

Shipping Powered by eShipGlobal

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Maintaining End-User Preferences

Overview

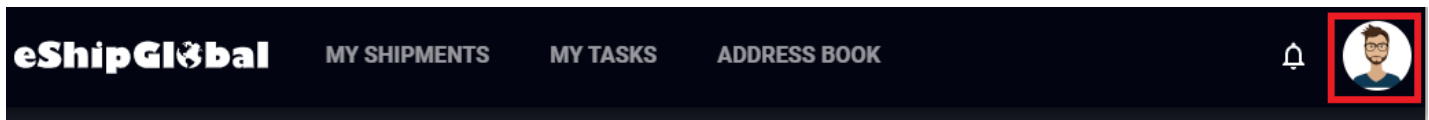
The Account Management functionality will help you easily maintain shipping preferences in the eShipGlobal system.

Key Points

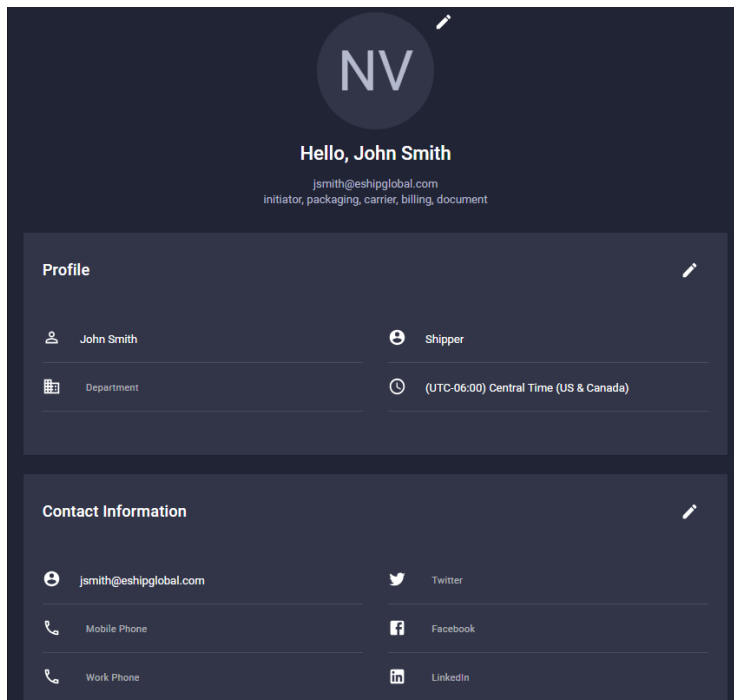
- Default settings for email notifications and package payment method preferences can easily be changed.
- Although set preferences will automatically appear by default for each shipment that you create, preferences can be changed for each individual package.
- After 45 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Maintain End-User Preferences

1. Click your **Profile Icon** from the navigation bar located at the top of the eShipGlobal window and select **Profile**.



2. Your profile information will be prefilled when you first login to your eShipGlobal account, however, you may edit your profile and contact information as necessary.



3. Edit your Default Address as necessary and view applicable training levels you have.

Note: For non-hazmat shippers, the training table will be empty.

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Default Address


eShipGlobal
31353 Santa Elena Way
Union City, CA 94587
US

Trainings

Training Name	Expiry Date
Non Regulated Materials	12/31/2023
CATA-A	12/31/2023
CATA-H	12/31/2023




4. Add your preferred method of payment by clicking on **Add Payment Method**. If you utilize multiple payment methods, you can add additional credit cards as necessary.

Payment Methods



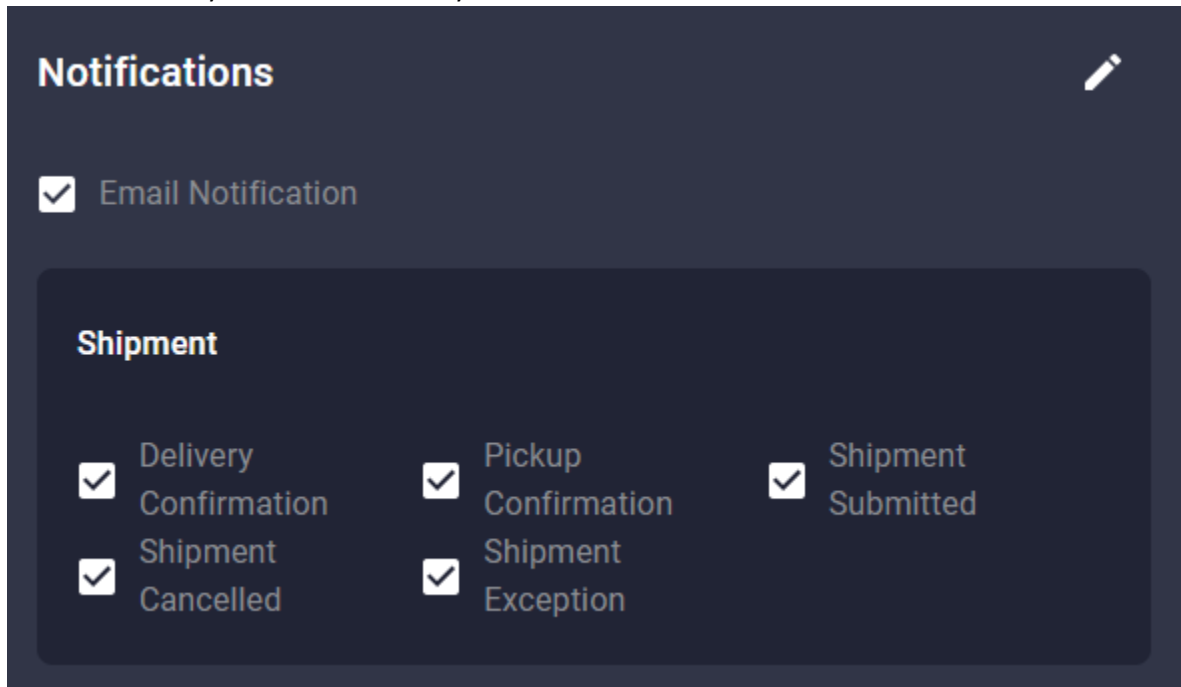
Ending in 1111
Exp 08/2023

BILLING ADDRESS
John Smith
18111 Preston Road
Dallas, TX 75252
United States of America

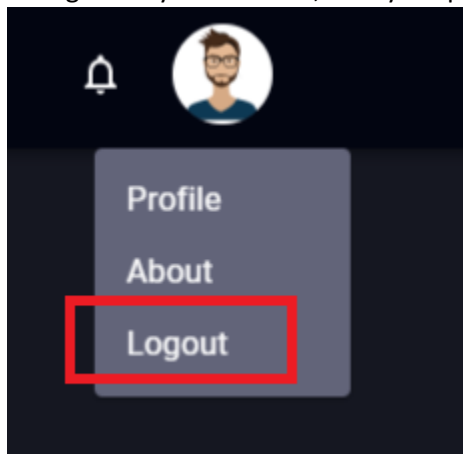
  

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5. Click to select any email notifications you would like to receive or have sent.



6. To logout of your account, click your profile icon and then select **Logout** from the dropdown.



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Managing Address Book Entries

Overview

The Address Book stores contact information for easier shipping to frequently 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.

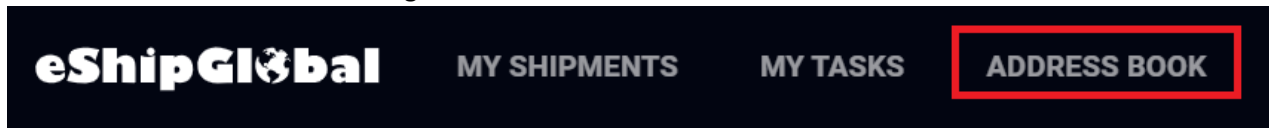
Key Points

- A list of shipping addresses can be maintained in the eShipGlobal Address Book.
 - Enter contact addresses into the Address Book in advance of using them.
 - When an address changes or the information has been entered and saved incorrectly, editing entries is easy.
 - When an entry is no longer required in the Address Book, it can be deleted.
- When entering contact information to create a shipping label, fields can be filled in manually on the main form or selected from the Address Book by searching using the Address Book button.

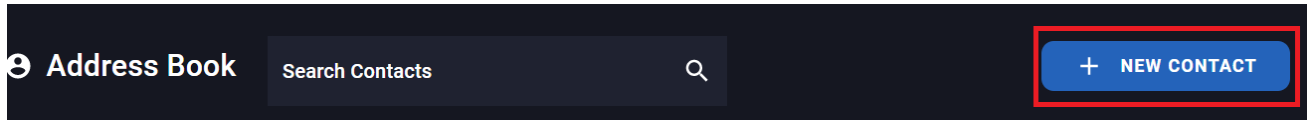
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Manage Address Book Entries

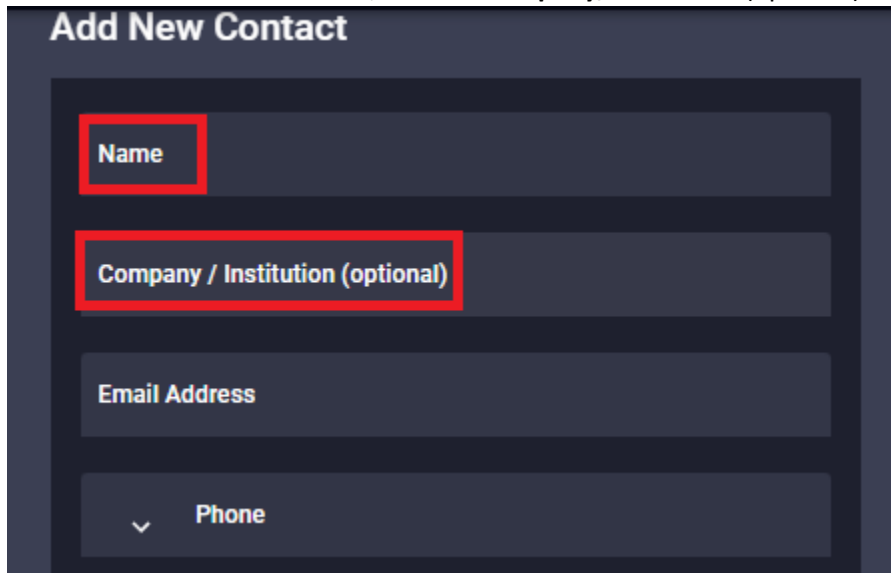
1. Click on **Address Book** in the navigation bar.



2. To add a new address, click on **New Contact**.

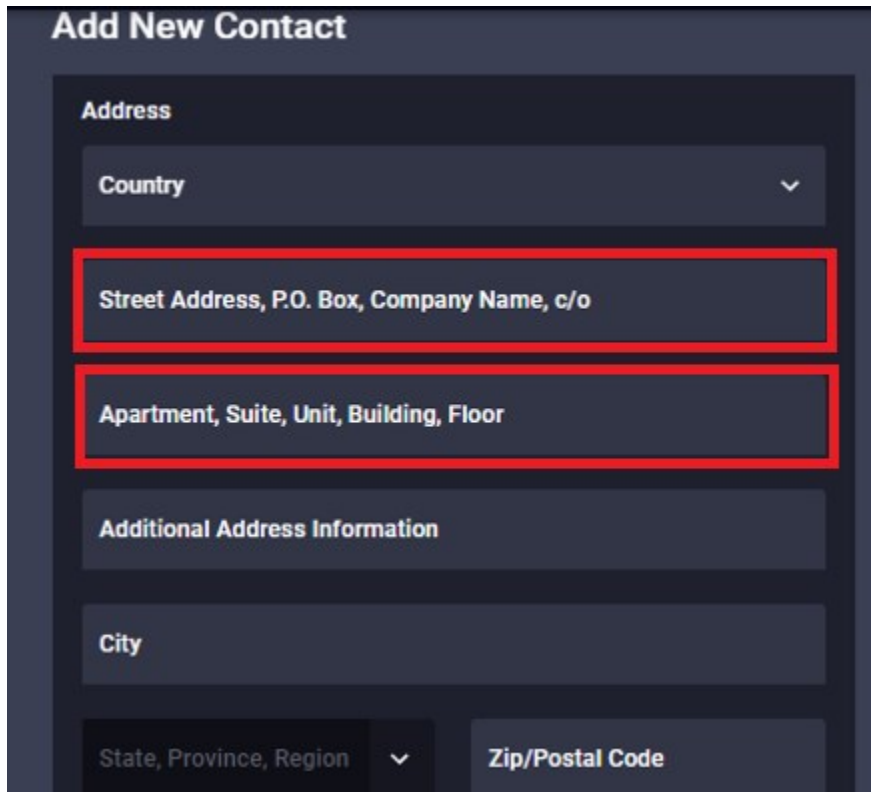


3. Enter the **Name** of the contact, and the **Company/Institution** (optional).

A dark form titled 'Add New Contact'. It contains four input fields stacked vertically. The first field is labeled 'Name' and is highlighted with a red rectangular box. The second field is labeled 'Company / Institution (optional)' and is also highlighted with a red rectangular box. The third field is labeled 'Email Address'. The fourth field is labeled 'Phone' and has a small downward arrow icon to its left.

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4. Enter in the contact's **Street Address** information. Each box can contain up to 35 characters.



Add New Contact

Address

Country

Street Address, P.O. Box, Company Name, c/o

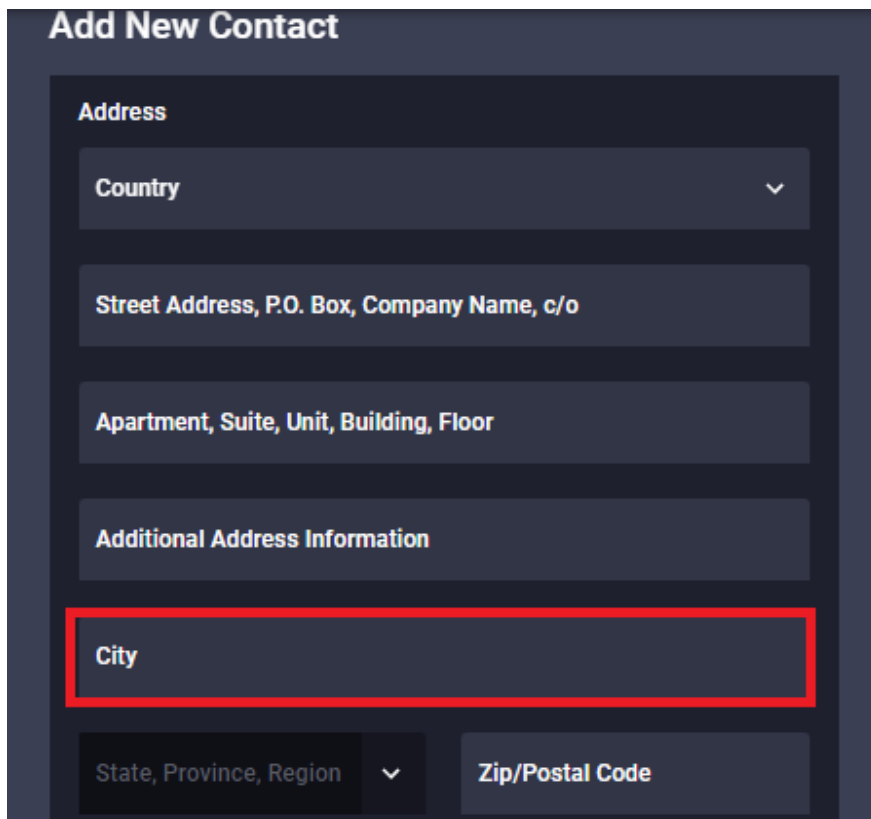
Apartment, Suite, Unit, Building, Floor

Additional Address Information

City

State, Province, Region Zip/Postal Code

5. Enter the **City**.



Add New Contact

Address

Country

Street Address, P.O. Box, Company Name, c/o

Apartment, Suite, Unit, Building, Floor

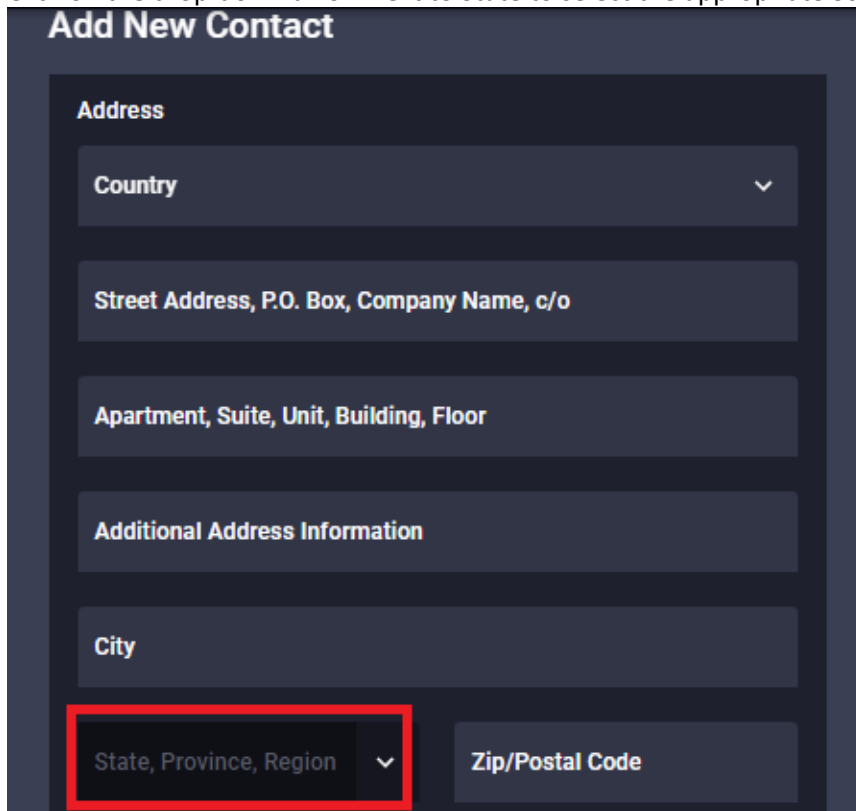
Additional Address Information

City

State, Province, Region Zip/Postal Code

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

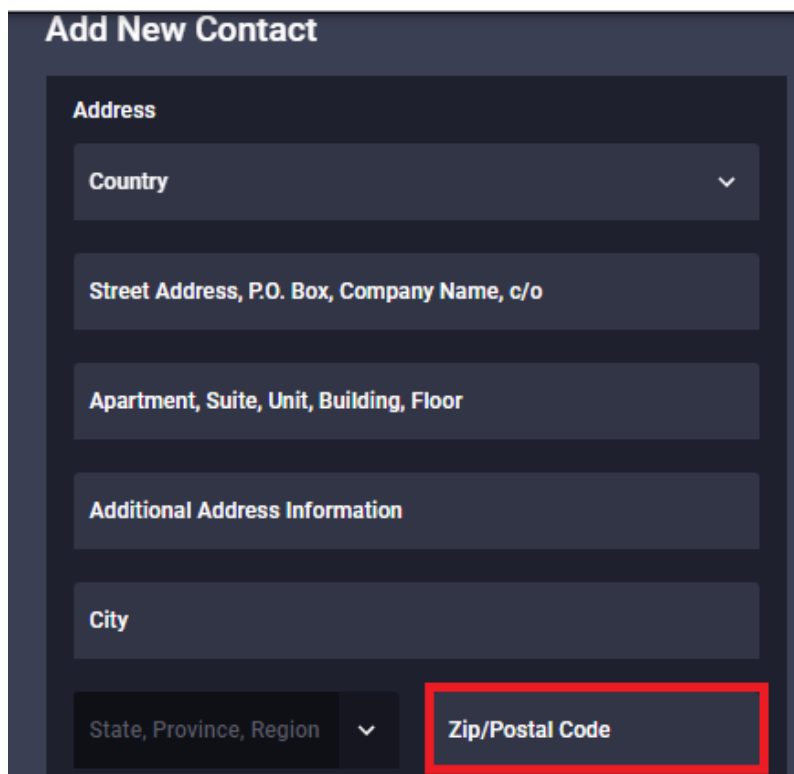


The screenshot shows the 'Add New Contact' form with the following fields:

- Country (dropdown)
- Street Address, P.O. Box, Company Name, c/o
- Apartment, Suite, Unit, Building, Floor
- Additional Address Information
- City
- State, Province, Region (dropdown, highlighted with a red box)
- Zip/Postal Code

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

- Enter the associated **Zip/Postal Code**.



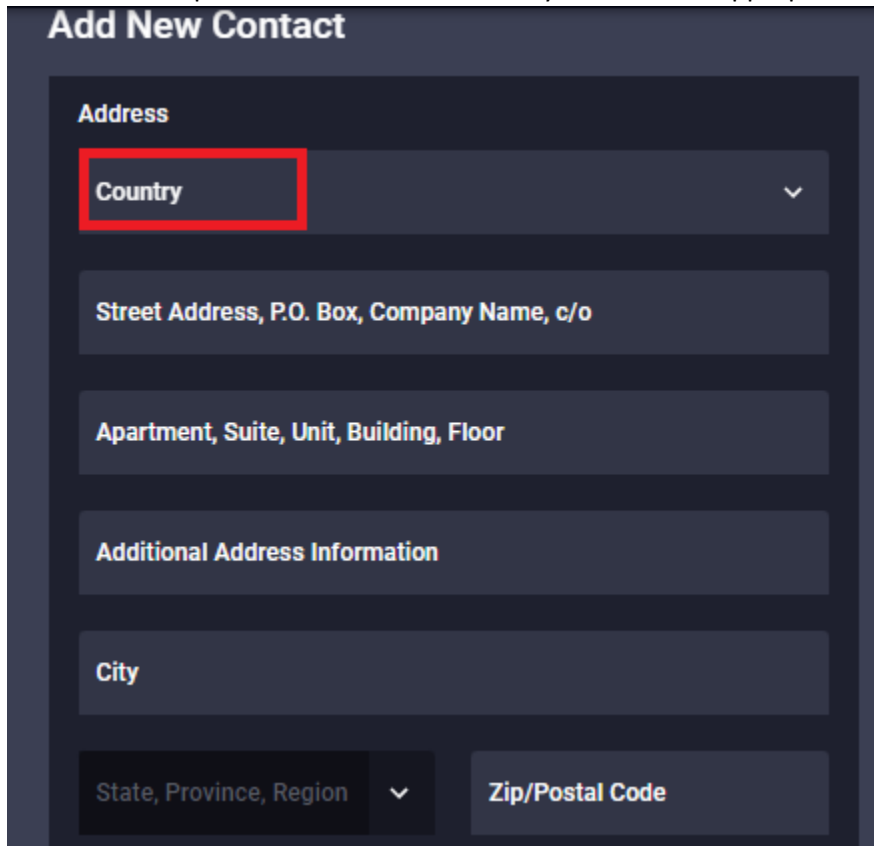
The screenshot shows the 'Add New Contact' form with the following fields:

- Country (dropdown)
- Street Address, P.O. Box, Company Name, c/o
- Apartment, Suite, Unit, Building, Floor
- Additional Address Information
- City
- State, Province, Region (dropdown)
- Zip/Postal Code (highlighted with a red box)

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

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



Add New Contact

Address

Country

Street Address, P.O. Box, Company Name, c/o

Apartment, Suite, Unit, Building, Floor

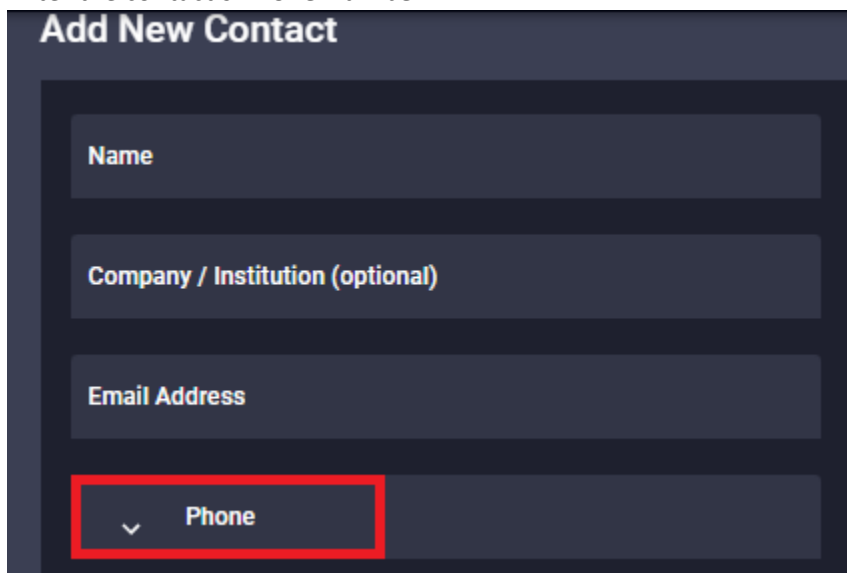
Additional Address Information

City

State, Province, Region

Zip/Postal Code

- Enter the contact's **Phone Number**.



Add New Contact

Name

Company / Institution (optional)

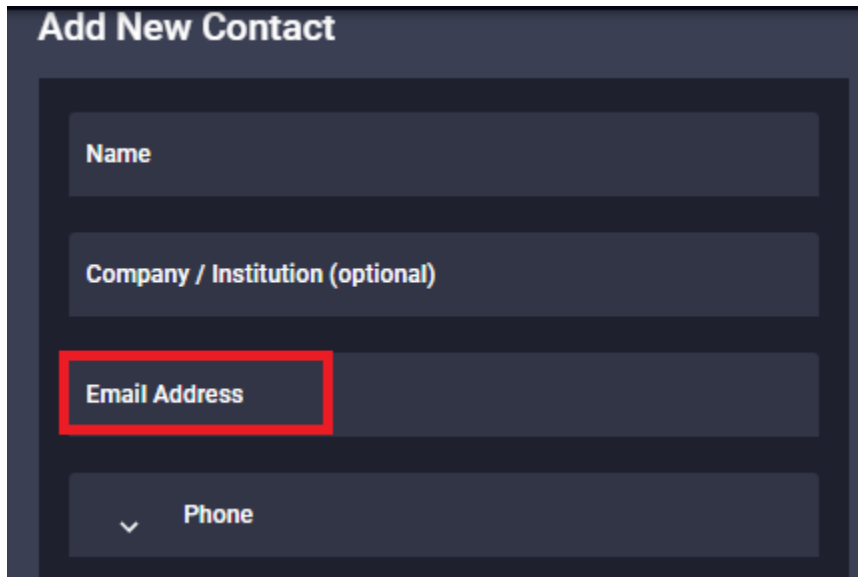
Email Address

Phone

NOTE: Phone number is a required field.

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10. Enter the contact's **Email Address**.



The screenshot shows a dark-themed form titled "Add New Contact". It contains four input fields: "Name", "Company / Institution (optional)", "Email Address", and "Phone". The "Email Address" field is highlighted with a red rectangular border. The "Phone" field has a small downward arrow icon to its left.

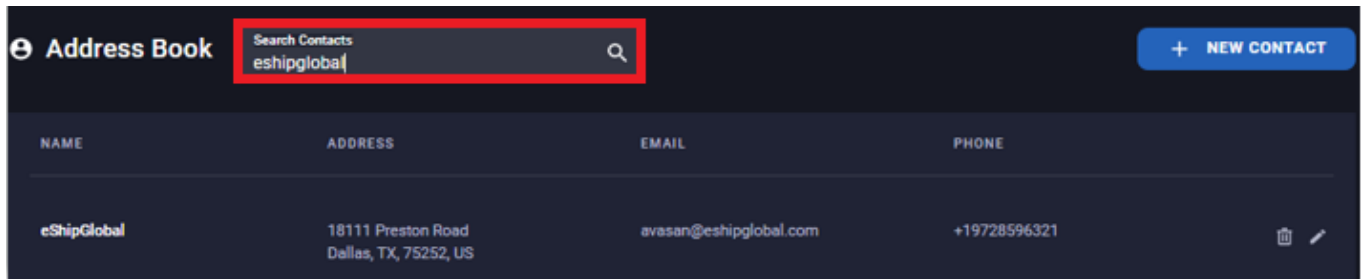
11. Click **Submit** to save your address to your address book and return to the main Address Book.



The screenshot shows the bottom section of the form, which contains two buttons: "CANCEL" and "SUBMIT". The "SUBMIT" button is highlighted with a red rectangular border.

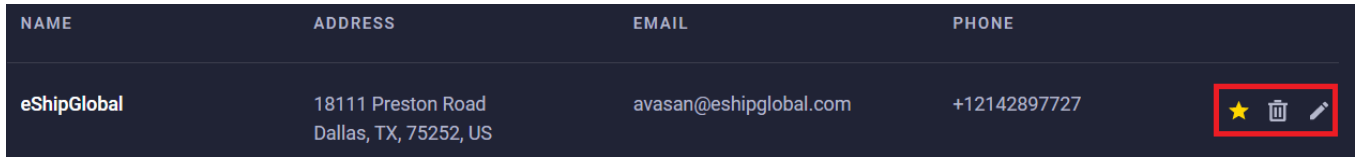
Shipping Powered by eShipGlobal

12. To Edit or Delete a saved address, enter your search criteria in the search field to locate the desired contact.



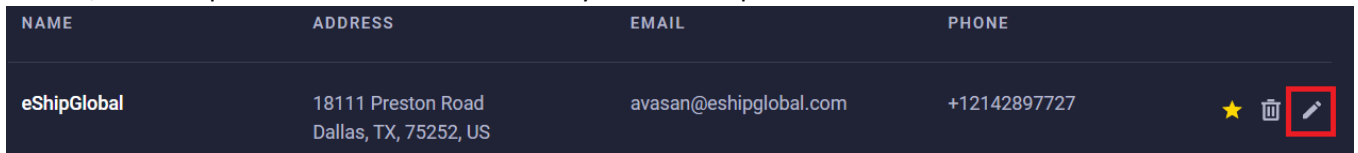
NOTE: Searches encompass all possible fields. Ex: Company, Address, City, etc.

13. Once you have located the required address, you will have the option to delete or edit.



NOTE: If an address has a yellow star next to it, it is a default address.

14. To **edit**, click the pencil icon next to the address you wish to update.



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15. Update/modify the necessary information and click **Save** to keep the new information that you entered.

Edit Contact

Name
eShipGlobal

Company / Institution (optional)

Email Address
avasan@eshipglobal.com




Phone
+1 214 289 7727

Address
Country
United States

CANCEL **SAVE**

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

16. To permanently **Delete** the selected address from the Address Book, click the trash can icon.

NAME	ADDRESS	EMAIL	PHONE	
eShipGlobal	18111 Preston Road Dallas, TX, 75252, US	avasan@eshipglobal.com	+12142897727	  

17. Click **Yes, Delete** and you will then be brought back to the main Address Book window.

Are you sure you would like to delete contact eShipGlobal?

NO, CANCEL **YES, DELETE**

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

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Creating a Domestic Shipping Label

Overview

- Use this guide to easily create a shipping label for a domestic package.

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 Clemson University 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 Clemson University Financial Statements through the tracking number and Cost Object.
- After 45 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Shipping Carriers

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

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

Packaging

When selecting Custom 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.

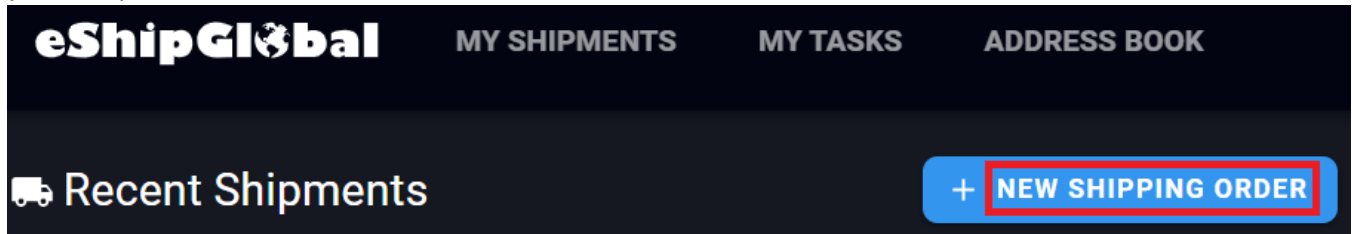
Special Arrangements and Services

- 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 Shipping Label

1. Click **New Shipping Order** on your eShipGlobal Dashboard or My Shipments in the navigation bar at the top of your eShipGlobal window.



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

A screenshot of the 'Order Basics' form in the eShipGlobal dashboard. The form has a dark blue background with white text. At the top, it says 'Hello, Test User1. Just a quick question or two to get you started.' Below this is a 'Profiles' section with a dropdown menu showing 'Select Profile' and 'Domestic Product'. The main section is titled 'Is this shipment international or domestic?' and is highlighted with a red rectangular border. It contains two buttons: 'International' with a globe icon and 'Domestic' with a location pin icon and a checkmark. Below this is a 'Freight Type' section with three buttons: 'Freight' with a truck icon, 'Product' with a briefcase icon and a checkmark, and 'Document' with a document icon. At the bottom of the form is a blue button labeled 'NEXT'.

Shipping Powered by eShipGlobal

3. Select the appropriate **Freight Type**.

Order Basics

Hello, Test User1. Just a quick question or two to get you started.

Profiles

Select Profile
Domestic Product

Is this shipment international or domestic?

International Domestic

Freight Type

Freight Product Document

Hazmat

[NEXT](#)

Shipping Powered by eShipGlobal

- Alternatively, if you have previously saved a profile, you may select the desired criteria from the profile dropdown.

Order Basics

Hello, Test User1. Just a quick question or two to get you started.

Profiles

Select Profile
Domestic Product

Is this shipment international or domestic?

International Domestic

Freight Type

Freight Product Document


Hazmat


NEXT


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3. Click **Next**

Freight Type

 Freight

 Product ✓

 Document


 Hazmat


NEXT


4. Confirm your shipment information and click **Next**

Order Basics

Opened 07 Jun 2023 by Test User1

 Business ✓

 Domestic ✓

 Product ✓


BACK **NEXT**

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5. Select the sender of the package and click on **Set Sender**. You can use your Default Sender, Select from Contacts, or enter in an address manually.

Sender

DEFAULT SENDER SELECT FROM CONTACTS ENTER ADDRESS

Akash Vasan Clemson 

18111 Preston Road, suite 650
Dallas, TX 75252 United States
avasan@eshipglobal.com
+12142897727

SET SENDER

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.

6. Select if the package will be picked up or dropped off at a shipping station and click **Next**

I will drop off package(s) at a shipping station

Pick up shipment from sender's address

Pick up shipment from another location

NEXT

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7. Select the **Recipient** of the package. You can select from your saved contacts by searching for a contact in the search field or enter in an address manually.

Recipient ASSIGN

SELECT FROM CONTACTS ENTER ADDRESS MULTIPLE ADDRESSES

Search for a contact
eship

eShipGlobal
31353 Santa Elena Way
Union City, CA 94587 United States
support1@eshipglobal.com
+18646563311

Recipient

SELECT FROM CONTACTS **ENTER ADDRESS** MULTIPLE ADDRESSES

Recipient Information
All fields required unless indicated.

Recipient Name

Company / Institution (optional)

Recipient Email Address

Recipient Phone

Recipient Address

Country
United States

Street Address, P.O. Box, Company Name, c/o

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- To add multiple addresses, select the **Multiple Addresses** tab, and click the check box next to the addresses you wish to use.

Recipient

SELECT FROM CONTACTS ENTER ADDRESS **MULTIPLE ADDRESSES**

SELECT FROM ADDRESS BOOK UPLOAD A FILE

Select From Address Book Search Contacts

<input type="checkbox"/>	NAME	ADDRESS
<input type="checkbox"/>	Abbee F. Carnes	201 High Meadows Drive Westminster, SC, 29693, US
<input checked="" type="checkbox"/>	Abigail Duclos	124 Jamestown Court Moore, SC, 29369, US
<input type="checkbox"/>	Abigayle M. Medlin	309 East Morehead Street Charlotte, NC, 28202, US
<input type="checkbox"/>	Aimee K. Gregg	1658 North Pisgah Road Cordova, TN, 38016, US
<input checked="" type="checkbox"/>	Akash Vasan Clemson	18111 Preston Road Dallas, TX, 75252, US

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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9. Click to select the address that you would like to use as the Recipient and click **Next**.

Recipient ASSIGN TASK

SELECT FROM CONTACTS **ENTER ADDRESS** **MULTIPLE ADDRESSES**

Search for a contact
eship

eShipGlobal

31353 Santa Elena Way
Union City, CA 94587 United States
support1@eshipglobal.com
+18646563311

John Smith

123 main street
Chaoyang, BJ 100025 China
jsmith@eshipglobal.com
+8675586666666

John Smith

1367 31st Cross Road
Bengaluru, KA 560041 India

NEXT

10. Enter Item/Product Details for your shipment.

Item/Product Details ASSIGN TASK

+ ADD ITEM

Adding products is optional for domestic shipments.

NEXT

NOTE: Adding product details is optional for all Domestic shipments.

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11. Fill in the required packaging/contents information and click **Next**. If you are shipping more than 1 package, enter the respective information for each package you are shipping.
- Package Types
 - Envelope: Envelope provided by the shipping carrier that appears with the carrier's logo printed on it. This is not a prepaid envelope.
 - PAK: Large plastic or Tyvek envelope provided by the shipping carrier that appears with the carrier's logo printed on it.
 - 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.
 - 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.
 - Custom Packaging: Packaging not provided by the shipping carrier.

Package 1 of 1 Details

Package Profile

Package Type: Envelope

Package Provider: Fedex


Package Name: Envelope With Built-in Pouch

Enter package dimensions

Length: 9.5, Width: 12.5, Height: 0.5, Unit: IN

Enter weight

Weight: 0.5, Unit: LB, Weight, Unit: OZ



12. Input the value of your item in the **Declared Value**, and if you would like to add on any insurance, you may do so in the **Insurance Value** field.

Monetary value

Declared Value: 100.00, USD

Insurance Value: 1.00, USD


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13. Select your ship date and choose a service from the list of options provided.













Rate Quote

[ASSIGN TASK](#)

Expected Ship Date

08 Jun 2023 

Shipping Rates

Carrier	Service	Actual Delivery	List Price	Your Price
<input type="radio"/> 	 First-Class Mail	Tue, Jun 13, 3 PM	\$8.67	\$8.67
<input type="radio"/> 	 Priority Mail	Fri, Jun 09, 3 PM	\$9.04	\$9.04
<input type="radio"/> 	 Express Saver	Tue, Jun 13, 4 PM	\$11.85	\$11.85
<input type="radio"/> 	 2 Day	Mon, Jun 12, 4 PM	\$12.28	\$12.28
<input type="radio"/> 	 2 Day AM Delivery	Mon, Jun 12, 12 PM	\$12.95	\$12.95
<input type="radio"/> 	 Ground	Tue, Jun 13, 11 PM	\$14.45	\$14.45

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.

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14. If you would like to add on any special instructions under **Shipping Extras** and then click **Next**.

Shipping Extras

- Saturday Delivery (Per Package)
- Signature Required
- Non Standard Container

Your Price

Base Charge	\$8.00
Delivery Area Surcharge Commercial	\$3.55
Fuel	\$0.73

Estimated Total **\$12.28**

NEXT

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15. Under the Billing/Payment section, identify if the shipment will be billed to the default account, or, if it will be billed to a 3rd party carrier account.

Billing/Payment - Freight

FREIGHT

Base Charge	\$8.00
Delivery Area Surcharge Commercial	\$3.55
Fuel	\$0.73

Estimated Total Charges: \$12.28

Billing

- Bill default carrier account
- Bill 3rd party carrier account

Shipping Powered by eShipGlobal

16. If billing to a 3rd party carrier account, provide the carrier account number, country, and associated postal code.

Billing

Bill default carrier account

Bill 3rd party carrier account

Carrier Account

Account Number

Country Zip/Postal Code

NOTE: If you elect to have a third party or the Recipient of the package pay for the shipment, a Credit Card will still be required as an alternate payment method should the recipient/3rd party account number fail.


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17. Select your payment method and click on **Authorize Payment**. You can choose a saved Credit Card or add a new Credit Card to bill the shipment charges.


Payment

Pay with credit card

Saved cards

 ending in 8431

 ending in 0005

 ending in 1111

Billing Address

Test User
105 Sikes Hall
Clemson, SC 29634
United States of America

New credit card

AUTHORIZE PAYMENT


Shipping Powered by eShipGlobal


18. Once your payment method has been authorized, click **Next**.


Payment

Pay with credit card

Saved cards

 ending in 8431

 ending in 0005

 ending in 1111

Billing Address
Test User
105 Sikes Hall
Clemson, SC 29634
United States of America

New credit card

Your payment has been successfully authorized and will be processed when shipment completes

NEXT

19. Click on Complete Shipment to generate all shipping paperwork.

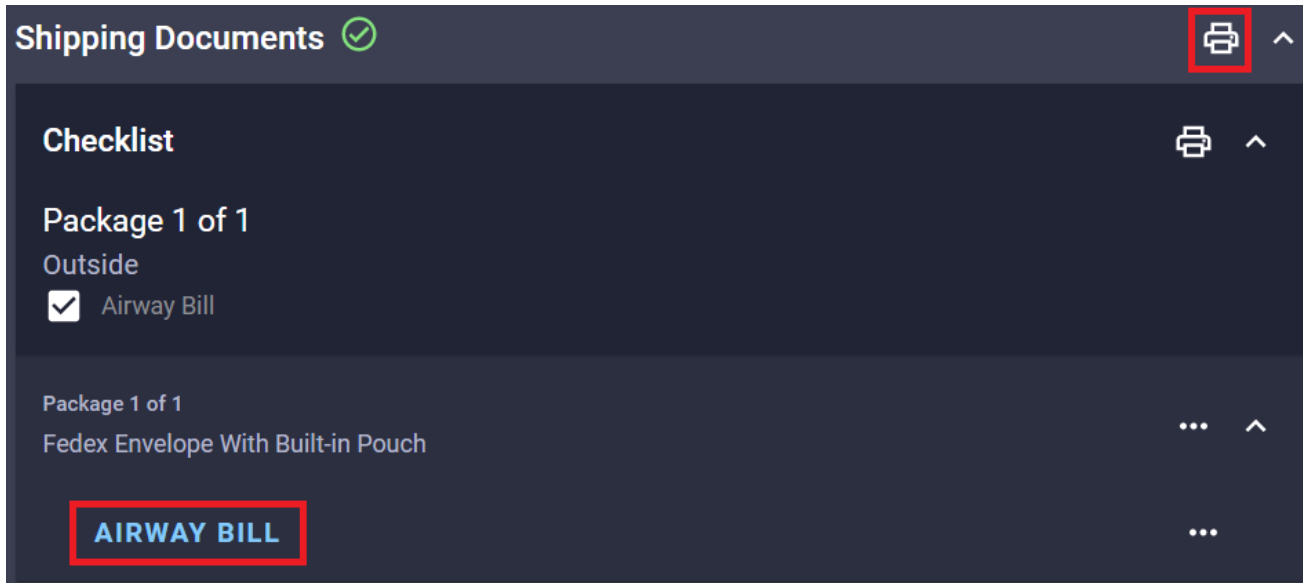
Confirmation

Please confirm that all the information above is correct before submitting.

COMPLETE SHIPMENT

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20. Click **Airway Bill** to print your shipping label. If more than one document, you can print them all individually or click the **Printer Icon** in the top right to print all documents together.



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

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Creating an International Shipping Label- Document

Overview

- Use this guide to easily create a shipping label for an international package.

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 Clemson University 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 Clemson University Financial Statements through the tracking number and Cost Object.
- 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 Custom 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.

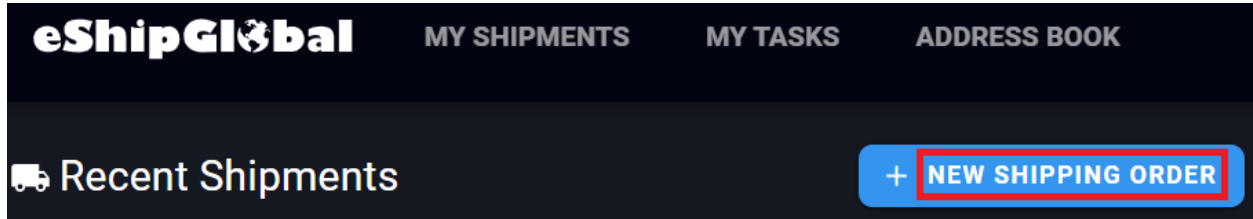
Special Arrangements and Services

- 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 Shipping Label

1. Click **New Shipping Order** on your eShipGlobal Dashboard or My Shipments in the navigation bar at the top of your eShipGlobal window.



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

Order Basics

Hello, Test User1. Just a quick question or two to get you started.

Profiles

Select Profile
Domestic Product

Is this shipment international or domestic?

International Domestic ✓

Freight Type

Freight Product ✓ Document

Hazmat

NEXT

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3. Select the appropriate **Freight Type**.



Order Basics

Hello, Test User1. Just a quick question or two to get you started.




Profiles


Select Profile
Domestic Product

Is this shipment international or domestic?

 International  Domestic ✓

Freight Type

 Freight  Product ✓  Document

 Hazmat

NEXT

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- Alternatively, select from your profiles to preselect the tiles of the shipment you would like to ship.


Order Basics


Hello, Test User1. Just a quick question or two to get you started.

Profiles


Select Profile
International Document


Is this shipment international or domestic?


 International ✓


 Domestic

Freight Type

 Freight

 Product

 Document ✓





 Hazmat

[NEXT](#)

Shipping Powered by eShipGlobal

5. Click **Next**

Freight Type




 Freight	 Product	 Document ✓
 Hazmat		

NEXT

6. Confirm your shipment information and click **Next**

Order Basics

Opened 08 Jun 2023 by Test User1

 Business ✓	 International ✓	 Document ✓
--	---	--


BACK **NEXT**

Shipping Powered by eShipGlobal

7. Select the sender of the package and click on **Set Sender**. You can use your Default Sender, Select from Contacts, or enter in an address manually.

Sender

DEFAULT SENDER SELECT FROM CONTACTS ENTER ADDRESS

Akash Vasan Clemson 

18111 Preston Road, suite 650
Dallas, TX 75252 United States
avasan@eshipglobal.com
+12142897727

SET SENDER

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.

8. Select if the package will be picked up or dropped off at a shipping station and click **Next**

I will drop off package(s) at a shipping station

Pick up shipment from sender's address

Pick up shipment from another location

NEXT

Shipping Powered by eShipGlobal

9. Select the **Recipient** of the package. You can Select from Contacts by searching for a contact or enter in an address manually.

Recipient ✓

SELECT FROM CONTACTS ENTER ADDRESS

Search for a contact
🔍 eShip

eShipGlobal ✎
89 Eldams Road, Teynampet
Chennai, TN 600018 India
avasan1@eshipglobal.com
+919725181775

Recipient ✓

SELECT FROM CONTACTS **ENTER ADDRESS**

Recipient Information
All fields required unless indicated.

Recipient Name

Company / Institution (optional)

Recipient Email Address

Recipient Phone

Recipient Address

Country


Shipping Powered by eShipGlobal

10. Click to select the address that you would like to use as the Recipient and click **Next**.

Recipient

SELECT FROM CONTACTS **ENTER ADDRESS**

Search for a contact
🔍 eShipGlobal

eShipGlobal 

89 Eldams Road, Teynampet
Chennai, TN 600018 India
avasan1@eshipglobal.com
+919725181775

NEXT

Shipping Powered by eShipGlobal

21. Fill in the required packaging/contents information and click **Next**. If you are shipping more than 1 package, enter the respective information for each package you are shipping.

- Package Types
 - Envelope: Envelope provided by the shipping carrier that appears with the carrier's logo printed on it. This is not a prepaid envelope.
 - PAK: Large plastic or Tyvek envelope provided by the shipping carrier that appears with the carrier's logo printed on it.
 - 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.
 - 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.
 - Custom Packaging: Packaging not provided by the shipping carrier.

How many packages will be included in this shipment?

1 All packages are same size, weight, contents, and value

Package 1 of 1 Details

Package Profile ▼

Package Type: Envelope ▼ Package Provider: Fedex ▼

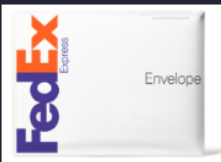
Package Name: Envelope With Built-in Pouch ▼

Enter package dimensions

Length	Width	Height	Unit
9.5	12.5	0.5	IN ▼

Enter weight

Weight	Unit	Weight	Unit
0.5	LB ▼	0.5	LB ▼



Shipping Powered by eShipGlobal

22. Input the value of your item in the Customs Value field, and if you would like to add on any insurance, you may do so in the Declared Value field.

Monetary value

Declared Value
0.00

USD ▾


Customs Value
0.00

USD ▾













23. Select your ship date and choose a Service from the drop-down list of options provided.

Rate Quote ASSIGN TASK

Expected Ship Date

08 Jun 2023 

Shipping Rates

	Carrier	Service	Actual Delivery	List Price	Your Price
<input type="radio"/>		 Express Worldwide	Wed, Jun 14, 11 AM	\$33.50	\$33.50
<input type="radio"/>		 Express 12:00	Wed, Jun 14, 12 PM	\$40.24	\$40.24
<input type="radio"/>		 International Economy	Wed, Jun 14, 8 PM	\$119.22	\$58.87
<input type="radio"/>		 Express Easy	Wed, Jun 14, 11 AM	\$64.16	\$64.16
<input type="radio"/>		 International Priority	Mon, Jun 12, 8 PM	\$89.35	\$65.99
<input type="radio"/>		 Worldwide Expedited	Wed, Jun 14, 11 PM	\$145.17	\$145.17

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.

Shipping Powered by eShipGlobal

24. If you would like to add on any special instructions under **Shipping Extras** and then click **Next**.

Shipping Extras

Signature Required

Your Price

Base Charge	\$54.23
Peak Surcharge	\$1.00
Fuel	\$3.64

Estimated Total **\$58.87**

NEXT

Shipping Powered by eShipGlobal

25. Under the Billing/Payment section, identify if the shipment will be billed to the default account, or, if it will be billed to a 3rd party carrier account.

Billing/Payment - Freight, Customs & Taxes

FREIGHT

Base Charge	\$54.23
Peak Surcharge	\$1.00
Fuel	\$3.64

CUSTOMS

Estimated Customs Duties	\$0.00
--------------------------	--------

TAXES

Estimated GST/VAT/Excise/Other Taxes	\$0.00
--------------------------------------	--------

Estimated Total Charges: \$58.87

Billing

- Bill default carrier account
- Bill 3rd party carrier account

Shipping Powered by eShipGlobal

26. If billing to a 3rd party carrier account, provide the carrier account number, country, and associated postal code.

Billing

Bill default carrier account

Bill 3rd party carrier account

Carrier Account

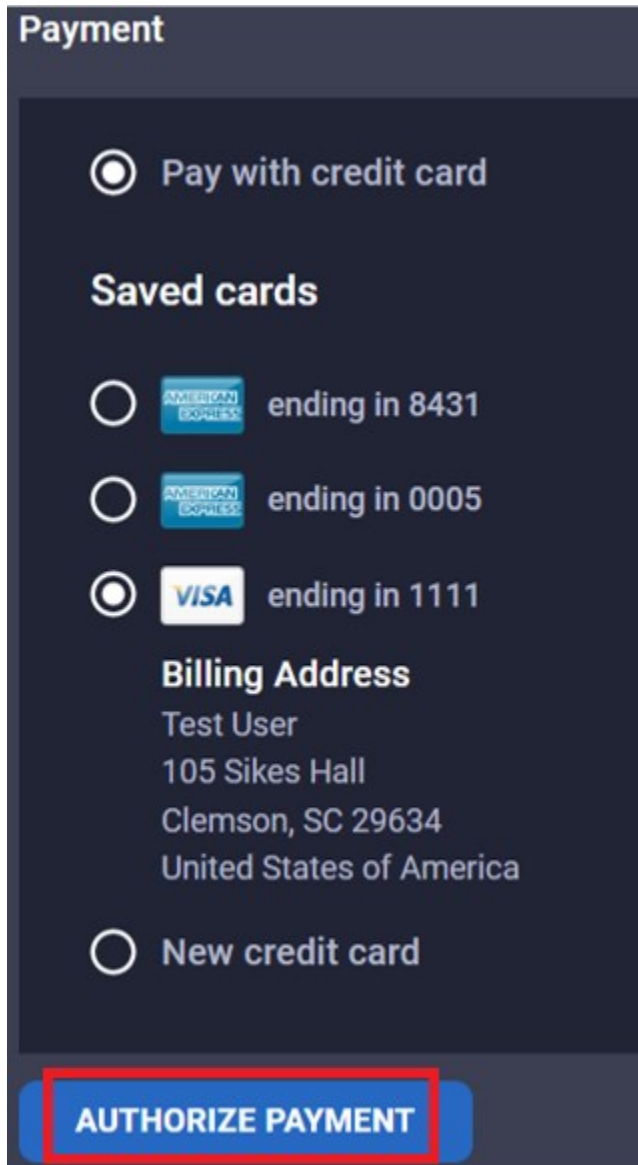
Account Number

Country Zip/Postal Code

NOTE: If you elect to have a third party or the Recipient of the package pay for the shipment, a Credit Card will still be required as an alternate payment method should the recipient/3rd party account number fail.

Shipping Powered by eShipGlobal

27. Select your payment method and click on **Authorize Payment**. You can choose a saved Credit Card or add a new Credit Card to bill the shipment charges.



The image shows a dark-themed payment selection interface. At the top, the word "Payment" is displayed in white. Below it, there are three radio button options: "Pay with credit card" (selected), "Saved cards", and "New credit card". Under "Saved cards", there are three entries, each with a radio button, a card logo, and the text "ending in [number]": an American Express card ending in 8431, another American Express card ending in 0005, and a Visa card ending in 1111 (which is selected). Below the saved cards is a "Billing Address" section with the following text: "Test User", "105 Sikes Hall", "Clemson, SC 29634", and "United States of America". At the bottom of the interface is a blue button with the text "AUTHORIZE PAYMENT" in white, which is highlighted with a red rectangular border.


Shipping Powered by eShipGlobal


28. Once your payment has been authorized, click **Next**


Payment

Pay with credit card

Saved cards

 ending in 8431

 ending in 0005

 ending in 1111

Billing Address
Test User
105 Sikes Hall
Clemson, SC 29634
United States of America

New credit card

Your payment has been successfully authorized and will be processed when shipment completes

NEXT

29. Click on Complete Shipment to generate all shipping paperwork.

Confirmation

Please confirm that all the information above is correct before submitting.

COMPLETE SHIPMENT

Shipping Powered by eShipGlobal

30. Review the compliance checks and click on **Next**.

Compliance ✓

✓ **Embargoed Countries Check: Success**
No risk is associated with the recipient country

✓ **Restricted Party Screening - Name: Success**
No risk is associated with the recipient party name

✓ **Restricted Party Screening - Company: Success**
No risk is associated with the recipient company

NEXT

31. Click **Airway Bill** to print your shipping label. If more than one document, you can print them all individually or click the **Printer Icon** in the top right to print all documents together.

Shipping Documents ✓

Printer Icon ^

Checklist Printer Icon ^

Package 1 of 1
Outside
 Airway Bill

Package 1 of 1
Fedex Envelope With Built-in Pouch

... ^

AIRWAY BILL

...

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.

Shipping Powered by eShipGlobal

Creating an International Shipping Label- Product

Overview

- Use this guide to easily create a shipping label for an international package.

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 Clemson University 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 Clemson University Financial Statements through the tracking number and Cost Object.
- 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 Custom 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.

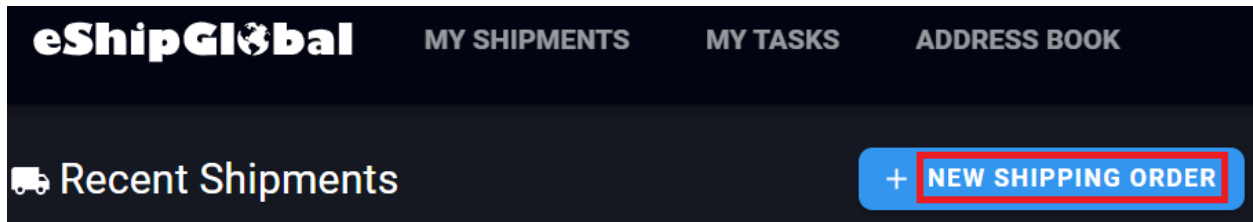
Special Arrangements and Services

- 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.
-

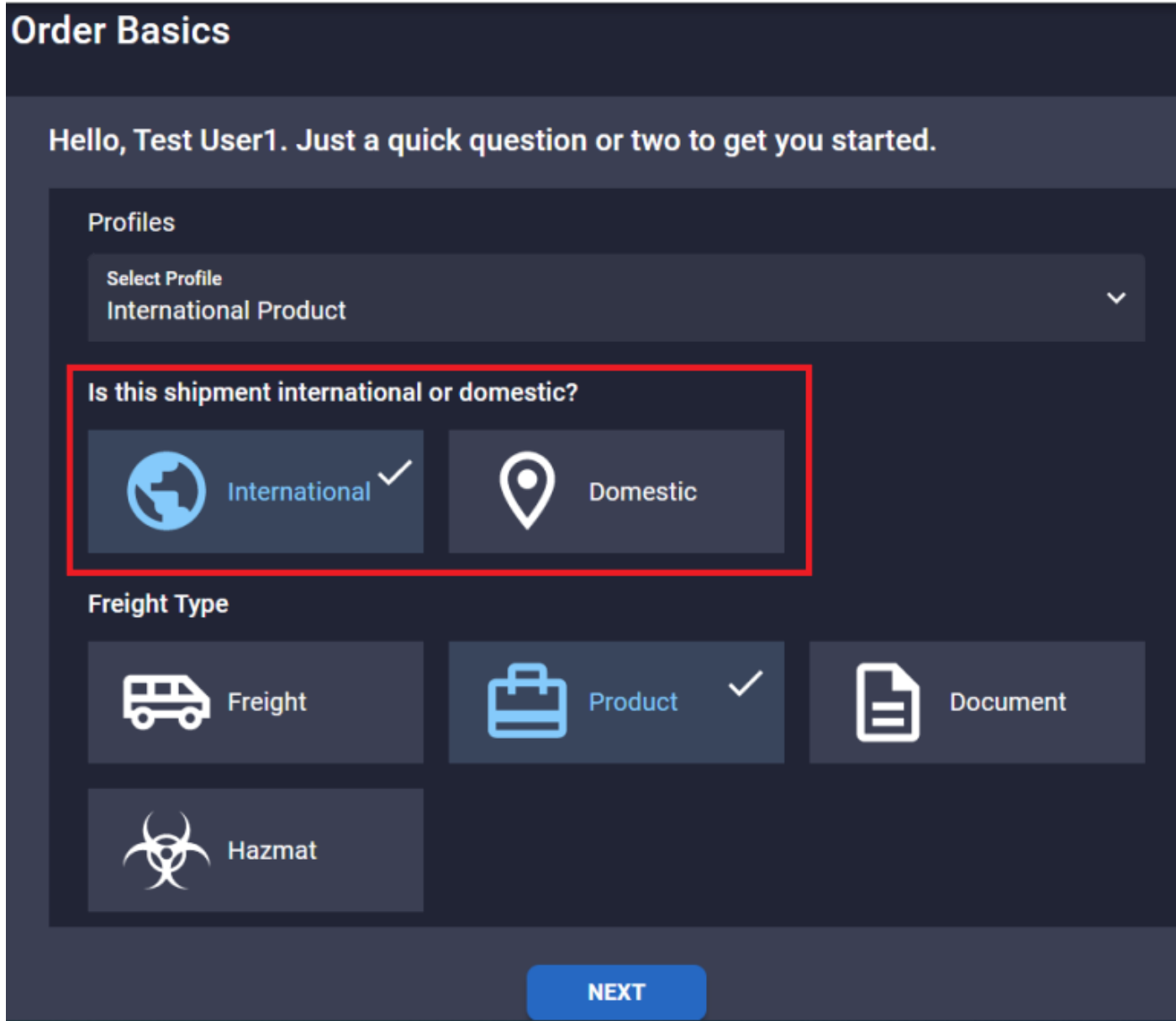
Shipping Powered by eShipGlobal

Create an International Product Shipping Label

2. Click **New Shipping Order** on your eShipGlobal Dashboard or My Shipments in the navigation bar at the top of your eShipGlobal window.



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

A screenshot of the 'Order Basics' form in the eShipGlobal dashboard. The form has a dark blue background with white text and icons. At the top, it says 'Hello, Test User1. Just a quick question or two to get you started.' Below this is a 'Profiles' section with a dropdown menu showing 'International Product'. The main section is titled 'Is this shipment international or domestic?' and contains two buttons: 'International' with a globe icon and a checkmark, and 'Domestic' with a location pin icon. Below this is a 'Freight Type' section with three buttons: 'Freight' with a truck icon, 'Product' with a briefcase icon and a checkmark, and 'Document' with a document icon. At the bottom of the form is a blue 'NEXT' button.

Shipping Powered by eShipGlobal

12. Select the appropriate **Freight Type** and confirm if you would like any additional services.

Freight Type

Freight Product Document

Hazmat

Do you need additional Services?

Duties & Taxes

NEXT

13. Alternatively, select from your profiles to preselect the tiles of the shipment you would like to ship.

Order Basics

Hello, Test User1. Just a quick question or two to get you started.

Profiles

Select Profile International Product

Is this shipment international or domestic?

International Domestic

Freight Type

Freight Product Document

Hazmat

Do you need additional Services?


Duties & Taxes


NEXT


Shipping Powered by eShipGlobal


14. Click **Next**

Freight Type


 Freight

 Product ✓

 Document

 Hazmat

Do you need additional Services?


 Duties & Taxes


NEXT


15. Confirm your shipment information and click **Next**


Order Basics

Opened 13 Jun 2023 by Test User1

 Business ✓

 International ✓

 Product ✓

 Export/Import Compliance ✓


BACK **NEXT**

Shipping Powered by eShipGlobal

16. Select the sender of the package and click on **Set Sender**. You can use your Default Sender, Select from Contacts, or enter in an address manually.

Sender

DEFAULT SENDER SELECT FROM CONTACTS ENTER ADDRESS

Akash Vasan Clemson 

18111 Preston Road, suite 650
Dallas, TX 75252 United States
avasan@eshipglobal.com
+12142897727

SET SENDER

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.

17. Select if the package will be picked up or dropped off at a shipping station and click **Next**

I will drop off package(s) at a shipping station

Pick up shipment from sender's address

Pick up shipment from another location

NEXT

Shipping Powered by eShipGlobal

18. Select the **Recipient** of the package. You can Select from Contacts by searching for a contact or enter in an address manually.

Recipient

SELECT FROM CONTACTS ENTER ADDRESS

Search for a contact
🔍 smith

John Smith ✎
89 Eldams Road, Teynampet
Chennai, TN 600018 India
avasan1@eshipglobal.com
+919725181775

Recipient

SELECT FROM CONTACTS **ENTER ADDRESS**

Recipient Information

All fields required unless indicated.

Recipient Name

Company / Institution (optional)

Recipient Email Address

Recipient Phone

Recipient Address

Country

Shipping Powered by eShipGlobal

19. Click to select the address that you would like to use as the Recipient and click **Next**.

Recipient

SELECT FROM CONTACTS **ENTER ADDRESS**

Search for a contact
🔍 smith

John Smith ✎
89 Eldams Road, Teynampet
Chennai, TN 600018 India
avasan1@eshipglobal.com
+919725181775

NEXT

Shipping Powered by eShipGlobal

20. Select your Terms of Sale, and click **Next**

Terms of Sale

Terms of Sale

Select Incoterm
FOB (Free on Board) ▼

NEXT

21. Fill in the **Product Name**. If you have an image you would like to upload to associate with your item, you may do so as well.

Item/Product Details ASSIGN TASK

Product

No Image UPLOAD IMAGE

Product Name Product ID

Product Category ▼ SKU Bin Number

NOTE: Required fields will be identified in red with an asterisk (). Any other fields are optional to be completed.*

22. Confirm the product weight

Product Weight

Weight LB ▼ Weight OZ ▼

2

Shipping Powered by eShipGlobal

23. Provide the number of units in the shipment, the unit of measure, and the value of each unit.

Unit Details

No. of Units 1	Unit of measurement Pieces	Unit Value 5	USD
--------------------------	--------------------------------------	------------------------	-----

24. Select the country of manufacture and click on **Save Item**.

Country of Manufacture

Country
United States

SAVE ITEM

25. Review your product details and click **Next**

Item/Product Details ✓

Tumbler ✎ 🗑️

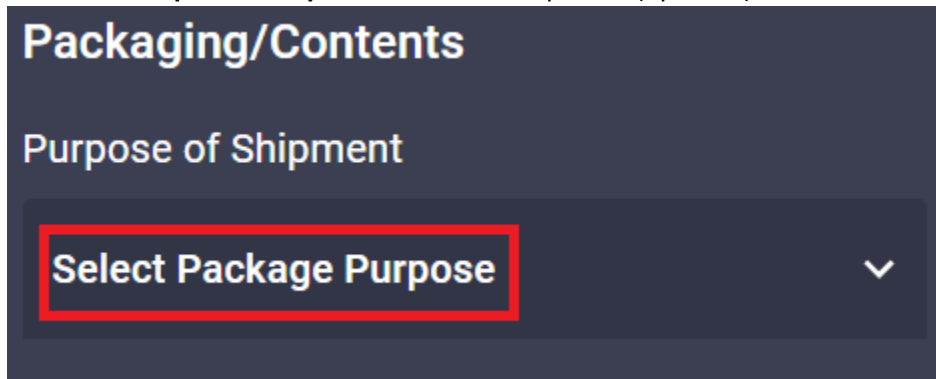
Unit Type	Pieces
Units	1
Weight	2 LB 0 OZ
Total Weight	2 LB 0 OZ
Value	5 USD
Total Value	5 USD
Description	Black Metal Tumbler
ECCN	EAR99
Country	US

+ ADD ITEM

NEXT

Shipping Powered by eShipGlobal

32. Select the **Purpose of Shipment** from the dropdown (optional)



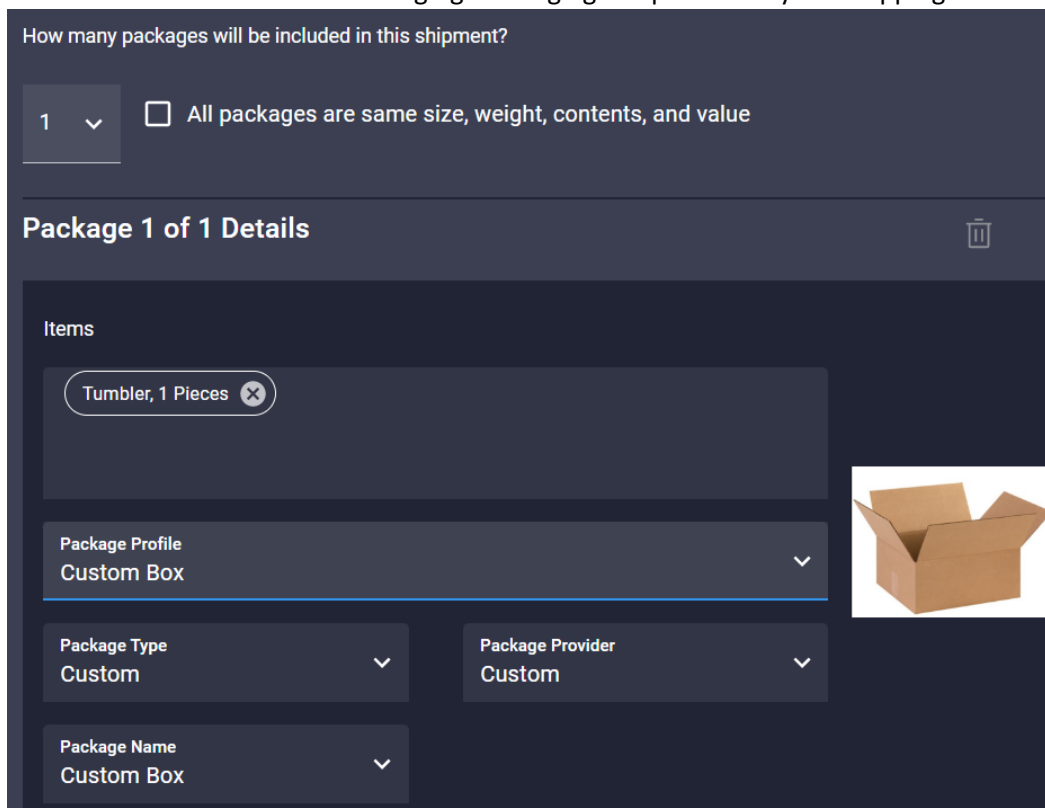
Packaging/Contents

Purpose of Shipment

Select Package Purpose

33. Fill in the required packaging/contents information and click **Next**. If you are shipping more than 1 package, enter the respective information for each package you are shipping.

- Package Types
 - Envelope: Envelope provided by the shipping carrier that appears with the carrier's logo printed on it. This is not a prepaid envelope.
 - PAK: Large plastic or Tyvek envelope provided by the shipping carrier that appears with the carrier's logo printed on it.
 - Box: Small boxes provided by the shipping carrier that appear with the carrier logo printed on it. There is usually a delineated area reserved for affixing the printed label or air bill.
 - 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.
 - Custom Packaging: Packaging not provided by the shipping carrier.



How many packages will be included in this shipment?

1 All packages are same size, weight, contents, and value

Package 1 of 1 Details

Items


Tumbler, 1 Pieces

Package Profile
Custom Box

Package Type
Custom

Package Provider
Custom

Package Name
Custom Box



Shipping Powered by eShipGlobal

34. Provide the package dimensions, weight, and value.

The screenshot shows a shipping form with three main sections, each with a red box around its title:

- Enter package dimensions:** Includes input fields for Length (6), Width (6), Height (6), and a Unit dropdown menu (IN).
- Enter weight:** Includes a Weight input field (5), a Unit dropdown menu (LB), another Weight input field, and a Unit dropdown menu (OZ).
- Monetary value:** Includes input fields for Declared Value (5.00), Insurance Value (5.00), and Customs Value (5.00), each with a corresponding USD dropdown menu.

35. Identify if this item(s) will be used for research, and click **Next**.

The screenshot shows a form with the following elements:

- Question: "Will these materials be used for research?"
- Radio buttons: "Yes" (unselected) and "No" (selected).
- Section: "Reference Numbers"
- Input fields: "Reference #1" and "Reference #2".
- Button: "NEXT" (highlighted with a red box).


Shipping Powered by eShipGlobal

36. Select your ship date and choose a Service from the drop-down list of options provided.











Rate Quote

ASSIGN TASK

Expected Ship Date

13 Jun 2023 

Shipping Rates

Carrier	Service	Actual Delivery	List Price	Your Price
<input type="radio"/> 	 International Economy	Mon, Jun 19, 1 PM	\$185.23	\$58.87
<input type="radio"/> 	 Express Worldwide	Tue, Jun 20, 11 AM	\$70.77	\$70.77
<input type="radio"/> 	 International Priority	Mon, Jun 19, 1 PM	\$240.03	\$83.48
<input type="radio"/> 	 Express Easy	Tue, Jun 20, 11 AM	\$159.50	\$159.50
<input type="radio"/> 	 Worldwide Expedited	Tue, Jun 20, 11 PM	\$250.84	\$250.84

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.

Shipping Powered by eShipGlobal

37. If you would like to add on any special instructions under **Shipping Extras** and then click **Next**.

Shipping Extras

Signature Required

Your Price

Base Charge	\$54.23
Peak Surcharge	\$1.00
Fuel	\$3.64

Estimated Total	\$58.87
-----------------	----------------

NEXT

38. Under the Billing/Payment section, identify if the shipment will be billed to the default account, or, if it will be billed to a 3rd party carrier account.

Billing/Payment - Freight, Customs & Taxes

FREIGHT	
Base Charge	\$54.23
Peak Surcharge	\$1.00
Fuel	\$3.64
CUSTOMS	
Estimated Customs Duties	\$0.00
TAXES	
Estimated GST/VAT/Excise/Other Taxes	\$0.00

Estimated Total Charges: \$58.87

Billing

Bill default carrier account
 Bill 3rd party carrier account

Shipping Powered by eShipGlobal

39. Select your payment method and click on **Authorize Payment**. You can choose a saved Credit Card or add a new Credit Card to bill the shipment charges.

The image shows a dark-themed payment selection interface. At the top, the word "Payment" is displayed in white. Below it, there are three radio button options: "Pay with credit card" (which is selected), "Saved cards", and "New credit card". Under the "Saved cards" section, there are three entries, each with a radio button, a card logo, and the text "ending in [number]":

- An unselected radio button next to an American Express logo and "ending in 8431".
- An unselected radio button next to an American Express logo and "ending in 0005".
- A selected radio button next to a Visa logo and "ending in 1111".

Below the saved cards, the "Billing Address" is listed in white text:

Test User
105 Sikes Hall
Clemson, SC 29634
United States of America

At the bottom of the interface, there is a blue button with the text "AUTHORIZE PAYMENT" in white, which is highlighted with a red rectangular border.


Shipping Powered by eShipGlobal


40. Once your payment has been authorized, click **Next**


Payment

Pay with credit card

Saved cards

 ending in 8431

 ending in 0005

 ending in 1111

Billing Address
Test User
105 Sikes Hall
Clemson, SC 29634
United States of America

New credit card

Your payment has been successfully authorized and will be processed when shipment completes

NEXT

41. Review the compliance checks, and click **Next**.

Compliance

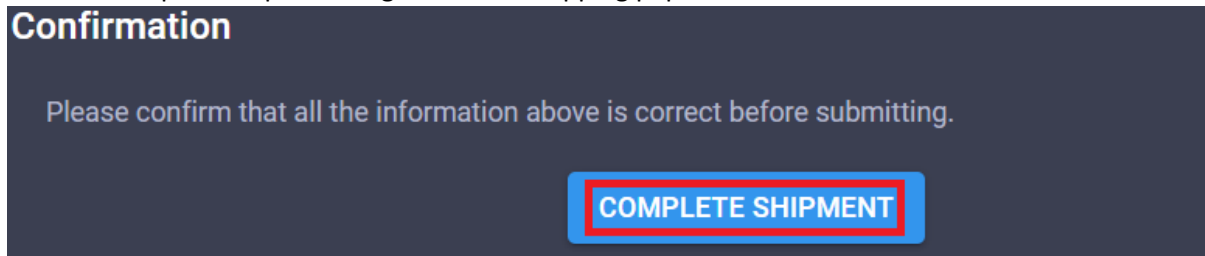
Embargoed Countries Check: Success
No risk is associated with the recipient country

Restricted Party Screening - Name: Success
No risk is associated with the recipient party name

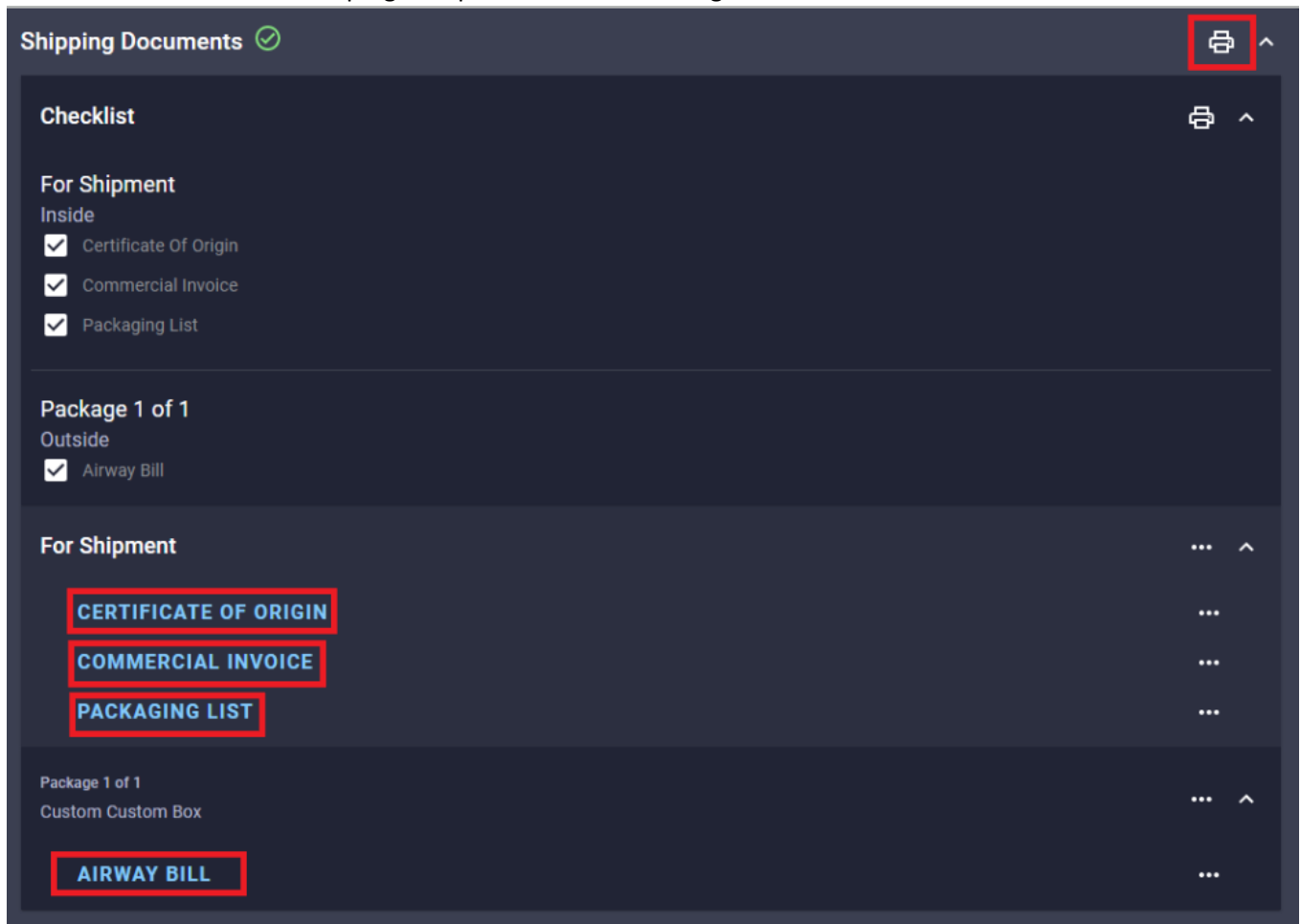
NEXT

Shipping Powered by eShipGlobal

42. Click on Complete Shipment to generate all shipping paperwork.



43. Click each document type hyperlink to print. If more than one document, you can print them all individually or click the **Printer Icon** in the top right to print all documents together.



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.

Shipping Powered by eShipGlobal

Create a Domestic Biological 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 a domestic non-research material package, please refer to the Creating a Domestic Package Label guide on page 14.

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 Clemson University 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 Clemson University Financial Statements through the tracking number and Cost Object.
- 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 and UPS will appear within your shipping carrier option list as available based on your shipping criteria.

Packaging

When selecting Custom 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.

Shipping Powered by eShipGlobal

Create a Domestic Biological Research Material Shipping Label

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


Order Basics


Hello, Test User1. Just a quick question or two to get you started.

Profiles


Select Profile
Domestic Product


Is this shipment international or domestic?


 International


 Domestic ✓

Freight Type

 Freight

 Product ✓

 Document

 Hazmat

NEXT

2. Select HazMat as your **Freight Type**.


Order Basics


Hello, Test User1. Just a quick question or two to get you started.

Profiles


Select Profile
Domestic Product


Is this shipment international or domestic?


 International


 Domestic ✓

Freight Type

 Freight

 Product ✓
















 Document

 Hazmat

NEXT

Shipping Powered by eShipGlobal

3. Select **Biological** from the category list, and identify the **class** of the item you will be shipping.

Hazmat Option		
 Biological ✓	 Toxins	 Chemical
 Radio Active	 Li Batteries/Cells	 Li Batteries/Cells within or packed with Equipment
Hazmat Class		
 Class 1 Explosives	 Class 2 Gases	 Class 3 Flammable Liquids
 Class 4 Flammable Solids	 Class 5 Oxidizing Substances	 Class 6 Toxic and Infectious Substances ✓
 Class 7 Radioactive Material	 Class 8 Corrosives	 Class 9 Miscellaneous Dangerous Goods

Shipping Powered by eShipGlobal

- Alternatively, if you have previously saved a profile, you may select the desired criteria from the profile dropdown, and the predefined items will be selected.

Profiles

Select Profile
Domestic Hazmat Biological Product

Is this shipment international or domestic?

International Domestic

Freight Type

Freight Product Document

Hazmat

Hazmat Option

Biological Toxins Chemical

Radio Active Li Batteries/Cells Li Batteries/Cells within or packed with Equipment

Hazmat Class

Class 1 Explosives Class 2 Gases Class 3 Flammable Liquids

Class 4 Flammable Solids Class 5 Oxidizing Substances Class 6 Toxic and Infectious Substances

Class 7 Radioactive Material Class 8 Corrosives Class 9 Miscellaneous Dangerous Goods

Shipping Powered by eShipGlobal

5. Review the Hazmat Certification, agree to the requirements, and click **Next**.

Hazmat Certification

Check the 'I Agree..' box below to agree to the following:


I am a researcher/clinical staff member with in-depth knowledge of the material being shipped.

It is my responsibility to properly:

- And completely identify the material in eShipGlobal
- Classify the material being shipped
- Package the material,
- Document the shipment, and
- Label the package, and
- If requested, completely and thoroughly review any export materials provided

I Agree to the above requirements

Signature









NEXT


6. Confirm your shipment information and click **Next**

Order Basics

Opened 14 Jun 2023 by Test User1

 Business ✓	 Domestic ✓	 Hazmat ✓
 Biological ✓	 Class 6 Toxic and Infectious Substances ✓	 EHS Compliance ✓

Signature



BACK **NEXT**

Shipping Powered by eShipGlobal

7. Select the sender of the package and click on **Set Sender**. You can use your Default Sender, Select from Contacts, or enter in an address manually.

Sender

DEFAULT SENDER SELECT FROM CONTACTS ENTER ADDRESS

Akash Vasan Clemson ✎

18111 Preston Road, suite 650
Dallas, TX 75252 United States
avasan@eshipglobal.com
+12142897727

SET SENDER

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.

8. Select if the package will be picked up from the sender's location or an alternate location and click **Next**

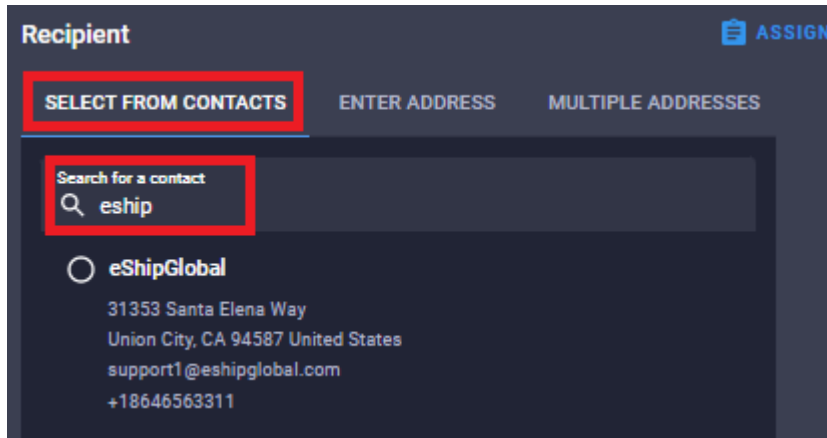
Pick up shipment from sender's address

Pick up shipment from another location

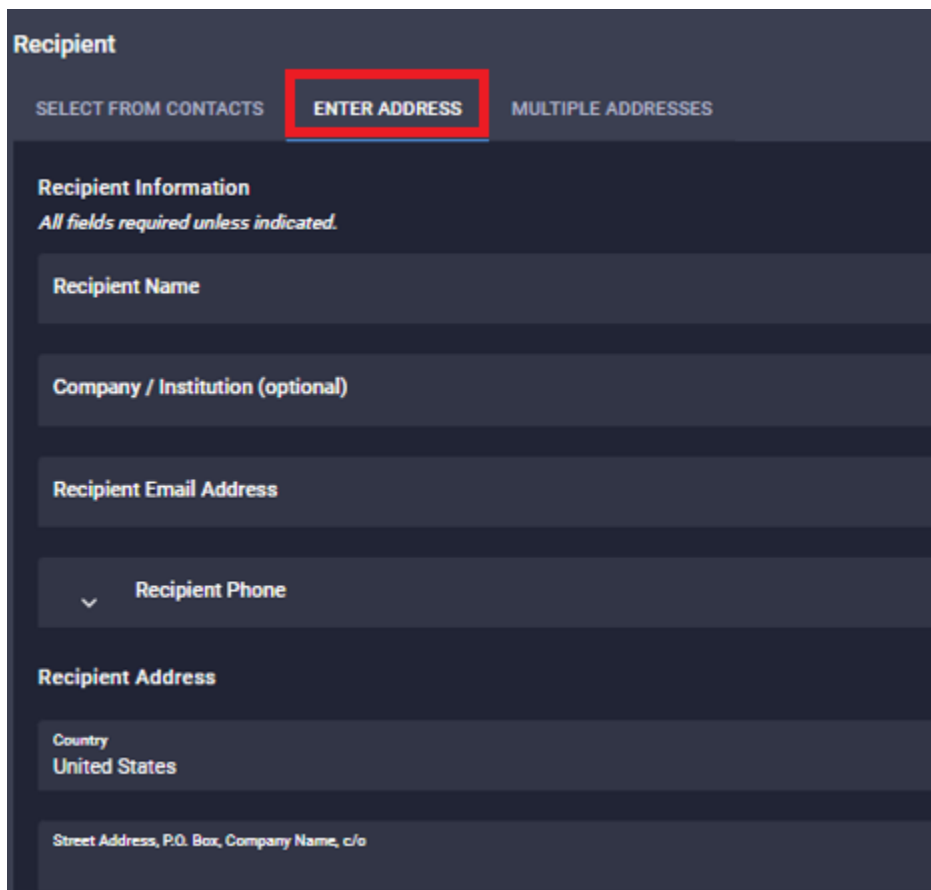
NEXT

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9. Select the **Recipient** of the package. You can select from your saved contacts by searching for a contact in the search field or enter in an address manually.



The screenshot shows the 'Recipient' selection screen. At the top right is an 'ASSIGN' button. Below it are three tabs: 'SELECT FROM CONTACTS' (highlighted with a red box), 'ENTER ADDRESS', and 'MULTIPLE ADDRESSES'. Under the 'SELECT FROM CONTACTS' tab, there is a search field labeled 'Search for a contact' containing the text 'eship' (also highlighted with a red box). Below the search field, a contact card for 'eShipGlobal' is displayed, including the address '31353 Santa Elena Way, Union City, CA 94587 United States', email 'support1@eshipglobal.com', and phone number '+18646563311'.



The screenshot shows the 'Recipient' information form. At the top right is an 'ASSIGN' button. Below it are three tabs: 'SELECT FROM CONTACTS', 'ENTER ADDRESS' (highlighted with a red box), and 'MULTIPLE ADDRESSES'. The form is titled 'Recipient Information' with the note 'All fields required unless indicated.' Below this are several input fields: 'Recipient Name', 'Company / Institution (optional)', 'Recipient Email Address', and 'Recipient Phone' (with a dropdown arrow). The 'Recipient Address' section includes a 'Country' dropdown set to 'United States' and a text field for 'Street Address, P.O. Box, Company Name, c/o'.

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44. Click to select the address that you would like to use as the Recipient and click **Next**.

The screenshot shows the 'Recipient' selection screen. At the top right is an 'ASSIGN TASK' button. Below it are three tabs: 'SELECT FROM CONTACTS' (active), 'ENTER ADDRESS', and 'MULTIPLE ADDRESSES'. A search bar contains 'eship'. Three contact entries are listed, each with a radio button for selection. The first entry, 'eShipGlobal', is selected. Below the list is a blue 'NEXT' button highlighted with a red box.

Recipient ASSIGN TASK

SELECT FROM CONTACTS | ENTER ADDRESS | MULTIPLE ADDRESSES

Search for a contact
eship

- eShipGlobal**
31353 Santa Elena Way
Union City, CA 94587 United States
support1@eshipglobal.com
+18646563311
- John Smith**
123 main street
Chaoyang, BJ 100025 China
jsmith@eshipglobal.com
+8675586666666
- John Smith**
1367 31st Cross Road
Bengaluru, KA 560041 India

NEXT

45. Enter item Class Type and Class Name. The Ship Class and Shipping Name will auto-fill based on your information. Additionally, identify your Transportation.

The screenshot shows the 'Item/Product Details' screen. At the top right is an 'ASSIGN TASK' button. The 'Product' section has three dropdown menus: 'Class Type' (set to 'Human'), 'Class Type Name' (set to 'Blood'), and 'Ship Class' (set to 'EXEM-H'). The 'Shipping Name' field is filled with 'Exempt Human Specimen'. The 'Transportation Options' section has two radio buttons: 'Passenger or Cargo air carrier' (selected) and 'Cargo air only'.

Item/Product Details ASSIGN TASK

Product

Class Type Human | **Class Type Name** Blood | **Ship Class** EXEM-H

Shipping Name
Exempt Human Specimen

Transportation Options

- Passenger or Cargo air carrier
- Cargo air only

46. Confirm the product **weight**.

The screenshot shows the 'Product Weight' confirmation screen. It features a 'Weight' field with a dropdown menu set to 'L', a 'Weight' field with the value '5', and a unit dropdown menu set to 'ml'.

Product Weight

Weight | L | Weight 5 | ml

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47. Provide the number of units in the shipment and the value of each unit under the **Unit Details**.

Unit Details

No. of Units 1	Unit of measurement ▼	Unit Value 5	USD ▼
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48. Provide a description of your item (optional), and click on **Save Item**.

Calculated

Product value 5	USD ▼	Total weight 0	ml ▼
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Description

SAVE ITEM CANCEL

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49. Review your product details and click **Next**

Item/Product Details

Blood  

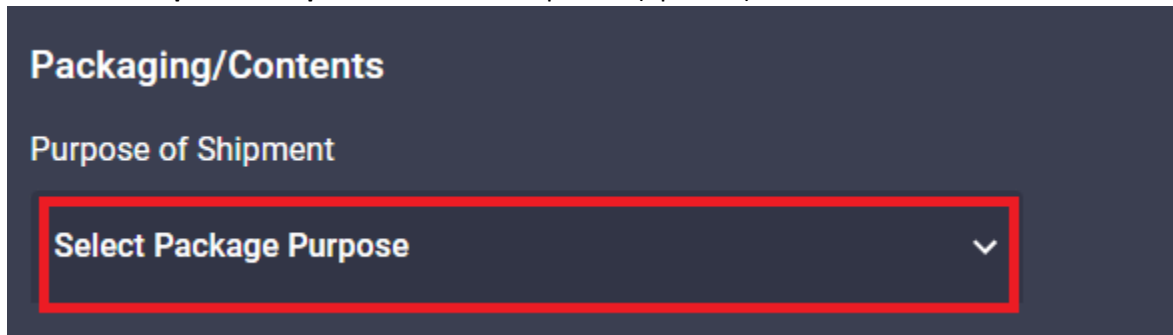
Product ID	1000000054
Class Type	Human
Class Type Name	Blood
Units	1
Weight	0 L 5 ML
Total Weight	0 L
Value	5 USD
Total Value	5 USD
Ship Class	EXEM-H
Shipping Name	Exempt Human Specimen
Transportation Option	PassengerCargo

[+ ADD ITEM](#)

NEXT

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50. Select the **Purpose of Shipment** from the dropdown (optional).

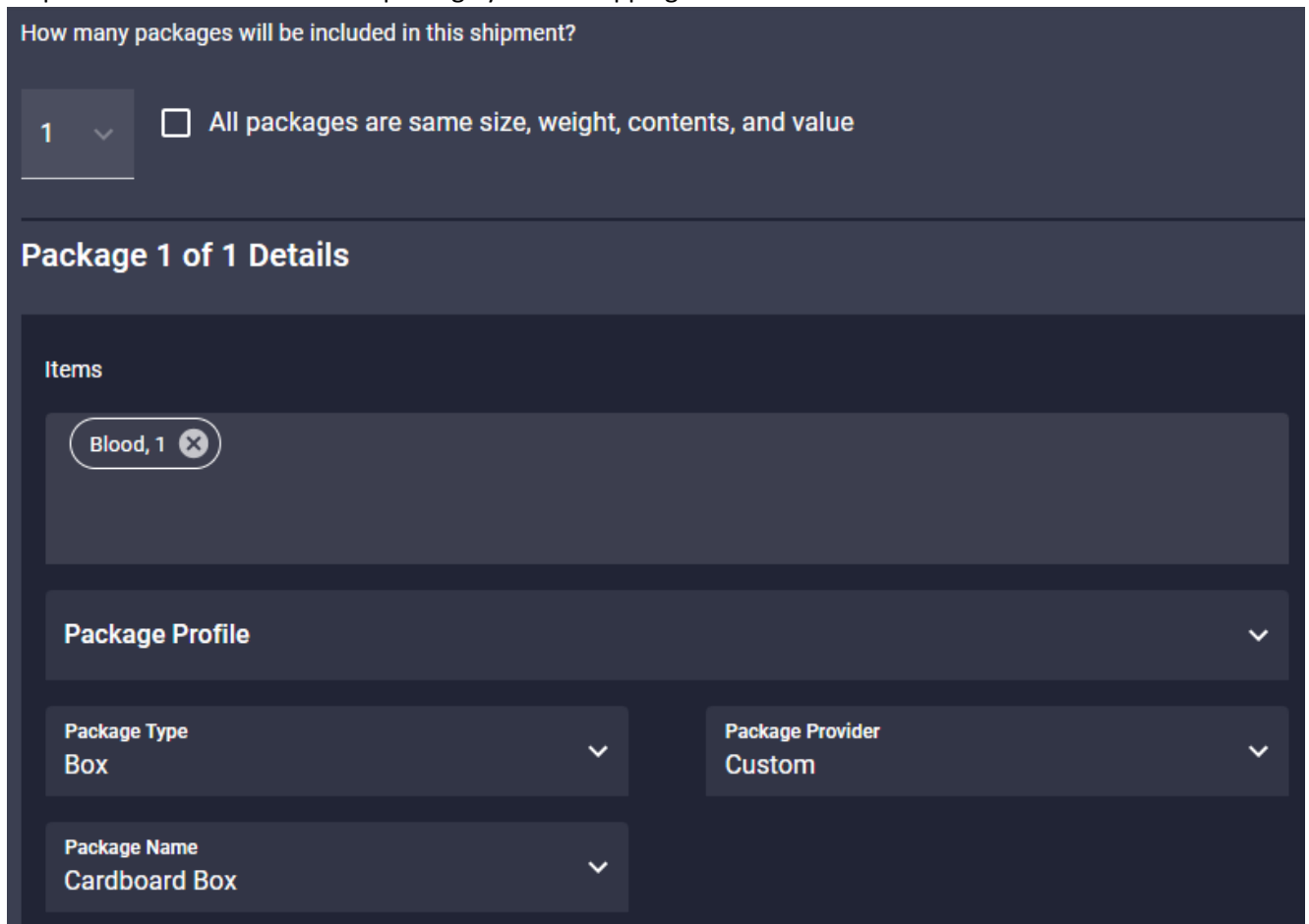


Packaging/Contents

Purpose of Shipment

Select Package Purpose

51. Fill in the required packaging information and click **Next**. If you are shipping more than 1 package, enter the respective information for each package you are shipping.



How many packages will be included in this shipment?

1 All packages are same size, weight, contents, and value

Package 1 of 1 Details

Items

Blood, 1

Package Profile

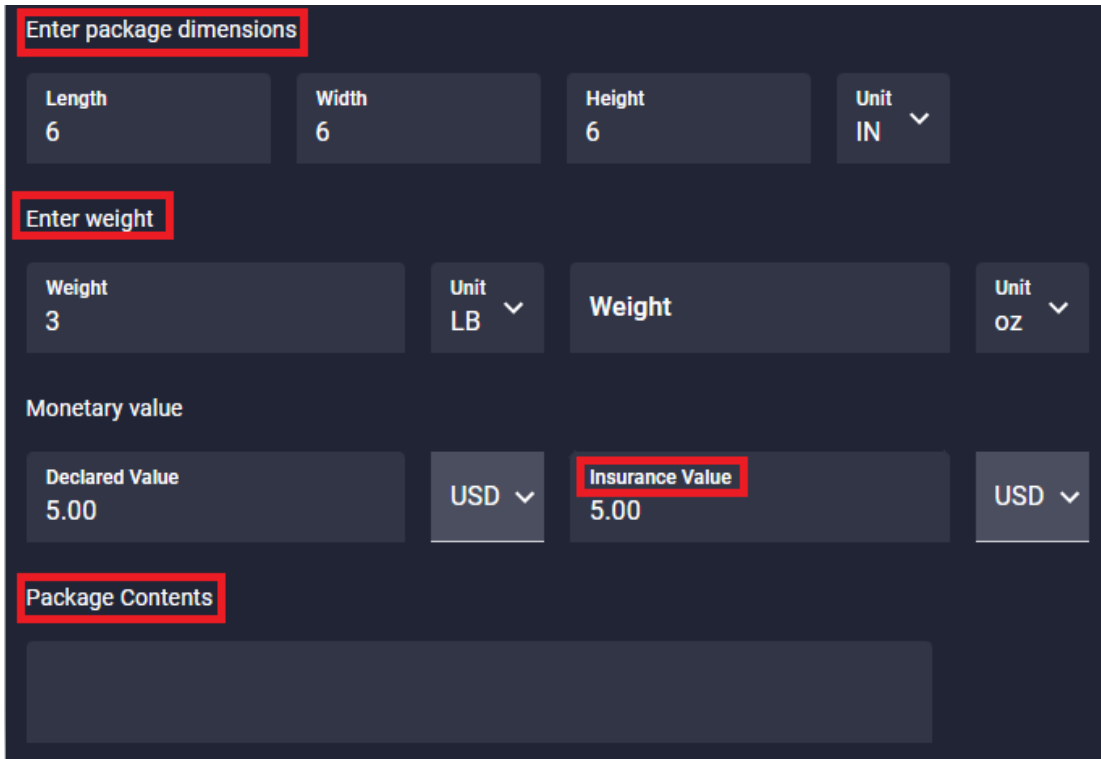
Package Type: Box

Package Provider: Custom

Package Name: Cardboard Box

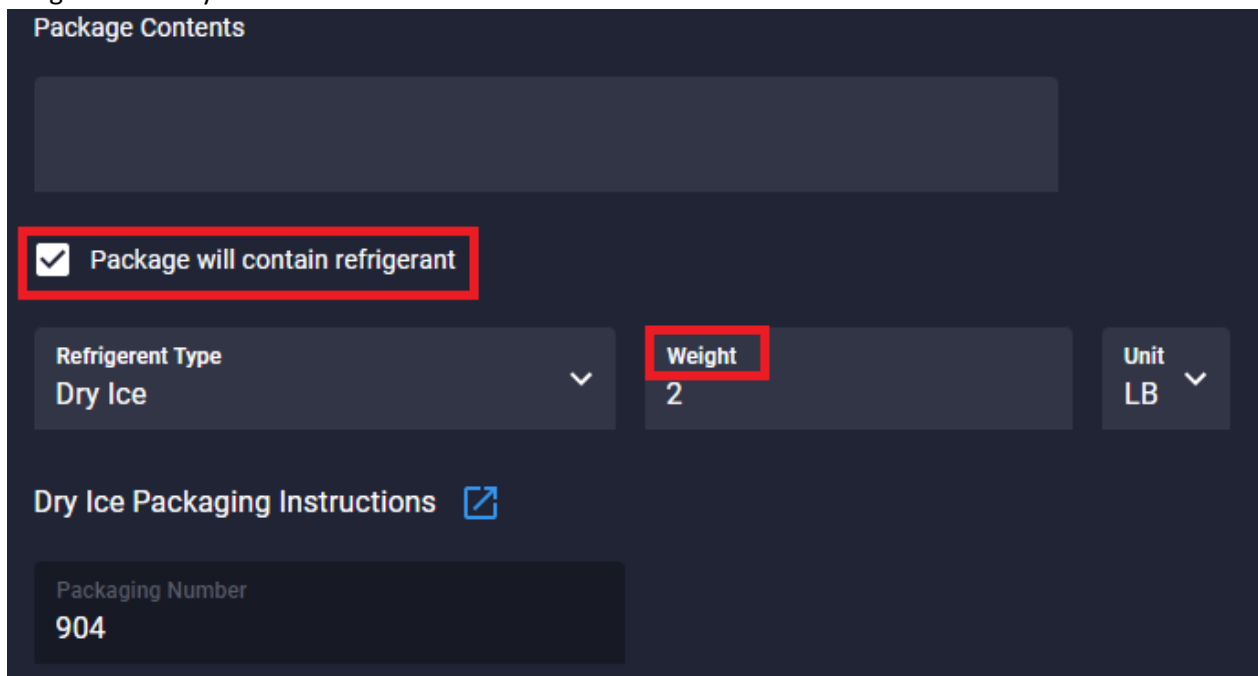
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52. Provide the package dimensions, weight, insurance value if you would like additional insurance, and a description of the package contents (optional).



The screenshot shows a shipping form with several sections highlighted with red boxes. The 'Enter package dimensions' section has fields for Length (6), Width (6), Height (6), and Unit (IN). The 'Enter weight' section has fields for Weight (3), Unit (LB), and another Weight field with Unit (OZ). The 'Monetary value' section has fields for Declared Value (5.00), USD, Insurance Value (5.00), and USD. The 'Package Contents' section is a large empty text area.

53. If your shipment contains Dry Ice, select the box identifying the **package contains a refrigerant**, and confirm the weight of the Dry Ice.



The screenshot shows a shipping form for step 53. The 'Package Contents' section is a large empty text area. Below it, the checkbox 'Package will contain refrigerant' is checked and highlighted with a red box. The 'Refrigerant Type' dropdown is set to 'Dry Ice'. The 'Weight' field is set to '2' and is highlighted with a red box. The 'Unit' dropdown is set to 'LB'. Below this, there is a link for 'Dry Ice Packaging Instructions' and a 'Packaging Number' field set to '904'.

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54. Identify if this item(s) will be used for research, and click **Next**

Will these materials be used for research?

Yes No

Reference Numbers

Reference #1


Reference #2

NEXT

55. Select your ship date and choose a Service from the drop-down list of options provided.

Rate Quote ASSIGN TASK ^

Expected Ship Date

14 Jun 2023 

Shipping Rates

Carrier	Service	Actual Delivery	List Price	Your Price
<input type="radio"/> FedEx	Ground	Fri, Jun 16, 11 PM	\$11.16	\$11.16
<input type="radio"/> FedEx	Express Saver	Mon, Jun 19, 4 PM	\$13.28	\$13.28
<input type="radio"/> FedEx	2 Day	Fri, Jun 16, 4 PM	\$13.70	\$13.70
<input type="radio"/> FedEx	2 Day AM Delivery	Fri, Jun 16, 12 PM	\$14.13	\$14.13
<input type="radio"/> UPS	Ground	Fri, Jun 16, 11 PM	\$20.17	\$20.17

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.

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56. If you would like to add on any special instructions under **Shipping Extras** and then click **Next**.

Shipping Extras

Signature Required

Non Standard Container

Your Price

Base Charge	\$12.77
Fuel	\$0.51
Estimated Total	\$13.28

NEXT

57. Under the Billing/Payment section, identify if the shipment will be billed to the default account, or, if it will be billed to a 3rd party carrier account.

Billing/Payment - Freight

FREIGHT

Base Charge	\$12.77
Fuel	\$0.51
Estimated Total Charges:	\$13.28

Billing

Bill default carrier account

Bill 3rd party carrier account


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58. Select your payment method and click on **Authorize Payment**. You can choose a saved Credit Card or add a new Credit Card to bill the shipment charges.


Payment

Pay with credit card

Saved cards

 ending in 8431

 ending in 0005

 ending in 1111

Billing Address

Test User
105 Sikes Hall
Clemson, SC 29634
United States of America

New credit card

AUTHORIZE PAYMENT


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59. Once your payment has been authorized, click **Next**


Payment

Pay with credit card

Saved cards

 ending in 8431

 ending in 0005

 ending in 1111

Billing Address
Test User
105 Sikes Hall
Clemson, SC 29634
United States of America

New credit card

Your payment has been successfully authorized and will be processed when shipment completes

NEXT

60. Review the compliance checks, and click **Next**.

Compliance

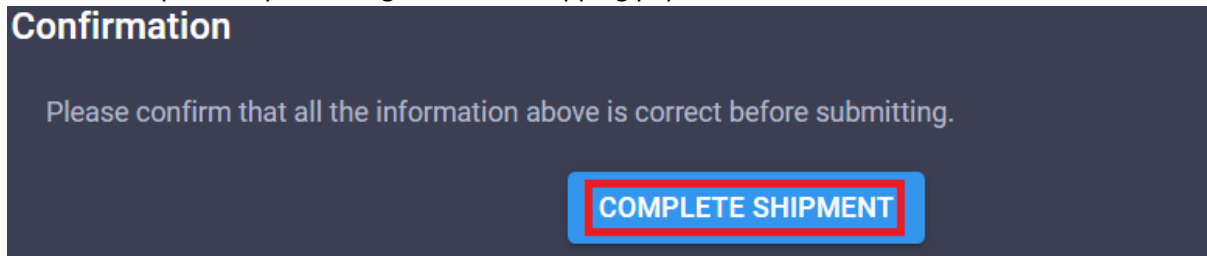
Required Training Determination **Success**

User has appropriate training

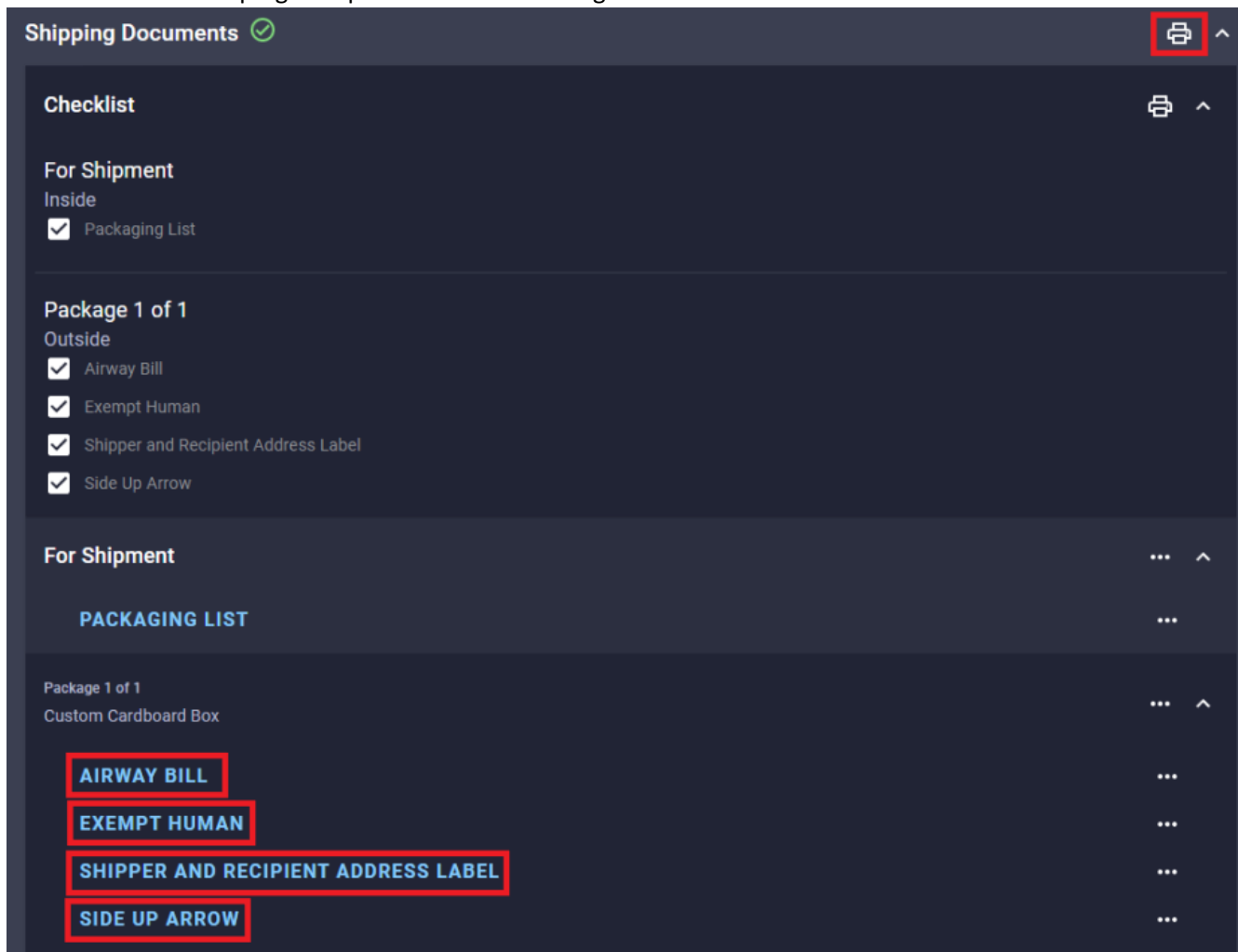
NEXT

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61. Click on Complete Shipment to generate all shipping paperwork.



Click each document type hyperlink to print. If more than one document, you can print them all individually or click the **Printer Icon** in the top right to print all documents together.



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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Managing My Shipments

Overview

The My Shipments page enables you to view all your shipments, search with specific filter criteria, and track packages.

Objective

Learn how to manage, search and export your shipments.

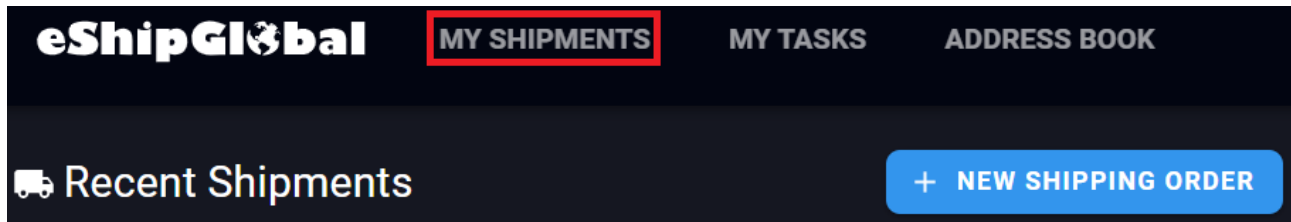
Key Points

- A list of your 10 most recent shipments will be visible when you navigate to the page. As you keep scrolling down on the page, more shipments will load accordingly in batches of 10.
- Locate specific shipments by entering specific criteria in the search field or use the filter on the far right.
 - You can search on the below data elements
 - Order #
 - Tracking #
 - Recipient
 - Carrier

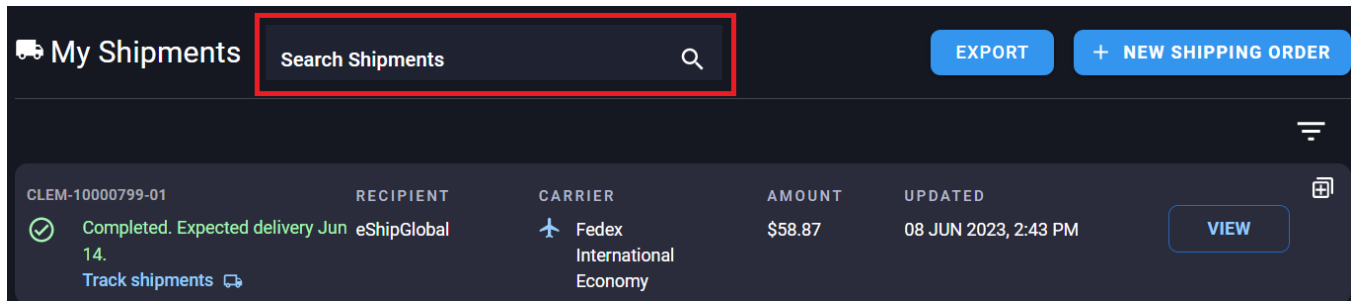
Shipping Powered by eShipGlobal

Manage My Shipments

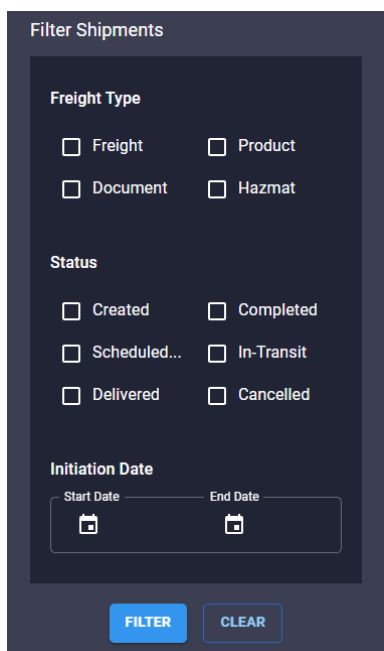
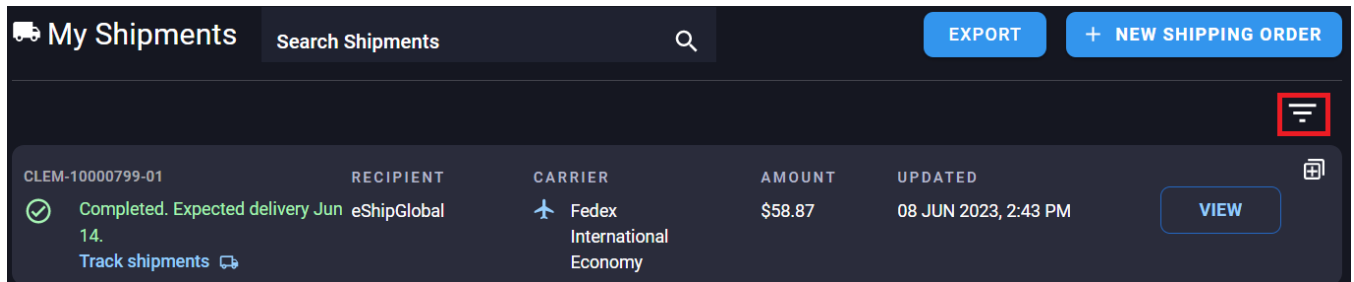
1. Click **My Shipments** in the navigation bar at the top of your eShipGlobal window.



2. You can search your shipments by using the search field and entering any details about the shipment such as the Order#, Tracking #, Recipient, etc.

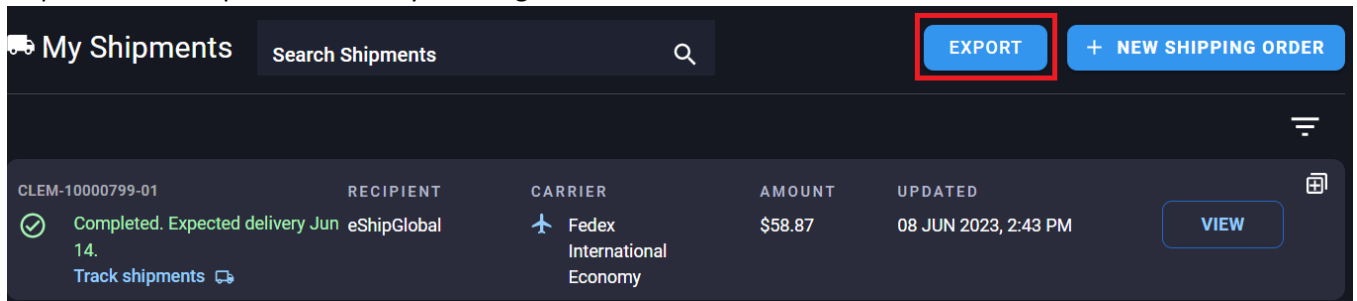


3. You can filter shipments according to any criteria in the filter popup, such as the Freight Type, Status and Date.



Shipping Powered by eShipGlobal

4. Export a history of all shipments you created by clicking on **Export**. This will generate a csv file that contains your shipments and shipment details by Tracking #.



The screenshot shows a dashboard titled "My Shipments" with a search bar and two buttons: "EXPORT" (highlighted with a red box) and "+ NEW SHIPPING ORDER". Below the buttons is a table of shipment details.

TRACKING #	RECIPIENT	CARRIER	AMOUNT	UPDATED	ACTION
CLEM-10000799-01	eShipGlobal	Fedex International Economy	\$58.87	08 JUN 2023, 2:43 PM	VIEW

Additional details for the first shipment: Status: Completed. Expected delivery Jun 14. Track shipments icon.

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Managing My Tasks

Overview

My Tasks enables you to view all tasks assigned to you and track accordingly.

Objective

Learn how to manage, search and track your tasks.

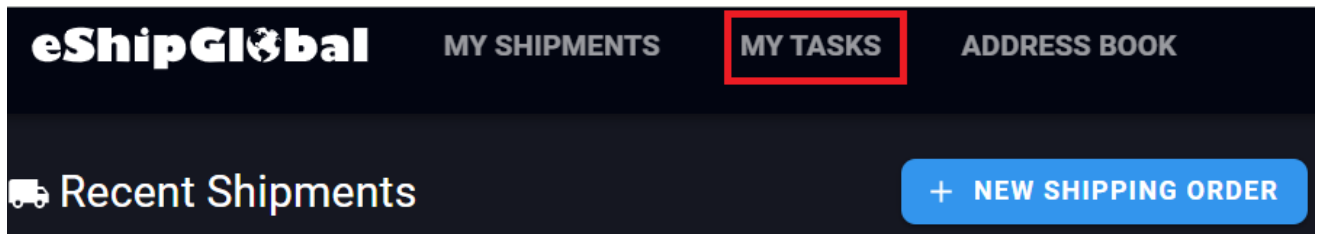
Key Points

- A list of your 10 most recent tasks will be visible when you navigate to the page. As you keep scrolling down on the page, more shipments will load accordingly in batches of 10.
- Locate specific tasks by entering specific criteria in the search field or use the filter on the far right.

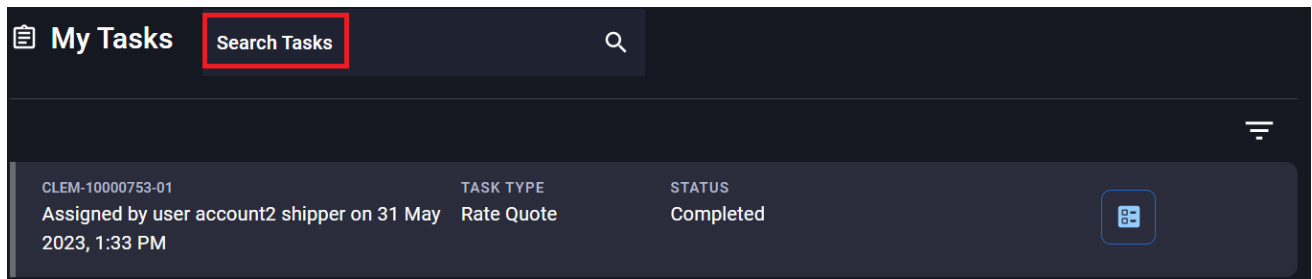
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Manage My Tasks

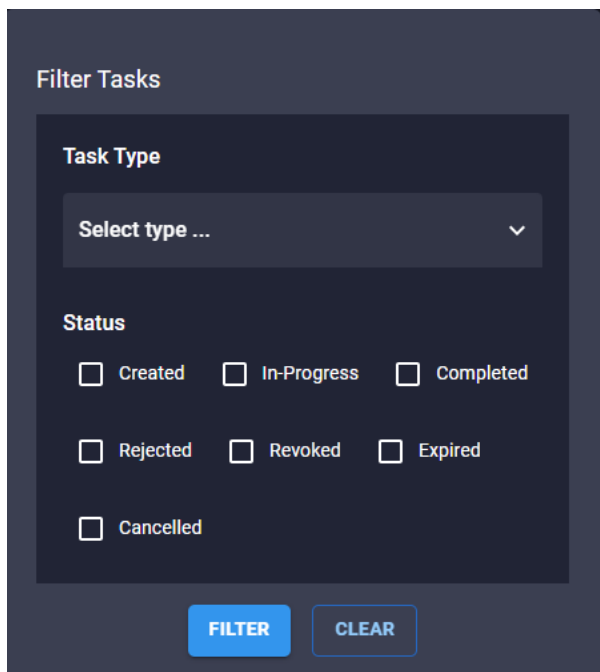
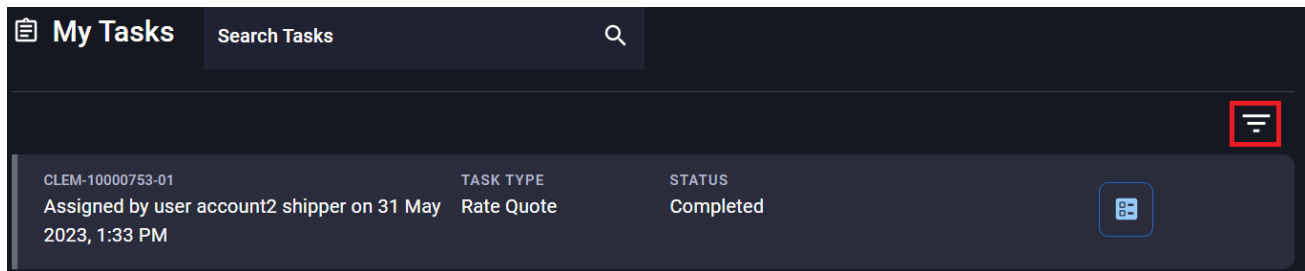
1. Click **My Tasks** in the navigation menu at the top of your eShipGlobal window.



5. View a history of all tasks created and assigned. You can search your tasks by using the **search field** and entering any details about the shipment such as the Order #, Assignee etc.



6. You can filter tasks according to any criteria in the filter popup, such as the Task Type and Status.



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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 sending 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 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, 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 that are needed for the shipment.
 - 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.