

# Express Shipping powered by eShipGlobal

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# Express Shipping powered by eShipGlobal

## Create Collaboration

### Overview

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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.

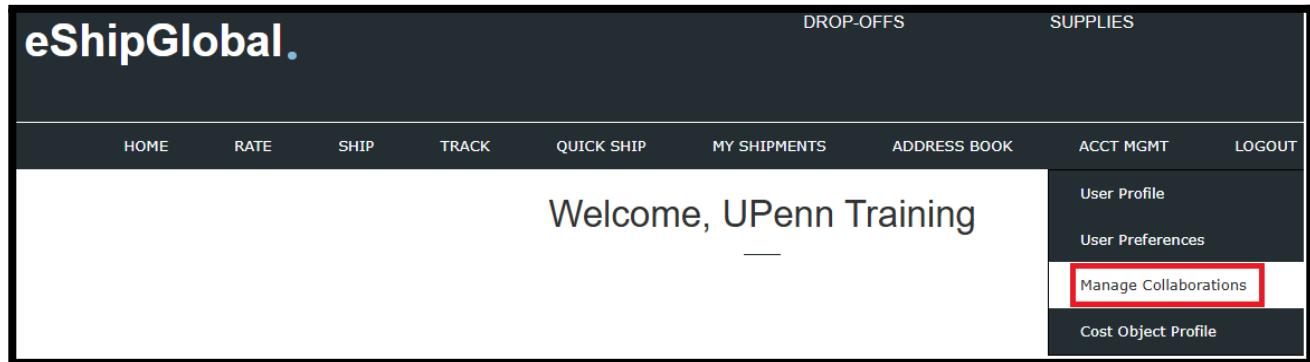
### Key Points

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- 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.

The screenshot shows the 'Collaborator Invitation' form. The title 'Collaborator Invitation' is centered at the top. Below the title is a section header 'Collaborator Invitation' in a dark bar. The form contains the following fields:

- \*Shipment Origin: Select Country (dropdown menu)
- \*First Name: (text input field)
- \*Last Name: (text input field)
- \*Email: (text input field)
- \*Number of Shipments: (text input field)

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.

The screenshot shows the 'Collaborator Invitation' form, similar to the previous one, but with additional information. The \*Control Code field is filled with '123456789012' and is highlighted with a red box. Below the form is a section titled 'Allowed Workflows' with two radio button options:

- Non Research Material Shipping
- Research Material Shipping

- 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

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**Collaborator Invitation**

\*Shipment Origin:

\*First Name:

\*Last Name:

\*Email:

\*Number of Shipments:

\*Control Code:

**Allowed Workflows**

Non Research Material Shipping  Research Material Shipping

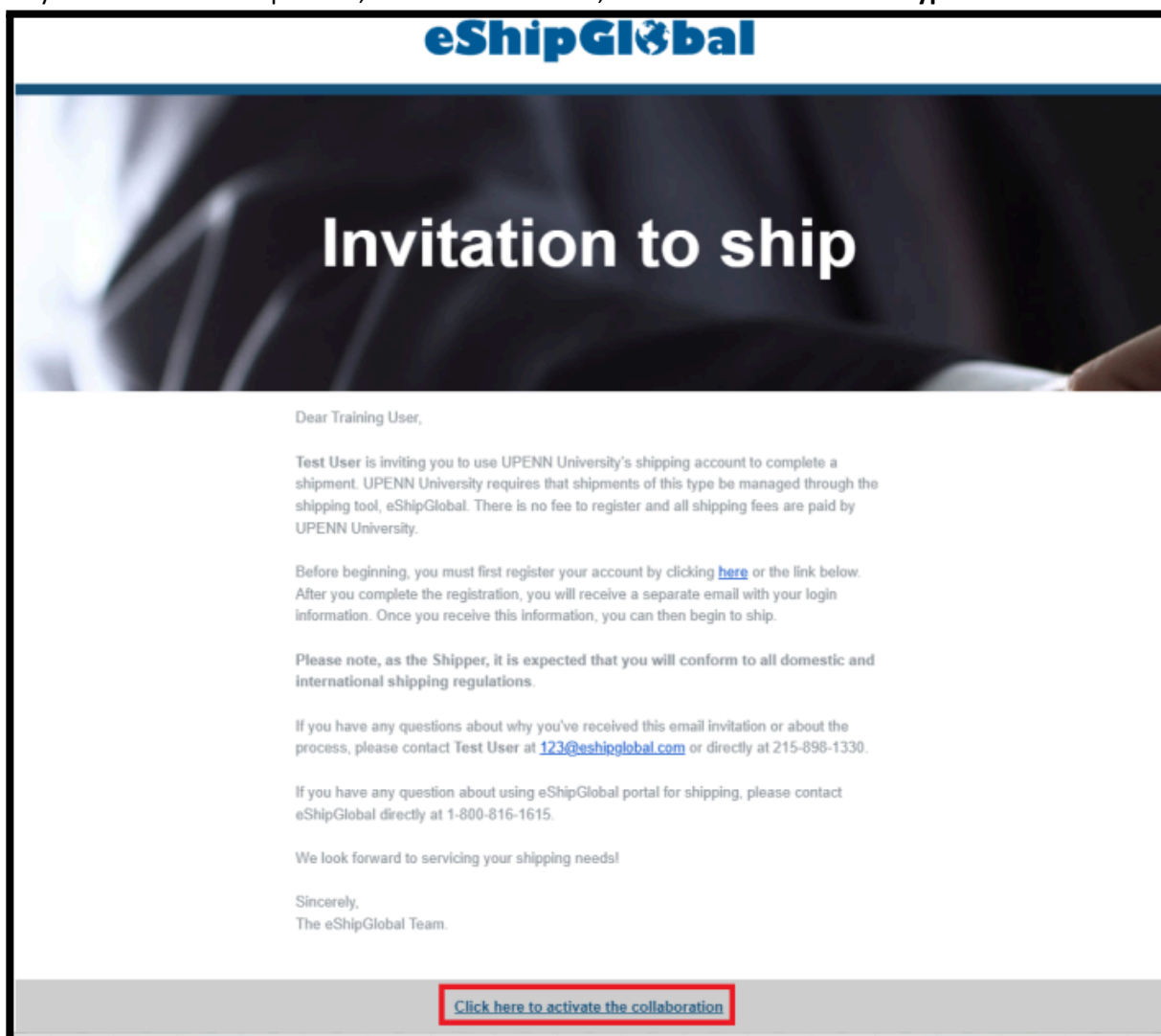
[Send Invitation](#)

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

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## 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

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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**

**\*Password**

**\*Re-type Password**

**\*First Name**

**\*Last Name**

**\*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.

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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**.

The registration form contains the following fields and elements:

- \*Address Line 1**: A text input field.
- Address Line 2**: A text input field.
- \*City**: A text input field.
- \*State**: A dropdown menu with "Select State" and a downward arrow.
- \*Zip/Postal Code**: A text input field.
- \*Phone**: A section with a small input field containing "+1" and a larger text input field for the phone number.
- Register**: A blue button with white text, highlighted with a red border.

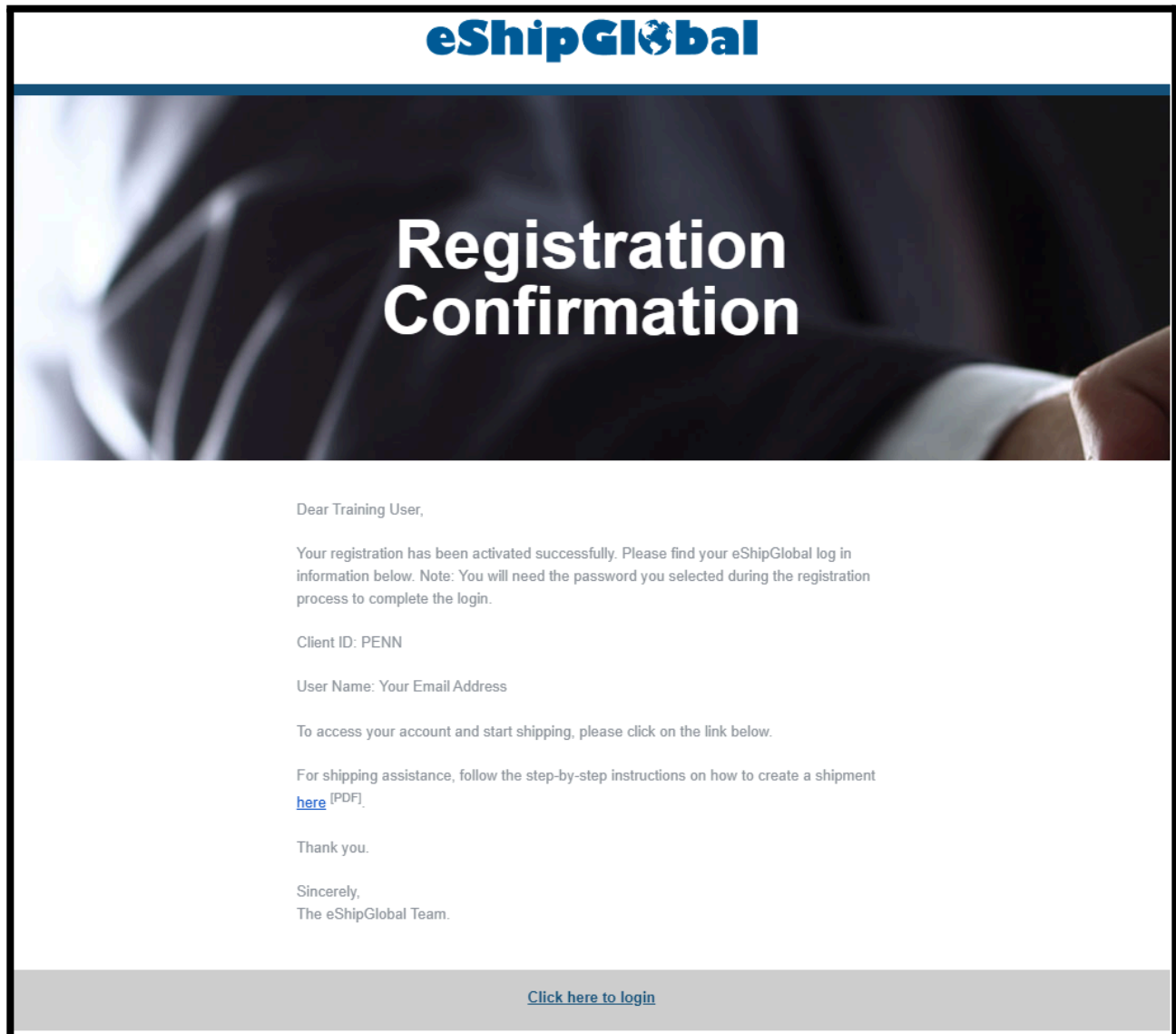
4. Once they have completed filling in the form, they will be redirected and provided with confirmation that their activation was successful.

The confirmation screen features the following content:

- Collaboration Activation**: A large heading centered at the top.
- Success!** A green banner containing the text: "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 ."

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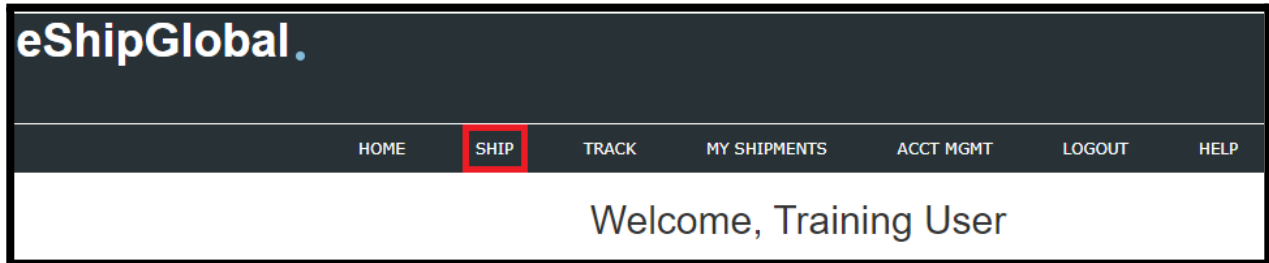
5. Once your Collaborator has successfully activated their account, they will receive a registration confirmation email containing their login credentials as well as a direct link for login.



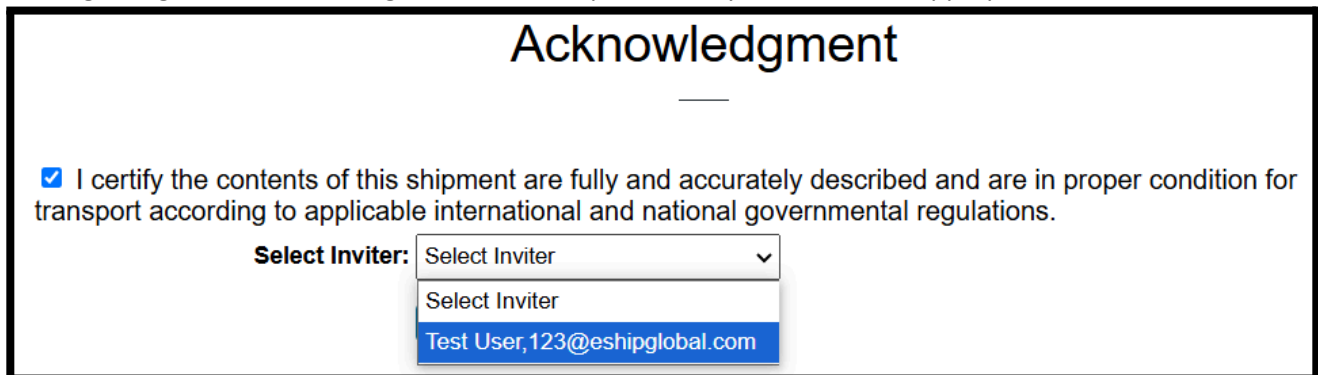


## Create a Domestic Non-Research Material Collaborator Shipment

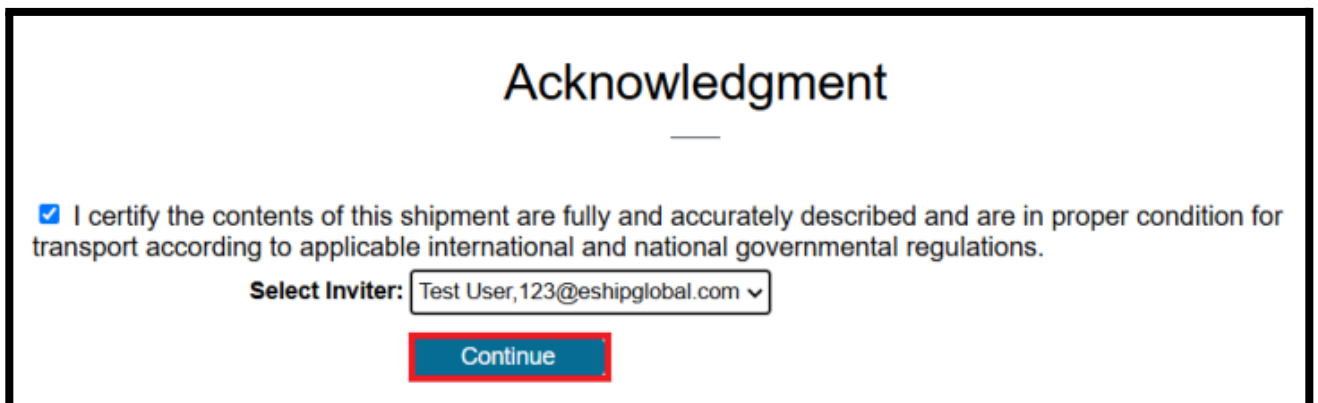
1. For your Collaborator to create a Non-Research Material Collaborator Shipment, in their navigation bar they will click **Ship**.



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



The screenshot shows the "Acknowledgment" form. At the top is the title "Acknowledgment" followed by a horizontal line. Below the line is a checkbox with a blue checkmark and the text: "I certify the contents of this shipment are fully and accurately described and are in proper condition for transport according to applicable international and national governmental regulations." Below this is the label "Select Inviter:" followed by a dropdown menu. The dropdown menu is open, showing three options: "Select Inviter" (with a downward arrow), "Select Inviter", and "Test User,123@eshipglobal.com" (highlighted in blue).



The screenshot shows the "Acknowledgment" form. At the top is the title "Acknowledgment" followed by a horizontal line. Below the line is a checkbox with a blue checkmark and the text: "I certify the contents of this shipment are fully and accurately described and are in proper condition for transport according to applicable international and national governmental regulations." Below this is the label "Select Inviter:" followed by a dropdown menu. The dropdown menu is closed, showing the selected option: "Test User,123@eshipglobal.com". Below the dropdown menu is a red "Continue" button, which is highlighted with a red box.

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

## SHIPPING SELECTION

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**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

- 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.

**Sender Information**

(Shipper Information)

<p>Training User eSG Test 18111 Preston Rd. Ste. 650 Dallas TX 75252</p> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content; margin-top: 10px; text-align: center;">Edit</div>	<p><b>Shipping Date:</b> <input type="text" value="11/21/2024"/> </p> <p style="font-size: x-small;">(MM/DD/YYYY)</p>
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**Recipient Information**

UPENN,MINDY AARONSON,3451 Walnut Street,,Philadelphia,PA,19104, ▾

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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.

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

No. of pkgs. for each address above:   Identical  Non-Identical

Type:  Service:

\*Weight:  (lbs) Dimensions:  x  x  (inches)

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

No. of pkgs. for each address above:   Identical  Non-Identical

Type:  Service:

\*Weight:  (lbs) Dimensions:  x  x  (inches)

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.

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

No. of pkgs. for each address above:   Identical  Non-Identical

Type:  Service:

\*Weight:  (lbs) Dimensions:  x  x  (inches)

Shipment Reference:

[Help](#)

**Special Instructions**

- Select a service
- eShipGlobal Freight
- FedEx Express Saver
- FedEx First Overnight
- FedEx Ground Guaranteed
- FedEx Priority Overnight

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

### Special Instructions

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

Declared Value:  (USD)

[Help](#)

### Email Notifications

(Email notifications will be sent free of charge)

**Notify Shipper on Order**       **Notify Recipient on Order**     **Notify Shipper on Delivery**     **Notify Others on Delivery**  
 **Notify Recipients Via SMS** (FedEx, UPS only)     **Notify Shipper on Pickup**     **Notify Shipper on Exceptions**

[Help](#)

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

### Email Notifications













(Email notifications will be sent free of charge)

**Notify Shipper on Order**       **Notify Recipient on Order**     **Notify Shipper on Delivery**     **Notify Others on Delivery**  
 **Notify Recipients Via SMS** (FedEx, UPS only)     **Notify Shipper on Pickup**     **Notify Shipper on Exceptions**

[Help](#)

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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.

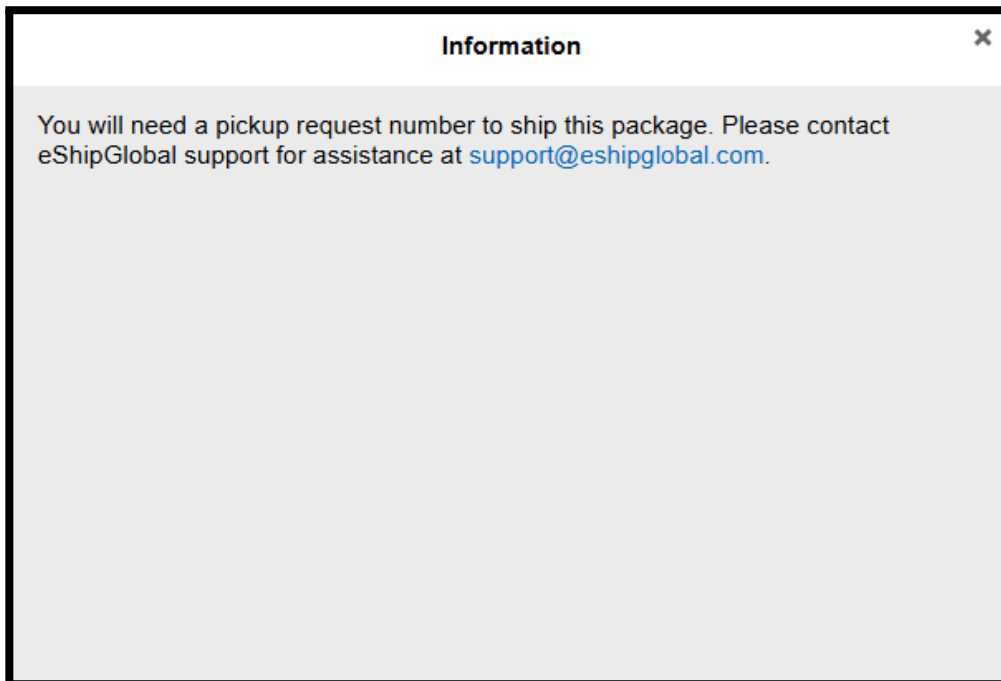
	Service	Commitment	
	eShipGlobal SameDay	<b>STD:</b> End of same business day <a href="#">Click here for details</a>	\$---
 <input type="radio"/>	FedEx Ground	<b>STD:</b> 1 to 5 business days <b>ACT:</b> TWO_DAYS	
 <input type="radio"/>	UPS Ground	<b>STD:</b> End of 5th business day <b>ACT:</b> <a href="#">Click here for Actual Commitment</a>	
 <input type="radio"/>	FedEx Express Saver	<b>STD:</b> 3rd business day by 4:30 PM <b>ACT:</b> 2024-10-01 by 17:00:00	
 <input type="radio"/>	UPS 3 Day Select	<b>STD:</b> End of 3rd business day <b>ACT:</b> <a href="#">Click here for Actual Commitment</a>	
 <input type="radio"/>	UPS 2nd Day Air	<b>STD:</b> End of 2nd business day <b>ACT:</b> <a href="#">Click here for Actual Commitment</a>	
 <input type="radio"/>	FedEx Priority Overnight	<b>STD:</b> Next business day by 10:30 AM <b>ACT:</b> 2024-09-27 by 10:30:00	
 <input type="radio"/>	FedEx Standard Overnight	<b>STD:</b> Next business day by 3:00 PM <b>ACT:</b> 2024-09-27 by 17:00:00	
 <input type="radio"/>	UPS Next Day Air Saver	<b>STD:</b> Next business day by 3 PM <b>ACT:</b> <a href="#">Click here for Actual Commitment</a>	
 <input type="radio"/>	UPS Next Day Air	<b>STD:</b> Next business day by 10:30 AM <b>ACT:</b> <a href="#">Click here for Actual Commitment</a>	
 <input type="radio"/>	UPS Next Day Air Early	<b>STD:</b> Next business day by 8 AM <b>ACT:</b> <a href="#">Click here for Actual Commitment</a>	
 <input type="radio"/>	FedEx First Overnight	<b>STD:</b> Next business day by 8:30 AM <b>ACT:</b> 2024-09-27 by 08:00:00	
<input type="button" value="Edit Shipment"/> <input type="button" value="Ship"/>			

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

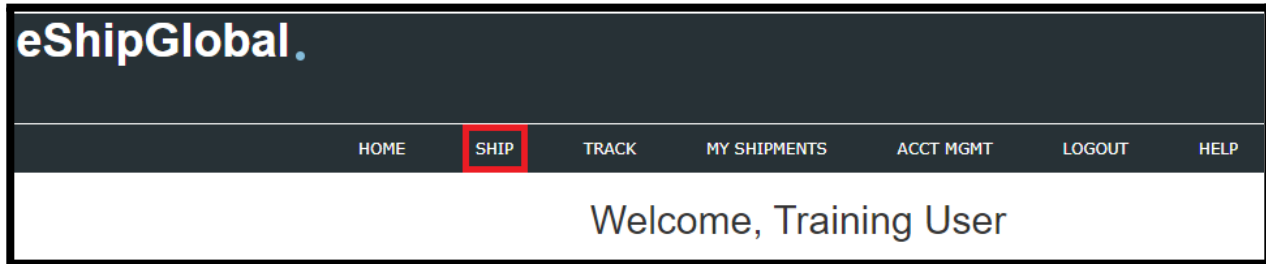


11. Scheduling a pickup is not required for *Non-Research Material Shipments*. However, if they would like their package to be collected, they will click on **Schedule Pickup** and they will be provided with the information and instructions on how they can request a package pickup.

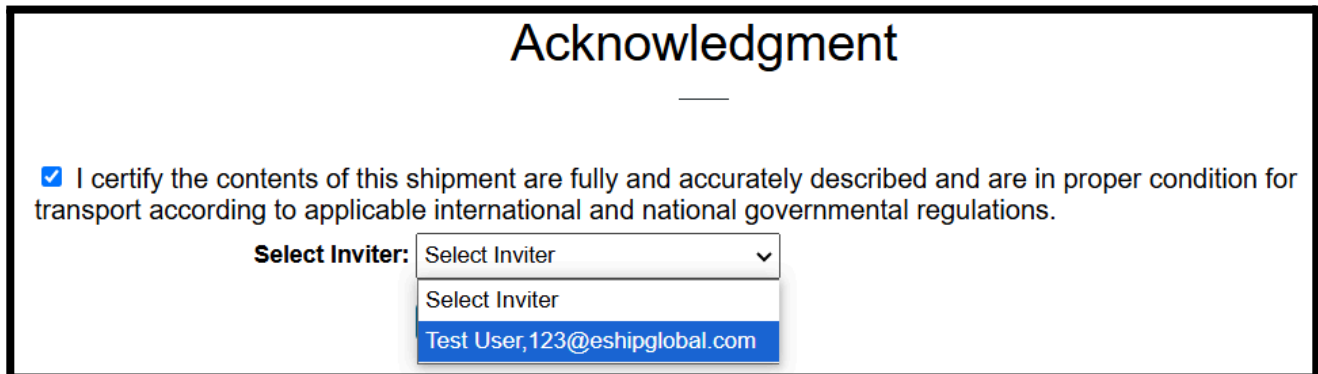


## Create an International Non-Research Material Collaborator Shipment

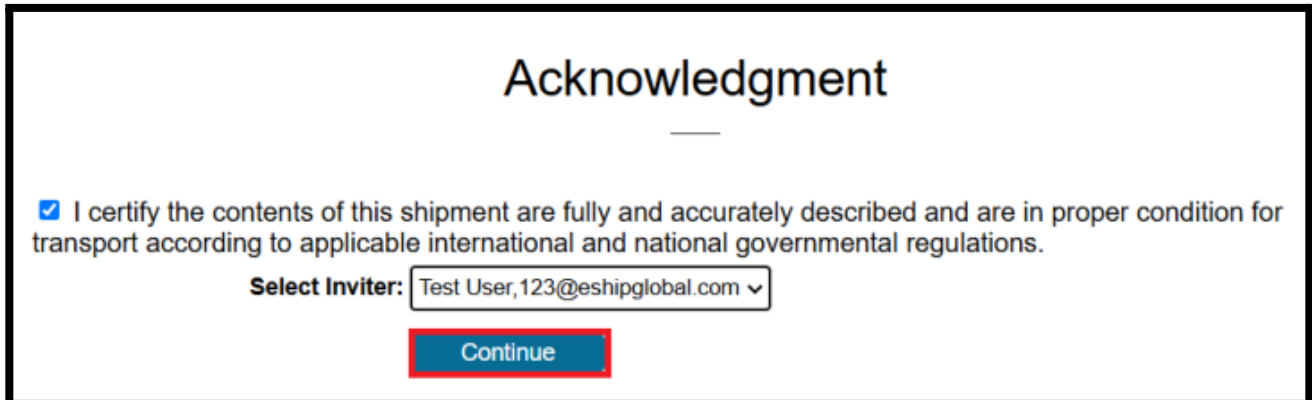
1. For your Collaborator to create a Non-Research Material Collaborator Shipment, in their navigation bar they will click **Ship**.



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



The screenshot shows the "Acknowledgment" form. At the top, the title "Acknowledgment" is centered. Below the title is a horizontal line. A checkbox is checked, and the text reads: "I certify the contents of this shipment are fully and accurately described and are in proper condition for transport according to applicable international and national governmental regulations." Below this text is the label "Select Inviter:" followed by a dropdown menu. The dropdown menu is open, showing three options: "Select Inviter" (with a downward arrow), "Select Inviter", and "Test User, 123@eshipglobal.com" (highlighted with a blue background).



The screenshot shows the "Acknowledgment" form. At the top, the title "Acknowledgment" is centered. Below the title is a horizontal line. A checkbox is checked, and the text reads: "I certify the contents of this shipment are fully and accurately described and are in proper condition for transport according to applicable international and national governmental regulations." Below this text is the label "Select Inviter:" followed by a dropdown menu. The dropdown menu is closed, and the selected option is "Test User, 123@eshipglobal.com". Below the dropdown menu is a blue button labeled "Continue", which is highlighted with a red box.

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

## SHIPPING SELECTION

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**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. 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**

### Step 1 : Item Classification and Export Control Verification

---

**Will any items be transferred to an institution or country that is not located at the recipient's address?**

Yes      No

---

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

Plasmids on filters papers should be shipped as biological materials, [Click Here to Continue](#)

Yes      No

**Select the category that best describes what you are shipping:** Documents (admission, invoices, immigration-related) ▾

Start OverContinueResetUndo Last Action



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

**Material Entry**

Item Classification: Documents

\*Item Name / Description: Admission Documents

\*Gross Weight: 2 POUNDS

\*Quantity: 1 PIECES

<sup>1</sup>\*Net Value in USD: 1

Purpose of Shipping: Personal - Not for Resale

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

[Start Over](#) [Add another Item](#) [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.

**Material Entry**

Item Classification: Tangible Items

\*Item Name / Description:

\*Gross Weight: POUNDS

\*Quantity: PIECES

<sup>1</sup>\*Net Value in USD:

\*Country of Origin: Select Country

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

Do you have an ECCN?  Yes  No (If this is a commercial item, please contact the vendor/manufacturer to obtain the ECCN)

Select the type of item you are shipping: Select One

Select the choice that best describes what you are shipping: Select One

Enter identifying details of your item(s) (e.g. make and model number, title and author):

ECCN#:

Purpose of Shipping: Select

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- 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.

**Sender Information**  
(Shipper Information)

Training User  
eSG Test  
Inge-Beisheim-Platz 1  
Berlin BE 10785

**Shipping Date:** 11/25/2024  
(MM/DD/YYYY)

[Edit](#)

**Recipient Information**  
UPENN,MINDY AARONSON,3451 Walnut Street,,Philadelphia,PA,19104, ▾

- Your Collaborator will proceed from here by filling in the package information. They will choose the appropriate packaging type from the **Type** dropdown.
  - 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.
  - If they are using their own packaging, they will select 'Customer Packaging' under Type, and fill in the LxWxH, as well as the weight.

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

**Type:** Customer Packaging ▾  
Carrier PAK (lbs)  
Carrier Box  
Carrier Tube  
Carrier Letter  
Customer Packaging

**Service:** Select a service ▾

**\*Weight:** (lbs)

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

Shipment Reference:

[Help](#)

**Special Instructions**

- 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.

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

**Type:** Customer Packaging ▾

**\*Weight:** (lbs)

**Service:** Select a service ▾  
Select a service  
DHL Worldwide Priority Express  
FedEx Ground U.S. to Canada  
FedEx International Economy  
FedEx International First  
FedEx International Priority

Shipment Reference:

[Help](#)

**Special Instructions**

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.

### Customs Information

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

Customs Value:	<input type="text" value="1"/>	(xxxx USD)	Terms of Sale:	<input type="text" value="FOB"/>	?
^^Declared Value:	<input type="text" value="1"/>	(xxxx USD)	Certificate Of Origin:	<input type="text" value="NotRequired"/>	
^Recipient EORI Number / Tax Id:	<input type="text"/>				
Broker Name:	<input type="text"/>				
Broker Phone:	<input type="text"/>				
Broker Email:	<input type="text"/>				

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

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.

### Shipment Information

(This section is required for shipments with product net value over \$2500.)

SED Method:	<input type="text" value="--Choose Method--"/>	ITN/FTSR Number:	<input type="text" value="Not Required"/>
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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.

### Email Notifications

(Email notifications will be sent free of charge)





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

Notify Recipients Via SMS (FedEx, UPS only)     Notify Shipper on Pickup     Notify Shipper on Exceptions

[Help](#)

# Express Shipping powered by eShipGlobal

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 SameDay	<b>STD:</b> End of same business day <a href="#">Click here for details</a>	\$-.-
 <input type="radio"/>	FedEx International Priority	<b>STD:</b> Bus. centers in 24 to 48 hours <b>ACT:</b> 2024-11-15 by 10:30:00	
 <input type="radio"/>	FedEx International Economy	<b>STD:</b> 2 to 3 business days <b>ACT:</b> 2024-11-19 by 17:00:00	
 <input type="radio"/>	FedEx International First	<b>STD:</b> <b>ACT:</b> 2024-11-15 by 08:00:00	
<a href="#">Edit Shipment</a>		<a href="#">Ship</a>	

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

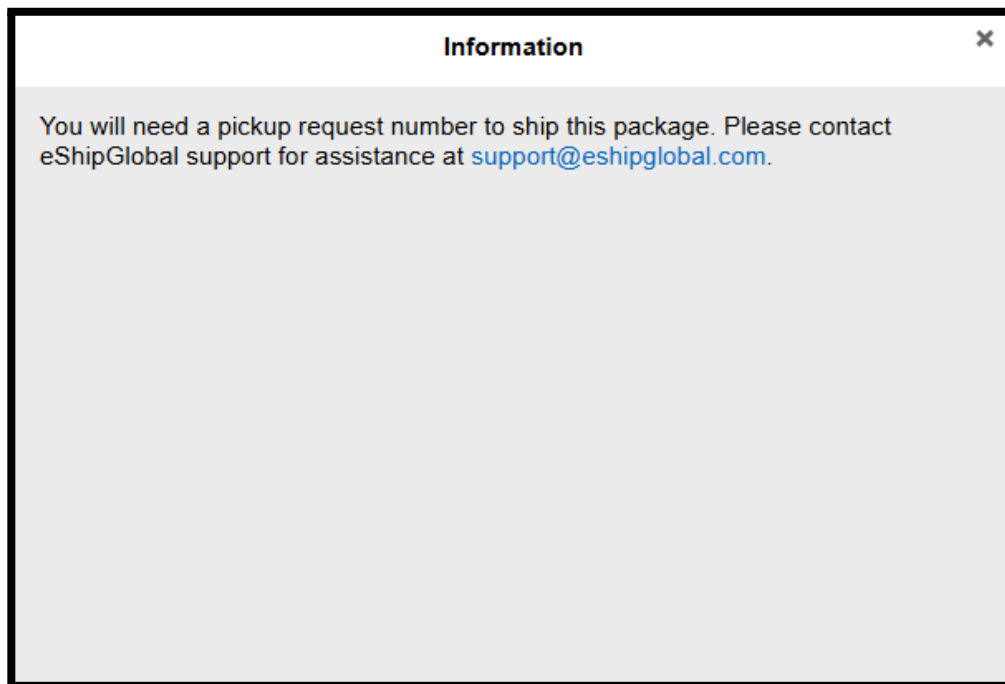


15. In addition to the Airwaybill, the Collaborator will also need to print out the Commercial Invoice. This is the formal declaration of goods for customs clearance.



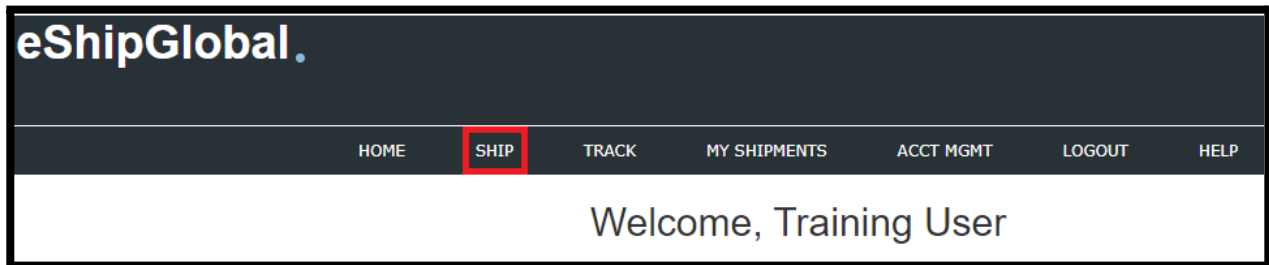
# Express Shipping powered by eShipGlobal

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.

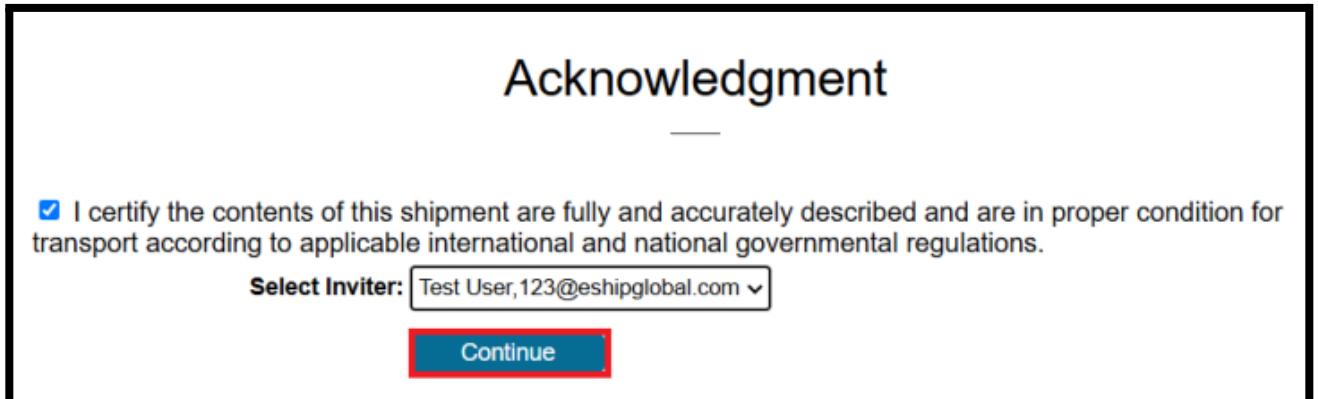


## Create a Domestic Research Material Collaborator Shipment

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**.

A screenshot of the 'Acknowledgment' form. It features a title 'Acknowledgment' and a checkbox with the text: 'I certify the contents of this shipment are fully and accurately described and are in proper condition for transport according to applicable international and national governmental regulations.' Below this is a 'Select Inviter:' label followed by a dropdown menu. The dropdown menu is open, showing three options: 'Select Inviter', 'Select Inviter', and 'Test User,123@eshipglobal.com'. The 'Test User,123@eshipglobal.com' option is highlighted with a blue background.A screenshot of the 'Acknowledgment' form, identical to the previous one, but with the dropdown menu closed. The 'Test User,123@eshipglobal.com' option is now visible in the dropdown box. Below the dropdown is a red 'Continue' button, which is highlighted with a red box.

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

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**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

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### 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

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

<b>Substance Classification:</b>	UN 3373 Biological Substance, Category B
<b>Training:</b>	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 OverResetContinueUndo Last Action



# Express Shipping powered by eShipGlobal

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**.

### Material Entry

**Material Classification:** UN 3373 Biological Substance, Category B

**\*Material Name:** Start Typing...

**Material / Goods Description:**

**UN NO:** 3373

**Proper Shipping Name:** Biological substance, Category B

**Class Or Division:** 6.2

**Packing Group:**

**Labels:**

**Packing Instructions:** See 650

**Special Provisions:**

**Authorization:**

**Special Permit:**

Dangerous goods in excepted quantities? (**FORBIDDEN**)

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

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

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

**<sup>1</sup>Net Value in USD(Min. 1):**

Does the material contain any chemical preservative?

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

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

### Sender Information

(Shipper Information)

Training User  
eSG Test  
18111 Preston Rd. Ste. 650  
Dallas TX 75252

**Shipping Date:** 11/21/2024

[Edit](#)

### Recipient Information

UPENN,MINDY AARONSON,3451 Walnut Street,,Philadelphia,PA,19104, v

# Express Shipping powered by eShipGlobal

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

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

No. of pkgs. for each address above: 1  Identical  Non-Identical

\*Type: Fibreboard Box Service: Select a service

\*Total Pkg Weight: 5 (lbs) Dimensions: 6 x 6 x 6 (inches)

Shipment Reference:

[Help](#)

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.

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

No. of pkgs. for each address above: 1  Identical  Non-Identical

\*Type: Fibreboard Box Service: Select a service

\*Total Pkg Weight: 5 (lbs) Dimensions: 6 x 6 x 6 (inches)

Shipment Reference:

[Help](#)

**Special Instructions**

The Service dropdown menu is open, showing the following options: Select a service, FedEx 2Day, FedEx Express Saver, FedEx First Overnight, FedEx Ground Guaranteed, and FedEx Priority Overnight.

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.

**Special Instructions**

Saturday Delivery  
 Signature Required  
 Signature Release  
 Dangerous Goods Dangerous Goods Type: --Select-- [Help](#)

Dry Ice (Express shipments only) **\*Dry Ice Weight:** 3 (lbs) [Help](#)

Overpack

Declared Value: 0 (USD)

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













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

Notify Shipper on Order  Notify Recipient on Order  Notify Shipper on Delivery  Notify Others on Delivery  
 Notify Recipients Via SMS (FedEx, UPS only)  Notify Shipper on Pickup  Notify Shipper on Exceptions

[Help](#)

# Express Shipping powered by eShipGlobal

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 SameDay	<b>STD:</b> End of same business day <a href="#">Click here for details</a>	\$---
 <input type="radio"/>	FedEx Ground	<b>STD:</b> 1 to 5 business days <b>ACT:</b> TWO_DAYS	
 <input type="radio"/>	UPS Ground	<b>STD:</b> End of 5th business day <b>ACT:</b> <a href="#">Click here for Actual Commitment</a>	
 <input type="radio"/>	FedEx Express Saver	<b>STD:</b> 3rd business day by 4:30 PM <b>ACT:</b> 2024-10-01 by 17:00:00	
 <input type="radio"/>	UPS 3 Day Select	<b>STD:</b> End of 3rd business day <b>ACT:</b> <a href="#">Click here for Actual Commitment</a>	
 <input type="radio"/>	UPS 2nd Day Air	<b>STD:</b> End of 2nd business day <b>ACT:</b> <a href="#">Click here for Actual Commitment</a>	
 <input type="radio"/>	FedEx Priority Overnight	<b>STD:</b> Next business day by 10:30 AM <b>ACT:</b> 2024-09-27 by 10:30:00	
 <input type="radio"/>	FedEx Standard Overnight	<b>STD:</b> Next business day by 3:00 PM <b>ACT:</b> 2024-09-27 by 17:00:00	
 <input type="radio"/>	UPS Next Day Air Saver	<b>STD:</b> Next business day by 3 PM <b>ACT:</b> <a href="#">Click here for Actual Commitment</a>	
 <input type="radio"/>	UPS Next Day Air	<b>STD:</b> Next business day by 10:30 AM <b>ACT:</b> <a href="#">Click here for Actual Commitment</a>	
 <input type="radio"/>	UPS Next Day Air Early	<b>STD:</b> Next business day by 8 AM <b>ACT:</b> <a href="#">Click here for Actual Commitment</a>	
 <input type="radio"/>	FedEx First Overnight	<b>STD:</b> Next business day by 8:30 AM <b>ACT:</b> 2024-09-27 by 08:00:00	
<input type="button" value="Edit Shipment"/> <input type="button" value="Ship"/>			

# Express Shipping powered by eShipGlobal

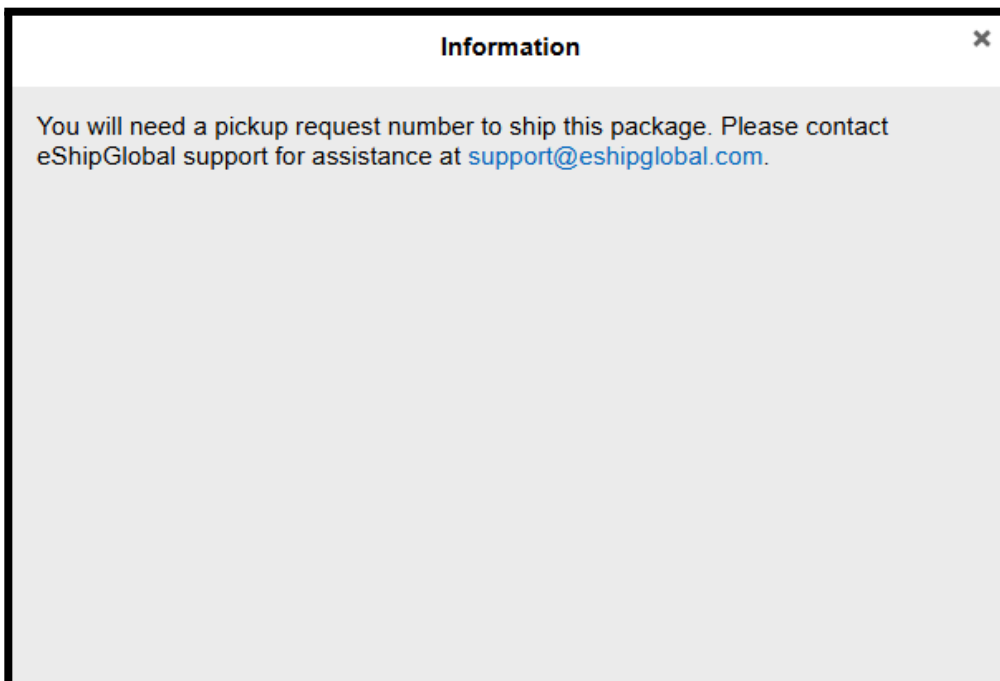
15. To print their Airway bill, they will click on the blue **Print Airwaybill** button.



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

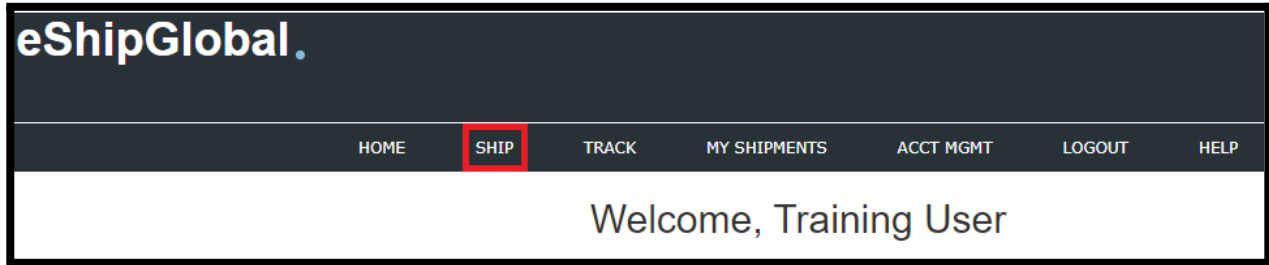


17. *Research Material Shipments* must be picked up-they cannot be dropped off at a carrier location as they require special handling. To schedule a pickup, they will click on **Schedule Pickup** and they will be provided with the information and instructions on how they can request a package pickup.

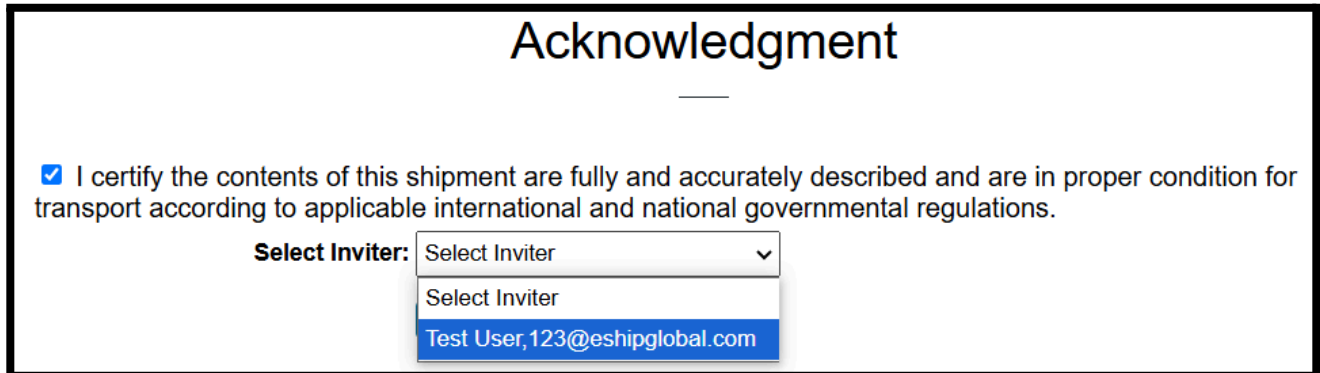


## Create an International Research Material Collaborator Shipment

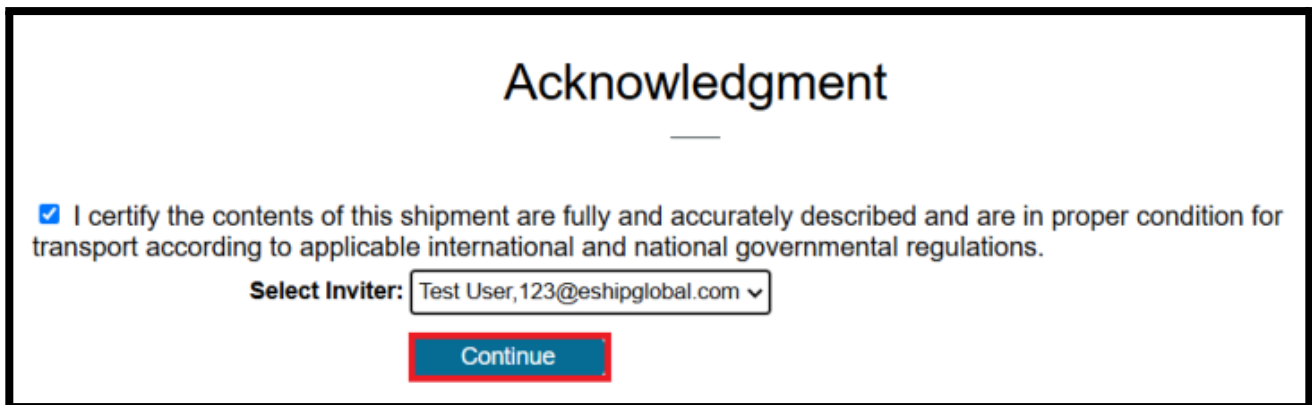
1. For your Collaborator to create a Research Material Collaborator Shipment, in their navigation bar they will click **Ship**.



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



The screenshot shows the "Acknowledgment" form. It includes a checkbox with the text "I certify the contents of this shipment are fully and accurately described and are in proper condition for transport according to applicable international and national governmental regulations." Below this is a "Select Inviter:" label followed by a dropdown menu. The dropdown menu is open, showing the selected option "Test User,123@eshipglobal.com" highlighted in blue.



The screenshot shows the "Acknowledgment" form. It includes a checkbox with the text "I certify the contents of this shipment are fully and accurately described and are in proper condition for transport according to applicable international and national governmental regulations." Below this is a "Select Inviter:" label followed by a dropdown menu showing the selected option "Test User,123@eshipglobal.com". At the bottom of the form, the "Continue" button is highlighted with a red box.

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

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**.

<b>Substance Classification:</b>	UN 3373 Biological Substance, Category B
<b>Training:</b>	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 OverResetContinueUndo Last Action

# Express Shipping powered by eShipGlobal

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.

**Material Entry**

Material Classification: UN 3373 Biological Substance, Category B

\*Material Name:

\*Material / Goods Description:

+Required for any shipments going to the European Union (EU)\*, Northern Ireland, Norway, and Switzerland.

UN NO:

Proper Shipping Name:

Class Or Division:

Packing Group:

Labels:

Packing Instructions:

Special Provisions:

Authorization:

Special Permit:

Dangerous goods in excepted quantities? (FORBIDDEN)

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

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

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

<sup>1</sup>Net Value in USD(Min. 1):

State Variation:

\*Country of Origin:

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

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

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

<sup>1</sup> Enter the total value of items shipped in each classification.

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

**Note:**  
<sup>1</sup>Please note that all grayed fields are pre-populated or optional.



# Express Shipping powered by eShipGlobal

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.

### Sender Information

(Shipper Information)

Training User  
eSG Test  
Inge-Beisheim-Platz 1  
Berlin BE 10785

[Edit](#)

Shipping Date: (MM/DD/YYYY) 11/13/2024

### Recipient Information

ST. JUDE CHILDRENS RESEARCH HOSPIT, St Jude Training, 262 Danny Thomas Pl, Mail Stop 509, Memphis, TN, 38105,

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

### Package Information

(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1  Identical  Non-Identical

\*Type: Fibreboard Box

\*Total Pkg Weight: 5 (lbs)

Shipment Reference:

Service: Select a service

Dimensions: 6 x 6 x 6 (inches)

[Help](#)

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.

### Package Information

(Select Package type and Service from the dropdown list)

\*Type: Fibreboard Box

\*Weight: 5 (lbs)

Shipment Reference:

Service:

\*Dimensions:  x  x  (inches)

[Help](#)

### Special Instructions

# Express Shipping powered by eShipGlobal

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.

**Special Instructions**

Signature Required (FedEx & UPS only)

Signature Release (FedEx commercial deliveries only)

Dangerous Goods

Dry Ice (Express shipments only)

Overpack

[Help](#)

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

\*Dry Ice Weight: 3 (lbs) [Help](#)

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.

**Customs Information**

(Additional fields for customs information)

<sup>^</sup> An EORI number is a requirement for any business or person involved in importing or exporting in the European Union (EU)\*\* and certain other European countries. Please reach out to your international contact to obtain the number.

Customs Value: 1 (xxxx USD)

Terms of Sale: FOB ?

^^Declared Value: 1 (xxxx USD)

Certificate Of Origin: NotRequired

<sup>^</sup>Recipient EORI Number / Tax Id:

<sup>^^</sup> By inserting a declared value, your shipment will be insured up to the value, leave blank if insurance is not required.

<sup>\*\*</sup> European Union (EU) countries are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and other european countries are Northern Ireland, Norway, and Switzerland.

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.

**Shipment Information**

(This section is required for shipments with product net value over \$2500.)

SED Method: --Choose Method--

<sup>4</sup> ITN/FTSR Number: Not Required

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.

**Email Notifications**

(Email notifications will be sent free of charge)

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





Notify Recipients Via SMS (FedEx, UPS only)  Notify Shipper on Pickup  Notify Shipper on Exceptions

[Help](#)

[Start Over](#) [Ship Now](#) [Show Quote](#)

# Express Shipping powered by eShipGlobal

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 SameDay	<b>STD:</b> End of same business day <a href="#">Click here for details</a>	\$---
 <input type="radio"/>	FedEx International Priority	<b>STD:</b> Bus. centers in 24 to 48 hours <b>ACT:</b> 2024-11-15 by 10:30:00	
 <input type="radio"/>	FedEx International Economy	<b>STD:</b> 2 to 3 business days <b>ACT:</b> 2024-11-19 by 17:00:00	
 <input type="radio"/>	FedEx International First	<b>STD:</b> <b>ACT:</b> 2024-11-15 by 08:00:00	

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

# Express Shipping powered by eShipGlobal

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.

