

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**.

[HOME](#) [RATE](#) [SHIP](#) [TRACK](#) [QUICK SHIP](#) [MY SHIPMENTS](#) [ADDRESS BOOK](#) [ACCT MGMT](#) [LOGOUT](#) [HELP](#)

Welcome, Janani Murali



Notice to users
Effective June 29, 2020 the Bureau of Industry & Security (BIS) requires an EEI (Electronic Export Information) for shipments to China, Russia and Venezuela. Due to these new regulations, shipments to these three countries will be routed to ECO for approval and may be delayed. Please plan ahead to avoid delays.



Welcome to eShipGlobal
Welcome to eShipGlobal's Shipping System. Please select your desired option from the top menu.

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

Email Notifications

Check the appropriate checkboxes for default email notifications

☐ Notify Shipper on Order ☐ Notify Recipient on Order ☐ Notify Shipper On Delivery ☐ Notify Shipper On Exceptions

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

Package Pickup/Drop-off preference

Please choose Drop-Off or Pick-Up for the default shipping option

☒ No Preference ☐ Drop-Off ☐ Pick-Up

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4. Click on **Save Preferences**.

Email Notifications
Check the appropriate checkboxes for default email notifications
☐ Notify Shipper on Order ☐ Notify Recipient on Order ☐ Notify Shipper On Delivery ☐ Notify Shipper On Exceptions

External Scales Configuration
☐ Use external scales connected to PC on port: COM1 ▾ [Setup Weighing Scales](#)
[Read this before attempting to connect and configure your scales](#)

Label Printer Type
Please indicate the printer type for printing airbills. A thermal printer setup user guide is available [here](#).
☒ Laser Printer ☐ Thermal Printer (EPL2, ZPL formats)
Thermal printer type: Eltron (EPL2) ▾

Thermal Printer Configuration
Enter the name of the thermal printer that's connected to your workstation
Thermal Printer Name: (eg. \\Machinename\printername)

Package Pickup/Drop-off preference
Please choose Drop-Off or Pick-Up for the default shipping option
☒ No Preference ☐ Drop-Off ☐ Pick-Up

Save Preferences

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

HOME	RATE	SHIP	TRACK	QUICK SHIP	MY SHIPMENTS	ADDRESS BOOK	ACCT MGMT	LOGOUT	HELP
------	------	------	-------	------------	--------------	--------------	-----------	--------	------

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

6. Click **Logout** to exit the system.

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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).

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Manage Address Book Entries

1. Click on **Address Book** from the navigational menu and choose **Recipient Addresses** from the drop-down list.

The screenshot shows the eShipGlobal dashboard. At the top is a dark navigation bar with links: HOME, RATE, SHIP, TRACK, QUICK SHIP, MY SHIPMENTS, ADDRESS BOOK, ACCT MGMT, LOGOUT, and HELP. The 'ADDRESS BOOK' link is highlighted with a red box, and its dropdown menu is open, showing 'Recipient Addresses', 'Sender Addresses', and 'Import Addresses', with 'Recipient Addresses' also highlighted by a red box. Below the navigation bar, the text 'Welcome, Admin' is visible. Further down, there is a 'Notice to users' section with a megaphone icon and a paragraph about BIS regulations effective June 29, 2020. Below that is a 'Welcome to eShipGlobal' section with a globe icon and a message to select an option from the top menu.

- 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.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Delete

Download

Edit

Import File

New

	Company/Contact	Alternate Contact	Address	City/State	Zip	Country
<input type="checkbox"/>	Advanced Financial Solutions Inc.		40 Wall Street. 28th Floor.	New York NY	10005	United States
<input type="checkbox"/>	Aneri Mehta		7575 Frankford Rd	Dallas TX	75252	United States
<input type="checkbox"/>	eShipGlobal Inc		1304 Preston Road 1304 Preston Road	dallas TX	75024	United States

- 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.

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

Add Address

From Location ☐

***Company/Contact Name:**

Alternate Contact Name:

***Address 1:**

¹Address 2:

***City:**

²State:

³Zip:

Country: ? [Click here for address format](#)

[Click here to verify this address](#)

***Phone:**

Email:

NOTE: The Address 2 field is generally used for department, floor, suite, building information, etc.

6. Enter the **City**.

Add Address

From Location ☐

***Company/Contact Name:**

Alternate Contact Name:

***Address 1:**

¹Address 2:

***City:**

²State:

³Zip:

Country: ? [Click here for address format](#)

[Click here to verify this address](#)

***Phone:**

Email:

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

Add Address

From Location ☐

***Company/Contact Name:**

Alternate Contact Name:

***Address 1:**

¹Address 2:

²State: ▼

***City:**

³Zip:

Country: ▼ ? [Click here for address format](#)

[Click here to verify this address](#)

***Phone:**

Email:

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

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

Add Address

From Location ☐

***Company/Contact Name:**

Alternate Contact Name:

***Address 1:**

¹Address 2:

²State: ▼

***City:**

³Zip:

Country: ▼ ? [Click here for address format](#)

[Click here to verify this address](#)

***Phone:**

Email:

NOTE: Zip codes are required for all destinations within the United States.

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9. Click on the drop-down arrow next to **Country** to select the appropriate Country.

Add Address

From Location ☐

***Company/Contact Name:**

Alternate Contact Name:

***Address 1:**

¹Address 2:

²State: ▼

³Zip:

Country: ▼ ? [Click here for address format](#)

[Click here to verify this address](#)

***Phone:**

Email:

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

Add Address

From Location ☐

***Company/Contact Name:**

Alternate Contact Name:

***Address 1:**

¹Address 2:

²State: ▼

³Zip:

Country: ▼ ? [Click here for address format](#)

[Click here to verify this address](#)

***Phone:**

Email:

NOTE: Phone number is a required field.

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11. Enter the Recipients Email contact information if available.

Add Address

From Location ☐

***Company/Contact Name:**

Alternate Contact Name:

***Address 1:**

¹Address 2:

***City:**

²State:

³Zip:

Country: ? [Click here for address format](#)

[Click here to verify this address](#)

***Phone:**

Email:

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

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

Add Address

From Location ☐

***Company/Contact Name:**

Alternate Contact Name:

***Address 1:**

¹Address 2:

***City:**

²State:

³Zip:

Country: ? [Click here for address format](#)

[Click here to verify this address](#)

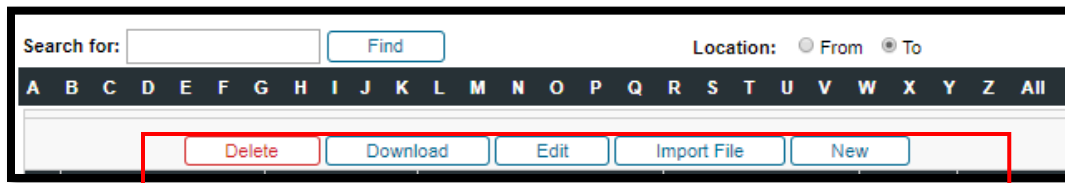
***Phone:**

Email:

- You will be brought back to the main Address Book.

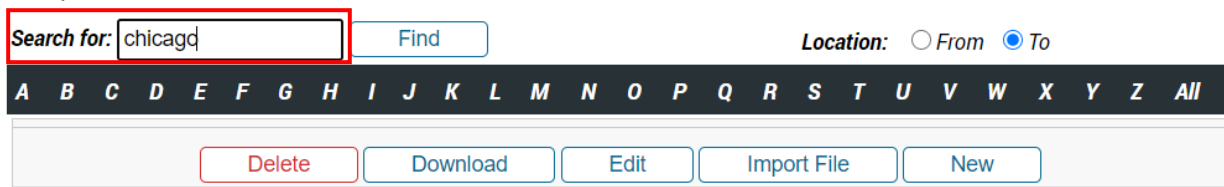
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13. To Edit or Delete a saved Recipient, locate the address from within your Address Book.



- 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.

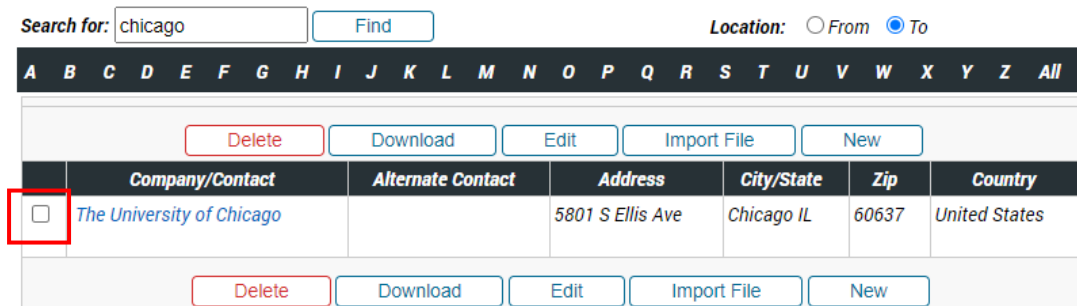
14. Enter your Search criteria in the Search box, and click **Find**.



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.



	Company/Contact	Alternate Contact	Address	City/State	Zip	Country
<input type="checkbox"/>	The University of Chicago		5801 S Ellis Ave	Chicago IL	60637	United States

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16. If you want to update the information, click on Edit.

Search for: Location: ☐ From ☒ To

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
<div><input type="button" value="Delete"/> <input type="button" value="Download"/> <input type="button" value="Edit"/> <input type="button" value="Import File"/> <input type="button" value="New"/></div>																											
		Company/Contact		Alternate Contact		Address		City/State		Zip		Country															
<input type="checkbox"/>		The University of Chicago				5801 S Ellis Ave		Chicago IL		60637		United States															
<div><input type="button" value="Delete"/> <input type="button" value="Download"/> <input type="button" value="Edit"/> <input type="button" value="Import File"/> <input type="button" value="New"/></div>																											

- 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.

Edit Address

From Location ☐

*Company/Contact Name:

Alternate Contact Name:

*Address 1:

²Address 2:

³State:

Country:

*Phone:

Email:

*City:

⁴Zip:

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.

Search for: Location: ☐ From ☒ To

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
<div><input type="button" value="Delete"/> <input type="button" value="Download"/> <input type="button" value="Edit"/> <input type="button" value="Import File"/> <input type="button" value="New"/></div>																											
		Company/Contact		Alternate Contact		Address		City/State		Zip		Country															
<input type="checkbox"/>		The University of Chicago				5801 S Ellis Ave		Chicago IL		60637		United States															
<div><input type="button" value="Delete"/> <input type="button" value="Download"/> <input type="button" value="Edit"/> <input type="button" value="Import File"/> <input type="button" value="New"/></div>																											

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.

HOME	RATE	SHIP	TRACK	QUICK SHIP	MY SHIPMENTS	ADDRESS BOOK	ACCT MGMT	LOGOUT	HELP
------	------	------	-------	------------	--------------	--------------	-----------	--------	------

- 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.

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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.

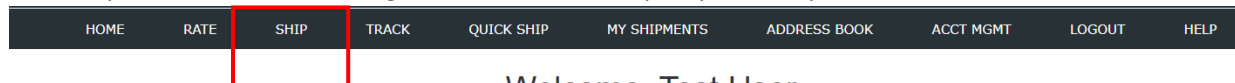
Example:

- 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.



Welcome, Test User

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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.

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.

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:

[Help](#)

4. Select the Sender.

Sender Information

(Select shipper dropdown list)

▼

Shipping Date:

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

Recipient Information
(Please enter recipient information or choose from saved recipient addresses by clicking on the Load from Address Book button)

[Load from Address Book](#)

☐ Add to Address Book

*Company/Contact Name:

Alternate Contact Name:

*Address 1:

Address 2:

*State:

*City:

Country:

*Zip:

*Phone:

Email:

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.

Package Information
(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above:

☒ Identical ☐ Non-Identical

Type:

Service:

*Weight: (lbs)

Dimensions: x x (inches)

Shipment Reference:

[Help](#)

7. Choose a Service from the drop-down list of options provided.

Package Information
(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above:

☒ Identical ☐ Non-Identical

Type:

Service:

*Weight: (lbs)

Dimensions: (inches)

Shipment Reference:

[Help](#)

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8. Enter the FAS Account number where the shipping costs should be charged.

Enter the FAS Account Number for Cost Allocation

Shipment Justification:

① SELECT	② VALIDATE
<div>Select: <input type="text" value="Select Account Number"/></div> <div>Or</div> <div>Enter: <input type="text"/></div>	<div>Validate</div>

9. Select Validate

① SELECT	② VALIDATE										
<div>Select: <input type="text" value="2210003800"/></div> <div>Or</div> <div>Enter: <input type="text" value="2210003800"/></div>	<div>(validated successfully)</div> <table border="1"><thead><tr><th>Short Description</th><th>Exec Number</th><th>Exec Name</th><th>Dept Number</th><th>Dept Name</th></tr></thead><tbody><tr><td>RESIDENCE REVENUES</td><td>43</td><td>INTERNATIONAL HOUSE</td><td>743</td><td></td></tr></tbody></table> <div>Validate</div>	Short Description	Exec Number	Exec Name	Dept Number	Dept Name	RESIDENCE REVENUES	43	INTERNATIONAL HOUSE	743	
Short Description	Exec Number	Exec Name	Dept Number	Dept Name							
RESIDENCE REVENUES	43	INTERNATIONAL HOUSE	743								

10. Select the Email Notifications requested.

Email Notifications

(Email notifications will be sent free of charge)

☐ Notify Shipper on Order ☐ Notify Recipient on Order ☐ Notify Shipper on Delivery ☐ Notify Others on Delivery

☐ Notify Shipper on Exceptions

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

Start Over

Ship Now

Show Quote

12. Click Print Airwaybill or Email Label.

Cancel Shipment

Print Airwaybill

Schedule Pickup

Create Return Order

Supporting Documents

Shipment History

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.

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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.

	Profile Name	Created Date
<input checked="" type="checkbox"/>	brigham	10/21/2020 1:00:14 PM

Delete

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

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

OK

Cancel

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.

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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.

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Create a Domestic Shipping Label

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

HOME

RATE

SHIP

TRACK

QUICK SHIP

MY SHIPMENTS

ADDRESS BOOK

ACCT MGMT

LOGOUT

HELP

Ship To

Welcome, Test User

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.

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

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.

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

Sender Information

(Select shipper dropdown list)

The University of Chicago,Janani Murali

Edit

Add Sender

The University of Chicago,Janani Murali

NOTE: To Edit information for one of the Senders associated with your shipping profile, refer to the Enter and Maintain Sender Information quick guide.

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

Sender Information

(Select shipper dropdown list)

The University of Chicago,User1 One

Edit

Add Sender

Shipping Date: 10/21/2020

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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. The shipping date selected cannot exceed 9 days from today's date.

- Click on Load from Address Book to select a Recipient from the saved Address Book, and go to step 7.

Recipient Information
(Please enter recipient information or choose from saved recipient addresses by clicking on the Load from Address Book button)

Load from Address Book

☐ Add to Address Book

*Company/Contact Name:

Alternate Contact Name:

*Address 1:

Address 2:

*State:

Select State

Country:

United States

*Phone:

Email:

*City:

*Zip:

- Go to step 9 to enter a new Recipient.

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

Search for: user

Find

Location: ☐ From ☒ To

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Go Back

New

Ship To

	Company/Contact	Alternate Contact	Address	City/State	Zip	Country
<input type="checkbox"/>	TEST USER		7575 Frankford Rd	Dallas TX	75252	United States
<input type="checkbox"/>	Test User		18111 Preston Rd	Dallas TX	75252	United States

Go Back

New

Ship To

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.

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

	Company/Contact	Alternate Contact	Address	City/State	Zip	Country
<input checked="" type="checkbox"/>	TEST USER		7575 Frankford Rd	Dallas TX	75252	United States
<input type="checkbox"/>	Test User		18111 Preston Rd	Dallas TX	75252	United States

Go Back

New

Ship To

Express Shipping powered by eShipGlobal

8. Click Ship To and go to step 13.

Search for: Location: ☐ From ☒ To

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All	
<div><input type="button" value="Go Back"/> <input type="button" value="New"/> <input type="button" value="Ship To"/></div>																											
<input checked="" type="checkbox"/>	Company/Contact vv		Alternate Contact		Address		City/State		Zip		Country																
	Erin Rist		Erin Rist		10377 Bret Ave		Cupertino CA		95014		United States																
<div><input type="button" value="Go Back"/> <input type="button" value="New"/> <input type="button" value="Ship To"/></div>																											

- 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.

Recipient Information
(Please enter recipient Information or choose from saved recipient addresses by clicking on the Load from Address Book button)

☐ Add to Address Book

*Company/Contact Name:

Alternate Contact Name:

*Address 1:

Address 2:

*State:

*City:

Country:

*Zip:

*Phone:

Email:

If you would like to validate the address you entered, click here

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

Recipient Information
(Please enter recipient Information or choose from saved recipient addresses by clicking on the Load from Address Book button)

☐ Add to Address Book

*Company/Contact Name:

Alternate Contact Name:

*Address 1:

Address 2:

*State:

*City:

Country:

*Zip:

*Phone:

Email:

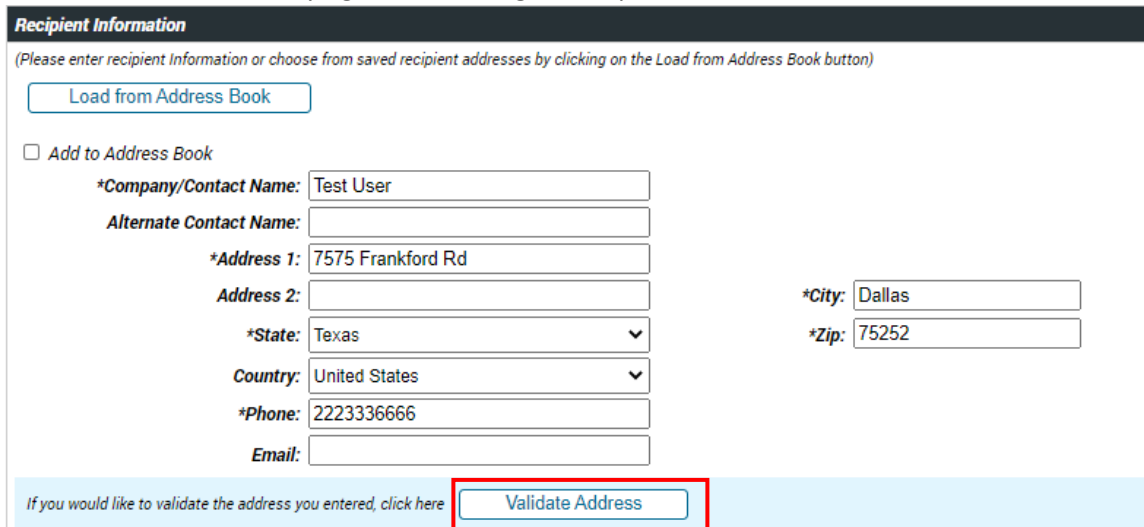
If you would like to validate the address you entered, click here

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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.



Recipient Information
(Please enter recipient Information or choose from saved recipient addresses by clicking on the Load from Address Book button)

[Load from Address Book](#)

☐ Add to Address Book

*Company/Contact Name:

Alternate Contact Name:

*Address 1:

Address 2:

*State:

*City:

Country:

*Zip:

*Phone:

Email:

If you would like to validate the address you entered, click here [Validate Address](#)

NOTE: Enter the Recipients 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 Information
(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above:

☒ Identical ☐ Non-Identical

Type:

*Weight: (lbs)

Service:

Dimensions: x x (inches)

Shipment Reference:

[Help](#)

- Package Types
 - Carrier Letter: Envelope provided by the shipping carrier that appears with the carriers 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.

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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.

Package Information

(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above: 2

☐ Identical ☒ Non-Identical

Type: Carrier Letter

*Weight: 0.5 (lbs)

Shipment Reference:

Service: Select a service

Dimensions: L x W x H (inches)

Help

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.

Enter Multiple Package Shipment Details

<input checked="" type="checkbox"/>	John Smith Dallas, TX 75252	Pkg 1	Type: Carrier Letter	Service: Select a service	Weight: Letter (lbs)	Dimension: Letter x Letter x Letter (lwxh)	Declared Value \$: 0
<input checked="" type="checkbox"/>	John Smith Dallas, TX 75252	Pkg 2	Type: Carrier Letter	Service: Select a service	Weight: Letter (lbs)	Dimension: Letter x Letter x Letter (lwxh)	Declared Value \$: 0

Cancel

OK

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.

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17. Enter the approximate weight of the package. (The Dimensions boxes are not required for the package Type selected.) Then go to step 19.

Package Information
(Select Package type and Service from the dropdown list)
No. of pkgs. for each address above: ☒ Identical ☐ Non-Identical
Type:
*Weight: (lbs)
Service:
Dimensions: x x (inches)
Shipment Reference:
[Help](#)

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

Package Information
(Select Package type and Service from the dropdown list)
No. of pkgs. for each address above: ☒ Identical ☐ Non-Identical
Type:
*Weight: (lbs)
Service:
Dimensions: x x (inches)
Shipment Reference:
[Help](#)

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

Enter the FAS Account Number for Cost Allocation
Shipment Justification:

① SELECT	② VALIDATE										
Select: <input type="text" value="2210003800"/> Or Enter: <input type="text" value="2210003800"/>	(validated successfully) <table><thead><tr><th>Short Description</th><th>Exec Number</th><th>Exec Name</th><th>Dept Number</th><th>Dept Name</th></tr></thead><tbody><tr><td>RESIDENCE REVENUES</td><td>43</td><td>INTERNATIONAL HOUSE</td><td>743</td><td></td></tr></tbody></table> <input type="button" value="Validate"/>	Short Description	Exec Number	Exec Name	Dept Number	Dept Name	RESIDENCE REVENUES	43	INTERNATIONAL HOUSE	743	
Short Description	Exec Number	Exec Name	Dept Number	Dept Name							
RESIDENCE REVENUES	43	INTERNATIONAL HOUSE	743								

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.

Special Instructions
(Additional charges may apply for some special services)

<input type="checkbox"/> Material Transfer Agreement (MTA)	MTA Number : <input type="text"/>
<input type="checkbox"/> Return Shipment (FedEx, UPS only)	<input type="checkbox"/> Hold at Station (FedEx, UPS only)
<input type="checkbox"/> Saturday Delivery (FedEx, UPS only)	<input type="checkbox"/> Residential Delivery (FedEx, UPS only)
<input type="checkbox"/> Signature Required	<input type="checkbox"/> Signature Release (FedEx, UPS, LSO only)

Declared Value: (USD)
[Help](#)

NOTE: Additional charges may apply for some special services and are not available from all shipping carriers.

Express Shipping powered by eShipGlobal

21. Select the Email Notifications requested.

Email Notifications
(Email notifications will be sent free of charge)
☒ **Notify Shipper on Order** ☐ **Notify Recipient on Order** ☐ **Notify Shipper on Delivery** ☐ **Notify Others on Delivery**
☐ **Notify Shipper on Exceptions**
[Help](#)

22. Click Show Quote.

Email Notifications
(Email notifications will be sent free of charge)
☒ **Notify Shipper on Order** ☐ **Notify Recipient on Order** ☐ **Notify Shipper on Delivery** ☐ **Notify Others on Delivery**
☐ **Notify Shipper on Exceptions**
[Help](#)

[Start Over](#) [Ship Now](#) [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.

Order #: 101095527

☒ **Tracking #: 782610073675**

Shipment Information		Package Information	Scan Activity	Return Shipment	Amount
Origin	Destination			Return Date	
The University of Chicago Janani Murali 5801 S Ellis Ave Chicago IL 60637 United States	Test User 7575 Frankford Rd Dallas TX 75252 United States	1/14/2021 FedEx Priority Overnight LETTER 0.5 lbs DO Email - S	No information at this time.	1/21/2021 Create Return Shipment	\$10.94
Total for this shipment					\$10.94

[Cancel Shipment](#) [Print Airwaybill](#) [Schedule Pickup](#) [Create Return Order](#) [Supporting Documents](#) [Shipment History](#)

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.

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26. Click Print Airwaybill.

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

ORIGIN ID: GYVA (773) 702-1234 JHANI MURALI THE UNIVERSITY OF CHICAGO 5801 S ELLIS AVE CHICAGO, IL 60637 UNITED STATES US	SHIP DATE: 14JAN21 ACTWGT: 0.50 LB CAD: 29157014MWSX2500 BILL SENDER
TO TEST USER 7575 FRANKFORD RD DALLAS TX 75252 (222) 333-0988 REF: INV/ DEPT:	
 	
FRI - 15 JAN 10:30A PRIORITY OVERNIGHT	
TRKA 9201 7826 1007 3675	75252 TX-US DFW
	

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.

Sender Name:	John Smith
Sender Email:	jsmith@eshipglobal.com
Receiver Name:	
Receiver Email:	
Subject:	URL to print label
Message:	Please click on the link provided below to print the airwaybill for the package.
<div>Preview Email Send Email</div>	

Express Shipping powered by eShipGlobal

29. Enter the Receive Name and Receiver Email address in the boxes provided.

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

Email Label - Google Chrome
Not secure | basetst.eshipglobal.com/Services/Documentation/EmailLabel.asp?orn=101095015

[Back to Summary](#)

Sender Name:

Sender Email:

Receiver Name:

Receiver Email:

Subject:

Message:

[Preview Email](#) [Send Email](#)

30. Click Preview Email.

Email Label - Google Chrome
Not secure | basetst.eshipglobal.com/Services/Documentation/EmailLabel.asp?orn=101095015

[Back to Summary](#)

Sender Name:

Sender Email:

Receiver Name:

Receiver Email:

Subject:

Message:

[Preview Email](#) [Send 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=65vhBQRWsHTqVqwGxreLderJTdaEy4wnc9SmnHwuRH6ecgxIsjHtNF3YFqxIXtKlwNJeh9dH7r1&inInd=>
Regards,
Test User

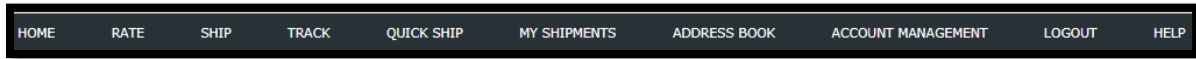
Express Shipping powered by eShipGlobal

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.



Express Shipping powered by eShipGlobal

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.

Express Shipping powered by eShipGlobal

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.

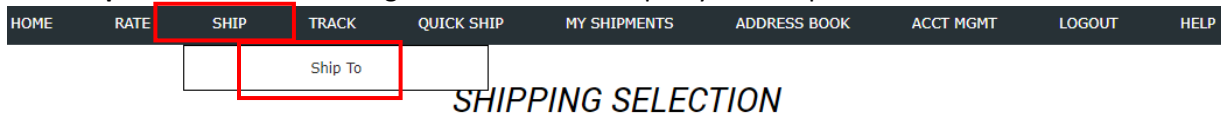
Packaging

- 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.



- 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.

Does your shipment contain any of the following:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice

☒ Yes ☐ No

3. Choose **Domestic**.

Please select the shipment type below:

☒ Domestic ☐ International

4. Classify the material in your shipment.

☒ BIOLOGICAL MATERIALS

☐ CHEMICALS

☐ RADIOACTIVE MATERIALS

☐ NEWLY SYNTHESIZED NON-HAZARDOUS CHEMICALS

☐ NON REGULATED MATERIAL WITH DRY ICE

☐ NON REGULATED MATERIAL WITHOUT DRY ICE

☐ SPECIAL PROVISION A180

☐ SPECIAL PROVISION A152 (DRY SHIPPERS)

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.

Express Shipping powered by eShipGlobal

- If you have completed the necessary training for this exempt biological material, you will see a confirmation of your training.

7. Click **Continue**.

BIOLOGICAL SUBSTANCE AFFECTING HUMANS OR ANIMALS (CATEGORY B, UN3373)

Is the material:

Yes No

☒ ☐ Meeting any one of the following criteria:

- a human, animal or plant pathogen, or infectious agent in a virulent or attenuated form (including pathogenic bacteria, viruses, viral vectors, parasites, fungi, algae, or prions)?
- known to harbor a pathogen?
- have a high probability of containing a pathogen?
- of human origin (e.g. established or primary cell lines, tissue, organs, blood, or body fluids)? (Samples where there is minimal likelihood that pathogens are present are excluded. If the medical history or other patient information is unknown, then please answer "yes".)
- of non-human primate origin (e.g. established or primary cell lines, tissue, organs, blood, or body fluids)

Substance Classification: UN 3373 Biological Substance, Category B

Training: Training Required - Category B and Exempt Human or Animal Specimen Training (Also fulfills Shipping Dry Ice training requirement)

Note: Requirement may also be fulfilled by taking the Infectious Substance, Category A Training

Training Verification: You have the appropriate training to continue

Start Over

Reset

Continue

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

Material Entry

Material Classification: UN 3373 Biological Substance, Category B

***Material Name:** Test

UN NO: 3373

Proper Shipping Name: Biological substance, Category B

Class Or Division: 6.2

Packing Group:

Labels:

Packing Instructions: See 650

Special Provisions:

Authorization:

Special Permit:

☐ Dangerous goods in excepted quantities? (FORBIDDEN)

☐ Dangerous goods in limited quantities? (Max. Net Qty: FORBIDDEN)

☐ Cargo aircraft only? (Max. Net Qty: NA)

Maximum Quantity Per Inner Receptacle: ml (Max. Inner Qty: NA)

***Total Quantity in Package:** 5 ml (Max. Total Qty: NA)

¹Net Value in USD (Min. 1): 5

☐ Does the material contain any chemical preservative?

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

[Start Over](#) [Add another material](#) [Continue](#)

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.

Required fields are indicated by an asterisks. All other fields are optional. Please complete the form and click on "Save Changes".

Edit Address

***Company/Contact Name:** The University of Chicago

Alternate Contact Name: User1 One

***Address 1:** 5801 S Ellis Ave

Address 2:

***City:** Chicago

²State/Province: Illinois

Zip: 60637

Country: United States

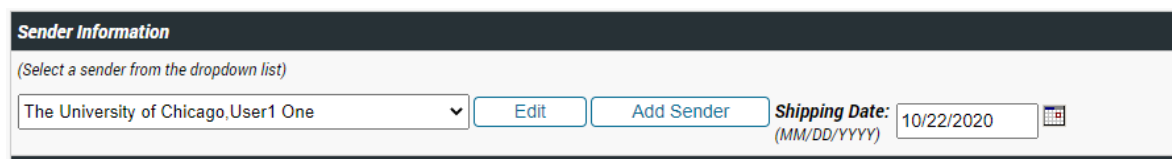
***Phone:** 7737021234

Email: user1@uchicago.edu

[Go Back](#) [Save Changes](#)

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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.



The screenshot shows a form titled "Sender Information" with a dark header. Below the header, there is a text prompt "(Select a sender from the dropdown list)". A dropdown menu is open, showing "The University of Chicago, User1 One" with a downward arrow. To the right of the dropdown are two buttons: "Edit" and "Add Sender". Further right is the "Shipping Date:" field, which contains "10/22/2020" and a calendar icon. Below the date field, the text "(MM/DD/YYYY)" is visible.

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.

NOTE: The shipping date selected cannot exceed 9 days from today's date.

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.*

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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 Information
(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1

☒ Identical ☐ Non-Identical

***Type:** Fibreboard Box

***Total Pkg Weight:** 5 (lbs)

Shipment Reference:

Service: Select a service

Dimensions: 5 x 5 x 5 (inches)

- 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.

Express Shipping powered by eShipGlobal

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
(Additional charges may apply for some special services)

☐ **Material Transfer Agreement (MTA)**

☐ **Saturday Delivery**

☒ **Signature Required**

☐ **Signature Release**

☐ **Dangerous Goods**

☒ **Dry Ice** (Express shipments only)

☐ **Overpack**

MTA Number :

Dangerous Goods Type: --Select-- [Help](#)

***Dry Ice Weight:** (lbs) [Help](#)

27. Select optional Email Notifications requested.

Email Notifications
(Email notifications will be sent free of charge)

☒ **Notify Shipper on Order**

☒ **Notify Recipient on Order**

☐ **Notify Shipper on Delivery**

☐ **Notify Others on Delivery**

☐ **Notify Shipper on Exceptions**

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.

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


	Service	*Commitment	¹ Contracted Rate
 <input type="radio"/>	FedEx Ground	STD: 1 to 5 business days ACT: TWO_DAYS	\$22.23
 <input type="radio"/>	FedEx Express Saver	STD: 3rd business day by 4:30 PM ACT: 2020-10-27 by 16:30:00	\$23.07
 <input type="radio"/>	UPS Ground	STD: End of 5th business day ACT: Click here for Actual Commitment	\$25.01
 <input type="radio"/>	FedEx Standard Overnight	STD: Next business day by 3:00 PM ACT: 2020-10-23 by 16:30:00	\$33.20
 <input type="radio"/>	FedEx Priority Overnight	STD: Next business day by 10:30 AM ACT: 2020-10-23 by 10:30:00	\$34.34
 <input type="radio"/>	UPS 3-Day Select	STD: End of 3rd business day ACT: Click here for Actual Commitment	\$37.84
 <input type="radio"/>	UPS 2nd Day Air	STD: End of 2nd business day ACT: Click here for Actual Commitment	\$49.18
 <input type="radio"/>	UPS 2Day Air AM	STD: 2nd business day by 10:30 AM ACT: Click here for Actual Commitment	\$54.47
 <input type="radio"/>	UPS Next Day Air Saver	STD: Next business day by 3 PM ACT: Click here for Actual Commitment	\$100.57
 <input type="radio"/>	UPS Next Day Air	STD: Next business day by 10:30 AM ACT: Click here for Actual Commitment	\$104.08
<div> <div>Edit Shipment</div> <div>Ship</div> </div>			

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.

Order #: 101095016

☒ Tracking #: 398107060136

Shipment Information				
Origin	Destination	¹ Package Information	Scan Activity	Amount
The University of Chicago User1 One 5801 S Ellis Ave Chicago IL 60637 United States	TEST USER 7575 Frankford Rd Dallas TX 75252 United States	 10/22/2020 FedEx Express Saver CUSTOM 5 lbs DI - 1 lbs SRQ : PK Email - S R	No information at this time.	\$23.07
Material Name	Material Classification			
Test	UN 3373 Biological Substance, Category B		Proper shipping name: Biological substance, Category B UN NO: UN3373 Preservative: Net Weight/Volume: 5 ml Net Value: 5 USD	
Total for this shipment				\$23.07

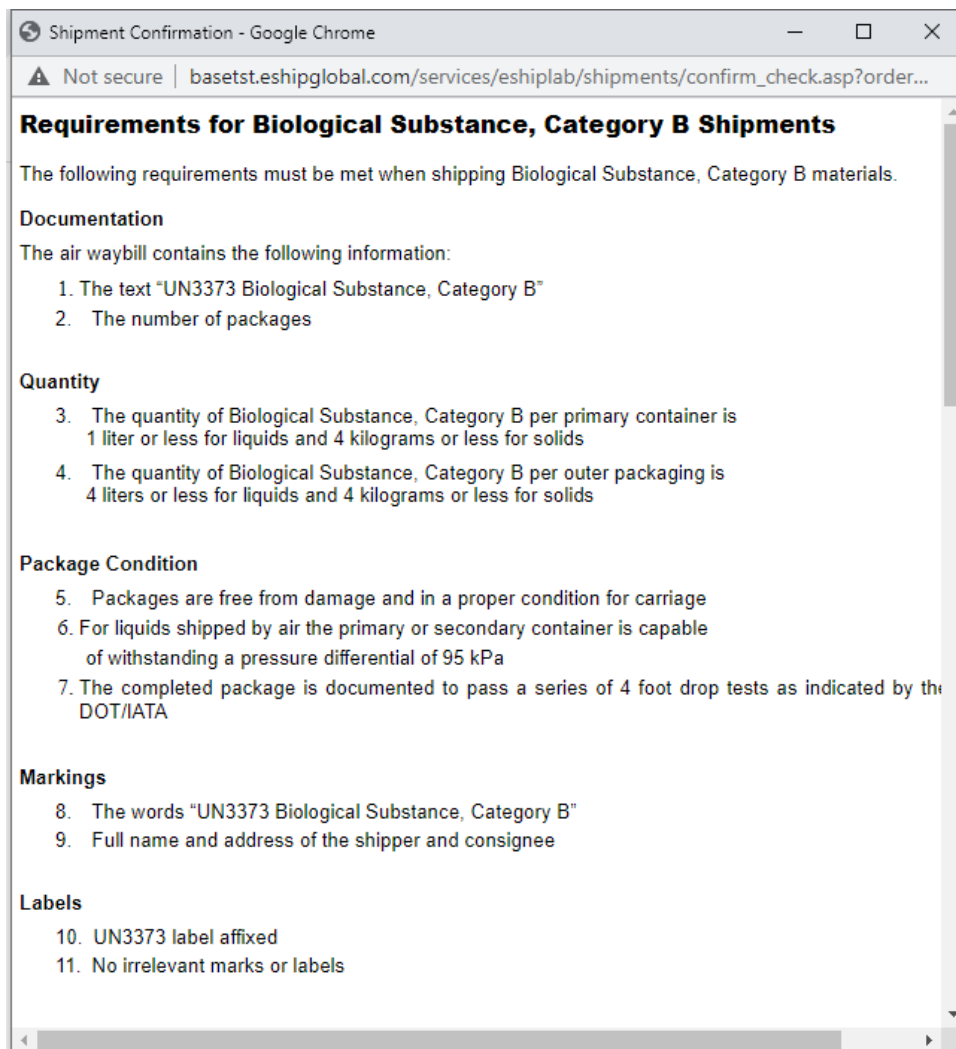
Complete Shipment

Cancel Shipment

Supporting Documents

Shipment History

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



The screenshot shows a web browser window titled "Shipment Confirmation - Google Chrome". The address bar displays "Not secure | basetst.eshipglobal.com/services/eshiplab/shipments/confirm_check.asp?order...". The main content area is titled "Requirements for Biological Substance, Category B Shipments". Below the title, it states: "The following requirements must be met when shipping Biological Substance, Category B materials." The requirements are organized into sections: Documentation, Quantity, Package Condition, Markings, and Labels. Each section contains a list of specific requirements.

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.

Shipment Confirmation - Google Chrome

Not secure | basetst.eshipglobal.com/services/eshiplab/shipments/confirm_check.asp?order...

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

13. Class 9 label affixed
14. No irrelevant marks or labels

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.

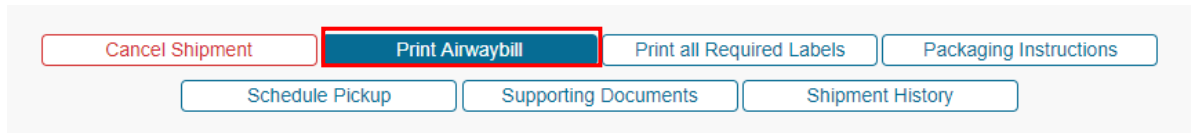
36. Then click Continue.

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

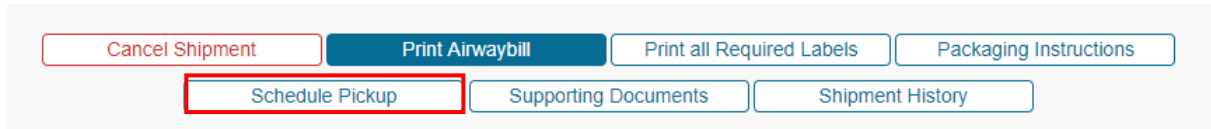
- Complete Shipment
 - Click on the Complete Shipment button. Review the checklists, check the box at the bottom agreeing to terms and then click the Continue button. The page will close and all of the buttons for printing the labels and documents will be available to facilitate the completion of the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

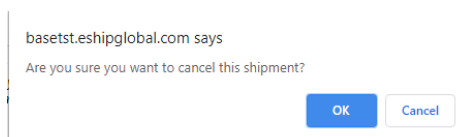
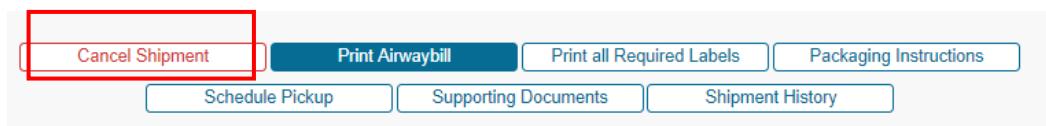
Express Shipping powered by eShipGlobal

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.

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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.



Success! Your package was cancelled successfully.

[Printer friendly]

Order #: 101095016

X Tracking #: 398107060136

Shipment Information				
Origin	Destination	Package Information	Scan Activity	Amount
The University of Chicago User1 One 5801 S Ellis Ave Chicago IL 60637 United States	TEST USER 7575 Frankford Rd Dallas TX 75252 United States	FedEx 10/22/2020 FedEx Express Saver CUSTOM 5 lbs DI - 1 lbs SRQ : PK Email - S R	No information at this time.	\$23.07
Material Name	Material Classification			
Test	UN 3373 Biological Substance, Category B	Proper shipping name: Biological substance, Category B UN NO: UN3373 Preservative: Net Weight/Volume: 5 ml Net Value: 5 USD		
Total for this shipment				\$0.00

Supporting Documents Shipment History

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.

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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

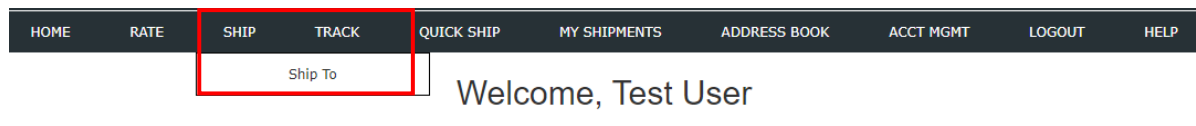
- Please note that with some shipping Carriers, additional charges may be incurred if you make special arrangements to have packages picked up.
- Adding Special Services, like Saturday delivery, Residential Delivery, Signature Required, etc. may result in additional charges with the shipping Carrier 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.

A screenshot of a form titled 'Does your shipment contain any of the following:'. The form has a light gray background. It contains a bulleted list of items: Biological Materials, Chemicals, Radioactive Materials, and Dry Ice. Below the list, there are two radio buttons labeled 'Yes' and 'No'. The 'No' radio button is selected, indicated by a filled circle. The entire form is enclosed in a red rectangular box.

3. If No was chosen, choose international.

A screenshot of a form titled 'Please select the shipment type below:'. The form has a light gray background. It contains two radio buttons labeled 'Domestic' and 'International'. The 'International' radio button is selected, indicated by a filled circle. The 'International' radio button and its label are enclosed in a red rectangular box.

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.

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4. Select the type of item you want to ship internationally and click “Continue”.

For purpose of this scenario we will select “Documents”.

Does your shipment contain any items valued over \$2,500?

Yes ☐ No ☒

Will any items in your shipment be transferred to a third party? A third party is a person, institution, or country who is not the addressee.

Yes ☐ No ☒

Does your shipment contain general correspondence (e.g., admissions/immigration documents, contracts, billing invoices, etc.) or promotional materials? Note: Technical manuals are not general correspondence.

Yes ☒ No ☐

Select the category that best describes what you are shipping:

Select

Select

Documents (admission, invoices, immigration-related)

Promotional Materials

Both

5. Complete online form by entering the Item Name, Gross Weight, Quantity and Net Value.

Ship International

Step 1 : Item Classification and Export Control Verification

ITEM SELECTION

Identify the item that you plan to ship. Then click Continue button to proceed to Shipment details. Required fields are indicated by an asterisk.

Material Entry

Item Classification: GENERAL CORRESPONDENCE/DOCUMENTS

*Item Name:

*Gross Weight: POUNDS ▾

*Quantity: PIECES ▾

*Net Value in USD:

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

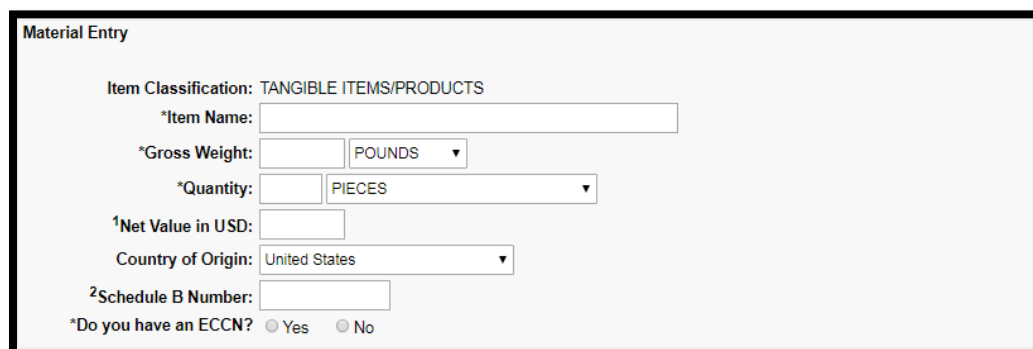
Start Over

Add another Item

Continue

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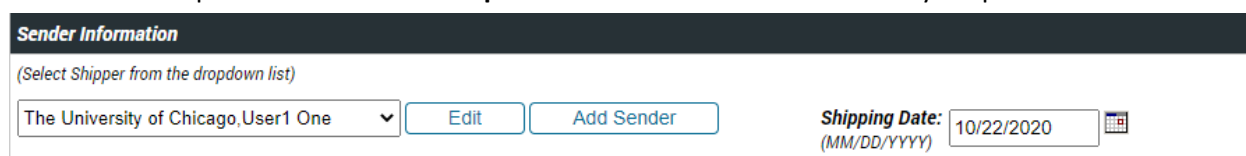
6. On the item selection form for Technical Data/Software, and Tangible Item/Products, there are two additional optional fields called “Schedule B Number” and the “ECCN#”.



The image shows a 'Material Entry' form. It contains the following fields: 'Item Classification' set to 'TANGIBLE ITEMS/PRODUCTS'; '*Item Name' with a text input field; '*Gross Weight' with a text input field and a 'POUNDS' dropdown; '*Quantity' with a text input field and a 'PIECES' dropdown; '¹Net Value in USD' with a text input field; 'Country of Origin' with a dropdown menu set to 'United States'; '²Schedule B Number' with a text input field; and '*Do you have an ECCN?' with radio buttons for 'Yes' and 'No'.

NOTE: Visit 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.



The image shows a 'Sender Information' form. It has a dark header with the title 'Sender Information'. Below the header, it says '(Select Shipper from the dropdown list)'. There is a dropdown menu showing 'The University of Chicago, User1 One' with a downward arrow. Next to it are 'Edit' and 'Add Sender' buttons. To the right, there is a 'Shipping Date:' label with the date '10/22/2020' and a calendar icon. Below the date, it says '(MM/DD/YYYY)'.

NOTE: To Edit information for one of the Senders associated with your shipping profile, refer to the Enter and Maintain Sender Information quick guide.


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

Sender Information

(Select Shipper from the dropdown list)

The University of Chicago,User1 One

Shipping Date: 10/22/2020 

(MM/DD/YYYY)

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.

- Click on Load from Address Book to select a Recipient from the saved Address Book

- Go to step 13 to enter a new Recipient.

Recipient Information

(Please enter recipient information or choose from saved recipient addresses by clicking on the Load from Address Book button)

☒ Add to Address Book

Country: ? Select the country to begin

*Company/Contact Name:

Alternate Contact Name:

*Address 1:

Address 2:

State/Province:

*City:

*Phone:

Email:

Zip:

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

Search for:

Location: ☐ From ☒ To

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.

- 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.

Items					
Item Name	Item Classification	Harmonized Code	*Net Weight	Net Value(USD)	Quantity
test	Tangible Items		5 LB	5	5 PCS

Express Shipping powered by eShipGlobal

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.

Recipient Information

(Please enter recipient information or choose from saved recipient addresses by clicking on the Load from Address Book button)

Load from Address Book

☒ Add to Address Book

Country:

Select Country

?

Select the country to begin

*Company/Contact Name:

Alternate Contact Name:

*Address 1:

Address 2:

*City:

State/Province:

Select State

Zip:

*Phone:

Email:

13. Select the Recipient Country from the drop-down list of options provided.

Recipient Information

(Please enter recipient information or choose from saved recipient addresses by clicking on the Load from Address Book button)

Load from Address Book

☒ Add to Address Book

Country:

Select Country

?

Select the country to begin

*Company/Contact Name:

Alternate Contact Name:

*Address 1:

Address 2:

*City:

State/Province:

Anguilla Islands

Zip:

*Phone:

Email:

Items

Item Name	Item Classification
test	Tangible Items

Package Information

*Net Weight	Net Value(USD)	Quantity
5 LB	5	5 PCS

Country:

Select Country

Afghanistan

Åland Islands

Albania

Algeria

American Samoa

Andorra

Angola

Anguilla Islands

Antigua & Barbuda

Argentina

Armenia

Aruba

Australia

Austria

Azerbaijan

Azores(Portugal)

Bahamas

Bahrain

Bangladesh

Express Shipping powered by eShipGlobal

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
(Please enter recipient information or choose from saved recipient addresses by clicking on the Load from Address Book button)

[Load from Address Book](#)

☒ Add to Address Book

Country: Bermuda [Click here for address format](#)

***Company/Contact Name:** Research Center

Alternate Contact Name: Test User

***Address 1:** 17 Biological Station Lane

Address 2:

State/Province: Select State

***Phone:** 4412971880

Email: rst@ao.co

***City:** Saint Georges

Zip:

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 Recipients 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.

Package Information
(Select Package type and Service from the dropdown list)

Type: Customer Packaging (dropdown menu open showing: Carrier PAK, Carrier Box, Carrier Tube, Carrier Letter, Customer Packaging)

***Weight:** (lbs)

Shipment Reference:

Service: Select a service

***Dimensions:** L x W x H (inches)

[Help](#)

Express Shipping powered by eShipGlobal

16. Enter the approximate weight of the package. (The Dimensions boxes are not required for the package Type selected.) Then go to step 21.

The screenshot shows the 'Package Information' form. The 'Type' dropdown is set to 'Customer Packaging' and is highlighted with a red box. The 'Service' dropdown is set to 'Select a service'. The '*Weight' field is set to '10' (lbs). The '*Dimensions' field is set to '18 x 6 x 6' (inches). The 'Shipment Reference' field is empty. A 'Help' link is at the bottom left.

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

The screenshot shows the 'Package Information' form. The 'Type' dropdown is set to 'Customer Packaging'. The 'Service' dropdown is set to 'Select a service'. The '*Weight' field is set to '10' (lbs). The '*Dimensions' field is set to '18 x 6 x 6' (inches) and is highlighted with a red box. The 'Shipment Reference' field is empty. A 'Help' link is at the bottom left.

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

The screenshot shows the 'Package Information' form. The 'Type' dropdown is set to 'Carrier Letter' and is highlighted with a red box. The 'Service' dropdown is set to 'Select a service'. The '*Weight' field is set to '0.5' (lbs). The '*Dimensions' field is set to 'L x W x H' (inches). The 'Shipment Reference' field is empty. A 'Help' link is at the bottom left.

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.

The screenshot shows the 'Special Instructions' form. The text '(Additional charges may apply for some special services)' is at the top. Below it are three checkboxes: 'Material Transfer Agreement (MTA)', 'Signature Required (FedEx & UPS only)', and 'Signature Release (FedEx commercial deliveries only)'. The 'MTA Number' field is highlighted with a red box. A 'Help' link is at the bottom left.

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.

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21. Enter Customs Information including Customs Value and Declared Value (for insurance purposes if applicable) required for this package.

Customs Information
(Additional fields for customs information)

Customs Value: 5 (xxxx USD)

Declared Value: 0 (xxxx USD)

Terms of Sale: FOB ?

Certificate Of Origin: NotRequired

22. Select the Email Notifications requested.

23. Click Show Quote.

Email Notifications
Each notification will be sent free of charge.

☒ Notify Shipper on Order ☐ Notify Recipient on Order ☐ Notify Shipper on Delivery ☐ Notify Others on Delivery

☐ Notify Shipper on Exceptions

Start Over




Ship

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.

	Service	*Commitment	¹ Contracted Rate
<div></div> <div><input type="radio"/></div>	FedEx International Economy	<div>STD: 2 to 3 business days</div> <div>ACT: 2020-10-26 by 17:00:00</div>	\$25.10
<div></div> <div><input type="radio"/></div>	FedEx International Priority	<div>STD: Bus. centers in 24 to 48 hours</div> <div>ACT: 2020-10-23 by 12:00:00</div>	\$27.08
<div></div> <div><input type="radio"/></div>	DHL Worldwide Priority Express	<div>STD: 4 to 8 business days</div> <div>ACT: 1 day(s)</div>	\$42.91
<div><div>Edit Shipment</div><div>Ship</div></div>			

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

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Order #: 101095025

☒ **Tracking #: 398117670281**

Shipment Information

Origin	Destination	¹ Package Information	Scan Activity	Amount
The University of Chicago User1 One 5801 S Ellis Ave Chicago IL 60637 United States	John Smith 1 Main Street Apt # 123 Concord ON L4K3K3 Canada	FedEx 10/22/2020 FedEx International Economy CUSTOM 10 lbs SRQ : PK Email - S	No information at this time.	\$25.10

Export Control

Disclaimer	Options	Purpose	Third-Party Recipient
Signed	N/A	N/A	N/A

Product Name	Product Classification	
Test Documents	Documents	Gross Weight: 5 LB Net Value: 5 USD Quantity: 10 PCS ECCN#: EAR99 ECCN Check: N/A

Total for this shipment \$25.10

Cancel Shipment

Complete Shipment

Supporting Documents

Shipment History

27. Acknowledge the Checklist

Shipment Confirmation - Google Chrome

Not secure | basetest.eshipglobal.com/services/international/shipments/confirm_check.asp?or...

Does your shipment involve any materials, technology, or services listed on the EAR/Commerce Control List (http://www.access.gpo.gov/bis/ear/ear_data.html) or the ITAR/U.S. Munitions List (http://www.pmdtc.state.gov/regulations_laws/itar_official.html) or otherwise specifically designed, developed, configured, modified or adapted for military or space-based applications?

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. Is all the information or software involved in your shipment published and generally accessible to the public through at least one of the following:

- publication for distribution;
- subscriptions available without restrictions;
- website available free of charge;
- libraries open to the public;
- patents and published patent applications;
- instruction in commonly taught courses; or
- Presentation at an open conference or seminar?

▪ If the presentation occurs outside of the U.S. please indicate here:

6. 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; and
- is not subject to specific U.S. Government access and dissemination controls?

☐ certify that I understand and will comply with all applicable export control laws and regulations.

Continue

28. Click Print Airwaybill

Express Shipping powered by eShipGlobal

Order #: 101095025

☒ **Tracking #: 398117670281**

Shipment Information				
Origin	Destination	¹ Package Information	Scan Activity	Amount
The University of Chicago User1 One 5801 S Ellis Ave Chicago IL 60637 United States	John Smith 1 Main Street Apt # 123 Concord ON L4K3K3 Canada	FedEx 10/22/2020 FedEx International Economy CUSTOM 10 lbs SRQ : PK Email - S	No information at this time.	\$25.10

Export Control			
Disclaimer	Options	Purpose	Third-Party Recipient
Signed	N/A	N/A	N/A

Product Name	Product Classification	
Test Documents	Documents	Gross Weight: 5 LB Net Value: 5 USD Quantity: 10 PCS ECCN#: EAR99 ECCN Check: N/A

Total for this shipment **\$25.10**

[Cancel Shipment](#) [Print Airwaybill](#) [Print Required Documents](#) [Export Checklist](#)

[Schedule Pickup](#) [Supporting Documents](#) [Shipment History](#)

29. Click Print Required Documents to print necessary Customs documents.

Shipment Information				
Origin	Destination	¹ Package Information	Scan Activity	Amount
The University of Chicago User1 One 5801 S Ellis Ave Chicago IL 60637 United States	John Smith 1 Main Street Apt # 123 Concord ON L4K3K3 Canada	FedEx 10/22/2020 FedEx International Economy CUSTOM 10 lbs SRQ : PK Email - S	No information at this time.	\$25.10

Export Control			
Disclaimer	Options	Purpose	Third-Party Recipient
Signed	N/A	N/A	N/A

Product Name	Product Classification	
Test Documents	Documents	Gross Weight: 5 LB Net Value: 5 USD Quantity: 10 PCS ECCN#: EAR99 ECCN Check: N/A

Total for this shipment **\$25.10**

[Cancel Shipment](#) [Print Airwaybill](#) [Print Required Documents](#) [Export Checklist](#)

[Schedule Pickup](#) [Supporting Documents](#) [Shipment History](#)

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30. Click Print Documents.

- Select the printer, then click Print
- Close out the Print Documents to return to the My Shipments window.

eShipGlobal - Display Label - Google Chrome

Not secure | basetst.eshipglobal.com/services/international/documentation/showdocs.asp?orn=101095025&...

Print Documents

Print 3 copies of these documents

PAGE 1 OF 1

COMMERCIAL INVOICE				
Date Shipped:	10/22/2020	Air Waybill No:	398117670281	
Shipper Tax ID/EIN:				
SHIPPER NAME AND ADDRESS		CONSIGNEE NAME AND ADDRESS		
User1 One		John Smith		
The University of Chicago		1 Main Street Apt # 123		
5801 S Ellis Ave		Concord, ON, L4K3K3		
Chicago, IL, 60637		Canada		
United States				
Phone:7737021234		Phone:9517539874		
Email:user1@uchicago.edu		Email:AA@AA.CO		
Reference:		Reference:		
Units	Complete Description of Goods (Harmonized Code and License Info)	Country Of Origin	Unit Value	Commodity Value
10 PCS	Documents (Test Documents)	US	\$0.50	\$5.00
	Harmonized Code:			
	ECCN: EAR99			
These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.		Total Pkgs.	1	
		Total Weight (LBS)	10.00	
		Freight Charge	\$0.00	
		Terms of Sale	FOB	
SIGNATURE				

NOTE: Print 3 copies of the Commercial Invoice and other customs related forms for international air shipments and 5 copies for international FedEx Ground shipments to Canada or Mexico. Include the copies with the Shipping Label.

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.

HOME RATE SHIP TRACK QUICK SHIP MY SHIPMENTS ADDRESS BOOK ACCOUNT MANAGEMENT LOGOUT HELP

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.

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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 you're The 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.

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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.

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

EXEMPT HUMAN OR ANIMAL SPECIMEN	
Yes	No
<input type="radio"/>	<input checked="" type="radio"/> Is the material a human specimen or material for which there is only a minimal likelihood that pathogens are present?
<input checked="" type="radio"/>	<input type="radio"/> Is the material an animal specimen or material for which there is only a minimal likelihood that pathogens are present (e.g. rodent, avian, porcine cells, tissue, organs, blood, or body fluids)?
Substance Classification:	Subject to "Exempt Human Specimen" or "Exempt Animal Specimen" provisions
Training:	Training Required - Category B and Exempt Human or Animal Specimen Training (Also fulfills Shipping Dry Ice training requirement) Note: Requirement may also be fulfilled by taking the Infectious Substance, Category A Training
Training Verification:	You have the appropriate training to continue

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.

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- If you have completed the necessary training for this exempt biological material, you will see a confirmation of your training.
- Click Continue.
- Enter the name of the Material, Quantity, Net Value and ECCN # of the substance that you plan to ship.

Material Entry

Material Classification: Exempt Animal Specimen

***Material Name:**

Maximum Quantity Per Inner Receptacle: ml (Max. Inner Qty: NA)

***Total Quantity in Package:** ml (Max. Total Qty: NA)

¹Net Value in USD(Min. 1):

State Variation:

²Schedule B Number:

***ECCN#:** [ECCN Lookup](#)

☐ Does the material contain any chemical preservative?


¹Enter the total value of items shipped in each classification.
²Please refer to these links to lookup for Schedule B Number.
<http://uscensus.prod.3ceonline.com/#/p=0>
<https://www.census.gov/foreign-trade/schedules/b/index.html>
<https://rulings.cbp.gov/>
<https://hts.usitc.gov/>

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

Ship International

Sender Information

(Select a sender from the dropdown list)

Shipping Date: 

- Click on Load from Address Book to locate and select a Recipient from the saved Address Book

Recipient Information

(Please enter recipient information or choose from saved recipient addresses by clicking on the 'Load from Address Book' button)

Individual Name	Attn	Address	City/State	Zip
John Smith		1 Main Street Apt # 123	Concord ON	L4K3K3

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NOTE: Enter the Recipients 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 Information
(Select Package type and Service from the dropdown list)

***Type:** Fibreboard Box

***Weight:** 5 (lbs)

Shipment Reference:

Service: Select a service

***Dimensions:** 5 x 7 x 5 (inches)

- 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.

Billing References
(Select or enter Billing references for charge back and charge type)

Bill Shipment To: Prepaid

***Account#:** Not required

ZipCode: Not required

Country: Select Country

Bill Duties/Taxes To: Prepaid

***Account#:** Not required

ZipCode: Not required

Country: Select Country

Cost Allocation

***Shipment Justification:** 1234

① SELECT

Select: 2210003800 **Enter:**

Or

2210003800

② VALIDATE

(validated successfully)

Short Description	Exec Number	Exec Name	Dept Number	Dept Name
RESIDENCE REVENUES	43	INTERNATIONAL HOUSE	743	

Validate

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.

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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

Special Instructions
(Additional charges may apply for some special services)

☐ **Material Transfer Agreement (MTA)**

MTA Number :

☒ **Signature Required** (FedEx & UPS only)

☐ **Signature Release** (FedEx commercial deliveries only)

☐ **Dangerous Goods**

☒ **Dry Ice** (Express shipments only)

Dangerous Goods Type: [Help](#)

☐ **Overpack**

***Dry Ice Weight:** (lbs) [Help](#)

[Help](#)

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

Customs Information
(Additional fields for customs information)

Customs Value: (xxxx USD)

Declared Value: (xxxx USD)

Terms of Sale: ?

Certificate Of Origin:

19. Select optional Email Notifications requested.

Email Notifications
(Email notifications will be sent free of charge)

☒ **Notify Shipper on Order**

☒ **Notify Recipient on Order**

☐ **Notify Shipper on Delivery**



☐ **Notify Others on Delivery**

☐ **Notify Shipper on Exceptions**

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.

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20. Click Show Quote.

	Service	*Commitment	¹ Contracted Rate
 <input type="radio"/>	FedEx International Economy	STD: 2 to 3 business days <hr/> ACT: 2020-10-26 by 17:00:00	\$32.47
 <input type="radio"/>	FedEx International Priority	STD: Bus. centers in 24 to 48 hours <hr/> ACT: 2020-10-23 by 12:00:00	\$36.38
<div>Edit ShipmentShip</div>			

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.

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24. Click Complete Shipment.

Order #: 101095026

☒ **Tracking #: 398120135433**

Shipment Information				
Origin	Destination	Package Information	Scan Activity	Amount
The University of Chicago User1 One 5801 S Ellis Ave Chicago IL 60637 United States	John Smith 1 Main Street Apt # 123 Concord ON L4K3K3 Canada	FedEx 10/22/2020 FedEx International Priority CUSTOM 5 lbs DV - 150 USD : DI - 1 lbs SRQ : PK Email - S R	No information at this time.	\$36.38
Material Name	Material Classification			
Blood Samples	EXEMPT ANIMAL SPECIMEN	Proper shipping name: UN NO: Preservative: Net Weight/Volume: 5 ml Net Value: 200 USD		
Total for this shipment				\$36.38

Complete Shipment

Cancel Shipment

Supporting Documents

Shipment History

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

Shipment Confirmation - Google Chrome

Not secure | basetst.eshipglobal.com/services/eshiplab/shipments/confirm_check.asp?order...

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

- The quantity of Exempt Specimen material per primary container is 1 liter or less for liquids and 4 kilograms or less for solids
- 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

- Packages are free from damage and in a proper condition for carriage
- The primary and secondary packages are leak proof/sift proof
- The outer package is a rigid container such as a fiberboard box

Markings

- Full name and address of the shipper and consignee

Labels

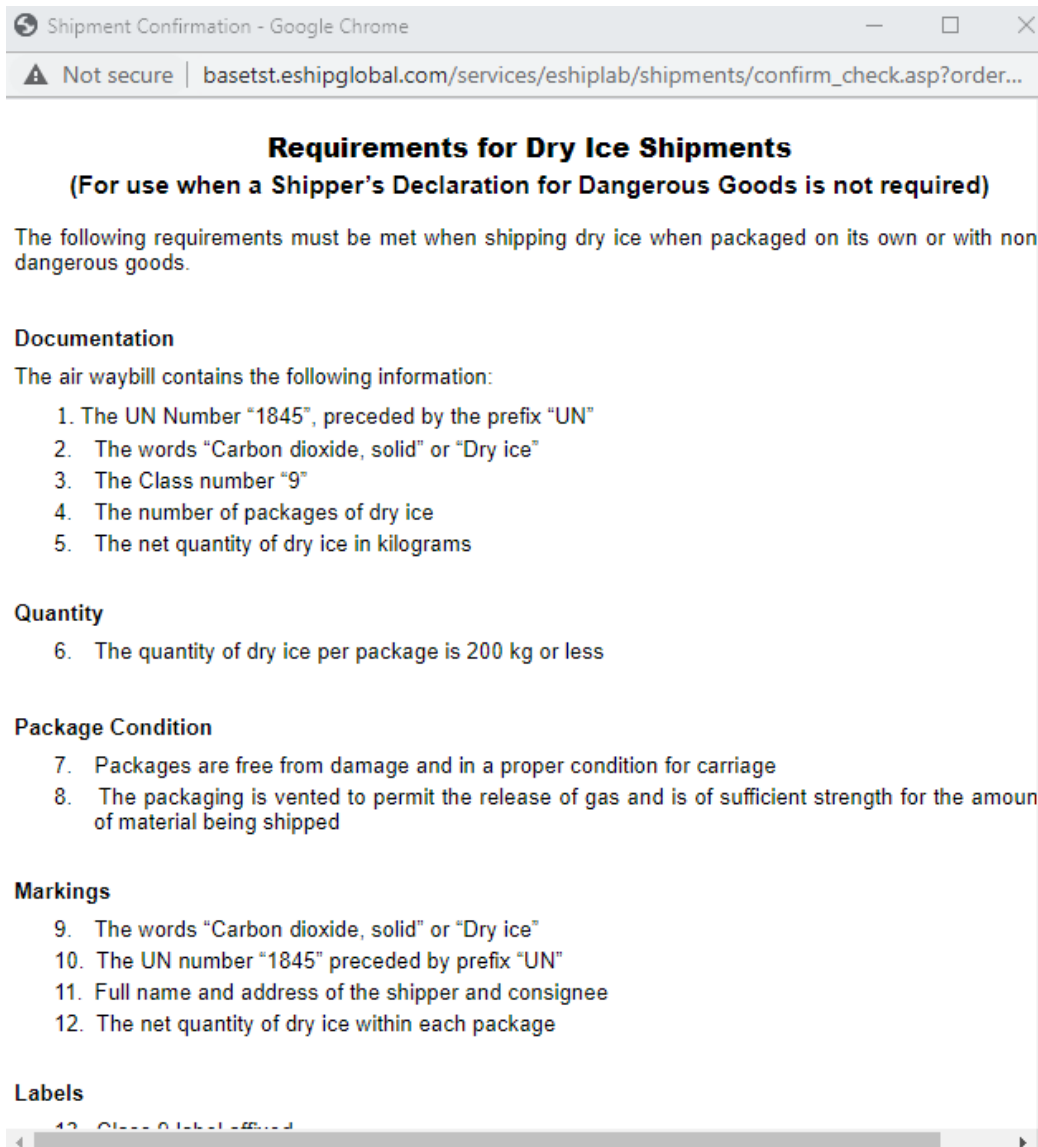
- Exempt Human Specimen or Exempt Animal Specimen label as applicable
- No irrelevant marks or labels

Dry Ice (if used)

Air waybill contains the following information:

- The UN Number "1845", preceded by the prefix "UN"
- The words "Carbon dioxide, solid" or "Dry ice"
- The Class number "9"
- The number of packages of dry ice
- The net quantity of dry ice in kilograms

26. Read the Requirements for Dry Ice Shipments.



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.

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- Print Airwaybill
 - Click on the Print Airwaybill button

☒ Tracking #: 398120135433

Shipment Information				
Origin	Destination	Package Information	Scan Activity	Amount
The University of Chicago User1 One 5801 S Ellis Ave Chicago IL 60637 United States	John Smith 1 Main Street Apt # 123 Concord ON L4K3K3 Canada	FedEx 10/22/2020 FedEx International Priority CUSTOM 5 lbs DV - 150 USD : DI - 1 lbs SRQ : PK Email - S R	No information at this time.	\$36.38
Material Name	Material Classification			
Blood Samples	EXEMPT ANIMAL SPECIMEN	Proper shipping name: UN NO: Preservative: Net Weight/Volume: 5 ml Net Value: 200 USD		
Total for this shipment				\$36.38

Cancel Shipment

Print Airwaybill

Print Required Documents

Print FedEx Bio

Print all Required Labels

Packaging Instructions

Schedule Pickup

Supporting Documents

Shipment History

- 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.

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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.

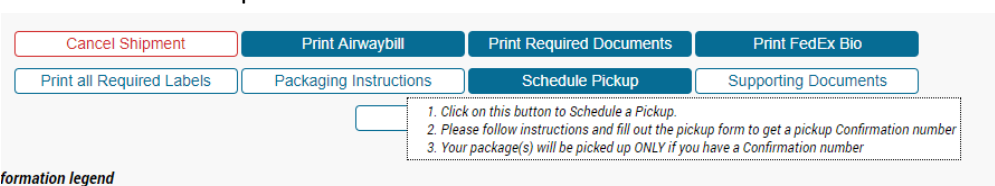
NOTE: Missing information on this label can result in a returned shipment.

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.

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Pick Up

Scheduling Information
Choose Pickup date, Shipment ready time and Business close time
Current time: 1:44:31 PM
¹Pickup date: 10/23/2020
Time Zone: Central
²Shipment ready time: 4:00 pm
Business close time: 6:30 pm

Pickup Location
Edit Address information for Package(s) to be picked up
***Contact Name:** User1 One
***Company:** The University of Chicago
***Address:** 5801 S Ellis Ave
***City:** Chicago
***State:** IL
***Zip:** 60637
Country: US
***Phone:** 7737021234
Special Instructions: Dangerous Goods

IMPORTANT: Please make sure **Address** field has the complete physical address where the package needs to be picked up from (including building, floor or suite numbers).

Shipment Information
Edit Number of Packages to be picked up from this location
Service Type: FedEx International Priority
***Number of Packages:** 1
***Total Weight:** 5 lbs

[Back to Summary](#) [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: CHIA19
Carrier: Federal Express
Pickup Date: 10/23/2020
Response Message: Success

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

[Back to Summary](#)

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.