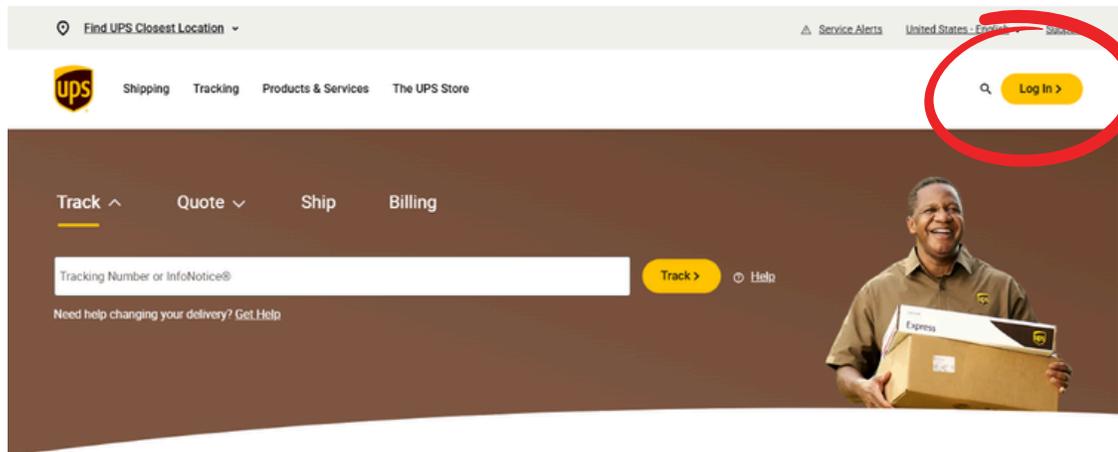




SEED SHIPPING WITH UPS

1



Recommended For You

Your One-Stop Shop for Billing

Review, pay or even dispute

Don't Miss an Update

Opt in to receiving emails for

Reach New Markets

We have a range of worldwide

Track & Ship Anytime, Anywhere

Download the UPS Mobile App

Start off by going to the UPS website homepage (<https://www.ups.com/us/en/home>). On this page you will see a “Log In” button at the top right of the screen. This will bring you to the Log In page below. Please enter the following information to log in to the Pollinator Partnership UPS account:

Username: **PollPartner**
Password: **Monarchs423!**

Log In

Don't have a profile? [Sign up](#)

By Continuing, I agree to the [UPS Tariff/Terms and Conditions of Service](#) and the [UPS Technology Agreement](#) in effect at the time of shipping.

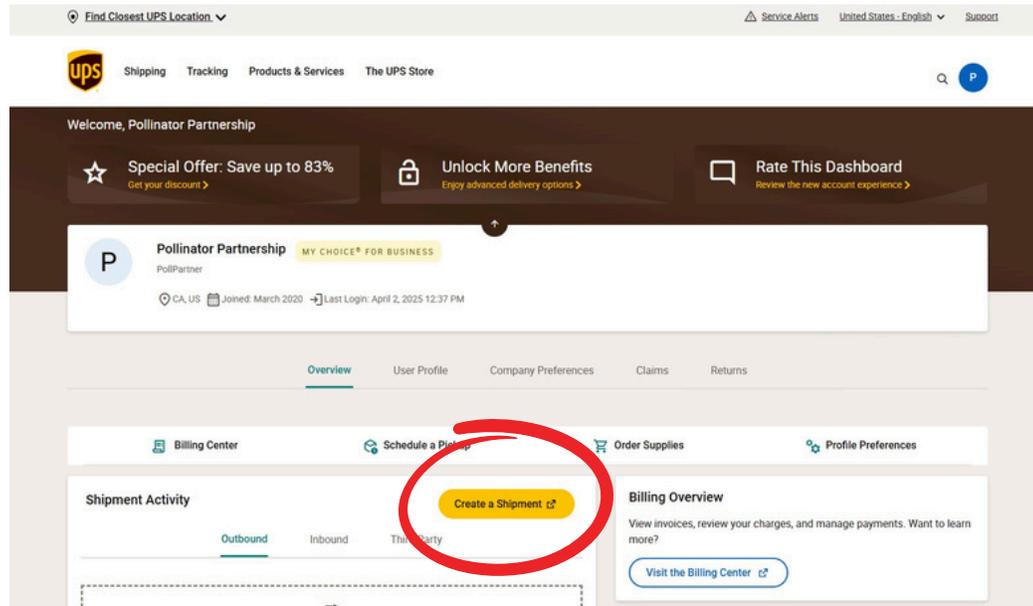
[Continue >](#)

[Forgot Username/Password](#)

Or Continue by using one of these sites



2



This will bring you to the main page of the Pollinator Partnership account. From here, select the yellow “Create a Shipment” button. This will open a tab with a new shipment page.

3

* Indicates required field

Ship From / Return To

Pollinator Partnership, Pollinator Partnership
 582 Market St., Suite 1215, SAN FRANCISCO, CA 94104
 US
 info@pollinator.org, 4153621137

[Edit](#)

Choose an Account

Select One

Under “Ship From / Return To”, you will need to select “Edit” in the top right corner, as the Pollinator Partnership office will be the default selected. This will allow you to enter the address that you are sending from.

Note: If the following instructions and screenshots do not match what you are seeing on your browser, try these steps in an incognito window. If some steps do not match exactly, the general information in this tutorial should still apply.

On the “Edit” page (see below), you will need to do two things. First, under “Choose an Account”, choose the “X4455C - Pollinator Partnership” option from the drop down menu. Next, under the “My Addresses” drop down, select “Enter New Address” and enter your address in the boxes below. Select “Send status updates on this shipment using the email provided above” if you would like, but do not select “Use this as my default return address”. If you will be shipping numerous shipments of seed for this project, you can select “Save As New Entry”. A nickname for the address is optional. When ready, hit “Continue”.

* Indicates required field

Choose an Account

X4455C - Pollinator Partnership

Hello. Where are you shipping from?

My Addresses

Enter New Address

Country or Territory *

United States

Full Name or Company Name * **Contact Name**

James Hart

2518 Dana Street, Berkeley, CA 94704

[Edit Address - Add Suite/Apt](#)

Email **Phone** **Extension**

james@pollinator.org

Send status updates on this shipment using the email provided above.

Save As New Entry

Yes

Use this as my default return address

No

Nickname

Use a different return address? No

Continue >

[Cancel Shipment](#)

4

Where is your shipment going?

Saved Addresses

[Search Contacts](#)

Country or Territory *

Full Name or Company Name *

Contact Name

580 Vallombrosa Avenue, Chico, CA 95926

[Edit Address - Add Suite/Apt](#)

Recipient Email

Recipient Phone

Extension

Heads up! Give your receiver peace of mind with a photo showing the exact delivery location (if eligible).
Just add an email address.

Save As New Entry

 Yes

Nickname

[Back](#)
[Continue >](#)
[Cancel Shipment](#)

On the next page, you will enter the address of the Heritage Growers shipping address (**580 Vallombrosa Ave, Chico, CA 95926**) as the shipping address. Enter River Partners as the Company Name and Mason Shorts as the Contact Name.

5

What kind of packaging are you using?

Package 1

Get flat rate shipping up to 50lbs.
Predictable pricing nationwide with UPS Simple Rate.

On Off

Packaging Type * Total Identical Packages Weight per Package *

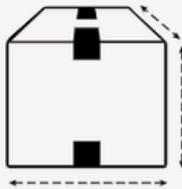
lbs

Unpackaged or crated (not fully boxed in cardboard) [Help](#)

Length in

Width in

Height in



Next, you will need to enter some details on the package itself. If you are using your own box, select "My Packaging" under Packaging Type. If you are using a UPS-provided package, select the appropriate option. Then enter the weight under Weight of Package and the dimensions in the spaces below.

Loss and Damage Protection (Declared Value)

We've got you covered up to \$100 at no charge. Is this package worth more than \$100? Purchase additional protection against loss or damage by entering the total amount of protection desired.

Total Package Value [Help](#) ⓘ

 USD

- Add reference numbers**
Track by purchase order, RMA, or memorable phrase.

Reference #1

 ✓

- Use this number for all packages
- Add a scannable barcode for reference #1 on my shipping label

Reference #2

- Use this number for all packages



Ship Tip: A "reference number" is any combination of numbers and letters you can use to track and identify your shipment.

You can use a purchase order number, customer name, or phrase like "10 crates" or "gift for Mom."

NOTE: To use a reference number as a barcode, use either up to "14" alphanumeric characters (combination of letters and numbers) or up to "24" numeric digits (numbers only). Don't use spaces or special characters.

- Signature Options (+\$)**
Verify delivery of this shipment.

Below on the same page, you do not need to enter a value under "Total Package Value". However, please do add a reference number below. Enter "Project Wingspan" under Reference #1. You do not need to select Signature Option for this shipment.

How would you like to ship?

Do you need to schedule a pickup?

I'll drop off my shipment or include it in another pickup.

-OR-

Schedule a new pickup.

Estimated Ship Date (optional)

4/10/2025



On this next page you will have a few options for shipment. First, you can select whether you will drop it off at a UPS Store, Access Point, or Drop Box. UPS has a number of stores, so if you have one nearby that is a good option. However, there are a few options that work just as well if there is not a UPS Store near you. UPS Access Points are other businesses such as pharmacies, grocery stores, or office supply stores that are authorized to accept UPS package drop-offs, which they then pass on to UPS for shipment. Finally, UPS has a number of Drop Boxes available. These are similar to USPS mail boxes and will work best for smaller packages. Larger boxes may not fit in the Drop Box slot. All types of drop off locations can be found on the [UPS website](#).

If you are going to drop the package off at a UPS location, simply select this option at the top of this shipment page. This is free, so it is the preferred option. **Important:** if you are unable to print your shipping label at home, you will need to go to a staffed UPS Store or Access Point.

However, if you cannot make it to a UPS drop off location, you can select to schedule a pickup where a UPS truck will stop by your location and take the package. If you choose this option, select the pickup date, location, time window, and specific location (front door, main office, etc.).

Do you need to schedule a pickup?

I'll drop off my shipment or include it in another pickup.

-OR-

Schedule a new pickup.

Next, Select "No, deliver to receiver" under "Hold for customer pickup at UPS Access Point location?". This will ensure it is sent to the Pollinator Partnership office.

Hold for customer pickup at a UPS Access Point™ location?

No, deliver to receiver.

-OR-

Yes, hold at a UPS location.

Deliver to Pollinator Partnership's address

7

When would you like it delivered?

Select a shipping service option

 Fastest

Fri, Apr 11

Sat, Apr 12



By 8:00 AM  **FASTEST**
UPS Next Day Air Early

\$109.64



By 10:30 AM  **RECOMMENDED**
UPS Next Day Air

\$74.39



End of Day  **LOWEST COST**
UPS Ground

\$20.92

Note: Delivery dates and times are based on an estimated ship date of April 10th, 2025.

 this icon indicates the delivery dates and times shown for that service are Guaranteed. Terms, conditions and exclusions apply. Services without this icon are estimated delivery dates and times only. See [Guarantees and Notices](#) for more information.

[Back](#)

[Continue >](#)

[Cancel Shipment](#)

Next, select the shipping speed. Please choose the least expensive option, which should usually be UPS Ground and cost between \$10-30.

8

Almost done. Let's check a few more details.



Add or modify email notifications
Manage updates for this shipment.



Saturday Commercial Delivery (+\$)
Get weekend delivery of your shipment.



Deliver only to receiver's address (+\$)
Do not reroute for customer pickup at a UPS location.



 **UPS carbon neutral - Offset the environmental impact of your shipment**
at a nominal fee for domestic and international shipments.

[Back](#)

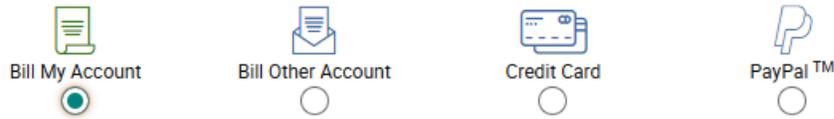
[Continue >](#)

[Cancel Shipment](#)

On the next page, you do not need to select any of these options.

9

How would you like to pay?



Choose an Account *

X4455C - Pollinator Partnership

[+ Add an Existing Account](#)

[+ Create a New Account](#)

Use a promo code?

No

[Back](#)

[Review >](#)

[Cancel Shipment](#)

Next, you will be prompted to select the payment method for this shipment. For this, simply click “Bill My Account” and make sure the Pollinator Partnership account (X4455C) is selected under “Choose an Account”. Then click Review.

This will bring you to a page summarizing the details of your shipment. Please review this page before paying to ensure everything is entered correctly. When you are ready, click Pay and Get Labels. This will confirm your shipment label order and bring you to a page where you can download and print your label.

10

Finally, download and print your shipping label. By downloading the label, you will be able to open a document that has your shipping label as well as instructions for attaching the label to the package and dropping it off at a nearby location. There should be several recommended nearby drop off locations listed on this document. Simply print this label, fold it at the marked line, and tape it to the top of your package using shipping tape. Now you’re ready to drop it off at your preferred UPS location! If you have any questions about this process, please reach out to James Hart (james@pollinator.org).

**POLLINATOR
PARTNERSHIP**

Protect their lives. Preserve ours.