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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.
Maintain End-User Preferences

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

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

3. Click the radio buttons to select your Package Pickup/Drop-off Preferences.
4. Add on an external scale and identify your printer type.

<table>
<thead>
<tr>
<th>External Scales Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use external scales connected to PC on port: COM1 ▼</td>
</tr>
</tbody>
</table>

*Read this before attempting to connect and configure your scales*

<table>
<thead>
<tr>
<th>Label Printer Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please indicate the printer type for printing airbills. A thermal printer setup user guide is available <a href="#">here</a>.</td>
</tr>
<tr>
<td>Laser Printer</td>
</tr>
<tr>
<td>Thermal printer type: Eltron (EPL2) ▼</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thermal Printer Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the name of the thermal printer that's connected to your workstation</td>
</tr>
<tr>
<td>Thermal Printer Name: (eg. \Machinename\printername)</td>
</tr>
</tbody>
</table>

5. Click on Save Preferences.
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.
Add Billing Profile

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

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

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 Alternate Contact Name box.

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

NOTE: The Address 2 field is generally used for department, floor, suite, building information, etc.
6. Enter the **City**.

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

**NOTE:** State is a required field for all deliveries to the United State, Canada, and Mexico.
8. Enter the appropriate Zip code.

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

9. Click on the drop-down arrow next to Country to select the appropriate Country.
10. Enter the Recipient **Phone** number.

![Address Form]

*Company/Contact Name: eShipGlobal
Alternate Contact Name: Support
*Address 1: 18111 Preston Rd.
2Address 2: Ste. 650
3State: Texas
Country: United States
Phone: 9725181775

**NOTE:** Phone number is a required field.

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

![Address Form]

*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

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

12. Click **Save**. You will then be brought back to the main Address Book.
13. To edit an address, click in the box located next to the Recipient address that you would like to Edit.

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.

15. Update the necessary information and then click Save Changes to keep the new information that you entered.

NOTE: You can also click Cancel/Go Back to discard your changes.
16. To delete an address, click in the box located next to the Recipient address that you would like to delete, and click **Delete**.

17. Click **Yes, Delete**.
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.
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

![Image of questionnaire]

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

   ![Material Selection](image)

   **Material Entry**
   - **Material Classification**: Exempt Human Specimen
   - **Material Name**: Start Typing...
   - **Material / Goods Description**: 
   - **Maximum Quantity Per Inner Receptacle**: ml (Max. Inner Only: NA)
   - **Total Quantity in Package**: ml (Max. Total Only: NA)
   - **Net Value in USD (Min. 1)**: 

   - Does the material contain any chemical preservative?

   ![Sender Information](image)

   **Sender Information**
   - **UMICH John Smith**

   **Shipping Date**: 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**.
8. 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](image1)

   **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.

9. 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](image2)

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

![Recipient Information Table](image3)

   **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.
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.

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

13. Once you have selected your package type, the weight and dimensions will be auto-filled for you.
14. Choose a **Service** from the drop-down list of options provided.

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**.

**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.

**NOTE:** Additional charges may apply for some special services and may not be available from all shipping carriers.
17. Select any requested email notifications.

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.

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

<table>
<thead>
<tr>
<th>Shipment Information</th>
<th>Package Information</th>
<th>Scan Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin</td>
<td>Destination</td>
<td>1 Package Information</td>
<td>No information at this time.</td>
</tr>
<tr>
<td>UMICH John Smith 17304 Preston Road Dallas TX 75252 United States</td>
<td>eShipGlobal Test 550 E Spring Street Oxford OH 45056 United States</td>
<td>FedEx 6/19/2023 FedEx Priority Overnight CUSTOM 5 lbs PK</td>
<td></td>
</tr>
</tbody>
</table>

Materials:
- Material Name: GMO
- Material Classification: UN 3245 Genetically modified micro-organisms
- Proper shipping name: Genetically modified micro-organisms
- UN NO: UN0245
- Preservative:
  - Net Weight/Volume: 1 ml
  - Net Value: 1 USD

Total for this shipment $0.00

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.
Create an International Biological Research Material Shipping Label

Overview

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Shipping Carriers

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- 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.
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

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>HUMAN/ANIMAL SPECIMENT OR PATHOGEN</strong></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☐</td>
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<td></td>
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<tr>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

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

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>GENETICALLY MODIFIED MICRO-ORGANISMS (GMOs/GMMOs, UN3245)</strong></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☒</td>
<td></td>
</tr>
</tbody>
</table>

Genetically modified microorganisms are organisms 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).

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>EXEMPT HUMAN OR ANIMAL SPECIMENT</strong></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

- 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**

<table>
<thead>
<tr>
<th>Substance Classification:</th>
<th>Subject to &quot;Exempt Human Specimen&quot; or &quot;Exempt Animal Specimen&quot; provisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training:</td>
<td>Training Required - Category B including Exempt Specimen Training</td>
</tr>
<tr>
<td>Training Verification:</td>
<td>You have the appropriate training to continue</td>
</tr>
</tbody>
</table>

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

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

---

**Note:**

1. Please 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/

2. Please note that all grayed fields are pre-populated or optional.
8. Click on the drop-down arrow in the Ship From field to select a Sender from your profile.

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.

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.
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**.

   ![Address Book Table]

   **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]

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

   ![Package Information]

14. Once you have selected your package type, the weight and dimensions will be auto-filled for you.
15. Choose a Service from the drop-down list of options provided.

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.

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](image)

**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](image)

^ 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.

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

![Email Notifications](image)

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

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Commitment</th>
<th>Contracted Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>FedEx International Economy</td>
<td>STD: 2 to 3 business days</td>
<td>$85.33</td>
</tr>
<tr>
<td></td>
<td>ACT: 2023-06-24 by 20:00:00</td>
<td></td>
</tr>
<tr>
<td>FedEx International Priority</td>
<td>STD: Bus. centers in 24 to 48 hours</td>
<td>$95.85</td>
</tr>
<tr>
<td></td>
<td>ACT: 2023-06-22 by 20:00:00</td>
<td></td>
</tr>
<tr>
<td>UPS Worldwide Expedited</td>
<td>STD: End of 5th business day</td>
<td>$176.71</td>
</tr>
<tr>
<td></td>
<td>ACT: <a href="#">Click here for Actual Commitment</a></td>
<td></td>
</tr>
<tr>
<td>UPS Worldwide Saver</td>
<td>STD: End of 3rd business day</td>
<td>$204.13</td>
</tr>
<tr>
<td></td>
<td>ACT: <a href="#">Click here for Actual Commitment</a></td>
<td></td>
</tr>
</tbody>
</table>
22. After you have completed your order, you will receive a confirmation that your order was submitted for review and approval.

![Order Confirmation Image]

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

![Notification Image]
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.