# Express Shipping powered by eShipGlobal

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Maintaining End-User Preferences

Overview

The Account Management functionality will help you easily maintain shipping preferences in the eShipGlobal system.

Key Points

- Default settings for email notifications and package pick-up or drop-off preferences can easily be changed.
- Although these selected options will automatically appear by default for each shipment that you create, preferences can be changed for each individual package.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

IMPORTANT: Please refer to the Express Shipping Login and Logout Instructions if you are new to the eShipGlobal system. If you have general questions about Express Shipping at University of Chicago or would like to access other training guides, please refer to the Express Shipping web site.

Maintain End-User Preferences

1. Click on Acct Management from the navigation menu located at the top of the eShipGlobal window. Then select User Preferences.

2. Click to select Email Notifications you would like to send or receive.

3. Click one of the radio buttons to select your Package Pickup/Drop-off Preferences.
4. Click on Save Preferences.

   ![Email Notifications](image1)
   ![External Scales Configuration](image2)
   ![Label Printer Type](image3)
   ![Thermal Printer Configuration](image4)
   ![Package Pickup/Drop-off preference](image5)

   ![Save Preferences Button](image6)

5. Perform other actions in the eShipGlobal system or Logout.

   ![Navigation Menu](image7)

   NOTE: All options on the navigation menu are available from the Rate window.

6. Click Logout to exit the system.
Managing Address Book Entries

Overview

The Address Book stores Recipient information for easier shipping to commonly used addresses.

Objective

Learn how to add, edit, and delete addresses in your eShipGlobal Address Book so the information is accurate and easily available for shipping packages.

Key Points

- A list of shipping addresses for Recipients can be maintained in the eShipGlobal Address Book.
  - When shipping a package using the eShipGlobal system, add the frequently used Recipient to the Address Book.
  - Enter Recipient addresses into the Address Book in advance of using them.
  - When an address changes or you realize that you have entered and saved the information incorrectly, editing entries is easy.
  - When an entry is no longer required in the Address Book, it can be deleted.
- When entering Recipient information to create a shipping label, fields can be filled in on the main form or selected from the Address Book by clicking on the Load from Address Book button.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

IMPORTANT: Please refer to the Express Shipping Login and Logout Instructions if you are new to the eShipGlobal system. If you have general questions about Express Shipping at University of Chicago or would like to access other training guides, please refer to the Express Shipping web site (coming soon).
1. Click on **Address Book** from the navigational menu and choose **Recipient Addresses** from the drop-down list.

- The Address Book will display.
- To Add a new Recipient, go to step 2.
- To Edit or Delete an existing Recipient, go to step 14.

2. Click on **New** to append a new Recipient to the saved Address Book.

- Enter information about the new Recipient in the appropriate fields.

*NOTE: The New, Edit, Import File, and Delete buttons are duplicated at the bottom of your Recipient list and work identically.*
3. Enter the name of the Company or primary Contact in the **Company/Contact Name** box.

**NOTE:** This is a required field. If the delivery is for a Residential delivery, enter the primary contact name into this field.

4. Enter the Contact Name of the Recipient in the **Alt / Contact Name** box.

5. Enter the Recipient address information using the Address 1 and Address 2 boxes. Each box can contain up to 35 characters.

6. Enter the **City**.
7. Click on the drop-down arrow next to **State** to select the appropriate State.

![Add Address form](image1)

**NOTE:** State is a required field for all deliveries to the United States, Canada, and Mexico.

8. Enter the appropriate **Zip** code.

![Add Address form](image2)

**NOTE:** Zip codes are required for all destinations within the United States.
9. Click on the drop-down arrow next to **Country** to select the appropriate Country.

10. Enter the Recipient **Phone** number.

**NOTE:** Phone number is a required field.
11. Enter the Recipients Email contact information if available.

NOTE: Email address is an optional field for Domestic Addresses.

12. Click Save and go to step 22, OR click Cancel/Go Back.

- You will be brought back to the main Address Book.
13. To Edit or Delete a saved Recipient, locate the address from within your Address Book.

- Within the Address Book, saved Recipient addresses are listed alphabetically by Company Name. Locate the address by clicking on the letter that begins the Company Name of the address that you are looking for.

14. Enter your Search criteria in the Search box, and click **Find**.

NOTE: Searches encompass all possible fields. Ex: Company, Address, City, etc.

- From the Address Book window, you can use the Search feature to locate the shipping Recipient.
- For example, you can enter Search criteria into the Search box and find associated results in the Company name, any part of the address, a particular city, First Name, Last Name, State, Zip Code, etc.
- Recipient addresses with matching criteria display.

15. Click in the box located next to the Recipient address that you would like to Edit or Delete to select it.
16. If you want to update the information, click on Edit.

- To permanently Delete the Recipient Address from the Address Book, go to step 20.

17. Update the necessary information. Then click Save Changes to keep the new information that you entered.

**NOTE:** You can also click Cancel/Go Back to discard your changes.

18. To permanently Delete the selected Recipient address from the Address Book, click Delete.
19. Click Yes, Delete.

Address Book

Delete Address
Do you really want to delete the following item(s) from your address book?
The University of Chicago

No, Do Not Delete  Yes, Delete

NOTE: There may be several entries for one company. Only the record that you selected will be deleted.

- To cancel the Delete request click No, Do Not Delete.
- You will be brought back to the main Address Book window.

20. Perform other actions in the eShipGlobal system or Logout.

- From this point, you can either, click on Ship another package, perform other activities within the system like update your Address Book or Track a shipment. You can also Logout.
Create and Maintain QuickShip Profiles for Domestic Shipping

Overview

- Use this guide to easily create a QuickShip profile for recurring domestic shipments. This feature is most helpful when you ship the same package repeatedly to the same Recipient.
- The Recipient address information and all of the shipping selections entered can be saved to the QuickShip profile.

Key Points

- This guide assumes that you have successfully logged into eShipGlobal and have experience creating, printing, and emailing domestic shipping labels in the eShipGlobal system.
- Please refer to the Create a Domestic Package Label guide for more detailed information about the sections and information necessary to complete a domestic shipping label.
- The number of packages, package type, service, billing information, special instructions, and email notifications can be modified after creating a QuickShip profile.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Example:

- In this example, we are sending a single Carrier Letter to a new Recipient using FedEx Express Saver service and will print the shipping label for the package.

Create a QuickShip Profile

IMPORTANT: If you have general questions about Express Shipping at University of Chicago University or would like to access other training guides, please refer to your University of Chicago website.

1. Click Ship To located in the navigation menu at the top of your eShipGlobal window.
2. Indicate if you are shipping materials classified as biological, chemical, or radioactive. Also indicate if you are shipping Domestic or International.
   Note: Quickship feature is available only when shipping Non Research material domestically.

   ![Image of shipment options]

   - **Does your shipment contain any of the following:**
     - Biological Materials
     - Chemicals
     - Radioactive Materials
     - Dry Ice
     - Yes
     - No

   - **Please select the shipment type below:**
     - Domestic
     - International

3. At the top of the domestic shipping form, click Save / Update the shipment preferences for QuickShip and enter a name for the profile you would like to create.

   ![Image of QuickShip settings]

   - **QuickShip**
     - (Optional - If you don’t Use QuickShip, please skip to the next section)
     - Select a Profile
     - Save/Update the shipment preferences for QuickShip
     - Profile Name: Brigham

4. Select the Sender.

   ![Image of sender selection]

   - **Sender Information**
     - The University of Chicago, User1 One
     - Edit
     - Add Sender
     - Shipping Date: 10/21/2020
5. Complete the online form by entering the Recipient delivery information in the Ship To fields provided.

NOTE: Required Fields are marked with an asterisks (*)

NOTE: If there is a Company Name, enter it in the Company / Contact Name box and then address the package to an individual by entering the Recipient contact name in the Alternate Contact Name box.

NOTE: If the package is intended for residential delivery, enter the Recipient contact name in the Company / Contact Name box.

6. Select the Type of package from the Type drop down-list. Then provide the Shipment Reference and Content Description if applicable.

7. Choose a Service from the drop-down list of options provided.
8. Enter the FAS Account number where the shipping costs should be charged.

9. Select Validate

10. Select the Email Notifications requested.

11. Click Show quote and select a carrier to ship.

12. Click Print Airwaybill or Email Label.

13. NOTE: Edit a Saved QuickShip profile when you are ready to ship a new package to the addresses associated with the profile.

14. Click QuickShip located in the navigation menu at the top of your eShipGlobal window.

15. Click on the profile name link (the profile will load).

16. Click Save/Update the shipment preference for QuickShip and make changes to the saved profile as you create the package label.

17. NOTE Saved Recipient Information

18. If your changes require an update to the saved Recipient address associated with the QuickShip profile, click on the Company/Contact Name link within the Ship To section.

19. Update the Recipient Address as necessary, then click Save Changes.
20. Continue with the label creation then print or email your label
21. Your changes will automatically be saved to the selected QuickShip profile after you create the shipping label.
22. Click QuickShip located in the navigation menu at the top of your eShipGlobal window.
23. Click to select the Profile that you would like to Delete.

<table>
<thead>
<tr>
<th>Profile Name</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>brigham</td>
<td>10/21/2020 1:00:14 PM</td>
</tr>
</tbody>
</table>

24. Click Delete.
25. Click OK to confirm profile deletion.

Do you want to delete profile? Click OK to continue.

26. Select a saved profile
27. After clicking Ship from the navigation menu and making the appropriate selections regarding Research Materials and Domestic or International shipping, select a saved QuickShip profile from the list of options provided in the dropdown list.

28. Click Ship.
29. Click Print Airwaybill or Email Label.
30. Use instructions provided in the Create a Domestic Package Label guide for more information about printing or email labels.
Creating a Domestic Shipping Label

Overview

- Use this guide to easily create a shipping label for a domestic package.
- If you are trying to create a shipping label for an international package, please refer to the Creating an International Package Label guide.

Key Points

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx, UPS, and USPS (flat rate shipping). This third-party service allows you to review shipping costs at University of Chicago contracted rates and choose the most cost-effective shipping solution.
- Using the eShipGlobal application ensures the proper purchasing protocol is followed by using online validation of the University of Chicago FAS account number on every transaction. Each transaction is tied back to The University of Chicago Financial Statements through the tracking number and FAS account number.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Shipping Carriers

Contracted domestic rates are available with FedEx, UPS, and USPS.

- The University of Chicago now has contracted rates for USPS Priority Mail Flat Rate Shipping in medium-sized boxes (11” x 8-1/2” x 5-1/2” or 13 5/8 x 11 7/8 x 3 3/8) and carrier envelopes (12-1/2” x 9-1/2”).
- Federal Express and UPS will commonly appear within your shipping carrier option list while USPS will only appear when Carrier Letter or Carrier Box is selected from the packaging Type selection in the Package Information section.

Packaging

When selecting Custom Packaging as the packaging Type, provide approximate weights and container sizes.

- All packages are weighed and measured by the shipping vendor selected; prices will be adjusted according by the carrier if necessary.

Special Arrangements and Services

- Please note that with some shipping Carriers, additional charges may be incurred if you make special arrangements to have packages picked up.
- Adding Special Services, like Saturday delivery, Residential Delivery, Signature Required, etc. may result in additional charges with the shipping Carrier you select.
- Special Services and may not be available from all Carriers.

IMPORTANT If you have general questions about Express Shipping at The University of Chicago or would like to access other training guides, please refer to your University of Chicago website.
Create a Domestic Shipping Label

1. Click Ship To located in the navigation menu at the top of your eShipGlobal window.

2. Indicate if you are shipping materials classified as biological, chemical, or radioactive. If Yes was chosen, please contact Office of Research Safety (ORS) with assistance shipping your package. If No was chosen, choose domestic.

3. Click on the drop-down arrow in the Ship From field to select a Sender from your profile.

4. Accept today’s date (by default) or enter a new date in the Shipping Date field.
5. Click on Load from Address Book to select a Recipient from the saved Address Book, and go to step 7.

![Recipient Information](image)

- Go to step 9 to enter a new Recipient.

6. Type Search criteria in the field provided. Then click Find.

![Search for](image)

NOTE: Address book entries will appear alphabetically by Company Name. Residential addresses will have Home listed as the Company Name. You can navigate the Address Book using the letters listed at the top of the window or using the Search feature. Please refer to the Managing Your Address Book.

7. Click to select the address that you would like to use as the Recipient.

![Address Selection](image)
8. Click Ship To and go to step 13.

- Recipient information will automatically be entered in the appropriate fields.

9. To add the address being entered to the saved Address Book, click in the box next to Add to Address Book leave blank if the address will not be needed for future deliveries.

10. Complete the online form by entering the Recipient information for the delivery in the Ship To fields provided.
NOTE: If there is a Company Name, enter it in the Company / Contact Name box and then address the package to an individual by entering the Recipient contact name in the Alternate Contact Name box. If the package is intended for residential delivery, enter the Recipient contact name in the Company / Contact Name box. Fields marked with asterisks (*) are required.

11. Click the Click here to verify this address to confirm the validity of the entry. After confirming the entry, click Close.

- To continue without verifying the address, go to step 13.

NOTE: Enter the Recipient's email address in the Ship To: section if you would like to notify the Recipient of delivery.

12. Enter the number of packages for the intended Recipient. If only one package is being prepared for the Recipient, go to step 17.

- Package Types
  - Carrier Letter: Envelope provided by the shipping carrier that appears with the carrier's logo printed on it. This is not a prepaid envelope.
  - Carrier PAK: Large plastic or Tyvek envelope provided by the shipping carrier that appears with the carrier's logo printed on it.
  - Carrier Box: Small boxes provided by the shipping carrier that appears with the carrier logo printed on it. There is usually a delineated area reserved for affixing the printed label or air bill.
  - Carrier Tube: Sturdy cardboard tube provided by the shipping carrier that appears with the carrier's logo printed on it. There is usually a delineated area reserved for affixing the printed label or air bill.
  - Customer Packaging: Packaging not provided by the shipping carrier.
13. Indicate whether the packages are Identical or Non-Identical.

*NOTE: Every package will be assigned a unique tracking number and you have the opportunity to specify a different shipping Service for each Package.*

- For Non-Identical packages, go to step 14.
- For Identical packages go to step 16.

14. From the dropdown list of options provided, specify the Type of packaging, Weight / Dimensions if applicable, shipping Service, and Declared Value if applicable for each Package.

15. Click OK.

16. Select the type of package from the Type drop down-list. Then provide the Shipment Reference and Content Description if applicable.
   - If other packaging provided by the Carrier was selected, go to step 17.
   - If Custom Packaging was selected, go to step 18.
   - If Carrier Letter was selected, go to step 20.
17. Enter the approximate weight of the package. (The Dimensions boxes are not required for the package Type selected.) Then go to step 19.

18. Enter the approximate Weight and Dimensions of the package.

19. Enter the FAS account number where the shipping costs should be charged.

NOTE: You can elect to have a third party, or the Recipient of the package pay for delivery. Choose Third Party or Recipient from the Bill To drop-down list. Enter the Recipient / Third Party Account Number and Zip Code associated with the Recipient / Third Party Account Number in the boxes provided. FAS account number is required as back-up.

20. Select the Special Instructions or Declared Value (for insurance purposes if applicable) required for this package, go to step 22.

NOTE: Additional charges may apply for some special services and are not available from all shipping carriers.
21. Select the Email Notifications requested.

22. Click Show Quote.

NOTE: If you choose to Notify Shipper, Notify Recipient, Notify Shipper on Delivery, or Notify Others on Delivery, you will need to enter an email address, email addresses need to be entered for each of the requested Email Notifications.

23. Select a shipping Carrier, Service, and Rate from the list of options provided.
   - Shipping Carrier options will be displayed from the least expensive to the most expensive option.

24. Click Ship.
   - To print the label, go to step 26.
   - To email the label, go to step 30.

NOTE: There may be a substantial increase or difference in price for an 8:00 AM delivery as opposed to a 10:30 AM delivery from the same carrier. A breakdown of estimated charges will be displayed on the right side of the window or when you hover the Contracted Rate.

25. Click Print Airwaybill.

NOTE: When the Shipping Label is printed, fold the paper in half and insert it into the plastic sleeve of your envelope. The Airway bill information should be facing through the window so that it can be easily scanned by the Carrier.
26. Click Print Airwaybill.

- Paper labels will print on locally installed printers, network printers, or multi-function devices.

27. Close out the Print Label Screen to return to the My Shipments window. Then go to step 31.

28. Click Email Label to send the shipping label electronically to another individual.
29. Enter the Receive Name and Receiver Email address in the boxes provided.

- Customize the Subject line and Message content if you choose.

30. Click Preview Email.

Dear <Receiver's name>,

Please click on the link provided below to print the airwaybill for the package.

http://basetst.eshipglobal.com/print/printlabel.asp?auth=65vhBQRWsHTqVqwxLdcrJteEy4wnc9SmnHwdjRH6ecgxIsJHtNF3YFxqIXtK7wNJe9dH7rl&inInd=

Regards,
Test User
31. Review the message and click Send Email.

- To edit the message before sending, return to step 30.
- After the Email is sent to the Receiver Email specified, an Email sent successfully message will appear.

32. Click the Back to Summary button to return to the My Shipments window.
33. Perform other actions in the eShipGlobal system or Logout.
Creating a Domestic Shipping Label with a The University of Chicago Addressee

Overview

• Use this guide to easily create a shipping label for a domestic package.
• If you are trying to create a shipping label for an international package, please refer to the Creating an International Package Label guide.

Key Points

• eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx, UPS, and USPS (flat rate shipping). This third-party service allows you to review shipping costs at The University of Chicago contracted rates and choose the most cost-effective shipping solution.
• Using the eShipGlobal application ensures the proper purchasing protocol is followed by using online validation of the The University of Chicago FAS account number on every transaction. Each transaction is tied back to The University of Chicago Financial Statements through the tracking number and FAS account number.
• After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Shipping Carriers

Contracted domestic rates are available with FedEx, UPS, and USPS.

• The University of Chicago now has contracted rates for USPS Priority Mail Flat Rate Shipping in medium-sized boxes (11" x 8-1/2" x 5-1/2" or 13 5/8 x 11 7/8 x 3 3/8) and carrier envelopes (12-1/2" x 9-1/2").
• Federal Express and UPS will commonly appear within your shipping carrier option list while USPS will only appear when Carrier Letter or Carrier Box is selected from the packaging Type selection in the Package Information section.

Packaging

When selecting Custom Packaging as the packaging Type, provide approximate weights and container sizes.

• All packages are weighed and measured by the shipping vendor selected; prices will be adjusted according by the carrier if necessary.

Special Arrangements and Services

• Please note that with some shipping Carriers, additional charges may be incurred if you make special arrangements to have packages picked up.
• Adding Special Services, like Saturday delivery, Residential Delivery, Signature Required, etc. may result in additional charges with the shipping Carrier you select.
• Special Services and may not be available from all Carriers.

IMPORTANT If you have general questions about Express Shipping at The University of Chicago University or would like to access other training guides, please refer to your University of Chicago website.
Creating a Domestic Shipping Label for an Exempt Biological Material Shipped with Dry Ice

Overview

- Use this guide to easily create a shipping label for a domestic package that contains a biological material.
- This guide will provide an example of how to ship an exempt biological material packaged with dry ice.

Key Points

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx, UPS, and USPS (flat rate shipping). This third-party service allows you to review shipping costs at University of Chicago contracted rates and choose the most cost-effective shipping solution.
- Using the eShipGlobal application ensures the proper purchasing protocol is followed by using online validation of the University of Chicago’s FAS account on every transaction. Each transaction is tied back to University of Chicago Financial Statements through the tracking number.
- To improve compliance, eShipGlobal is integrated with University of Chicago’s TMS system. When you log in with your University of Chicago CnetID and password, the system provides automatic training verification.
  - Training courses for biological substances and dry ice packages are available online. In most cases, if you require training, you will be able to complete the training requirement and ship your package in the same day.

Shipping Carriers

Contracted domestic rates for shipping research materials are available with FedEx.

Packaging

- When selecting Custom Packaging as the packaging Type, provide approximate weights and container sizes.
  - All packages are weighed and measured by the shipping vendor selected; prices will be adjusted according by the carrier if necessary.

*IMPORTANT If you have general questions about Express Shipping at University of Chicago University or would like to access other training guides, please refer to your University of Chicago website.*
Create a Domestic Shipping Label for an Exempt Biological Material Shipped with Dry Ice

1. Click **Ship To** located in the navigation menu at the top of your eShipGlobal window.

   ![Shipping Selection]

   - Research materials are generally defined as materials that are used in laboratory settings such as animals, biological (cultures or stocks of human or animal pathogens, select agents or toxins, human or animal materials, genetically modified microorganisms, vectors, plasmids, etc.), chemical or radioactive, and dry-ice.
   - Some research materials may not necessarily be hazardous but become regulated materials once they are transported.

2. Indicate that you are shipping research materials.

   ![Research Materials]

3. Choose **Domestic**.

   ![Shipment Type]

4. Classify the material in your shipment.

   ![Material Classification]

5. Click **Continue**.

   **NOTE:** This guide will provide an example of shipping an exempt biological material to a domestic address. The material is shipped with dry ice.

6. Answer the questions related to the biological material.
   - **EXAMPLE:** These are typically questioning to help categorize Category B biological material.
• If you have completed the necessary training for this exempt biological material, you will see a confirmation of your training.

7. Click **Continue**.
8. Enter the name of the Material, Quantity, and Net Value of the substance that you plan to ship.

<table>
<thead>
<tr>
<th>Material Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Material Classification:</strong> UN 3373 Biological Substance, Category B</td>
</tr>
<tr>
<td><strong>Material Name:</strong> Test</td>
</tr>
<tr>
<td><strong>UN NO:</strong> 3373</td>
</tr>
<tr>
<td><strong>Proper Shipping Name:</strong> Biological Substance, Category B</td>
</tr>
<tr>
<td><strong>Class Or Division:</strong> 6.2</td>
</tr>
<tr>
<td><strong>Packing Group:</strong></td>
</tr>
<tr>
<td><strong>Labels:</strong></td>
</tr>
<tr>
<td><strong>Packing Instructions:</strong> See 650</td>
</tr>
<tr>
<td><strong>Special Provisions:</strong></td>
</tr>
<tr>
<td><strong>Authorization:</strong></td>
</tr>
<tr>
<td><strong>Special Permit:</strong></td>
</tr>
<tr>
<td><strong>Maximum Quantity Per Inner:</strong></td>
</tr>
<tr>
<td><strong>Receptacle:</strong></td>
</tr>
<tr>
<td><strong>Total Quantity in Package:</strong> 5</td>
</tr>
<tr>
<td><strong>Net Value in USD (Min. 1):</strong> 8</td>
</tr>
</tbody>
</table>

1. Enter the total value of items shipped in each classification.

9. Click **Continue**.

**NOTE:** Only the Senders physical location can be modified. The Company and Contact information cannot be changed because it is tied to the person who logged into the system. This staff member has had their training levels validated and the person who is expected to be making the shipping request. The Shipper is also expected to be the most knowledgeable about the material being shipped.
10. If the shipping location is accurate, go to step 13.
   • To modify the physical location, go to step 11.

11. Click Edit.

12. Update the physical address information and click Save Changes.

13. Accept today’s date (by default) or enter a new date in the Shipping Date field.

14. Click on Load from Address Book to select a Recipient from the saved Address Book and go to step 15.
   • Go to step 18 to enter a new Recipient.

15. Type Search criteria in the field provided. Then click Find.

NOTE: You can navigate the Address Book using the letters listed at the top of the window or using the Search feature. Please refer to the Managing Your Address Book quick guide for more detail.

16. Click to select the address that you would like to use as the Recipient.

17. Click Ship To and go to step 21.
   • Recipient information will automatically be entered in the appropriate fields.

18. To add the address being entered to the saved Address Book, click in the box next to Add to Address Book or leave blank if the address will not be needed for future deliveries.

19. Complete the online form by entering the Recipient information for the delivery in the Ship To fields provided.

NOTE: If there is a Company Name, enter it in the Company / Contact Name box and then address the package to an individual by entering the Recipient contact name in the Alternate Contact Name box. If the package is intended for residential delivery, enter the Recipient contact name in the Company / Contact Name box. Fields marked with asterisks (*) are required.
20. Click the **Click here to verify this** address to confirm the validity of the entry. After confirming the entry, click **Close**.

- To continue without verifying the address, go to step 21.

*NOTE: Enter the Recipients email address in the Ship To: section if you would like to notify the Recipient of delivery.*

21. **Edit the weight of the material if necessary.**

- **Package Types**
  - Fiberboard box: Brand new, unused, UN certified package (different sizes available).
  - Plastic case: UN certified package (different sizes available).
  - Customer packaging: Packaging not provided by the shipping carrier.

22. Select the type of package from the **Type** drop down-list. Then provide a **Shipment Reference** if applicable.

23. Enter the approximate **Weight** and **Dimensions** of the package.

24. Enter the **Cost Allocation number** where the shipping costs should be charged.

*NOTE: The Requester is the individual who requested that the package be shipped. This information captured in a structured way to facilitate reporting on data and improves the ability to provide financial reviewers with complete “initiator/Preparer” information on all University transactions.*

*NOTE: You can elect to have a Third Party or the Recipient of the package pay for delivery. Enter the FAS account number as a backup funding source. Then choose Third Party or Recipient from the Bill To drop-down list. Enter the Recipient / Third Party Account Number and Zip Code associated with the Recipient / Third Party Account Number in the boxes provided.*

25. Select any optional **Special Instructions** or enter a **Declared Value** (for insurance purposes if applicable) required for this package.

- Additional charges may apply for some special services.
26. If dry ice is included in your package, click Dry Ice and indicate how many pounds will be included.
   - TIP: The weight of dry ice should not exceed the total package weight in step 23.

![Special Instructions]

27. Select optional Email Notifications requested.

![Email Notifications]

28. Click Show Quote.

   NOTE: If you choose to Notify Shipper, Notify Recipient, Notify Shipper on Delivery, or Notify Others on Delivery, you will need to enter an email address, email addresses need to be entered for each of the requested Email Notifications.

29. Review the package information.
   - If changes are required, click Edit Shipment and return to step the main form to make corrections.
   - If the information is correct, continue

   NOTE: After 3 PM, FedEx Overnight 8 AM may not show as an available option for the next business day.

30. Select a shipping Carrier, Service, and Rate from the list of options provided.
31. Click Ship.

- Shipping Carrier options will be displayed from the least expensive to the most expensive option.

<table>
<thead>
<tr>
<th>Service</th>
<th>Commitment</th>
<th>Contracted Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>FedEx Ground</td>
<td>STD: 1 to 5 business days</td>
<td>$22.23</td>
</tr>
<tr>
<td></td>
<td>ACT: TWO DAYS</td>
<td></td>
</tr>
<tr>
<td>FedEx Express Saver</td>
<td>STD: 3rd business day by 4:30 PM</td>
<td>$23.07</td>
</tr>
<tr>
<td></td>
<td>ACT: 2020-10-27 by 16:30:00</td>
<td></td>
</tr>
<tr>
<td>UPS Ground</td>
<td>STD: End of 8th business day</td>
<td>$25.01</td>
</tr>
<tr>
<td></td>
<td>ACT: Click here for Actual Commitment</td>
<td></td>
</tr>
<tr>
<td>FedEx Standard Overnight</td>
<td>STD: Next business day by 9:00 PM</td>
<td>$33.20</td>
</tr>
<tr>
<td></td>
<td>ACT: 2020-10-23 by 16:30:00</td>
<td></td>
</tr>
<tr>
<td>FedEx Priority Overnight</td>
<td>STD: Next business day by 10:30 AM</td>
<td>$34.24</td>
</tr>
<tr>
<td></td>
<td>ACT: 2020-10-23 by 10:30:00</td>
<td></td>
</tr>
<tr>
<td>UPS 3-Day Select</td>
<td>STD: End of 3rd business day</td>
<td>$37.84</td>
</tr>
<tr>
<td></td>
<td>ACT: Click here for Actual Commitment</td>
<td></td>
</tr>
<tr>
<td>UPS 2nd Day Air</td>
<td>STD: End of 2nd business day</td>
<td>$49.18</td>
</tr>
<tr>
<td></td>
<td>ACT: Click here for Actual Commitment</td>
<td></td>
</tr>
<tr>
<td>UPS 2Day Air AM</td>
<td>STD: 2nd business day by 10:30 AM</td>
<td>$54.47</td>
</tr>
<tr>
<td></td>
<td>ACT: Click here for Actual Commitment</td>
<td></td>
</tr>
<tr>
<td>UPS Next Day Air Saver</td>
<td>STD: Next business day by 3 PM</td>
<td>$100.57</td>
</tr>
<tr>
<td></td>
<td>ACT: Click here for Actual Commitment</td>
<td></td>
</tr>
<tr>
<td>UPS Next Day Air</td>
<td>STD: Next business day by 10:30 AM</td>
<td>$104.08</td>
</tr>
<tr>
<td></td>
<td>ACT: Click here for Actual Commitment</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: There may be a substantial increase or difference in price for an 8:00 AM delivery as opposed to a 10:30 AM delivery from the same carrier. A breakdown of estimated charges will be displayed on the right side of the window or when you hover the Contracted Rate. The Transaction Charge will not be billed to the FAS account provided.
32. Click Complete Shipment.

<table>
<thead>
<tr>
<th>Order #: 101095016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking #: 398107060136</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipment Information</th>
<th>Package Information</th>
<th>Scan Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin</td>
<td>Destination</td>
<td>Package Information</td>
<td>FedEx</td>
</tr>
<tr>
<td>The University of Chicago</td>
<td>TEST USER</td>
<td>7575 Frankford Rd</td>
<td>10/22/2020</td>
</tr>
<tr>
<td>User1 One</td>
<td>Dallas TX 75252</td>
<td></td>
<td>FedEx Express Saver</td>
</tr>
<tr>
<td>5661 S Ellis Ave</td>
<td>United States</td>
<td></td>
<td>CUSTOM 5 lbs</td>
</tr>
<tr>
<td>Chicago IL 60637</td>
<td></td>
<td></td>
<td>Dif - 1 lbs</td>
</tr>
<tr>
<td>United States</td>
<td></td>
<td></td>
<td>SRC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Email - S R</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Name</th>
<th>Material Classification</th>
<th>Proper shipping name</th>
<th>UN NO</th>
<th>Preservative</th>
<th>Net Weight/Volume</th>
<th>Net Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>UN 3373 Biological Substance, Category B</td>
<td>Biological substance, Category B</td>
<td>UN NO: UN3373</td>
<td></td>
<td>Net Weight/Volume: 5 ml</td>
<td>Net Value: 5 USD</td>
</tr>
</tbody>
</table>

Total for this shipment: $23.07
33. Read the Requirements for Exempt Human or Animal Specimen Packages.

**Requirements for Biological Substance, Category B Shipments**

The following requirements must be met when shipping Biological Substance, Category B materials.

**Documentation**

The air waybill contains the following information:

1. The text "UN3373 Biological Substance, Category B"
2. The number of packages

**Quantity**

3. The quantity of Biological Substance, Category B per primary container is 1 liter or less for liquids and 4 kilograms or less for solids
4. The quantity of Biological Substance, Category B per outer packaging is 4 liters or less for liquids and 4 kilograms or less for solids

**Package Condition**

5. Packages are free from damage and in a proper condition for carriage
6. For liquids shipped by air the primary or secondary container is capable of withstanding a pressure differential of 95 kPa
7. The completed package is documented to pass a series of 4 foot drop tests as indicated by the DOT/IATA

**Markings**

8. The words “UN3373 Biological Substance, Category B”
9. Full name and address of the shipper and consignee

**Labels**

10. UN3373 label affixed
11. No irrelevant marks or labels
34. Read the Requirements for Dry Ice Shipments.

35. Click in the box next to the statement that you will follow the steps indicated in the checklist when preparing the package for this shipment.

36. Then click Continue.

NOTE: Many actions can be performed from the shipment summary window.

- Complete Shipment
  - Click on the Complete Shipment button. Review the checklists, check the box at the bottom agreeing to terms and then click the Continue button. The page will close and all of the buttons for printing the labels and documents will be available to facilitate the completion of the shipment.
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- Print Airwaybill
  - Click on the Print Airwaybill button

- Schedule Pickup
  - Click on Schedule Pickup
  - Please retain the Pickup Confirmation Number for your records. Your package will be picked up Only if you have a Pickup Confirmation Number.

37. Click Print Airwaybill
38. Click Print Airwaybill.
   - Paper labels will print on locally installed printers, network printers, or multi-function devices.

39. Select the Printer where you would like to print the shipping label. Then click Print.

40. Click Back to Summary to return to the Shipment Summary window.

41. Click Packaging Instructions & Labels.

42. Print the packaging instructions and labels that appear.
   - Checklists and labels were created based on your earlier responses to categorize the material you are shipping.

43. Please indicate Yes, No, or N/A for each of the questions on the Requirements for Exempt or Human Specimen Packages.

44. Cut around the outside border of the label and affix it to a vertical side of the box (not the top or bottom) then cover the label with clear plastic packaging tape.

45. Cut around the outside border of the label, fill in the information in the Dry Ice label, affix it to a vertical side of the box (not the top or bottom) and then cover the label with clear plastic packaging tape.

NOTE: Missing information on this label can result in a returned shipment.
46. Click Schedule Pickup.

47. Choose a pickup date (if other than today) and then select the Shipment Ready Time and Business Close time from the drop-down list of options provided.
   - Please allow at least 2 hours between the shipment ready time and business close time.

48. Edit the address information if necessary. Please include building, floor, or suite numbers where the package is located.

49. Edit the Number of Packages to be picked up from the specified location.

50. Click Submit Pickup.
   - Then wait for the Pickup Confirmation Number.
   - Your package will only be picked up if you received a Pickup Confirmation Number.

51. Click back to Summary.
52. Cancel Shipment

- Click Cancel Shipment. After your label has been cancelled, you will see a “x” in the left-hand column of the shipment history and on the label summary.

Please send an email to support@eshipglobal.com with the tracking number of the shipment that you would like to cancel and eShipGlobal will cancel the shipment on your behalf.

53. Perform other actions in the eShipGlobal system or Logout.
Creating an International Shipping Label

Overview

- Use this guide to easily create a shipping label for an international package.
- If you are trying to create a shipping label for a domestic package, please refer to the Creating a Domestic Package Label guide.

Key Points

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx, UPS, DHL, and USPS (flat rate shipping). This third-party service allows you to review shipping costs at University of Chicago contracted rates and choose the most cost-effective shipping solution.
- Using the eShipGlobal application ensures the proper purchasing protocol is followed by using online validation of the University of Chicago FAS account number on every transaction. Each transaction is tied back to University of Chicago Financial Statements through the tracking number and associated FAS account number.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Shipping Carriers

- Contracted domestic rates are available with FedEx, UPS, DHL, and USPS.
  - University of Chicago now has contracted rates for USPS Priority Mail Flat Rate Shipping in medium sized boxes (11” x 8-1/2” x 5-1/2” or 13 5/8 x 11 7/8 x 3 3/8) and carrier envelopes (12-1/2” x 9-1/2”). Right now, only non-dutiable shipments are supported for USPS.
  - Federal Express, UPS, and DHL will commonly appear within your shipping carrier option list while USPS will only appear when Carrier Letter or Carrier Box is selected from the packaging Type selection in the Package Information section.

Packaging

- When selecting Custom Packaging as the packaging Type, provide approximate weights and container sizes.
  - All packages are weighed and measured by the shipping vendor selected; prices will be adjusted according by the carrier if necessary.

Special Arrangements and Services

- Please note that with some shipping Carriers, additional charges may be incurred if you make special arrangements to have packages picked up.
- Adding Special Services, like Saturday delivery, Residential Delivery, Signature Required, etc. may result in additional charges with the shipping Carrier you select.
- Special Services may not be available from all Carriers.

IMPORTANT: If you have general questions about Express Shipping at University of Chicago University or would like to access other training guides, please refer to your University of Chicago website.
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Create an International Shipping Label

1. Click Ship located in the navigation menu at the top of your eShipGlobal window.

2. Indicate if you are shipping materials classified as biological, chemical, or radioactive.

3. If No was chosen, choose international.

NOTE: If you are the only Shipper in your profile, the Ship From field will automatically default to your name and physical location. However, if you are creating a shipping label for someone other than yourself, identify the Sender.
4. Select the type of item you want to ship internationally and click “Continue”.
For purpose of this scenario we will select “Documents”.

5. Complete online form by entering the Item Name, Gross Weight, Quantity and Net Value.
6. On the item selection form for Technical Data/Software, and Tangible Item/Products, there are two additional optional fields called “Schedule B Number” and the “ECCN#”.

![Image of Material Entry form]

**NOTE:** Visit [www.export.gov/logistics](http://www.export.gov/logistics) for more information about exporting from the United States.

7. Click on the drop-down arrow in the **Ship From** field to select a **Sender** from your profile.

![Image of Sender Information form]

**NOTE:** To Edit information for one of the Senders associated with your shipping profile, refer to the Enter and Maintain Sender Information quick guide.
8. Accept today’s date (by default) or enter a new date in the Shipping Date field.

NOTE: To change the Shipping Date, click in the Shipping Date box and enter a new Shipping Date if you would like to select an alternate Shipping Date. You can also click on the calendar icon located on the right-hand side of the Shipping Date field to select the date from the calendar. Labels can be printed in advance. Dates can be selected up to 9 days in advance.

9. Click on Load from Address Book to select a Recipient from the saved Address Book
   - Go to step 13 to enter a new Recipient.

10. Type Search criteria in the field provided, then click Find.

   NOTE: Address book entries will appear alphabetically by Company Name. Residential addresses will have Home listed as the Company Name. You can navigate the Address Book using the letters listed at the top of the window or using the Search feature. Please refer to the Managing Your Address Book quick guide for more detail.

11. Click to select the address that you would like to use as the Recipient.
   - Click Ship To & Recipient information will automatically be entered in the appropriate fields.
12. To add the address being entered to the saved Address Book, click in the box next to **Add to Address Book** or leave blank if the address will not be needed for future deliveries.

13. Select the Recipient Country from the drop-down list of options provided.
14. Complete the online form by entering the Recipient information for the delivery in the Ship To fields provided.
   - Canada and Mexico require a State/Province selection.

   ![Recipient Information Form]

   **NOTE:** If there is a Company Name, enter it in the Company / Contact Name box and then address the package to an individual by entering the Recipient contact name in the Alternate Contact Name box. If the package is intended for residential delivery, enter the Recipient contact name in the Company / Contact Name box. Fields marked with asterisks (*) are required.

   **NOTE:** Enter the Recipient's email address in the Ship To: section if you would like to notify the Recipient of delivery.

   - **Package Types**
     - Carrier Letter: Envelope provided by the shipping carrier that appears with the carrier’s logo printed on it. This is not a prepaid envelope.
     - Carrier PAK: Large plastic or Tyvek envelope provided by the shipping carrier that appears with the carrier’s logo printed on it.
     - Carrier Box: Small boxes provided by the shipping carrier that appears with the carrier logo printed on it. There is usually a delineated area reserved for affixing the printed label or airwaybill.
     - Carrier Tube: Sturdy cardboard tube provided by the shipping carrier that appears with the carrier’s logo printed on it. There is usually a delineated area reserved for affixing the printed label or airwaybill.
     - Customer Packaging: Packaging not provided by the shipping carrier.

15. Select the Type of package from the Type drop down-list. Then provide the Shipment Reference and Content Description if applicable.
   - If other packaging provided by the Carrier was selected, go to step 17.
   - If Custom Packaging was selected, go to step 16.
   - If Carrier Letter was selected, go to step 18.
16. Enter the approximate weight of the package. (The Dimensions boxes are not required for the package Type selected.) Then go to step 21.

17. Enter the approximate Weight and Dimensions of the package.

18. Indicate whether the contents are Documents or Products. Then provide a Shipment Reference (optional).

NOTE: Any item that is not considered a printed document is classified as a Product.

19. Enter the FAS account number where the shipping costs should be charged.

NOTE: You can elect to have a Third Party or the Recipient of the package pay for delivery and/or the Duties and Taxes associated with it. Choose Third Party or Recipient from the Bill To drop-down list. Enter the Recipient / Third Party Account Number, Country, and the Zip Code associated with the Recipient / Third Party Account Number in the boxes provided. FAS account number is required as back-up.

20. Select the Special Instructions requested.

NOTE: Additional charges may apply for some special services and are not available from all shipping carriers. When scheduling a pickup, please allow at least 2 hours between the Shipment Ready time and Business close time.
21. Enter Customs Information including Customs Value and Declared Value (for insurance purposes if applicable) required for this package.

22. Select the Email Notifications requested.

23. Click Show Quote.

**NOTE:** If you choose to Notify Shipper, Notify Recipient, Notify Shipper on Delivery, or Notify Others on Delivery, you will need to enter an email address, email addresses need to be entered for each of the requested Email Notifications.

24. Select a shipping Carrier, Service, and Rate from the list of options provided.
   - Shipping Carrier options will be displayed from the least expensive to the most expensive option.

25. Click Ship.

**NOTE:** Prices vary from Carrier to Carrier and between Services provided by the same Carrier. A breakdown of estimated charges will be displayed on the right side of the window. The Transaction Charge will not be billed to the FAS account number provided.

26. Select Complete Shipment
### 27. Acknowledge the Checklist

If you have answered YES to any of the questions above, your responses to the next questions regarding **information and software only** will assist ORS in determining whether an exclusion applies.

5. **Does the information or software involved in your shipment meet all of the following criteria?**
   - Are the results of a research project conducted at an accredited institution of higher education in the U.S.?
   - Is ordinarily published and shared broadly within the scientific community?
   - Is not restricted (either through written or oral agreement) for proprietary reasons or national security controls?
   - Is not subject to specific U.S. Government access and dissemination controls?

6. **Certify that I understand and will comply with all applicable export control laws and regulations.**

   - [ ] Continue

### 28. Click Print Airwaybill
29. Click Print Required Documents to print necessary Customs documents.
30. Click Print Documents.
   - Select the printer, then click Print
   - Close out the Print Documents to return to the My Shipments window.

31. Perform other actions in the eShipGlobal system or Logout.
   - From this point, you can either, click on Ship another package, perform other activities within the system like update your Address Book or Track a shipment. You can also Logout.
Frequently Asked Questions: International Shipments

- How do I send a “Documents Only” shipment?
  - A document is generally defined as a written, typed or printed communication of no commercial value. International documents shipped in an envelope or in any other packaging do not require an invoice. Call us at 1-800-816-1615 for information about documents. Enter customs value of at least $1.00 for documents only.

- How do I send a Non-Documents shipment?
  - International shipments containing items other than documents require additional forms. When using non-document shipments, you need to fill in product profile and other information for export purpose. Multiple copies of commercial invoices and other forms are needed. The system will produce a label and other necessary documents for each package.

- What documents are required for international shipments?
  - If you're shipping internationally, eShipGlobal produces the following documents based on the information you provide:
    - Commercial Invoice
    - Shipper’s Export Declaration (SED)
    - Certificate of Origin
    - NAFTA Certificate of Origin
    - Caribbean Common Market Commercial Invoice (CARICOM)

- What is a Commercial Invoice?
  - This is a document provided by the seller/exporter that describes the parties involved in the shipping transaction and the goods being transported. It is the primary document used by Customs and for imports should be prepared using the official language of the country to which the goods are being exported, if possible. The Commercial Invoice should include a detailed breakdown of all items included in the shipment: including any generic or scientific name, grade and quantity, composition and/or construction, the country of manufacture, the price or cost, currency used, the Harmonized System number for each commodity and the terms of delivery. The document shown is an example of one format. Some countries require that an original invoice be executed on the shipper’s letterhead. The invoice should always be signed and dated by the exporter certifying that the details provided are true and correct representations of the contents covered by the Commercial Invoice.

- How many copies should I send with the shipment?
  - The system will provide a prompt indicating the quantity of commercial invoice copies and other forms needed for the shipment that are required.
  - Forms cannot be filed electronically.
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- **What is NAFTA Certificate of Origin?**
  - The CF434 NAFTA Certificate of Origin is a US form that is used to validate claims for preferential duty treatment (reduced or duty-free entry) under the North American Free Trade Agreement (NAFTA) between the US, Canada and Mexico. Alternative versions of the form which have been approved by Canada or Mexico customs authorities may also be used. This form can be prepared to cover either a single shipment or for a 'blanket' period up to one (1) year. It may be prepared in Spanish, French or English. However, customs authorities may require that a written translation into the importer’s language be provided. To request preferential treatment, the NAFTA Certificate must be prepared and signed by the exporter. However, the exporter may ask the actual producer of the goods to prepare and sign one (as the manufacturer) as a supporting document. For more information, please contact US Customs.

- **What is Caribbean Common Market Commercial Invoice?**
  - The CARICOM is an invoice much like the Commercial Invoice, that is used for export shipments consigned to the Caribbean Common Market member nations. The CARICOM can be used interchangeably with the Commercial Invoice provided the details required by the import customs requirements of the destination are met on the document that is prepared. It is recommended that the shipper verify with the importer what form of invoice is acceptable or required if there is any question. The CARICOM should not be used for exports other than to the CARICOM member nations. (Antigua, Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and Grenadines, Suriname and Trinidad and Tobago).

- **What is a Shippers Export Declaration (SED)?**
  - The Shipper’s Export Declaration (SED) is required by the US Department of Census in order to obtain statistical data and by the Bureau of Export Administration (BXA) to assist in enforcing export controls. Many shipments qualify for an exemption on the basis of the destination and/or the value. (Shipments to most destination is exempt if the value per Schedule B is $2500 USD or less.) The form is to be prepared and signed by a US shipper (exporter) or their agent, indicating the description (including the Schedule B or HTS number), value, weight, destination, and other basic information about an export shipment. SED information may be submitted electronically through the Automated Export System (AES). For information on SED requirements and exemptions, please review the U.S. Code of Federal Regulations.
Creating an International Shipping Label for an Exempt Biological Material Shipped with Dry Ice

Overview

Use this guide to easily create a shipping label for an international package that contains a biological material. This guide will provide an example of how to ship an exempt biological material packaged with dry ice.

Key Points

- Using the eShipGlobal application ensures the proper purchasing protocol is followed by using online validation of the University of Chicago cost allocation. Each transaction is tied back to University of Chicago Financial Statements through the tracking number and Cost Allocation profile.
- To improve compliance, eShipGlobal is integrated with University of Chicago’s TMS system. When you log in with your University of Chicago CnetID and password, the system provides automatic training verification.
  - Training courses for biological substances and dry ice packages are available online. In most cases, if you require training, you will be able to complete the training requirement and ship your package in the same day.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Shipping Carriers

- This third-party service allows you to review shipping costs at University of Chicago contracted rates and choose the most cost-effective shipping solution. Contracted international rates for shipping research materials are available with FedEx.

Packaging

- When selecting Custom Packaging as the packaging Type, provide approximate weights and container sizes.
  - All packages are weighed and measured by the shipping vendor selected; prices will be adjusted according by the carrier if necessary.
Creating an International Shipping Label for an Exempt Biological Material Shipped with Dry Ice

1. Click Ship To located in the navigation menu at the top of your eShipGlobal window.
   - Research materials are generally defined as materials that are used in laboratory settings such as animals, biological (cultures or stocks of human or animal pathogens, select agents or toxins, human or animal materials, genetically modified microorganisms, vectors, plasmids, etc.), chemical or radioactive, and dry-ice.
   - Some research materials may not necessarily be hazardous but become regulated materials once they are transported.

2. Indicate that you are shipping research materials.

3. Then choose International.

4. Classify the material in your shipment. Check all that are applicable.

5. Click Continue.

**NOTE:** This guide will provide an example of shipping an exempt biological material to an international address. The material is shipped with dry ice.
6. If you have completed the necessary training for this exempt biological material, you will see a confirmation of your training.

7. Click Continue.

8. Enter the name of the Material, Quantity, Net Value and ECCN # of the substance that you plan to ship.

9. Click Continue.

10. Accept today's date (by default) or enter a new date in the Shipping Date field.

11. Click on Load from Address Book to locate and select a Recipient from the saved Address Book.
NOTE: Enter the Recipient's email address in the Ship To: section if you would like to notify the Recipient of delivery.

12. Edit the weight of the material if necessary.

- **Package Types**
  - Fiberboard box: Brand new, unused, UN certified package (different sizes available).
  - Plastic case: UN certified package (different sizes available).
  - Customer packaging: Packaging not provided by the shipping carrier.

13. Select the Type of package from the Type drop down-list. Then provide a Shipment Reference if applicable.

14. Enter the approximate Weight and Dimensions of the package.

15. Enter the Cost Allocation and Select Validate shipping costs should be charged.

NOTE: You can elect to have a Third Party, or the Recipient of the package pay for delivery. Enter the FAS account as a backup funding source. Then choose Third Party or Recipient from the Bill To drop-down list. Enter the Recipient / Third Party Account Number and Zip Code associated with the Recipient / Third Party Account Number in the boxes provided.
16. Select any optional Special Instructions or enter a Declared Value (for insurance purposes if applicable) required for this package
   - Additional charges may apply for some special services.

17. If dry ice is included in your package, click Dry Ice and indicate how many pounds will be included.
   - TIP: The weight of dry ice should not exceed the total package weight

18. Enter Customs Information including Customs Value and Declared Value (for insurance purposes).

19. Select optional Email Notifications requested.

   NOTE: If you choose to Notify Shipper, Notify Recipient, Notify Shipper on Delivery, or Notify Others on Delivery, you will need to enter an email address, email addresses need to be entered for each of the requested Email Notifications.
20. Click Show Quote.

<table>
<thead>
<tr>
<th>Service</th>
<th>Commitment</th>
<th>Contracted Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>FedEx International Economy</td>
<td>STD: 2 to 3 business days</td>
<td>$32.47</td>
</tr>
<tr>
<td></td>
<td>ACT: 2020-10-26 by 17:00:00</td>
<td></td>
</tr>
<tr>
<td>FedEx International Priority</td>
<td>STD: Bus. centers in 24 to 48 hours</td>
<td>$36.38</td>
</tr>
<tr>
<td></td>
<td>ACT: 2020-10-23 by 12:00:00</td>
<td></td>
</tr>
</tbody>
</table>

21. Review the package information.
   - If changes are required, click Edit Shipment and return to step the main form to make corrections.
   - If the information is correct, continue

22. Select a shipping Carrier, Service, and Rate from the list of options provided.

23. Then click Ship.
   - Shipping Carrier options will be displayed from the least expensive to the most expensive option.

**NOTE:** A breakdown of estimated charges will be displayed on the right side of the window or when you hover the Contracted Rate.
24. Click Complete Shipment.

![Order Information]

25. Read the Requirements for Exempt Human or Animal Specimen Packages.

**Requirements for Exempt Human or Animal Specimen Packages**

The following requirements must be met when shipping Exempt Human or Animal Specimen Packages with or without dry ice.

**Quantity**

1. The quantity of Exempt Specimen material per primary container is 1 liter or less for liquids and 5 kilograms or less for solids.
2. The quantity of Exempt Specimen material per outer packaging is 4 liters or less for liquids and 4 kilograms or less for solids.

**Package Condition**

3. Packages are free from damage and in a proper condition for carriage.
4. The primary and secondary packages are leak proof and rigid proof.
5. The outer package is a rigid container such as a fiberboard box.

**Markings**

6. Full name and address of the shipper and consignee.

**Labels**

7. Exempt Human Specimen or Exempt Animal Specimen label as applicable.
8. No irrelevant marks or labels.

**Dry Ice (if used)**

Air waybill contains the following information:

1. The UN Number "1845", preceded by the prefix "UN"
2. The words "Carbon dioxide, solid" or "Dry ice".
3. The Class number "9".
4. The number of packages of dry ice.
5. The net quantity of dry ice in kilograms.
26. Read the Requirements for Dry Ice Shipments.

**Requirements for Dry Ice Shipments**
*(For use when a Shipper's Declaration for Dangerous Goods is not required)*

The following requirements must be met when shipping dry ice when packaged on its own or with non-dangerous goods.

**Documentation**

The air waybill contains the following information:
1. The UN Number “1845”, preceded by the prefix “UN”
2. The words “Carbon dioxide, solid” or “Dry ice”
3. The Class number “9”
4. The number of packages of dry ice
5. The net quantity of dry ice in kilograms

**Quantity**

6. The quantity of dry ice per package is 200 kg or less

**Package Condition**

7. Packages are free from damage and in a proper condition for carriage
8. The packaging is vented to permit the release of gas and is of sufficient strength for the amount of material being shipped

**Markings**

9. The words “Carbon dioxide, solid” or “Dry ice”
10. The UN number “1845” preceded by prefix “UN”
11. Full name and address of the shipper and consignee
12. The net quantity of dry ice within each package

**Labels**

- The Class 9 label affixed

27. Click in the box next to the statement that you will follow the steps indicated in the checklist when preparing the package for this shipment.

28. Then click Continue.

- **Complete Shipment**
  - Click on the Complete Shipment button. Review the checklists, check the box at the bottom agreeing to terms and then click the Continue button. The page will close and all of the buttons for printing the labels and documents will be available to facilitate the completion of the shipment.
Express Shipping powered by eShipGlobal

- Print Airwaybill
  - Click on the Print Airwaybill button

![Airwaybill screenshot]

- Cancel Shipment
  - Click Cancel Shipment. After your label has been cancelled, you will see a “x” in the left-hand column of the shipment history and on the label summary.
  - Please send an email to support@eshipglobal.com to Cancel shipment if user is not able to cancel. The email should include the tracking number of the shipment that you would like to cancel and eShipGlobal will cancel the shipment on your behalf.

29. Click Print Airwaybill.
   - Paper labels will print on locally installed printers, network printers, or multi-function devices.

30. Select the Printer where you would like to print the shipping label. Then click Print.

31. Click Back to Summary to return to the Shipment Summary window.

32. Click Packaging Instructions & Labels.

33. Print the packaging instructions and labels that appear.
   - Checklists and labels were created based on your earlier responses to categorize the material you are shipping.

34. Cut around the outside border of the label and affix it to a vertical side of the box (not the top or bottom) then cover the label with clear plastic packaging tape.
35. Cut around the outside border of the label, fill in the information in the Dry Ice label, affix it to a vertical side of the box (not the top or bottom) and then cover the label with clear plastic packaging tape.

NOTE: Missing information on this label can result in a returned shipment.

36. Click Print Docs

37. Click Print Documents

38. Click Back to Summary.

39. Click Schedule Pickup.

40. Choose a pickup date (if other than today) and then select the Shipment Ready Time and Business Close time from the drop-down list of options provided.

41. Edit the address information if necessary. Please include building, floor, or suite numbers where the package is located.

42. Edit the Number of Packages to be picked up from the specified location.

43. Then click Submit Pickup.
IMPORTANT: Then wait for the Pickup Confirmation Number.

- Your package will only be picked up if you received a Pickup Confirmation Number.

**Schedule Pickup**

Your package has been successfully scheduled to be picked up. Write down the Pickup confirmation number in a safe place. You will need this number to change or cancel your schedule.

- Pickup confirmation Number: CHM19
- Carrier: FedEx Express
- Pickup Date: 10/23/2020
- Response Message: Success

Clicking on the button below will take you to your shipment summary screen.

44. Click Back to Summary.

45. Perform other actions in the eShipGlobal system or Logout.
   - From this point, you can either, click on Ship another package, perform other activities within the system like update your Address Book or Track a shipment. You can also Logout.