

University Shipping Powered by eShipGlobal

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Maintaining End-User Preferences

Overview

The User Preferences functionality will help you easily maintain shipping preferences in the eShipGlobal system.

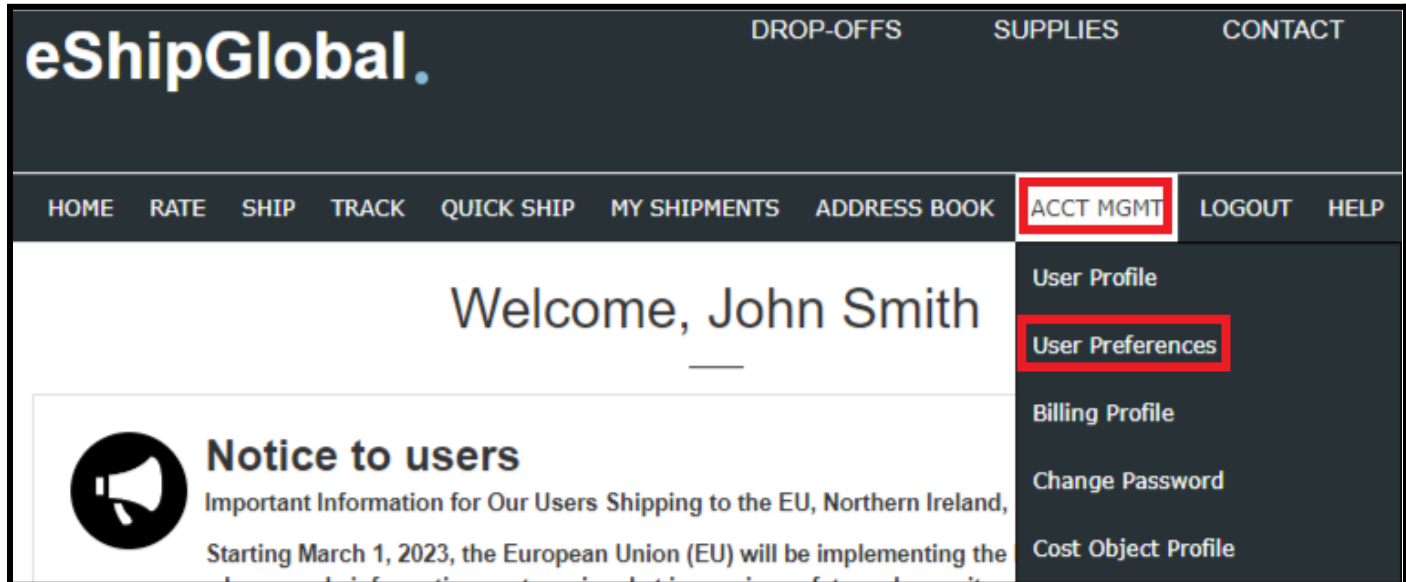
Key Points

- 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.

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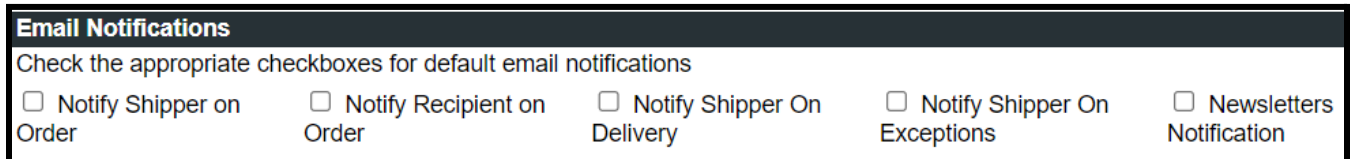
Maintain End-User Preferences

1. Click on **Acct Management** from the navigation bar located at the top of the eShipGlobal window. Select **User Preferences**.



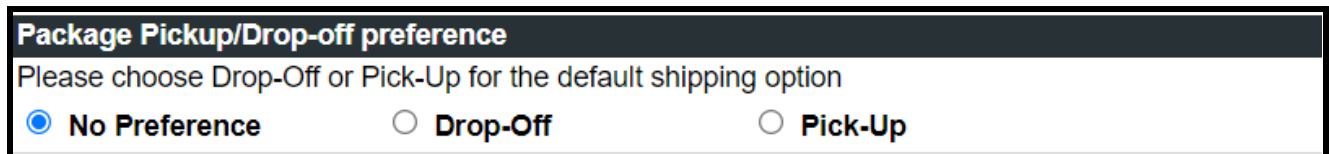
The screenshot shows the eShipGlobal website interface. At the top, there is a dark navigation bar with the eShipGlobal logo on the left and links for DROP-OFFS, SUPPLIES, and CONTACT on the right. Below this is a secondary navigation bar with links: HOME, RATE, SHIP, TRACK, QUICK SHIP, MY SHIPMENTS, ADDRESS BOOK, ACCT MGMT (highlighted with a red box), LOGOUT, and HELP. The main content area features a welcome message 'Welcome, John Smith' and a 'Notice to users' section with a megaphone icon. On the right side, a dropdown menu is open, showing options: User Profile, User Preferences (highlighted with a red box), Billing Profile, Change Password, and Cost Object Profile.

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



The screenshot shows the 'Email Notifications' section. It has a title 'Email Notifications' and a subtitle 'Check the appropriate checkboxes for default email notifications'. Below this, there are five checkboxes with labels: 'Notify Shipper on Order', 'Notify Recipient on Order', 'Notify Shipper On Delivery', 'Notify Shipper On Exceptions', and 'Newsletters Notification'.

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



The screenshot shows the 'Package Pickup/Drop-off preference' section. It has a title 'Package Pickup/Drop-off preference' and a subtitle 'Please choose Drop-Off or Pick-Up for the default shipping option'. Below this, there are three radio buttons with labels: 'No Preference' (selected), 'Drop-Off', and 'Pick-Up'.

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4. Add on an external scale and identify your printer type.

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)

5. 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 ☐ Newsletters Notification

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

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Add Billing Profile

Overview

The Billing Profile functionality will help you easily maintain carrier accounts in the eShipGlobal system.

Key Points

- Default carrier charge accounts can easily be added and changed.
- Although these accounts 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.

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Add Billing Profile

1. Click on **Acct Management** from the navigation bar located at the top of the eShipGlobal window. Select **Billing Profile**.

The screenshot shows the eShipGlobal website interface. At the top, there is a dark navigation bar with the eShipGlobal logo on the left and links for DROP-OFFS, SUPPLIES, and CONTACT on the right. Below this is a secondary navigation bar with links: HOME, RATE, SHIP, TRACK, QUICK SHIP, MY SHIPMENTS, ADDRESS BOOK, ACCT MGMT (highlighted with a red box), LOGOUT, and HELP. The main content area displays "Welcome, John Smith" with a horizontal line underneath. On the right side of the main content area, there is a dark sidebar with three options: User Preferences, Billing Profile (highlighted with a red box), and Cost Object Profile.

2. Provide any account numbers and Zip Code for your preferred carriers for shipment billing and click **Save Changes**.

The screenshot shows the "Billing Profile" form. The title "Billing Profile" is centered at the top with a horizontal line underneath. Below the title is a table with three columns: Carrier Name, Carrier Account Number, and Zip Code. The table has four rows for carriers: FedEx, UPS, DHL, and World Courier. Each row has input fields for the account number and zip code. At the bottom of the form, there is a blue button labeled "Save Changes" (highlighted with a red box).

<u>Carrier Name</u>	<u>Carrier Account Number</u>	<u>Zip Code</u>
FedEx	<input type="text"/>	<input type="text"/>
UPS	<input type="text"/>	<input type="text"/>
DHL	<input type="text"/>	<input type="text"/>
World Courier	<input type="text"/>	<input type="text"/>

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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.

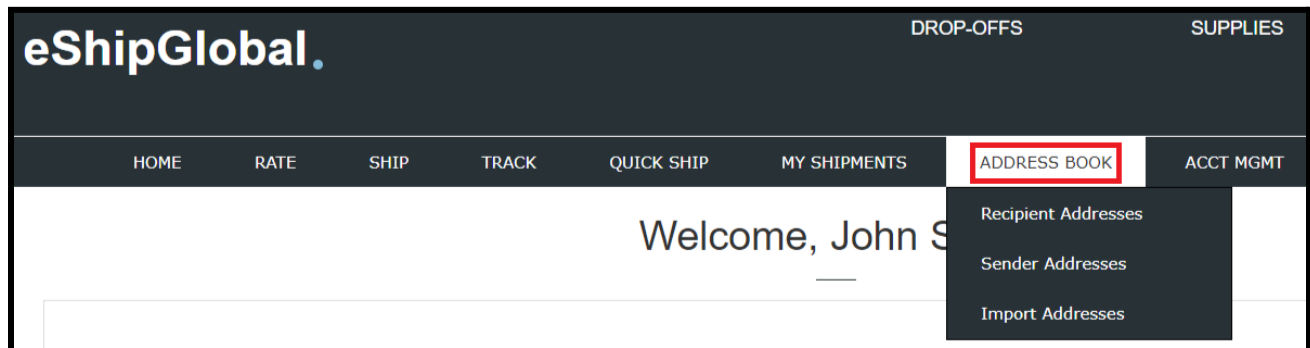
Key Points

- 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.

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Manage Address Book Entries

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



2. Click on **New** to add a new Recipient to the Address Book, and enter the Recipient information into the appropriate fields..

The screenshot shows a table with columns: Company/Contact, Alternate Contact, Address, City/State, Zip, and Country. The 'New' button is highlighted with a red box. The table contains three entries:

	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

3. Enter the name of the Company or primary Contact in the **Company /Contact Name** box.

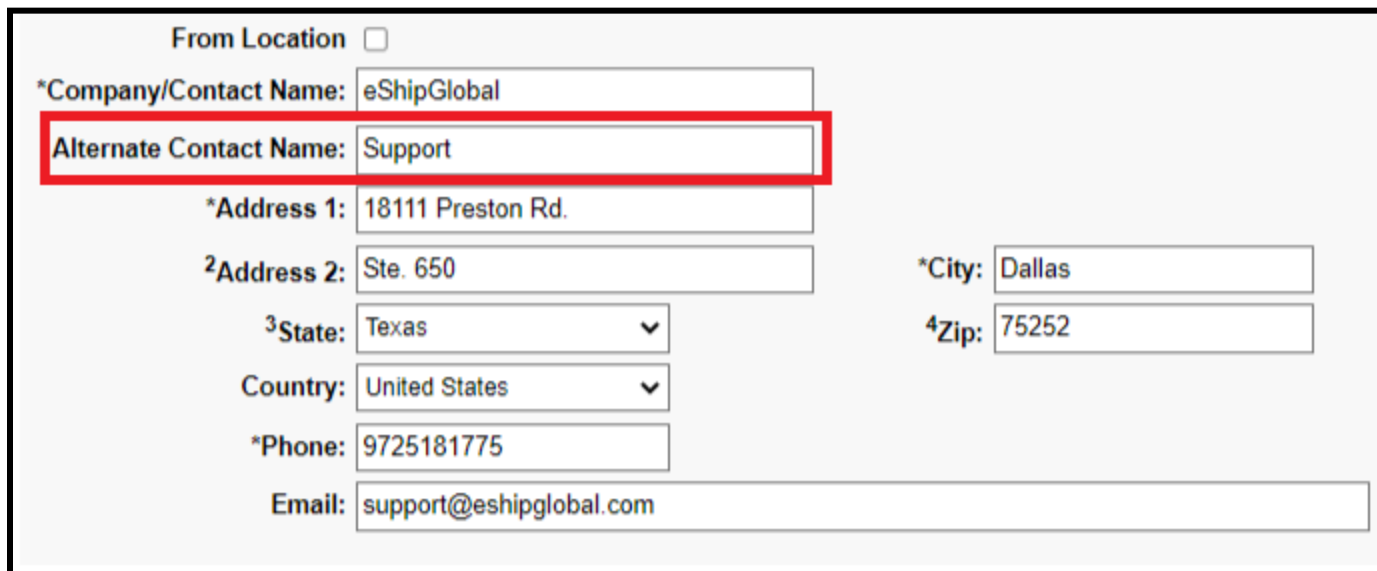
The screenshot shows the 'New' recipient form. The 'Company/Contact Name' field is highlighted with a red box. The form includes fields for: From Location, Company/Contact Name, Alternate Contact Name, Address 1, Address 2, State, City, Zip, Country, Phone, and Email.

From Location	<input type="checkbox"/>
*Company/Contact Name:	eShipGlobal
Alternate Contact Name:	Support
*Address 1:	18111 Preston Rd.
² Address 2:	Ste. 650
³ State:	Texas
*City:	Dallas
Country:	United States
⁴ Zip:	75252
*Phone:	9725181775
Email:	support@eshipglobal.com

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

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4. Enter the Contact Name of the Recipient in the **Alternate Contact Name** box.



A screenshot of a shipping form. The 'Alternate Contact Name' field, containing the text 'Support', is highlighted with a red rectangular border. Other fields include 'From Location' (checkbox), '*Company/Contact Name' (eShipGlobal), '*Address 1' (18111 Preston Rd.), '^Address 2' (Ste. 650), '^State' (Texas), 'Country' (United States), '*Phone' (9725181775), '*City' (Dallas), '^Zip' (75252), and 'Email' (support@eshipglobal.com).

From Location ☐

*Company/Contact Name: eShipGlobal

Alternate Contact Name: Support

*Address 1: 18111 Preston Rd.

^Address 2: Ste. 650

^State: Texas

Country: United States

*Phone: 9725181775

*City: Dallas

^Zip: 75252

Email: support@eshipglobal.com

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



A screenshot of the same shipping form. The 'Address 1' and 'Address 2' fields, containing '18111 Preston Rd.' and 'Ste. 650' respectively, are highlighted with a red rectangular border. Other fields are the same as in the previous screenshot.

From Location ☐

*Company/Contact Name: eShipGlobal

Alternate Contact Name: Support

*Address 1: 18111 Preston Rd.

^Address 2: Ste. 650

^State: Texas

Country: United States

*Phone: 9725181775

*City: Dallas

^Zip: 75252

Email: support@eshipglobal.com

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

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6. Enter the **City**.

From Location ☐

*Company/Contact Name: eShipGlobal

Alternate Contact Name: Support

*Address 1: 18111 Preston Rd.

²Address 2: Ste. 650

³State: Texas ▼

Country: United States ▼

*Phone: 9725181775

Email: support@eshipglobal.com

*City: Dallas

⁴Zip: 75252

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

From Location ☐

*Company/Contact Name: eShipGlobal

Alternate Contact Name: Support

*Address 1: 18111 Preston Rd.

²Address 2: Ste. 650

³State: Texas ▼

Country: United States ▼

*Phone: 9725181775

Email: support@eshipglobal.com

*City: Dallas

⁴Zip: 75252

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

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

From Location ☐

*Company/Contact Name: eShipGlobal

Alternate Contact Name: Support

*Address 1: 18111 Preston Rd.

²Address 2: Ste. 650

³State: Texas ▼

Country: United States ▼

*Phone: 9725181775

Email: support@eshipglobal.com

*City: Dallas

⁴Zip: 75252

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

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

From Location ☐

*Company/Contact Name: eShipGlobal

Alternate Contact Name: Support

*Address 1: 18111 Preston Rd.

²Address 2: Ste. 650

³State: Texas ▼

Country: United States ▼

*Phone: 9725181775

Email: support@eshipglobal.com

*City: Dallas

⁴Zip: 75252

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

From Location ☐

*Company/Contact Name: eShipGlobal

Alternate Contact Name: Support

*Address 1: 18111 Preston Rd.

²Address 2: Ste. 650

³State: Texas

Country: United States

*Phone: 9725181775

*City: Dallas

⁴Zip: 75252

Email: support@eshipglobal.com

NOTE: Phone number is a required field.

11. Enter the Recipients **Email** contact information if available.

From Location ☐

*Company/Contact Name: eShipGlobal

Alternate Contact Name: Support

*Address 1: 18111 Preston Rd.

²Address 2: Ste. 650

³State: Texas

Country: United States

*Phone: 9725181775

*City: Dallas

⁴Zip: 75252

Email: support@eshipglobal.com

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

12. Click **Save**. You will then be brought back to the main Address Book.

Email: support@eshipglobal.com

Cancel/Go Back Save

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13. To edit an address, click in the box located next to the Recipient address that you would like to **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

<input type="checkbox"/>	Company/Contact vv	Alternate Contact	Address	City/State	Zip	Country
<input checked="" type="checkbox"/>	eShipGlobal	Support	18111 Preston Rd. Ste. 650	Dallas TX	75252	United States

NOTE: You can search for an address by entering 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.

14. 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

<input type="checkbox"/>	Company/Contact vv	Alternate Contact	Address	City/State	Zip	Country
<input type="checkbox"/>	eShipGlobal	Support	18111 Preston Rd. Ste. 650	Dallas TX	75252	United States

15. Update the necessary information and 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:

*City:

³State:

⁴Zip:

Country:

*Phone:

Email:

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

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16. To delete an address, click in the box located next to the Recipient address that you would like to delete, and 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

☒ **Delete**

<input type="checkbox"/>	Company/Contact vv	Alternate Contact	Address	City/State	Zip	Country
<input checked="" type="checkbox"/>	eShipGlobal	Support	18111 Preston Rd. Ste. 650	Dallas TX	75252	United States

17. Click **Yes, Delete**.

Address Book

Delete Address

Do you really want to delete the following item(s) from your address book?
eShipGlobal

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Create a Domestic Biological Research Material Shipping Label

Overview

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

Key Points

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx, UPS, USPS, DHL etc. (flat rate shipping). This third-party service allows you to review shipping costs at University of Michigan 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 Credit Cards on every transaction. Each transaction is tied back to University of Michigan Financial Statements through the tracking number and Billing Profile.
- The eShipGlobal platform ensures that all shipments are sent within compliance and follow all IATA, DOT, etc. guidelines and regulations.
- After 45 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Shipping Carriers

Contracted international rates are available with FedEx, UPS and DHL.

- Federal Express, UPS and DHL will appear within your shipping carrier option list as available based on your shipping criteria.

Packaging

When selecting Your Packaging as the packaging type, provide approximate weights and package dimensions.

- All packages are reweighed and remeasured by the shipping vendor selected upon arrival at the station; prices will be adjusted accordingly 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 or in all locations.

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Create a Domestic Biological Research Material Shipping Label

1. Identify that this is a **Research Material**.

Does your shipment contain any of the following:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice

☒ Yes ☐ No

2. Indicate this is a **Domestic** shipment.

Please select the shipment type below:

☒ Domestic ☐ International

3. Select **Biological** and then **Continue**

RESEARCH MATERIAL SHIPPING

Step 1 : Material Classification and Training Verification

Which of the following materials will be part of your shipment?

☒ BIOLOGICAL MATERIALS

☐ CHEMICALS

Start Over

Continue

4. Complete the questionnaire to identify the Biological material being shipped

Step 1 : Material Classification and Training Verification
BIOLOGICAL MATERIAL CLASSIFICATION
Please complete the questionnaire below to proceed

HUMAN/ANIMAL SPECIMEN OR PATHOGEN

YesNo

☐☒

- Was the sample/specimen derived from a human or animal?
- Is material pathogenic to humans or animals

GENETICALLY MODIFIED MICRO-ORGANISMS (GMOs/GMMOs, UN3245)

YesNo

☐☒

Is the material a genetically modified microorganism that does not meet the definition of an infectious substance or toxic material?

Genetically modified microorganisms are microorganisms in which genetic material has been purposely altered through genetic engineering in a way that does not normally occur naturally. Genetically modified microorganisms which do not meet the definition of toxic or infectious substances must be assigned to UN 3245 (GMMO).

EXEMPT HUMAN OR ANIMAL SPECIMEN

YesNo

☒☐☐☒

Is the material a human specimen or material for which there is only a minimal likelihood that pathogens are present?

Is the material an animal specimen or material for which there is only a minimal likelihood that pathogens are present?

5. Click **Continue**

Substance Classification:	Subject to "Exempt Human Specimen" or "Exempt Animal Specimen" provisions
Training:	Training Required - Category B including Exempt Specimen Training
Training Verification:	You have the appropriate training to continue

Continue

Reset

Start Over

6. Fill in the **Material Name**, **Total Quantity**, and the **Net Value**. Once completed, click **Continue**.

Step 2 : Material Selection

MATERIAL DATABASE

Please provide details about the material you are shipping in the form below including:

- Identify the research material that you plan to ship. Then click Continue button to proceed to Shipment details. Required fields are indicated by an asterisk.
- Material Name (Provide description that includes the origin of the material and solution it is packed in, for example protein derived from rat serum, noninfectious in ethanol)
- Quantity in each inner receptacle (For shipments with multiple inner containers)
- Total Quantity in Package (Total weight or volume of package contents)
- Net Value in USD (Total value of package contents)
- NOTE: For Dry Ice shipments, enter quantity of dry ice (in lbs) in the "Special Instructions" section on the next screen.

Material Entry

Material Classification: Exempt Human Specimen

***Material Name:**

Material / Goods Description:

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

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

¹*Net Value in USD(Min. 1):

☐ Does the material contain any chemical preservative?

¹ Enter the total value of items shipped in each classification.
Note:
¹Please note that all grayed fields are pre-populated or optional.

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

Sender Information

(Select shipper dropdown list)

Shipping Date:

*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, click on **Add Sender**.*

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- Accept today's date (by default) or enter a new date in the **Shipping Date** field, and identify the **method of shipping** and **location information**.

Sender Information
(Select a sender from the dropdown list)

UMICH, Tom Jones

Edit

Add sender

Shipping Date:
(MM/DD/YYYY)

06/19/2023

Method of Shipping:

Pickup

Location Information

NOTE: To change the Shipping Date, click in the Shipping Date box and enter a new Shipping Date. 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, or, you may enter in the recipient information manually to each field.

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:

* Please provide a direct local phone number for the intended recipient only.

- If loading from your Address Book, click to select the address that you would like to use as the Recipient and click **Ship To**.

	Company/Contact	Alternate Contact	Address	City/State	Zip	Country
<input checked="" type="checkbox"/>	eShipGlobal Test	test	550 E Spring Street	OXford OH	45056	United States
<div> <div>Go Back</div> <div>New</div> <div>Ship To</div> </div>						

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.

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11. If you are adding your recipient address manually and would also like to save it to your Address Book, click **Add to Address Book** and the address will be available to use from your Address Book on any future shipments

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:

*City:

*State:

*Zip:

Country:

*Phone: * Please provide a direct local phone number for the intended recipient only.

*Email:

12. Select the **Packaging Type** and provide any additional item description in the **Shipment Reference** if applicable.

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

*Type:

Service:

*Weight: (lbs)

*Dimensions: x x (inches)

Shipment Reference:

13. Once you have selected your package type, the weight and dimensions will be auto-filled for you.

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

*Type:

Service:

*Weight: (lbs)

*Dimensions: x x (inches)

Shipment Reference:

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14. 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: 1 ☒ Identical ☐ Non-Identical

*Type: Fibreboard Box Service: Select a service

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

Shipment Reference:

[Help](#)

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

Bill To: Shipper * Shipper/Recipient Account#:

Cost Allocation

Service Options:

- Select a service
- FedEx 2Day
- FedEx Express Saver
- FedEx First Overnight
- FedEx Ground Guaranteed
- FedEx Priority Overnight
- FedEx Standard Overnight
- UPS 2nd Day Air A.M.
- UPS 2nd Day Air
- UPS 3 Day Select
- UPS Ground
- UPS Next Day Air Early A.M.
- UPS Next Day Air
- UPS Next Day Air Saver

15. If you have previously saved a Billing Profile, your carrier account information will auto-fill based on the carrier selected. If not, you may manually fill in the **Account Number** and associated **Zip Code**. Additionally, you will be required to provide your **ShortCode**.

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

Bill To: Shipper * Shipper/Recipient Account #: *Zip:

Cost Allocation

ShortCode :

NOTE: You can elect to have the Recipient of the package pay for delivery. Choose Recipient from the Bill To drop-down list. Enter the Recipient Account Number and the Zip Code associated with the Recipient account in the boxes provided. Cost Object is required as back-up.

16. Select preferred **Special Instructions** you would like for this shipment

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

☐ **Material Transfer Agreement (MTA)** MTA Number :

☐ **Return Shipment** (FedEx, UPS only) ☐ **Hold at Station** (FedEx, UPS only)

☐ **Saturday Delivery** (FedEx, UPS only) ☐ **Signature Release** (FedEx, UPS, LSO only)

☐ **Signature Required** ☐ ***Residential Delivery** (FedEx, UPS only)

[Help](#)

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

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17. Select any requested **email notifications**.

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](#)

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.







18. 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](#)

19. Confirm your carrier and transit selection and click **Ship**

Ship Now - Quote

	Service	*Commitment	¹ Contracted Rate
 <input type="radio"/>	FedEx Ground	STD: 1 to 5 business days ACT: THREE_DAYS	\$11.51
 <input type="radio"/>	FedEx Express Saver	STD: 3rd business day by 4:30 PM ACT: 2023-06-16 by 16:30:00	\$13.65
 <input checked="" type="radio"/>	FedEx 2Day	STD: 2nd business day by 4:30 PM ACT: 2023-06-15 by 16:30:00	\$16.19
 <input type="radio"/>	FedEx Standard Overnight	STD: Next business day by 3:00 PM ACT: 2023-06-14 by 16:30:00	\$20.93
 <input type="radio"/>	FedEx Priority Overnight	STD: Next business day by 10:30 AM ACT: 2023-06-14 by 12:00:00	\$22.75
 <input type="radio"/>	FedEx First Overnight	STD: Next business day by 8:30 AM ACT: 2023-06-14 by 10:00:00	\$157.06

[Edit Shipment](#) [Ship](#)

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20. After you have completed your order, you will receive a confirmation that your order was submitted for review and approval.

Thank you for submitting your eShip shipment. This acknowledgement confirms that your request is being processed by the System Administrator. If you have any questions, please contact shipping@umich.edu or call (734) 763-8786. Please note that the shipments created after 4 PM (EST) will likely be processed only the next business day.



Order #: 110405378

Bill to Third party account# 651248795

☒ Tracking #: 780083900420

Shipment Information

Origin	Destination	¹ Package Information	Scan Activity	Amount
UMICH John Smith 17304 Preston Road Dallas TX 75252 United States Sent By: John Smith	eShipGlobal Test Domestic Test 550 E Spring Street OXford OH 45056 United States	FedEx 6/19/2023 FedEx Priority Overnight CUSTOM 5 lbs PK	No information at this time.	\$0.00
Material Name	Material Classification			
GMO	UN 3245 Genetically modified micro-organisms		Proper shipping name: Genetically modified micro-organisms UN NO: UN3245 Preservative: Net Weight/Volume: 1 ml Net Value: 1 USD	
Total for this shipment				\$0.00

[Cancel Shipment](#)

[Supporting Documents](#)

[Shipment History](#)

[Packing List](#)

21. Once your shipment has been approved by EHS, you will receive a notification.

Thank you for submitting your eShip shipment. This acknowledgement confirms that your request has been approved by your EHS Administrator. If you have any questions, please contact shipping@umich.edu or call (734) 763-8786. Please note that the shipments created after 4 PM (EST) will likely be processed only the next business day.

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Create an International Biological Research Material Shipping Label

Overview

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

Key Points

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx, UPS, USPS, DHL etc. (flat rate shipping). This third-party service allows you to review shipping costs at University of Michigan 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 Credit Cards on every transaction. Each transaction is tied back to University of Michigan Financial Statements through the tracking number and Billing Profile.
- The eShipGlobal platform ensures that all shipments are sent within compliance and follow all IATA, DOT, etc. guidelines and regulations.
- After 45 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Shipping Carriers

Contracted international rates are available with FedEx, UPS and DHL.

- Federal Express, UPS and DHL will appear within your shipping carrier option list as available based on your shipping criteria.

Packaging

When selecting Your Packaging as the packaging type, provide approximate weights and package dimensions.

- All packages are reweighed and remeasured by the shipping vendor selected upon arrival at the station; prices will be adjusted accordingly 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 or in all locations.

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Create an International Biological Research Material Shipping Label

1. Identify that this is a **Research Material**.

Does your shipment contain any of the following:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice

☒ Yes ☐ No

2. Indicate this is an **International** shipment.

Please select the shipment type below:

☐ Domestic ☒ International

3. Select **Biological** and then **Continue**

RESEARCH MATERIAL SHIPPING

Step 1 : Material Classification and Training Verification

Which of the following materials will be part of your shipment?

☒ BIOLOGICAL MATERIALS

☐ CHEMICALS

Start Over

Continue

4. Complete the questionnaire to identify the Biological material being shipped

Step 1 : Material Classification and Training Verification
BIOLOGICAL MATERIAL CLASSIFICATION
Please complete the questionnaire below to proceed

HUMAN/ANIMAL SPECIMEN OR PATHOGEN

YesNo

☐☒

- Was the sample/specimen derived from a human or animal?
- Is material pathogenic to humans or animals

GENETICALLY MODIFIED MICRO-ORGANISMS (GMOs/GMMOs, UN3245)

YesNo

☐☒

Is the material a genetically modified microorganism that does not meet the definition of an infectious substance or toxic material?

Genetically modified microorganisms are microorganisms in which genetic material has been purposely altered through genetic engineering in a way that does not normally occur naturally. Genetically modified microorganisms which do not meet the definition of toxic or infectious substances must be assigned to UN 3245 (GMMO).

EXEMPT HUMAN OR ANIMAL SPECIMEN

YesNo

☒☐☐☒

Is the material a human specimen or material for which there is only a minimal likelihood that pathogens are present?

Is the material an animal specimen or material for which there is only a minimal likelihood that pathogens are present?

5. Click **Continue**

Substance Classification:	Subject to "Exempt Human Specimen" or "Exempt Animal Specimen" provisions
Training:	Training Required - Category B including Exempt Specimen Training
Training Verification:	You have the appropriate training to continue

Continue

Reset

Start Over

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6. Fill in the **Material Name**, **Total Quantity**, and the **Net Value**. Once completed, click **Continue**.

Step 2 : Material Selection

MATERIAL DATABASE

Please provide details about the material you are shipping in the form below including:

- Identify the research material that you plan to ship. Then click Continue button to proceed to Shipment details. Required fields are indicated by an asterisk.
- Material Name (Provide description that includes the origin of the material and solution it is packed in, for example protein derived from rat serum, noninfectious in ethanol)
- Quantity in each inner receptacle (For shipments with multiple inner containers)
- Total Quantity in Package (Total weight or volume of package contents)
- Net Value in USD (Total value of package contents)
- NOTE: For Dry Ice shipments, enter quantity of dry ice (in lbs) in the "Special Instructions" section on the next screen.

Material Entry

Material Classification: Exempt Human Specimen

***Material Name:**

Material / Goods Description:

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

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

¹*Net Value in USD(Min. 1):

7. Select the **Country of Origin**, provide the **Harmonized Code/Schedule B Number** and **ECCN**, and click **Continue**.

***Country of Origin:**

²Harmonized System Code / Schedule B Number: [HS Code Lookup](#)

ECCN#: [ECCN Lookup](#)

☐ Does the material contain any chemical preservative?

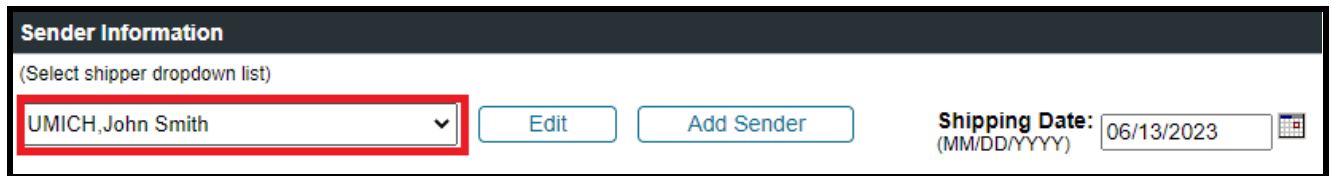
¹ Enter the total value of items shipped in each classification.

²Please refer to these links to lookup for Harmonized System Code / Schedule B Number.
<https://www.census.gov/foreign-trade/schedules/b/index.html>
<https://rulings.cbp.gov/>
<https://hts.usitc.gov/>

Note:
ⁱPlease note that all grayed fields are pre-populated or optional.

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



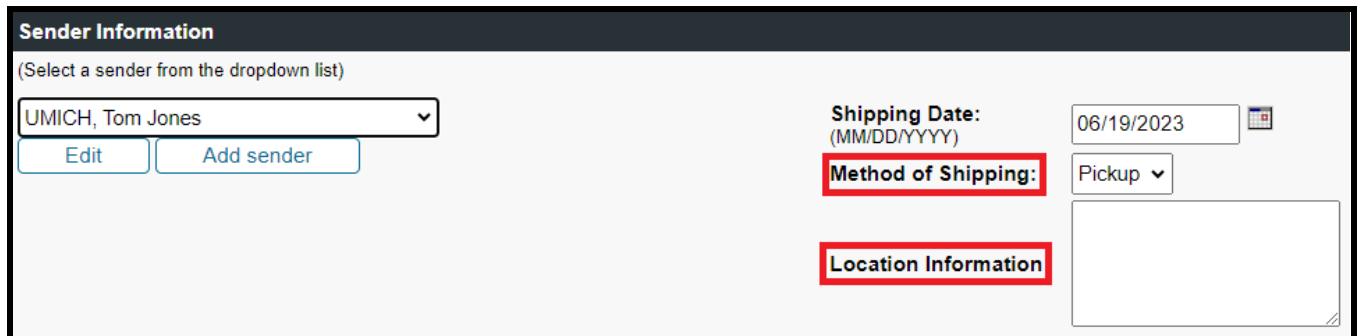
Sender Information
(Select shipper dropdown list)

UMICH, John Smith ▼ Edit Add Sender

Shipping Date: (MM/DD/YYYY) 06/13/2023

*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, click on **Add Sender**.*

9. Accept today's date (by default) or enter a new date in the **Shipping Date** field, and identify the **method of shipping** and **location information**.



Sender Information
(Select a sender from the dropdown list)

UMICH, Tom Jones ▼ Edit Add sender

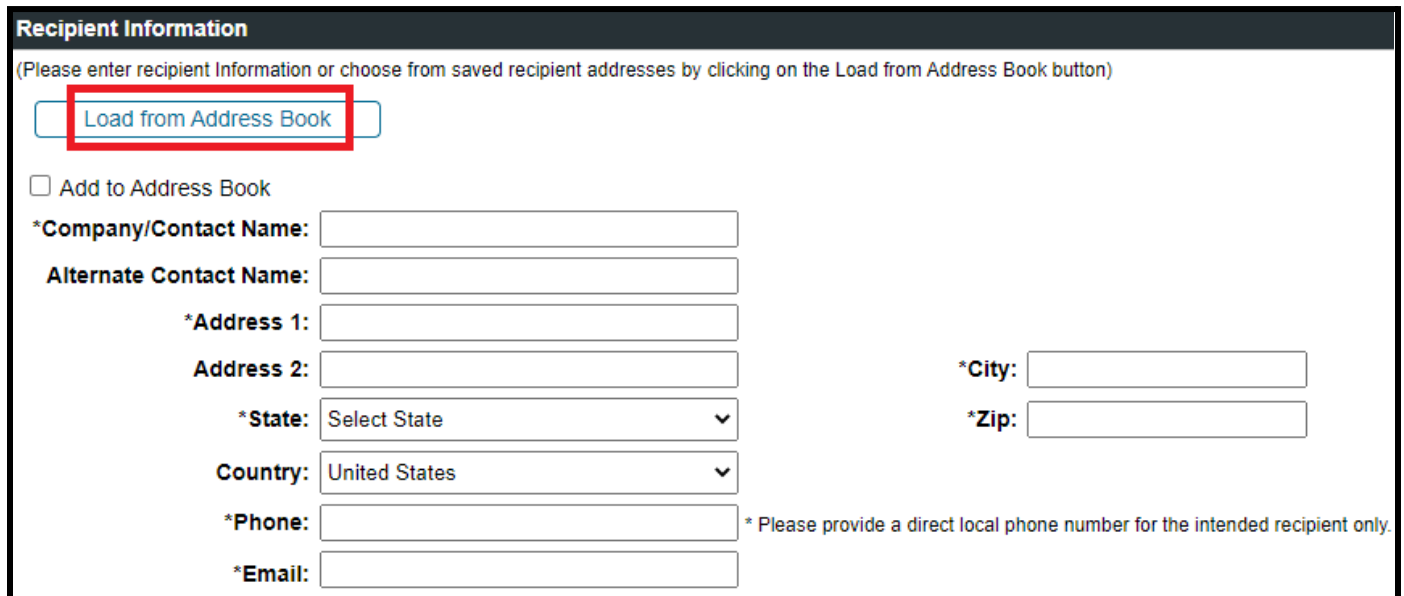
Shipping Date: (MM/DD/YYYY) 06/19/2023

Method of Shipping: Pickup ▼

Location Information

NOTE: To change the Shipping Date, click in the Shipping Date box and enter a new Shipping Date. Labels can be printed in advance. The shipping date selected cannot exceed 9 days from today's date.

10. Click on **Load from Address Book** to select a Recipient from the saved Address Book, or, you may enter in the recipient information manually to each field.



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 ▼

*City:

*Zip:

Country: United States ▼

*Phone:

*Email:

* Please provide a direct local phone number for the intended recipient only.

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11. If loading from your Address Book, click to select the address that you would like to use as the Recipient and click **Ship To**.

<input type="checkbox"/>	Company/Contact	Alternate Contact	Address	City/State	Zip	Country
<input checked="" type="checkbox"/>	eShipGlobal Test	Intl Test	1 Main St	Chennai TN	600042	India
<div>Go Back New Ship To</div>						

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.

12. If you are adding your recipient address manually and would also like to save it to your Address Book, click **Add to Address Book** and the address will be available to use from your Address Book on any future shipments

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:**

* Please provide a direct local phone number for the intended recipient only.

13. Select the **packaging type** and provide any additional item description in the **Shipment Reference** if applicable.

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

***Type:**

Service:

***Weight:** (lbs)

***Dimensions:** x x (inches)

Shipment Reference:

14. Once you have selected your package type, the weight and dimensions will be auto-filled for you.

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

***Type:**

Service:

***Weight:** (lbs)

***Dimensions:** x x (inches)

Shipment Reference:

University Shipping Powered by eShipGlobal

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

The screenshot shows the 'Package Information' section of a shipping form. It includes fields for *Type (Fibreboard Box), *Weight (5 lbs), Shipment Reference, and *Dimensions. The *Service dropdown menu is open, showing a list of shipping services. Below this is the 'Billing References' section with a *Bill Shipment To dropdown (Shinner) and an *Account# field.

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

*Type: Fibreboard Box
*Weight: 5 (lbs)
Shipment Reference:
*Dimensions: (inches)

Service: Select a service

- Select a service
- DHL Worldwide Priority Express
- FedEx International Economy
- FedEx International First
- FedEx International Priority
- UPS WorldWide Expedited
- UPS Worldwide Express
- UPS World Wide Express Plus
- UPS Worldwide Saver
- World Courier International

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

Bill Shipment To: Shinner *Account#:

16. If you have previously saved a Billing Profile, your carrier account information will auto-fill based on the carrier selected. If not, you may manually fill in the **Account Number** and associated **Zip Code**. Additionally, you will be required to provide your **ShortCode**.

The screenshot shows the 'Billing References' and 'Cost Allocation' sections. The 'Billing References' section has two rows, each with a *Bill Shipment To dropdown (Shinner), a *ZipCode field, a *Account# field, and a *Country dropdown (Select Country). The 'Cost Allocation' section has a *ShortCode field.

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

Bill Shipment To: Shinner *Account#:
ZipCode: Country: Select Country

Bill Duties/Taxes To: Shinner *Account#:
ZipCode: Country: Select Country

Cost Allocation
*ShortCode :

NOTE: You can elect to have the Recipient of the package pay for delivery. Choose Recipient from the Bill To drop-down list. Enter the Recipient Account Number and the Zip Code associated with the Recipient account in the boxes provided. Cost Object is required as back-up.

17. Select preferred **Special Instructions** you would like for this shipment.

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

☐ **Material Transfer Agreement (MTA)**
☐ **Return Shipment** (FedEx, UPS only)
☐ **Saturday Delivery** (FedEx, UPS only)
☐ **Signature Required**

MTA Number :
☐ **Hold at Station** (FedEx, UPS only)
☐ **Signature Release** (FedEx, UPS, LSO only)
☐ ***Residential Delivery** (FedEx, UPS only)

[Help](#)

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

18. If you would like to add on any additional insurance, you may do so in the **Declared Value** field. Additionally, if the destination of your shipment is in the European Union and your recipient has either an **EORI Number** or **Tax ID**, please provide that information as well.

Customs Information
(Additional fields for customs information)
^ An EORI number is a requirement for any business or person involved in importing or exporting in the European Union (EU)** and certain other European countries. Please reach out to your international contact to obtain the number.

Customs Value: (xxxx USD)
^^Declared Value: (xxxx USD)
^Recipient EORI Number / Tax Id:
Broker Name:
Broker Phone:

Terms of Sale: ?
Certificate Of Origin:

^^ By inserting a declared value, your shipment will be insured up to the value, leave blank if insurance is not required.
** European Union (EU) countries are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and other european countries are Northern Ireland, Norway, and Switzerland.

19. Select any requested **email notifications**.

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](#)

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**.

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](#)

21. Confirm your carrier and transit selection and click **Ship**

	Service	*Commitment	¹ Contracted Rate
	FedEx International Economy	STD: 2 to 3 business days ACT: 2023-06-24 by 20:00:00	\$85.33
<input checked="" type="radio"/>			
	FedEx International Priority	STD: Bus. centers in 24 to 48 hours ACT: 2023-06-22 by 20:00:00	\$95.85
<input type="radio"/>			
	UPS Worldwide Expedited	STD: End of 5th business day ACT: Click here for Actual Commitment	\$176.71
<input type="radio"/>			
	UPS Worldwide Saver	STD: End of 3rd business day ACT: Click here for Actual Commitment	\$204.13
<input type="radio"/>			
<div>Edit Shipment Ship</div>			

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22. After you have completed your order, you will receive a confirmation that your order was submitted for review and approval.

Thank you for submitting your eShip shipment. This acknowledgement confirms that your request is being processed by the System Administrator. If you have any questions, please contact shipping@umich.edu or call (734) 763-8786. Please note that the shipments created after 4 PM (EST) will likely be processed only the next business day.

Order #: 110405379

Bill to Third party account# 651248795
☒ Tracking #: 780083990966

Shipment Information				
Origin	Destination	¹ Package Information	Scan Activity	Amount
UMICH John Smith 17304 Preston Road Dallas TX 75252 United States Sent By: John Smith	eShipGlobal Test Intl Test 1 Main St Chennai TN 600042 India	FedEx 6/19/2023 FedEx International Priority CUSTOM 5 lbs PK	No information at this time.	\$0.00
Material Name	Material Classification			
GMO	UN 3245 Genetically modified micro-organisms	Proper shipping name: Genetically modified micro-organisms UN NO: UN3245 Preservative: Net Weight/Volume: 1 ml Net Value: 1 USD		
Total for this shipment				\$0.00

[Cancel Shipment](#) [Supporting Documents](#) [Shipment History](#)

23. Once your shipment has been approved by EHS, you will receive a notification.

Thank you for submitting your eShip shipment. This acknowledgement confirms that your request has been approved by your EHS Administrator. If you have any questions, please contact shipping@umich.edu or call (734) 763-8786. Please note that the shipments created after 4 PM (EST) will likely be processed only the next business day.

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 international 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 the product profile and other information for export purposes. Multiple copies of commercial invoices and other forms are needed. The system will produce a shipping 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 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.
- 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.