Express Shipping powered by eShipGlobal

Contents

Express Shipping powered by
eShipGlobal

2

Create Collaboration

Overview

Use this guide to easily create a Collaboration shipment. These shipments can be either Domestic or International as well as Research or Non-Research Materials.

Key Points

- Using the eShipGlobal application ensures the proper purchasing protocol is followed by using online validation of UPenn Control Codes on every Collaborator shipment. Each transaction is tied back to UPenn Financial Statements through the tracking number and Control Code used.
- To improve compliance, eShipGlobal is integrated with UPenn's training system. When you log in with your UPenn credentials and password, the system provides automatic training verification.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Collaborator Invite

1. To add a collaborator, in your navigation bar, please go to **Account Management>Manage Collaborations**.
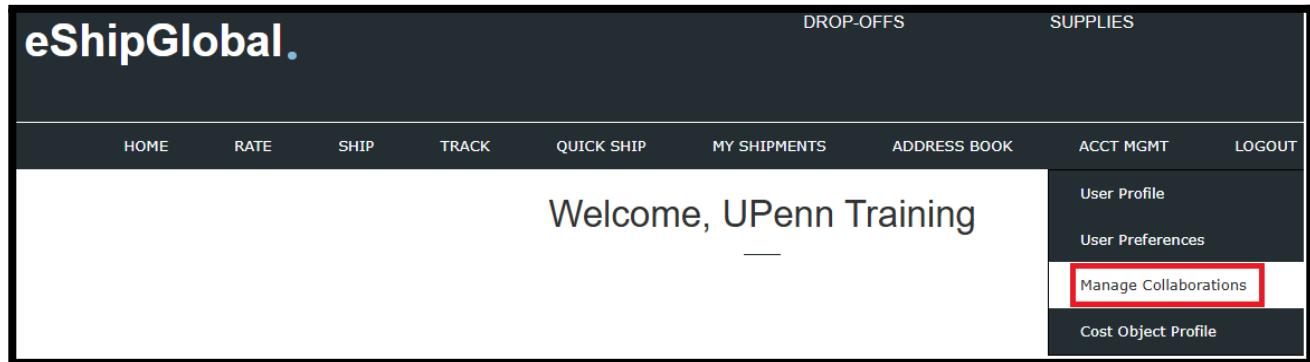
2. Once on this page, please select the shipment country of origin, and fill out the collaborator first name, last name, email, and the number of shipments your collaborator will be allowed to ship.

3. Your Control Code will be auto filled based on your UPenn sign in information. Please select the **workflow** type(s) the collaborator will be allowed to ship.

4. Once you have filled out the invitation, please click on **Send Invitation**. This will then send an email to the associated email address.

Collaborator Invitation

Collaborator Invitation

*Shipment Origin:	Select Country ⌄
*First Name:	
*Last Name:	
*Email:	
*Number of Shipments:	
*Control Code:	

Allowed Workflows

☐ Non Research Material Shipping ☐ Research Material Shipping

Send Invitation

5. The collaborator will then activate their account and will be able to log in, create their shipment, and print their shipping label.

Collaborator Registration

1. For your Collaborator to complete the registration of their account, they will need to open the no-Reply email that they received from eShipGlobal, scroll to the bottom, and click on the **Activate Hyperlink**.
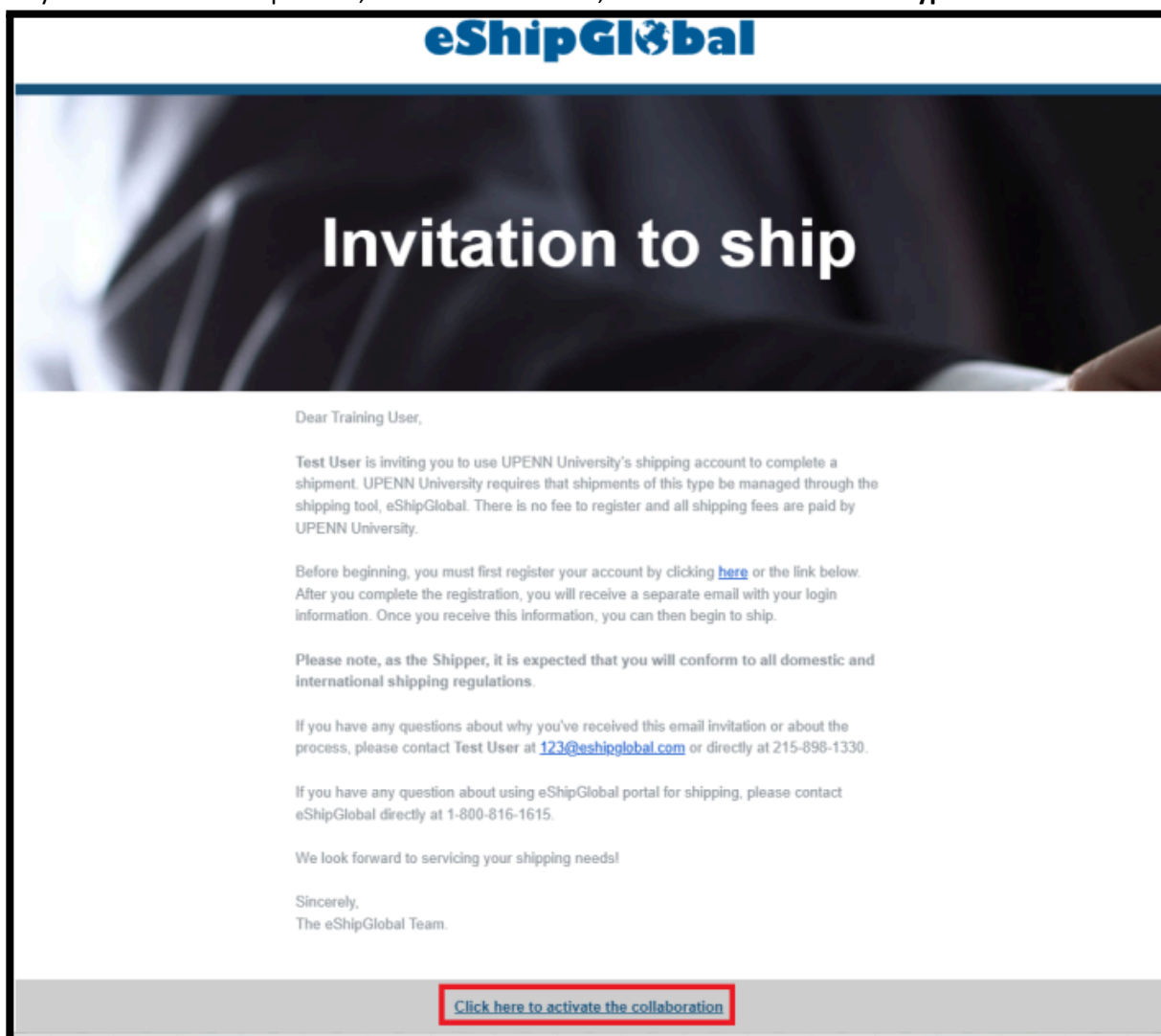
2. Once redirected to the registration page, they will create a **password** as well as fill in the **company name**.

Collaborator Registration

Please complete the form below to create a collaborator profile. On successful registration you will receive an email with further instructions.

Note:

Passwords are case sensitive and must:
- be at least 8 characters long
- have at least one upper case alphabet and one special character (! @ # $ % ^ &)

Email

SUPPORT@ESHIPGLOBAL.COM

*Password

*Re-type Password

*First Name

Training

*Last Name

User

*Company Name

If you are an individual, kindly retype your name in this field. If you are representing a business, kindly enter the name of the company.

3. Your Collaborator will then need to fill in the **full address information**, provide a valid **local phone number** in the event the carrier has any issues or questions regarding the shipment, and click on **Register**.

*Address Line 1

Address Line 2

*City

*State

Select State ⌄

*Zip/Postal Code

*Phone

+1

Register

4. Once they have completed filling in the form, they will be redirected and provided with confirmation that their activation was successful.

Collaboration Activation
___

Success! Your collaboration has been activated successfully.

Please check your email for additional information for accessing our system. You can login by clicking on the button below .

5. Once your Collaborator has successfully activated their account, they will receive a registration confirmation email containing their login credentials as well as a direct link for login.
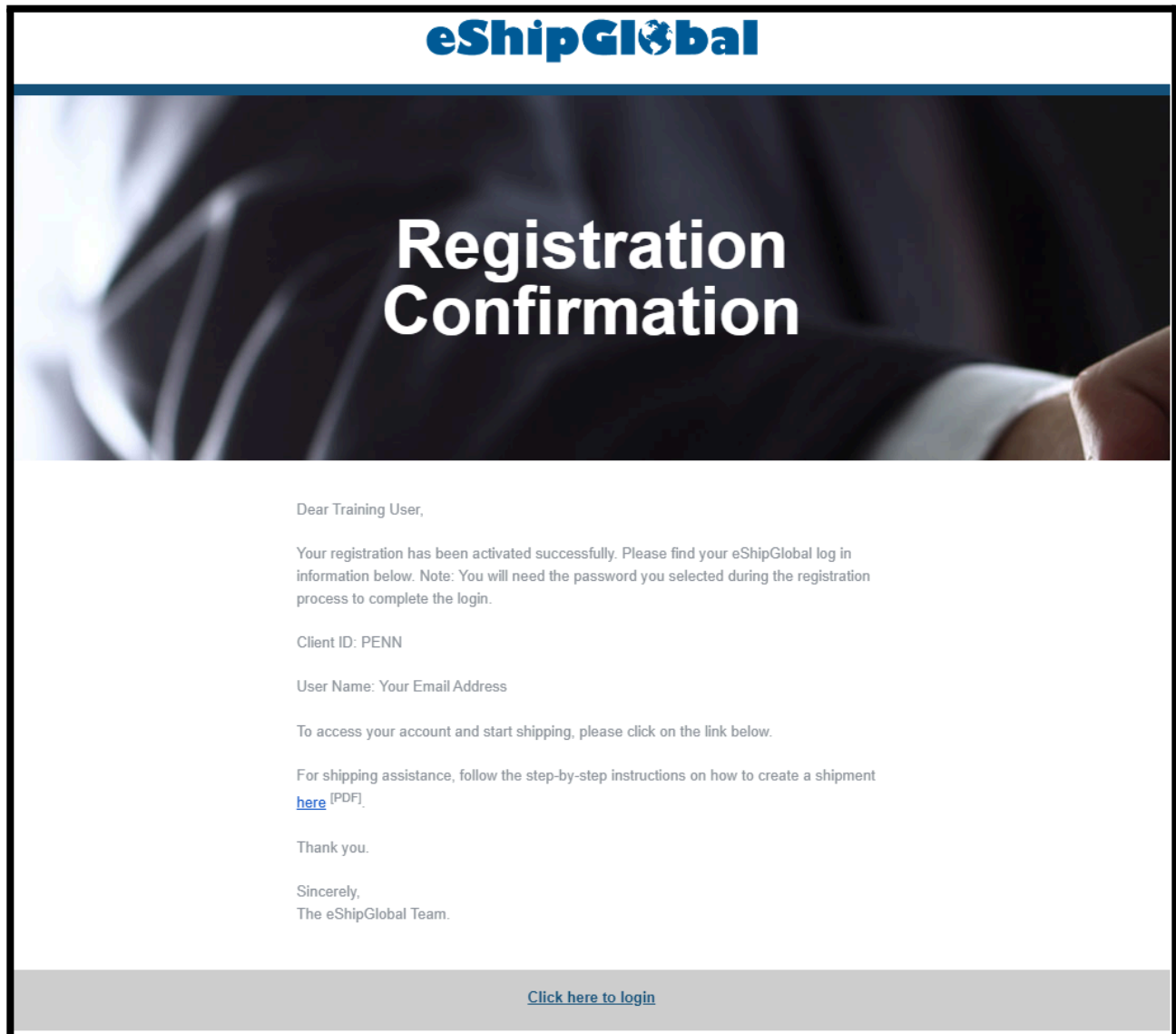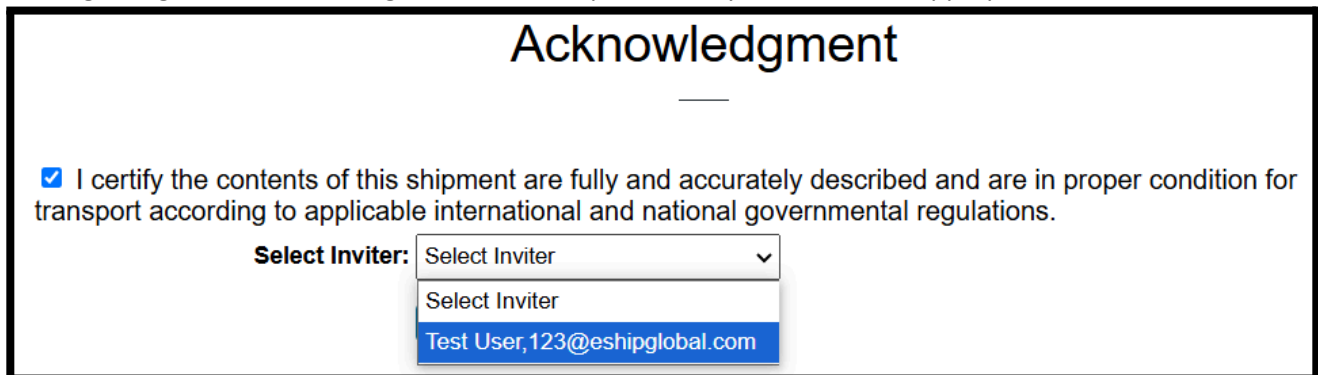
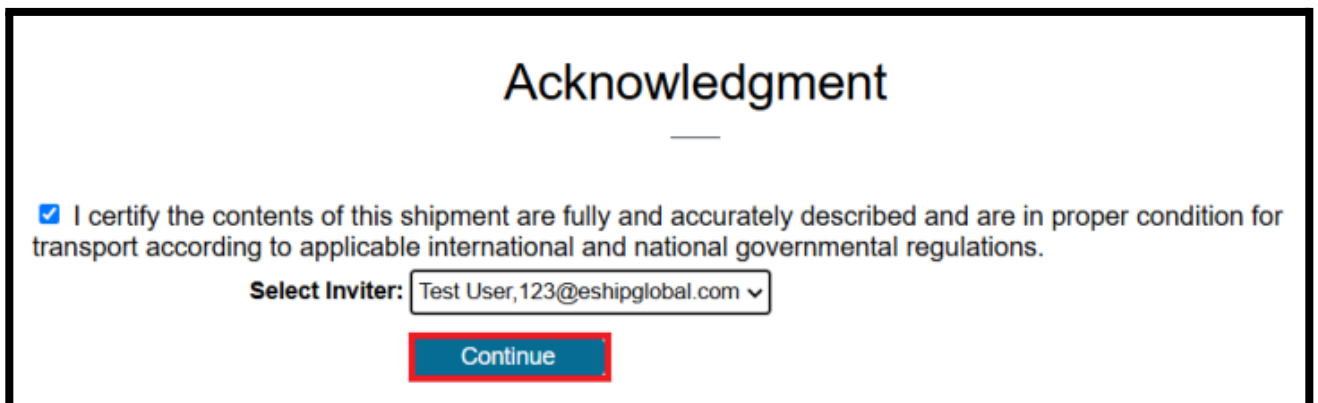## Create a Domestic Non-Research Material Collaborator Shipment

1. For your Collaborator to create a Non-Research Material Collaborator Shipment, in their navigation bar they will click **Ship**.

2. After agreeing to the acknowledgment, in the dropdown, they will select the appropriate Inviter and click **Continue**.

3. They will then click on **No** confirming they are not going to be shipping a Research Material.

4. Once redirected, the sender section will be prefilled based on your Collaborator's registered address information. Additionally, the recipient information will be preloaded with your eShipGlobal default address information.

5. Your Collaborator will proceed from here by filling in the package information. They will choose the appropriate packaging type from the **Type** dropdown.
   a. If it is carrier specific-such as a letter, box, pak, or tube-then the dimensions will be grayed out and they will not be able to input anything into the fields, as this information is standard for the carrier packaging.
   b. If they are using their own packaging, they will select 'Customer Packaging' under Type, and fill in the LxWxH, as well as the weight.

6. If they know the service they ideally would like to use, they can select it from the service dropdown. If they are unsure and would like to see all the options, they can leave it as **Select a Service** and the options will be shown on the quote page for them to review.

7. At the bottom of the form, they can put in **special instructions** if they would like, as well as add on **email notifications**.

8. Once they have filled out the form, they will click on **Show Quote** and be redirected to the Carrier page.

9. They will then be able to select the carrier that works best for this shipment and click on **Ship**. Please note, as you are being charged for the shipment, your Collaborator will not be provided with any pricing information.

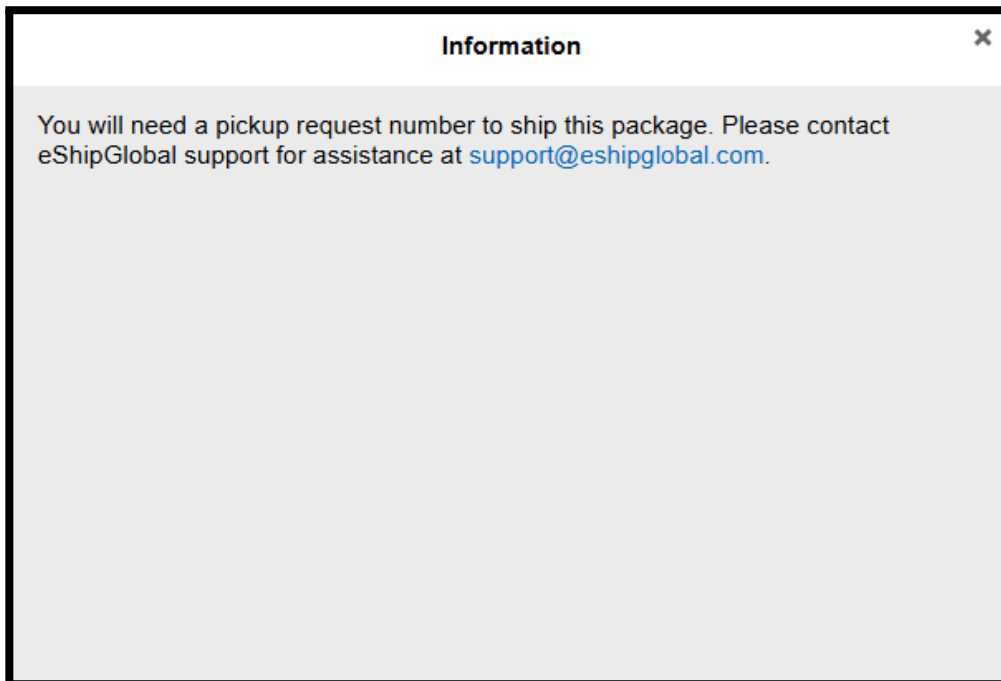|	Service	*Commitment	
eShipGlobal	eShipGlobal SameDay	STD: End of same business day Click here for details	$-.--
FedEx	FedEx Ground	STD: 1 to 5 business days ACT: TWO_DAYS	
UPS	UPS Ground	STD: End of 5th business day ACT: Click here for Actual Commitment	
FedEx	FedEx Express Saver	STD: 3rd business day by 4:30 PM ACT: 2024-10-01 by 17:00:00	
UPS	UPS 3 Day Select	STD: End of 3rd business day ACT: Click here for Actual Commitment	
UPS	UPS 2nd Day Air	STD: End of 2nd business day ACT: Click here for Actual Commitment	
FedEx	FedEx Priority Overnight	STD: Next business day by 10:30 AM ACT: 2024-09-27 by 10:30:00	
FedEx	FedEx Standard Overnight	STD: Next business day by 3:00 PM ACT: 2024-09-27 by 17:00:00	
UPS	UPS Next Day Air Saver	STD: Next business day by 3 PM ACT: Click here for Actual Commitment	
UPS	UPS Next Day Air	STD: Next business day by 10:30 AM ACT: Click here for Actual Commitment	
UPS	UPS Next Day Air Early	STD: Next business day by 8 AM ACT: Click here for Actual Commitment	
FedEx	FedEx First Overnight	STD: Next business day by 8:30 AM ACT: 2024-09-27 by 08:00:00	

Edit Shipment   Ship

10. To print their Airway bill, they will click on the blue **Print Airwaybill button**.

11. Scheduling a pickup is not required for *Non-Research Material Shipments*. However, if they would like their package to be collected, they will click on **Schedule Pickup** and they will be provided with the information and instructions on how they can request a package pickup.

Information ✕

You will need a pickup request number to ship this package. Please contact eShipGlobal support for assistance at support@eshipglobal.com.
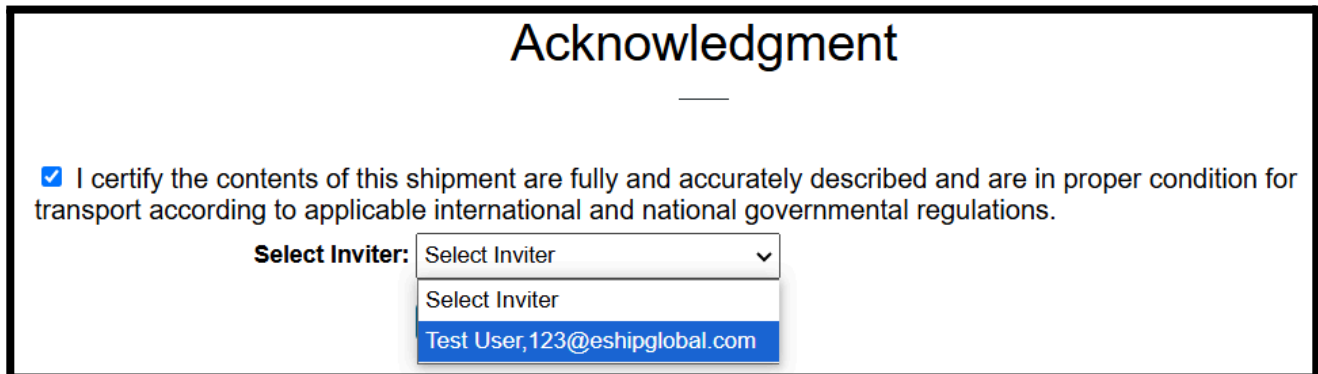
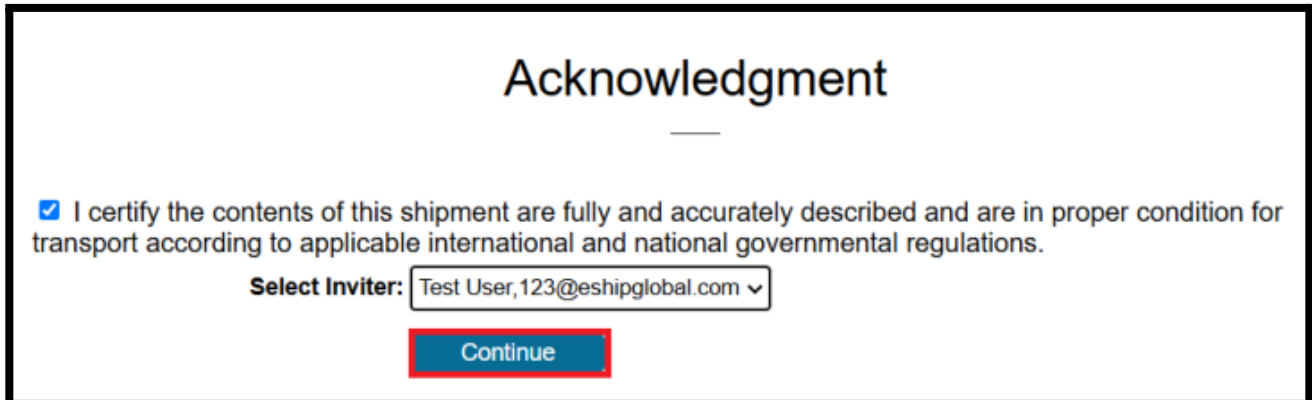## Create an International Non-Research Material Collaborator Shipment

1. For your Collaborator to create a Non-Research Material Collaborator Shipment, in their navigation bar they will click **Ship**.

2. After agreeing to the acknowledgment, in the dropdown, they will select the appropriate Inviter and click **Continue**.

3. They will then click on **No** confirming they are not going to be shipping a Research Material.

4. Once on the following page, select the **type** of item you want to ship Internationally. For the purposes of this scenario, we will select **Documents**. Click **Continue**

5. Complete the online form by entering the Item **Name**, **Gross Weight, Quantity, Net Value,** and **Purpose of Shipping** and then click on **Continue**.

6. If shipping Technical Data/Software or a Tangible Item/Product, there are two additional fields called Schedule B Number and the ECCN. If you do not know the Schedule B, you can click on the HS Lookup link to locate the appropriate number. If you do not know the ECCN for the item you are shipping, please select No, and answer the questions that follow. Once the order has been completed, it will route to UPenn Export Control to provide the missing/needed information.

7. Once redirected, the sender section will be prefilled based on your Collaborator's registered address information. Additionally, the recipient information will be preloaded with your eShipGlobal default address information.

8. Your Collaborator will proceed from here by filling in the package information. They will choose the appropriate packaging type from the **Type** dropdown.
    a. If it is carrier specific-such as a letter, box, pak, or tube-then the dimensions will be grayed out and they will not be able to input anything into the fields, as this information is standard for the carrier packaging.
    b. If they are using their own packaging, they will select 'Customer Packaging' under Type, and fill in the LxWxH, as well as the weight.

9. If they know the service they ideally would like to use, they can select it from the service dropdown. If they are unsure and would like to see all the options, they can leave it as **Select a Service** and the options will be shown on the quote page for them to review.

10. Within the Customs Information, they can add on a **Declared Value** (additional insurance), provide your **EORI Number/Tax ID** (if applicable), and update or change the **Terms of Sale** and **Certificate of Origin**. All items are optional. Additionally, if they would like to utilize their own broker, they can provide the brokers information here.

11. The Shipment Information section will not have to be filled in by the shipper. In the event the item being shipped is over $2500, the shipment will route to UPenn Export Control to complete the required Government regulated filing for high value items.

12. At the bottom of the form, they can add on **email notifications,** and once they have filled out the form, they will click on **Show Quote** and be redirected to the Carrier page.

13. They will then be able to select the carrier that works best for this shipment and click on **Ship**. Please note, as you are being charged for the shipment, your Collaborator will not be provided with any pricing information.

	Service	*Commitment	
eShipGlobal	eShipGlobal SameDay	STD: End of same business day Click here for details	$-.--
FedEx ○	FedEx International Priority	STD: Bus. centers in 24 to 48 hours ACT: 2024-11-15 by 10:30:00	
FedEx ○	FedEx International Economy	STD: 2 to 3 business days ACT: 2024-11-19 by 17:00:00	
FedEx ○	FedEx International First	STD: ACT: 2024-11-15 by 08:00:00	
		Edit Shipment Ship	

14. To print their Airway bill, they will click on the blue **Print Airwaybill button**.

Cancel Shipment	Print Airwaybill	Print Commercial Invoice	Schedule Pickup
	Supporting Documents	Shipment History	

15. In addition to the Airwaybill, the Collaborator will also need to print out the Commercial Invoice. This is the formal declaration of goods for customs clearance.

Cancel Shipment	Print Airwaybill	Print Commercial Invoice	Schedule Pickup
	Supporting Documents	Shipment History	

16. Scheduling a pickup is not required for *Non-Research Material Shipments*. However, if they would like their package to be collected, they will click on **Schedule Pickup** and they will be provided with the information and instructions on how they can request a package pickup.

Cancel Shipment	Print Airwaybill	Print Commercial Invoice	Schedule Pickup
	Supporting Documents	Shipment History	

Information ✕

You will need a pickup request number to ship this package. Please contact eShipGlobal support for assistance at support@eshipglobal.com.

Express Shipping powered by eShipGlobal
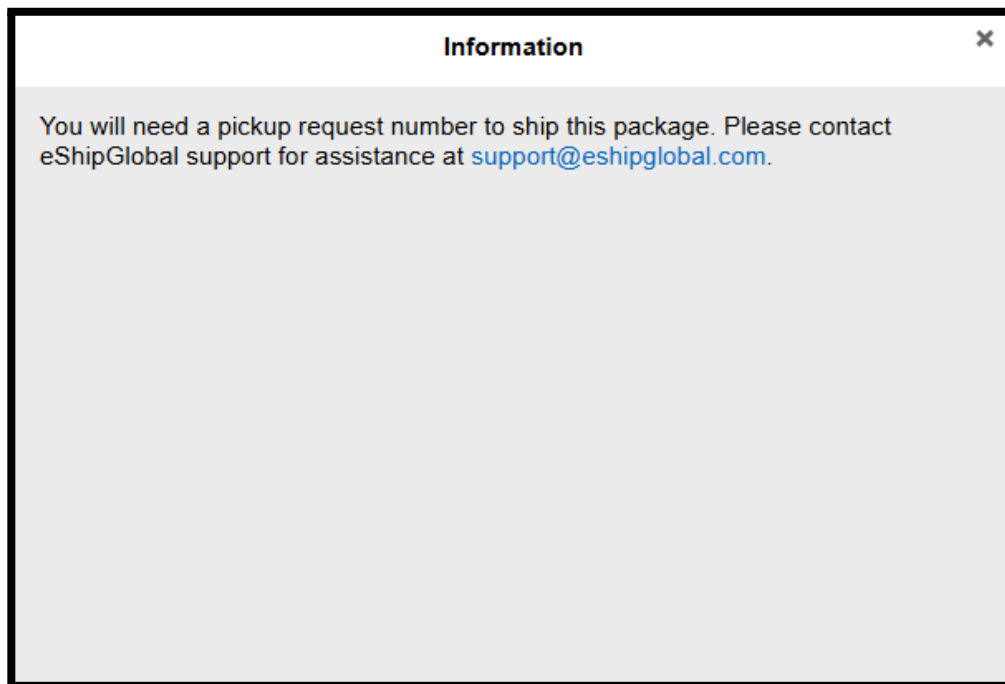
Create a Domestic Research Material Collaborator Shipment

1. For your Collaborator to create a Non-Research Material Collaborator Shipment, in their navigation bar they will click **Ship**.

2. After agreeing to the acknowledgment, in the dropdown, they will select the appropriate Inviter and click **Continue**.

3. They will then click on **Yes** confirming they are going to be shipping a Research Material. For the purposes of this example, we will be creating a Domestic shipment.

SHIPPING SELECTION
—

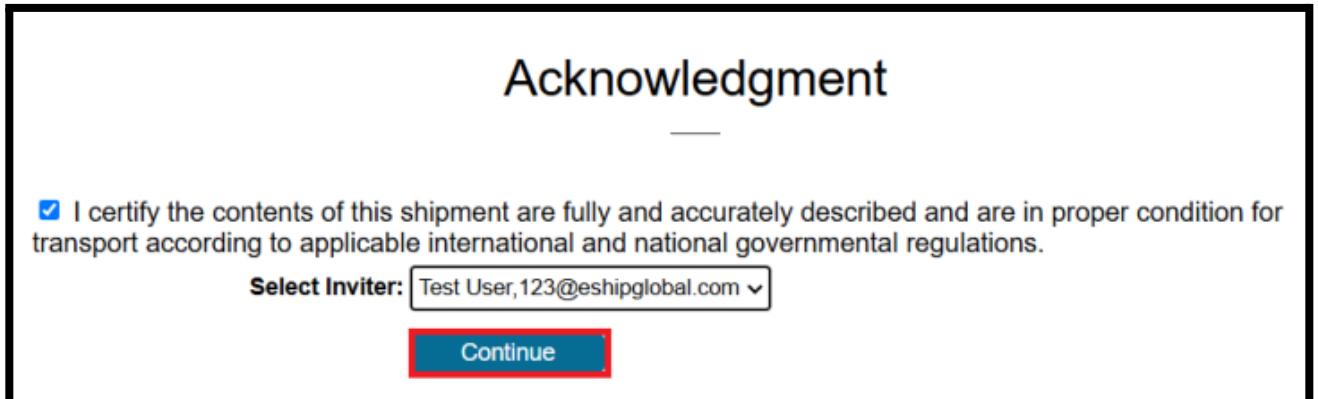**Does your shipment contain any of the following:**

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice
- Equipment (such as laptops, drones, electronics) containing lithium ion batteries - CONDITIONS APPLY

◉ Yes   ○ No

4. Select the appropriate classification of the material and then click **Continue**. For the purposes of this example, we will be shipping a Biological material.

RESEARCH MATERIAL SHIPPING
—

Step 1 : Material Classification and Training Verification

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

☐ Biological - Category A, UN2814/UN2900

☐ Biological - Category B, UN3373

☐ Biological - GMOs/GMMOs, UN3245

☐ Biological - Exempt Human or Animal Specimen

☐ CHEMICALS

☐ RADIOACTIVE MATERIALS

☐ NON REGULATED MATERIAL WITH DRY ICE

☐ NON REGULATED MATERIAL WITHOUT DRY ICE

☐ EQUIPMENT (such as laptops, drones, electronics) CONTAINING LITHIUM ION BATTERIES - CONDITIONS APPLY

Questions about shipping hazardous materials/dangerous goods should be directed
to the Office of Environmental Health and Radiation Safety (EHRS) via email or at +1 215-898-4453.
Shipping | PennEHRS
Guidance for shipping SARS-CoV-2 and COVID-19 patient samples Current Guidance
for Shipping Materials to Countries with Restrictions NOTICE TO PENN

Start Over   Continue

5. They will then answer the questions related to the biological material. These are questions to help ensure that the material is appropriately categorized and that the correct labels are provided upon shipment completion.

6. The Collaborator will also be provided with a verification of their material and classification. They will then need to click **Continue**.

7. They will then enter the name of the **Material, Quantity, and Net Value** of the substance that they plan to ship and click **Continue**.

8. Once redirected, the sender section will be prefilled based on your Collaborator's registered address information. Additionally, the recipient information will be preloaded with your eShipGlobal default address information.

9. Your Collaborator will proceed from here by filling in the package **Type**, **Dimensions**, and **Weight**.

10. If they know the service they ideally would like to use, they can select it from the service dropdown. If they are unsure and would like to see all the options, they can leave it as **Select a Service** and the options will be shown on the quote page for them to review.

12. Next, they can put in **special instructions** if they would like. This is where your Collaborator will specify if they will be shipping on Dry Ice and if so, the weight of the Dry Ice.

13. At the bottom of the form, they can add on any **email notifications** as well and then click on **Show Quote**.

14. They will then be able to select the carrier that works best for this shipment and click on **Ship**. Please note, as you are being charged for the shipment, your Collaborator will not be provided with any pricing information.

	Service	*Commitment	
eShipGlobal	eShipGlobal SameDay	STD: End of same business day Click here for details	$-.--
FedEx ○	FedEx Ground	STD: 1 to 5 business days ACT: TWO_DAYS	
UPS ○	UPS Ground	STD: End of 5th business day ACT: Click here for Actual Commitment	
FedEx ○	FedEx Express Saver	STD: 3rd business day by 4:30 PM ACT: 2024-10-01 by 17:00:00	
UPS ○	UPS 3 Day Select	STD: End of 3rd business day ACT: Click here for Actual Commitment	
UPS ○	UPS 2nd Day Air	STD: End of 2nd business day ACT: Click here for Actual Commitment	
FedEx ○	FedEx Priority Overnight	STD: Next business day by 10:30 AM ACT: 2024-09-27 by 10:30:00	
FedEx ○	FedEx Standard Overnight	STD: Next business day by 3:00 PM ACT: 2024-09-27 by 17:00:00	
UPS ○	UPS Next Day Air Saver	STD: Next business day by 3 PM ACT: Click here for Actual Commitment	
UPS ○	UPS Next Day Air	STD: Next business day by 10:30 AM ACT: Click here for Actual Commitment	
UPS ○	UPS Next Day Air Early	STD: Next business day by 8 AM ACT: Click here for Actual Commitment	
FedEx ○	FedEx First Overnight	STD: Next business day by 8:30 AM ACT: 2024-09-27 by 08:00:00	
	Edit Shipment	Ship	

15. To print their Airway bill, they will click on the blue **Print Airwaybill button**.

16. They will then need to click **Print All Required Labels** to print the necessary package labels.

17. *Research Material Shipments* must be picked up-the cannot be dropped off at a carrier location as they require special handling. To schedule a pickup, they will click on **Schedule Pickup** and they will be provided with the information and instructions on how they can request a package pickup.

Information ✕

You will need a pickup request number to ship this package. Please contact eShipGlobal support for assistance at support@eshipglobal.com.
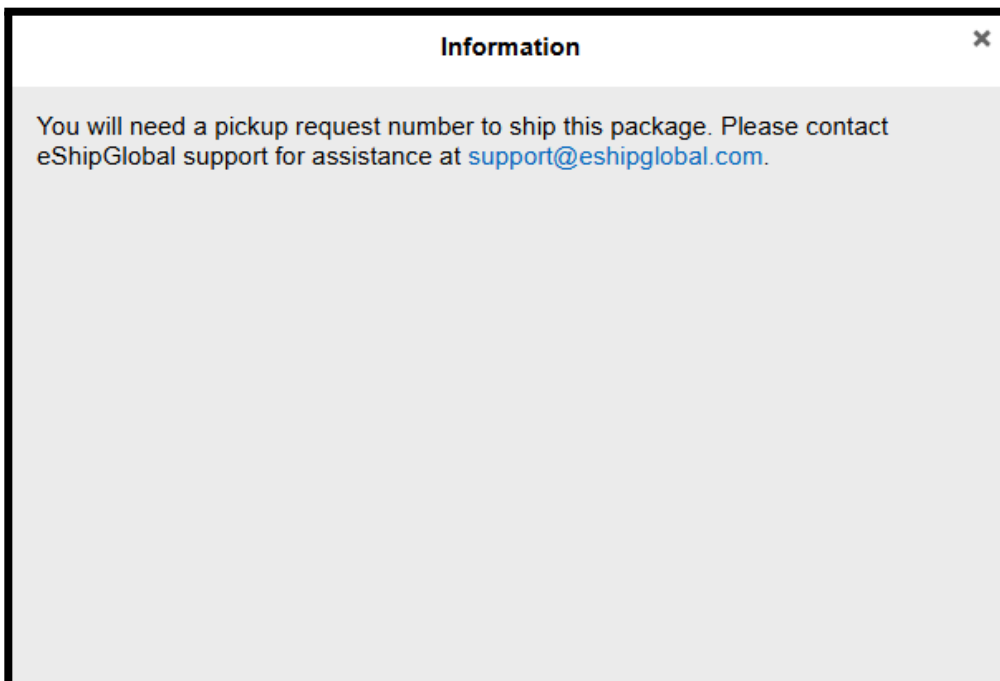
Create an International Research Material Collaborator Shipment

1. For your Collaborator to create a Research Material Collaborator Shipment, in their navigation bar they will click **Ship**.

2. After agreeing to the acknowledgment, in the dropdown, they will select the appropriate Inviter and click **Continue**.

3. They will then click on **Yes** confirming they are going to be shipping a Research Material. For the purposes of this example, we will be creating an International shipment.

SHIPPING SELECTION

___

Does your shipment contain any of the following:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice
- Equipment (such as laptops, drones, electronics) containing lithium ion batteries - CONDITIONS APPLY

◉ Yes   ○ No

4. Select the appropriate classification of the material and then click **Continue**. For the purposes of this example, we will be shipping a Biological material.

RESEARCH MATERIAL SHIPPING

___

Step 1 : Material Classification and Training Verification

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

☐ Biological - Category A, UN2814/UN2900

☐ Biological - Category B, UN3373

☐ Biological - GMOs/GMMOs, UN3245

☐ Biological - Exempt Human or Animal Specimen
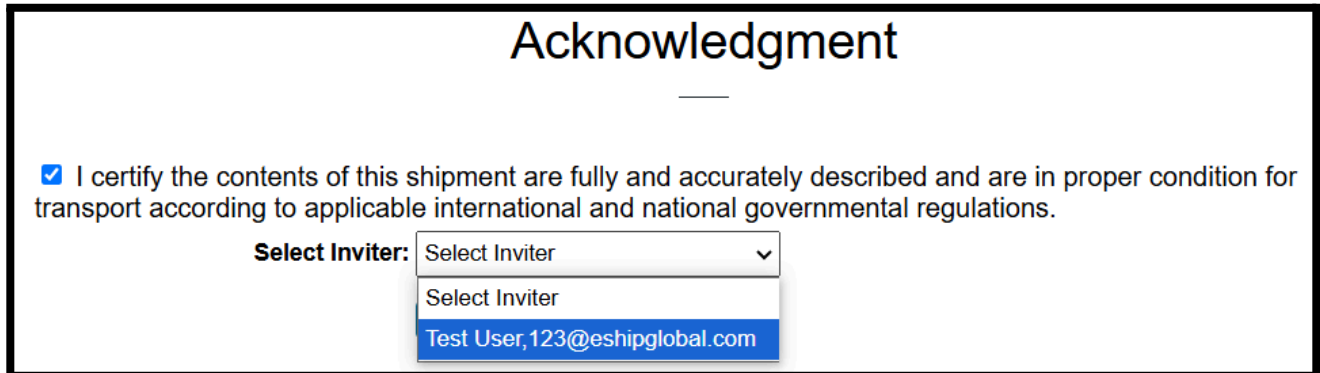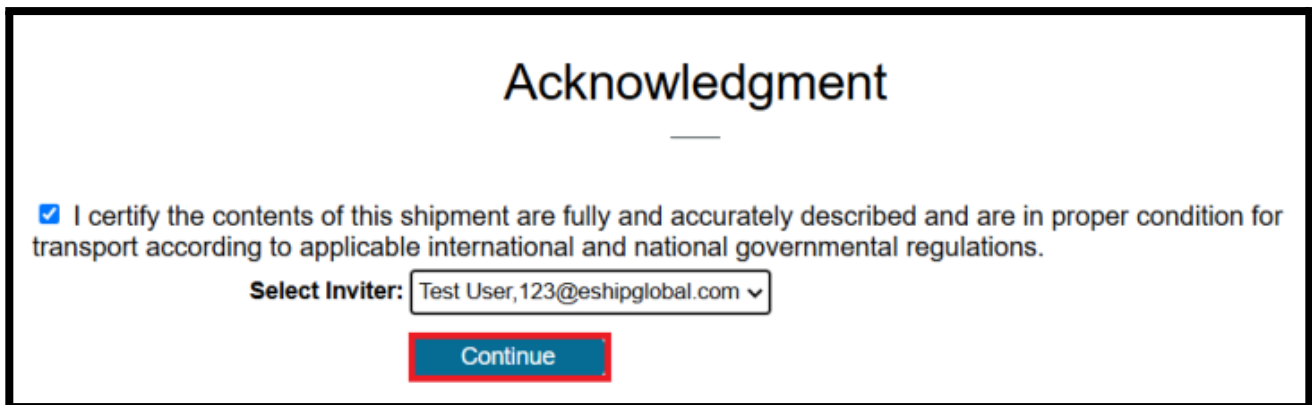
☐ CHEMICALS

☐ RADIOACTIVE MATERIALS

☐ NON REGULATED MATERIAL WITH DRY ICE

☐ NON REGULATED MATERIAL WITHOUT DRY ICE

☐ EQUIPMENT (such as laptops, drones, electronics) CONTAINING LITHIUM ION BATTERIES - CONDITIONS APPLY

Questions about shipping hazardous materials/dangerous goods should be directed
to the Office of Environmental Health and Radiation Safety (EHRS) via email or at +1 215-898-4453.
Shipping | PennEHRS
Guidance for shipping SARS-CoV-2 and COVID-19 patient samples Current Guidance
for Shipping Materials to Countries with Restrictions NOTICE TO PENN

Start Over   Continue

5. They will then answer the questions related to the biological material. These are questions to help ensure that the material is appropriately categorized and that the correct labels are provided upon shipment completion.

RESEARCH MATERIAL SHIPPING

Step 1 : Material Classification and Training Verification

BIOLOGICAL MATERIAL CLASSIFICATION

Please complete the questionnaire below to proceed

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

Is the material:

Yes No

(●) ( ) An infectious substance which affects humans and does not meet the criteria for the inclusion in category A.

- A culture or stock in which pathogens were intentionally propagated of a category B pathogen.
- Genetically modified organisms or microorganisms containing a category B pathogen.
- A patient specimen that has been collected directly from humans containing or expected to contain a category B pathogen.
- Biological material containing or expected to contain a category B pathogen.

Yes No

( ) (●) An infectious substance which affects animals and does not meet the criteria for the inclusion in category A

- A culture or stock in which pathogens were intentionally propagated of a category B pathogen.
- Genetically modified organisms or microorganisms containing a category B pathogen.
- A patient specimen that has been collected directly from animals containing or expected to contain a category B pathogen.
- Biological material containing or expected to contain a category B pathogen.

6. The Collaborator will be redirected to a verification page of their material and classification. They will then need to click **Continue**.

Substance Classification:	UN 3373 Biological Substance, Category B
Training:	Training Required - Category B and Exempt Human or Animal Specimen Training (Also fulfills Shipping Dry Ice training requirement)
	Note: Requirement may also be fulfilled by taking the Infectious Substance, Category A Training

[Start Over] [Reset] [**Continue**] [Undo Last Action]

7. They will then enter the **Material Name, Material Description, Total Quantity, Net Value, and Country of Origin** of the substance that they plan to ship. The Harmonized System Code/Schedule B Number and ECCN# fields will also be required. If the collaborator does not have/know this information, they can click on the provided associated hyperlinks to obtain the appropriate codes.

8. After providing the associated information, they will click **Continue**.

9. Once redirected, the sender section will be prefilled based on your Collaborator's registered address information. Additionally, the recipient information will be preloaded with your eShipGlobal default address information.

10. Your Collaborator will proceed from here by filling in the package **Type**, **Dimensions**, and **Weight**.

11. If they know the service they ideally would like to use, they can select it from the service dropdown. If they are unsure and would like to see all the options, they can leave it as **Select a Service** and the options will be shown on the quote page for them to review.

12. Next, they can put in **special instructions** if they would like. This is where your Collaborator will specify if they will be shipping on Dry Ice and if so, the weight of the Dry Ice.

13. Within the Customs Information, they can add on a **Declared Value** (additional insurance), provide your **EORI Number/Tax ID** (if applicable), and update or change the **Terms of Sale** and **Certificate of Origin**. All items are optional.

14. The Shipment Information section will not have to be filled in by the shipper. In the event the item being shipped is over $2500, the shipment will route to UPenn Export Control to complete the required Government regulated filing for high value items.

15. At the bottom of the form, they can add on **email notifications,** and once they have filled out the form, they will click on **Show Quote** and be redirected to the Carrier page.

16. They will then be able to select the carrier that works best for this shipment and click on **Ship**. Please note, as you are being charged for the shipment, your Collaborator will not be provided with any pricing information.

	Service	*Commitment	
eShipGlobal	eShipGlobal SameDay	**STD:** End of same business day Click here for details	$-.--
FedEx ○	FedEx International Priority	**STD:** Bus. centers in 24 to 48 hours **ACT:** 2024-11-15 by 10:30:00	
FedEx ○	FedEx International Economy	**STD:** 2 to 3 business days **ACT:** 2024-11-19 by 17:00:00	
FedEx ○	FedEx International First	**STD:** **ACT:** 2024-11-15 by 08:00:00	
		Edit Shipment Ship	

17. To print their Airway bill, they will click on the blue **Print Airwaybill button**.

Cancel Shipment	Print Airwaybill	Print Commercial Invoice	Print all Required Labels
Packaging Instructions	Schedule Pickup	Supporting Documents	SDS Documents
	Shipment History	Packing List	

18. They will then need to click **Print Commercial Invoice** to print necessary Customs documents.

Cancel Shipment	Print Airwaybill	Print Commercial Invoice	Print all Required Labels
Packaging Instructions	Schedule Pickup	Supporting Documents	SDS Documents
	Shipment History	Packing List	

19. *Research Material Shipments* must be picked up-the cannot be dropped off at a carrier location as they require special handling. To schedule a pickup, they will click on **Schedule Pickup** and they will be provided with the information and instructions on how they can request a package pickup.