Express 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.

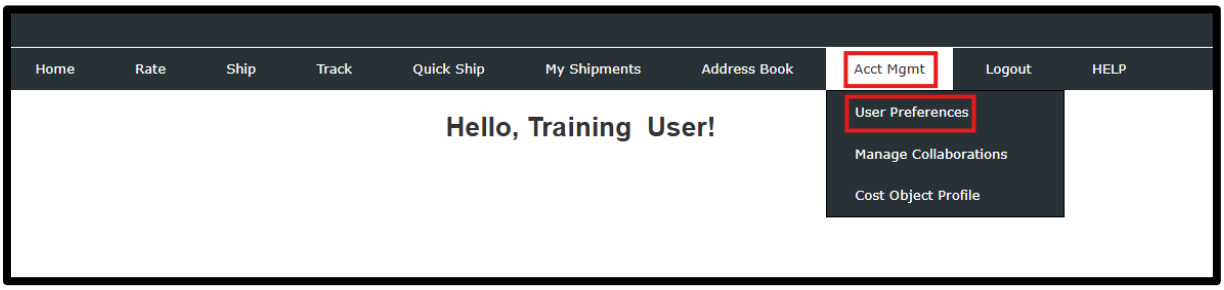
Key Points

- Default settings for email notifications and printing preferences can easily be changed.
- Although these selected options will automatically appear by default for each shipment that you create, preferences can be changed for each individual package.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

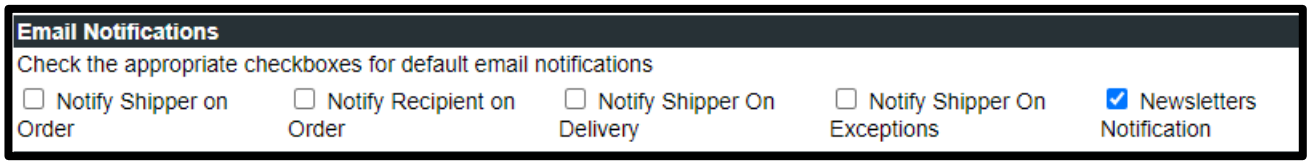
IMPORTANT: If you are new to the eShipGlobal system, please create an account here.

Maintain End-User Preferences

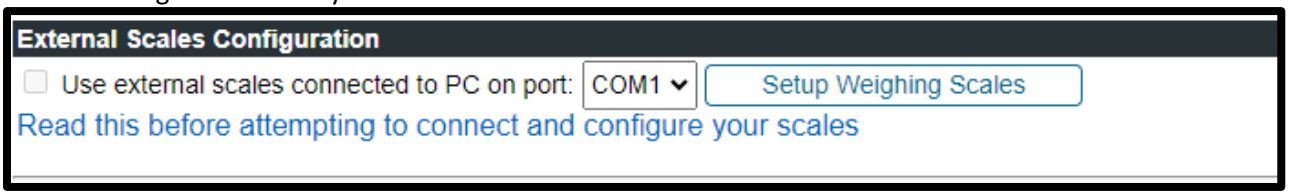
1. Click on **Acct Management>User Preferences** from the navigation menu located at the top of the eShipGlobal window.



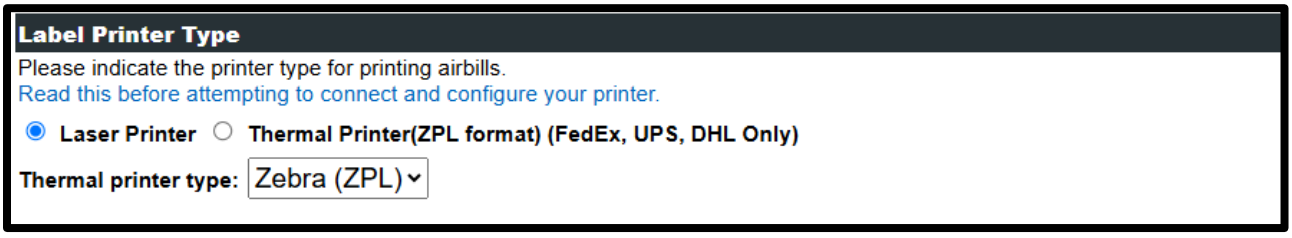
2. Click on any **Email Notifications** to select any alerts you would like to send or receive.



3. Click to configure or add any **External Scales**.



4. Click to change or update your **Printer Type**.



5. Click on **Save Preferences**.

Managing Address Book Entries

Overview

The Address Book stores Recipient information for easier shipping to commonly used addresses.

Objective

Learn how to add, edit, and delete addresses in your eShipGlobal Address Book so the information is accurate and easily available for shipping packages.

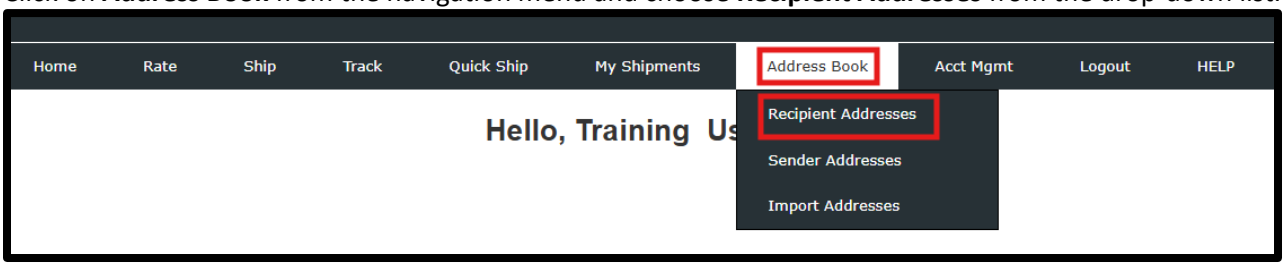
Key Points

- A list of shipping addresses for Recipients can be maintained in the eShipGlobal Address Book.
    - When shipping a package using the eShipGlobal system, add the frequently used Recipient to the Address Book.
    - Enter Recipient addresses into the Address Book in advance of using them.
    - When an address changes or you realize that you have entered and saved the information incorrectly, editing entries is easy.
    - When an entry is no longer required in the Address Book, it can be deleted.
- When entering Recipient information to create a shipping label, fields can be filled in on the main form or selected from the Address Book by clicking on the Load from Address Book button.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

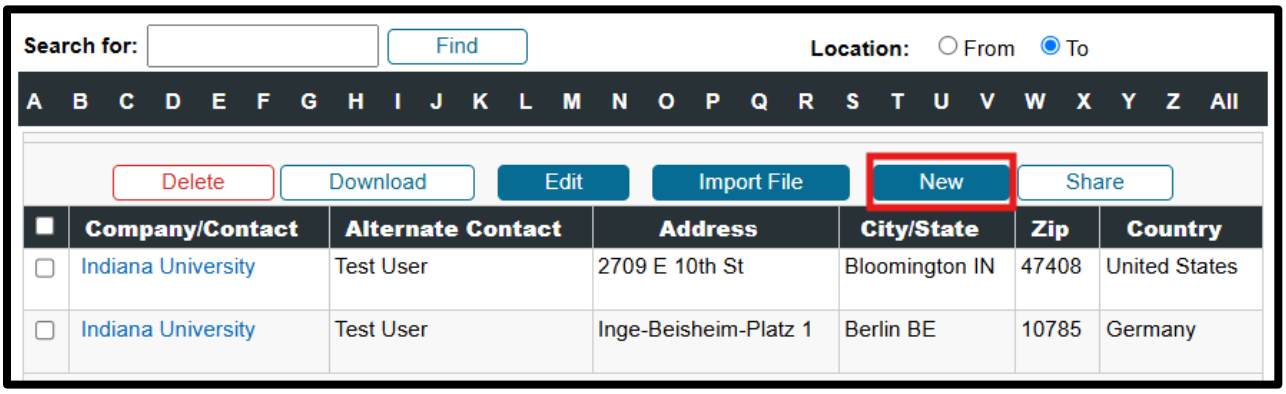
IMPORTANT: If you are new to the eShipGlobal system, please create an account here .

Manage Address Book Entries

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

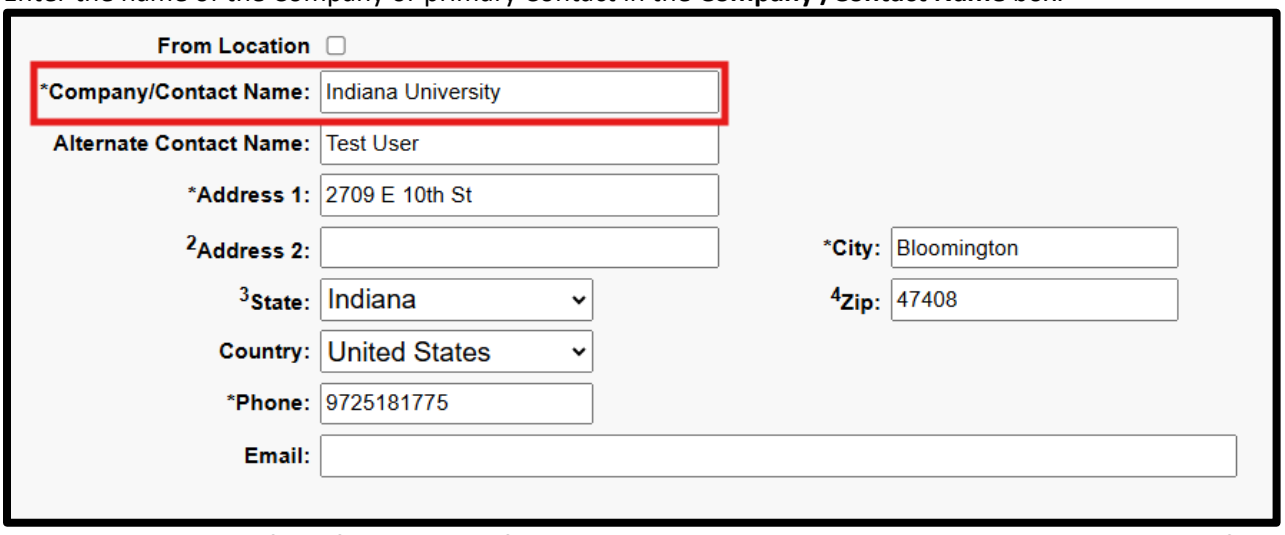


2. Click on **New** to add a new individual Recipient to the saved Address Book.



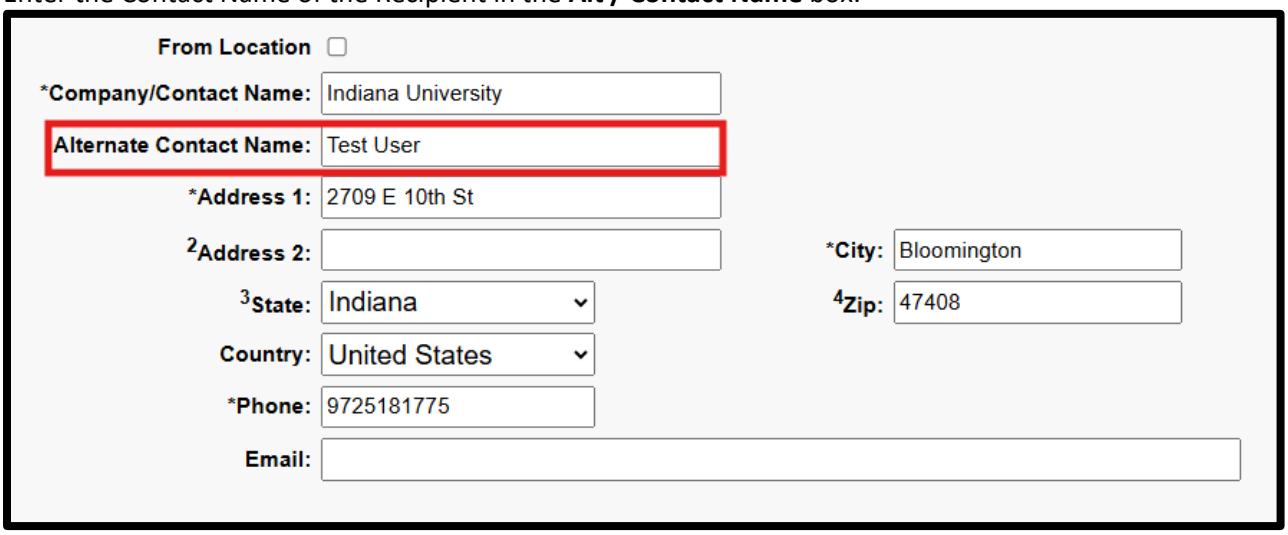
NOTE: The New, Edit, Import File, and Delete buttons are duplicated at the bottom of your Recipient list and work identically.

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

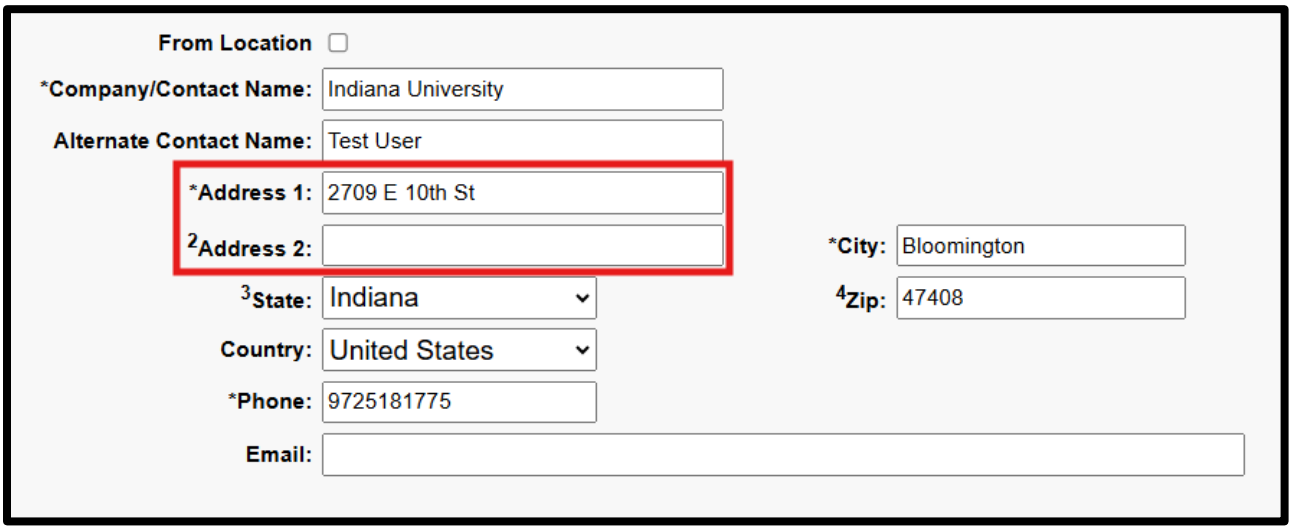


NOTE: This is a required field. If the delivery is for a Residential delivery, enter the primary contact name into this field.

4. Enter the Contact Name of the Recipient in the **Alt / Contact Name** box.

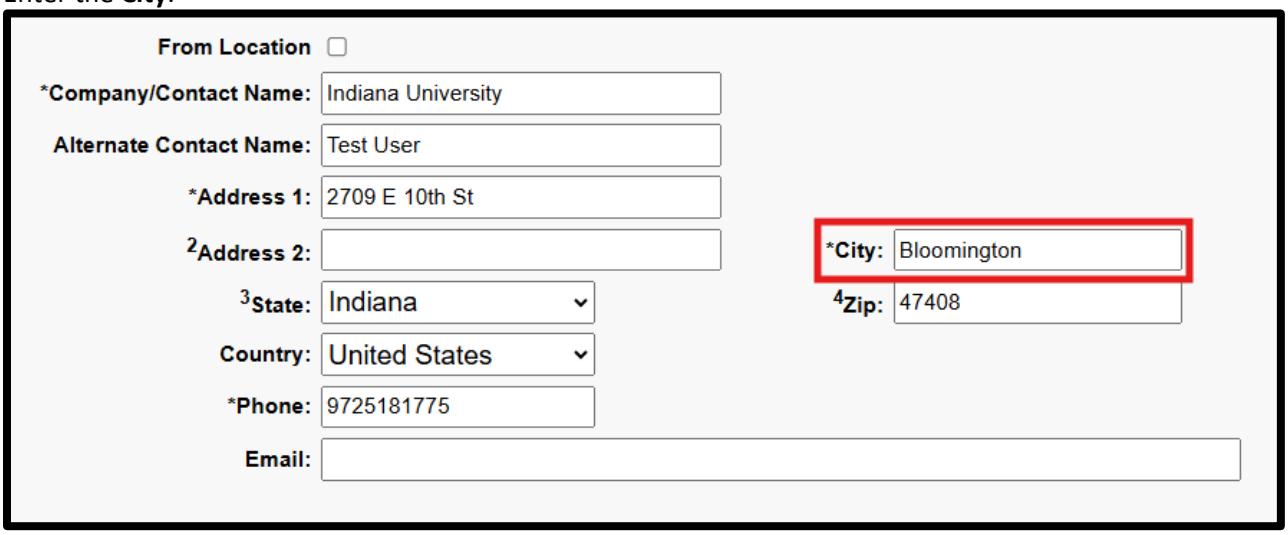


5. Enter in the Recipient address information using the **Address 1** and **Address 2** fields. Each box can contain up to 35 characters.

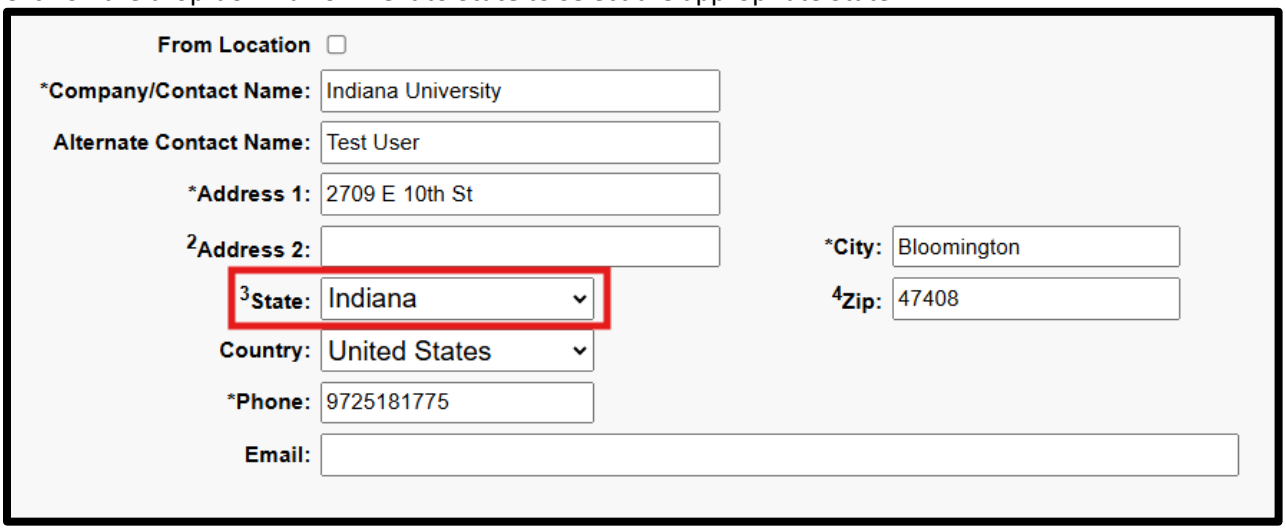


NOTE: The Address 2 field is generally used for department, floor, suite, building information, etc.

6. Enter the **City**.

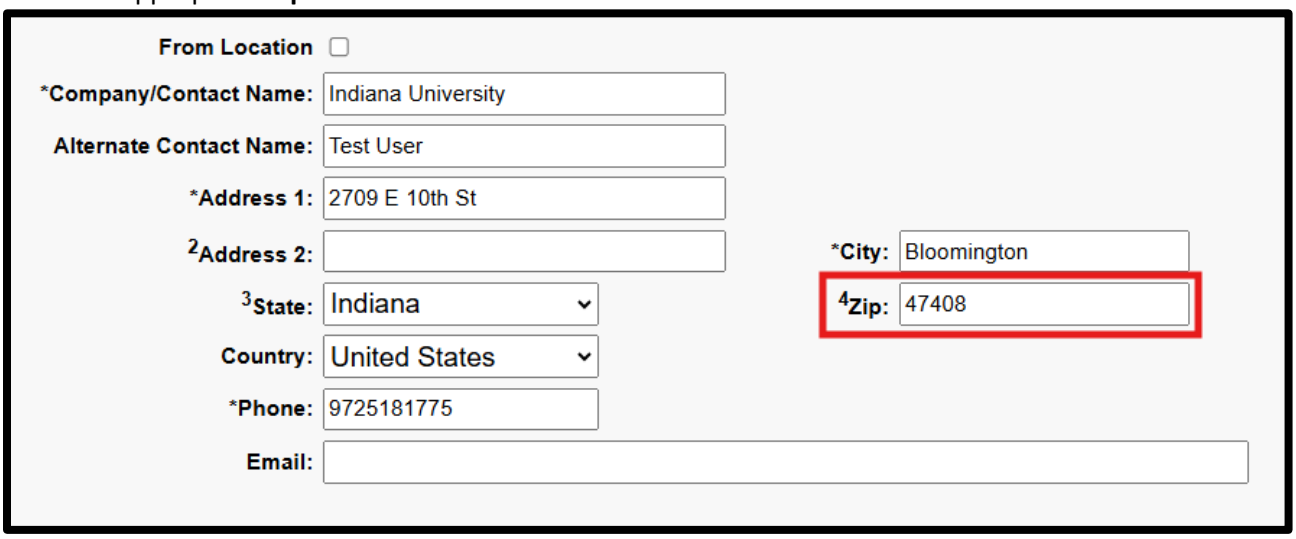


7. Click on the drop-down arrow next to **State** to select the appropriate State.



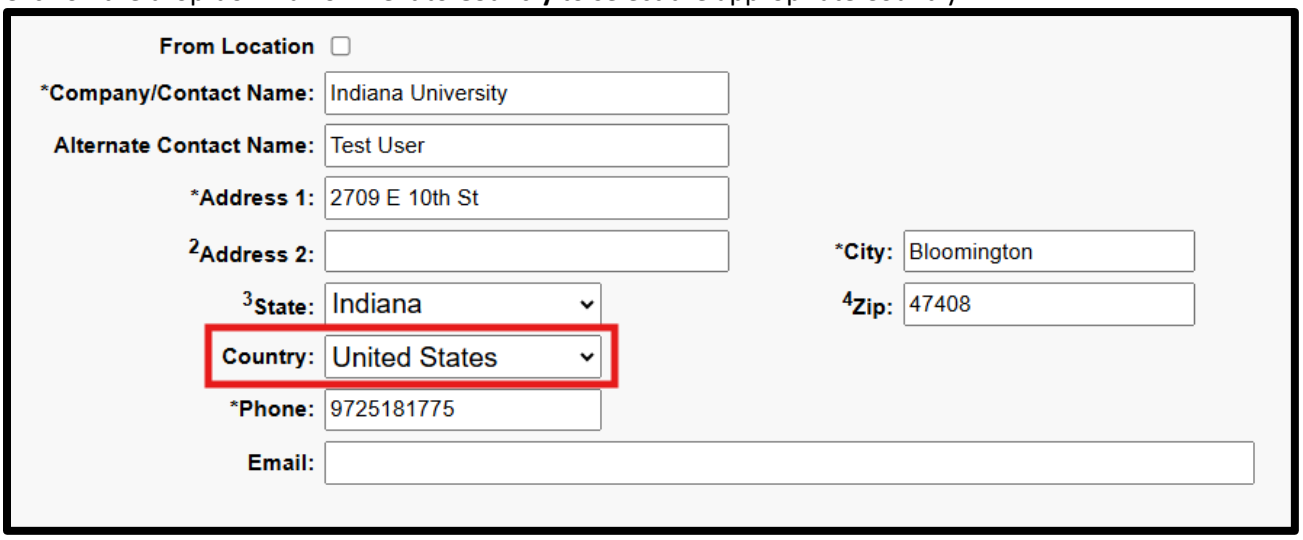
NOTE: State is a required field for all deliveries to the United States, Canada, and Mexico.

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

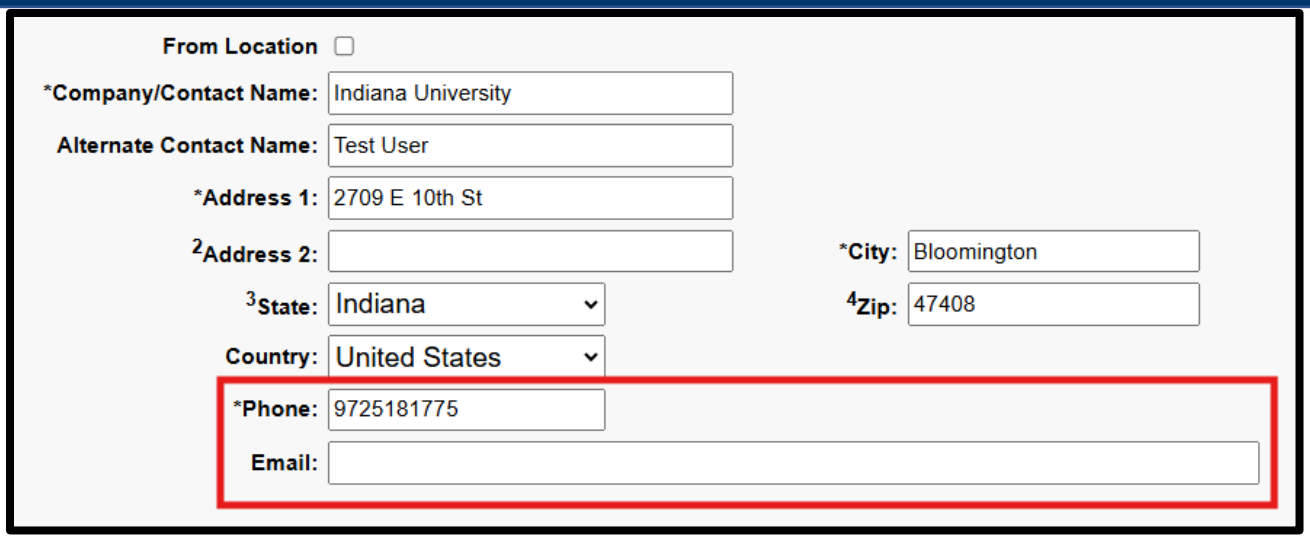


NOTE: Zip codes are required for all destinations within the United States.

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

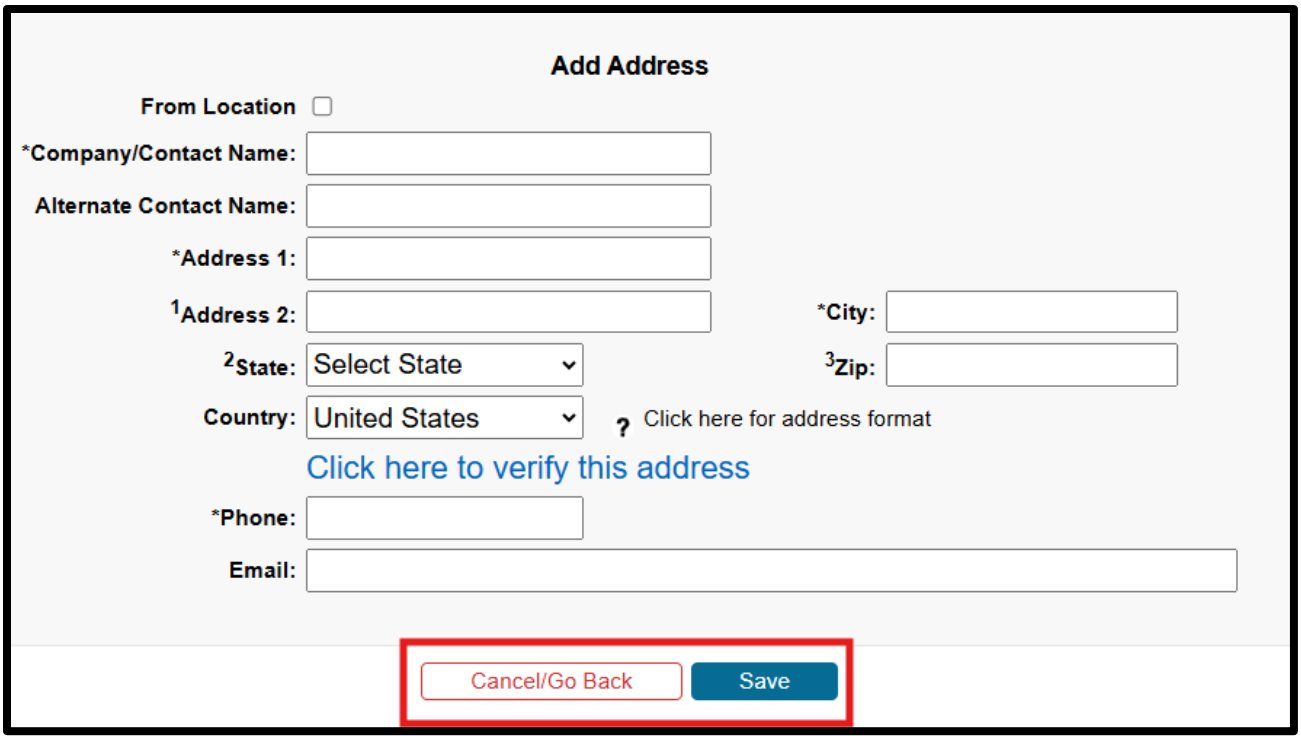


10. Enter the Recipient **Phone** number and **Email**.



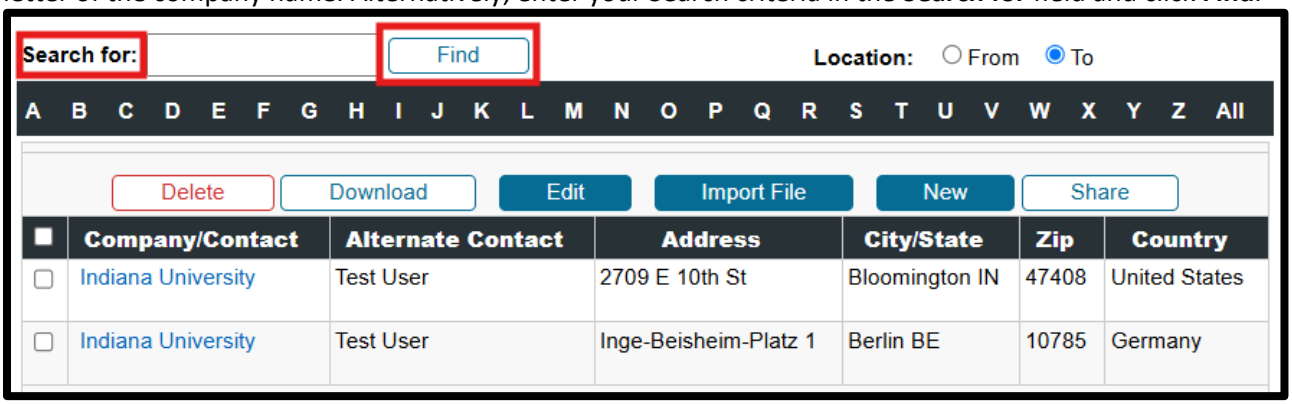
NOTE: Phone number is a required field.
NOTE: If adding an international address, the country code is required
NOTE: Email address is an optional field for Domestic Addresses but required for International Addresses.

11. Click **Save** or **Cancel/Go Back** to return to the main Address Book.



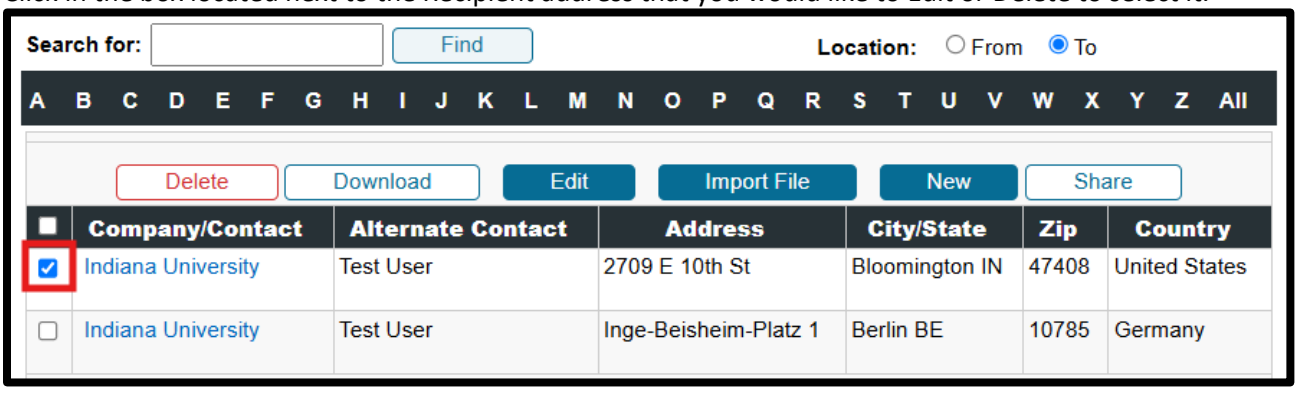
12. To Edit or Delete a saved Recipient, locate the address from within your Address Book. Recipient addresses are listed alphabetically by Company/Contact name and can be located by clicking on the letter that corresponds with the first

letter of the company name. Alternatively, enter your Search criteria in the **Search for** field and click **Find**.

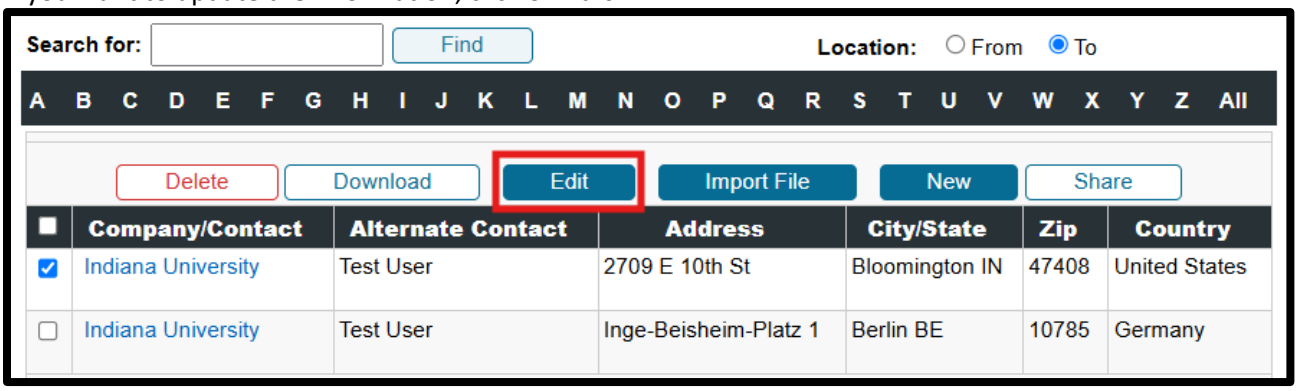


NOTE: Searches encompass all possible fields. Ex: Company, Address, City, etc.

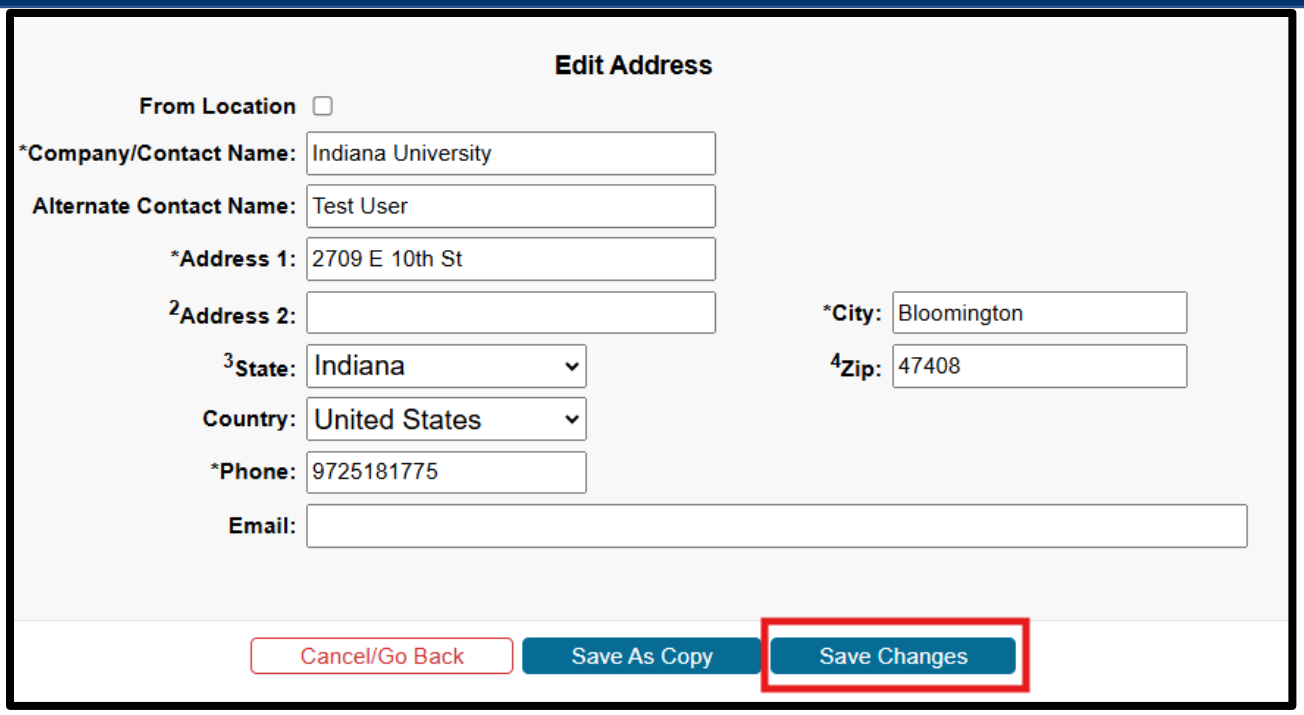
13. Click in the box located next to the Recipient address that you would like to Edit or Delete to select it.



14. If you want to update the information, click on **Edit**.

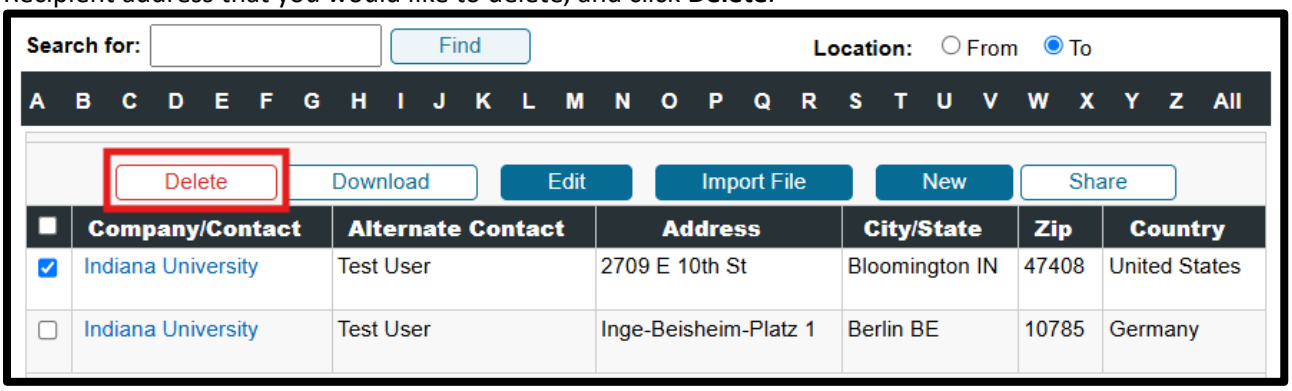


15. Update the necessary information and click **Save Changes** to keep the new information that you entered.

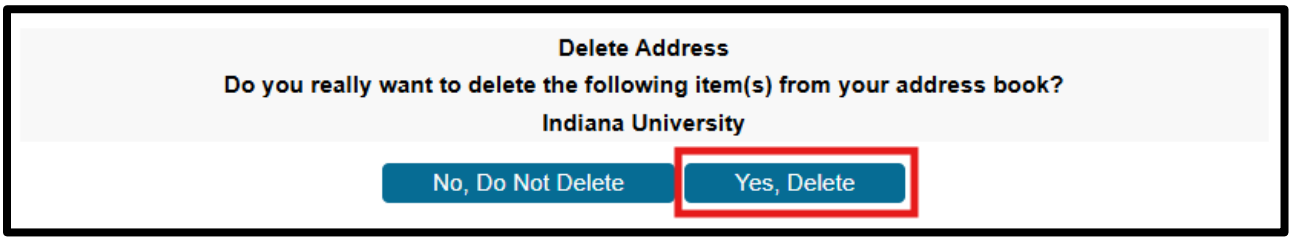


NOTE: You can also click Cancel/Go Back to discard your changes.

16. To permanently Delete the selected Recipient address from the Address Book, click in the box located next to the Recipient address that you would like to delete, and click **Delete**.



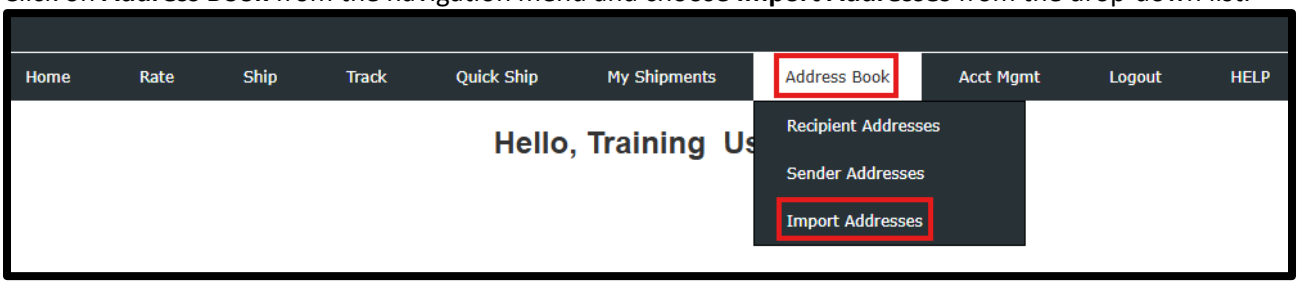
17. Click **Yes, Delete**. To cancel the Delete request, click No, Do Not Delete and you will be brought back to the main Address Book Window.



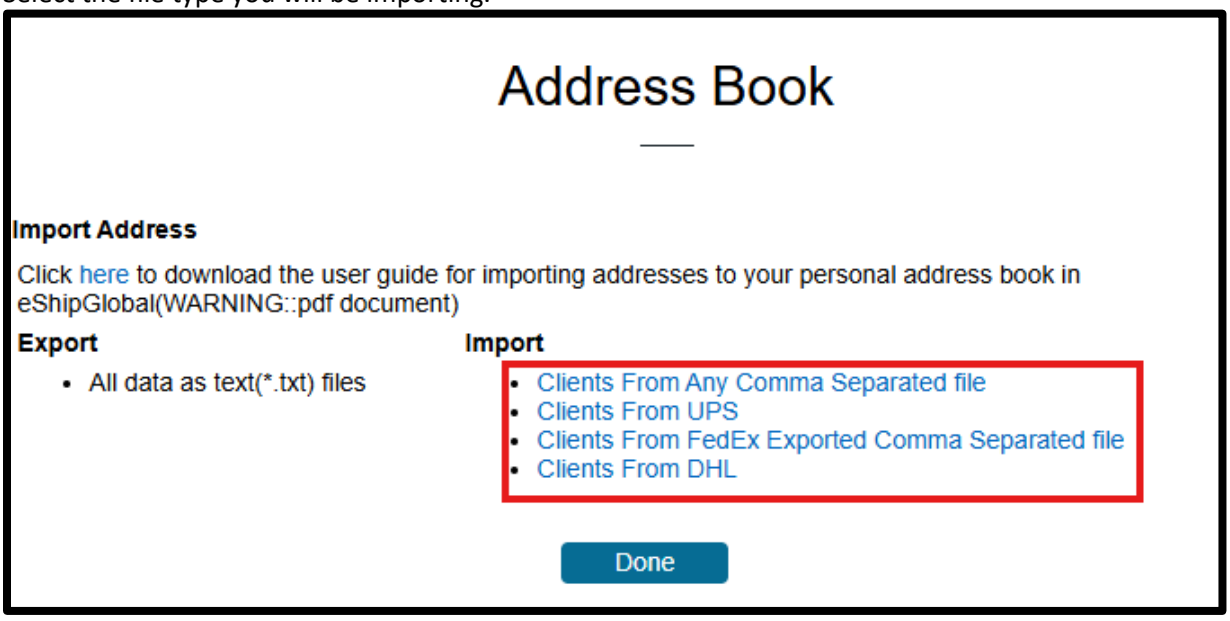
NOTE: There may be several entries for one company. Only the record that you selected will be deleted.

Import Existing Address File

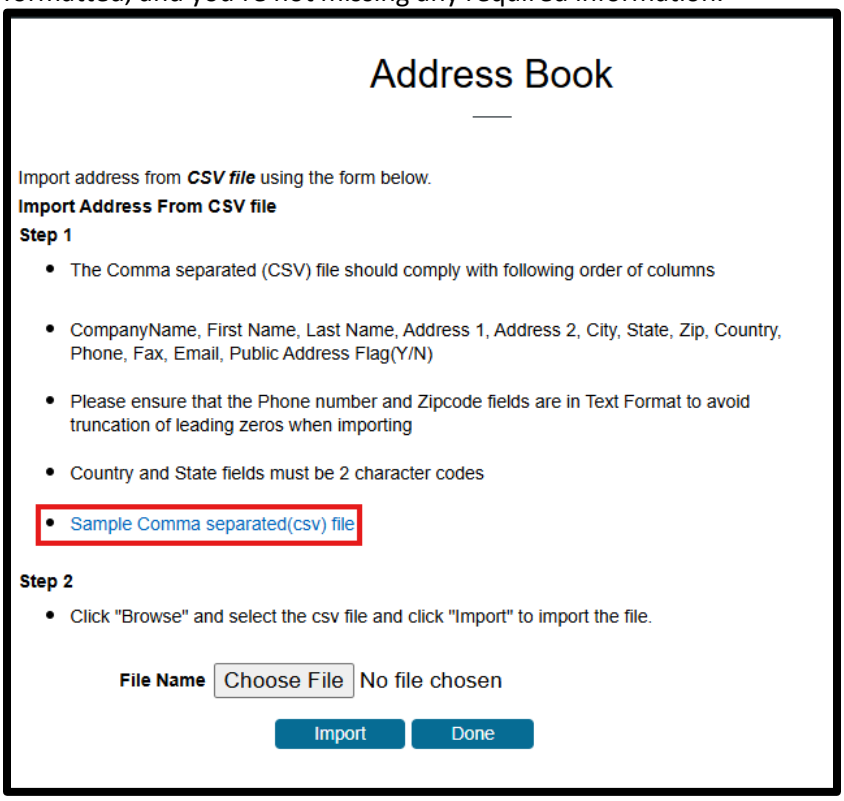
1. Click on **Address Book** from the navigation menu and choose **Import Addresses** from the drop-down list.



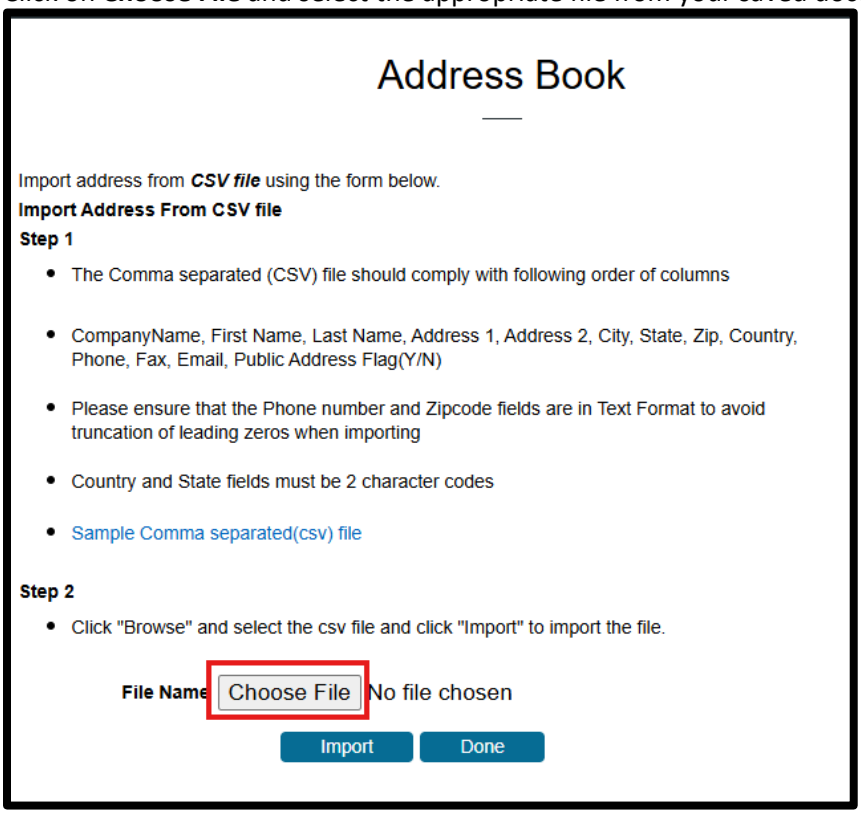
2. Select the file type you will be importing.



3. Before uploading your file, please review the **Sample File** provided, to ensure your addresses have been properly formatted, and you're not missing any required information.

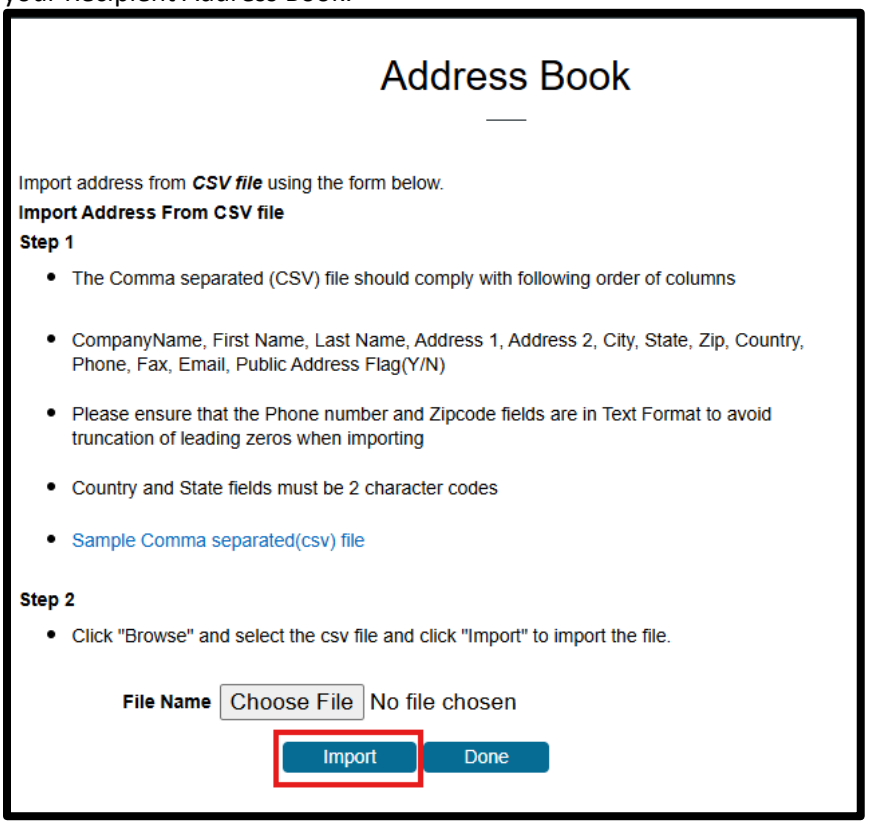


4. Click on **Choose File** and select the appropriate file from your saved documents.



5. Once you have selected your preferred file, click on **Import**, and all addresses within your file will be added directly to

your Recipient Address Book.



Create and Maintain QuickShip Profiles for Domestic Shipping

Overview

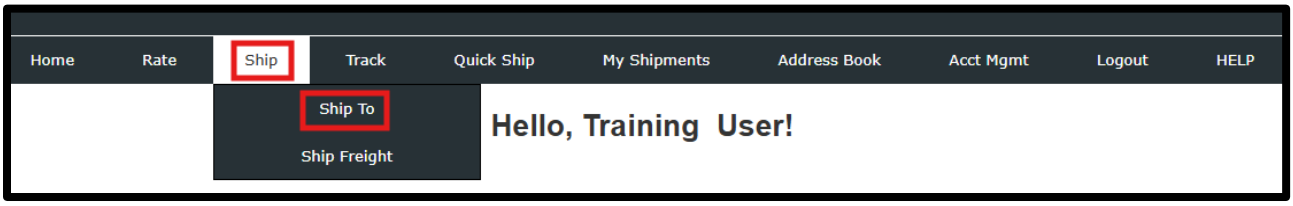
- Use this guide to easily create a QuickShip profile for recurring domestic shipments. This feature is most helpful when you ship the same package repeatedly to the same Recipient.
- The Recipient address information and all of the shipping selections entered can be saved to the QuickShip profile.

Key Points

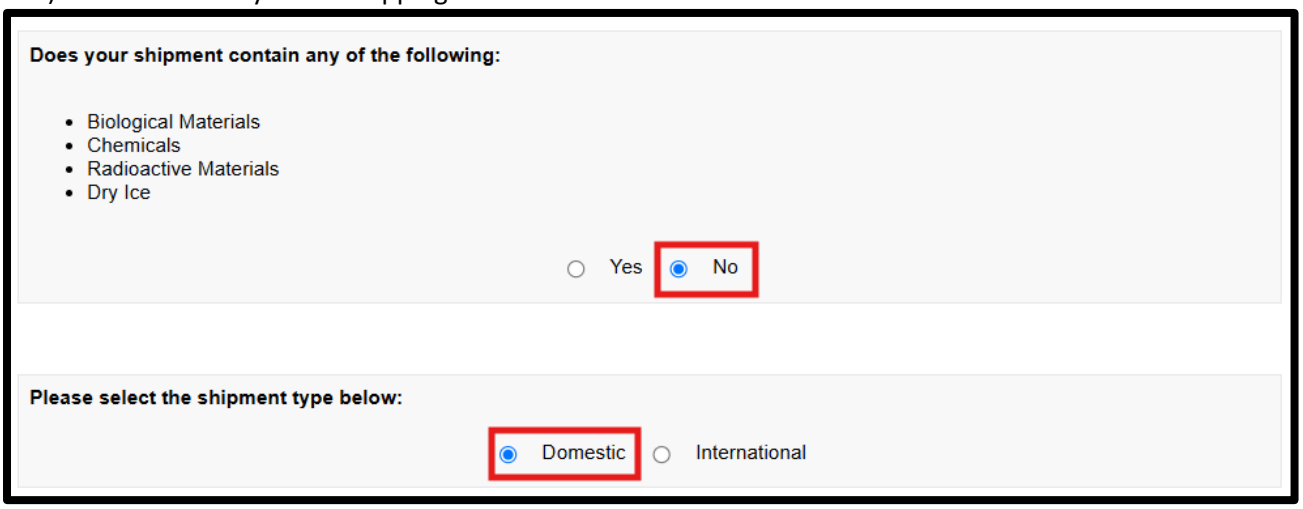
- This guide assumes that you have successfully logged into eShipGlobal and have experience creating, printing, and emailing domestic shipping labels in the eShipGlobal system.
- Please refer to the Create a Domestic Package Label guide for more detailed information about the sections and information necessary to complete a domestic shipping label.
- The number of packages, package type, service, billing information, special instructions, and email notifications can be modified after creating a QuickShip profile.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Create a QuickShip Profile

1. Click **Ship>Ship To** located in the navigation menu at the top of your eShipGlobal window.

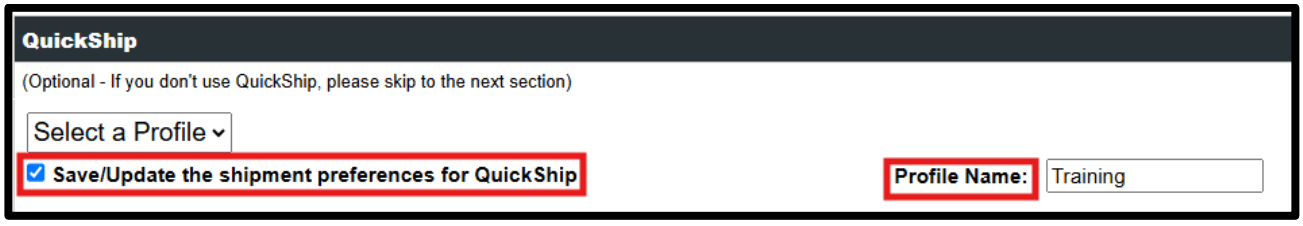


2. Indicate if you are shipping materials classified as a **Research Material** (biological, chemical, radioactive, etc.). Also indicate if you are shipping **Domestic** or **International**.

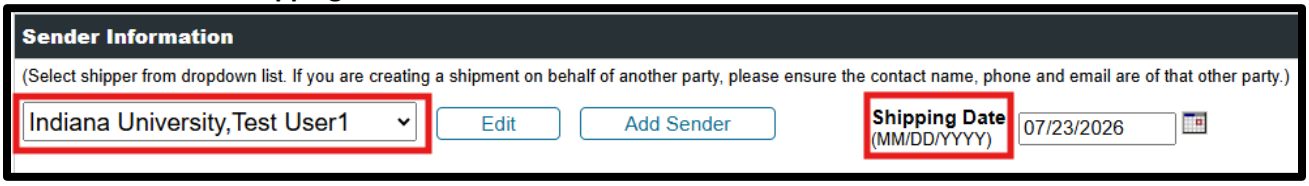


Note: The QuickShip feature is available only when shipping Non-Research material domestically.

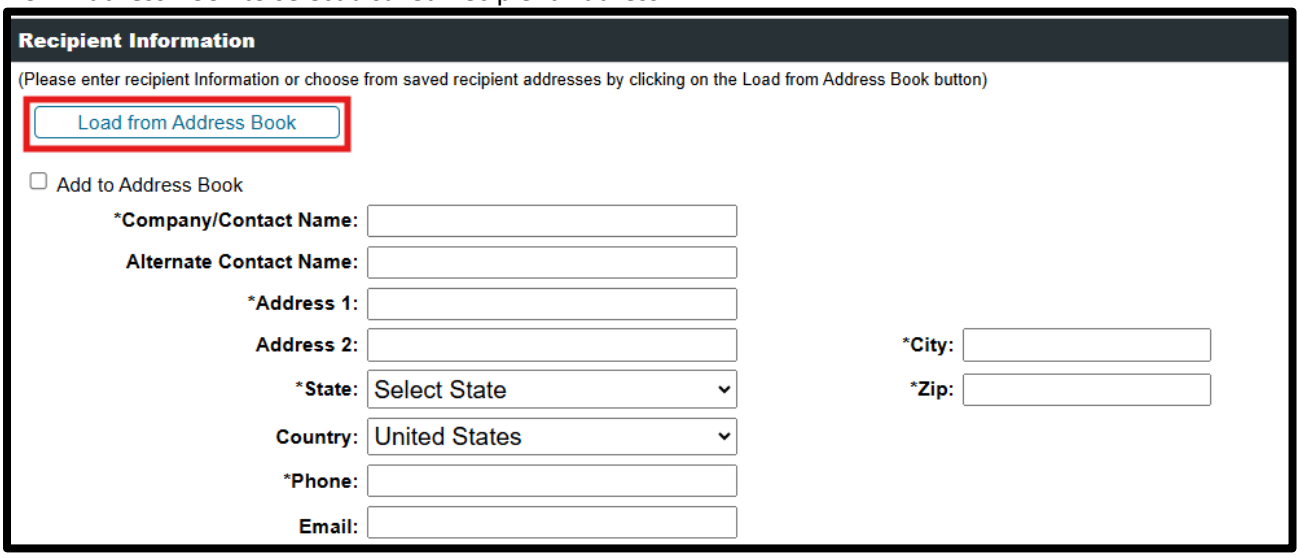
3. At the top of the domestic shipping form, click **Save /Update** the shipment preferences for QuickShip and enter a **Profile Name** for the shipment to be saved under.



4. Set the **Sender** and **Shipping Date**.



5. Complete the online form by entering the Recipient delivery information in the fields provided or clicking on **Load from Address Book** to select a saved Recipient Address.

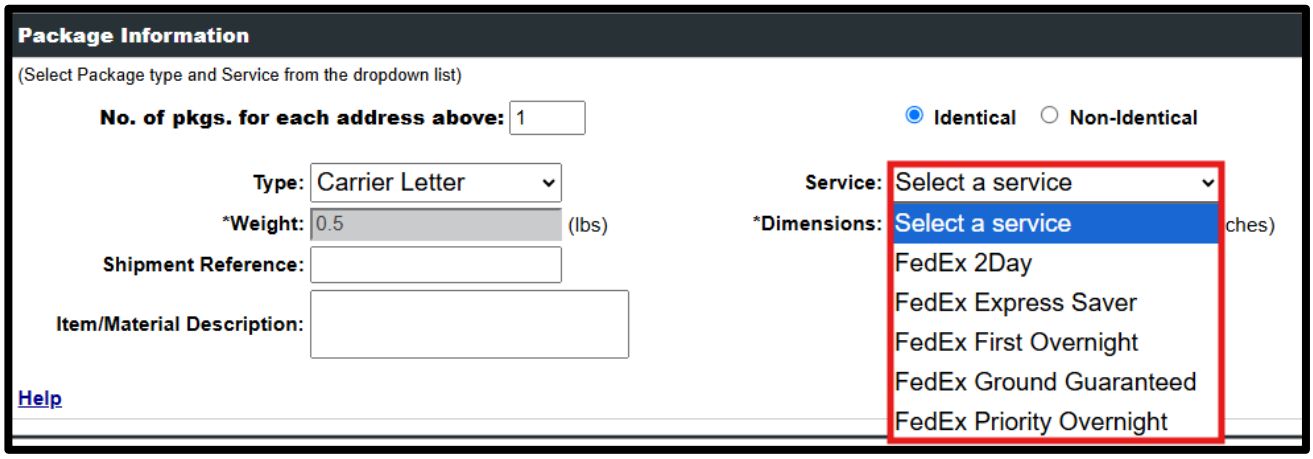


NOTE: Required Fields are marked with an asterisks (*)
NOTE: If there is a Company Name, enter it in the Company / Contact Name box and then address the package to an individual by entering the Recipient contact name in the Alternate Contact Name box.
NOTE: If the package is intended for residential delivery, enter the Recipient contact name in the Company / Contact Name box.

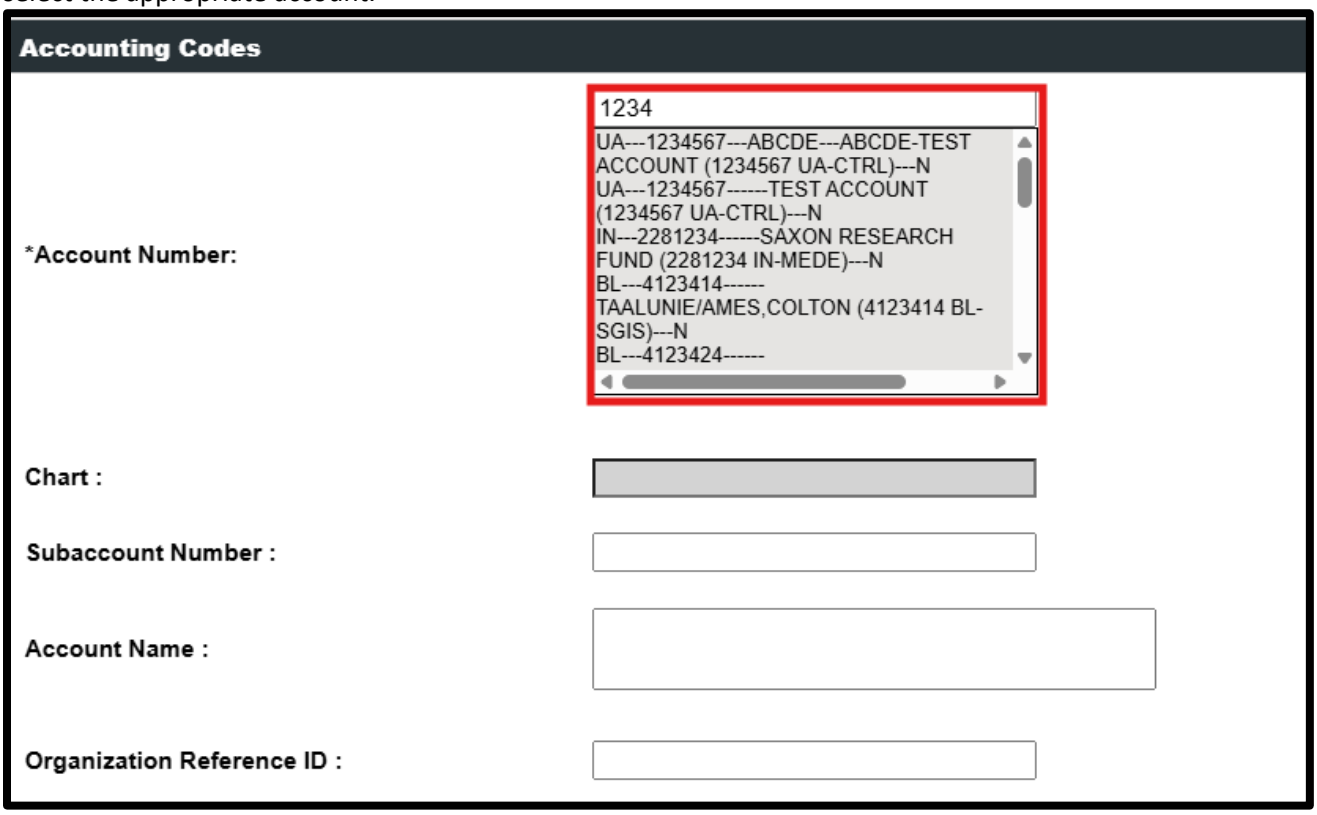
6. Select the **Type** of package from the Type drop down-list. Then provide the **Shipment Reference** and Content Description if applicable.



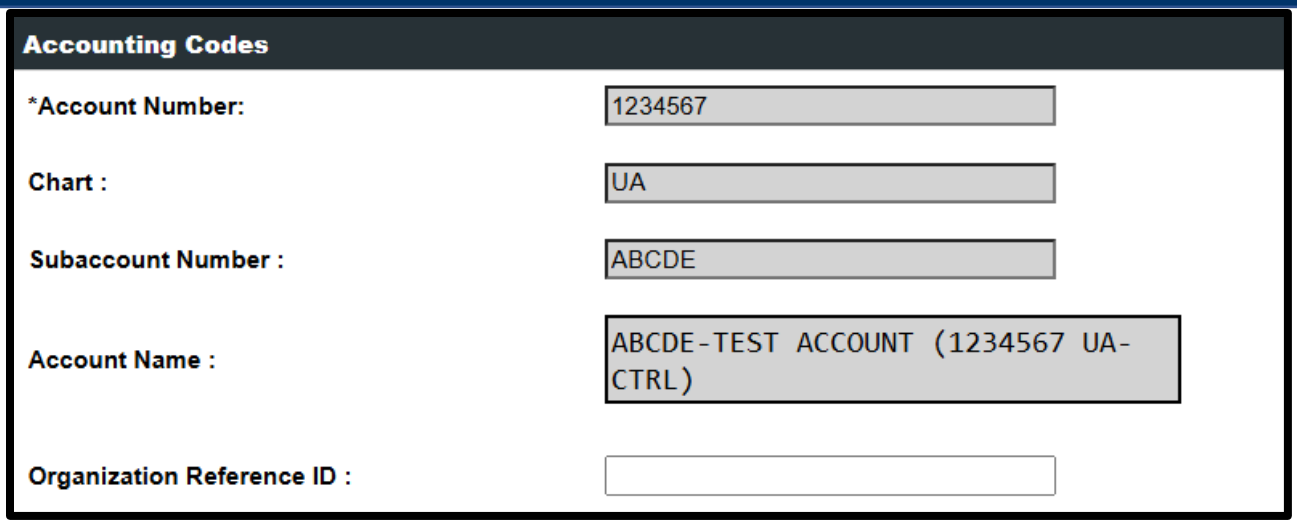
7. Choose a **Service** from the drop-down list of options provided.



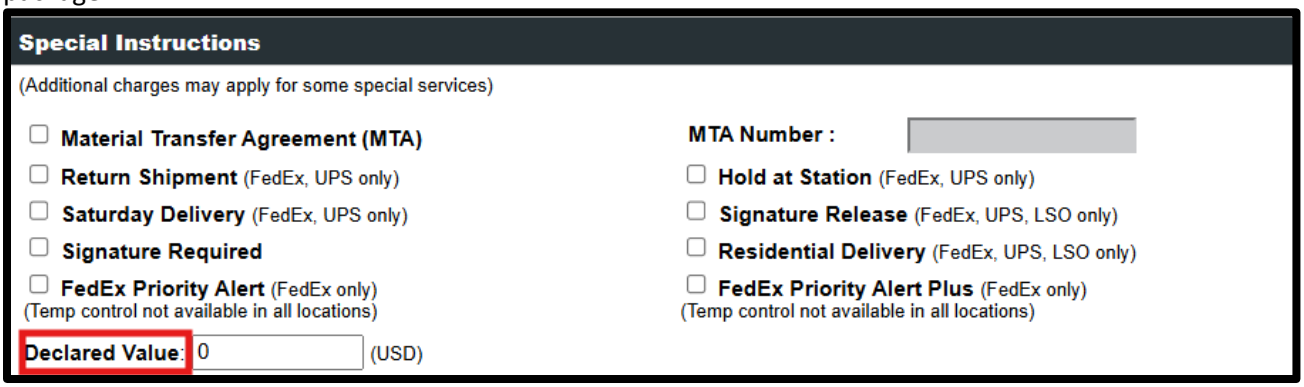
8. Enter your **KFS Account Number**. Upon entering in your Account Number, you will be presented with a dropdown to select the appropriate account.



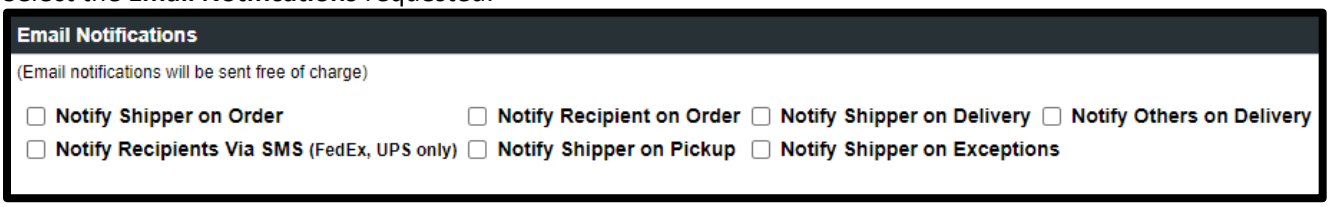
9. Once selected, the remaining fields will automatically populate based on the identified Account Number.



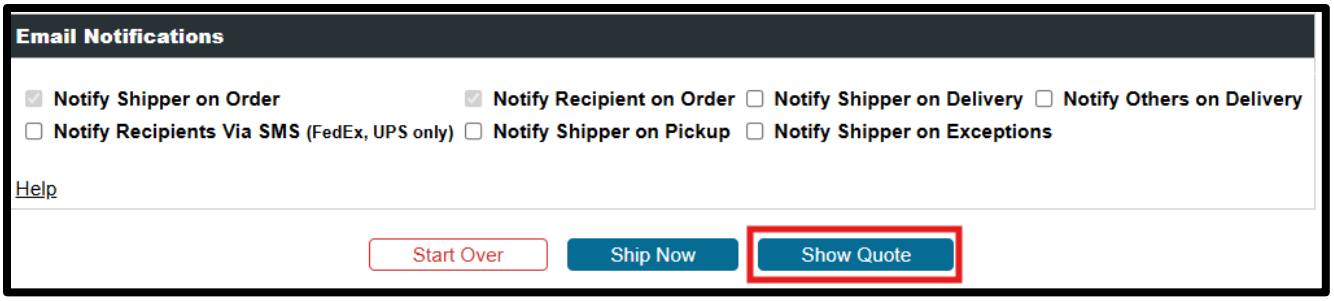
10. Select any **Special Instructions** or add a **Declared Value** (for insurance purposes if applicable) required for this package.



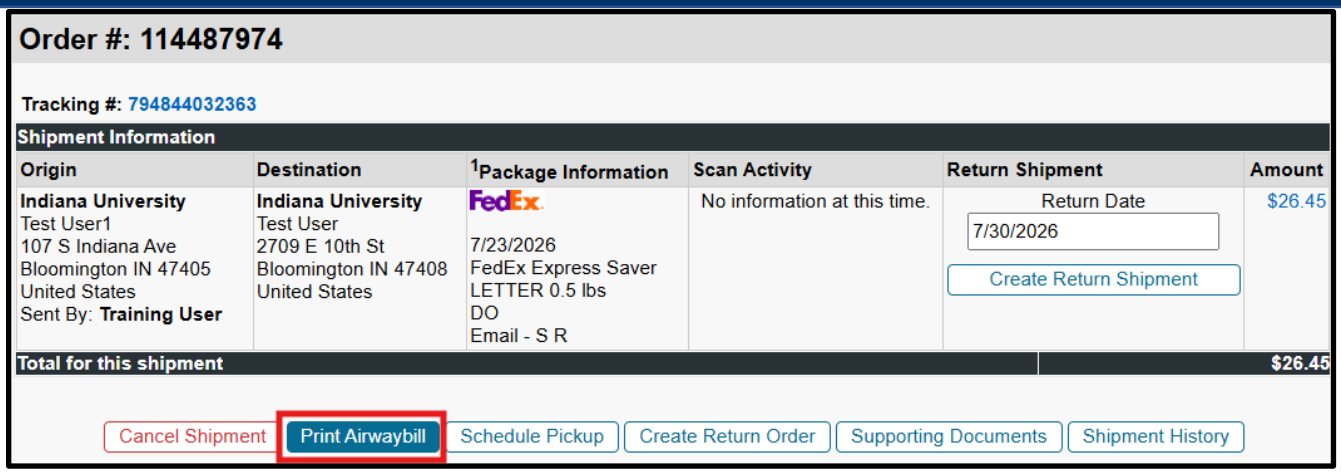
11. Select the **Email Notifications** requested.



12. Click **Show Quote** and select a carrier to ship.

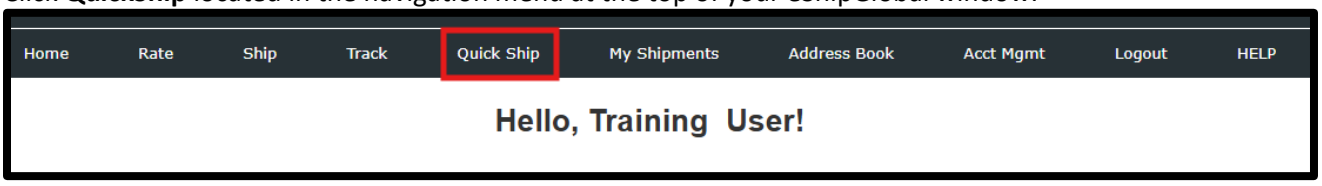


13. Click **Print Airwaybill** to print or email your shipping label.



Update a Saved QuickShip Profile

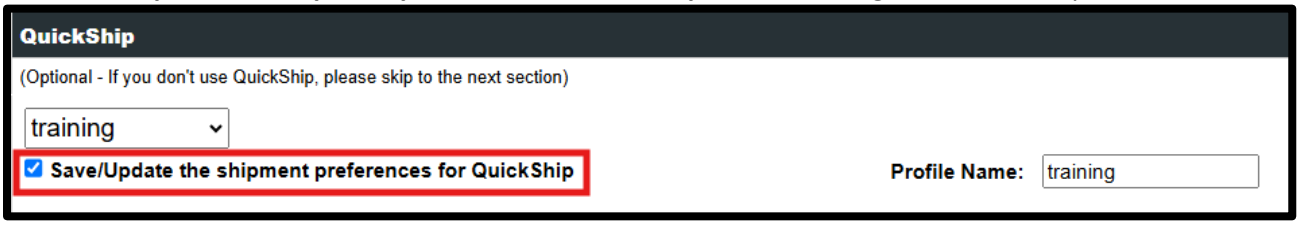
1. Click **QuickShip** located in the navigation menu at the top of your eShipGlobal window.



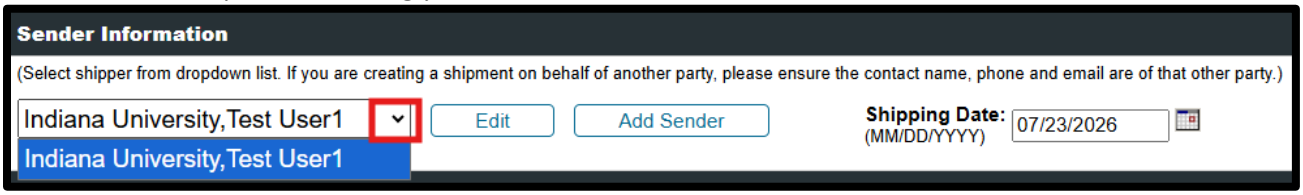
2. Click on the **profile name** link (the profile will load).



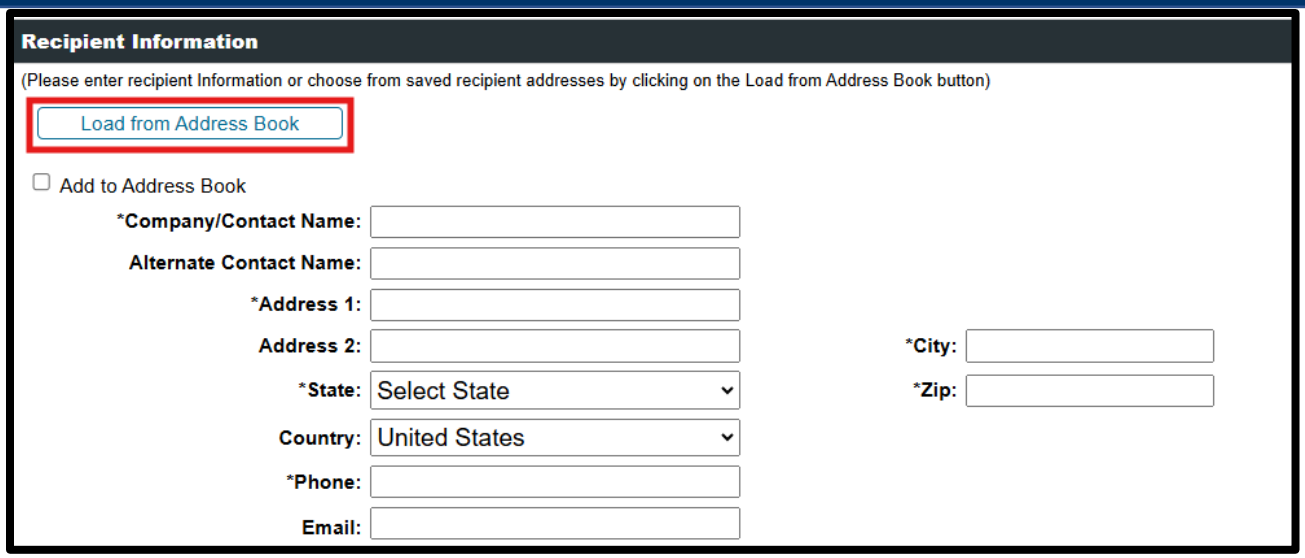
3. Click **Save/Update the shipment preference for QuickShip** to make changes to the saved profile.



4. If your changes require an update to the saved Sender address, click the drop-down under **Sender Information** and update accordingly.



5. If your changes require an update to the saved Recipient address associated with the saved QuickShip profile, either manually modify the recipient information, or, click on **Load from Address Book**.

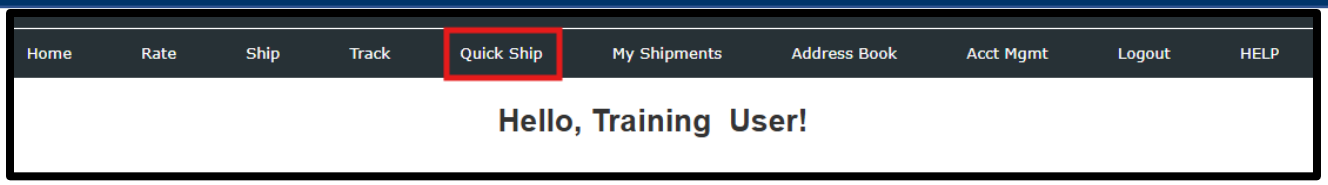


6. Continue with the shipment creation and then print or email your shipping label.

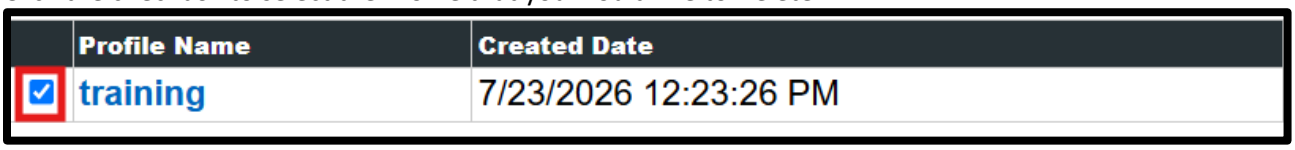
7. Your changes will automatically be saved to the selected QuickShip profile after you create the shipping label.

Delete a QuickShip Profile

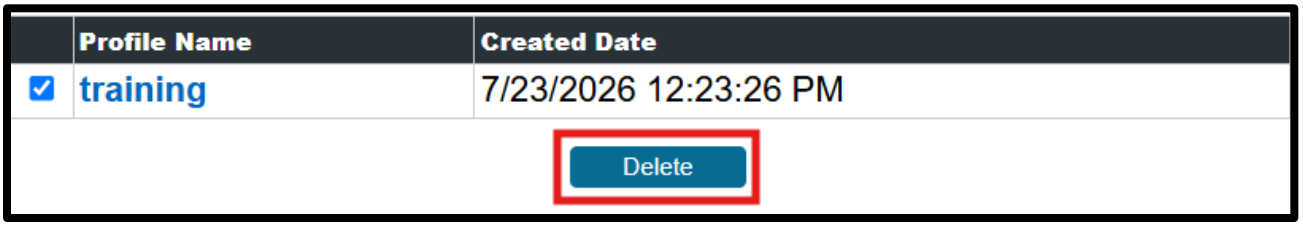
1. Click **QuickShip** located in the navigation menu at the top of your eShipGlobal window.



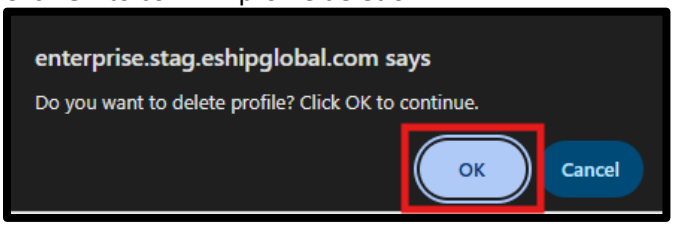
2. Click the checkbox to select the Profile that you would like to Delete.



3. Click **Delete**.



4. Click **OK** to confirm profile deletion.



Express Shipping powered by eShipGlobal

Creating a Domestic Shipping Label

Overview

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

Key Points

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx and UPS. This third-party service allows you to review shipping costs at Indiana 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 Indiana University Cost Centers on every transaction. Each transaction is tied back to Indiana University Financial Statements through the tracking number and Cost Center used.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Shipping Carriers

- Contracted domestic rates are available with both FedEx and UPS.

Packaging

When selecting Custom Packaging as the packaging Type, provide approximate weights and container sizes.

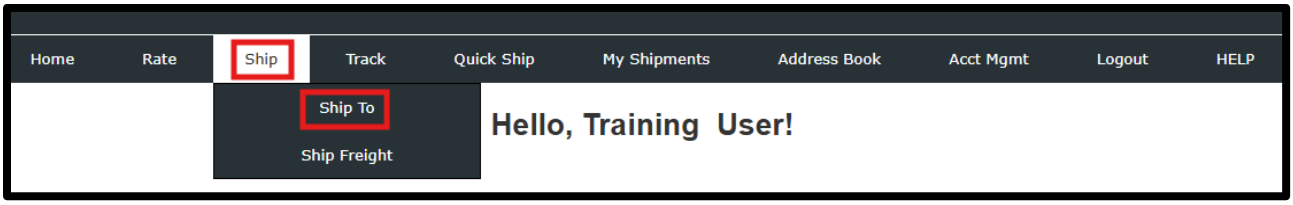
- All packages are weighed and measured by the shipping vendor selected; prices will be adjusted according by the carrier if necessary.

Special Arrangements and Services

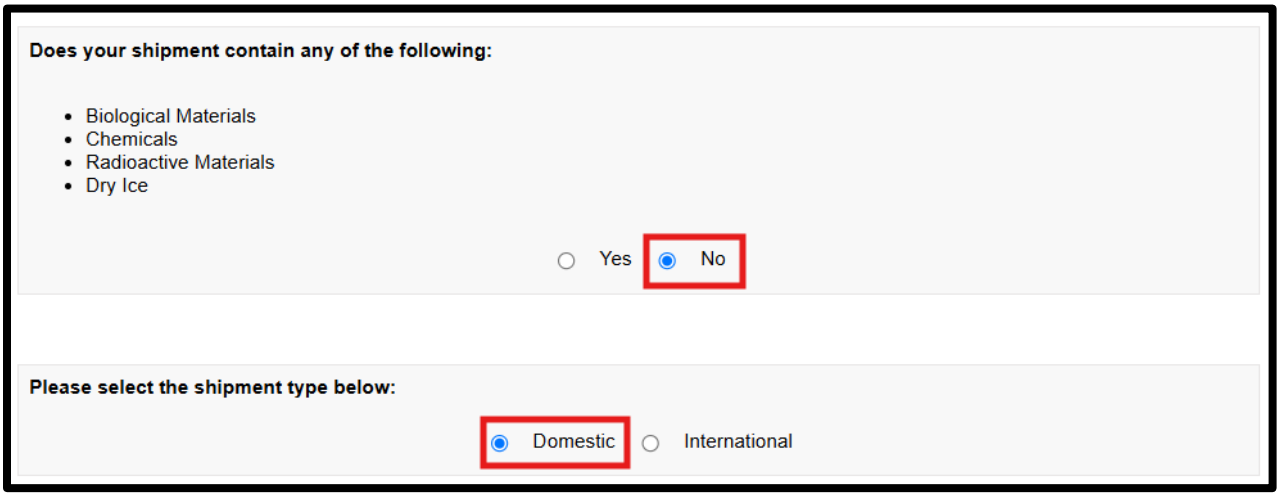
- Please note that with some shipping Carriers, additional charges may be incurred if you make special arrangements to have packages picked up.
- Adding Special Services, like Saturday delivery, Residential Delivery, Signature Required, etc. may result in additional charges with the shipping Carrier you select.
- Special Services and may not be available from all Carriers.

Create a Domestic Shipping Label

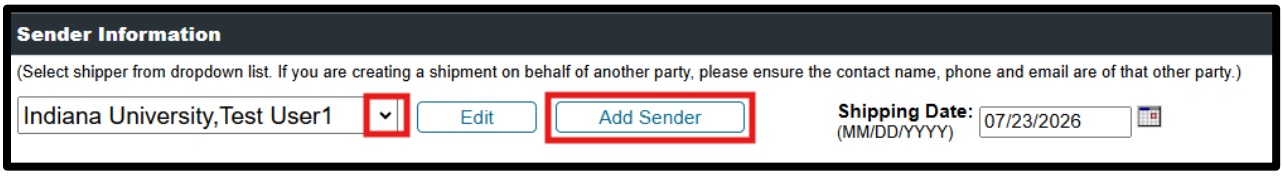
1. Click **Ship>Ship To** located in the navigation menu at the top of your eShipGlobal window.



2. Indicate that you are not shipping Research Materials and are shipping **Domestic**. If you are shipping Research Materials, please contact Environmental Health and Safety (EHS) if needing assistance with shipping your package.

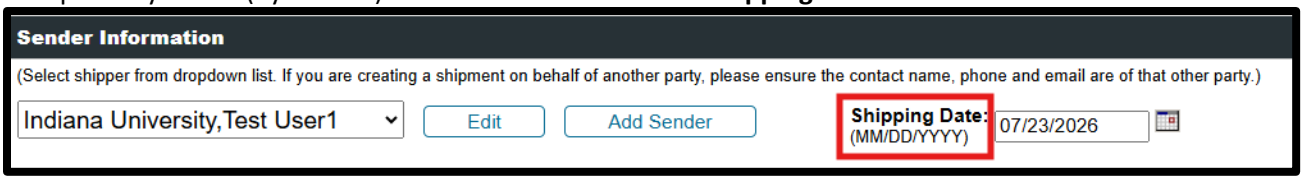


3. Review the Sender Information. If the sender location is accurate, go to step 4. To change the sender address, click the dropdown to select from any previously saved sender addresses. If you have not saved the address, click on **Add Sender** to add a new sender address.



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.
NOTE: To Edit information for one of the Senders associated with your shipping profile, refer to the Enter and Maintain Sender Information quick guide.

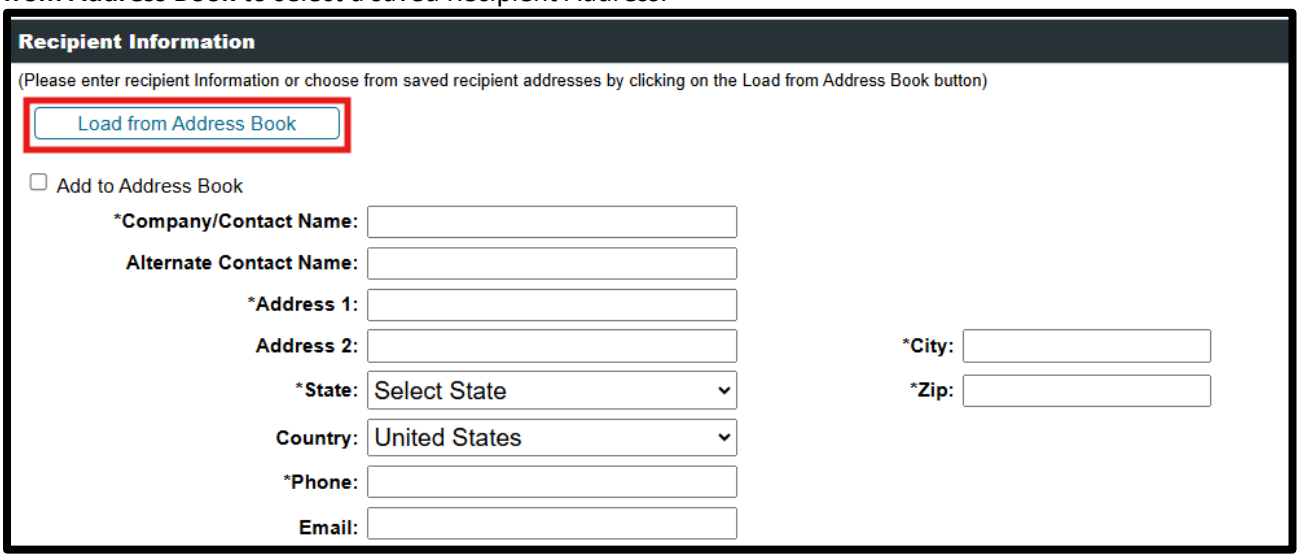
4. Accept today's date (by default) or enter a new date in the **Shipping Date** field.



NOTE: To change the Shipping Date, click in the Shipping Date box and enter a new 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.

5. Complete the online form by entering the Recipient delivery information in the fields provided or clicking on **Load**

from Address Book to select a saved Recipient Address.

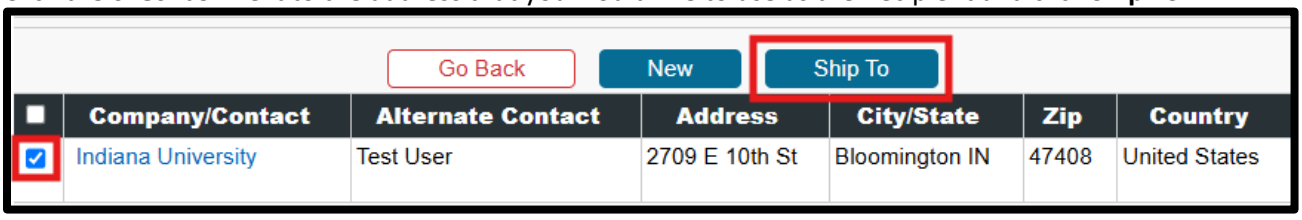


6. Saved Recipient addresses are listed alphabetically by Company name and can be located by clicking on the letter that corresponds with the first letter of the company name. Alternatively, enter your Search criteria in the **Search box** and click **Find**.



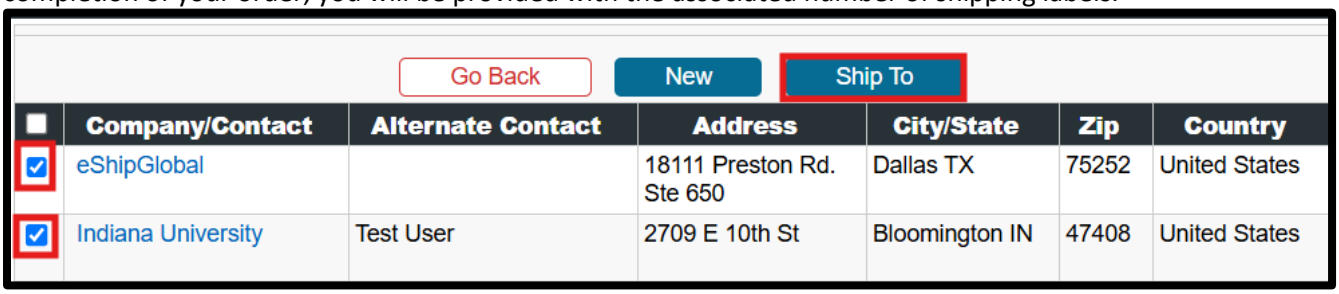
NOTE: Searches encompass all possible fields. Ex: Company, Address, City, etc.

7. Click the **checkbox** next to the address that you would like to use as the Recipient and click **Ship To**.



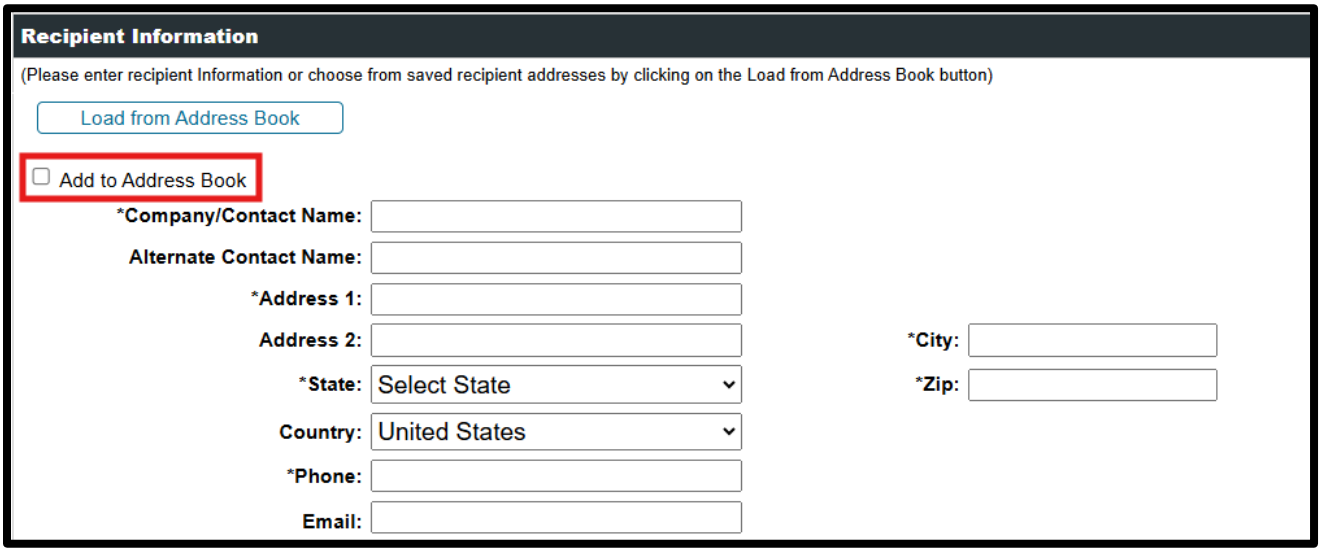
8. If you are shipping the same identical package to multiple Recipients, you can create one order for all packages (batch

shipment). Click the **checkbox next to each address** in your book that you will be shipping to, and click **Ship To**. Upon completion of your order, you will be provided with the associated number of shipping labels.

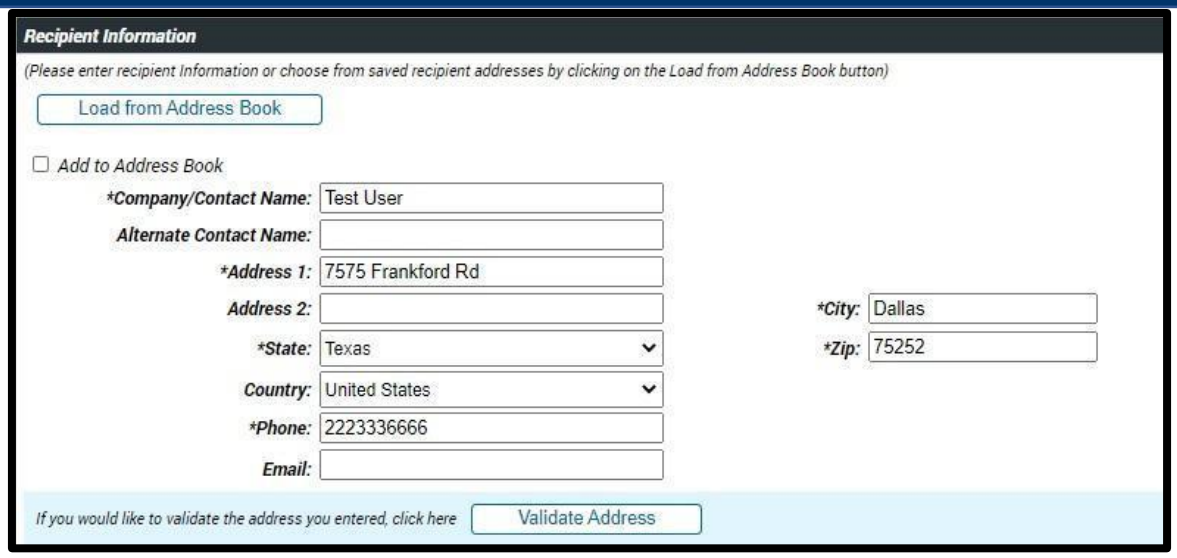


NOTE: Batch shipping only applies to Domestic Non-Research Material Shipments

9. To add the address being entered to the saved Address Book if not already saved, click the checkbox next to **Add to Address Book**. Leave the box unchecked if the address will not be needed for future deliveries.

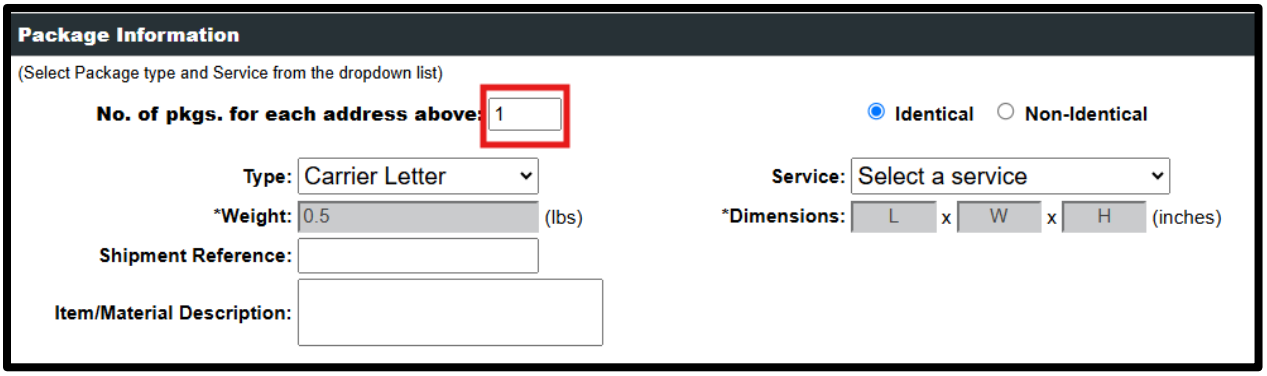


10. Complete the form by entering the Recipient information for the delivery in the fields provided, and the address information will be saved to your book automatically upon shipment creation.



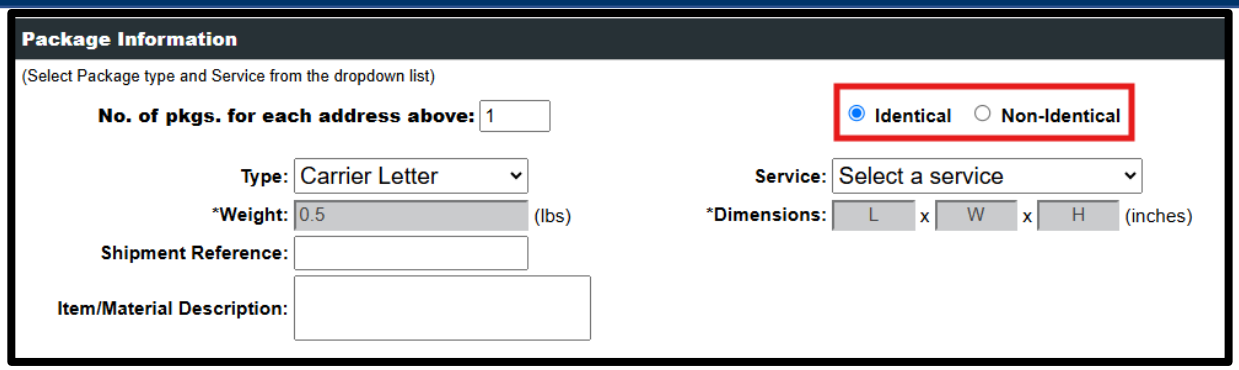
NOTE: If there is a Company Name, enter it in the Company / Contact Name box and then address the package to an individual by entering the Recipient contact name in the Alternate Contact Name box. If the package is intended for residential delivery, enter the Recipient contact name in the Company / Contact Name box. Fields marked with asterisks (*) are required.

11. Enter the **number of packages** for the intended Recipient. If only one package is being prepared for the Recipient, go to step 14.



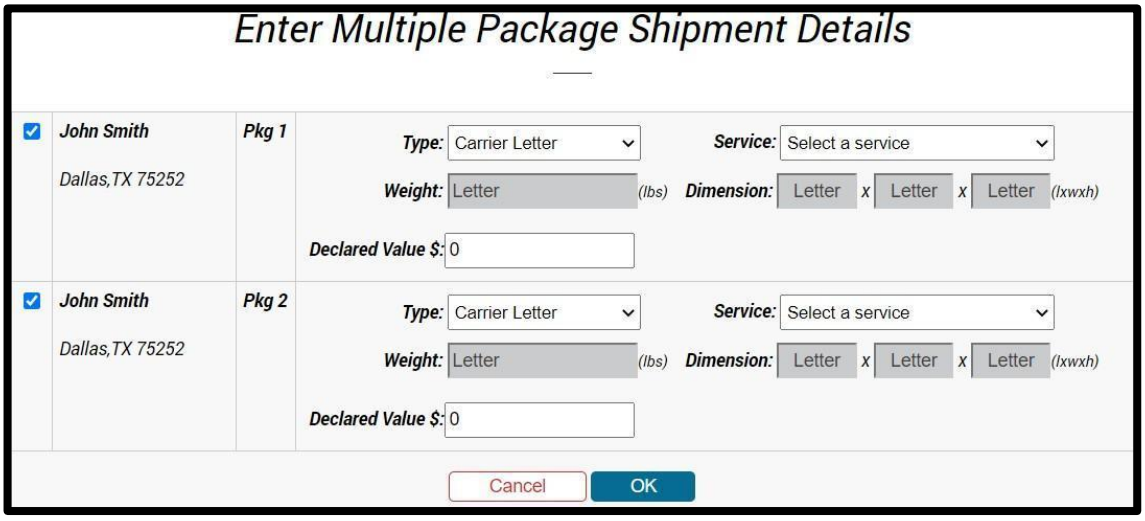
- Package Types:
  - Carrier Letter- Envelope provided by the shipping carrier that appears with the carriers logo printed on it. This is not a prepaid envelope.
  - Carrier PAK- Large plastic or Tyvek envelope provided by the shipping carrier that appears with the carrier's logo printed on it.
  - Carrier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

12. Indicate whether the packages are **Identical or Non-Identical**.
    - For Non- Identical packages, go to step 12.
    - For Identical packages go to step 14.

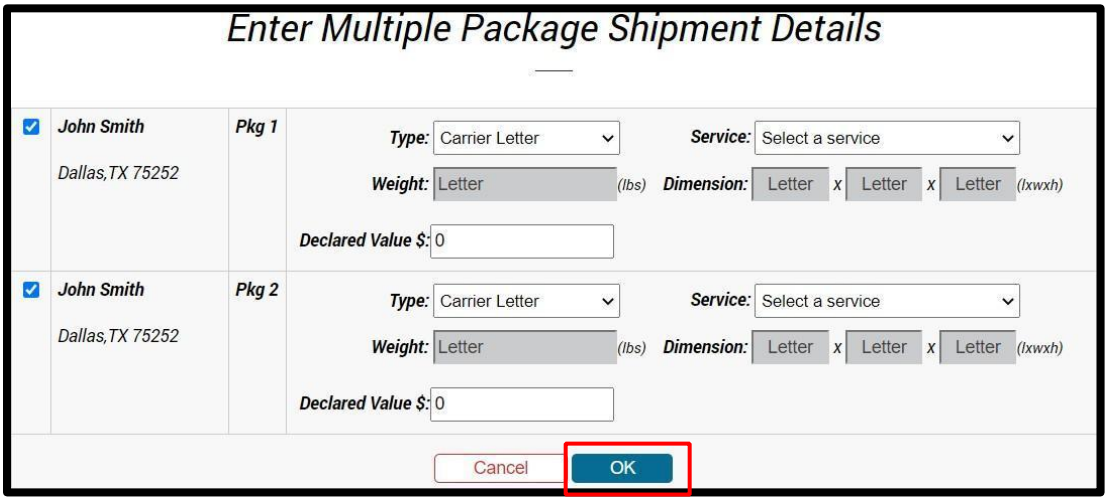


NOTE: Every package will be assigned a unique tracking number and you have the opportunity to specify a different shipping service for each package.

13. For **non-identical packages**, from the dropdown list of options provided, specify the **Type** of packaging, **Weight**, **Dimensions**, **Service**, and **Declared Value** if applicable for each Package.



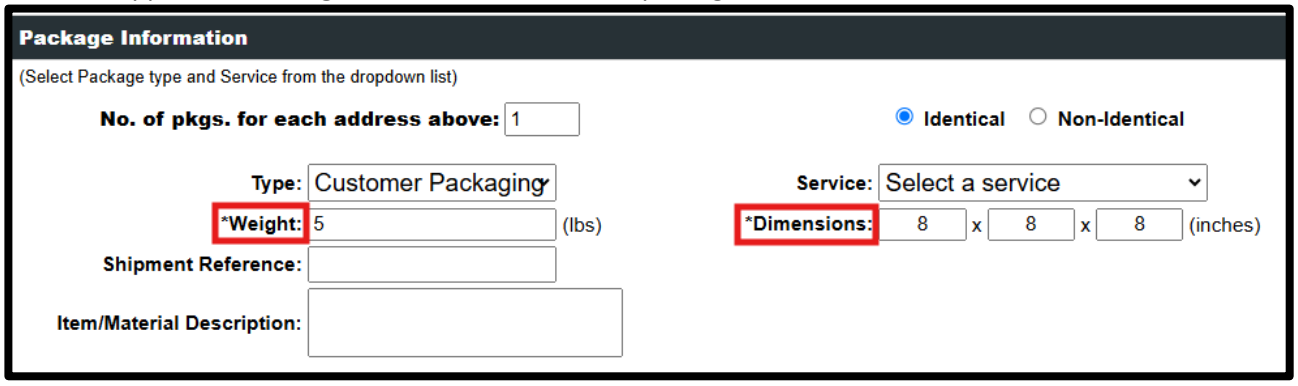
14. Click **OK**.



15. For **identical packages** or if only shipping **1 package**, select the **Type** of package from the drop down-list and provide the **Shipment Reference** and/or **Description** if applicable.

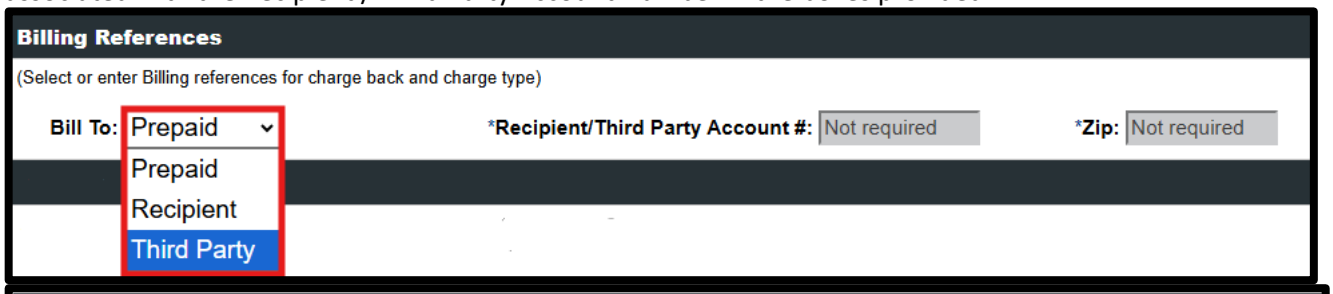


16. Enter the approximate **weight** and **dimensions** of the package.



NOTE: The Dimensions are not required for carrier packaging types, as they are standard across all the carriers for the selected packaging type.

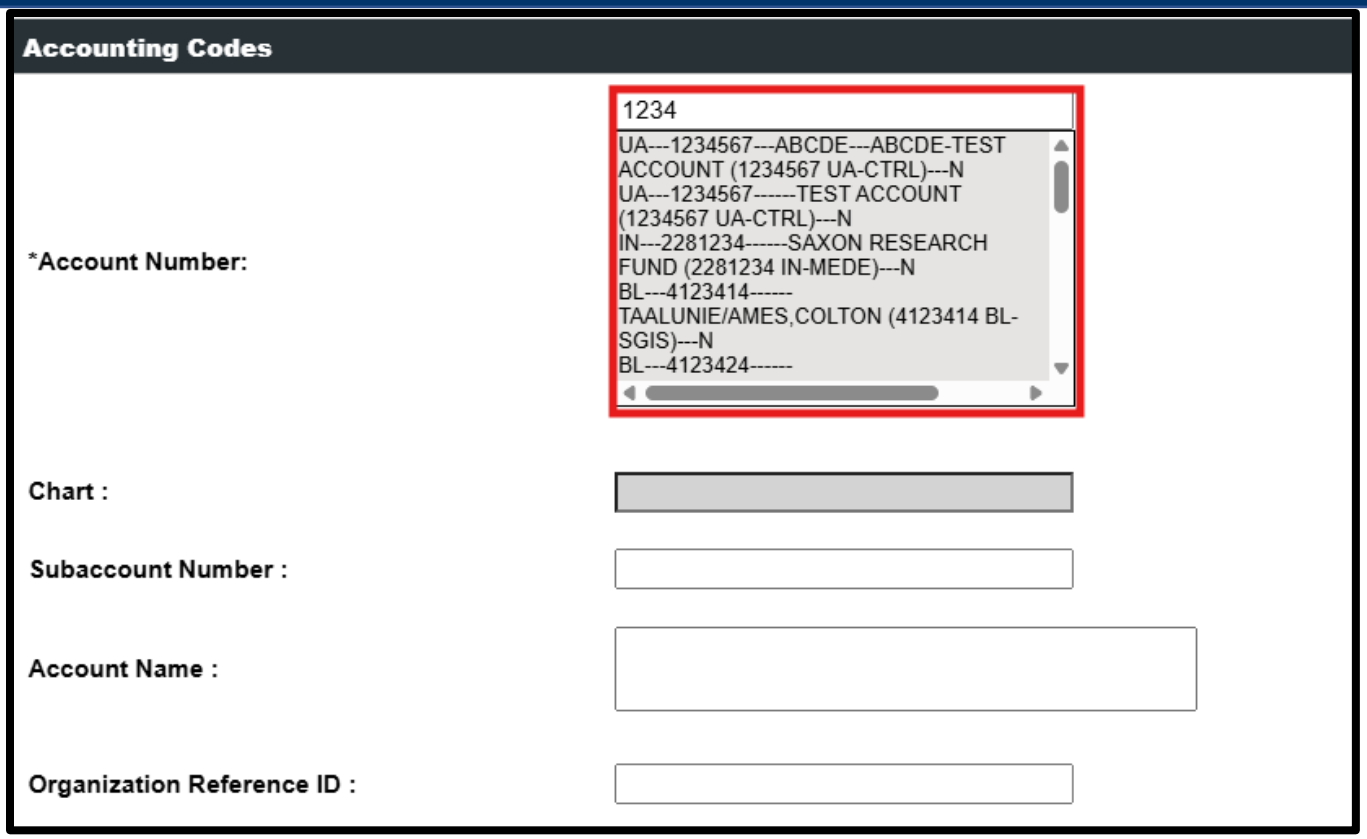
17. You can elect to have a third party or the Recipient of the package pay for the shipping charges. Choose **Third Party** or **Recipient** from the **Bill To** drop-down list. Enter the Recipient / Third Party carrier Account Number and Zip Code associated with the Recipient / Third Party Account Number in the boxes provided.



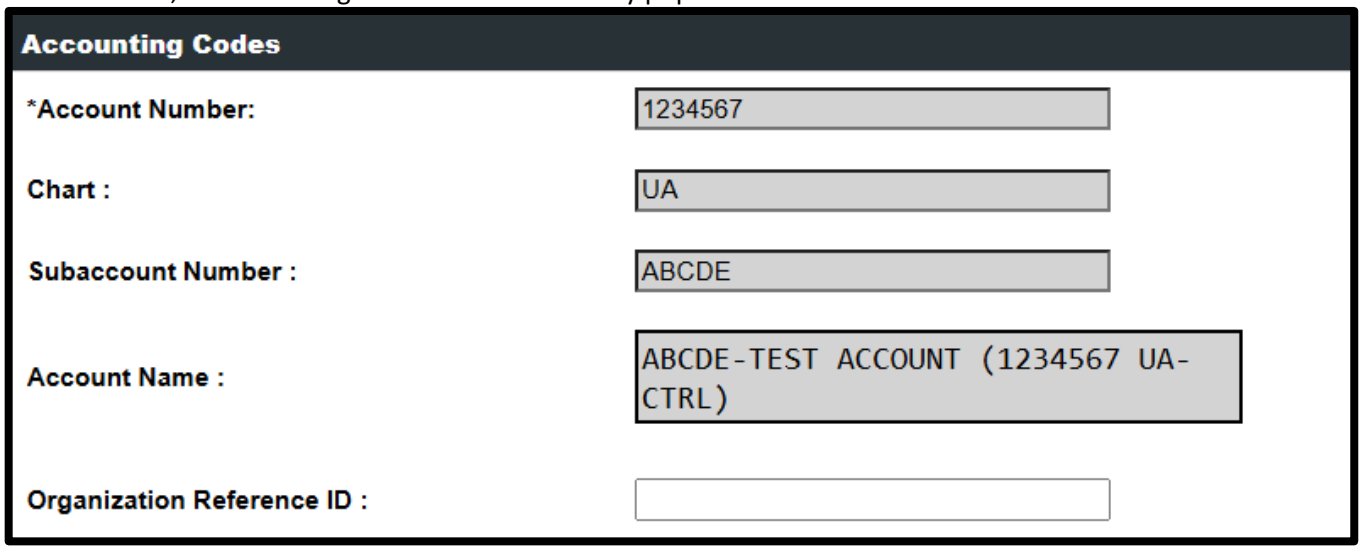


NOTE: An Account Number will still be required for transaction fees and back-up in the event the Recipient/Third Party Account is unable to be billed.

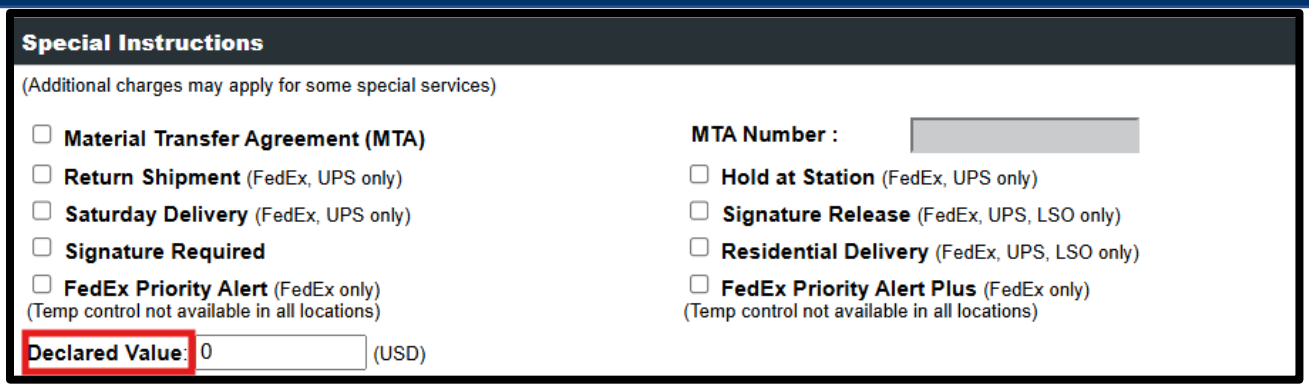
18. Enter your **KFS Account Number**. Upon entering in your Account Number, you will be presented with a dropdown to select the appropriate account.



19. Once selected, the remaining fields will automatically populate based on the identified Account Number.

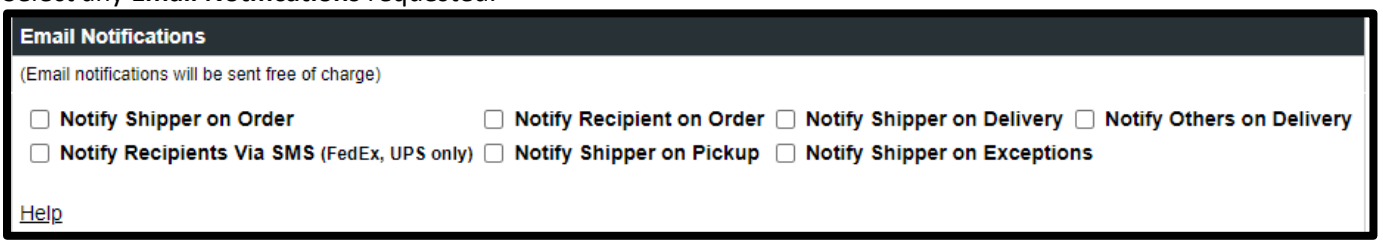


20. Select any **Special Instructions** or add a **Declared Value** (for insurance purposes if applicable) required for this package.

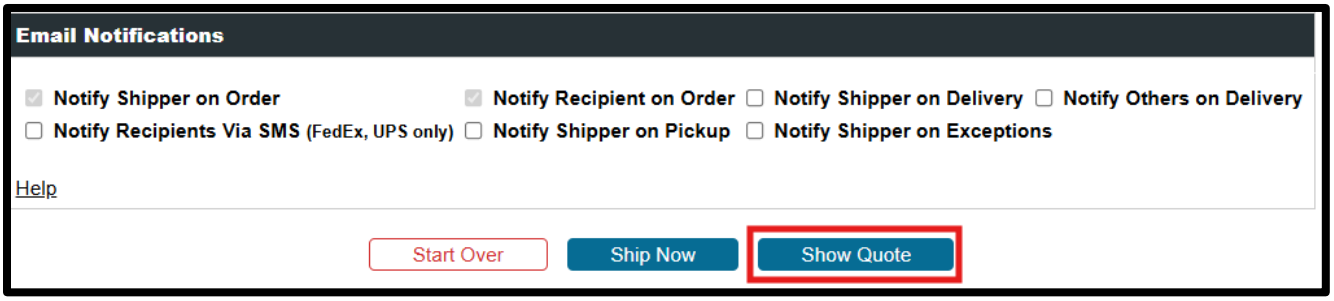


NOTE: Additional charges may apply for some special services and are not available from all shipping carriers.

21. Select any **Email Notifications** requested.

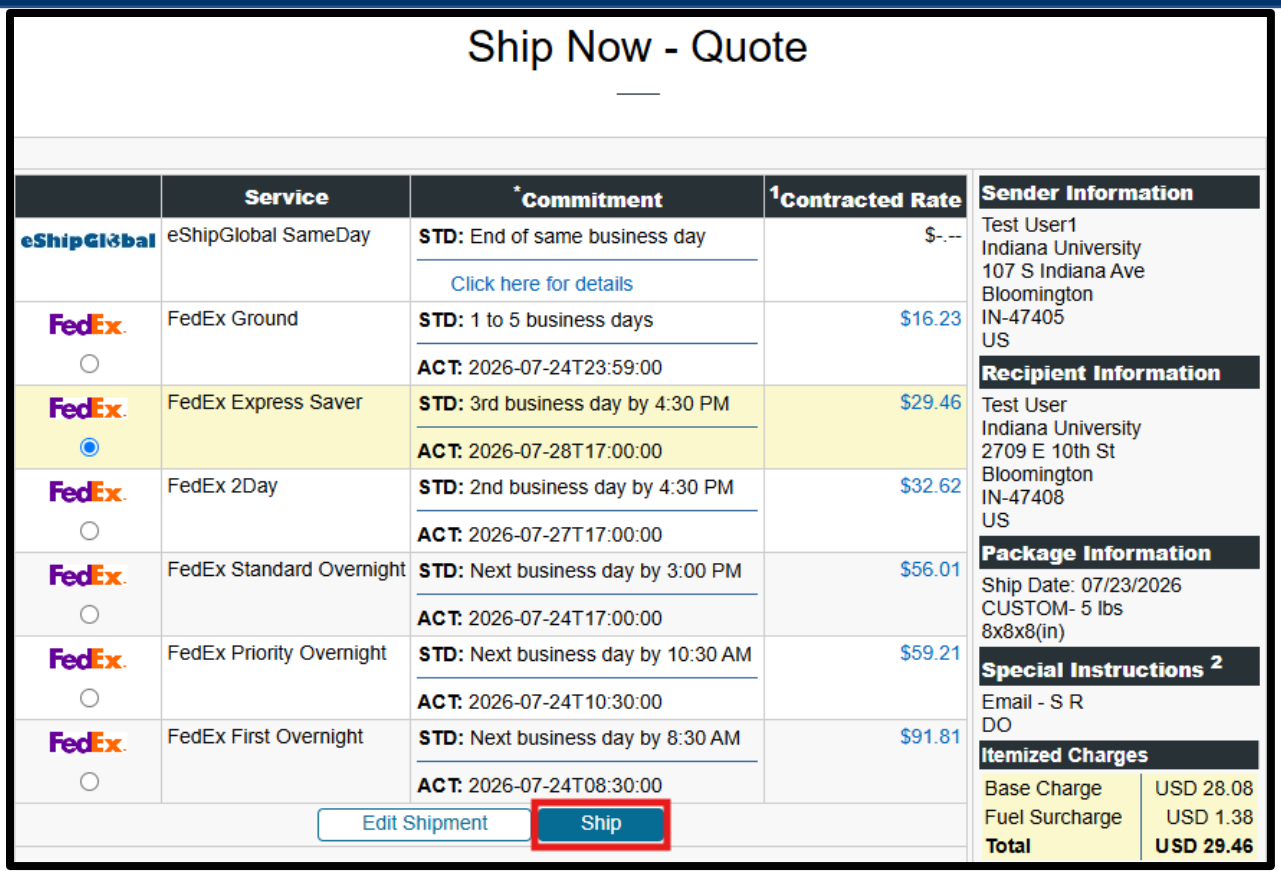


22. Click **Show Quote**.



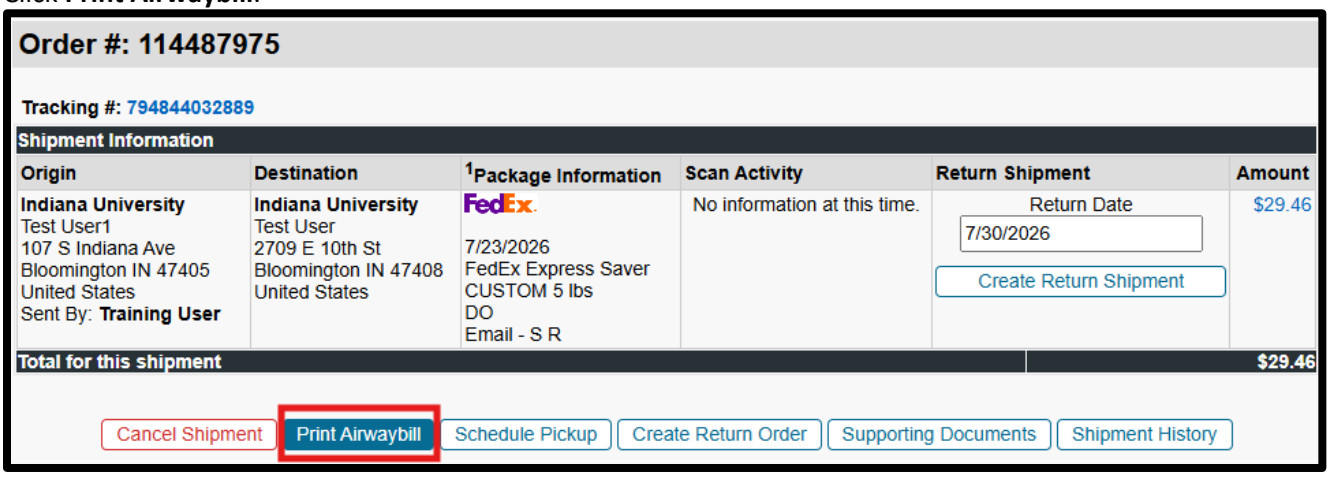
NOTE: If you choose to Notify Shipper, Notify Recipient, Notify Shipper on Delivery, or Notify Others on Delivery, you will need to enter an email address, email addresses need to be entered for each of the requested Email Notifications.

23. Select a shipping Carrier, Service, and Rate from the list of options provided and click **Ship**.



NOTE: Shipping Carrier options will be displayed from the least expensive to the most expensive option.

24. Click **Print Airwaybill**.



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.

25. In the pop-up Print Label Screen, click **Print Airwaybill**.

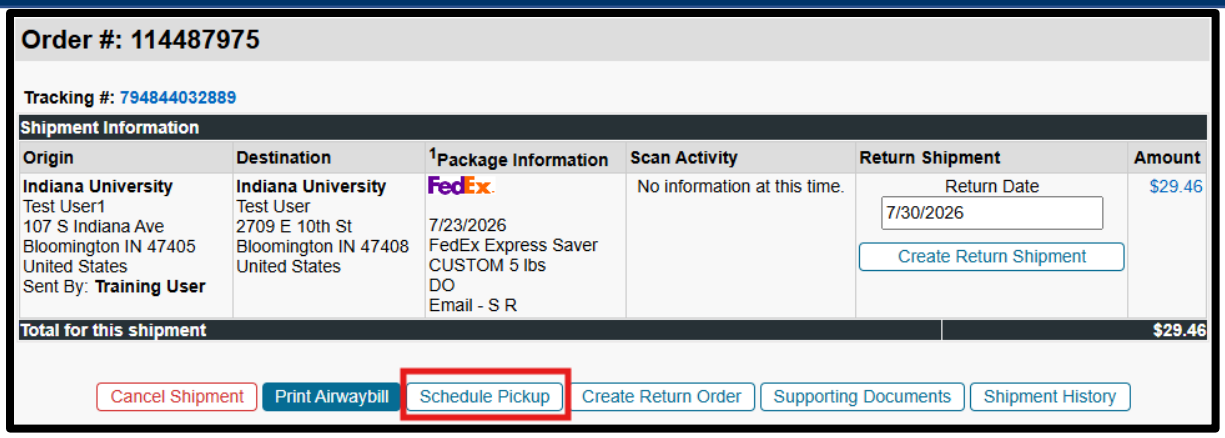


26. If you would like to send the label to someone else, click **Email Label** to send the shipping label electronically.



27. To schedule a pickup, click on **Schedule Pickup**. Please retain the Pickup Confirmation Number for your records in the event that you have any questions.

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Creating a Domestic Shipping Label for an Exempt Biological Material Shipped with Dry Ice

Overview

- Use this guide to easily create a shipping label for a domestic package that contains a biological material.
- This guide will provide an example of how to ship an exempt biological material packaged with dry ice.

Key Points

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx and UPS. This third-party service allows you to review shipping costs at Indiana 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 Indiana University Cost Centers on every transaction. Each transaction is tied back to Indiana University Financial Statements through the tracking number and Cost Center used.
- To improve compliance, eShipGlobal is integrated with Indiana University's training system. When you log in with your Indiana University credentials and password, the system provides automatic training verification.
    - Training courses for biological substances and dry ice packages are available online. If you have questions or are in need of training, please reach out to your EHS office.

Shipping Carriers

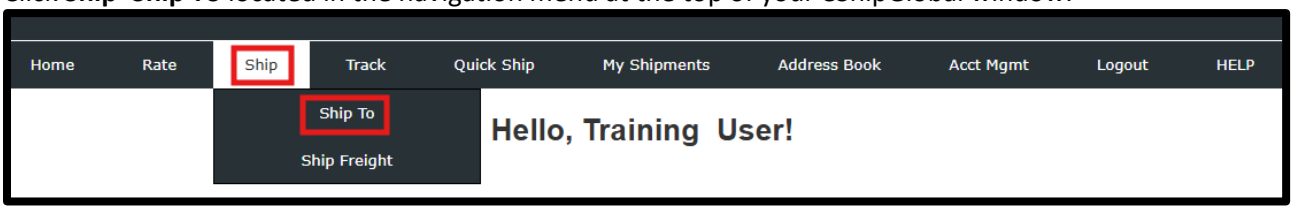
- Contracted domestic rates are available with both FedEx and UPS.

Packaging

- When selecting Custom Packaging as the packaging Type, provide approximate weights and container sizes.
    - All packages are weighed and measured by the shipping vendor selected; prices will be adjusted according by the carrier if necessary.

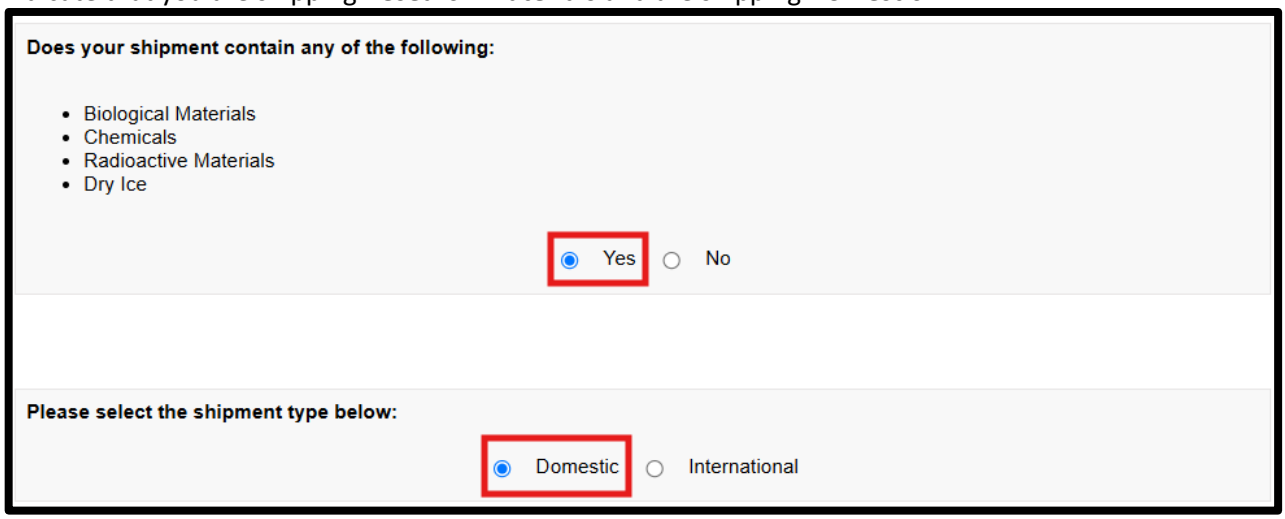
Create a Domestic Shipping Label for an Exempt Biological Material Shipped with Dry Ice

1. Click **Ship>Ship To** located in the navigation menu at the top of your eShipGlobal window.

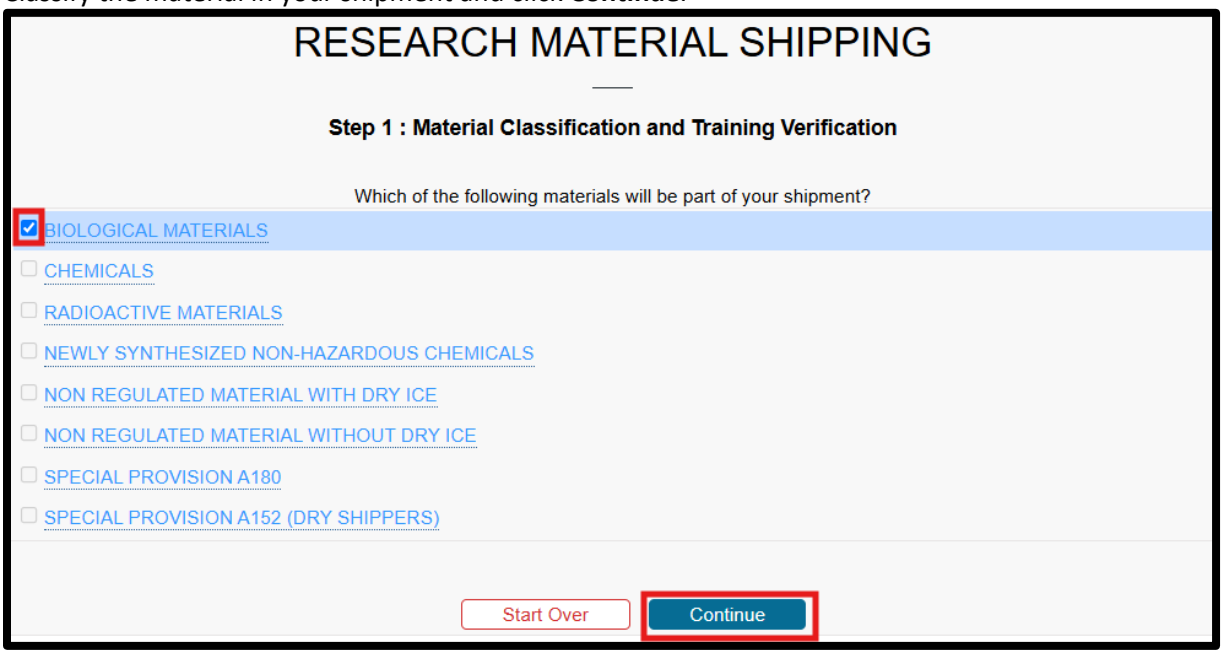


- Research materials are generally defined as materials that are used in laboratory settings such as animals, biological (cultures or stocks of human or animal pathogens, select agents or toxins, human or animal materials, genetically modified microorganisms, vectors, plasmids, etc.), chemical or radioactive, and dry-ice.
- Some research materials may not necessarily be hazardous but become regulated materials once they are transported.

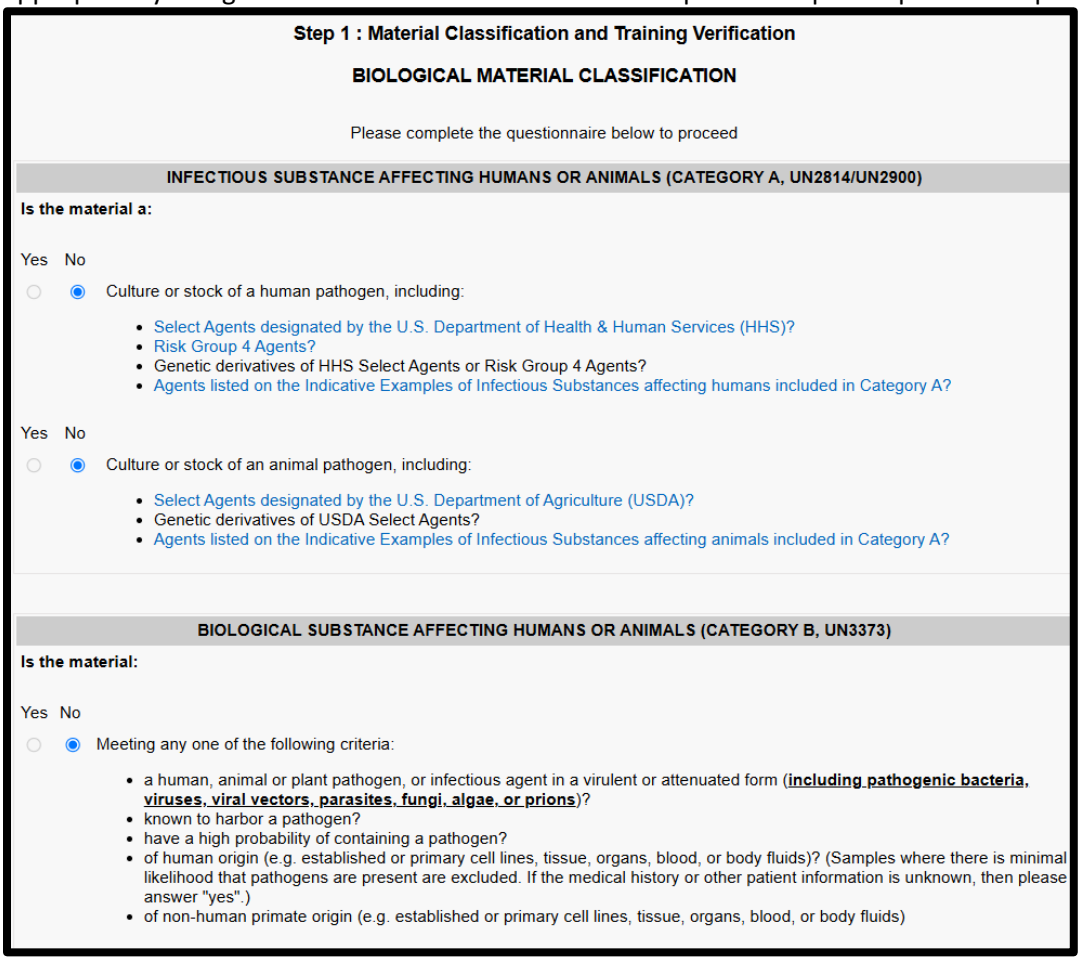
2. Indicate that you are shipping **Research Materials** and are shipping **Domestic**.



3. Classify the material in your shipment and click **Continue**.

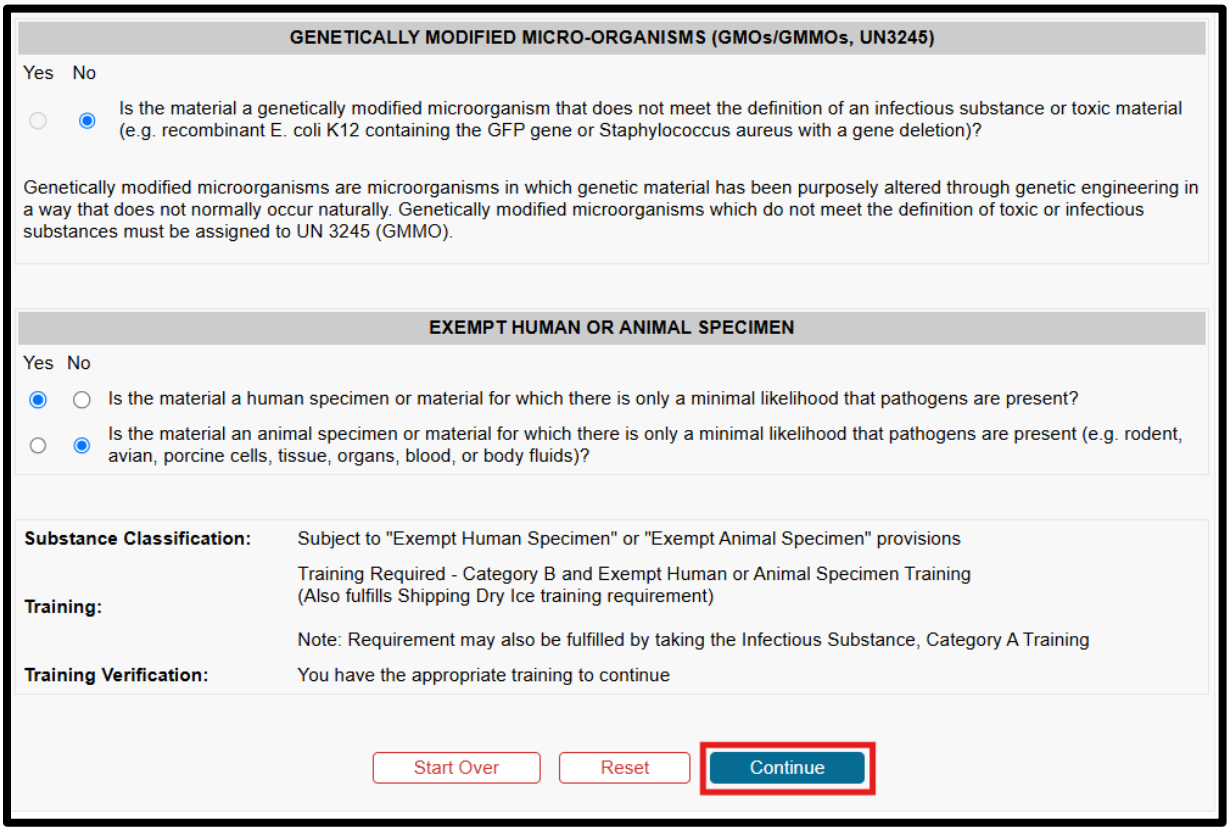


4. Answer the questions related to the biological material. These are questions to help ensure that your material is appropriately categorized and that the correct labels are provided upon shipment completion.

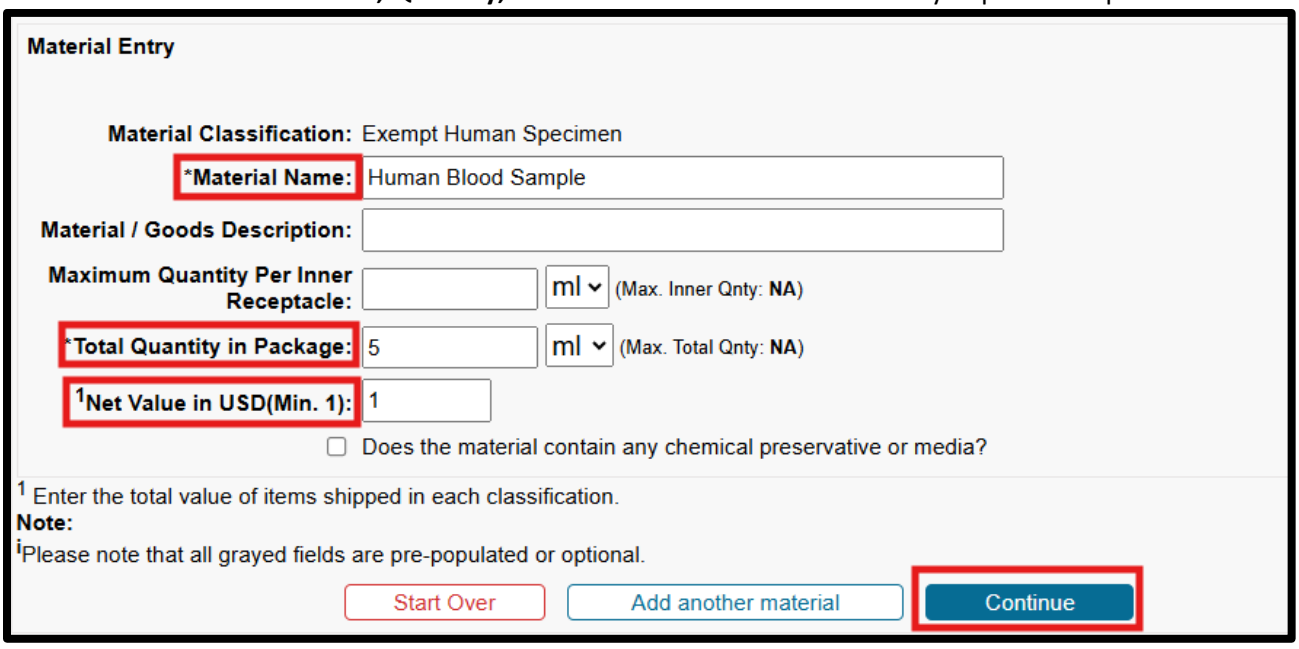


5. If you have completed the necessary training for this exempt biological material, you will see confirmation of your

training. If not, you will receive an alert message that you need to work with EHS to complete your shipment. Click **Continue**.



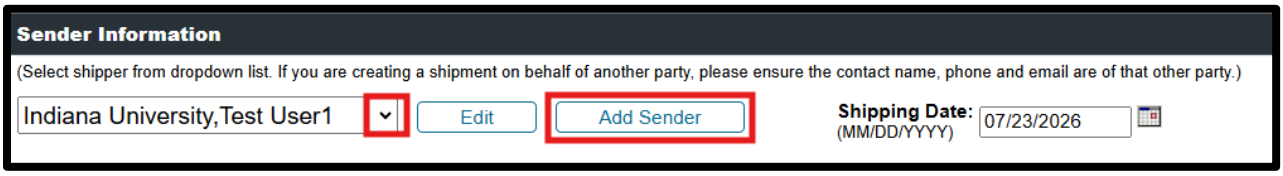
6. Enter the name of the **Material, Quantity,** and **Net Value** of the material that you plan to ship and click **Continue**.



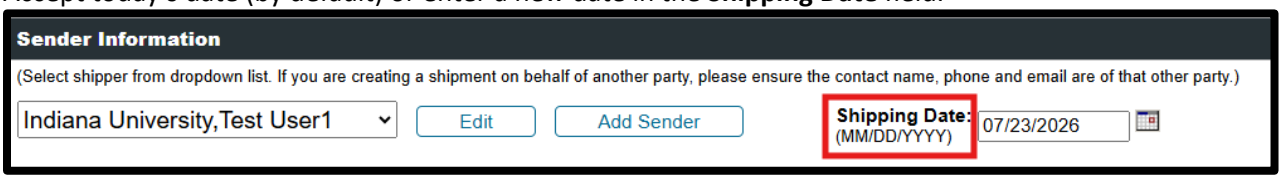
NOTE: Only fields marked with asterisks (*) are required.

7. Review the Sender Information. If the sender location is accurate, go to step 8. To change the sender address, click the dropdown to select from any previously saved sender addresses. If you have not saved the address, click on **Add**

Sender to add a new sender address.

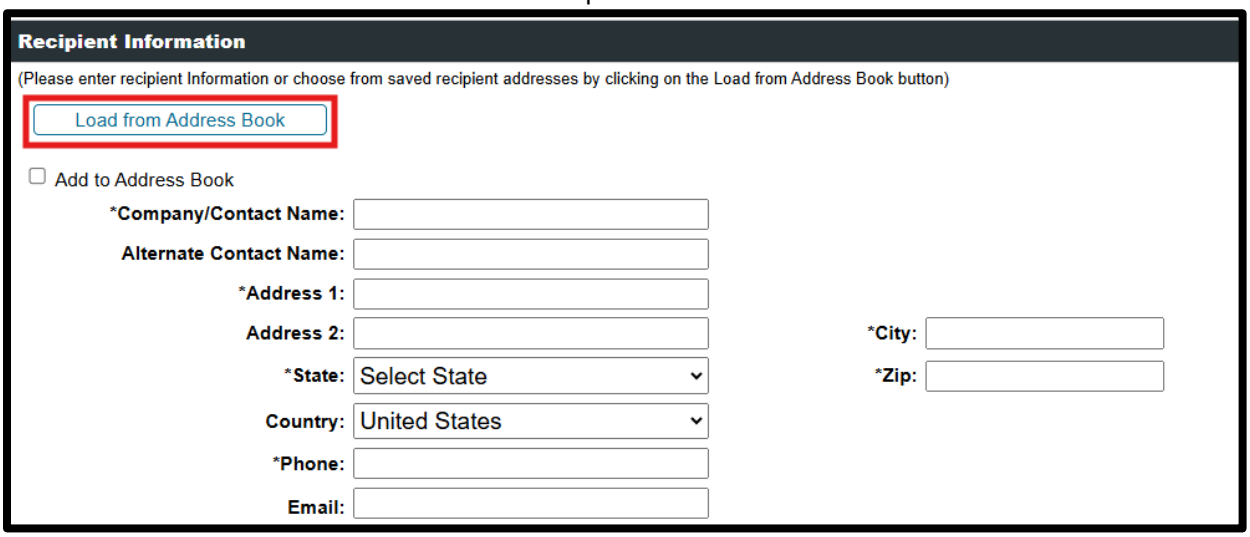


8. Accept today's date (by default) or enter a new date in the **Shipping Date** field.



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.
NOTE: The shipping date selected cannot exceed 9 days from today's date.

9. Click on **Load from Address Book** to select a Recipient from the saved Address Book.

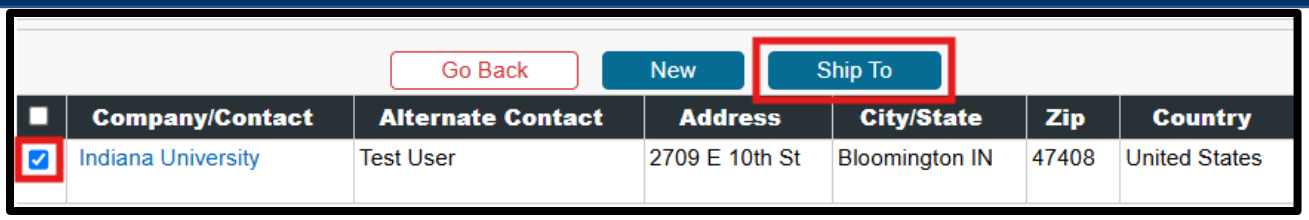


10. Saved Recipient addresses are listed alphabetically by Company name and can be located by clicking on the letter that corresponds with the first letter of the company name. Alternatively, enter your Search criteria in the Search box and click **Find**.

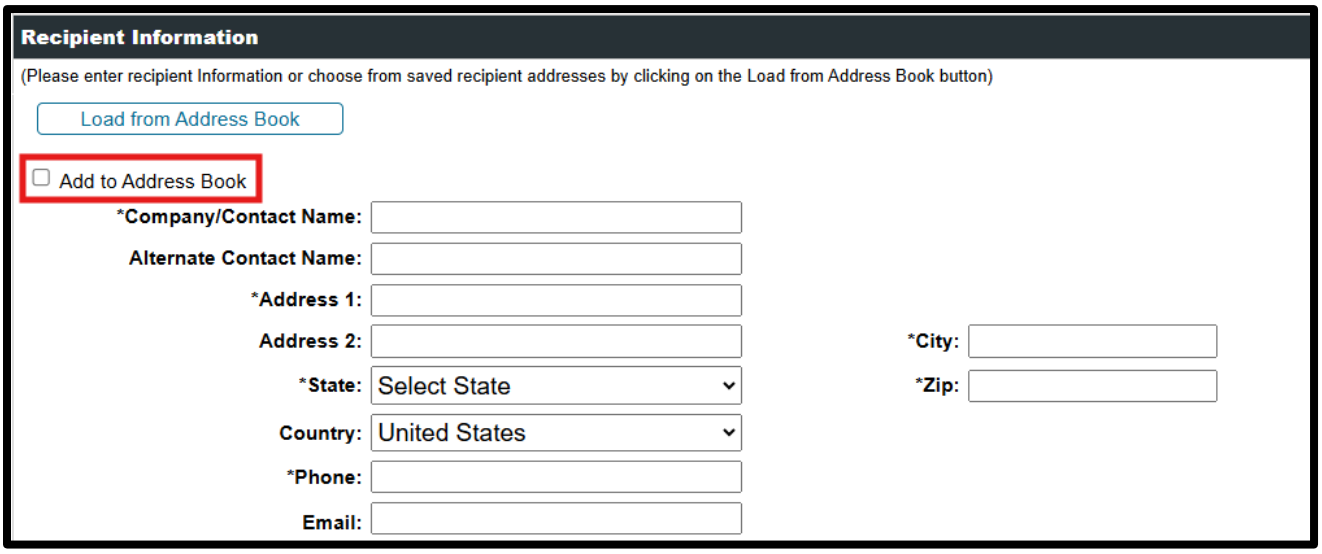


NOTE: Searches encompass all possible fields. Ex: Company, Address, City, etc.

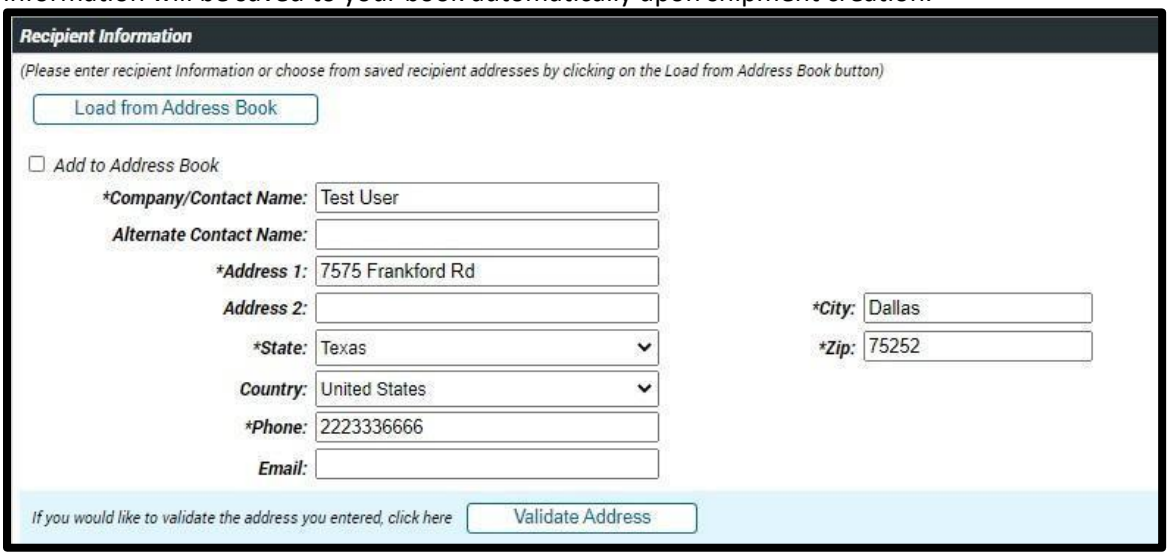
11. Click the **checkbox** next to the address that you would like to use as the Recipient and click **Ship To**.



12. To add the address being entered to the saved Address Book if not already saved, click the checkbox next to **Add to Address Book**. Leave the box unchecked if the address will not be needed for future deliveries.

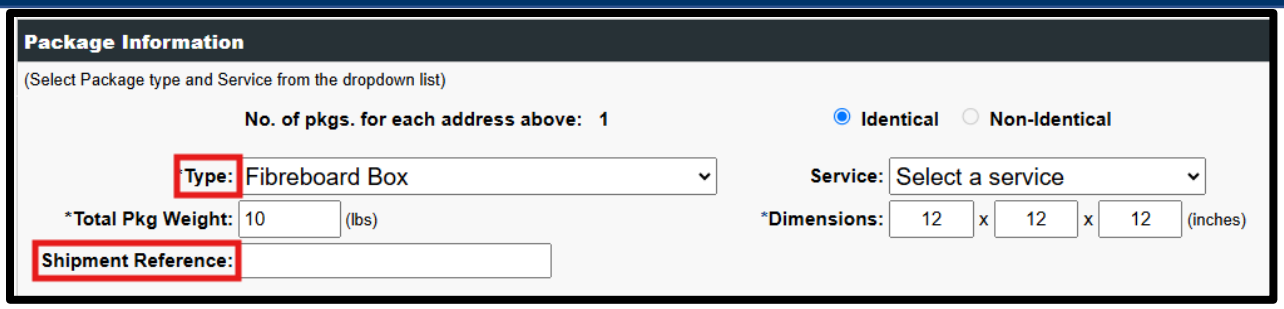


13. Complete the form by entering the Recipient information for the delivery in the fields provided, and the address information will be saved to your book automatically upon shipment creation.

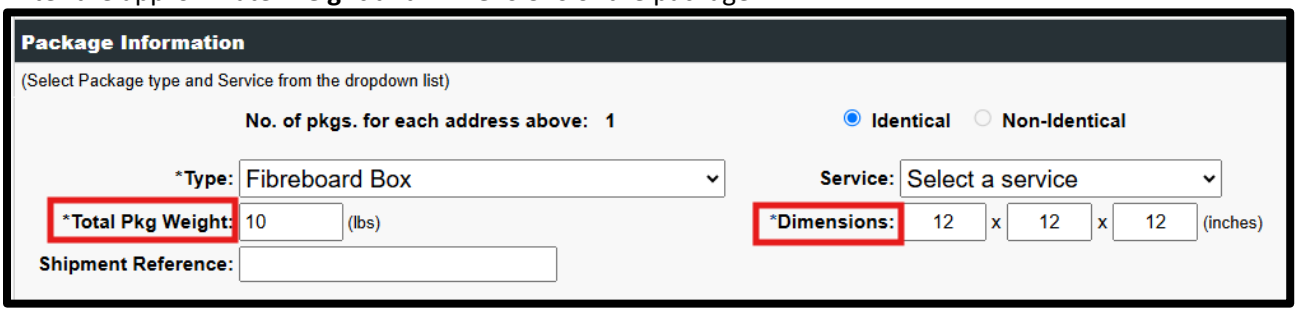


NOTE: If there is a Company Name, enter it in the Company / Contact Name box and then address the package to an individual by entering the Recipient contact name in the Alternate Contact Name box. If the package is intended for residential delivery, enter the Recipient contact name in the Company / Contact Name box. Fields marked with asterisks (*) are required.
NOTE: To continue without verifying the address, proceed to step 18.
NOTE: Enter the Recipients email address in the Ship To section if you would like to notify the Recipient of delivery

14. Select the **Type** of package from the Type drop down list. Then provide a **Shipment Reference** if applicable.



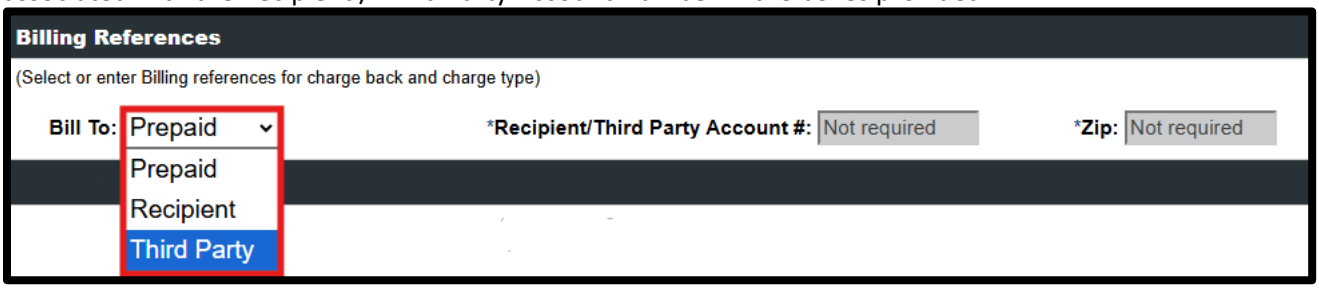
15. Enter the approximate **Weight and Dimensions** of the package.



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



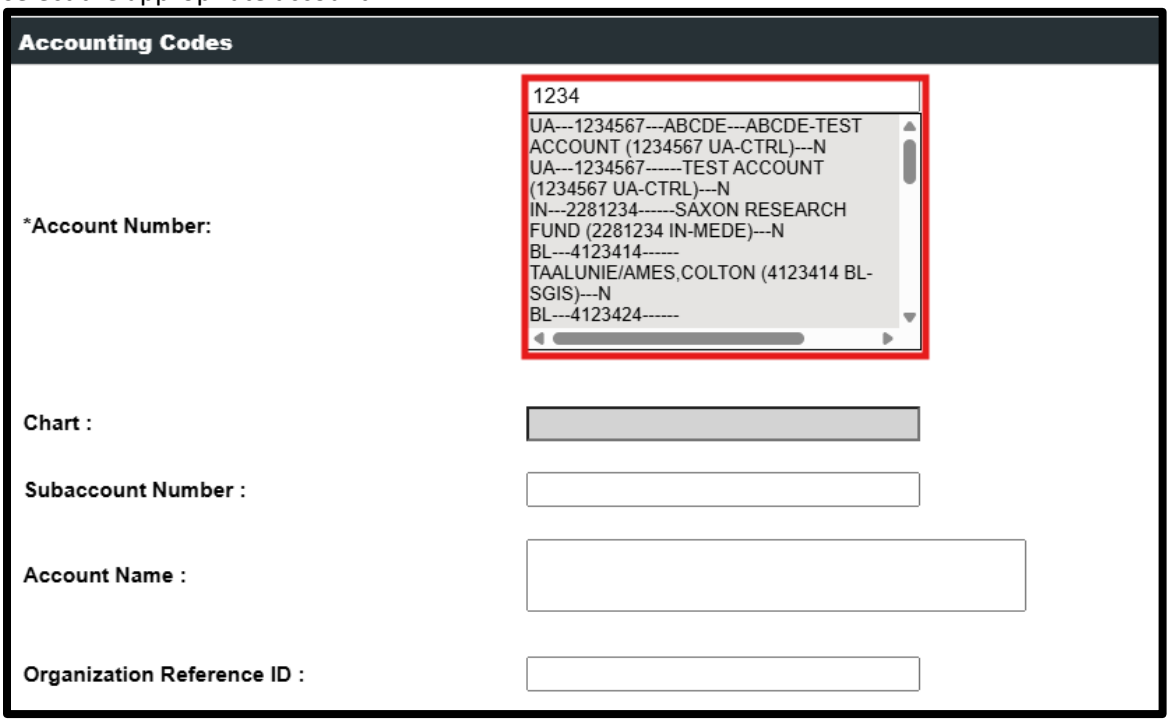
17. You can elect to have a third party or the Recipient of the package pay for the shipping charges. Choose **Third Party** or **Recipient** from the **Bill To** drop-down list. Enter the Recipient / Third Party carrier Account Number and Zip Code associated with the Recipient / Third Party Account Number in the boxes provided.



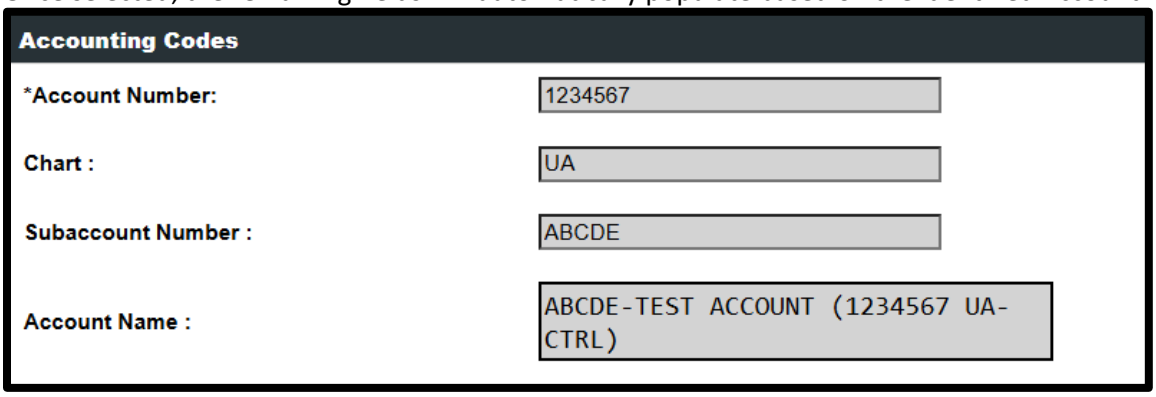


NOTE: An Account Number will still be required for transaction fees and back-up in the event the Recipient/Third Party Account is unable to be billed.

18. Enter your **KFS Account Number**. Upon entering in your Account Number, you will be presented with a dropdown to select the appropriate account.

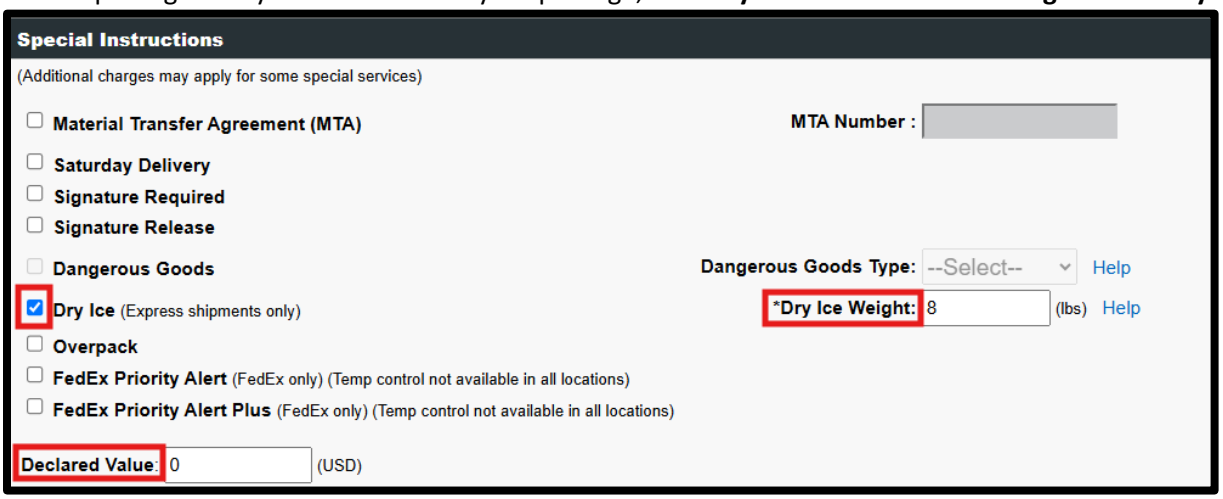


19. Once selected, the remaining fields will automatically populate based on the identified Account Number.



20. Select any optional **Special Instructions** or enter a **Declared Value** (for insurance purposes if applicable) required

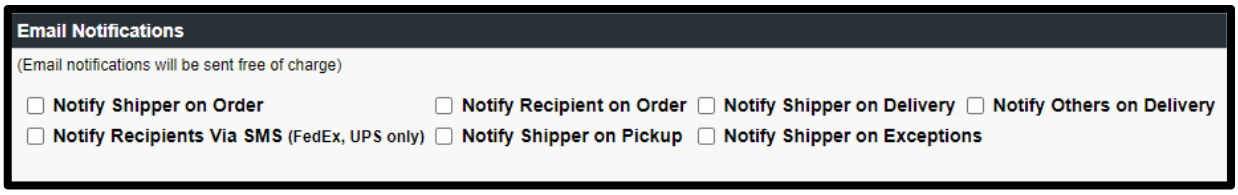
for this package. If dry ice is included in your package, click **Dry Ice** and indicate the **weight of the dry ice**.



NOTE: The weight of dry ice should not exceed the total package weight.

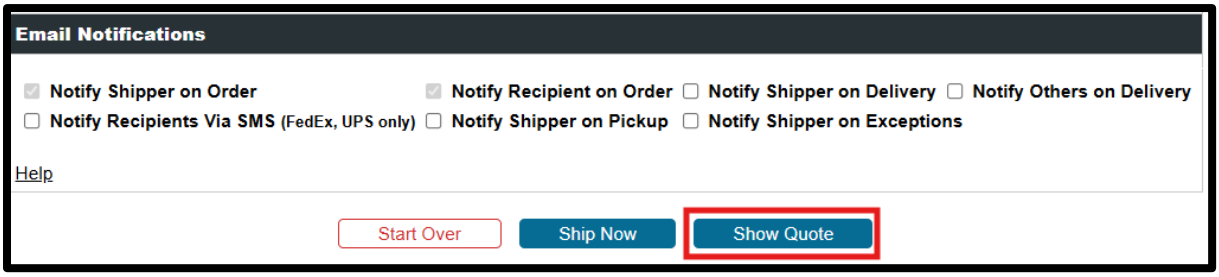
NOTE: Additional charges may apply for some special services.

21. Select optional **Email Notifications** requested.

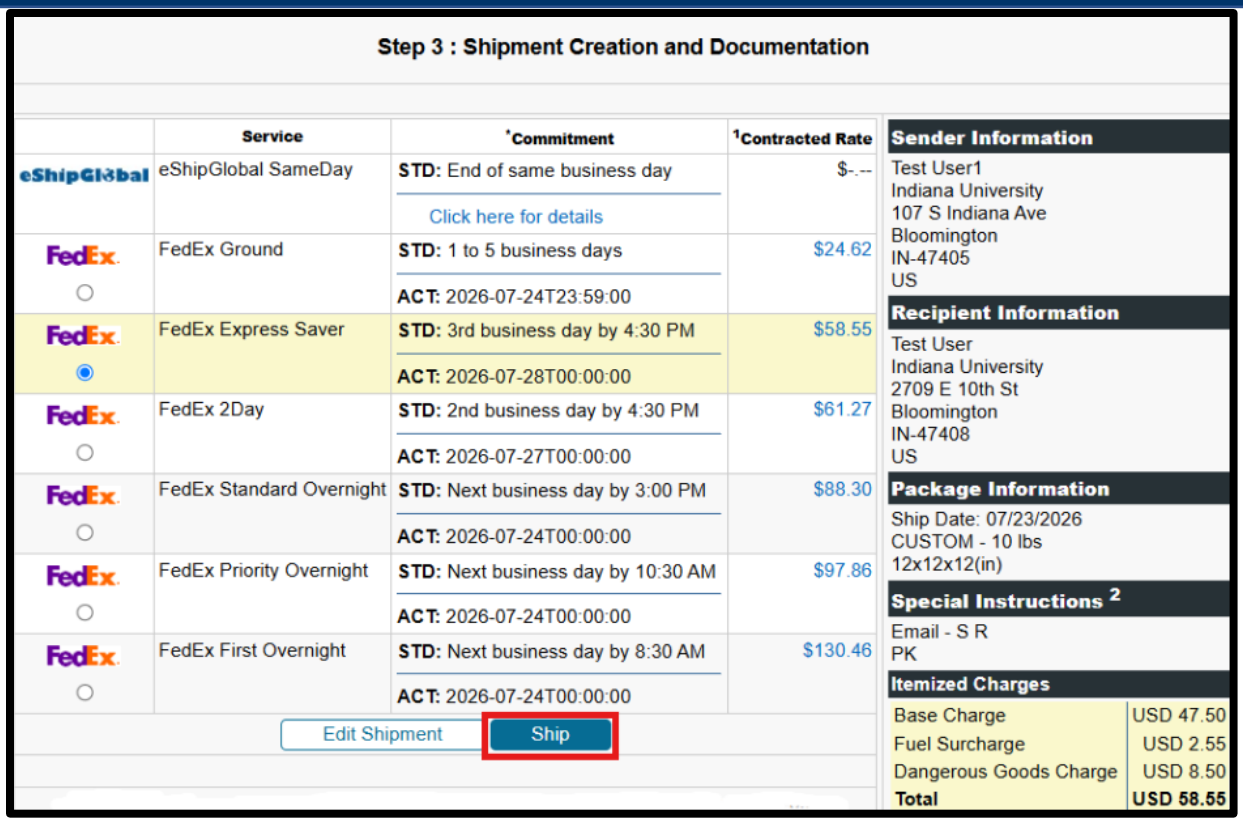


NOTE: If you choose to Notify Shipper, Notify Recipient, Notify Shipper on Delivery, or Notify Others on Delivery, you will need to enter an email address. Email addresses need to be entered for each of the requested Email Notifications.

22. Click **Show Quote**.

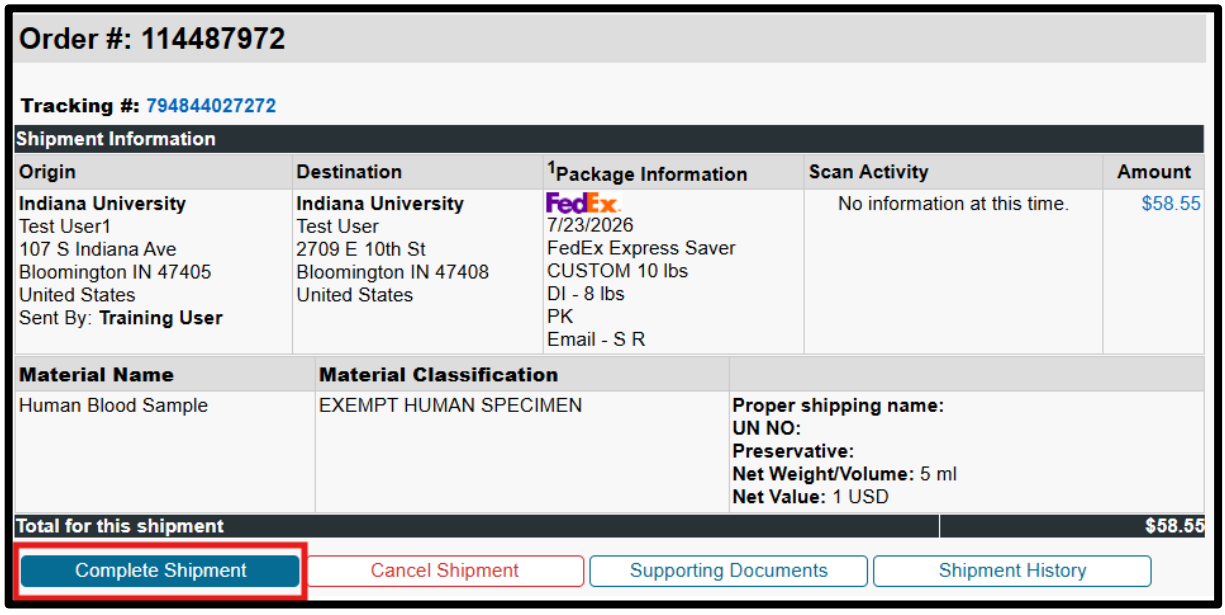


23. Select a shipping Carrier, Service, and Rate from the list of options provided and click **Ship**.



NOTE: Shipping Carrier options will be displayed from the least expensive to the most expensive option.

24. Click **Complete Shipment**.



25. Read the Requirements for shipping your material type(s).

Requirements for Exempt Human or Animal Specimen Packages

The following requirements must be met when shipping Exempt Human or Animal Specimen Package with or without dry ice.

Quantity

1. The quantity of Exempt Specimen material per primary container is 1 liter or less for liquids an 4 kilograms or less for solids
2. The quantity of Exempt Specimen material per outer packaging is 4 liters or less for liquids an 4 kilograms or less for solids

Package Condition

3. Packages are free from damage and in a proper condition for carriage
4. The primary and secondary packages are leak proof/sift proof
5. The outer package is a rigid container such as a fiberboard box

Markings

6. Full name and address of the shipper and consignee

Labels

7. Exempt Human Specimen or Exempt Animal Specimen label as applicable
8. No irrelevant marks or labels

Dry Ice (if used)

Air waybill contains the following information:

1. The UN Number "1845", preceded by the prefix "UN"
2. The words "Carbon dioxide, solid" or "Dry ice"
3. The Class number "9"
4. The number of packages of dry ice
5. The net quantity of dry ice in kilograms

Requirements for Dry Ice Shipments

(For use when a Shipper's Declaration for Dangerous Goods is not required)

The following requirements must be met when shipping dry ice when packaged on its own or with non dangerous goods.

Documentation

The air waybill contains the following information:

1. The UN Number "1845", preceded by the prefix "UN"
2. The words "Carbon dioxide, solid" or "Dry ice"
3. The Class number "9"
4. The number of packages of dry ice
5. The net quantity of dry ice in kilograms

Quantity

6. The quantity of dry ice per package is 200 kg or less

Package Condition

7. Packages are free from damage and in a proper condition for carriage
8. The packaging is vented to permit the release of gas and is of sufficient strength for the amoun of material being shipped

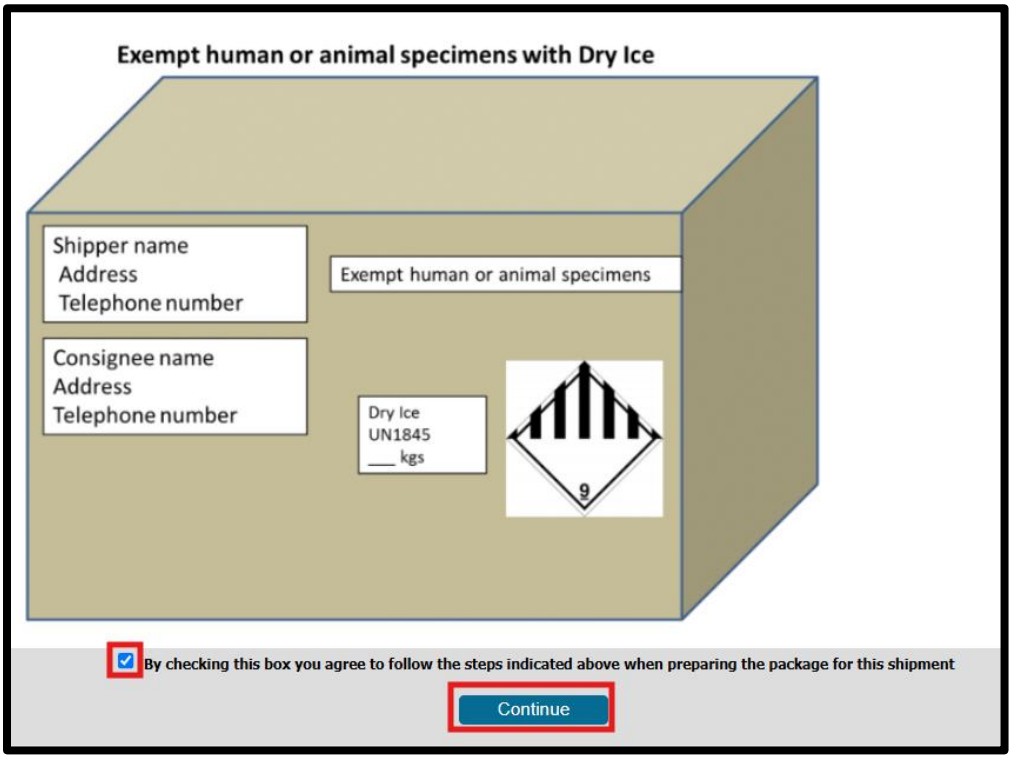
Markings

9. The words "Carbon dioxide, solid" or "Dry ice"
10. The UN number "1845" preceded by prefix "UN"
11. Full name and address of the shipper and consignee
12. The net quantity of dry ice within each package

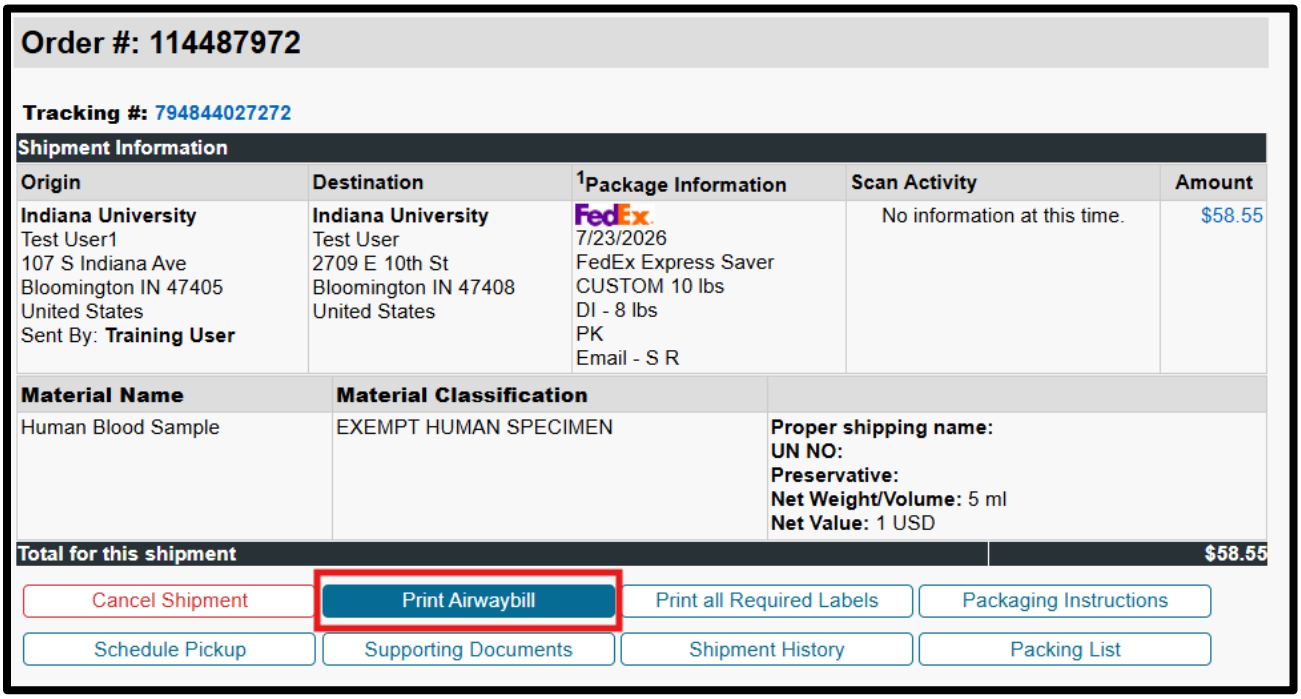
Labels

13. Class 9 label affixed

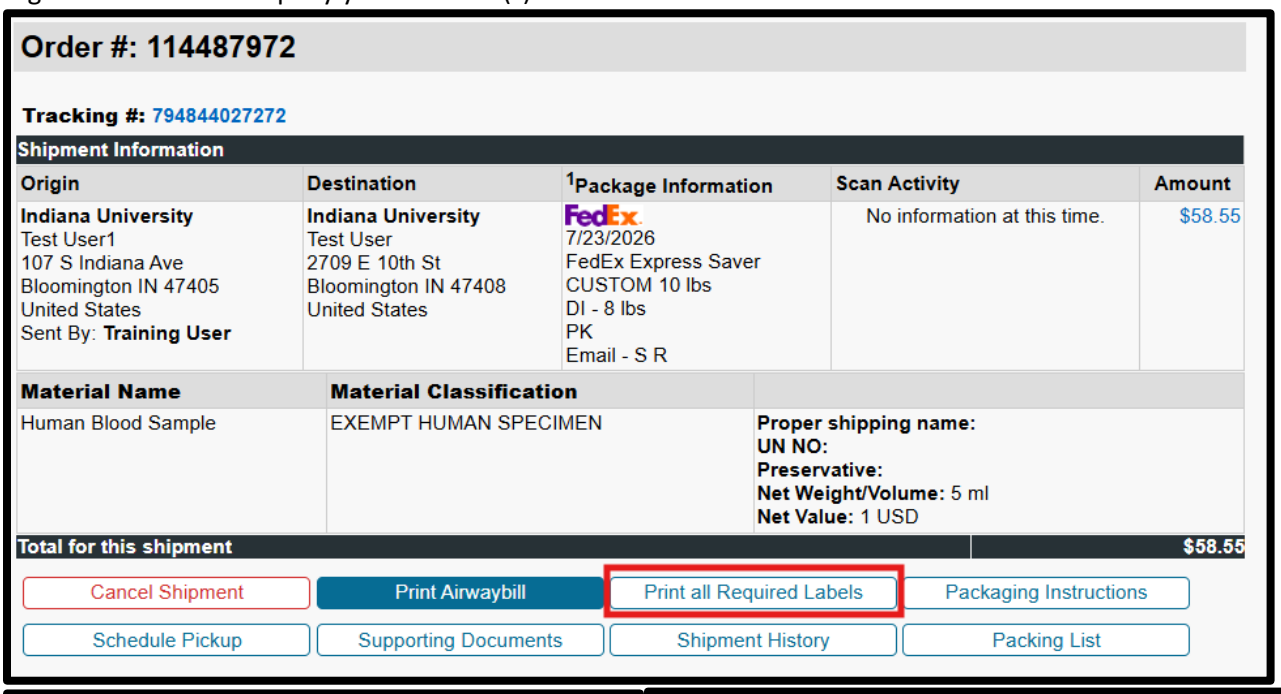
26. Click the **checkbox** next to the statement that you will follow the steps indicated in the checklist and packaging instructions when preparing the package for this shipment and click **Continue**.

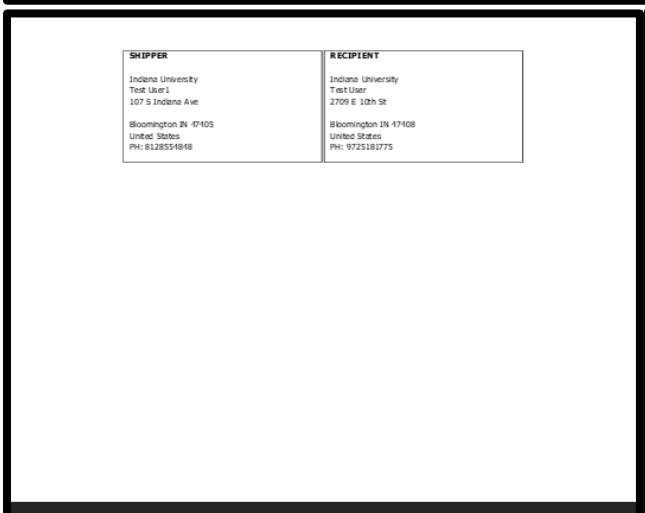


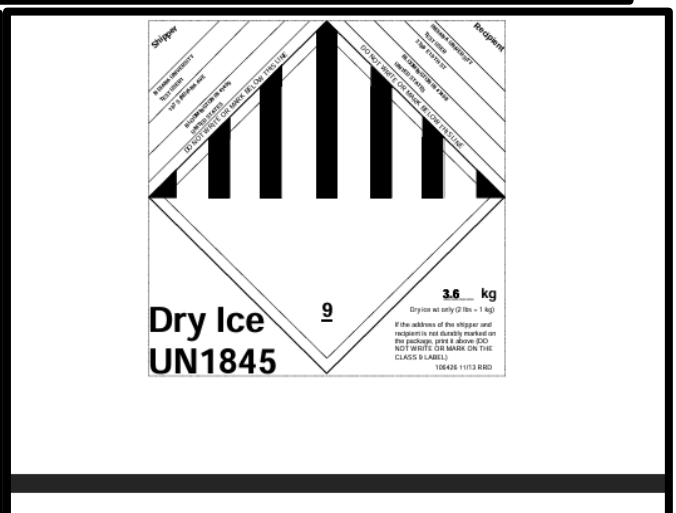
27. To print your Airway bill, click on the blue **Print Airwaybill button**.

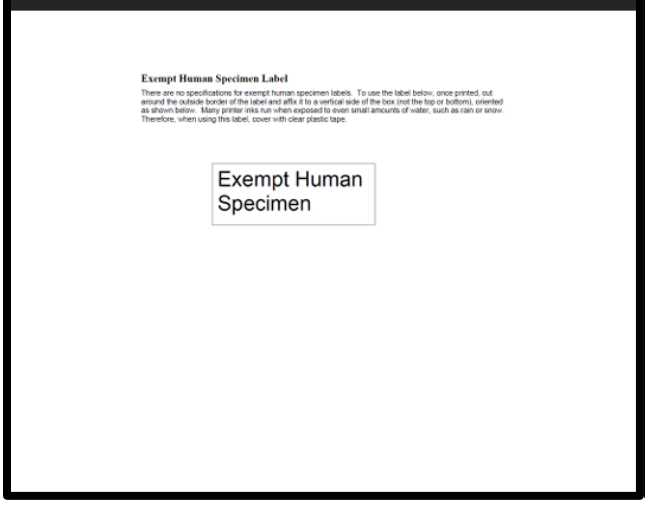


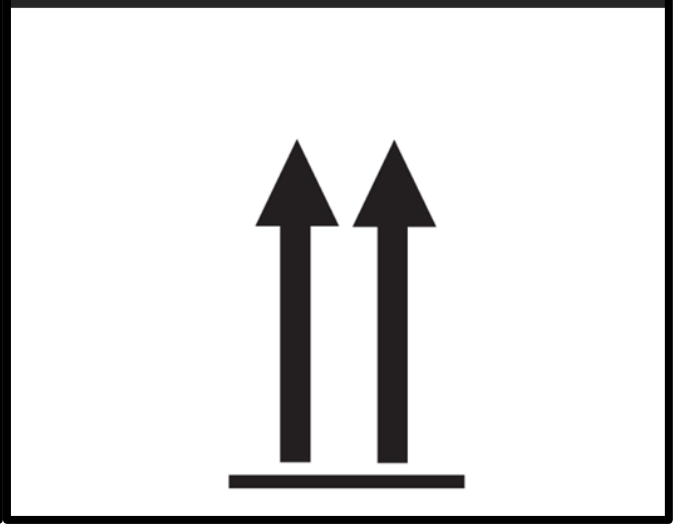
28. Click **Print All Required Labels** to print the necessary package labels in alignment with the IATA shipping regulations that accompany your material(s).



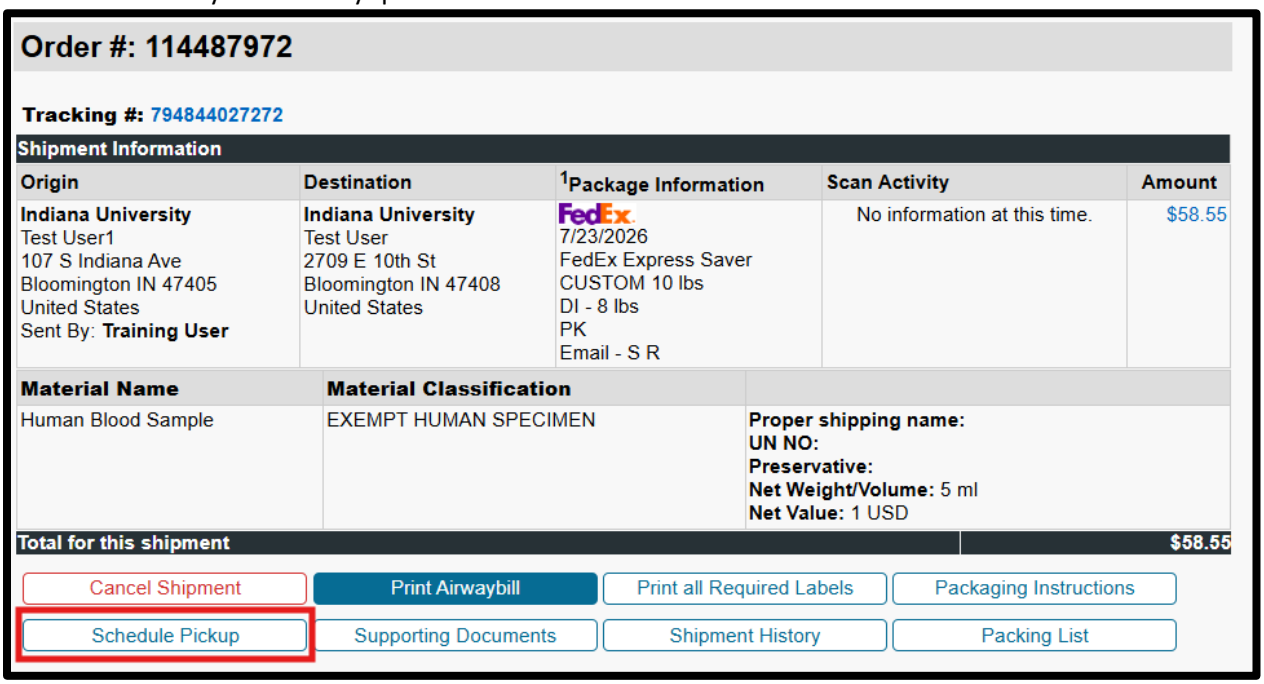




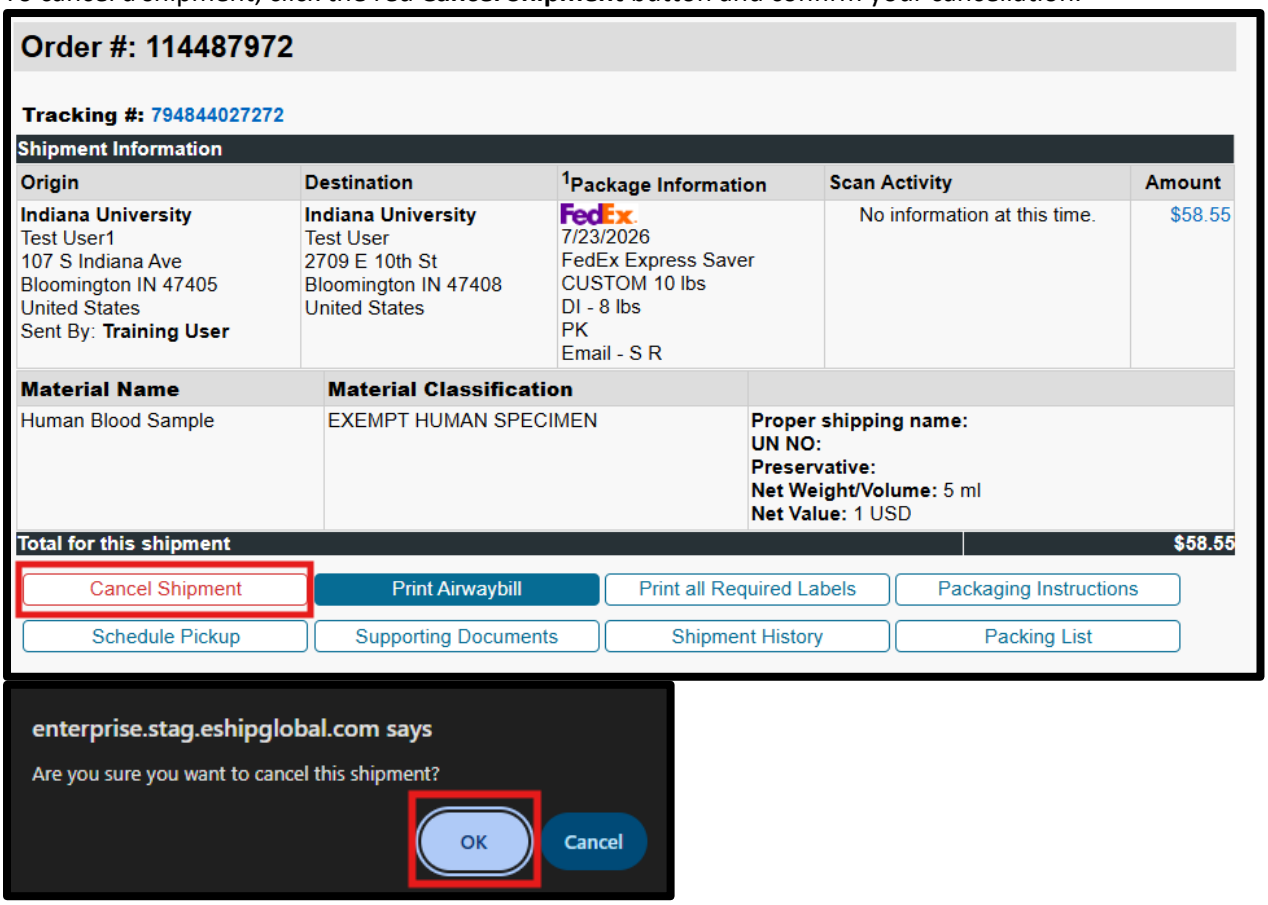




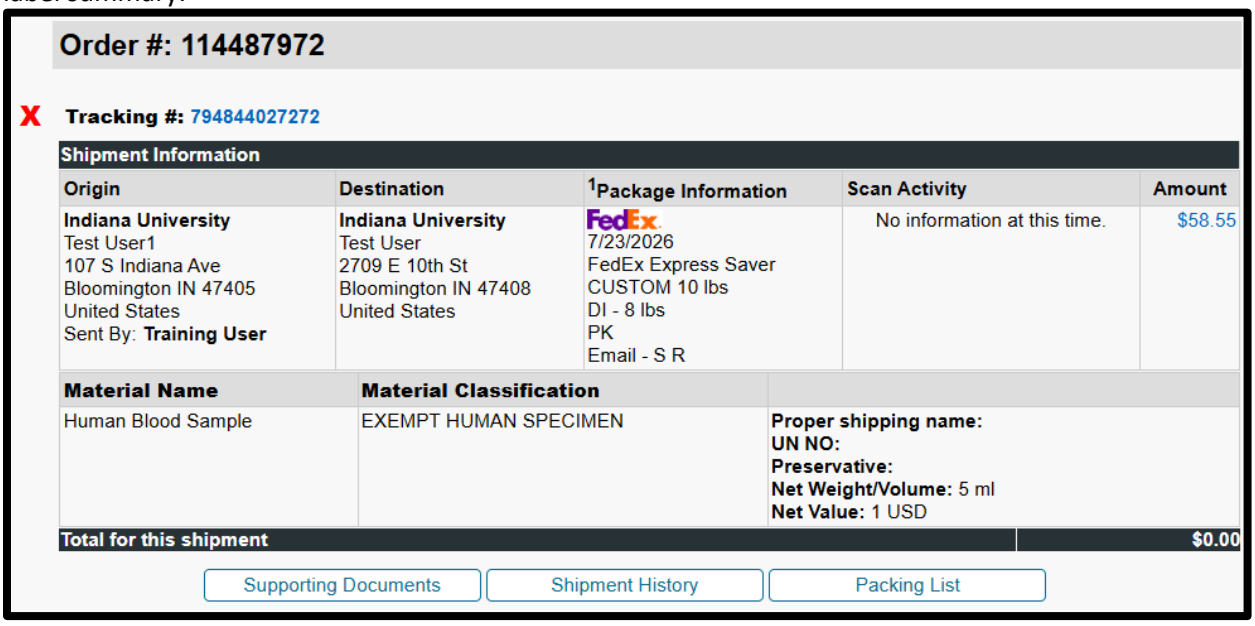
29. To schedule a pickup, click on **Schedule Pickup**. Please retain the Pickup Confirmation Number for your records in the event that you have any questions.



30. To cancel a shipment, click the red **Cancel Shipment** button and confirm your cancellation.



31. After your label has been cancelled, you will see a red “x” in the left-hand column of the shipment history and on the label summary.



Order #: 114487972

X **Tracking #:** 794844027272

Shipment Information

Origin	Destination	[1]Package Information	Scan Activity	Amount
Indiana University Test User1 107 S Indiana Ave Bloomington IN 47405 United States Sent By: **Training User**	**Indiana University** Test User 2709 E 10th St Bloomington IN 47408 United States	FedEx 7/23/2026 FedEx Express Saver CUSTOM 10 lbs DI - 8 lbs PK Email - S R	No information at this time.	$58.55

Material Name	Material Classification	
Human Blood Sample	EXEMPT HUMAN SPECIMEN	**Proper shipping name:** **UN NO:** **Preservative:** **Net Weight/Volume:** 5 ml **Net Value:** 1 USD

Total for this shipment **$0.00**

Supporting Documents | Shipment History | Packing List

Express Shipping powered by eShipGlobal

Creating an International Shipping Label

Overview

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

Key Points

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx, UPS, and DHL. This third-party service allows you to review shipping costs at Indiana 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 Indiana University Cost Centers on every transaction. Each transaction is tied back to Indiana University Financial Statements through the tracking number and Cost Center used.
- After 30 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.

Packaging

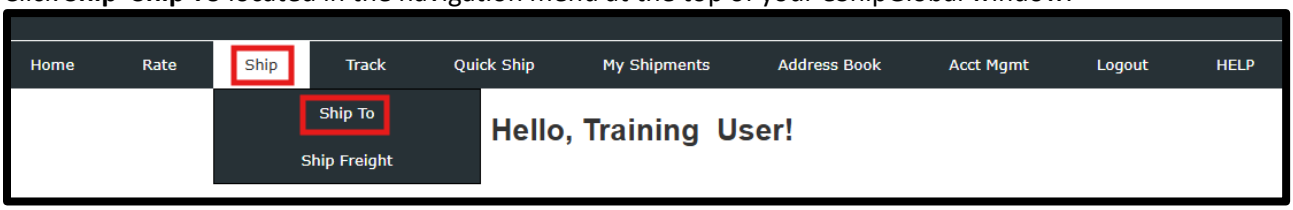
- When selecting Custom Packaging as the packaging Type, provide approximate weights and container sizes.
    - All packages are weighed and measured by the shipping vendor selected; prices will be adjusted according by the carrier if necessary.

Special Arrangements and Services

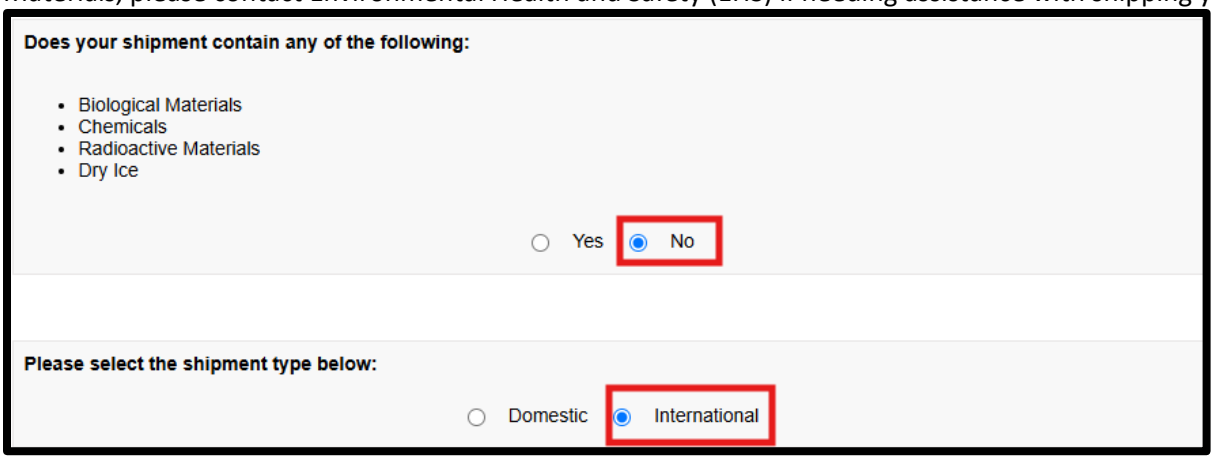
- Please note that with some shipping Carriers, additional charges may be incurred if you make special arrangements to have packages picked up.
- Adding Special Services, like Saturday delivery, Residential Delivery, Signature Required, etc. may result in additional charges with the shipping Carrier you select.
- Special Services may not be available from all Carriers.

Create an International Shipping Label

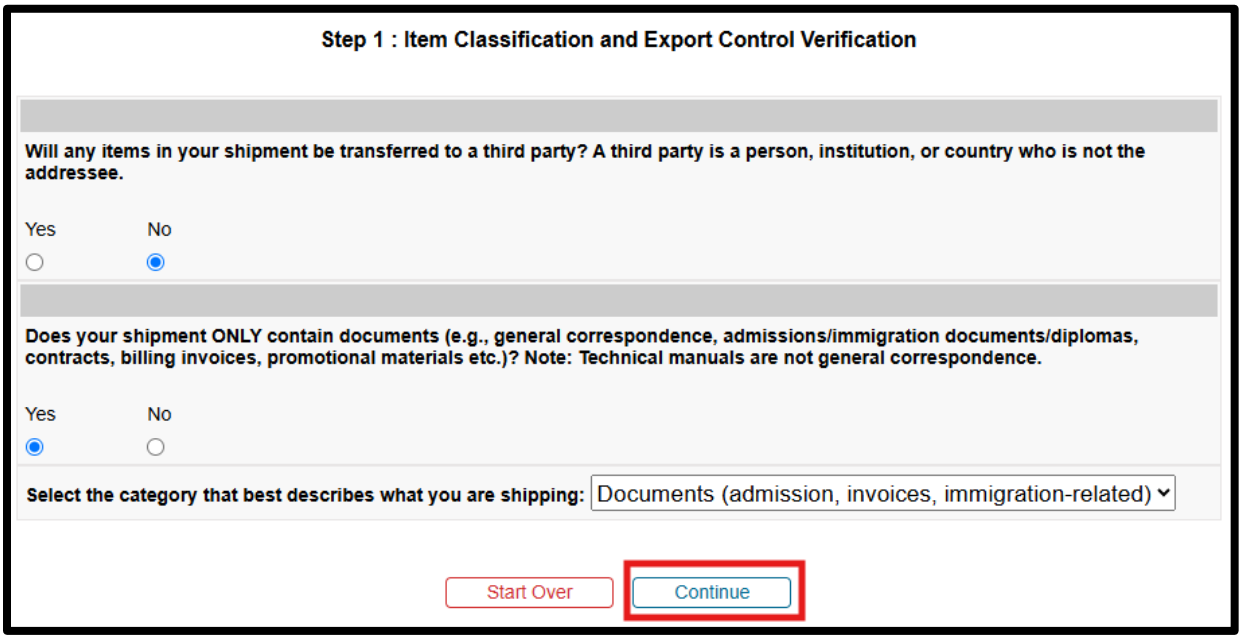
1. Click **Ship>Ship To** located in the navigation menu at the top of your eShipGlobal window.



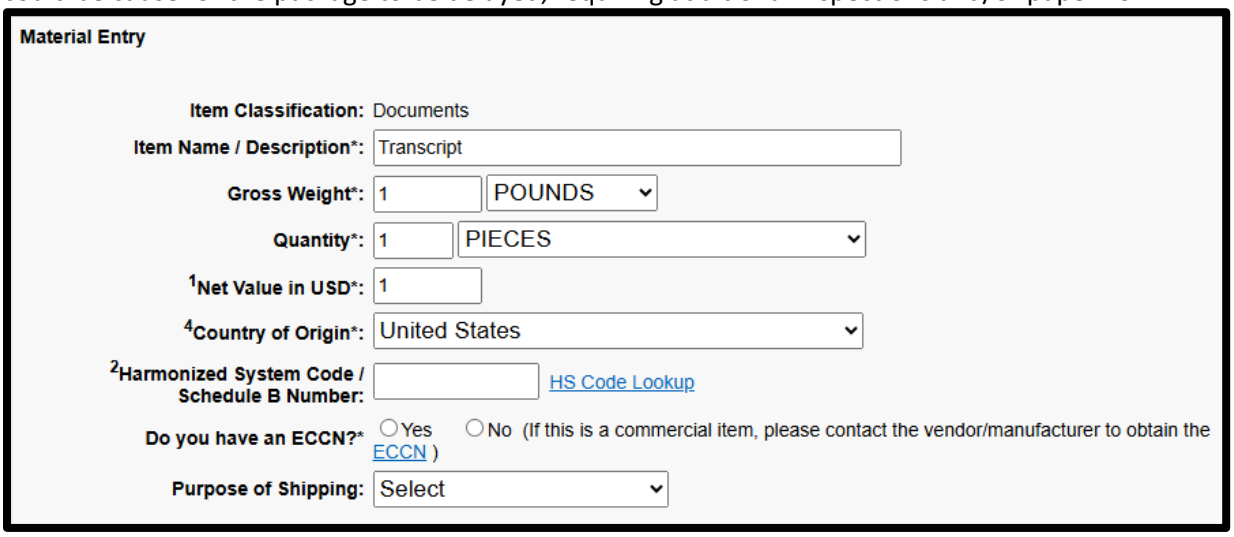
2. Indicate that you are not shipping Research Materials and are shipping **International**. If you are shipping Research Materials, please contact Environmental Health and Safety (EHS) if needing assistance with shipping your package.



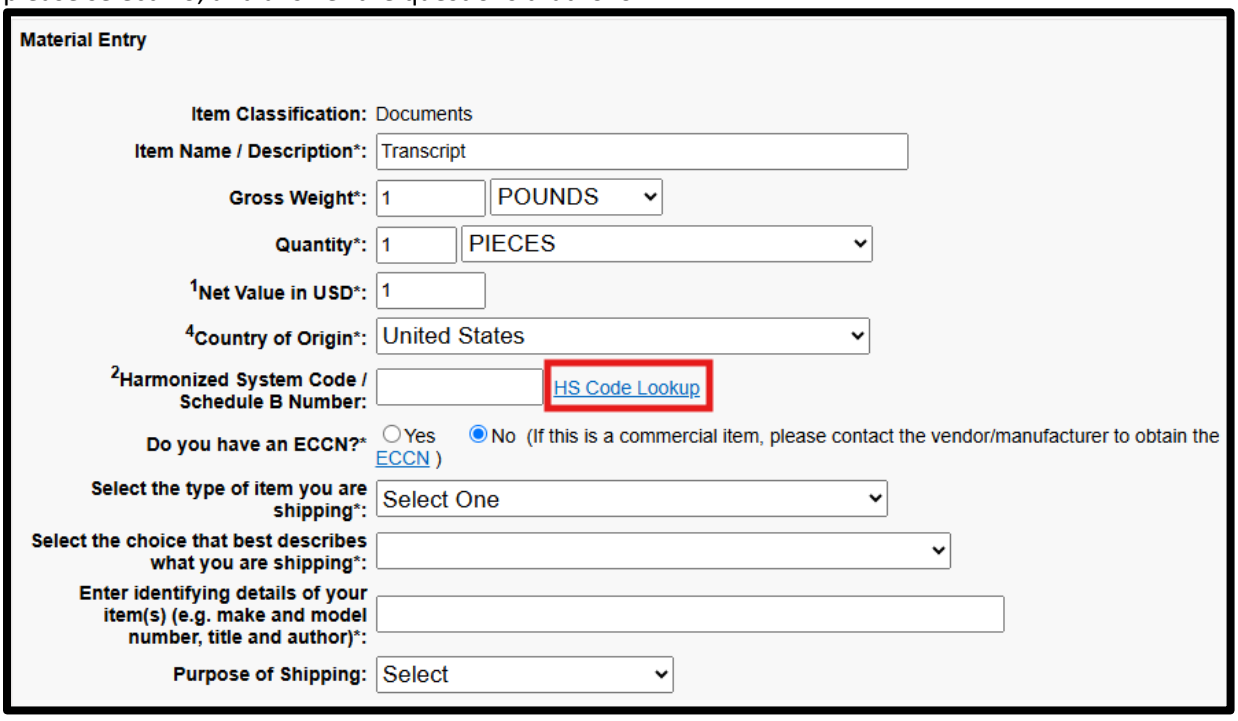
3. Select the **type** of item you want to ship Internationally. For the purposes of this scenario, we will select **Documents**. Click **Continue**



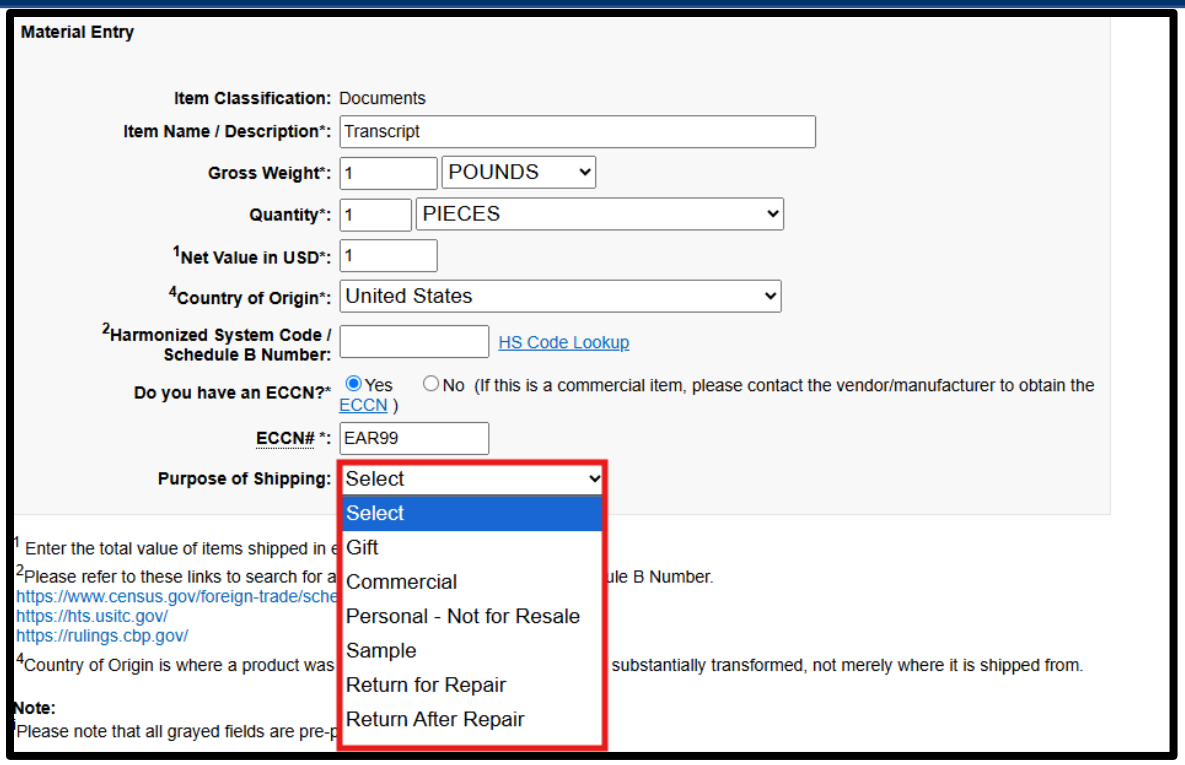
4. Complete the online form by entering the **Item Name**, **Gross Weight, Quantity, Net Value** and **Country of Origin**. For the Item Name/Description, please be as specific, clear, and concise as possible in regards to the contents of the shipment. This identifies for customs exactly what is contained in the package. Vague or non-descript information could be cause for the package to be delayed, requiring additional inspections and/or paperwork.



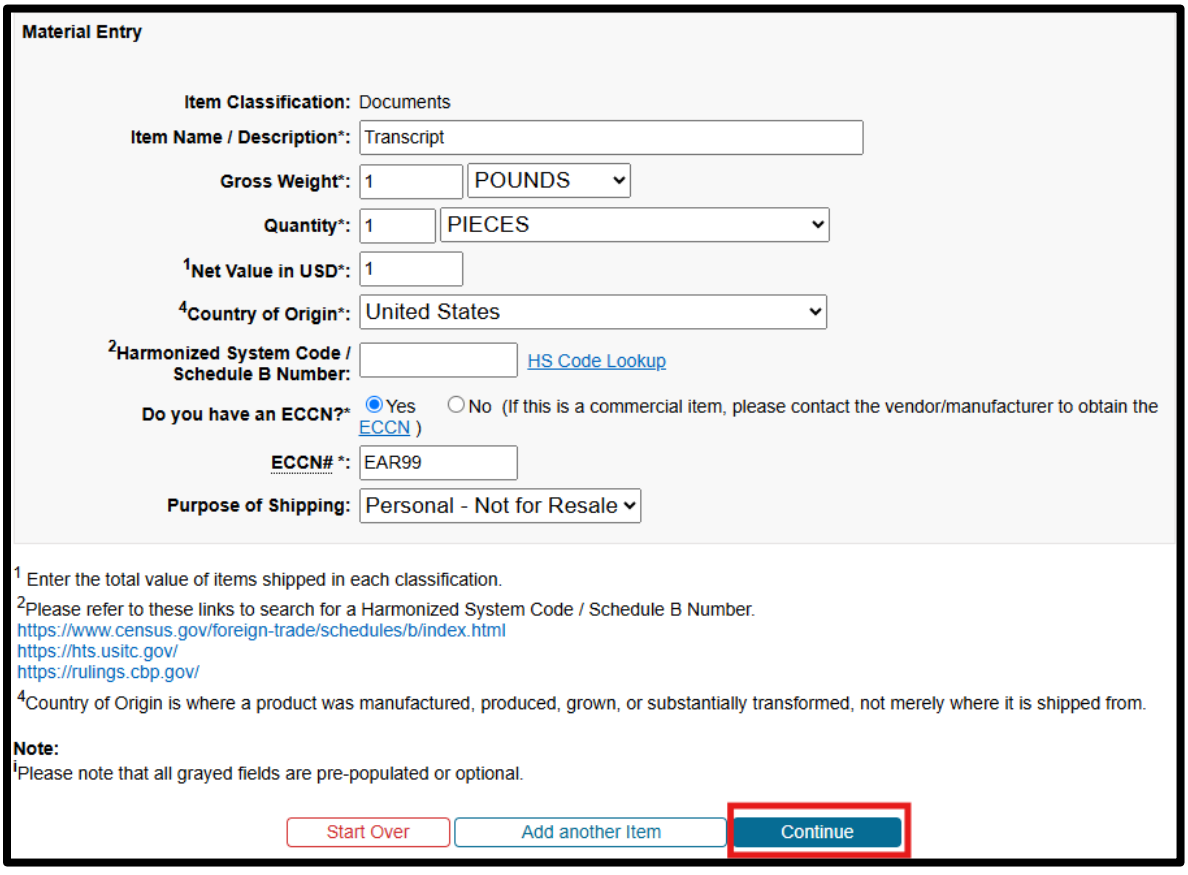
5. You will then need to provide the **Schedule B Number** and the **ECCN**. If you do not know the Schedule B, you can click on the HS Lookup link to locate the appropriate number. If you do not know the ECCN for the item you are shipping, please select No, and answer the questions that follow.



6. Identify the **Purpose of Shipping**.

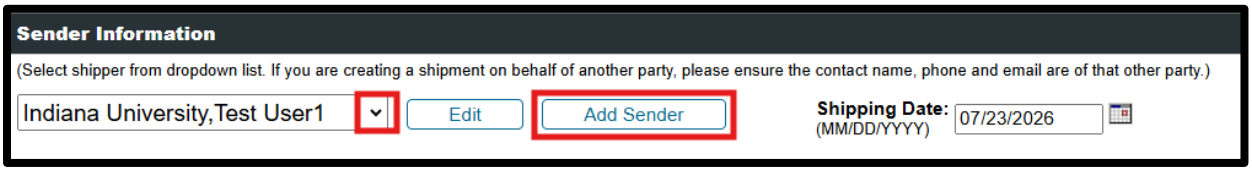


7. Click on **Continue.**



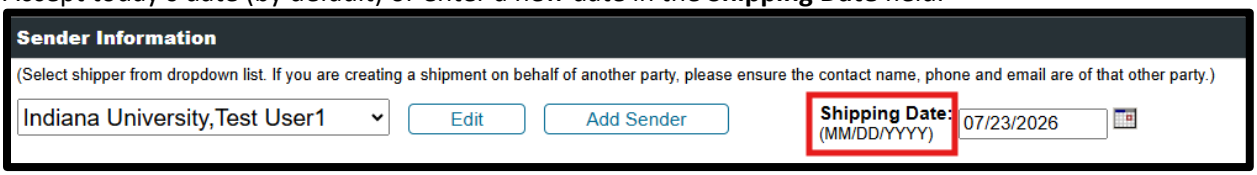
8. Review the Sender Information. If the sender location is accurate, go to step 9. To change the sender address, click the dropdown to select from any previously saved sender addresses. If you have not saved the address, click on **Add**

Sender to add a new sender address.



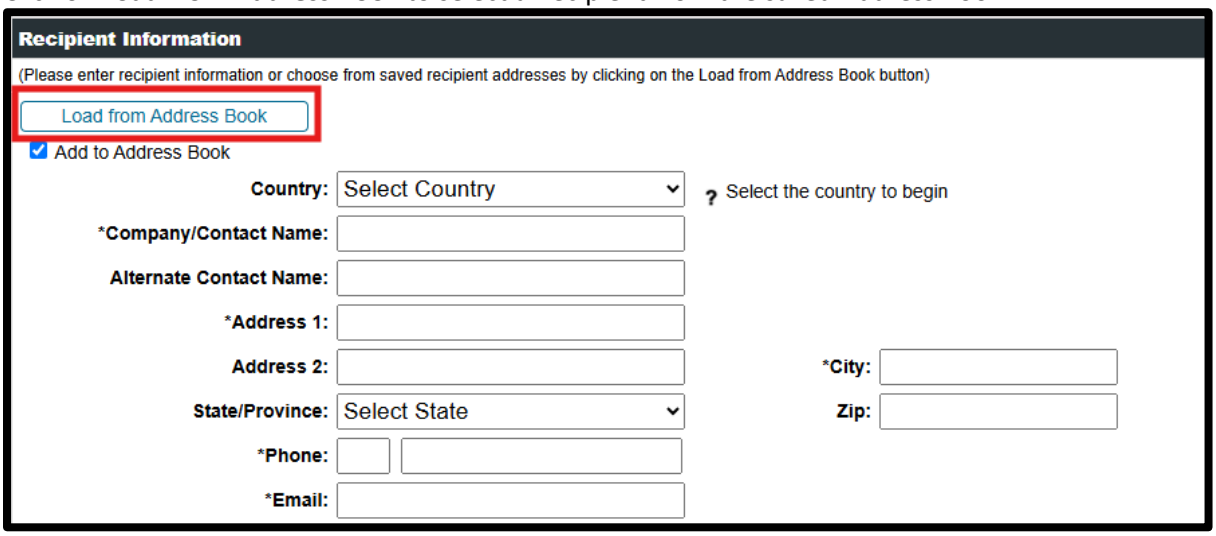
NOTE: To Edit information for one of the Senders associated with your shipping profile, refer to the Enter and Maintain Sender Information quick guide.

9. Accept today's date (by default) or enter a new date in the **Shipping Date** field.



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. Dates can be selected up to 9 days in advance.

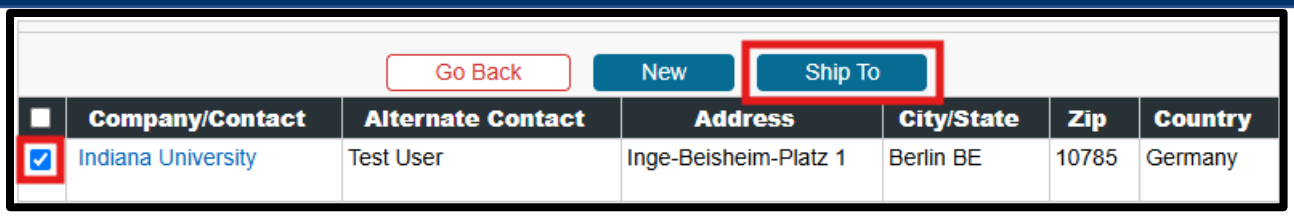
10. Click on **Load from Address Book** to select a Recipient from the saved Address Book.



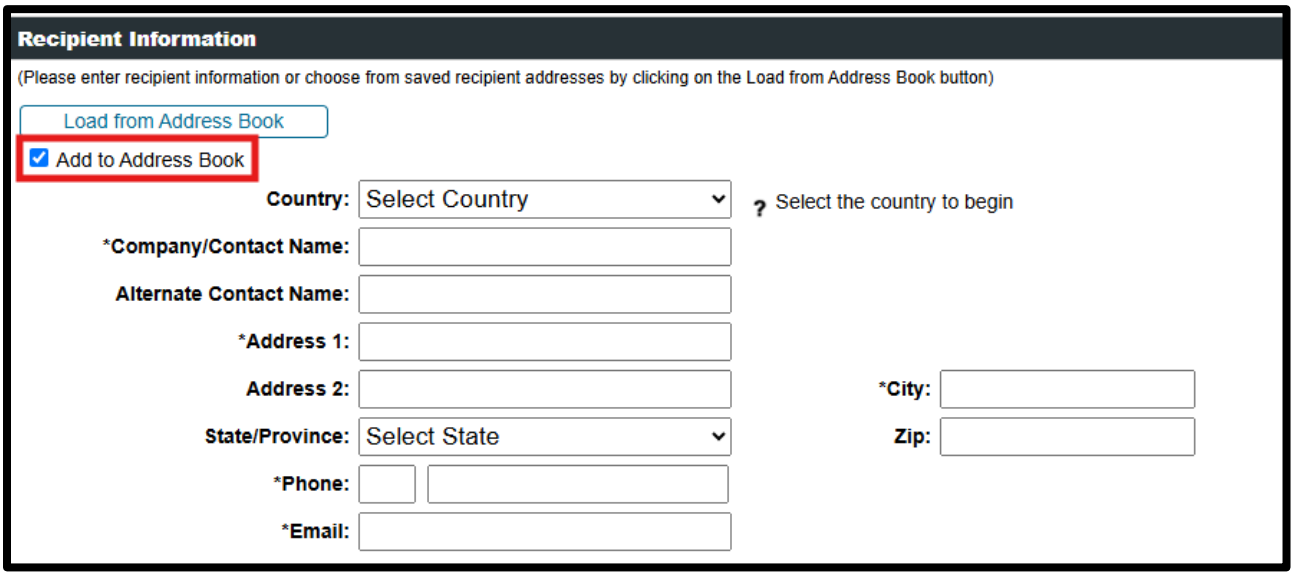
11. Saved Recipient addresses are listed alphabetically by Company name and can be located by clicking on the letter that corresponds with the first letter of the company name. Alternatively, enter your Search criteria in the Search box and click **Find**.



12. Click the **checkbox** next to the address that you would like to use as the Recipient and click **Ship To**.



13. To add the address being entered to the saved Address Book if not already saved, click the checkbox next to **Add to Address Book**. Leave the box unchecked if the address will not be needed for future deliveries. Complete the form by entering the Recipient information for the delivery in the fields provided, and the address information will be saved to your book automatically upon shipment creation.



NOTE: If there is a Company Name, enter it in the Company / Contact Name box and then address the package to an individual by entering the Recipient contact name in the Alternate Contact Name box. If the package is intended for residential delivery, enter the Recipient contact name in the Company / Contact Name box. Fields marked with asterisks (*) are required.
NOTE: Enter the Recipients email address in the Ship To: section if you would like to notify the Recipient of delivery.

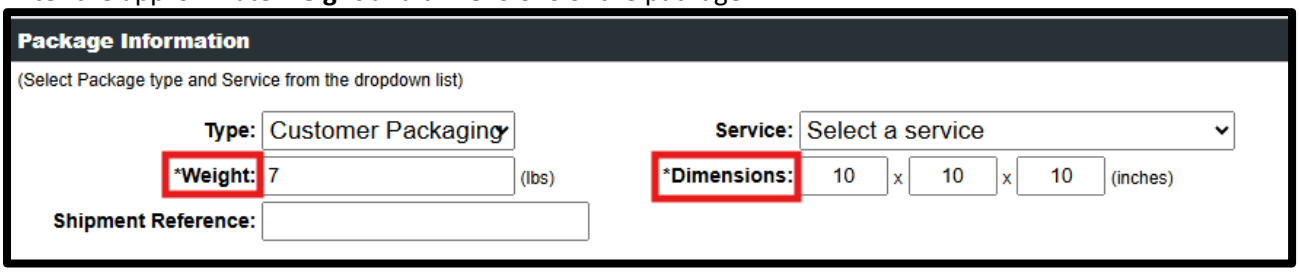
14. Select the **Type** of package from the Type drop down-list. Then provide the Shipment Reference and Content Description if applicable.



- Package Types:
  - Carrier Letter- Envelope provided by the shipping carrier that appears with the carriers logo printed

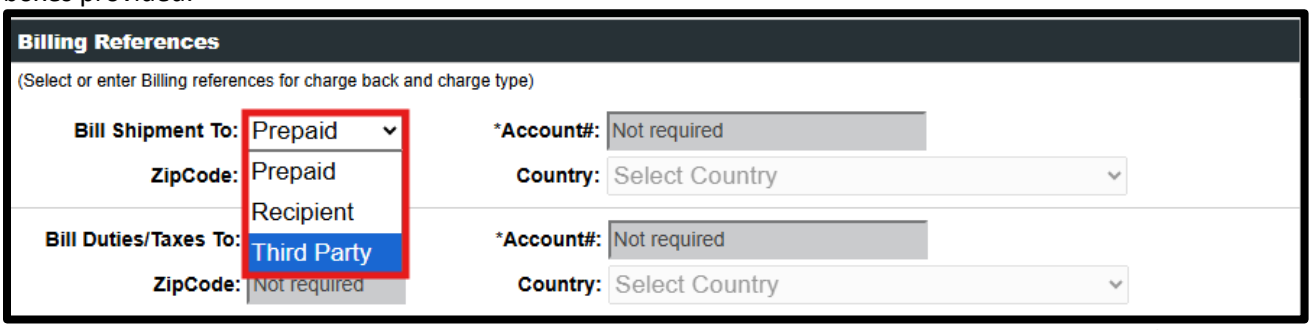
on it. This is not a prepaid envelope.
- ○Carrier PAK- Large plastic or Tyvek envelope provided by the shipping carrier that appears with the carrier's logo printed on it.
- ○Carrier Box- Small boxes provided by the shipping carrier that appears with the carrier logo printed on it. There is usually a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

15. Enter the approximate **weight** and **dimensions** of the package.



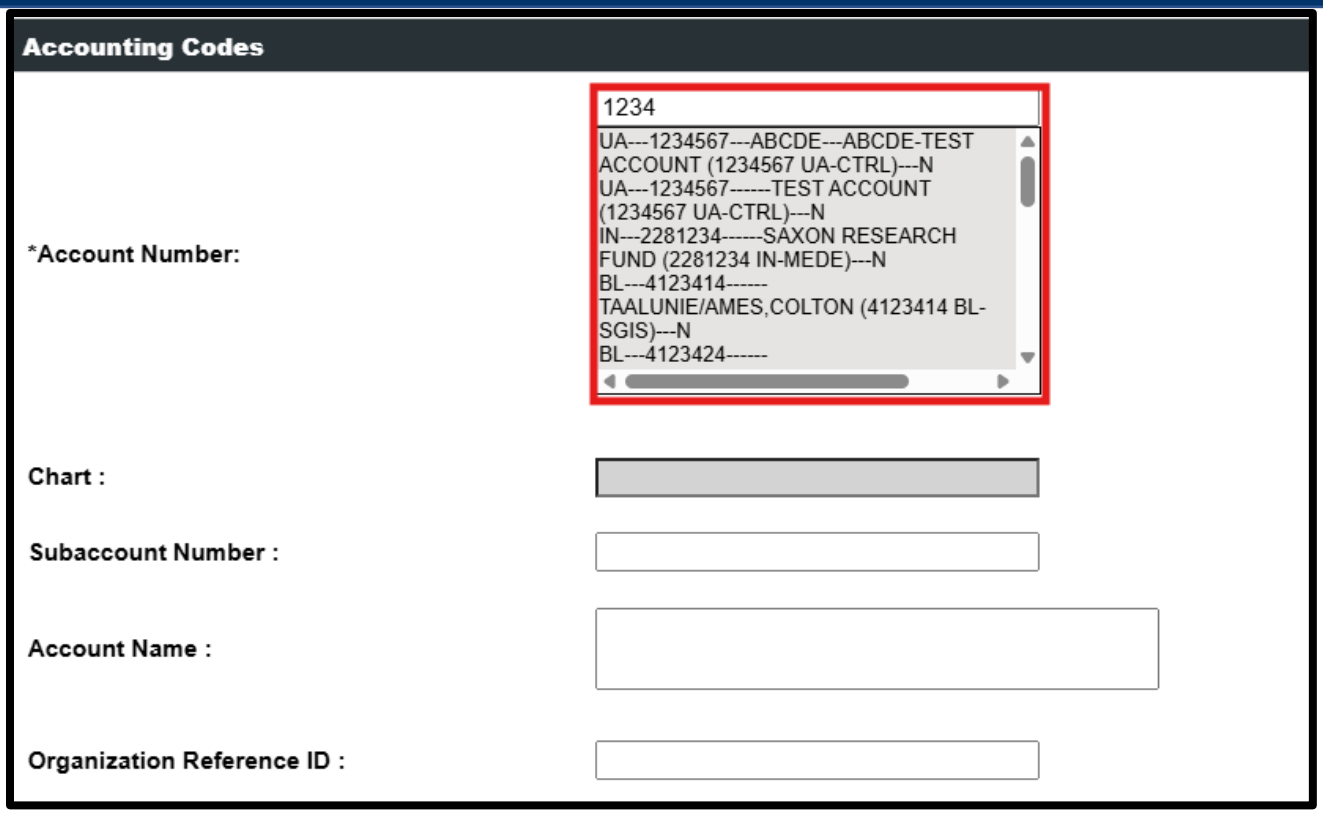
NOTE: The Dimensions are not required for carrier packaging types, as they are standard across all the carriers for the selected packaging type.

16. You can elect to have a third party, or the Recipient of the package pay for the shipment and/or the duties & taxes (should there be any). Choose **Third Party** or **Recipient** from the **Bill To** drop-down list. Enter the Recipient / Third Party **Account Number**, **Zip Code**, and **Country** associated with the Recipient / Third Party Account Number in the boxes provided.

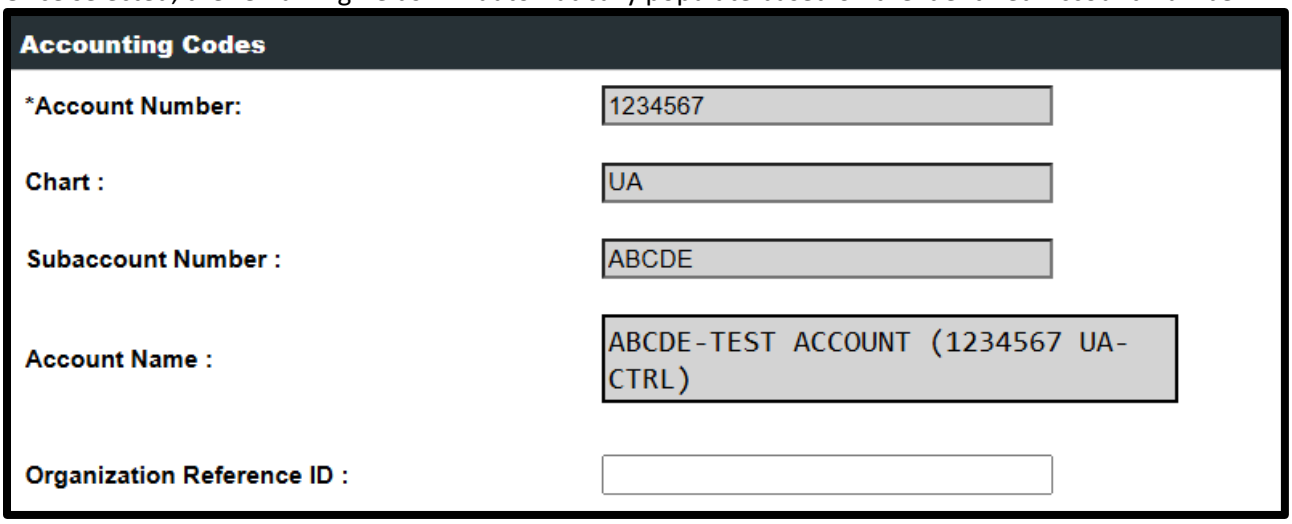


NOTE: An Account Number will still be required for transaction fees and back-up in the event the Recipient/Third Party Account is unable to be billed.

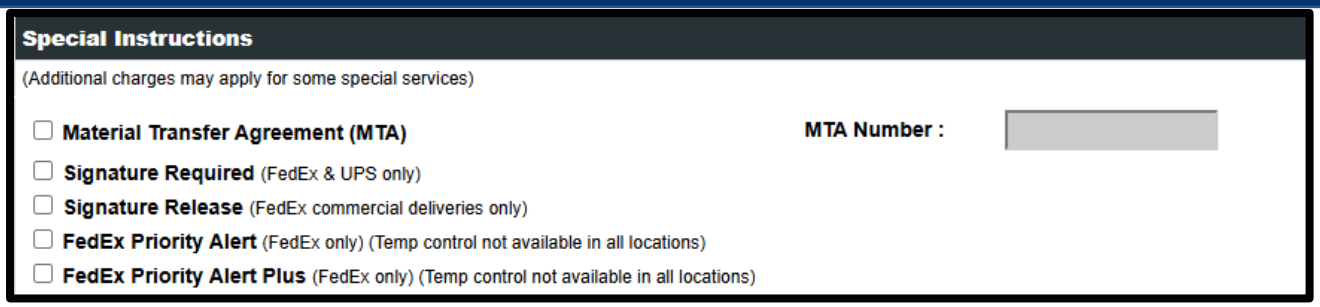
17. Enter your **KFS Account Number**. Upon entering in your Account Number, you will be presented with a dropdown to select the appropriate account.



18. Once selected, the remaining fields will automatically populate based on the identified Account Number.



19. Add any **Special Instructions** requested.



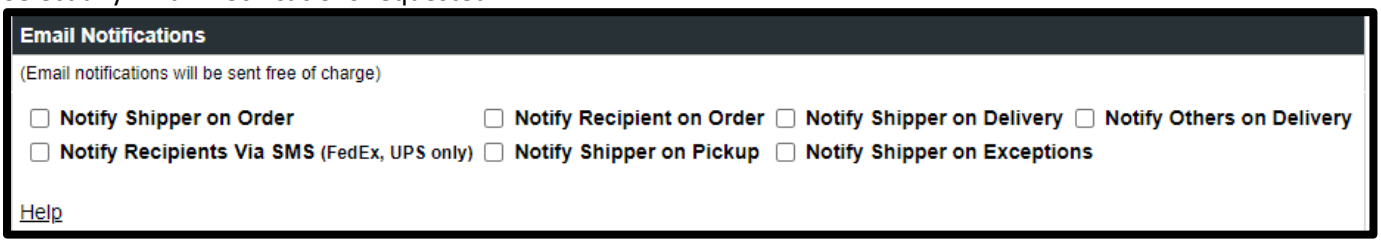
NOTE: Additional charges may apply for some special services and are not available from all shipping carriers.

20. Enter **Customs Information** including the **Declared Value** (for insurance purposes if applicable) required for this package.

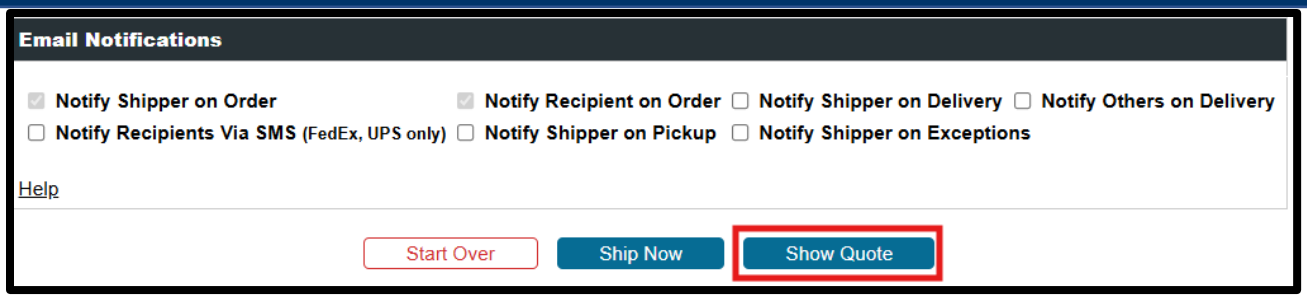


NOTE: If no broker information is provided, generally the carrier can clear it on your behalf as standard/non-express clearance.

21. Select any **Email Notifications** requested.

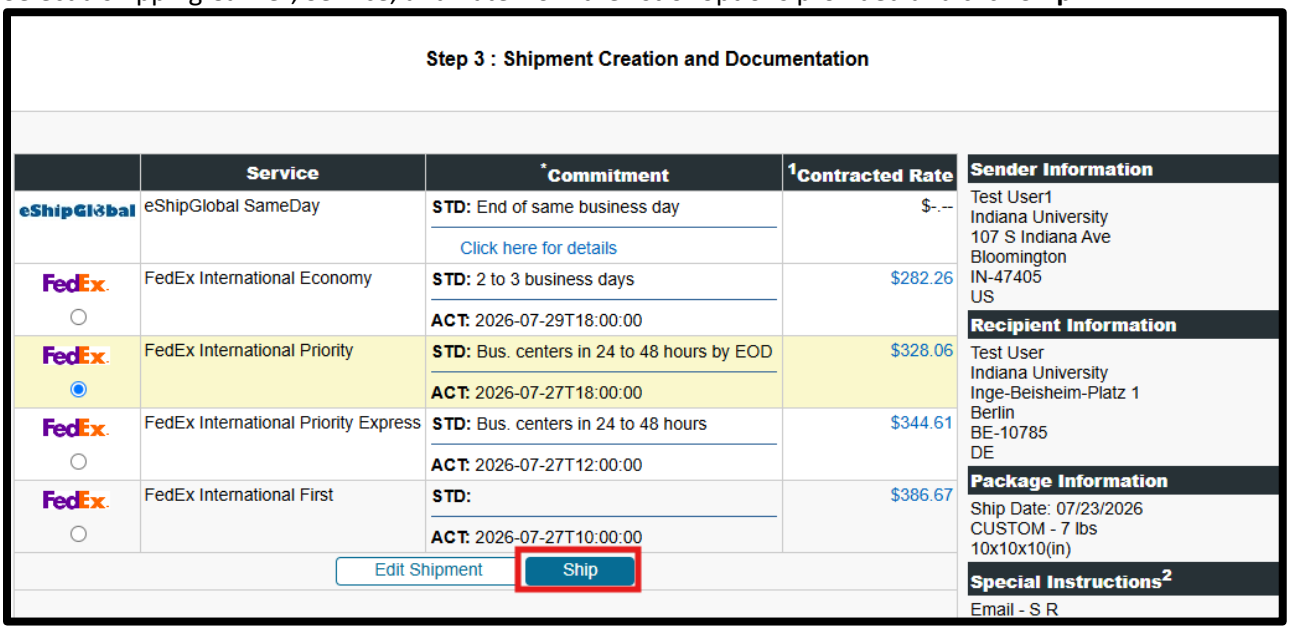


22. Click **Show Quote**.



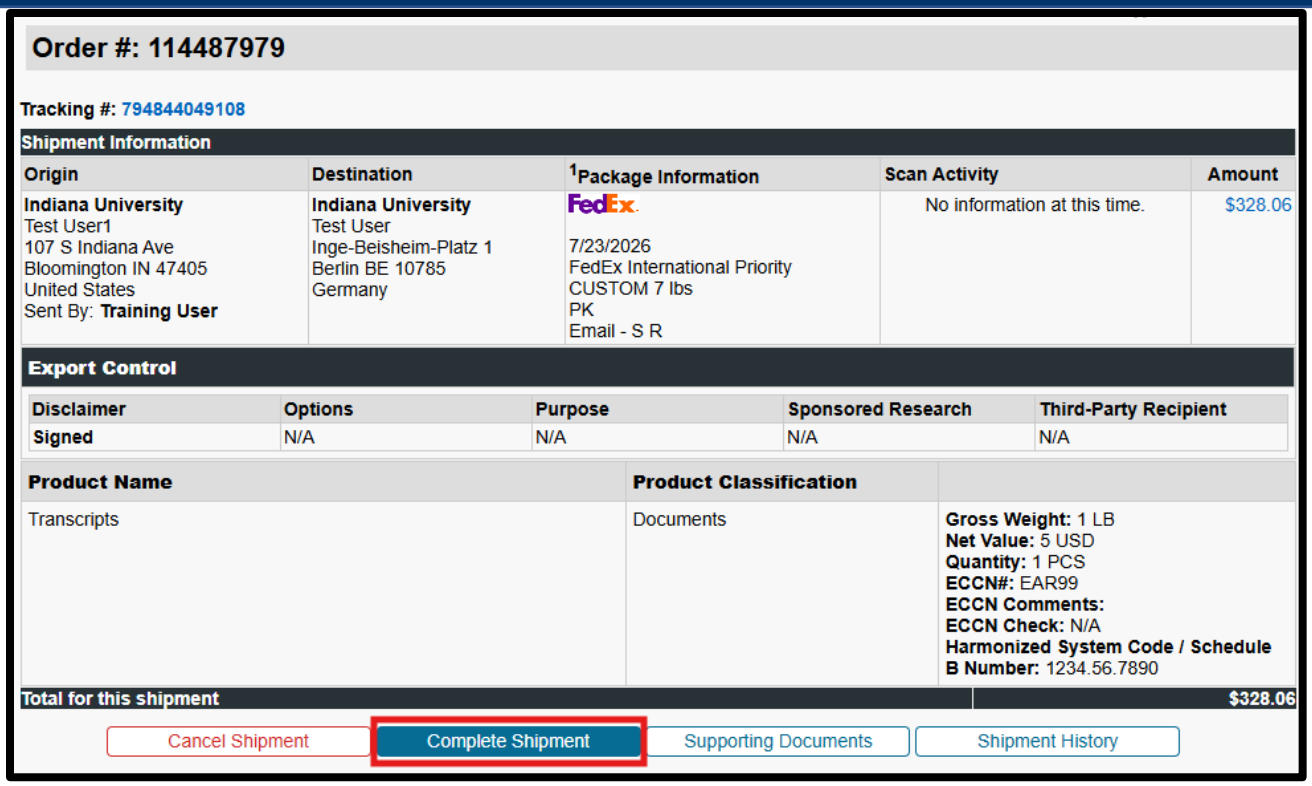
NOTE: If you choose to Notify Shipper, Notify Recipient, Notify Shipper on Delivery, or Notify Others on Delivery, you will need to enter an email address, email addresses need to be entered for each of the requested Email Notifications.

23. Select a shipping Carrier, Service, and Rate from the list of options provided and click **Ship**.



NOTE: Shipping Carrier options will be displayed from the least expensive to the most expensive option.

24. Click **Complete Shipment**.



Order #: 114487979

Tracking #: 794844049108

Shipment Information

Origin	Destination	[1]Package Information	Scan Activity	Amount
Indiana University Test User1 107 S Indiana Ave Bloomington IN 47405 United States Sent By: **Training User**	**Indiana University** Test User Inge-Beisheim-Platz 1 Berlin BE 10785 Germany	FedEx 7/23/2026 FedEx International Priority CUSTOM 7 lbs PK Email - S R	No information at this time.	$328.06

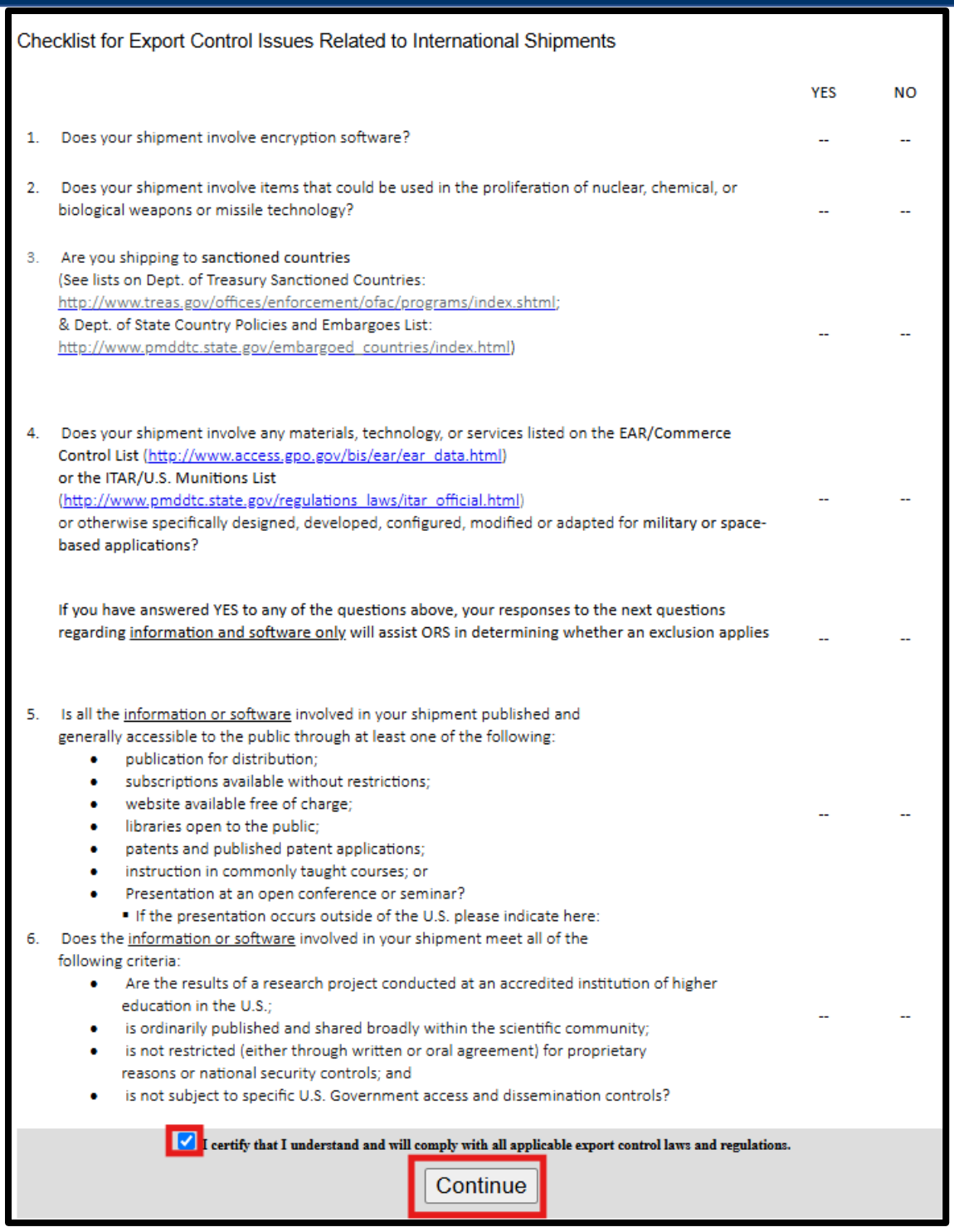
Export Control

Disclaimer	Options	Purpose	Sponsored Research	Third-Party Recipient
Signed	N/A	N/A	N/A	N/A

Product Name	Product Classification	
Transcripts	Documents	**Gross Weight:** 1 LB **Net Value:** 5 USD **Quantity:** 1 PCS **ECCN#:** EAR99 **ECCN Comments:** **ECCN Check:** N/A **Harmonized System Code / Schedule B Number:** 1234.56.7890
Total for this shipment		**$328.06**

Cancel Shipment | Complete Shipment | Supporting Documents | Shipment History

25. Read the regulations of export and click the **checkbox** that you agree to comply and click **Continue**.



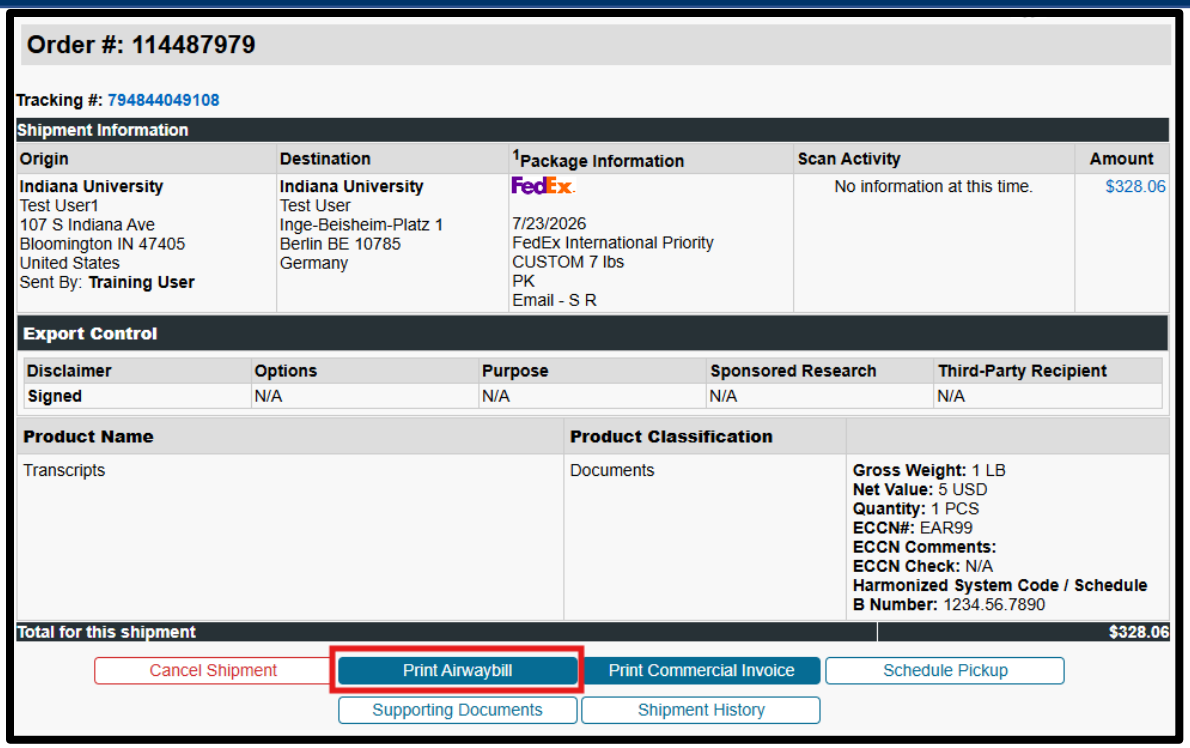
Checklist for Export Control Issues Related to International Shipments

	YES	NO
1. Does your shipment involve encryption software?	--	--
2. Does your shipment involve items that could be used in the proliferation of nuclear, chemical, or biological weapons or missile technology?	--	--
3. Are you shipping to sanctioned countries (See lists on Dept. of Treasury Sanctioned Countries: http://www.treas.gov/offices/enforcement/ofac/programs/index.shtml; & Dept. of State Country Policies and Embargoes List: http://www.pmddtc.state.gov/embargoed_countries/index.html)	--	--
4. Does your shipment involve any materials, technology, or services listed on the EAR/Commerce Control List (http://www.access.gpo.gov/bis/ear/ear_data.html) or the ITAR/U.S. Munitions List (http://www.pmddtc.state.gov/regulations_laws/itar_official.html) or otherwise specifically designed, developed, configured, modified or adapted for military or space-based applications?	--	--
If you have answered YES to any of the questions above, your responses to the next questions regarding information and software only will assist ORS in determining whether an exclusion applies	--	--
5. Is all the information or software involved in your shipment published and generally accessible to the public through at least one of the following: • publication for distribution; • subscriptions available without restrictions; • website available free of charge; • libraries open to the public; • patents and published patent applications; • instruction in commonly taught courses; or • Presentation at an open conference or seminar? ▪ If the presentation occurs outside of the U.S. please indicate here:	--	--
6. Does the information or software involved in your shipment meet all of the following criteria: • Are the results of a research project conducted at an accredited institution of higher education in the U.S.; • is ordinarily published and shared broadly within the scientific community; • is not restricted (either through written or oral agreement) for proprietary reasons or national security controls; and • is not subject to specific U.S. Government access and dissemination controls?	--	--

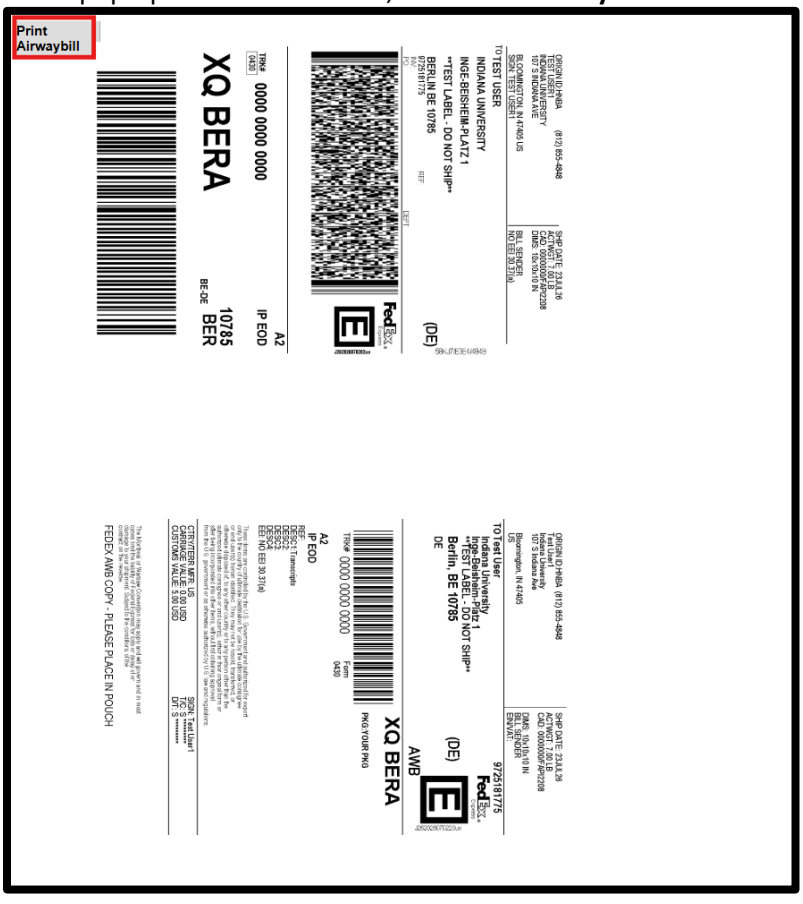
I certify that I understand and will comply with all applicable export control laws and regulations.

Continue

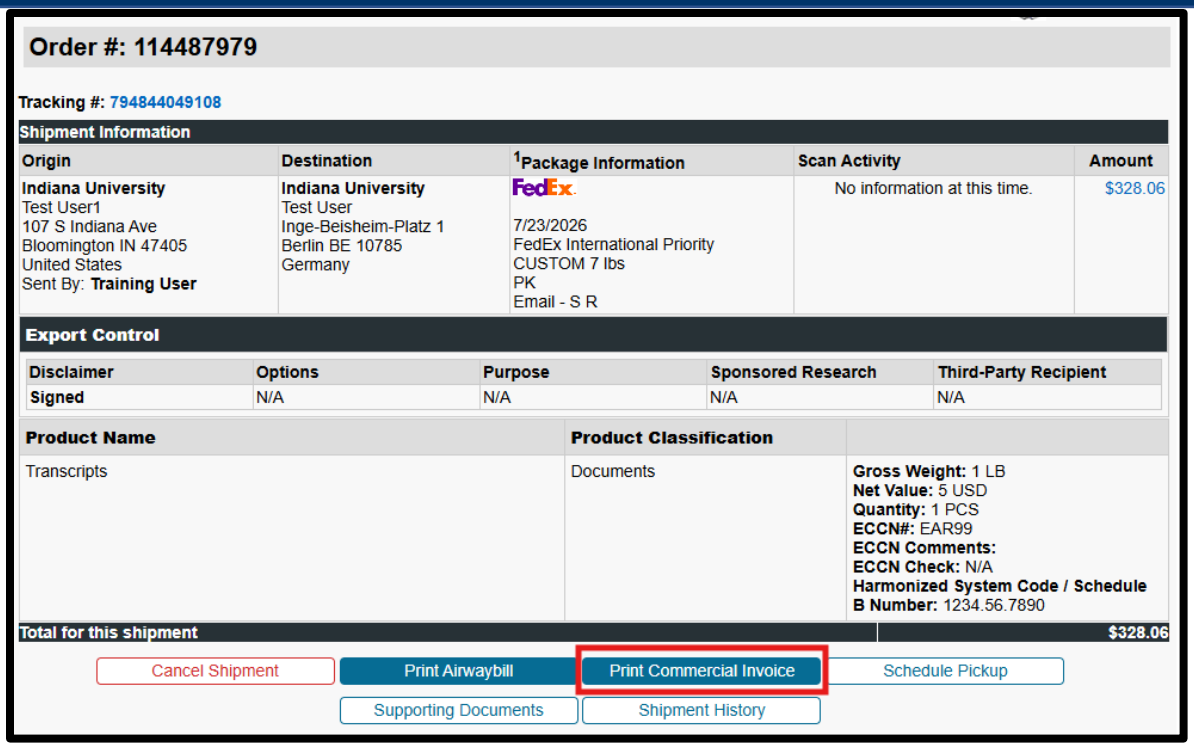
26. Click **Print Airwaybill**.



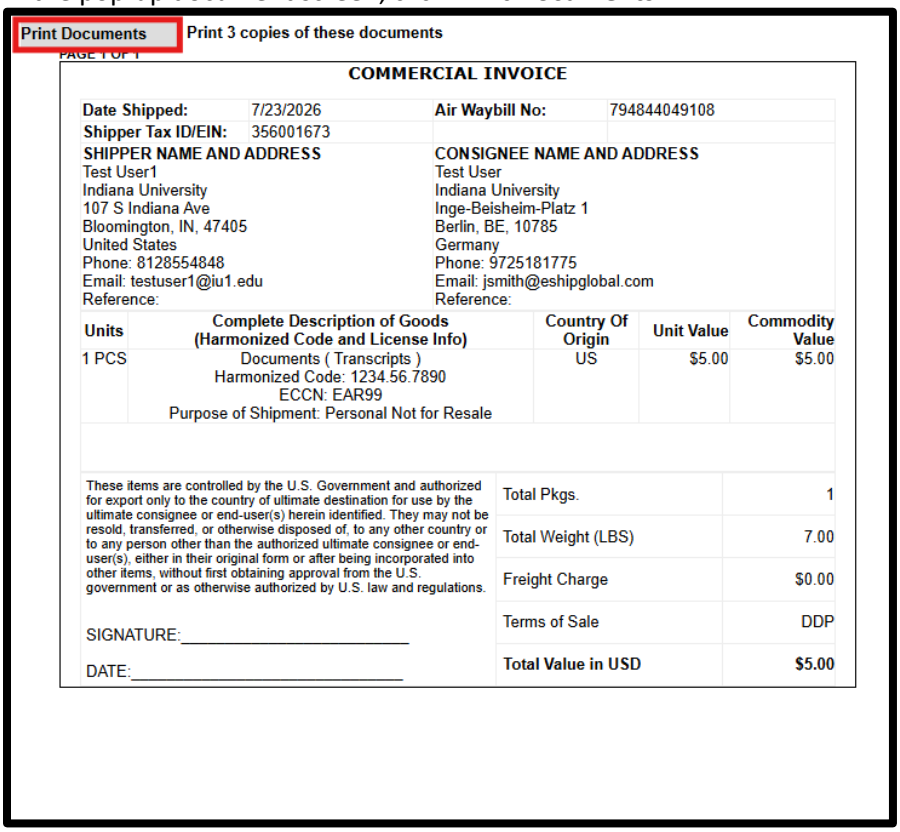
27. In the pop-up Print Label Screen, click **Print Airwaybill**. Please ensure to print all pages.



28. Click **Print Commercial Invoice** to print necessary Customs documents.



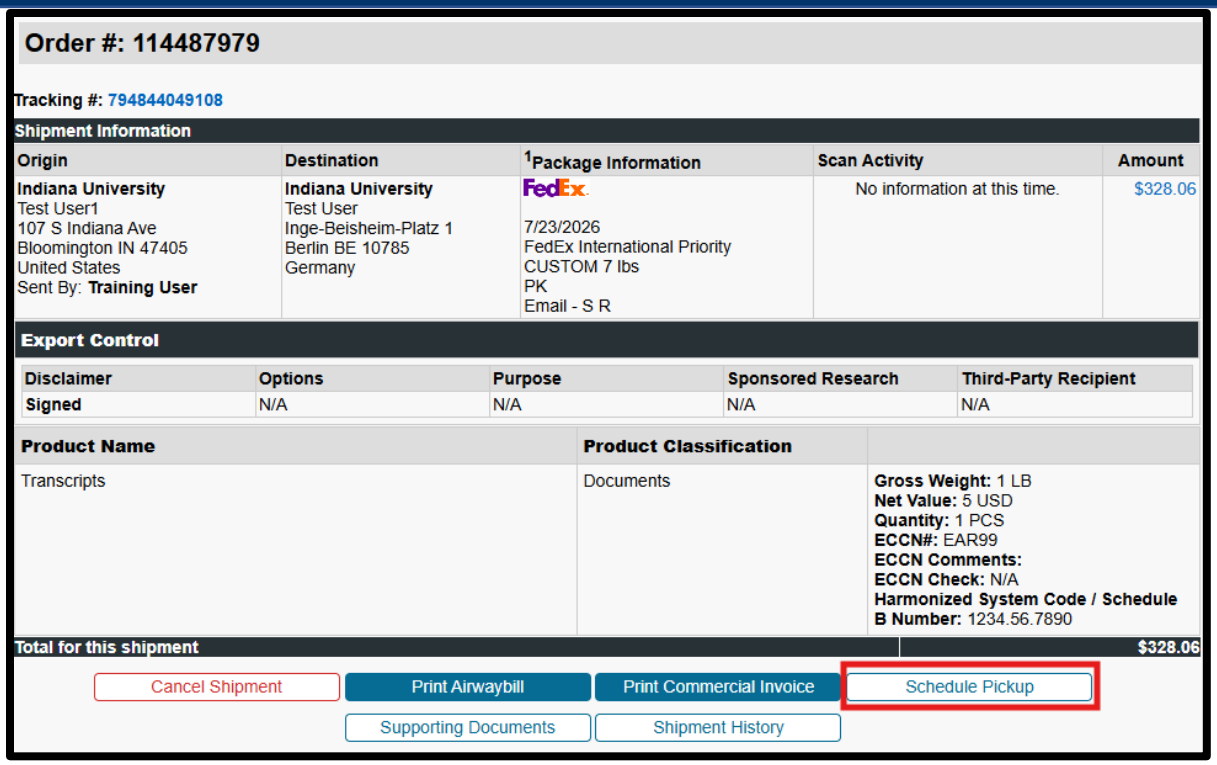
29. In the pop-up document screen, click **Print Documents**.



NOTE: Print 3 copies of the Commercial Invoice and other customs related forms for international air shipments and 5 copies for international FedEx Ground shipments to Canada or Mexico. Include the copies with the Shipping Label.

30. To schedule a pickup, click on **Schedule Pickup**. Please retain the Pickup Confirmation Number for your records in the event that you have any questions.

Express Shipping powered by eShipGlobal



Order #: 114487979

Tracking #: 794844049108

Shipment Information

Origin	Destination	[1]Package Information	Scan Activity	Amount
Indiana University Test User1 107 S Indiana Ave Bloomington IN 47405 United States Sent By: **Training User**	**Indiana University** Test User Inge-Beisheim-Platz 1 Berlin BE 10785 Germany	FedEx 7/23/2026 FedEx International Priority CUSTOM 7 lbs PK Email - S R	No information at this time.	$328.06

Export Control

Disclaimer	Options	Purpose	Sponsored Research	Third-Party Recipient
Signed	N/A	N/A	N/A	N/A

Product Name	Product Classification	
Transcripts	Documents	**Gross Weight:** 1 LB **Net Value:** 5 USD **Quantity:** 1 PCS **ECCN#:** EAR99 **ECCN Comments:** **ECCN Check:** N/A **Harmonized System Code / Schedule B Number:** 1234.56.7890

Total for this shipment $328.06

Cancel Shipment | Print Airwaybill | Print Commercial Invoice | Schedule Pickup

Supporting Documents | Shipment History

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 using non-document shipments, you need to fill in product profile and other information for export purpose. 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 should be prepared using the official language of the country to which the goods are being exported, if possible. The Commercial Invoice should include a detailed breakdown of all items included in the shipment: including any generic or scientific name, grade and quantity, composition and/or construction, the country of manufacture, the price or cost, currency used, the Harmonized System number for each commodity and the terms of delivery. The document shown is an example of one format. Some countries require that an original invoice be executed on the shipper’s letterhead. The invoice should always be signed and dated by the exporter certifying that the details provided are true and correct representations of the contents covered by the Commercial Invoice.
- How many copies should I send with the shipment?
  - The system will provide a prompt indicating the quantity of commercial invoice copies and other forms needed for the shipment that are required.
  - Forms cannot be filed electronically.

- What is a USMCA Certificate of Origin?
    - The United States-Mexico-Canada Agreement (USMCA) Certification of Origin is used to support a claim for preferential tariff treatment (reduced or duty-free entry) for eligible goods imported between the United States, Canada, and Mexico.
    - Unlike the former NAFTA Certificate of Origin (CBP Form 434), the USMCA does not require a specific government-issued form. The certification may be provided on an invoice or other document and must contain the information required under the USMCA. The certification may cover a single shipment or multiple shipments of identical goods during a specified blanket period of up to one year.
    - The certification may be completed by the importer, exporter, or producer of the goods. The party completing the certification must have sufficient information and supporting records to substantiate that the goods qualify as originating under the USMCA rules of origin.
    - A USMCA Certification of Origin is not required for every shipment between the United States, Canada, and Mexico. It is used when preferential tariff treatment is being claimed and the goods meet the applicable USMCA rules of origin.
- 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.

Express Shipping powered by eShipGlobal

Creating an International Shipping Label for an Exempt Biological Material Shipped with Dry Ice

Overview

Use this guide to easily create a shipping label for an international package that contains a biological material.

This guide will provide an example of how to ship an exempt biological material packaged with dry ice.

Key Points

- Using the eShipGlobal application ensures the proper purchasing protocol is followed by using online validation of Indiana University Cost Centers on every transaction. Each transaction is tied back to Indiana University Financial Statements through the tracking number and Cost Center used.
- To improve compliance, eShipGlobal is integrated with Indiana University's training system. When you log in with your Indiana University credentials and password, the system provides automatic training verification.
    - Training courses for biological substances and dry ice packages are available online. If you have questions or are in need of training, please reach out to your EHS office.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Shipping Carriers

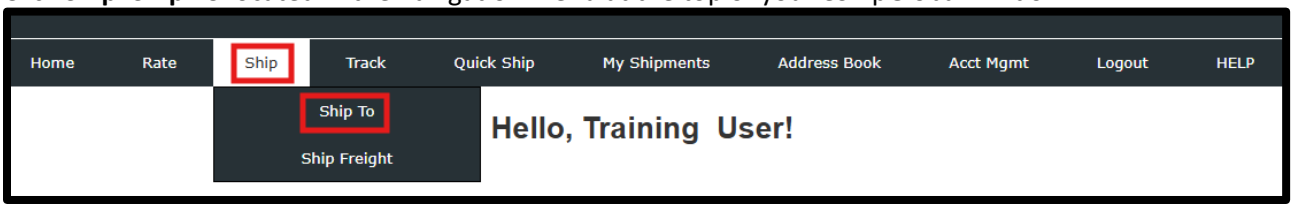
- This third-party service allows you to review shipping costs at Indiana University contracted rates and choose the most cost-effective shipping solution. Contracted international rates for shipping research materials are available with FedEx.

Packaging

- When selecting Custom Packaging as the packaging Type, provide approximate weights and container sizes.
    - All packages are weighed and measured by the shipping vendor selected; prices will be adjusted according by the carrier if necessary.

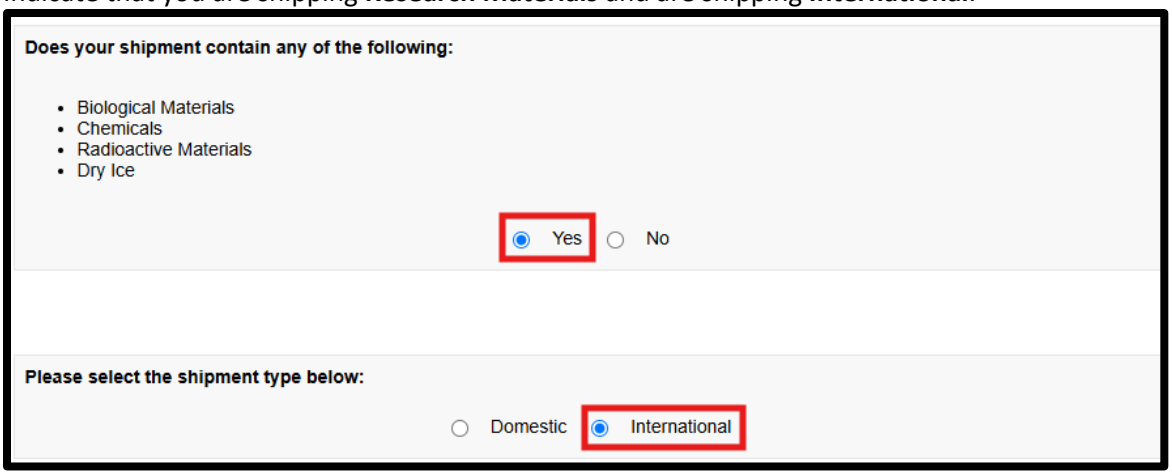
Creating an International Shipping Label for an Exempt Biological Material Shipped with Dry Ice

1. Click **Ship>Ship To** located in the navigation menu at the top of your eShipGlobal window.

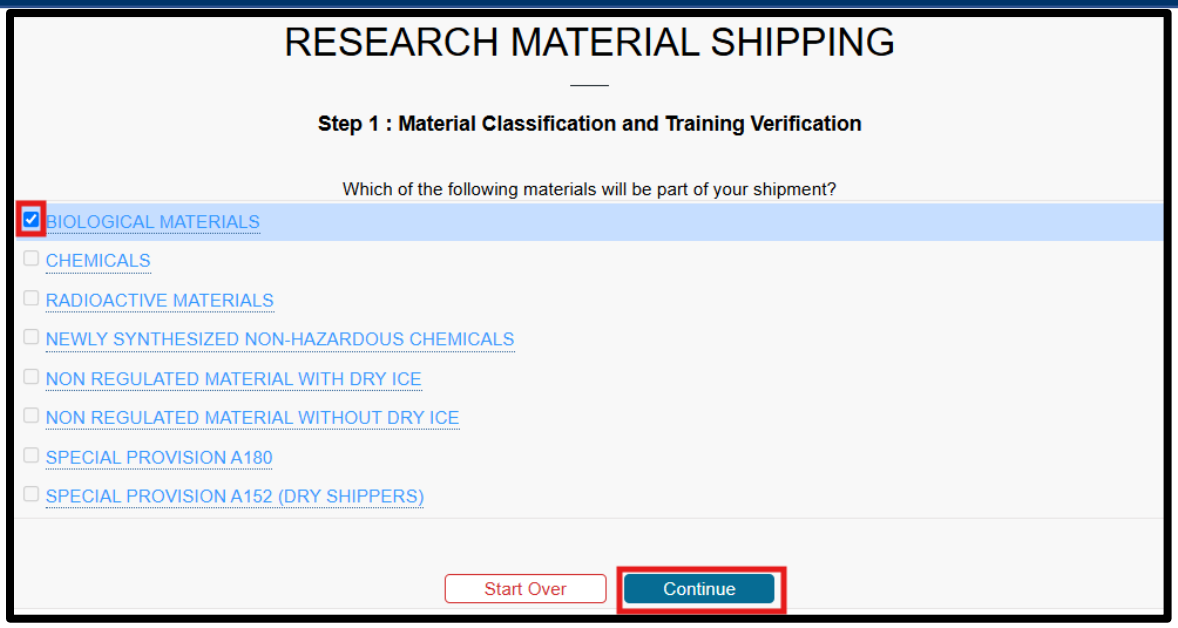


- Research materials are generally defined as materials that are used in laboratory settings such as animals, biological (cultures or stocks of human or animal pathogens, select agents or toxins, human or animal materials, genetically modified microorganisms, vectors, plasmids, etc.), chemical or radioactive, and dry-ice.
- Some research materials may not necessarily be hazardous but become regulated materials once they are transported.

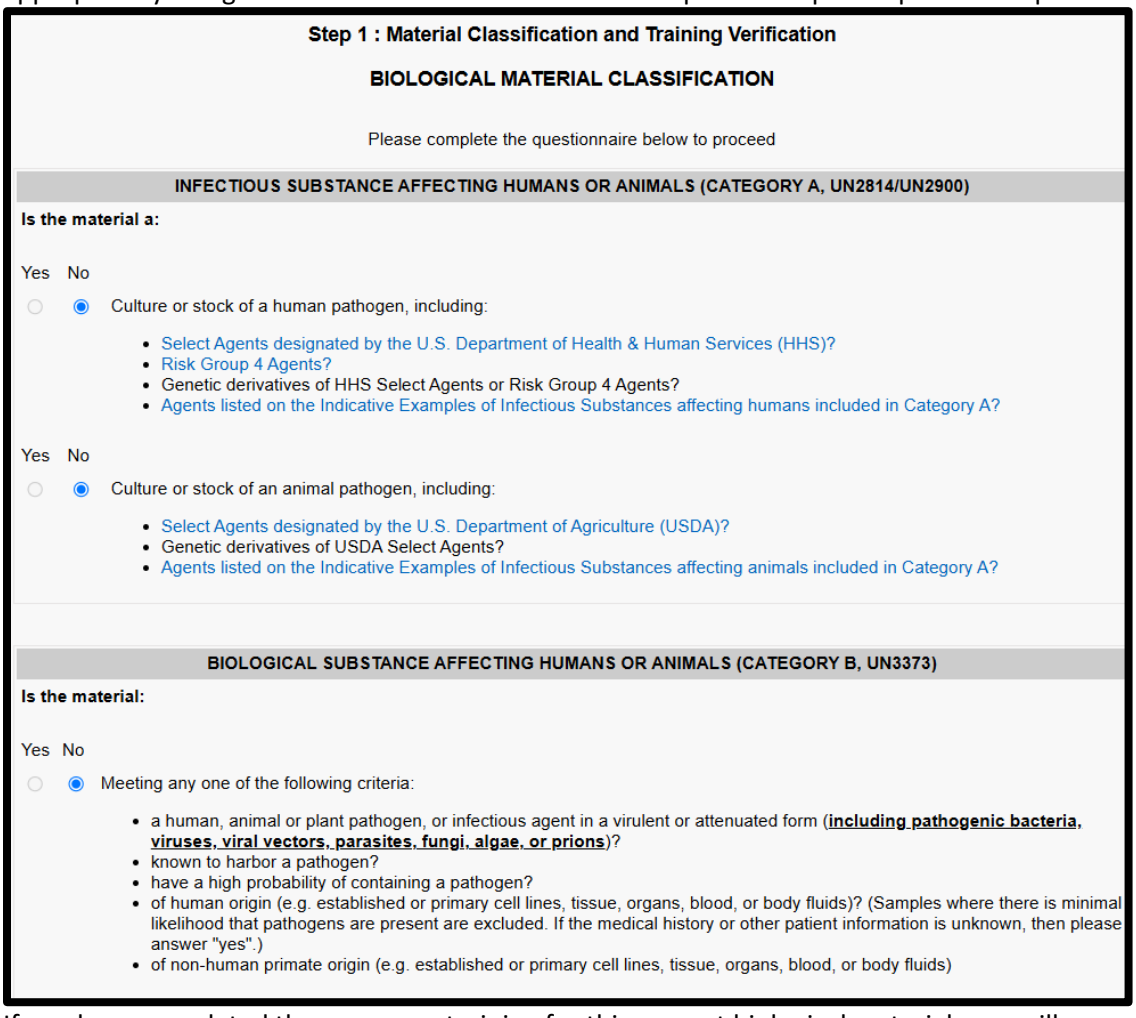
2. Indicate that you are shipping **Research Materials** and are shipping **International**.



3. Classify the material in your shipment and click **Continue**.

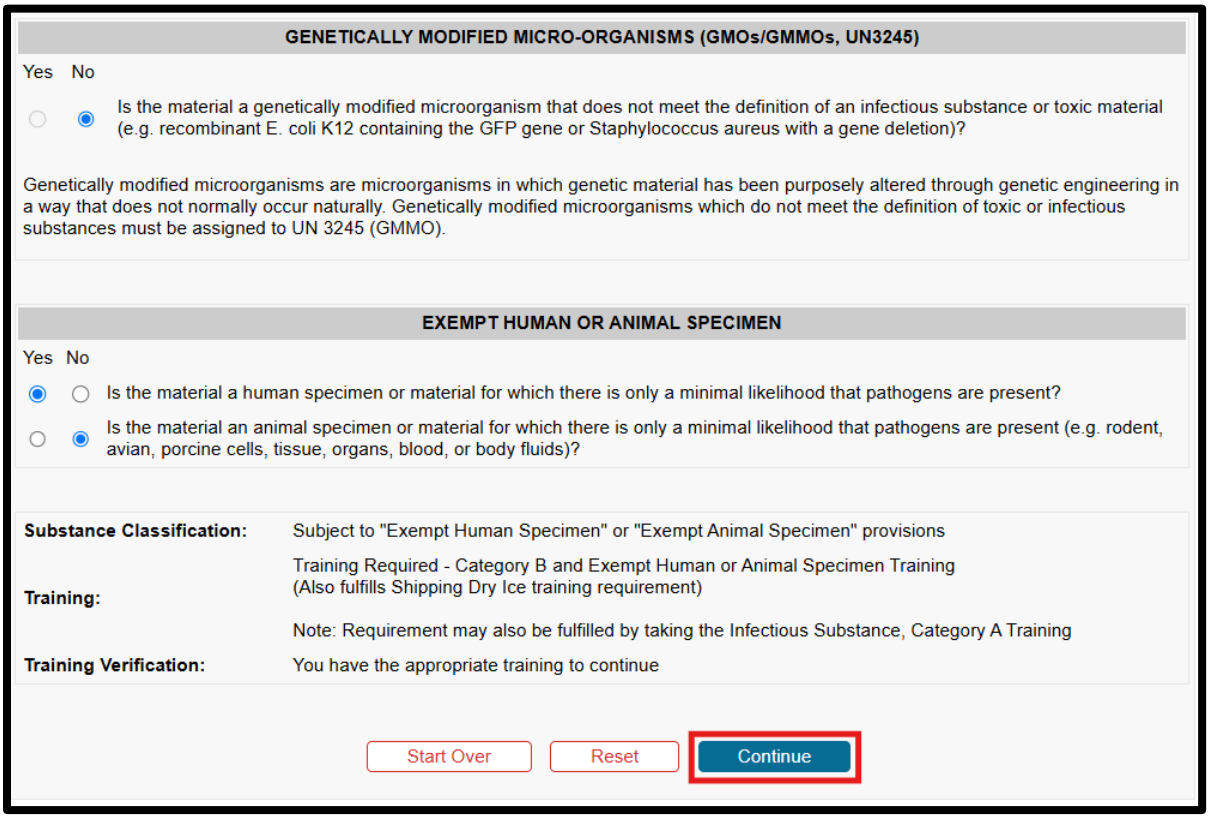


4. Answer the questions related to the biological material. These are questions to help ensure that your material is appropriately categorized and that the correct labels are provided upon shipment completion.

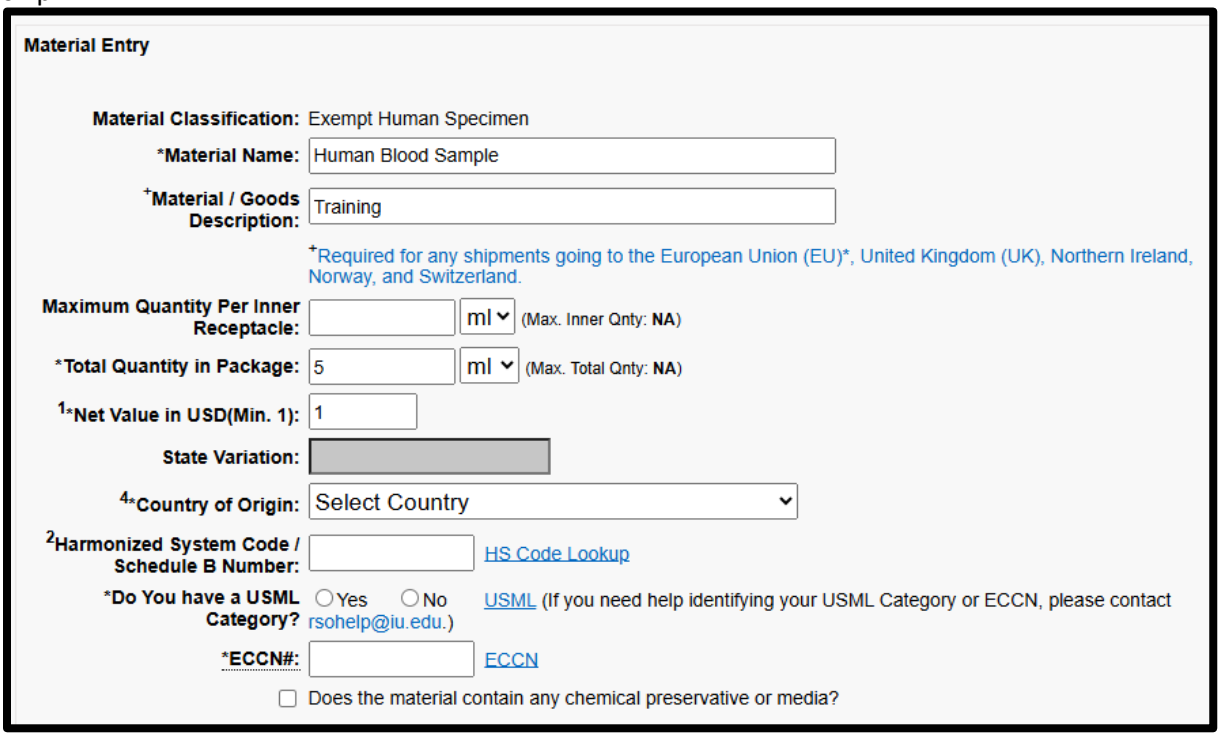


5. If you have completed the necessary training for this exempt biological material, you will see confirmation of your

training. If not, you will receive an alert message that you need to work with EHS to complete your shipment. Click **Continue**.

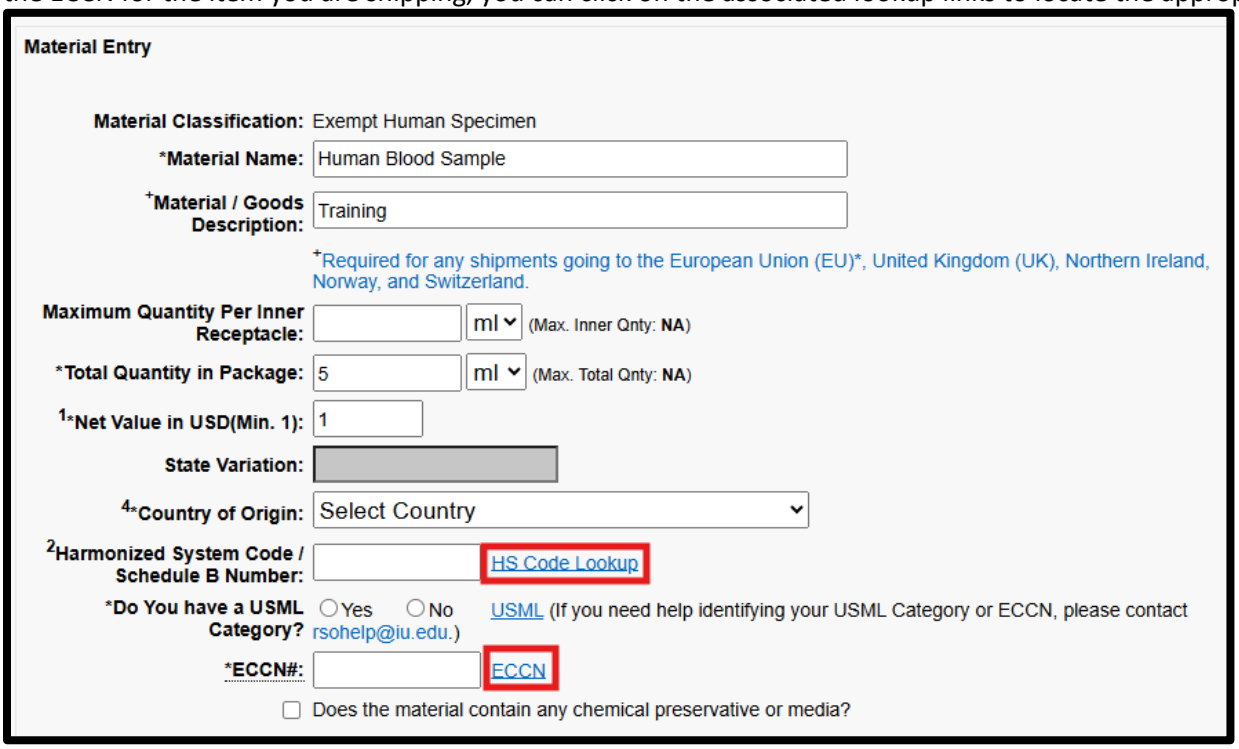


6. Enter the name of the **Material Name, Material Description, Quantity,** and **Net Value** of the material that you plan to ship.

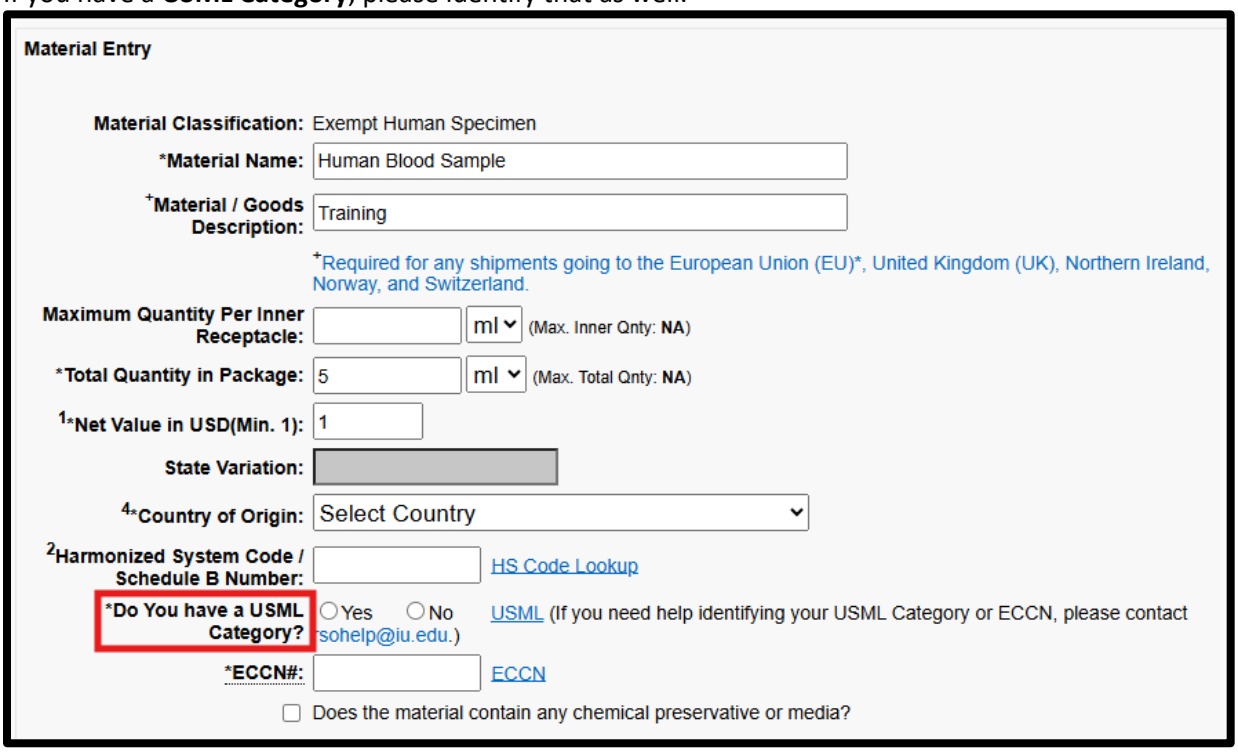


7. You will also need to provide the **Schedule B Number** and the **ECCN**. If you do not know the Schedule B Number or

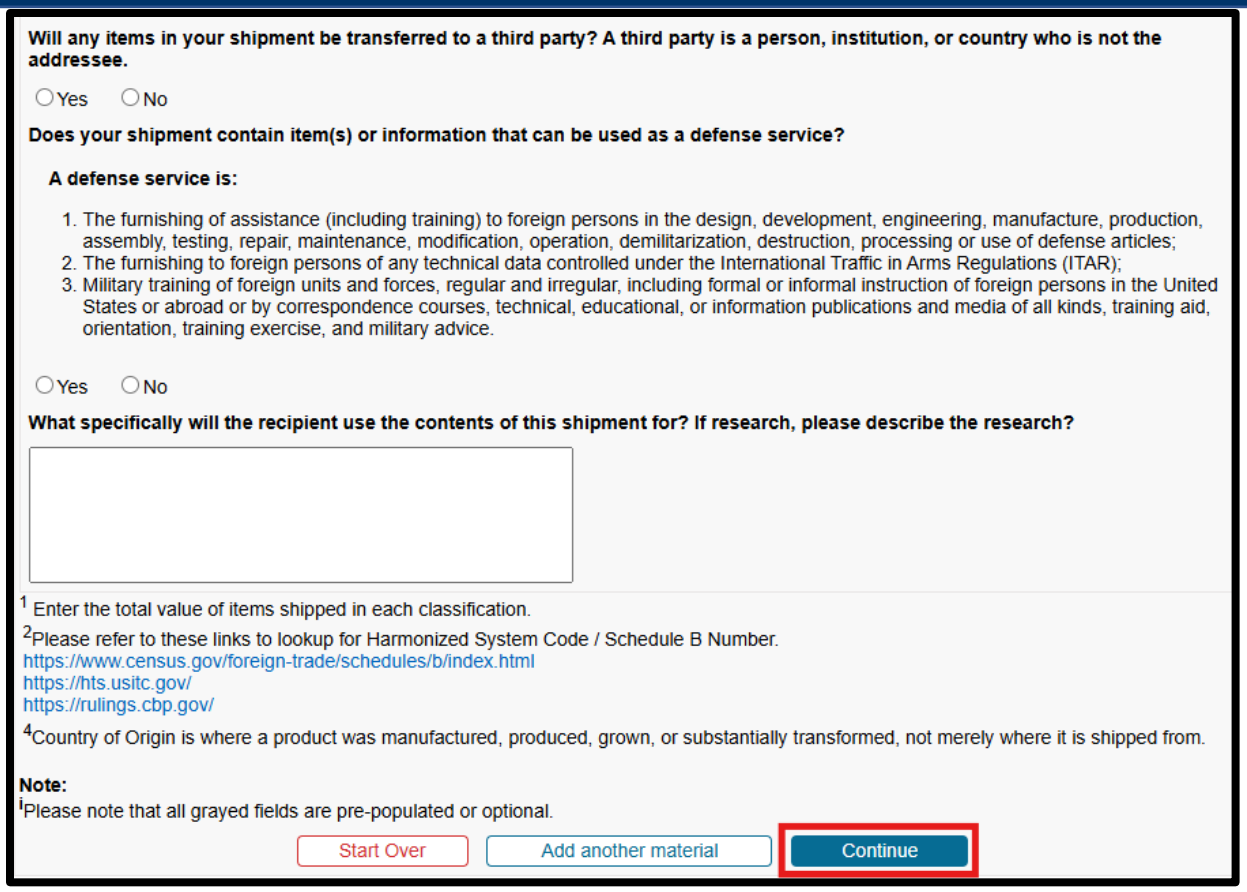
the ECCN for the item you are shipping, you can click on the associated lookup links to locate the appropriate number.



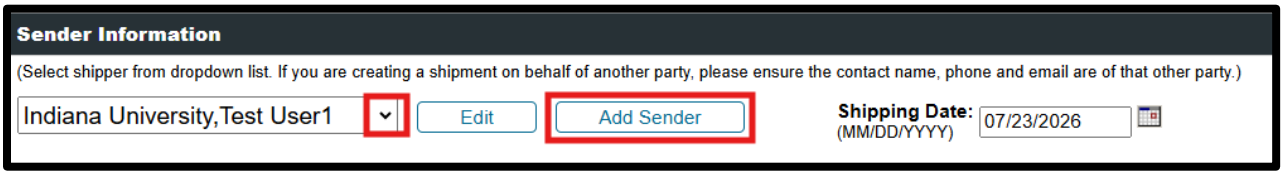
8. If you have a **USML Category**, please identify that as well.



9. Review and answer the customs questions as it relates to the material you are shipping and then click on **Continue.**

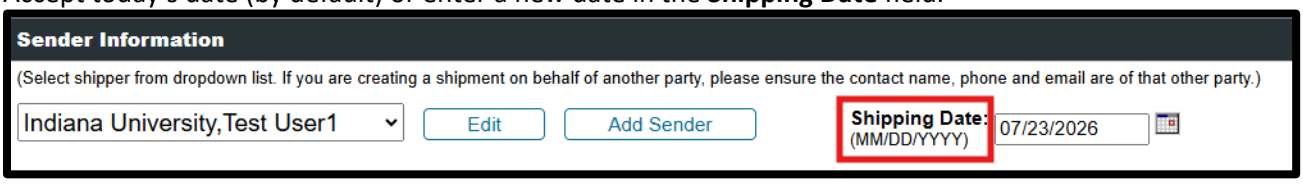


10. Review the Sender Information. If the sender location is accurate, go to step 11. To change the sender address, click the dropdown to select from any previously saved sender addresses. If you have not saved the address, click on **Add Sender** to add a new sender address.

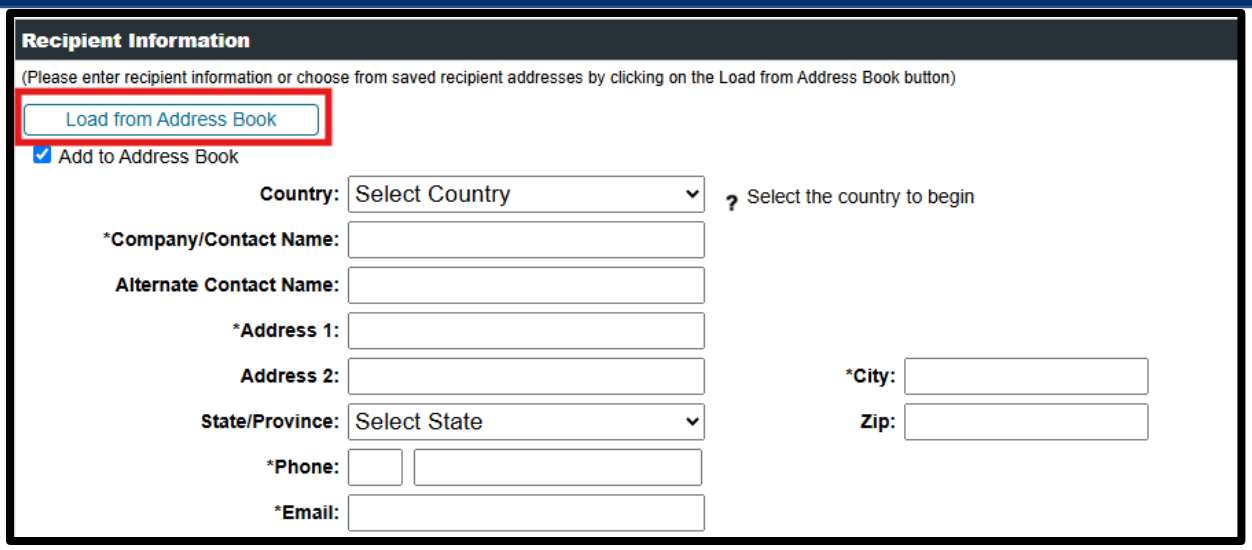


NOTE: To Edit information for one of the Senders associated with your shipping profile, refer to the Enter and Maintain Sender Information quick guide.

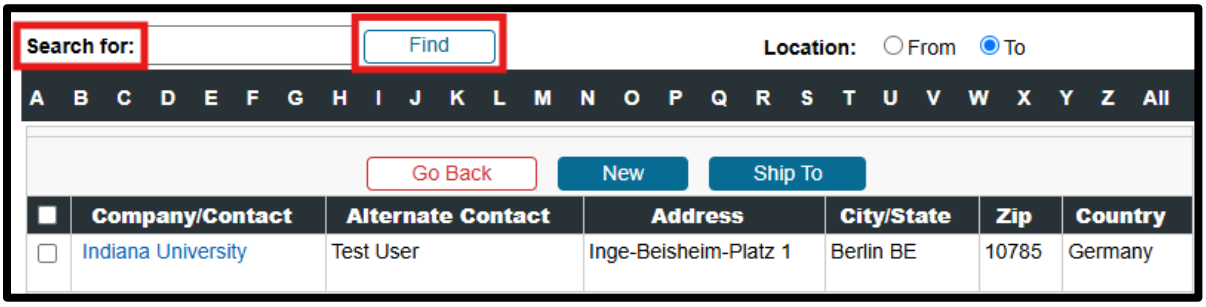
11. Accept today's date (by default) or enter a new date in the **Shipping Date** field.



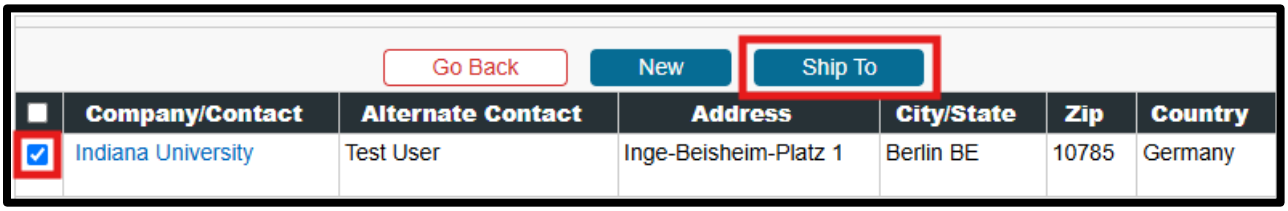
12. Click on **Load from Address Book** to select a Recipient from the saved Address Book.



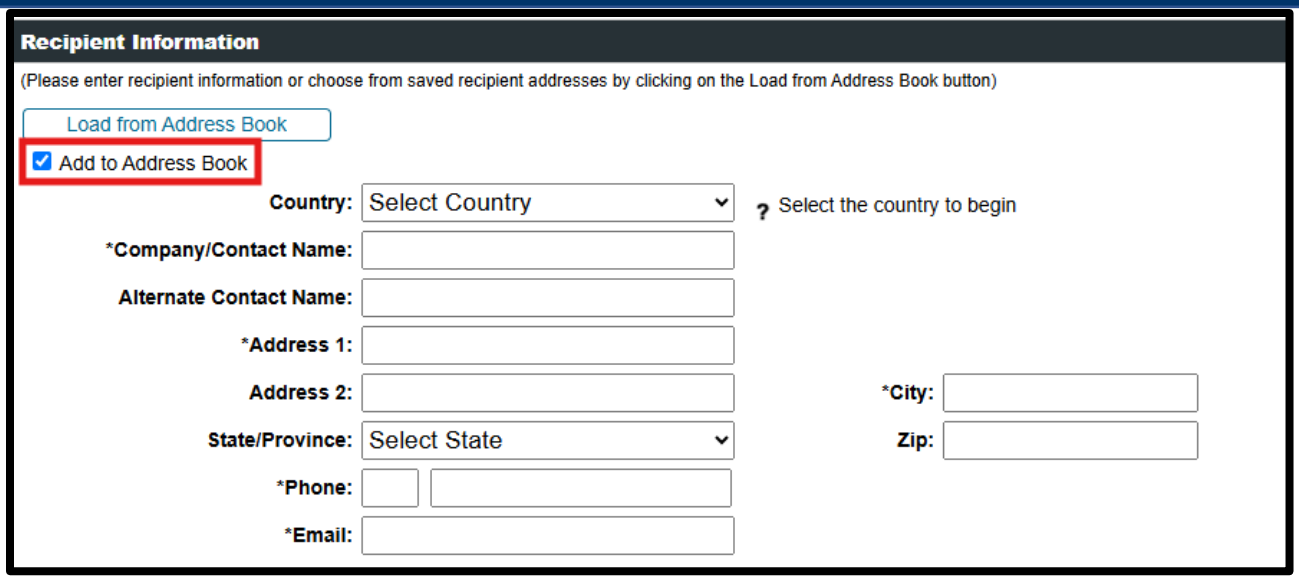
13. Saved Recipient addresses are listed alphabetically by Company name and can be located by clicking on the letter that corresponds with the first letter of the company name. Alternatively, enter your Search criteria in the Search box and click **Find**.



14. Click the **checkbox** next to the address that you would like to use as the Recipient and click **Ship To**.

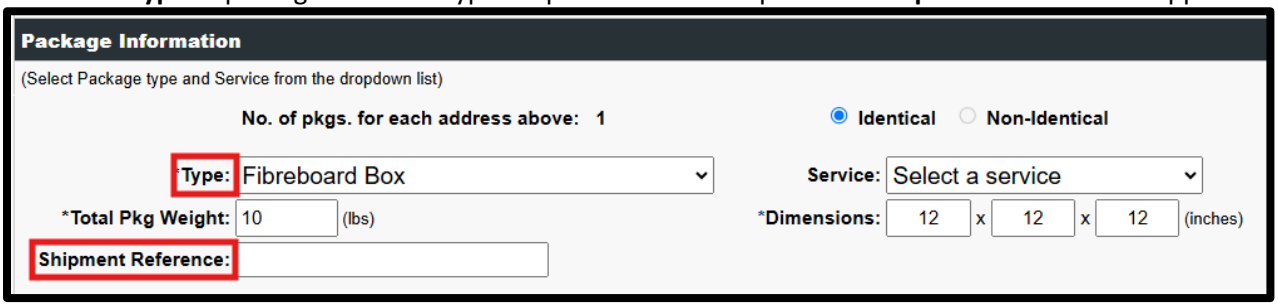


15. To add the address being entered to the saved Address Book if not already saved, click the checkbox next to **Add to Address Book**. Leave the box unchecked if the address will not be needed for future deliveries.

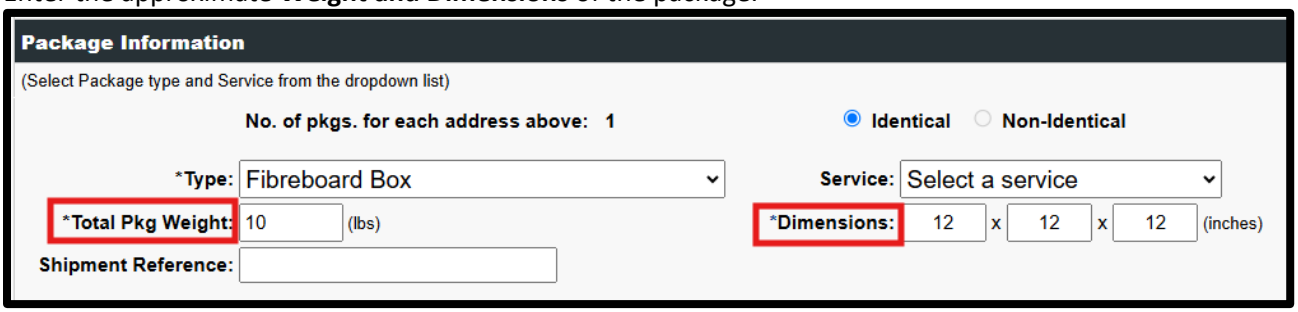


NOTE: If there is a Company Name, enter it in the Company / Contact Name box and then address the package to an individual by entering the Recipient contact name in the Alternate Contact Name box. If the package is intended for residential delivery, enter the Recipient contact name in the Company / Contact Name box. Fields marked with asterisks (*) are required.
NOTE: Enter the Recipients email address in the Ship To: section if you would like to notify the Recipient of delivery

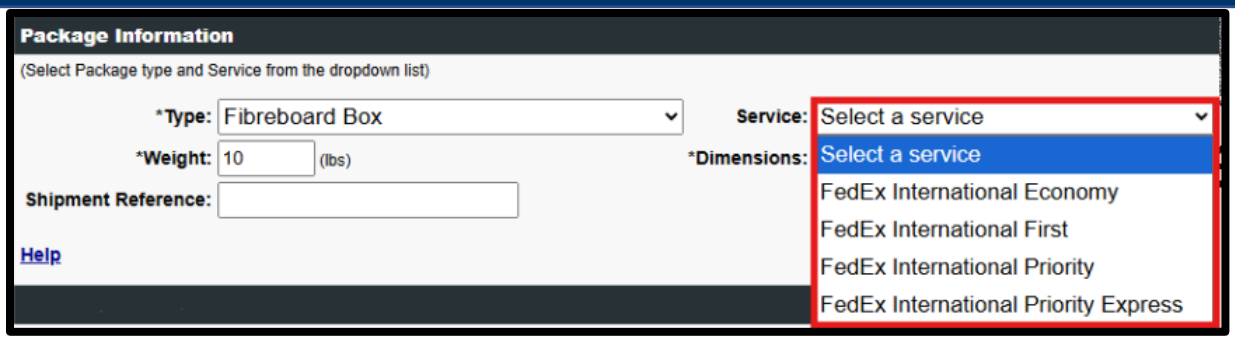
16. Select the **Type** of package from the Type drop down-list. Then provide a **Shipment Reference** if applicable.



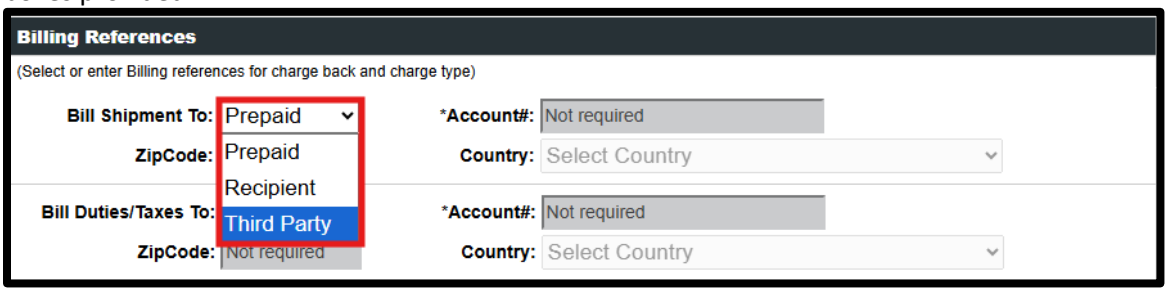
17. Enter the approximate **Weight and Dimensions** of the package.



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

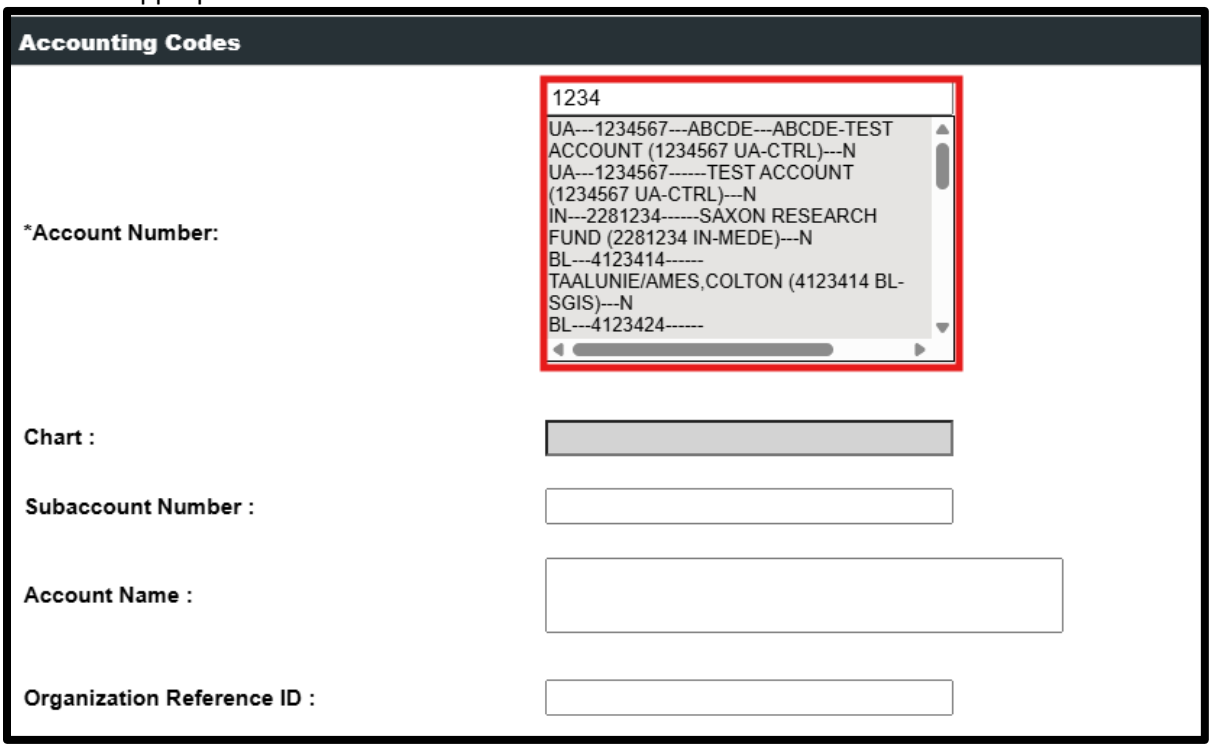


19. You can elect to have a third party, or the Recipient of the package pay for the shipment and/or the duties & taxes (should there be any). Choose **Third Party** or **Recipient** from the **Bill To** drop-down list. Enter the Recipient / Third Party **Account Number**, **Zip Code**, and **Country** associated with the Recipient / Third Party Account Number in the boxes provided.

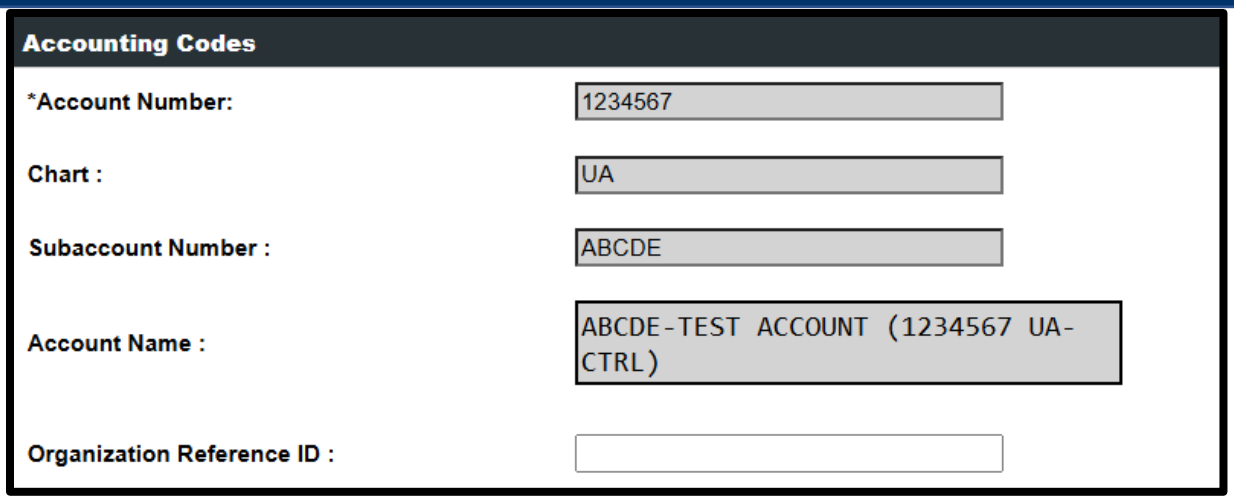


NOTE: An Account Number will still be required for transaction fees and back-up in the event the Recipient/Third Party Account is unable to be billed.

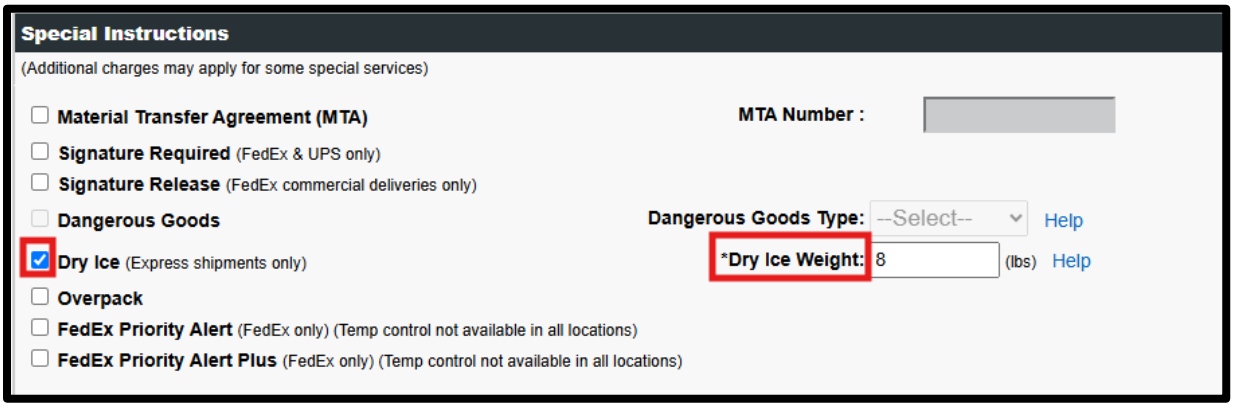
20. Enter your **KFS Account Number**. Upon entering in your Account Number, you will be presented with a dropdown to select the appropriate account.



21. Once selected, the remaining fields will automatically populate based on the identified Account Number.

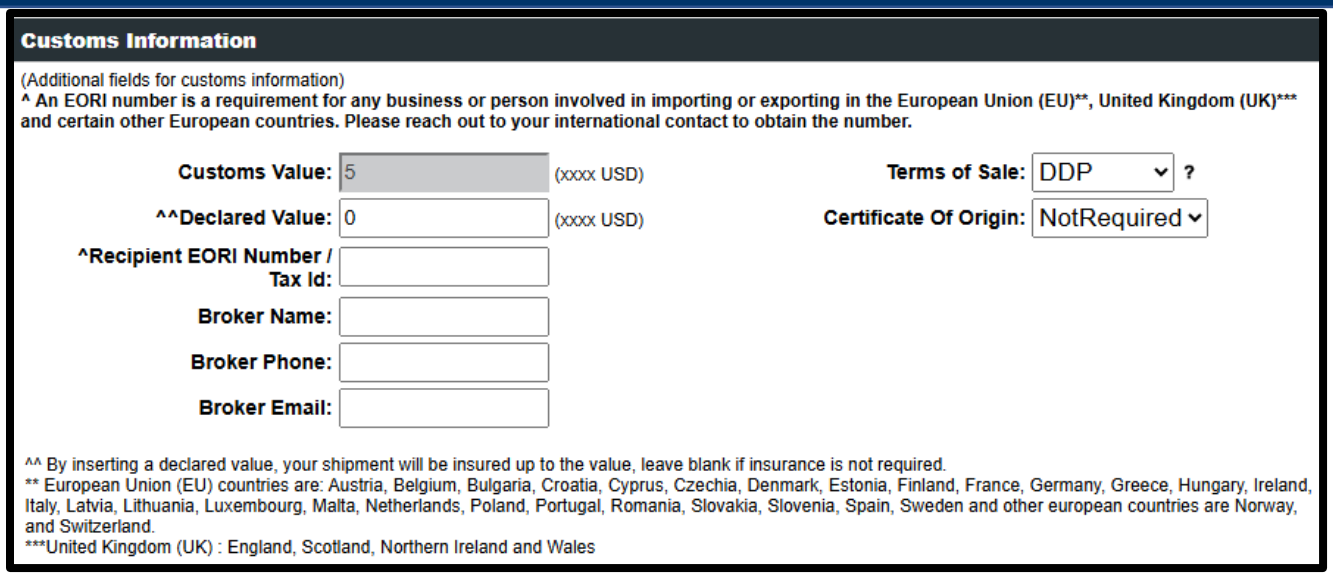


22. Select any optional **Special Instructions** or enter a **Declared Value** (for insurance purposes if applicable) required for this package. If dry ice is included in your package, click Dry Ice and indicate how many pounds will be included.



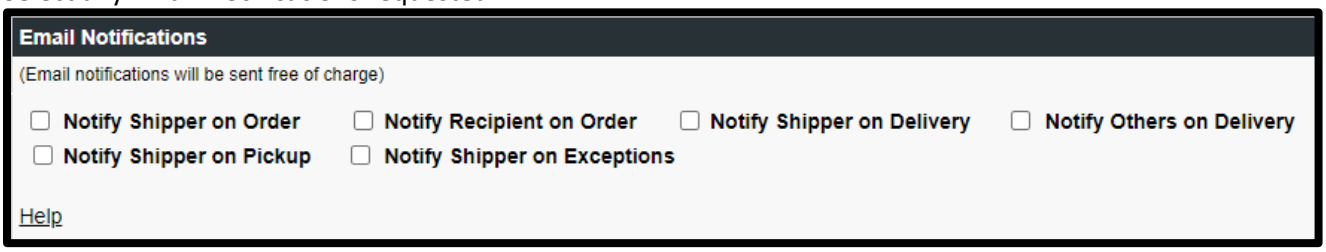
NOTE: The weight of dry ice should not exceed the total package weight.
NOTE: Additional charges may apply for some special services.

23. Enter **Customs Information** including the **Declared Value** (for insurance purposes if applicable) required for this package.

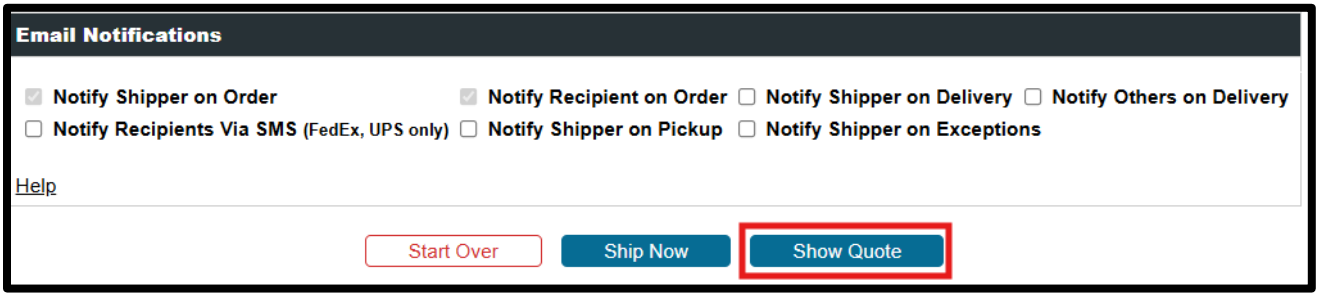


NOTE: If no broker information is provided, generally the carrier can clear it on your behalf as standard/non-express clearance.

24. Select any **Email Notifications** requested.

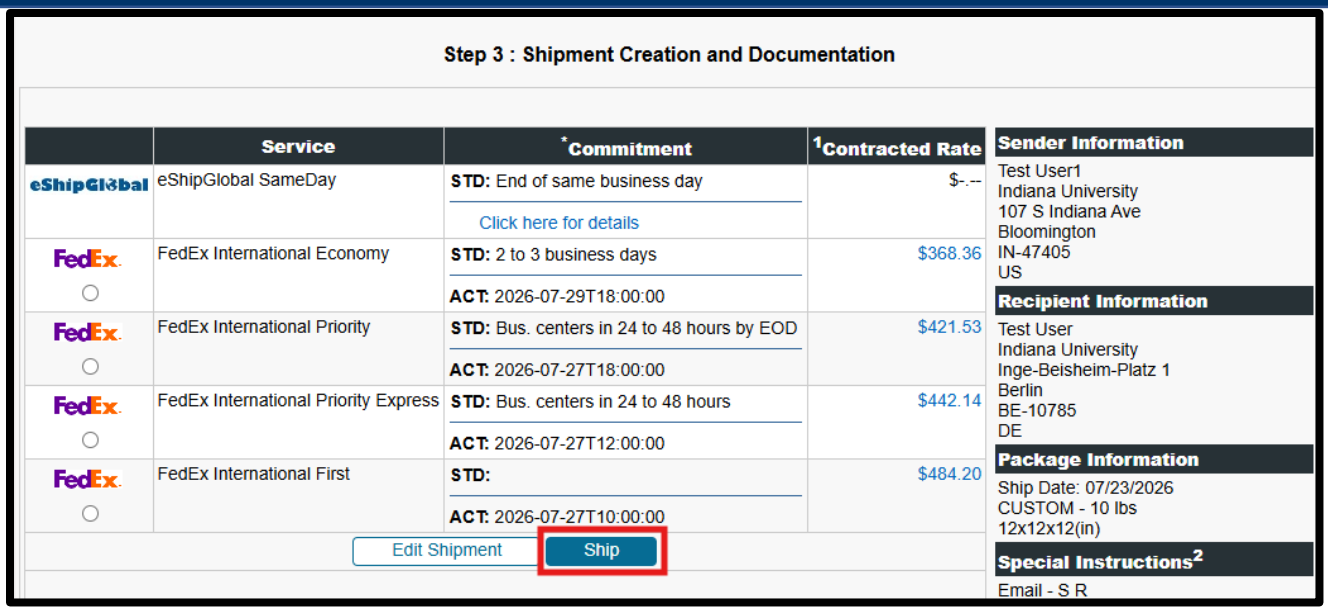


25. Click **Show Quote**.



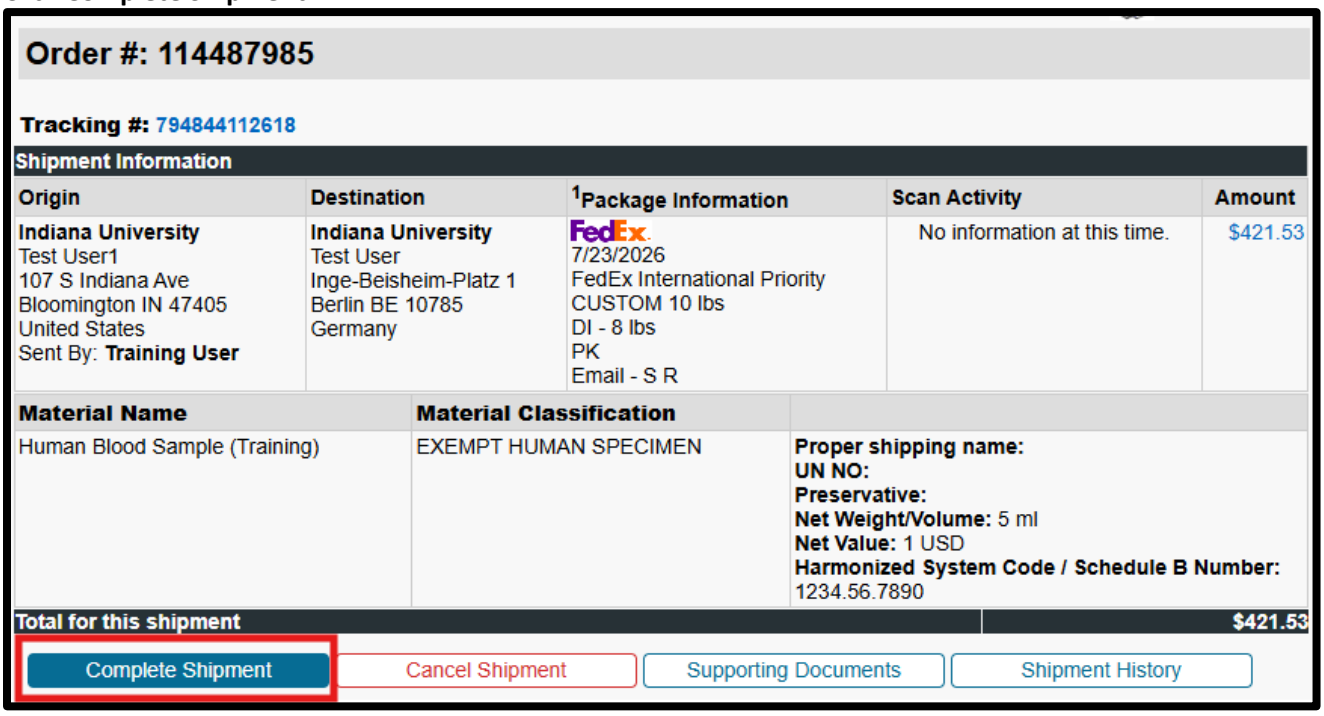
NOTE: If you choose to Notify Shipper, Notify Recipient, Notify Shipper on Delivery, or Notify Others on Delivery, you will need to enter an email address, email addresses need to be entered for each of the requested Email Notifications.

26. Select a shipping Carrier, Service, and Rate from the list of options provided and click **Ship**.

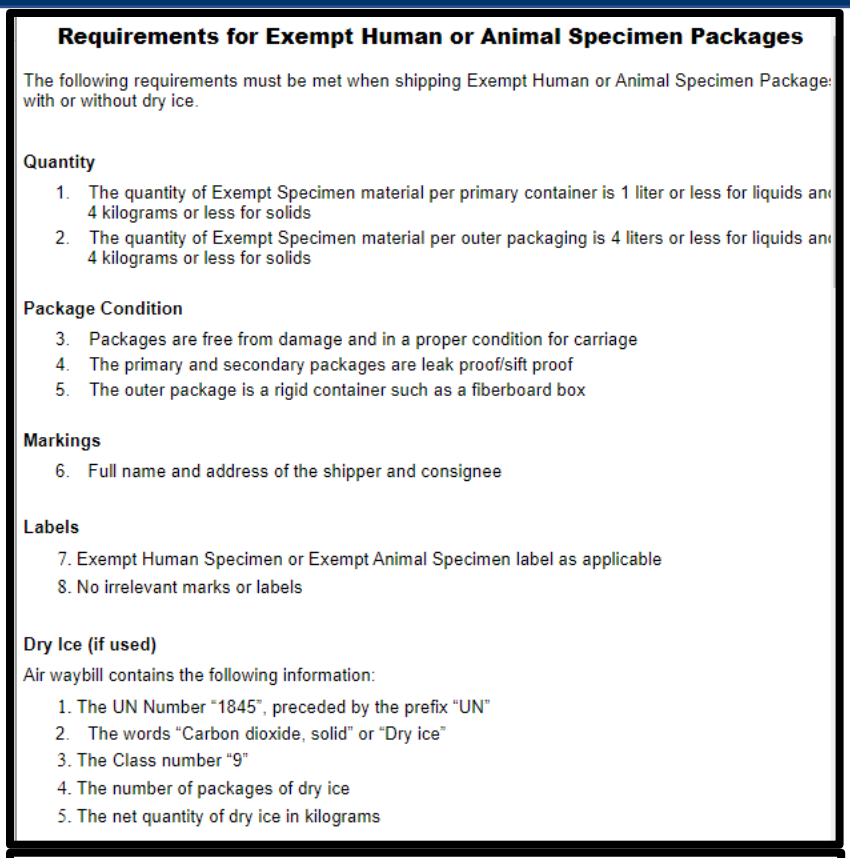


NOTE: Shipping Carrier options will be displayed from the least expensive to the most expensive option.

27. Click **Complete Shipment.**



28. Read the Requirements for shipping your material type(s).



Requirements for Exempt Human or Animal Specimen Packages

The following requirements must be met when shipping Exempt Human or Animal Specimen Package with or without dry ice.

Quantity

1. The quantity of Exempt Specimen material per primary container is 1 liter or less for liquids an 4 kilograms or less for solids
2. The quantity of Exempt Specimen material per outer packaging is 4 liters or less for liquids an 4 kilograms or less for solids

Package Condition

3. Packages are free from damage and in a proper condition for carriage
4. The primary and secondary packages are leak proof/sift proof
5. The outer package is a rigid container such as a fiberboard box

Markings

6. Full name and address of the shipper and consignee

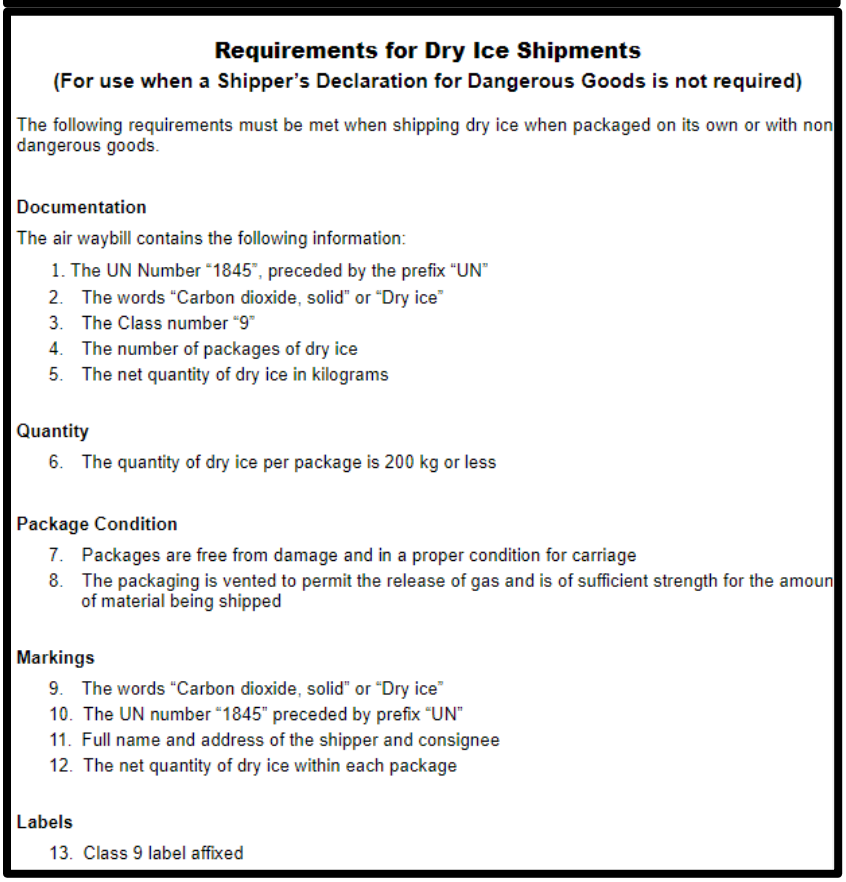
Labels

7. Exempt Human Specimen or Exempt Animal Specimen label as applicable
8. No irrelevant marks or labels

Dry Ice (if used)

Air waybill contains the following information:

1. The UN Number "1845", preceded by the prefix "UN"
2. The words "Carbon dioxide, solid" or "Dry ice"
3. The Class number "9"
4. The number of packages of dry ice
5. The net quantity of dry ice in kilograms



Requirements for Dry Ice Shipments

(For use when a Shipper's Declaration for Dangerous Goods is not required)

The following requirements must be met when shipping dry ice when packaged on its own or with non dangerous goods.

Documentation

The air waybill contains the following information:

1. The UN Number "1845", preceded by the prefix "UN"
2. The words "Carbon dioxide, solid" or "Dry ice"
3. The Class number "9"
4. The number of packages of dry ice
5. The net quantity of dry ice in kilograms

Quantity

6. The quantity of dry ice per package is 200 kg or less

Package Condition

7. Packages are free from damage and in a proper condition for carriage
8. The packaging is vented to permit the release of gas and is of sufficient strength for the amoun of material being shipped

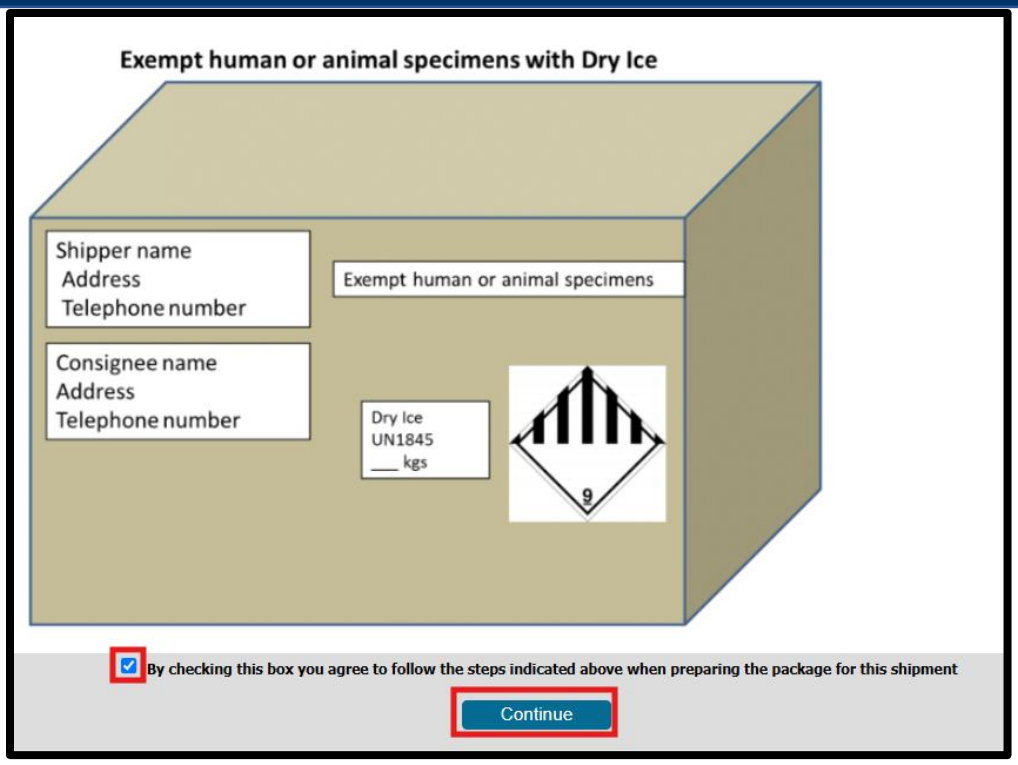
Markings

9. The words "Carbon dioxide, solid" or "Dry ice"
10. The UN number "1845" preceded by prefix "UN"
11. Full name and address of the shipper and consignee
12. The net quantity of dry ice within each package

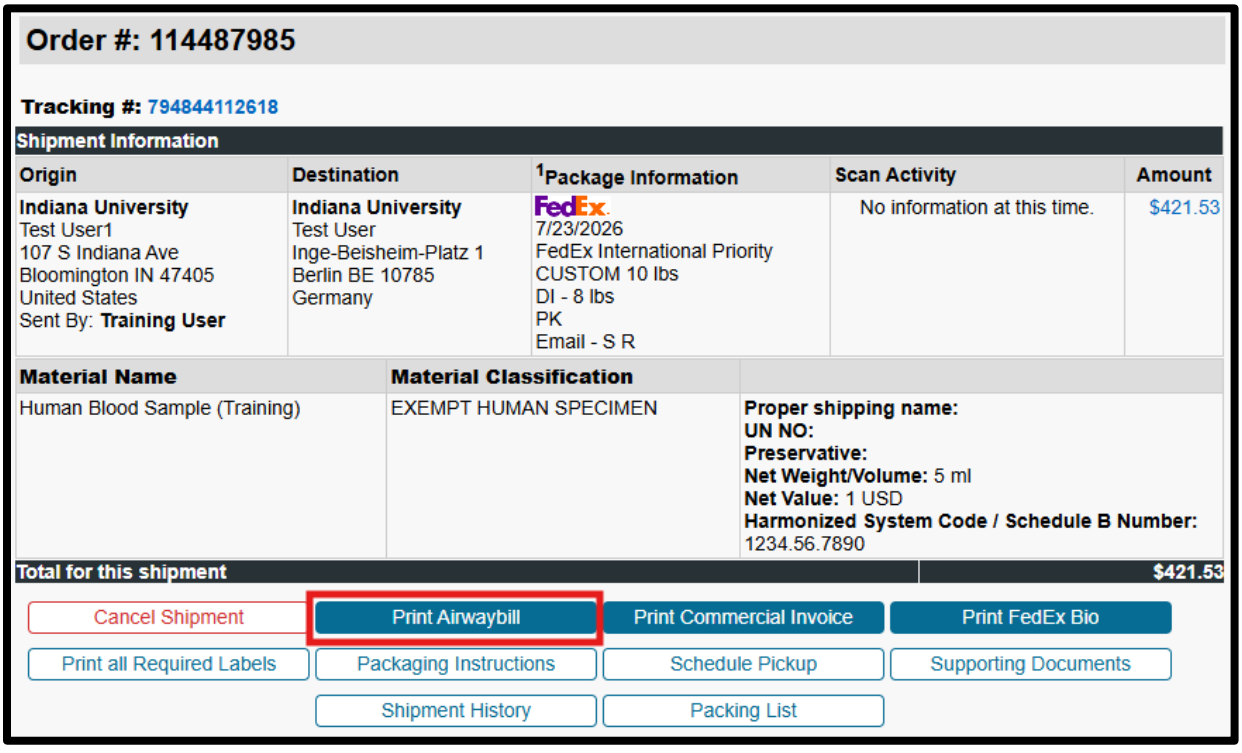
Labels

13. Class 9 label affixed

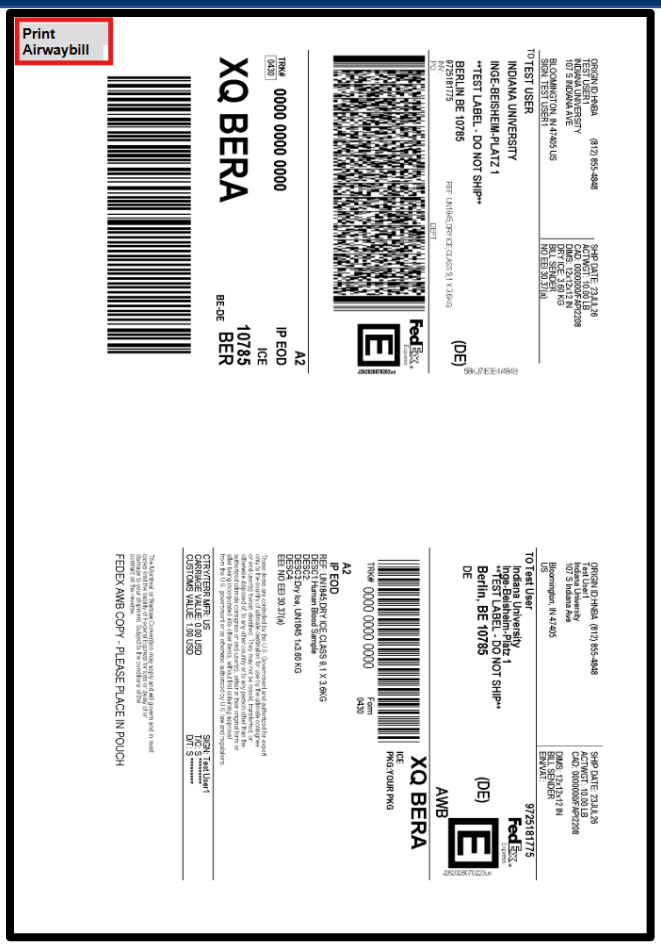
29. Click the **checkbox** next to the statement that you will follow the steps indicated in the checklist and packaging instructions when preparing the package for this shipment and click **Continue**.



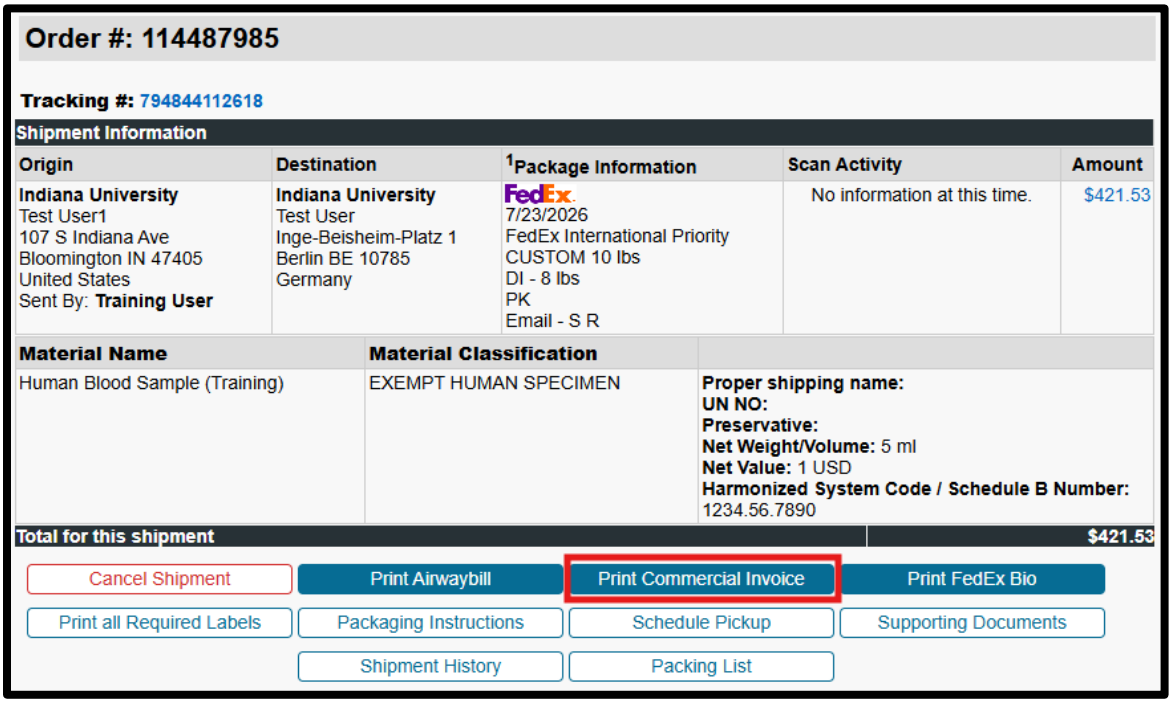
30. To print your Airway bill, click on the blue **Print Airwaybill button**.



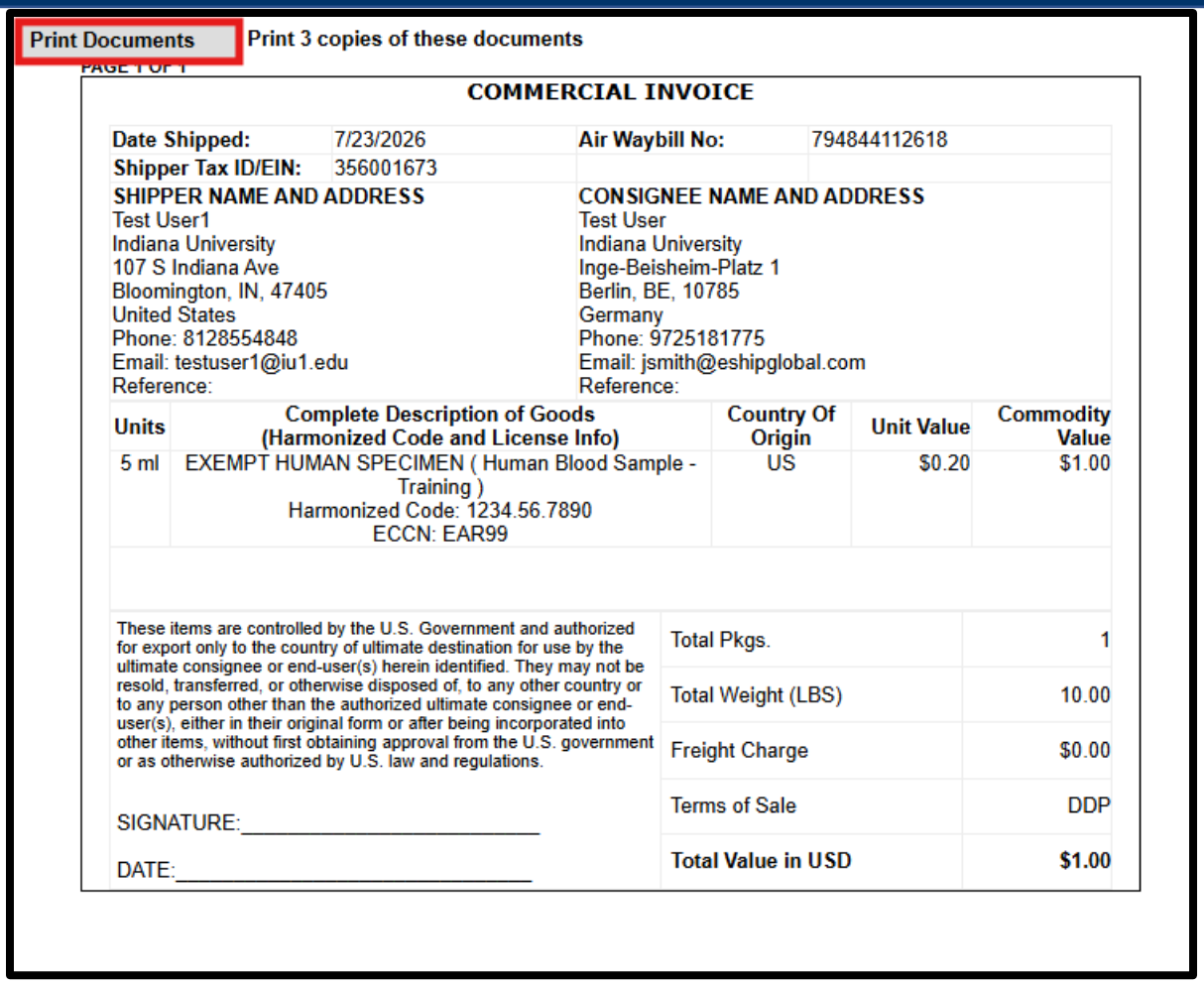
31. In the pop-up Print Label Screen, click **Print Airwaybill**. Please ensure to print all pages.



32. Click **Print Commercial Invoice** to print necessary Customs documents.



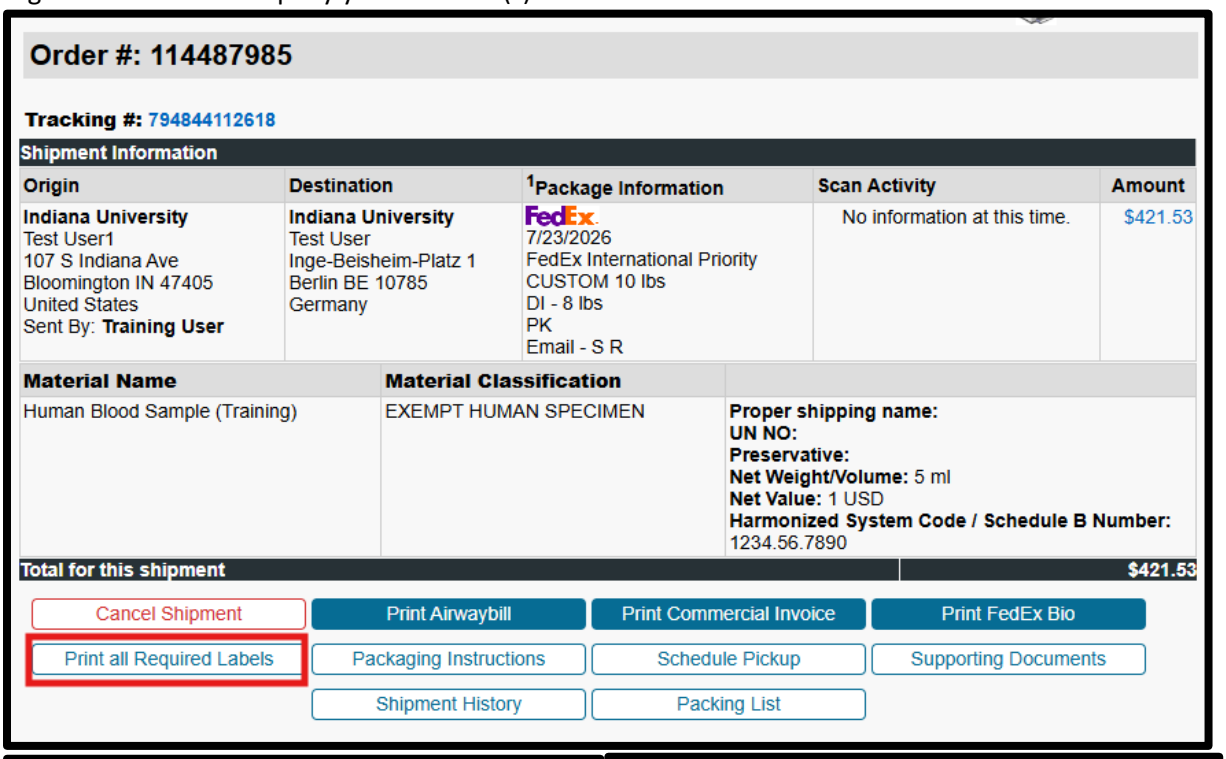
33. In the pop-up document screen, click **Print Documents**.

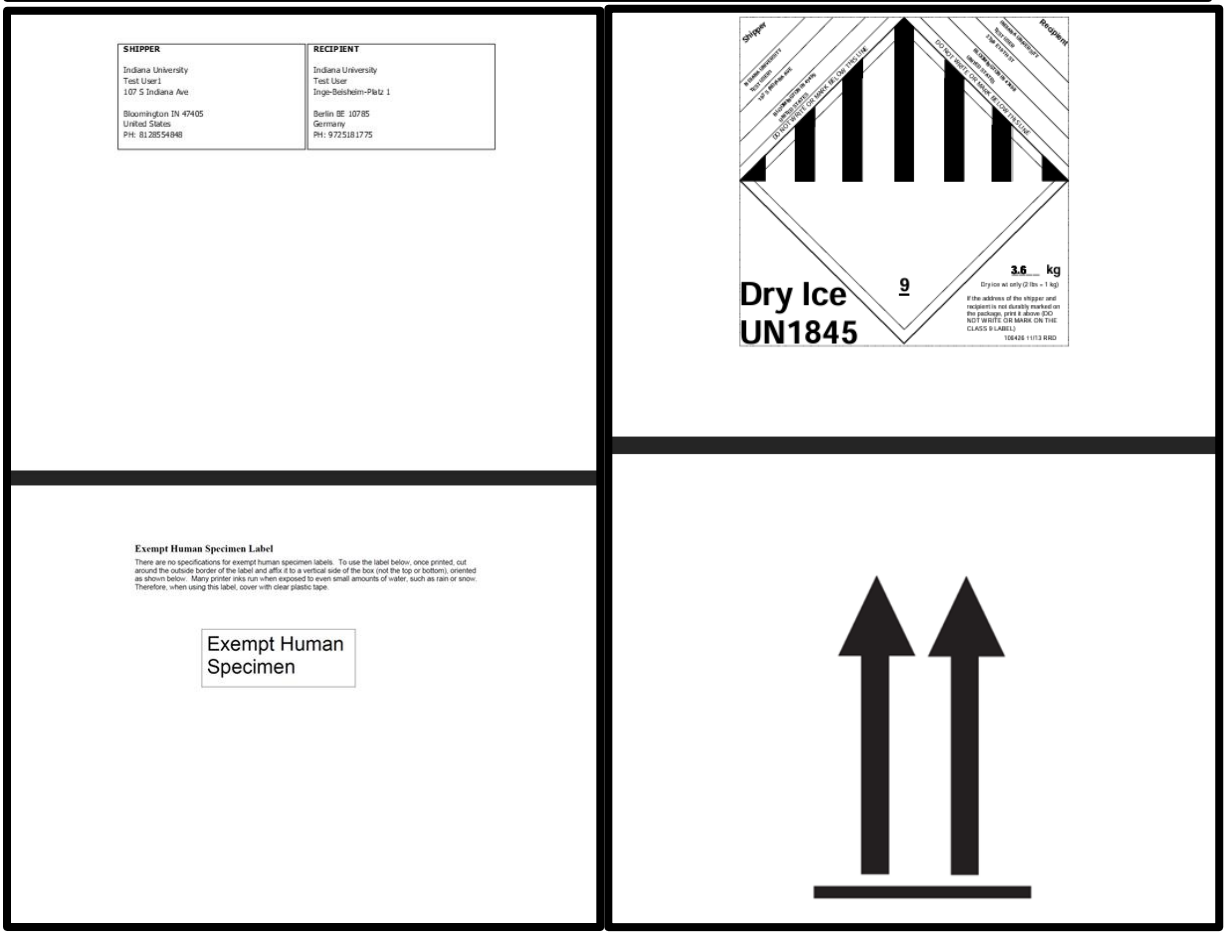


NOTE: Print 3 copies of the Commercial Invoice and other customs related forms for international shipments

34. Click **Print All Required Labels** to print the necessary package labels in alignment with the IATA shipping

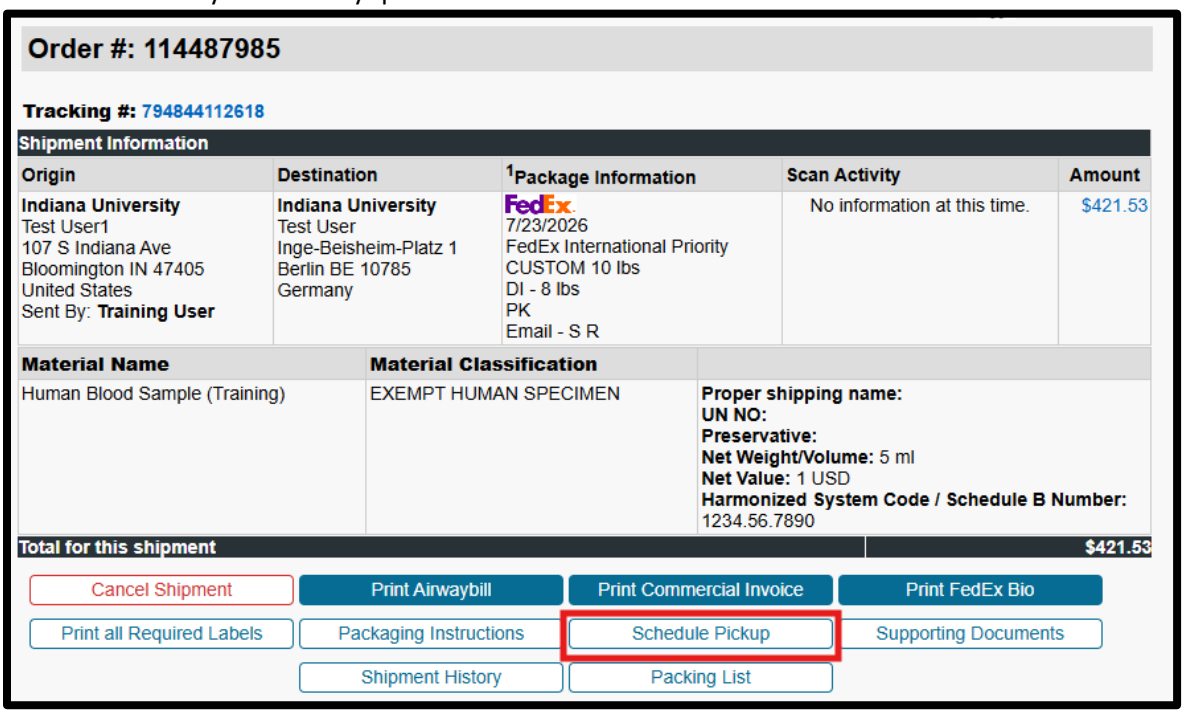
regulations that accompany your material(s).



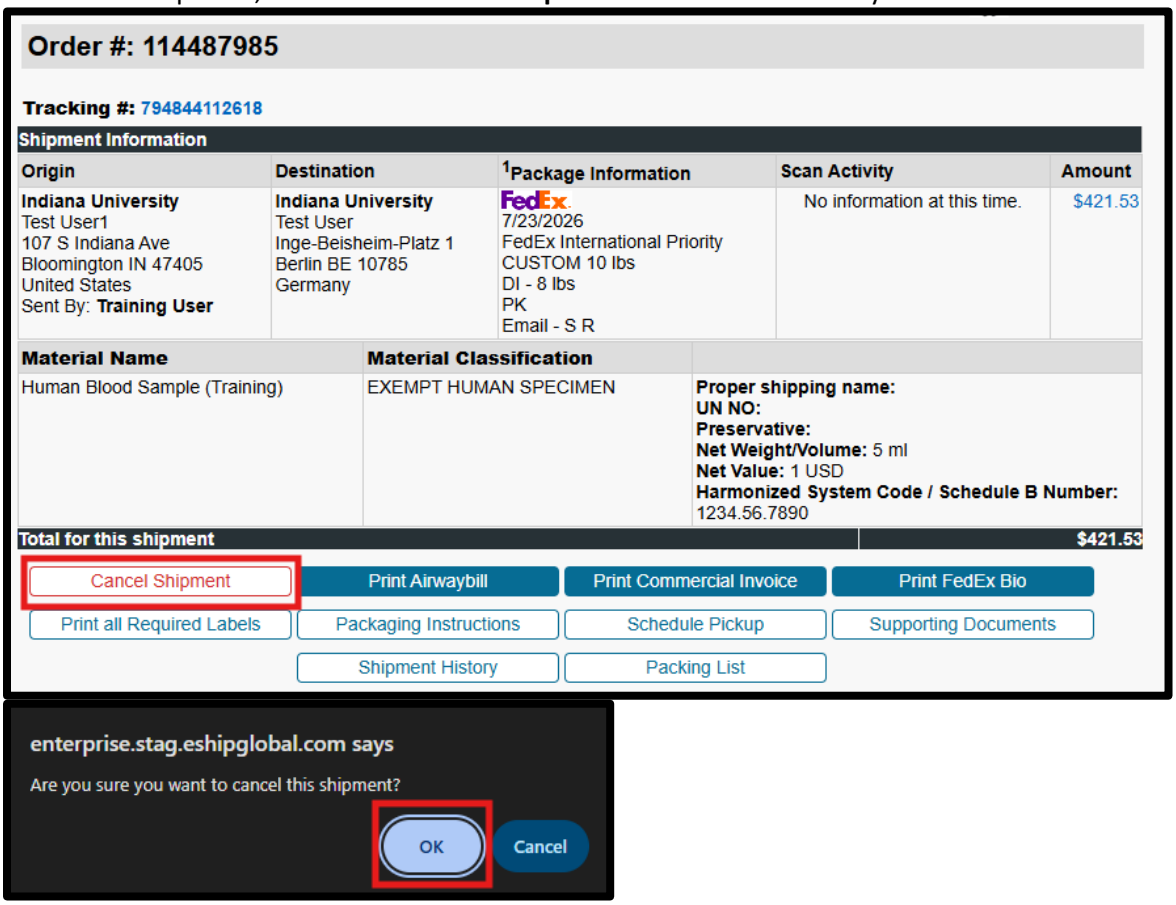


35. To schedule a pickup, click on **Schedule Pickup**. Please retain the Pickup Confirmation Number for your records

in the event that you have any questions.

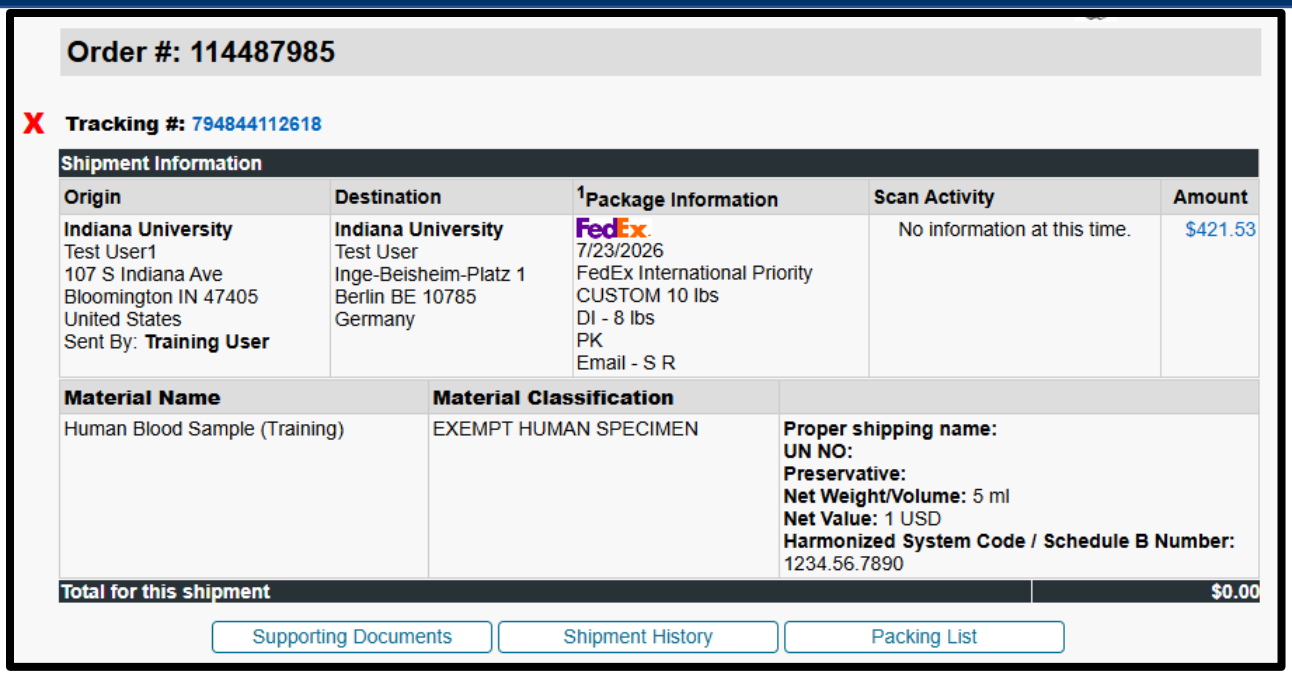


36. To cancel a shipment, click the red **Cancel Shipment** button and confirm your cancellation.



37. After your label has been cancelled, you will see a red “x” in the left-hand column of the shipment history and on the label summary.

Express Shipping powered by eShipGlobal



Order #: 114487985

X **Tracking #:** 794844112618

Shipment Information

Origin	Destination	[1]Package Information	Scan Activity	Amount
Indiana University Test User1 107 S Indiana Ave Bloomington IN 47405 United States Sent By: **Training User**	**Indiana University** Test User Inge-Beisheim-Platz 1 Berlin BE 10785 Germany	FedEx 7/23/2026 FedEx International Priority CUSTOM 10 lbs DI - 8 lbs PK Email - S R	No information at this time.	$421.53

Material Name	Material Classification	
Human Blood Sample (Training)	EXEMPT HUMAN SPECIMEN	**Proper shipping name:** **UN NO:** **Preservative:** **Net Weight/Volume:** 5 ml **Net Value:** 1 USD **Harmonized System Code / Schedule B Number:** 1234.56.7890

Total for this shipment **$0.00**

Supporting Documents | Shipment History | Packing List