Field Services Application

The Field Services application allows customers to order and re-order UL Marks. Customers may view the status of orders, shipping information, and more.

Pre-Requisite: Register for the myUL™ Portal

You will need myUL™ Portal credentials to access the application. If someone from your organization has already registered for myUL, they may receive a request to approve your access.

If you need support with registering, please click Contact Us in the myUL™ Portal for assistance.

Access myUL™ Portal

Log in to the myUL™ Portal using Google Chrome or Firefox.
Click the Field Services application tile in the navigation menu.

You may see an Access Pending notification the first time you access the application. Please allow up to 48 hours for your access to be approved. You will not receive a notification.

⚠️

Your access request is pending.
We will contact you within 48 hours to confirm.

Logout
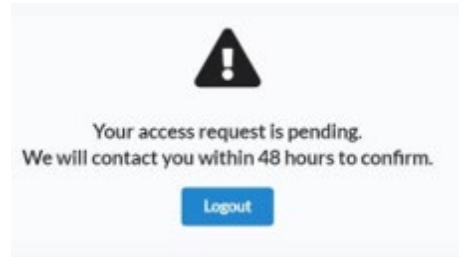
If you still see the Access Pending notification after 48 hours, please clear your browser cache.

Ordering

New Standard Label Order

Click Order Standard Labels.

Order Standard Labels

Identify the File Number for the order, then click Order Standard Labels.

Order
Standard
Labels

If no File Numbers are visible: Please ensure you are using Google Chrome and accessed the application through the myUL™ Portal.

If some (but not all) File Numbers are visible: In the myUL™ Portal, each Party Site Number that you will order for must be associated with your profile. Please contact myUL™ Portal support to assist.

If you are ordering for multiple manufacturers: You will need to place one order per manufacturer, to ensure order and shipping details are tracked separately.

If you are ordering for multiple applicants: You will need to place one order per applicant, to ensure order and shipping details are tracked separately.

For each item, review the "Label Package Description" before entering the quantity. For example, if the Label Package Description is for RL =1,000 labels, entering 2 in Quantity would yield 2,000 labels.

AVLV2   (0758) APPLIANCE WIRING MATERIAL

ITEM NUMBER   50000175

LABEL DESCRIPTION   APPLIANCE WIRING MATERIAL 100 FT

LABEL PACKAGE DESCRIPTION   RL= 1000 LABELS

QUANTITY   1   RL

PRICE   13.270000 USD

When you are ready to add your selection(s) to the cart, choose Add Selections.

Total Label Printing Fee: 26.54 USD

Total Label Handling Fee: 35.00 USD

Order Total (Before Shipping):   61.54 USD

Add selections

You will be returned to the dashboard. When you are ready to check out, click "View Order Cart".

View order cart   2
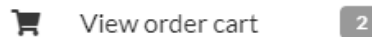
In the cart, we may pre-populate information from your Account Number. If you need to change the billing or shipping details associated with your Account Number, please contact your local Label Center.

Broker Information – For Latin & South America customers only
Label Center – Choose the UL Label Center local to your shipping destination

If you need to add additional items, please click "Return to Shopping". If finished, click Review Cart.

Review cart
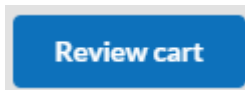
Review your information and click Check Out to place the order. You will receive a copy of your order by e-mail.

Please Note: Shipping costs are not included in the order total.

The order cannot be modified or cancelled once submitted. If you have any questions, please contact your local Label Center before submitting the order.

Check out

Review the Terms & Conditions and confirm the order. A confirmation message appears, and the Order Number appears at the top of the screen. Your new order will appear in Notifications, as well as History.

Terms and Conditions

2. NUMBERING - No UL Certification Marks bearing any serial or issue number other than as authorized on this Quotation are to be manufactured.
3. Client agrees not to order more than a three-month supply of UL Certification Marks unless authorized by UL Contracting Party.
4. QUANTITY - Only the exact quantity of UL Certification Marks covered by this Quotation shall be manufactured. Trade practices to the country notwithstanding, overruns, if any, shall be destroyed immediately with immediate written notice to UL Contracting Party.
5. We have only reviewed the elements of the label related to UL Mark. Other markings that may appear on this same label must comply with the UL Procedure description.
6. The Registered trademark of UL as authorized for printing and described in this Quotation must be the current and appropriate trademark, in the proper dimensions, as it appears on http://www.ul.com/marks.
7. PACKING - All UL Certification Marks must be securely wrapped in sealed packages in the quantities indicated. Each package must be identified with the type of UL Certification Mark, part number, name of the Client (if indicated), and issue or consecutive numbering contained therein. All metal UL Certification Marks must be banded together before packing.
8. SHIPPING - All shipments must be F.O.B. DESTINATION unless otherwise specified.
9. TRACKING - Issue or consecutive numbering identified on this Quotation must be shown on all invoices and shipping notices.
10. DELIVERY – We reserve the right to cancel any Quotation if UL Certification Marks are not finished and ready for release within 120 days.
11. DESIGNATED MANUFACTURER - The Registered trademark(s) of UL LLC shall be reproduced on or applied to labels, nameplates, or other material covered by this Quotation only by the company at the address designated as the Manufacturer on this Quotation. UL Certification Marks may not be applied to production at a newly authorized manufacturing facility or on production for a new product category at an established authorized manufacturing facility without first receiving authorization from the UL Field Representative. The Client requesting this Quotation, agrees that Client and its designated Manufacturer will not at any time manufacture, release or deliver to any person any labels, including samples, bearing the Registered trademark(s) of UL LLC, or wording such as, "Underwriters Laboratories Inc. Listed", "Underwriters Laboratories Inc. Classified", "Classified by Underwriters Laboratories Inc.", UL LLC or an abbreviation thereof, without express written approval from UL. Client will be responsible to us for any breach of these UL Label Program Service Terms by the Manufacturer.
12. LABEL DESTRUCTION - Unused pressure sensitive UL Certification Marks must be destroyed after 3 years from the date of this Quotation. If the related service with the UL Contracting Party or any UL Company is discontinued, unused UL Certification Marks in the possession of the Manufacturer must be surrendered to the UL Field Representative or destroyed in their presence.
13. UL Certification Marks of any type must be destroyed if the related service with UL Contracting Party or any UL Company is discontinued. There will be no reimbursement or replacement for UL Certification Marks destroyed.
14. REFUNDS - There will be no refunds for UL Certification Marks after 60 days from the date of this order.

☐ I acknowledge that I have read and agree to the above Terms and Conditions

Repeat Standard Label Order

If you routinely order the same items, the Copy Order feature will copy a prior order to the Cart.
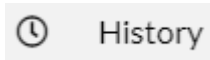
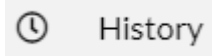| Click the History button from the Field Services Application dashboard. |
|---|
| ⏲ History |
| Locate the order you'd like to copy, click the three dots on the right, and click Copy. |
| Copy   View |
| Adjust quantity as needed, add the item(s) to the Cart, your Purchase Order number and proceed with the checkout process. |

Order Status & History

View Status

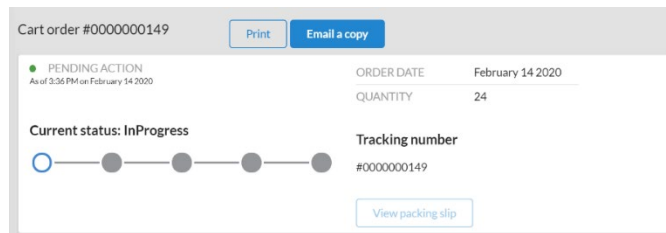| |
|---|
| Click the History button on the dashboard.

                 ⏲ History |
| Locate the order you'd like to copy, click the three dots on the right, and click View.

               Copy
               View   ⋮ |
| You will receive the shipping confirmation by email from your Label Center as usual. Please contact your local Label Center with questions about order status.

Please Note: Order Status, and Packing Slip, are features coming in 2021.

Cart order #0000000149   Print   Email a copy

● PENDING ACTION   ORDER DATE   February 14 2020
As of 3:36 PM on February 14 2020   QUANTITY   24

Current status: InProgress   Tracking number
○—●—●—●—●   #0000000149

                 View packing slip |

Export Order History

Click the History button from the Field Services Application dashboard.   ⏲ History
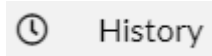
If you'd like to export a list of multiple orders, use the checkbox to select each order, and click Export Selected to PDF.
 	
       ORDER DATE 2/19/2020   ☐   Copy
       QUANTITY 1   View
       PRICE $0.00
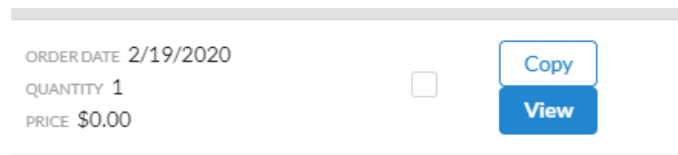
If you'd like to export a single order, click View.

ORDER DATE 2/19/2020
QUANTITY 1
PRICE $0.00

Copy

View

Click Email a copy and enter the email address for the export to be sent to.

Email a copy