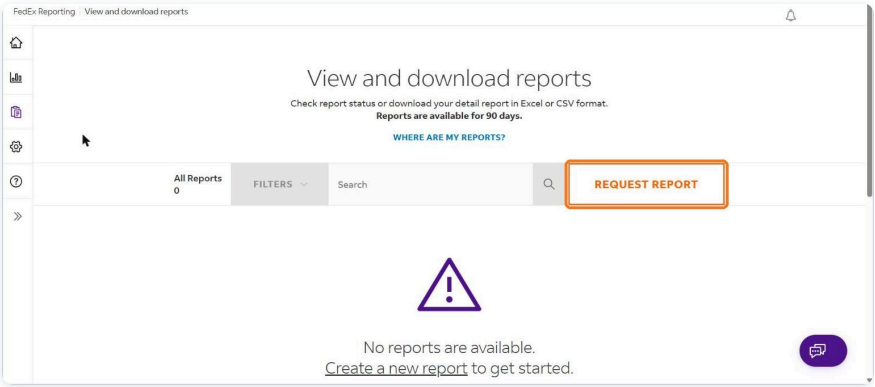
6 Submit the request

Check the summary and click `Submit`. FedEx emails you when the report is ready.



7 Download and email it to us

Come back to **My Reports → View and download reports**, download the finished CSV, and send it to **support@insertready.com** .



> 💡 **Good to know**
> FedEx builds reports in the background — usually ready within **24–48 hours**, and kept for 90 days. Watch for their email.

WWEX

STEP-BY-STEP

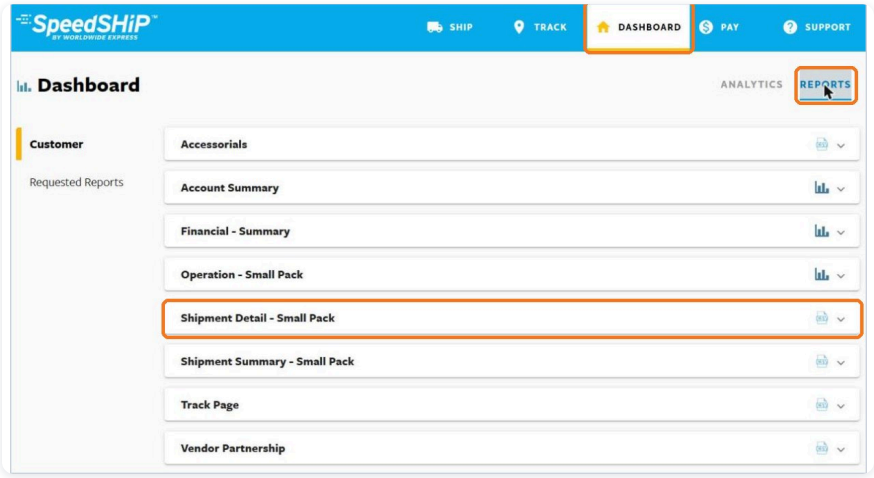
Export your Worldwide Express data

speedship.com
≈ 2 minutes

Ship through **Worldwide Express, Unishippers or another reseller**? Your shipments are billed by *them*, not by UPS or FedEx directly — so the data lives in SpeedShip, not in the carrier's billing center.

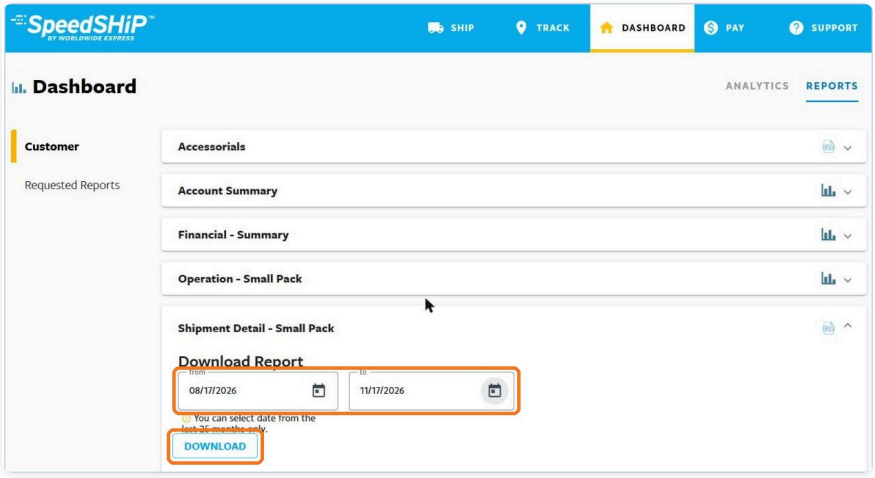
1 Open Dashboard → Reports

Sign in at **speedship.com**. Click `Dashboard` in the top menu, then the `Reports` tab. Open `Shipment Detail – Small Pack`.



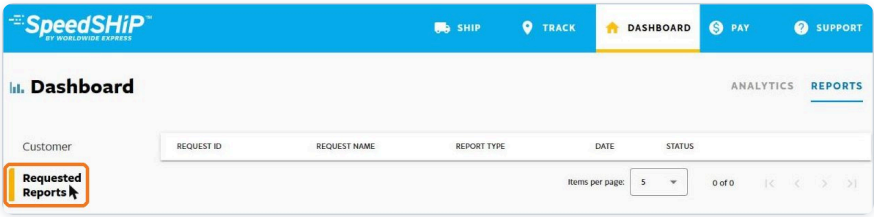
2 Set your dates and download

Pick a **from** date 3–12 months back and a **to** date of today, then click `Download`. The file is a CSV.



3 Big date range? Check Requested Reports

Larger reports may be queued instead of downloading right away — pick them up under `Requested Reports`. Then email the CSV to **support@insertready.com** .



💡 Even easier: ask your rep

Message your Worldwide Express rep (or SpeedShip Live Chat) and ask for *"a shipment-level detail export in CSV covering the last 12 months."* Forward it to **support@insertready.com** .