

# eShipGlobal User Guide for The University of Texas, Dallas

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User Guide

## eShipGløbal

### Introduction

This user guide will help users learn how to use the eShipGlobal transportation management software. This document will act as a reference guide for users who want to understand the difference between user roles, what value does eShipGlobal provide, what workflow to use for shipping research materials and ensuring exportation compliance. This guide includes step-by-step instructions on both domestic and international shipment of biological hazardous materials, hazardous chemicals, radioactive materials, dry ice & non-regulated materials.

### **Pre-Requisites**

To follow this guide, you need to have access to your instance of the eShipGlobal workspace. You may also need to receive training in order to ship certain materials.

### **Getting Started**

eShipGlobal is a completely web based tool. Simply log in from your preferred web browser (Firefox, Chrome, Internet Explorer, and Safari are all supported browsers). If you do not know the URL to access eShipGlobal, contact your Administrator.

Each user has a specific role in eShipGlobal, and when he or she logs in, he or she will see the home page with information particular to his or her role. The Home Page ensures that each and every user sees the information and menu options that they need to get their job done.



Figure 1: Home Page

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### Roles

eShipGlobal provides pre-defined roles, such as, the ECO Admin, the EHS Admin, and RMS Users. There is also an additional Administrator Role for Managing the software implementation. All roles are described in section below.

### Regular User

The *Regular User* role is the most basic user type. This user requires no training validation, but is only able to create non-regulated domestic and international shipments.

<u>Reports</u>: Has access to Shipment history, International Shipment history, tracking report (can be restricted to self), and Shipment search report, Manifest report and UPS high Value report (shipments with value above \$5000).

### RMS User

The *RMS User r*ole is for users who will need to ship regulated research materials. This user can create regulated and non-regulated domestic and international Shipments. The system validates level of training with the material selection before allowing user to prepare the shipment.

<u>Reports</u>: Has access to Shipment history, International Shipment history, Research Material Shipment history, inbound shipment history, Tracking report, Shipment search report, Manifest report and UPS high Value report (shipments with value above \$5000), eShipLab OP-950/ Certification report

### Administrator

The *Administrator* role can create regulated and non-regulated domestic and international shipments. The administrator has access to additional information and reports related to billing and invoicing. This user can also manage other user accounts and access rights.

<u>Reports</u>: Has access to Shipment history, International Shipment history, Research Material Shipment history, inbound shipment history, Tracking report, Shipment search report, Manifest report and UPS high Value report (shipments with value above \$5000), eShipLab OP-950/ Certification report

### ECO Admin

The *ECO Admin* role is responsible for addressing any issues flagged as part of the export compliance logic on shipments created by other users. This role can also create non-regulated domestic and international shipments.

<u>Reports</u>: Has access to Shipment history, International Shipment history, Tracking report, Shipment search report, Manifest report and UPS high Value report (shipments with value above \$5000).



### EHS Admin

The *EHS* Admin role is responsible for addressing any issues flagged by hazardous materials and dangerous goods regulations. This user can also create regulated and non-regulated domestic and international shipments.

<u>Reports</u>: Has access to Shipment History, International Shipment History, Research Material Shipment History, Inbound Shipment History, Tracking Report, Shipment Search Report, Manifest Report and UPS High Value Report (shipments with value above \$5000), eShipLab OP-950/ Certification report, Research Material Database, Research Material Dashboard.

Shipment History - No Export International Shipment History – No Export Research Material Shipment history – No Export Inbound Shipment History – No Export Tracking Report – Can Export Shipment Search Report – Can Export Manifest Report – No Export UPS High Value Report (shipments with value above \$5000) – No Export eShipLab OP-950/ Certification Report – No Export

### eShipGlobal Process

There are two major workflows that are part of the overall eShipGlobal process. They are the research materials workflow and the export compliance workflow. The diagram below shows a high-level workflow of the steps a user takes to ship research materials both domestically and internationally.



Figure 2: High-Level Workflow

### **Research Materials Workflow**

The research materials workflow walks the user through preparing and shipping hazardous materials. The diagram below walks through the process at a high-level.



Figure 3: Biological Research Materials High-Level Workflow

### Research Materials: Cat A, Cat B, GMOs/GMMOs Workflow

The diagram below is a more detailed process flow walking through the shipping process for Research Materials that fall into **Category A**, **Category B**, and **GMOs/GMMOs** classifications.



Figure 4: Category A, Category B, & GMOs/GMMOs Workflow

### Research Materials: Exempt Human/Animal Specimen Workflow

The diagram below is a more detailed process flow walking through the shipping process for Research Materials that fall into the **Exempt Human or Animal Specimen** classification.



Figure 5: Exempt Human or Animal Specimen Workflow

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## eShipGl@bal

### Export Compliance: User Workflow

The diagram below shows the export compliance process flow, walking through the shipping process for the user.



Figure 6: Export Compliance: User Workflow

### Export Compliance: ECO Admin Workflow

The diagram below shows the workflow for the ECO Admin, in order to support Export Compliance.



#### Figure 7: Export Compliance: ECO Admin Workflow

### Export Compliance: EHS Admin Workflow

The diagram below shows the workflow for the EHS Admin, in order to support Export Compliance. This also allows the EHS admin to override and approve research material shipments for users who lack the proper training.



Figure 8: Export Compliance: EHS Admin Workflow

### **User Scenarios**

The following sections walk the user through the most common scenarios of the eShipGlobal application. Each section includes a short description of the scenario and then a step-by-step walkthrough of the scenario with screenshots from the application.

### 1.0 Non-RMS Domestic Shipping

The purpose of this scenario is to show the user how to ship domestic packages without any regulated materials. The user will create a new domestic shipment. This scenario walks through address selection, package and billing information, special instructions, rate shopping and email notifications.

Let's look at that in eShipGlobal:

- 1. Select **Ship>Ship To** from top navigation menu. Select "No" where it asks to determine if this shipment contains research materials.
- 2. Identify if this as a domestic or international shipment. For purpose of this scenario we will select Domestic.

	eSh	ipGlo	bal.			ſ	DROP-OFFS	SUPPLIES	CONTACT	
	HOME	RATE	SHIP	TRACK	QUICKSHIP	MY SHIPMENTS	ADDRESS BOOK	ACCOUNT MANAGEMENT	LOGOUT	HELP
					SHI	PPING SE	LECTION			
			Does your : Biolog Chem Radic Dry Ic	shipment con gical Materials nicals pactive Materia se	<b>tain any of the fo</b> IS	ollowing:				
						Yes •	No			
			Please sele	ect the shipme	ent type below:	Domestic     O	International			
@2 eSt	016 eShipGlob hipGlobal is a tr	al Inc. ade name an	d service mari	k of eShipGlob	al Inc.					

#### Figure 9: Shipping Selection: Domestic

3. You can use a "Quick Ship" saved profile or enter the shipping information. The first section is the "Ship From" section. This will default to the logged in user's profile information. You can add a new sender, by clicking on the "Add Sender" button and entering in that sender's information. The Shipping Date defaults to today's date and can only be edited to a future date.

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(Optional - If you don't use QuickShip, please skip to the next section)	
Select a Profile ▼	
Save/ Update the shipment preferences for QuickShip	Profile Name:
Help	
Ship From	
(Select shipper dropdown list)	
	Shipping Date: 01/06/2017

#### Figure 10: "Ship From" Section

4. In the "Ship To" section, the user can load an address from the address book, by clicking the "Load from Address Book" button and selecting the contact from the address book. If the address does not exist, the user can enter in the contact information in the "Ship To" section. Check the "Add to Address Book" checkbox to save this information in the address book for reuse at a later time.

Ship To				
(Please enter recipient information	or choose from saved recipient add	resses by clicking on the 'Lo	oad from Address Book' butto	on)
Load from Address Boo	ok 🔤			
Add to Address Book				
*Company/Contact Name:				
Alt. Contact Name:				
*Address1:				
Address2:			*City:	
*State:	Select State	•	*Zip:	
Country:	United States	•		
	Click here to verify this addres	S		
*Phone:		(XXX-XXX-XXX	(X)	
Email:				
Note: - Express carriers do not deliver to - Postal codes should include nun	) P.O. Box addresses. Please enter a nbers or letters, as appropriate for th	a physical address to avoid o e destination. Please avoid	delays and/or additional fees using special characters suc	h as dashes

Figure 11: "Ship To" Section

5. In the "Package Information" section, enter information about the package including number of packages, package type, weight, dimensions, and service. You can leave the "Service" field blank and use the "Show Quote" button to select the best service based on timing and price. If in the Billing section you are going to use a Third-Party account or bill the Recipient, you must select a Service in this section, because the Show Quote tool will not be available. If there is more than one package, the user must mark the packages as identical or Non-Identical. If "Non-Identical" the user will need to enter package information for all packages.

_					User Guide
Package Information					
(Choose Package type and S	Service from the dropdown list	)			
No. of pkgs. for each a	ddress above: 1	Identic	al 🔍 Non-Ide	ntical	
Туре:	Carrier Letter	•	Service:	Select a service	•
Weight:	0.5	(lbs)	Dimensions:	L X W	x H (inches)
Shipment Reference:					
Help					



6. In the "Billing References" section, enter account information and select how to bill the shipment. Select "Prepaid" if you're going to use your organizations account information. The user can select "Recipient" or "Third Party" to enter in someone else's account to be billed. If you do not use "Prepaid" option, then you will need to select a "Service" in the Package Information section. \*Note: Show Quote feature will not be available for Third Party or Recipients accounts so you will only have an option to "Ship". If you select "Prepaid" you will be required to enter the cost object code and assign the cost allocation.

Billing References		
(Choose or enter Billing references for cha	arge back and charge type)	
Bill To: Prepaid 🔻	*Recipient/Third Party Account #: Not required	*Zip: Not required
Cost Allocation		
* Project:	* Costcode:	* Department:

Figure 13: Billing References Section

7. In the "Special Instructions" section, select any special services or instructions for the package, such as, "Saturday Delivery", "Signature Required", or "Hold at Station". Some special services have additional charges. \*Note: FedEx does not hold packages for Saturday Delivery, as they deliver as soon as they can. So, if the shipping date is a Monday-Thursday, FedEx will not show up on the quote page, only UPS when you choose Saturday Delivery. If you want FedEx options, you would need to be shipping it out closer to Saturday. You can change shipping date to see if it would be cheaper to ship FedEx and wait to ship it a few days so it can be delivered on Saturday.

Special Instructions	
(Additonal charges may apply for some special services)	
Material Transfer Agreement (MTA)	MTA Number:
Return Shipment (FedEx only)	
Saturday Delivery (FedEx, UPS only)	Hold at Station (FedEx, UPS only)
Signature Required	Residential Delivery (FedEx, UPS only)
Signature Release (FedEx, UPS only)	
Declared Value: 0 (USD)	
Help	

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Figure 14: Special Instructions Section

8. Select any email notifications desired for this shipment.



Figure 15: Email Notifications Section

9. Click "Show Quote" button to review multiple carrier options. Choose the carrier and service desired for this shipment, and click on the "Ship" button.

				[Ed
	Service	*Commitment	<sup>1</sup> Contracted Rate	Sender
FedEx.	FedEx Express Saver	STD: 3rd business day by 4:30 PM	\$11.03	Merchant 1- UK 5800 Campus Circle Dr
$\bigcirc$		ACT: 2017-01-11 by 16:30:00		Irving TX-75063
FedEx.	FedEx 2Day	STD: 2nd business day by 4:30 PM	\$12.03	US
$\bigcirc$		ACT: 2017-01-10 by 16:30:00		Recipient Steve Johnson
FedEx	FedEx Priority Overnight	STD: Next business day by 10:30 AM	\$12.82	5800 Campus Circle Drive
$\bigcirc$		ACT: 2017-01-09 by 10:30:00		Irving
FedEx.	FedEx Standard Overnight	STD: Next business day by 3:00 PM	\$13.61	TX-75063 US
$\bigcirc$		ACT: 2017-01-09 by 15:00:00		Package Information
ups	UPS 2nd Day Air	STD: End of 2nd business day	\$17.70	Ship Date: 01/06/2017 LETTER- 0.5 lbs
0		ACT: Click here for Actual Commitment		Email - S DC
ups	UPS 2Day Air AM	STD: 2nd business day by 10:30 AM	\$19.64	DO Itemized Charges
		ACT: Click here for Actual Commitment		
UDS	UPS Next Day Air Saver	STD: Next business day by 3 PM	\$23.89	
		ACT: Click here for Actual Commitment		
Ups	UPS Next Day Air	STD: Next business day by 10:30 AM	\$24.59	
		ACT: Click here for Actual Commitment		
FedEx.	FedEx First Overnight	STD: Next business day by 8:30 AM	\$53.31	
$\bigcirc$		ACT: 2017-01-09 by 08:00:00		
UDS	UPS Next Day Air Early AM	STD: Next business day by 8 AM	\$55.56	
Y		ACT: Click here for Actual Commitment		

Figure 16: Show Quote

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10. The "My Shipment" screen is displayed automatically once the "Ship" button is selected. From this screen, the user can print the airway bill, schedule a pickup, upload supporting documentation and create a return order.

	Domes	tic Shipmer	nt History		
Please find below summary of your shipments.	shipment(s). Please follow th	ne instructions given be	ow to print the airwaybill(	s), schedule a pickup, or to can	cel
<ul> <li>To Print Airwaybill: Please cl print and attach the necessary cause delays.</li> </ul>	lick on the Print Airwaybill bu y Customs documents. Failir	itton. For International S ng to attach the docume	Shipments, please click or nts might incur additional	n the Print Docs button (when an I charges from the carrier(s) and	vailable) to d might
<ul> <li>To Schedule a pickup: Pleas Your package(s) will be picked</li> </ul>	se click on the Schedule Pick d up ONLY if you have a Cor	rup button and follow the	e instructions on that pag are unable to get the co	e to get a Pickup Confirmation r nfirmation number, please cont	number. act support.
<ul> <li>To Cancel a shipment: Please your label has been cancelled were created. Please contact</li> </ul>	se select the checkbox next i I, you will see 'X' in the left of support to cancel packages	to the tracking number t olumn on the label page that were created earlie	hat you wish to cancel an below. Packages can be er than today that were ne	nd click the Cancel Shipment bu cancelled only on the same da ever used.	tton. Once ly that they
Order No: 101078615 ✓ Tracking No: 785242666515				Pri	nter friendly]
Shipment Info					
Origin	Destination	<sup>1</sup> Package Information	Scan Activity	Return Shipment	Amount
eShipGlobal-CSP TEST USEI Merchant 1- UK 5800 Campus Circle Dr Irving TX 75063 United States	R eShipGlobal Inc Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX 75063 United States	FedEx. 1/6/2017 FedEx Express Saver LETTER 0.5 lbs DO Email - S R DC	No information at this time.	Return Date: 1/13/2017 Create Return Shipment	\$11.03
Total for this shipment					\$11.03
Cancel Shipment	Print Airwaybill Schedul	e Pickup Create Ret @ Email Label	urn Order Supporting	Documents Shipment History	y

Figure 17: My Shipment

### 2.0 Non-RMS International Shipping

The purpose of this scenario is to show the user how to ship international packages without any regulated materials with Export Compliance. The user will create a new international shipment. This scenario walks through item classification, item selection, ECCN, address selection, package and billing information, customs information, special instructions, rate shopping, email notifications and the compliance checker.

Let's look at that in eShipGlobal:

- 1. Select **Ship>Ship To** from top navigation menu. Determine if this shipment contains research materials. For this scenario, we will select "No".
- 2. Identify if this as a domestic or international shipment. For purpose of this scenario we will select International.

SHIPPING SELECTION
Does your shipment contain any of the following:
<ul> <li>Biological Materials</li> <li>Chemicals</li> <li>Radioactive Materials</li> <li>Dry Ice</li> <li>Yes  <ul> <li>No</li> </ul> </li> </ul>
Blassa calest the chinment tune below:
Domestic   International

#### Figure 18: Shipping Selection: International

3. Select the type of item you want to ship internationally and click "Continue". If you don't know which item to select, hover over the links to see descriptions. For purpose of this scenario we will select "Documents".

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	Ship International
	Step 1 : Item Classification and Export Control Verification
	Select the type of item you are sending
TECHNICAL DATA	
SOFTWARE	
(All other dutiable items)	
	Start Over Continue

#### Figure 19: Item Classification: International Shipping

4. Answer the license check questions.

	Ship International
	Step 1 : Item Classification and Export Control Verification
	ITEM CLASSIFICATION : DOCUMENTS
	Please complete the questionnaire below to proceed
	DOCUMENTS
Do the documents in you	DOCUMENTS ur shipment:
Do the documents in you Yes No I Don't Know	DOCUMENTS ur shipment:  Contain information that might be used in the development of military or terrorist weapons? Include or disclose confidential, sensitive, or export-controlled information? Contain technical data, blueprints, formulae, design instructions, etc., for equipment or software?



5. On the "Item Selection" form, fill in all required fields for "Documents". The "Item Name" field is where you type the name of the item, as you type a drop-down menu will appear of all previous shipments. Enter the weight, quantity and select metrics for both. Finally enter the net value of the item. If you select "Yes" or "I Don't know" to the above question, then this shipment will be routed to the ECO admin for approval once the shipping form is completed. For "Documents", the system will default the ECCN to "EAR99". The user may click on "Add another item" to add another item to the shipment. Click "Continue" to go to the "International Shipping" form.

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Ship International							
Step 1 : Item Classification and Export Control Verification							
ITEM SELECTION							
Identify the item that you plan to s	ship. Then click Continue	button to proceed to Shipm	nent details. Required f	elds are indicated by an asterisk.			
Material Entry							
Item Classification:	Documents						
*Item Name:							
*Gross Weight:	POUNDS	•					
*Quantity:	PIECES	•					
*Net Value in USD:							
ECCN#:	EAR99						
	Start Over	Add another Item	Continue				

#### Figure 21: Item Selection: Documents

6. On the item selection form for Technical Data(software), and tangible item products, there is one additional optional field called "Schedule B Number" and the ECCN does not have a default value.

Ship International								
	Step 1 : Item Classification and Export Control Verification							
ITEM SELECTION								
Identify the item that you plan to s	Identify the item that you plan to ship. Then click Continue button to proceed to Shipment details. Required fields are indicated by an asterisk.							
Material Entry	Material Entry							
Item Classification:	Technical Data							
*Item Name:								
*Gross Weight:	P	OUNDS 🔻	]					
*Quantity:	PI	IECES	•					
*Net Value in USD:								
Schedule B Number:		Schedule	e B Number Lookup					
ECCN#:		ECCN Lo	ookup					
	Ctart Over		dd anothar Itam		ontinuo			

Figure 22: Item Selection: Technical Data/Software

7. For "Products" on the items classification page, begin by typing the name of the item in the "Item Name" field. If the item already exists in the item database, you can select it and all needed information will be filled out for you. You will only need to enter the "Gross Weight", "Quantity", and "Net Value in USD". If the item is not in the database please leave the Schedule B Number and ECCN# fields blank and they will be filled out by your ECO Admin if necessary.

Ship International									
	Step 1 : Item Classification and Export Control Verification								
ITEM SELECTION									
Identify the item that you plan to s	Identify the item that you plan to ship. Then click Continue button to proceed to Shipment details. Required fields are indicated by an asterisk.								
Material Entry									
Item Classification:	Products								
*item Name:	Н								
*Gross Weight:	Hard Drives								
*Quantity:		•							
*Net Value in USD:									
Schedule B Number:		Lookup							
ECCN#:									
		Item C	continue						

Figure 23: Item Database Lookup on Entry

User Guide

Ship International								
	Step 1 : Item Classification and Export Control Verification							
ITEM SELECTION								
Identify the item that you plan to s	hip. Then cli	ck Conti	nue button to proceed to Shipment details. Required fields are indicated by an asterisk.					
Material Entry								
Item Classification:	Products							
*Item Name:	Hard Drives							
*Gross Weight:		POUNE	DS V					
*Quantity:		PIECE	S T					
*Net Value in USD:								
Schedule B Number:	1112.22.333	3	Schedule B Number Lookup					
ECCN#:	4A994		ECCN Lookup					
	Start Over Add another Item Continue							

#### Figure 24: Item Database Populated Fields

8. The first section is the "Ship From" section. This will default to the logged in user's profile information. You can add a new sender, by clicking on the "Add Sender" button and entering in that sender's information. The Shipping Date defaults to today's date and can only be edited to a future date.

Ship From					
(Select shipper from the dropdown list)					
ABC UK, John Smith	Edit	Add Sender	Shipping Date:	01/06/2017	
			(11112)21111)		_

Figure 25: Ship From Section: International

9. In the "Ship To" section, the user can load an address from the address book, by clicking the "Load from Address Book" button and selecting the contact from the address book. If the address does not exist, the user can enter in the contact information in the "Ship To" section. Check the "Add to Address Book" checkbox to save this information in the address book for reuse at a later time.

	d				User Guide
Ship To					
(Please enter recipient information or	choose from saved	I recipient addresses by clickin	ng on the 'Load from Addre	ess Book' button)	
Load from Address Book					
Add to Address Book	_				
Country	Select Country	•	? Select the countr	y to begin	
*Company/Contact Name			]		
Alt. Contact Name			]		
*Address1			]		
Address2			]	*City:	
State/Province	Select State	•	]	Zip:	
*Phone	:		(Numbers only)		
Email					
Item Name Item Classif	ication	Harmonized Code	*Net Weight	Net Value(USD)	Quantity
Hard Drives Products		1112.22.3333	1 LB	1000	10 PCS

Figure 26: Ship To Section: International

10. In the "Package Information" section, enter information about the package including number of packages, package type, weight, dimensions and service. If the user chooses "Customer Packaging", then the dimensions are required. If the user chooses a Carrier package type such as "Carrier Box", "Carrier Tube", "Carrier PAK", the dimensions are defaulted and not editable. If the package type is "Carrier Letter", the weight and dimensions are defaulted and not editable. You can leave the "Service" field blank and use the "Show Quote" button to select the best service based on timing and price. This option is not available if you use a "Third Party" or "Recipient" account for billing. If either of those are used, you will need to select a "Service".

Package Information							
(Choose Package type and Service from the dropdown list)							
Туре:	Customer Packaging	]	Service:	Select a service			
Weight:		(lbs)	Dimensions:	L x W x H	(inches)		
Shipment Reference:		]					

Figure 27: Package Info Section: International

11. In the "Billing References" section, enter account information and select how to bill the shipment and duties/taxes. Select "Prepaid" if you're going to use your organizations account information. The user can select "Recipient" or "Third Party" to enter in someone else's account to be billed. In the Billing Information section, select the accounts to be charged.

Billing References (Choose or enter Billing references for charge back and charge type)								
Bill Shipment To:	Prepaid •	*Account#:	Not required					
ZipCode:	Not required	Country:	Select Country	Ŧ				
Bill Duties/Taxes To:	Prepaid	*Account#:	Not required					
ZipCode:	Not required	Country:	Select Country	Ŧ				
Cost Allocation								
* Project:		* Costcode:	* De	partment:				

Figure 28: Billing References Section: International

12. Select special instructions for the shipment. In some cases, additional charges may apply. Complete the "Customs Information" section for the shipment. All shipments carry a default value of \$100. The value entered in the "Item Selection" will be populated here. If this is wrong, you'll need to edit the item by clicking on the item name in the "Item Name" section. For shipments valued at \$100 or less, leave the default value as \$0. It is always rounded up to the next \$100. If SED method is "Included", a valid ITN is required. If SED method is "Exempted", then a FTSR Number is required. Select any email notifications desired for the shipment.

Special Instructions							
(Additonal charges may apply for some special service	s)						
Signature Required (FedEx & UPS only)							
Signature Release (FedEx commercial delive	ries only)						
Customs Information							
(Additional fields for customs information)							
Customs Value: 1000	(xxxx USD)	Terms of Sale: FOB v ?					
Declared. Value: 0	(xxxx USD) Certific	cate Of Origin: NotRequired ▼					
Shipment Information							
SED Method: -Choose Method- *	<sup>4</sup> ITN/FTSR M	Number: Not Required ?					
Email Notifications							
(Email notifications will be sent free of charge)							
<ul> <li>Notify Shipper</li> <li>Notify Recipie</li> </ul>	nt 🕜 Notify Shipper on Delivery	Notify Others on Delivery					
	Start Over Ship Show Quote						

Figure 29: Customs Information Section

13. When you click on "Show Quote" for international shipments, the compliance checker will validate address against the **RPS** database and ECCN for **Export Compliance**. If the shipment fails either of these checks, the shipper can submit the shipment for approval by the ECO Admin. Details of failure can be viewed by using scroll bar.

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Compliance Checker
Please wait while we check this shipment for Compliance
Validating address with RPS database 🔀
Compliance check failed. Please click on the Submit for approval button below to submit this shipment for approval.
The receiver address matched one or more entries in the RPS database as shown below:
AGNESE, Helene AKA AGNESE, Saba 37 Rue de la Quintinie 75015 Paris France Start Date:7/11/1985 End Date:12/30/2099 Alert Type:DR
Submit for approval

Figure 30: Failed Export Compliance

	Service	*Commitment	<sup>1</sup> Contracted Rate	Sender
edEx	FedEx International Economy	STD: 2 to 3 business days	\$41.28	John Smith 1 Malet Street
$\bigcirc$		ACT: 2017-02-27 by 18:00:00		London WC1E7HU
edEx.	FedEx International Priority	STD: Bus. centers in 24 to 48 hours	\$44.02	GB
$\bigcirc$		ACT: 2017-02-24 by 12:00:00		Recipient DDS Failura
<b>MDC</b>	UPS Standard	STD: End of 5th business day	\$98.21	37 Rue de la Quintinue
		ACT: Click here for Actual Commitment		Fails 75017 FR Package Information Ship Date: 02/03/2017
	UPS Worldwide Saver	STD: End of 3rd business day	\$110.77	
		ACT: Click here for Actual Commitment		CUSTOM - 5 lbs 5x5x5(in)
	UPS Worldwide Express	STD: 3rd business day by 12 PM	\$117.97	Special Instructions <sup>2</sup>
•		ACT: Click here for Actual Commitment		PK Itemized Charges
	UPS Worldwide Express Plus	STD: 3rd business day by 9 AM	\$168.31	
<b>U</b>		ACT: Click here for Actual Commitment		

Figure 31 Continued: Rate Shopping

User Guide

14. If shipment is submitted for approval, you will see the International Shipment History Page, giving you an overview of the shipment information. The ECO admin will have either approve or edit your shipment for you to continue.

			Internatio	onal Shipmen 	t Hist	ory			
Plea	Please find below summary of your shipment(s). Please follow the instructions given below to print the airwaybill(s), schedule a pickup, or to ancel shipments.								
You	rrequest has been su Order No: 101078619 Tracking No: 785245233	Jbmitted 1	or review. Once all	necessary reviews have b	een compl	eted, you will be notified via em	nail. Inter friendly]		
	Shipment Info								
	Origin		Destination	<sup>1</sup> Package Informat	ion	Scan Activity	Amount		
	ABC UK John Smith 1 Malet Street London WC1E7HU United Kingdom	Helene RPS Fa 37 Rue Paris 75 France	Agnese ilure de la Quintinue 5017	FedEx. 1/6/2017 FedEx International Econo CUSTOM 5 lbs PK Email - S R DC	my	No information at this time.	\$40.73		
	Product Name		Product Classifica	tion					
	Hard Drives		Products	Gross Weight: Net Value: 100 Quantity: 10 P		Weight: 1 LB Ie: 1000 USD Y: 10 PCS			
	Total for this shipment						\$40.73		
			Supporting Do	ocuments Shipme	ent History				

Figure 32: Shipment History: Submitted for ECO Approval

15. If shipment passes the **RPS** check and **Export Compliance**, the "My Shipments" page will display the shipment information. Click on "Complete Shipment" to review the final checklist and complete the shipment.

						(	Printer [Printer	r friendly]
 Order No: 101078620								
Tracking No: 785245263146								
Shipment Info	hipment Info							
Origin	Destination	<sup>1</sup> Packag	ge Information			Scan Activity	Δ	mount
ABC UK ABC India John Smith 1 Main Stree 1 Malet Street Chennai 600 London WC1E7HU India United Kingdom		FedEx. 1/6/2017 FedEx Internatio CUSTOM 5 lbs PK Email - S R DC	FedEx. 1/6/2017 FedEx International Priority CUSTOM 5 lbs PK Email - S R DC		No information at this tin		ne.	\$51.42
Product Name Product Class		lassification						
Basketball Prod		Products		Gros Net V Quan	Gross Weight: 1 LB Net Value: 1 USD Quantity: 1 PCS			
Total for this shipment								\$51.42
Cancel Shipmen	t Cor	nplete Shipment	Supporting	Docun	nents	Shipment H	listory	

Figure 33: Shipment Details

User Guide

16. Review the checklist. Once you have finished reviewing the checklist, click "Continue" to complete shipment.

	restriction of participation by foreign nationals, or restrictions of publication (including reporting of the shipment results) or presentation at conferences?		
6.	Will your shipment involve participation of foreign nationals in the U.S. ("deemed export")?		
7.	Are any of the entities or individuals with whom you will be working identified on any of the <b>Lists to Check</b> (see links above)?		
	If you have answered YES to any of the questions above, your responses to the next questions regarding <u>information and software only</u> will assist ORS in determining whether an exclusion applies		
8.	Is all the <u>information or software</u> 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:		
9.	<ul> <li>Does the information or software involved in your shipment meet all of the following criteria:</li> <li>results are from shipment conducted at an accredited institution of higher education in the U.S.;</li> <li>is ordinarily published and shared broadly within the scientific community;</li> <li>is not restricted (either through written or oral agreement) for proprietary reasons or national security controls; and</li> <li>is not subject to specific U.S. Government access and dissemination controls?</li> </ul>		
	By checking this box you certify that you understand and will comply with all applicable export control law Continue	ws and reg	alations

Figure 34: Checklist Review

17. The "My Shipment" screen will then be updated. From this screen, the user can print the "Print Airwaybill", "Print Documents", view "Export Checklist" or "Schedule Pickup".

			_		
Origin	Destina	tion <sup>1</sup> Packag	e Information	Scan Activity	Amou
ABC UK John Smith 1 Malet Street London WC1E7HU United Kingdom	ABC India 1 Main Street Chennai 6000 India	1/6/2017 FedEx Internatic CUSTOM 5 lbs PK Email - S R DC	onal Priority	NO Information at this time.	\$5
Product Name	Produ	ct Classification			
Basketball	Produc	ts	Gros Net Qua	ss Weight: 1 LB Value: 1 USD ntity: 1 PCS	
Total for this shipment					\$5
			0110		

Figure 35: Shipment Details

User Guide

18. If the user selects the "Print Docs" button, the system will print the Commercial Invoice with all the information pre-populated from the shipment form.

AGE 1 OF 1 bate Shipped: SHIPPER NAM John Smith ABC UK 1 Malet Street London WC1E	setst.eshipglobal.com sa nt 3 copies of these documents m in your Shipping Label pouc	YS: s (5 copies for Fe :h.	dEx Ground) and	I place	Print Documen
United Kingdom Phone:1231231234 Reference:		Phone: 123123 Reference:	1234		
Units Co	mplete Description of Good	s nfo)	Country Of Origin	Unit Value	Commodity Value
1 PCS	Products ( Basketball ) Harmonized Code: 9506.62		US	\$1.00	) \$1.00
I declare that all the informa correct. SIGNATURE: DATE:	ation contained in this invoice to be	e true and	Total Pkgs. Total Weight (I Freight Charge Terms of Sale	LBS)	1 5.00 \$0.00 FOB
			lotal value in		\$1.00

Figure 36: Commercial Invoice

19. Once the Commercial Invoice has been printed and signed, you can upload it to the Supporting Documents for future reference.

Secure Introduction and Comment/Joined and New 10027933 Supporting Documents (up to 5 files, 10 MBs each) File Name NA NA NA NA Olick "Choose File" and select the applicable file. Then click "Upload" to upload the file. Upload SP Dio, JPEG, GIF, INS, DOC, DOCX, XIS, or XLSX file. Choose File No file chosen Upload		package(s) nim ber contact support, ise select the check been cancelled, you created. Please co 38	pickee up ONET I You name a Commun box next to the tracking number that y will see X in the to cannot the ta nact support to cancel packages that y	autour numeer. If you are unable to g ou wish to cancel and click the <b>Cance</b> be page below. Packapes can be can were created earlier than today that w is page to the second second second second second page for	er we I Shipment icelled only on ere never Irinter friendly]
		Destination IC India Jain Street ennai 600017 Ila	<sup>1</sup> Package Information FedEx. 2/28/2017 FedEx International Priority CUSTOM 5 lbs PK Email - S R DC	Scan Activity No information at this time.	Amount \$52.12
	Product Name Basketball		Product Classificati Products	Gross Weight: 1 LB Net Value: 1 USD Quantity: 1 PCS	\$52.12
	Cancel Shipment	Print.	Airwaybill Print Documents	ents Export Checklist Shipment History	

Figure 39: Upload Supporting Documents

User Guide

### 3.0 Biological Hazardous Materials Shipping - Domestic

The purpose of this scenario is to show the user how to ship biological hazardous materials. This scenario walks through material classification, Category A materials, Category B materials, GMOs/GMMOs materials, Exempt Human/Animal Specimens, material selection and shipping.

Let's look at that in eShipGlobal:

- 1. Select **Ship>Ship To** from top navigation menu. Determine if this shipment contains research materials.
- 2. Identify if this as a domestic or international shipment. For purpose of this scenario we will select Domestic.

SHIPPING SELECTION
Does your shipment contain any of the following:
<ul> <li>Biological Materials</li> <li>Chemicals</li> <li>Radioactive Materials</li> <li>Dry Ice</li> <li>Yes O No</li> </ul>
Please select the shipment type below: <ul> <li>Domestic</li> <li>International</li> </ul>

#### Figure 40: Shipping Selection: Biological

3. Select the "Biological Materials" checkbox from the Material Classification screen.



Figure 41: Material Classification: Biological

4. Answer the first set of questions in material classification questionnaire to determine if it is a "Category A" material affecting Humans. This identifies the material as an infectious substance affecting humans (UN2814). Depending on your systems configuration, all Category A shipments are submitted to EHS admin for approval.

	INFECTIOUS SUBSTANCE AFFECTING HUMANS OR ANIMALS (CATEGORY A, UN2814/UN2900)				
Is the	e ma	terial a:			
Yes	No				
۲	$\bigcirc$	Culture or stock	of a human pathogen, including:		
		<ul> <li>Select Age</li> <li>Risk Group</li> <li>Genetic de</li> <li>Agents listered</li> </ul>	ents designated by the U.S. Department of Health & Human Services (HHS)? o 4 Agents? rrivatives of HHS Select Agents or Risk Group 4 Agents? ed on the Indicative Examples of Infectious Substances affecting humans included in Category A?		
Yes I	No				
$\bigcirc$	۲	Culture or stock	of an animal pathogen, including:		
		<ul> <li>Select Age</li> <li>Genetic de</li> <li>Agents liste</li> </ul>	ents designated by the U.S. Department of Agriculture (USDA)? rivatives of USDA Select Agents? ed on the Indicative Examples of Infectious Substances affecting animals included in Category A?		
Subs Class	tand	e ation:	UN 2814 Infectious substance, affecting humans; or UN 2900 infectious substance, affecting animals		
Training:			Training Required - Infectious Substance, Category A Training Note: Also fulfills requirement for the following trainings: Category B and Exempt Human or Animal Specimen Shipping Dry Ice		
Training Verification:		Verification:	You have the appropriate training to continue		
			Start Over Reset Continue		

#### Figure 37: Category A, Affecting Humans

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5. Answer the second set of questions in material classification questionnaire to determine if it is a "Category A" material affecting animals. This identifies the material as an infectious substance affecting animals (UN2900). Depending on your systems configuration, all Category A shipments are submitted to EHS admin for approval.

	INFECTIOUS SUBSTANCE AFFECTING HUMANS OR ANIMALS (CATEGORY A, UN2814/UN2900)					
ls th	Is the material a:					
Yes	No					
$\odot$	$\bigcirc$	Culture or stock of a human pathogen, including:				
		<ul> <li>Select Agents designated by the U.S. Department of Health &amp; Human Services (HHS)?</li> <li>Risk Group 4 Agents?</li> <li>Genetic derivatives of HHS Select Agents or Risk Group 4 Agents?</li> <li>Agents listed on the Indicative Examples of Infectious Substances affecting humans included in Category A?</li> </ul>				
Yes	No					
$\odot$	$\bigcirc$	Culture or stock of an animal pathogen, including:				
		<ul> <li>Select Agents designated by the U.S. Department of Agriculture (USDA)?</li> <li>Genetic derivatives of USDA Select Agents?</li> <li>Agents listed on the Indicative Examples of Infectious Substances affecting animals included in Category A?</li> </ul>				
		Start Over Reset Continue				

#### Figure 38: Category A, Affecting Animals

6. If you answer "No" to the Category A questions, answer the next set of questions to determine if it is a "Category B" material. This identifies the material as an infectious substance affecting humans or animals (UN3373) that is not included in Category A. "Category B and Exempt Human or Animal Specimen" training is required to ship these materials (Category A training would also fulfill this training requirement). If you do not have the required training, you can complete the shipment and it will be submitted to the EHS Admin for approval.

۲

BIOLOGICAL SUBSTANCE AFFECTING HUMANS OR ANIMALS (CATEGORY B, UN3373) Is the material: Yes No Of human origin meeting any one of the following criteria: · a human, animal or plant pathogen, or infectious agent in a virulent or attenuated form (including pathogenic bacteria, viruses, viral vectors, parasites, fungi, algae, or prions)? known to harbor a pathogen?have a high probability of containing a pathogen? · of human origin (e.g. established or primary cell lines, tissue, organs, blood, or body fluids)? (Samples where there is minimal likelihood that pathogens are present are excluded. If the medical history or other patient information is unknown, then please answer "yes".) · of non-human primate origin (e.g. established or primary cell lines, tissue, organs, blood, or body fluids) Substance UN 3373 Biological Substance, Category B Classification: Training Required - Category B and Exempt Human or Animal Specimen Training (Also fulfills Shipping Dry Ice training requirement) Training: Note: Requirement may also be fulfilled by taking the Infectious Substance, Category A Training Training You have the appropriate training to continue Verification: Continue

#### Figure 39: Category B Infectious Substance

7. The next question will determine if the material is a "GMOs/GMMOs". This identifies the material as genetically modified microorganisms (UN3245). "Category B and Exempt Human or Animal Specimen" training is required to ship this material. "Infectious Substance, Category A" training also fulfills the training requirement. If you do not have the required training, you can complete the shipment and it will be submitted to the EHS Admin for approval.

	GENETICALLY MODIFIED MICRO-ORGANISMS (GMOs/GMMOs, UN3245)					
Yes No						
<ul> <li>Is the mater toxic material</li> </ul>	Is the material a genetically modified microorganism that does not meet the definition of an infectious substance or toxic material?					
Genetically modified r engineering in a way definition of toxic or in	Genetically modified microorganisms are microorganisms in which genetic material has been purposely altered through genetic engineering in a way that does not normally occur naturally. Genetically modified microorganisms which do not meet the definition of toxic or infectious substances must be assigned to UN 3245 (GMMO).					
Substance Classification:	UN 3245 Genetically modified micro-organisms (GMOs/GMMOs)					
Training:	Training Required - Category B and Exempt Human or Animal Specimen Training (Also fulfills Shipping Dry Ice training requirement)					
-	Note: Requirement may also be fulfilled by taking the Infectious Substance, Category A Training					
Training Verification:	You have the appropriate training to continue					
	Start Over Reset Continue					

#### Figure 40: GMOs/GMMOs

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8. The next question will determine if the material is an "**Exempt Human or Animal Specimen**". "Category B and Exempt Human or Animal Specimen" training is required to ship this material. "Infectious Substance, Category A" training also fulfills the training requirement. If you do not have the required training, you can complete the shipment and it will be submitted to the EHS Admin for approval.



#### Figure 41: Exempt Human or Animal Specimen

9. If you answered no to all questions than this is not a regulated dangerous good. Continue to next form to complete shipment.

Substance	Not subject to the provisions of the Dangerous Goods Regulations (DGR) unless meeting the criteria of		
Classification:	another class or division of the "DGR" (i.e. dry ice)		
Training:	None		
	Start Over Reset Continue		

Figure 42: Non-Regulated

10. For "**Category A**" materials, you need to select whether it is liquid or solid as the first step in Material selection.



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11. Material selection allows the user to identify the specific material being shipped. Based on the material classification, many of the fields are already populated. There are three required fields on this form: "Material Name", "Total Quantity in Package", and "Net Value in USD".

Material Entry	
Material Classification:	UN 2814 Infectious substance, affecting humans
*Material Name:	Start Typing
UN NO:	2814
Proper Shipping Name:	Infectious substance, affecting humans
Class Or Division:	6.2
Packing Group:	
Labels:	Infectious subst.
Packing Instructions:	620
Special Provisions:	
Authorization:	
Special Permit:	
	Dangerous goods in excepted quantities? (FORBIDDEN)
	Dangerous goods in limited quantities? (Max. Net Qnty: FORBIDDEN)
	Cargo aircraft only? (Max. Net Onty: 4 L)
Maximum Quantity Per Inner Receptacle:	(Max. Inner Qnty: NA)
*Total Quantity in Package:	ml ▼ (Max. Total Qnty: 0.05 L)
*Net Value in USD(Min. 1):	
	Does the material contain any chemical preservative?
s	tart Over Add another material Continue

#### Figure 44: Material Selection Form

12. Begin typing the name of the material in the "Material Name" field. Based on the materials database, a drop-down list will display the possible materials to ship. Select the appropriate material.

Material Entry	
Material Classification:	UN 2814 Infectious substance, affecting humans
*Material Name:	a
UN NO:	ACINETOBACTER BAUMANNII ACTINOMYCES ODONTOLYTICUS ADENOLASSOCIATED VIEUS
Proper Shipping Name:	ADENOVIRUS
Class Or Division:	ALCALIGENES FAECALIS ANAPLASMA PHAGOCYTOPHILA ANCYLOSTOMA GEYLANICUM
Packing Group:	ANCYLOSTOMA DUODENALE ASPERGILLUS FUMIGATUS ASPERGILLUS NIDULANS
Labels:	ASTROVIRUS
Packing Instructions:	ABSETTAROV VIRUS
Special Provisions:	
Authorization:	
Special Permit:	
	Dangerous goods in excepted quantities? (FORBIDDEN)
	Dangerous goods in limited quantities? (Max. Net Qnty: FORBIDDEN)
	Cargo aircraft only? (Max. Net Qnty: 4 L)
Maximum Quantity Per Inner Receptacle:	(Max. Inner Qnty: NA)
*Total Quantity in Package:	ml  (Max. Total Qnty: 0.05 L)
*Net Value in USD(Min. 1):	
	Does the material contain any chemical preservative?
s	art Over Add another material Continue



13. Enter the Total Quantity of materials in the package and the Net Value of the package. You can add another material or continue to the shipping form. If you add another material, you will be asked to go through the same questions as above and then select another material name. When done, click the "Continue" button to go to the shipping form.

User Guide

Material Entr	у								
Material Name	Material Classif	ication				UN or ID No.	Net Weight	Net Value(USD)	Q ratio
ADENOVIRU	S Category A UN 2 Humans	2814 Infectiou	us Subs	tance, A	Affecting	UN2814	0.03 L	1	0.6
Materi	al Classification:	UN 2814 Infe	ectious	substan	ice, affecting hur	mans			
	*Material Name:	Start Typing							
	UN NO:	2814							
Proper	r Shipping Name:	Infectious su	ubstance	e, affect	ing humans				
C	lass Or Division:	6.2							
	Packing Group:								
	Labels:	Infectious su	ubst.						
Pack	ing Instructions:	620							
Sp	ecial Provisions:								
	Authorization:								
	Special Permit:								
		Dangerous g	goods in	except	ed quantities? (F	ORBIDDEN)			
		Dangerous g	goods in	limited	quantities? (Max	. Net Qnty: FOF	RBIDDEN)		
		Cargo aircra	ft only?	(Max. Ne	et Qnty: 4 L)				
Maximum Q	uantity Per Inner Receptacle:		ml 🔻 (	Max. Inne	er Qnty: NA)				
*Total Qua	ntity in Package:		ml 🔻 (	Max. Tota	al Qnty: <b>0.05 L</b> )				
*Net Valu	e in USD(Min. 1):								
		Does the ma	aterial co	ontain a	ny chemical pre	servative?			

#### Figure 46: Adding another Material

14. Complete the shipping form. Since this shipment contains research materials, the "Special Instructions" section has some default values such as "Dangerous Goods" or "Dry Ice" being automatically checked and un-editable.

#### User Guide

eShi	pG	<b>0</b>	al
------	----	----------	----

Ship From								
(Shipper Informat	tion)							
test user UT Dallas Receiving/Mail Richardson TX	Servi SB 1.102A < 75080			Shipp (MM/DI	ing Date: 04/13/ D/YYYY)	2017		
Edit								
Ship To								
(Please enter rec	ipient information or choos	e from saved recipient a	ddresses by click	ing on the 'Load	from Address Book'	button)		
Load from	n Address Book							
Company/Loc	cation	Contact	Address 2600 Vent	ura Dr		City/State	Zip 75093	
Research Mat	erials		2000 Vent	and Br	_	Tiano TX	1000	
Material	Material Classificatio			UN or ID	Harmonized	*Net	Net	Oratio
Name	Category A UN 2814 I	n Infectious Substance	Affecting	No.	Code	Weight	Value(USD)	Qiatio
ADENOVIRUS	Humans	meetious Substance	, Anothing	UN2814		1ml	1	0.02
Package Infor	rmation							
(Choose Package	e type and Service from the	e dropdown list)						
	No. of pkg	s. for each address	above: 1		Ident	tical 🔍 Non-	Identical	
	Type: Select a p	ackage	•		Service: Select a	a service	•	
Total P	kg Weight:	(lbs)		Dim	ensions: L	x W	X H (incl	hes)
Shipment	Reference:							
Help								
Billing Refere	nces							
(Choose or enter	Billing references for charg	e back and charge type	)					
Bill To: Pre	epaid 🔻	* Recipient/	Third Party A	:count#: Not r	required	*ZipCod	e: Not required	
Cost Allocatio	on							
* Project:		* Cos	tcode:			* Departn	nent:	
Special Instru	ictions							
(Additonal charge	es may apply for some spe	cial services)						
<ul> <li>Saturday</li> <li>Signature</li> <li>Signature</li> </ul>	Delivery Required Release							
Dangerou	is Goods			Dangerous	Goods Type: Ina	accessible <b>v</b>	Help	
Dry Ice (E)	xpress shipments only)			Dr	y Ice Weight:	(R	bs) Help	
Overpack								
Declared Valu	ie: 0 (L	ISD)						
Help								
Email Notifica	ations							
(Email notification	ns will be sent free of charg	ge)						
Notify Sh	nipper 📃 Notif	y Recipient	🗆 Notify Shi	pper on Deliv	ery 🗆	Notify Othe	rs on Delivery	
Help								
		Start Over		uin .	Show Quote			
		Start Over	3	чр.	Show Groue			

#### Figure 47: Domestic Bio Shipping Form

- 15. See <u>1.0 Domestic Shipping</u> to complete shipment. If you are shipping Category A materials, FedEx will be the only carrier available on the "Show Quote" screen.
- 16. For items requiring EHS Admin approval, you will see the below message on the Research Material History Shipment page. An EHS admin will review, edit and approve your shipment and or will work with you to complete the shipment.

User Guide

			Research Ma	terial Shipme —	ent H	istory	
Plea: shipr	se find below sum nents.	mary of your shipr	nent(s). Please follow the ins	tructions given below to pr	int the air	waybill(s), schedule a pickup, or to can	cel
This	s shipment cates Order No: 101078	gory requires adm 621	inistrator to complete.You	r request will be submitte	ed for ap	proval. 😜 [Pr	inter friendly]
	Tracking No: 7852	46279987					
	Shipment Info			1			
	0	rigin	Destination	<sup>1</sup> Package Informa	tion	Scan Activity	Amount
	eShipGlobal Inc TEST USER 1799 Prince Willia Dallas TX 75034 United States	am Lane	eShipGlobal Inc John Smith 17304 Preston Road Suite 280 Dallas TX 75252 United States	FeOI:x. 1/6/2017 FedEx Express Saver CUSTOM 5 lbs DG : PK Email - S R DC		No information at this time.	\$65.23
	Material Name	Material Classifi	cation				
	ADENOVIRUS	Category A UN 2	814 Infectious Substance, Af	fecting Humans	Proper s humans UN NO: Preserva Net Weig Net Valu	<pre>shipping name: Infectious substance, a UN2814 ative: ght/Volume: 0.03 L e: 1 USD</pre>	affecting
	Total for this ship	ment					\$65.23
			Supporting Docum	nents Shipment	History		

Figure 48: Submitted to EHS Admin for Approval

17. For items where you have the required training, you can complete the shipment.

					[Printer friendly]
	Order No: 101078663				
	Tracking No: 785290385293				
	Shipment Info				
	Origin	Destination	<sup>1</sup> Package Informatio	on Scan Activity	Amount
	Test User Test User 17304 Preston Road Dallas TX 75252 United States	e ShipGlobal Inc Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX 75063 United States	FedEx. 1/11/2017 FedEx Express Saver CUSTOM 5 lbs PK Email - S R DC	No information at this time.	\$25.23
	Material Name	Material Classification			
	numan endotriellar cells	UN 3373 BIOlOgical Substance, C	ategory B P U P N N N	roper snipping name: Biological Substand IN NO: UN3373 reservative: let Weight/Volume: 1 ml let Value: 150 USD	e, Calegory B
	Total for this shipment				\$25.23
	Complete Shi	pment Cancel Shipment	Supporting Doc	cuments Shipment History	
<sup>1</sup> Pa	ckage Information legend				
Ema	il Notifications : S - Email Shippe	er, R - Email Recipient, DC - Email Shipp	er on Delivery		
Signa	ature Options: SRQ - Signature F	Required, SRL - Signature Release			
PK -	Pickup, DO - Drop-Off	: DV - Declared Value	: DI - Dry Ice		
DG -	Dangerous Goods	: SD - Saturday Delivery	: RD - Residentia	al Delivery : RS - Return Shi	ipment
HS -	Hold at Station	: IP - Inside Pickup	: ID - Inside Deliv	very	

#### Figure 49: Complete Shipment

18. You will be asked to check the box on the shipment confirmation page after reviewing the shipping requirements for a Category B shipment.

Requirements for Biological Substance, Category B Shipments	*
The following requirements must be met when shipping Biological Substance, Category B mate	rials.
Documentation	
The air waybill contains the following information:	
1. The text "UN3373 Biological Substance, Category B"	
2. The number of packages	
Quantity	
<ol><li>The quantity of Biological Substance, Category B per primary container is 1 liter or less for liquids and 4 kilograms or less for solids</li></ol>	
<ol> <li>The quantity of Biological Substance, Category B per outer packaging is 4 liters or less for liquids and 4 kilograms or less for solids</li> </ol>	
Package Condition	
<ol><li>Packages are free from damage and in a proper condition for carriage</li></ol>	
6. For liquids shipped by air the primary or secondary container is capable	
of withstanding a pressure differential of 95 kPa	
<ol> <li>The completed package is documented to pass a series of 4 foot drop tests as india DOT/IATA</li> </ol>	ated by the
Markings	
<ol><li>The words "UN3373 Biological Substance, Category B"</li></ol>	
9. Full name and address of the shipper and consignee	
Labels	
10. UN3373 label affixed	
11. No irrelevant marks or labels	
By checking this box you agree to follow the steps indicated above when preparing the pack shipment	age for this
Continue	

#### Figure 50: Confirmation Page

19. Now you can "Print Airwaybill", print "Address Labels", view "Packaging Instructions", "Schedule Pickup" and upload "Supporting Documents."

Shipment Info	Destination	<sup>1</sup> Package Inform	ation	Scan Activity	Amount
Test User Test User 17304 Preston Road Dallas TX 75252 United States	eShipGlobal Inc Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX 75063 United States	FedEx. 1/11/2017 FedEx Express Save CUSTOM 5 lbs PK Email - S R DC	r	No information at this time.	\$25.2
Material Name	Material Classification				
human endothelial cells	UN 3373 Biological Substance,	Category B	Proper s UN NO: Preserva Net Weig Net Valu	shipping name: Biological substance UN3373 ative: ght/Volume: 1 ml le: 150 USD	, Category B

Figure 51: Shipment Info Page

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Figure 52: Print Labels

#### 4.0 Chemical Hazardous Materials Shipping - Domestic

The purpose of this scenario is to show the user how to ship Chemical Hazardous Materials. This scenario walks through material classification, material selection and shipping.

Let's look at that in eShipGlobal:

- 1. Select **Ship>Ship To** from top navigation menu. Determine if this shipment contains research materials.
- 2. Identify if this as a domestic or international shipment. For purpose of this scenario we will select Domestic.

SHIPPING SELECTION
Does your shipment contain any of the following:
<ul> <li>Biological Materials</li> <li>Chemicals</li> <li>Radioactive Materials</li> <li>Dry Ice</li> <li>Yes No</li> </ul>
Please select the shipment type below: <ul> <li>Domestic</li> <li>International</li> </ul>

#### Figure 538: Shipping Selection: Chemicals

3. Select the "Chemicals" checkbox from the Material Classification screen.

RESEARCH MATERIAL SHIPPING
Step 1 : Material Classification and Training Verification
Which of the following materials will be part of your shipment? (Check all that apply)
BIOLOGICAL MATERIALS (May include dry ice, glycerol, and/or DMSO. If other preservative is used please check Chemicals as well.)
CHEMICALS
RADIOACTIVE MATERIALS
REWLY SYNTHESIZED NON-HAZARDOUS CHEMICALS
DRY ICE     (with no other materials listed above)
SPECIAL PROVISION A180
SPECIAL PROVISION A152 (DRY SHIPPERS)
Start Over Continue

#### Figure 54: Material Classification: Chemicals

User Guide

4. You will see this message explaining that you either have the necessary training to complete Chemical Shipments or that you require training and that you will have to submit this shipment to the Chemical EHS Admin for completion.

RI	ESEARCH MATERIAL SHIPPING		
:	Step 1 : Material Classification and Training Verification		
CHEMICAL MATERIAL CLASSIFICATION			
Training:	Training Required		
Training Verification:	You have the appropriate training to continue		
	Start Over Continue		

F	RESEARCH MATERIAL SHIPPING
CHEMICAL MATERIAL C	Step 1 : Material Classification and Training Verification
Training:	Training Required
Training Verification:	this shipment, the request will be submitted for approval.           Start Over         Continue



5. Enter the Chemical Material information. The "Material Name", "Total Quantity in Package", and "Net Value in USD" are required fields. Begin typing the name in the "Material Search" field and a drop down of materials will be displayed. Most of the other fields will prepopulate based on the material selected. You must first do a material search and then add quantity and net value.

User Guide

Material Entry					
Material Classification:	Chemical				
Material Search (UNNO/Name):	ethan				
*Material Name:	1035-Ethane				
	1170-Ethanol				
UN NO:	1170-Ethanol - Packing Group - III				
Proper Shipping Name:	3475-Ethanol and gasoline mixture with more than 10% ethanol - Packing Group -				
Technical Name:	II 3475-Ethanol and motor spirit mixture				
Class Or Division:	II				
	3475-Ethanol and petrol mixture with more than 10% ethanol - Packing Group -				
Packing Group:	II 4170 Ethanol colution				
Labels:	- Packing Group - II				
Lubers.	1170-Ethanol solution - Packing Group - III				
Packing Instructions:					
Special Provisions:					
Authorization:					
Special Permit:					
	angerous goods in excepted quantities?				
	Dangerous goods in limited quantities? (Max. Net Qnty: NA)				
	Passenger and Cargo				
	Cargo aircraft only? (Max. Net Qnty: NA)				
*Inner Packaging:	select *				
*Maximum Quantity Per Inner Receptacle:	ml 🔻 (Max. Inner Qnty: NA)				
*Total Quantity in Package:	ml 🔻 (Max. Total Qnty: NA)				
	validate				
*Net Value in USD(Min. 1):					
	tart Ovar Add another material Continue				
5	Aud another material Continue				

Figure 56: Material Search: Chemicals

Material Entry	
Material Classification:	Chemical
Material Search (UNNO/Name):	
*Material Name:	Ethanol
UN NO:	1170
Proper Shipping Name:	Ethanol
Technical Name:	
Class Or Division:	3
Packing Group:	ш
Labels:	Flammable Liquid;Package
Packing Instructions:	355
Special Provisions:	A3;A58;A180
Authorization:	
Special Permit:	
	Dangerous goods in excepted quantities?
	Dangerous goods in limited quantities? (Max. Net Qnty: 10 L)
*	Passenger and Cargo
*Inner Packaging:	calgo anciant only? (Max. Net Gitty. 220 E)
*Maximum Quantity Per Inner	(May Inper Only: NA)
Receptacle:	
iotar quantity in rackage.	validate
*Net Value in USD(Min. 1):	
s	tart Over Add another material Continue



6. Complete the shipping form. "Package Type", "Total Pkg. Weight", and "Dimensions" and "Shipment DLC" are all required fields for RMS shipments. All shipments require at least one Cost Object unless the shipment is being billed to a Third Party or Recipient. Since the shipment contains research materials, the "Special Instructions" section has some default values such as "Dangerous Goods".

Ship From						
(Shipper Information)		_		_		
test user			Shipping D	ate:		
UT Dallas Receiving/Mail Ser Richardson TX 750	vi SB 1.102A 080		(MM/DD/YYY)	() 04/13/2017		
Edit						
Ship To						
(Please enter recipient	t information or choose from save	d recipient addresses b	y clicking on the 'Load from A	ddress Book' button)		
Load from Ade	dress Book					
Company/Locatic	on Con	tact Addre 2600	ess Ventura Dr	City/Sta Plano T	ate Zip X 75	093
Research Materia	ls					
Material Name Ethanol	Material Classification Chemicals	UN or ID No. UN1170	Harmonized Code	*Net Weight 1ml	Net Value(USD) 1	Q ratio 0.002
Package Informat	ion					
(Choose Package typ	e and Service from the dropdown	list)				
	No. of pkgs. for eac	h address above:	1	Identical	Non-Identical	
	Type: Select a package		<ul> <li>Servi</li> </ul>	ce: Select a service	• •	
Total Pkg V	Weight: (lbs)		Dimensio	ns: L X	W X H	inches)
Shipment Ref	erence:					
Help						
Billing Reference	8					
(Choose or enter Billin	g references for charge back and	charge type)				
Bill To: Prepai	d ▼ *	Recipient/Third Par	ty Account#: Not require	ed *	ZipCode: Not require	d
Cost Allocation						
* Project:		* Costcode:		*[	Department:	
Special Instructio	ns					
(Additonal charges ma	ay apply for some special services	i)				
<ul> <li>Saturday Deli</li> <li>Signature Rec</li> </ul>	very quired					
Signature Rel	ease					
Dangerous G	oods		Dangerous Good	s Type: Inaccessib	le ▼ Help	
Drv Ice (Expresi Drv Ice)	s shipments only)		Dry Ice V	Weight:	(lbs) Help	
Overpack						
<ul> <li>Overpack</li> <li>Declared Value: 0</li> </ul>	(USD)					
Overpack Declared Value: Declared Value:	(USD)			<b>g</b>		
Overpack Declared Value: <u>Help</u> Email Notification	(USD)					
Overpack Declared Value: Decl	(USD) IS II be sent free of charge)	_				_
Overpack Declared Value: Help Email Notifications wi Notify Shipp	(USD) IS Ibe sent free of charge) er Notify Recipie	nt 🔲 Notify	y Shipper on Delivery	Notif	y Others on Deliver	y
Overpack Declared Value: Help Email Notifications w Notify Shipp Help	(USD) IS Ib sent free of charge) er Notify Recipie	nt 🔲 Notify	y Shipper on Delivery	Notif	fy Others on Deliver	у
Overpack Declared Value: <u>Help</u> Email Notification (Email notifications wi Notify Shipp Help	(USD) IS If be sent free of charge) er Notify Recipie	nt 🔲 Notify Start Over	y Shipper on Delivery Ship Show	Notif	y Others on Deliver	у

Figure 58: Domestic Shipping Form: Chemicals

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7. Select "Show Quote" to select the desired service and cost for the shipment. Once you select the desired service, click on the "Ship" button to submit the shipment to an EHS Admin. The shipment confirmation form below will be displayed to the user and the EHS admin will be notified. The EHS admin will then take over the shipment and print off all necessary labels and paperwork.

		Research Ma	aterial Shipme	nt Hi	story	
Plea: shipr You	se find below summary of you nents. r request has been submitt	ir shipment(s). Please follow the i	nstructions given below to pri ary reviews have been com	int the airw pleted, yo	vaybill(s), schedule a pickup, or to canc ou will be notified via email.	el
۲	Order No: 101078665 Tracking No: 785291613005				[Pri	inter friendly]
		Destination	1Deelene Informe	4:	Scan Activity	Amount
	Test User Test User 17304 Preston Road Dallas TX 75252 United States	ShipGlobal Inc Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX 75063 United States	FedEx. 1/11/2017 FedEx Priority Overnigh CUSTOM 5 lbs DG : PK Email - S R DC	t	No information at this time.	\$68.11
	Material Name	Material Classification				
	Ethanol	Chemicals		Proper si UN NO: U Net Weig Net Value Case #: Inner Pac Was chei Is the ch No Is Cargo Dangero	hipping name: Ethanol JN1170 htiVolume: 1 ml e: 1 USD skaging Type: 0 mical synthesized? No emical a preservative for biological only? No us goods in excepted quantities? N	shipment? 0
	Total for this shipment					\$68.11
		Supporting Docu	uments Shipment	History		

Figure 59: Submitted for Approval: Chemicals

10.

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8. For items where you have the required training, you can complete the shipment.

	Order No: 101078666				Pr Pr	inter friendly]
•	Shipment Info	_	_	_	_	
	Origin	Destination	<sup>1</sup> Package Informa	tion	Scan Activity	Amount
	Test User Test User 17304 Preston Road Dallas TX 75252 United States	eShipGlobal Inc Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX 75063 United States	FedEx. 1/11/2017 FedEx Priority Overnigh CUSTOM 5 lbs DG : PK Email - S R DC	t	No information at this time.	\$68.11
	Material Name	Material Classification				
	Ethanol	Chemicals		Proper shi UN NO: UI Net Weigh Net Value: Case #: Inner Pacl Was chem Is the che No Is Cargo o Dangerou	ipping name: Ethanol V170 V170 (tvolume: 1 ml :1 USD incal synthesized? No mical a preservative for biological vnly? No s goods in excepted quantities? N	shipment?
	Total for this shipment					\$68.11
	Complete Shi	pment Cancel Shipmen	t Supporting D	ocuments	Shipment History	

Figure 65: Complete Shipment

9. You will be asked to check the box on the shipment confirmation page after reviewing the shipping requirements for a Chemical Shipment.

Requirements for Chemical Shipments		*
Is the following information correct for each entry?		
SHIPPERS DECLARATION FOR DANGEROUS GOODS (DGD)		
<ol> <li>Two copies in English and in the IATA format (Three copies for FedEx)</li> <li>Full name and address of Shipper and Consignee</li> <li>If the Air Waybill number is not shown, enter it.</li> <li>The number of pages shown</li> <li>The non-applicable Aircraft Type Deleted</li> <li>Full name of Airport or City of Departure or Destination (may be entered by the carrier)</li> <li>The word "Radioactive" deleted</li> </ol>		
Identification		
<ol> <li>UN or ID Number proceeded by prefix</li> <li>Proper Shipping Name and the technical name in brackets</li> <li>Class or Division number</li> <li>Packing Group</li> </ol>		
Quantity and Type of Packing		
<ol> <li>Number and Type of Packages</li> <li>Quantity and unit of measure (net, or gross followed by "G", as applicable) within per packa</li> <li>When different dangerous goods are packed in one outer packaging, the following rules ar with:         <ul> <li>Compatible according to Table 9.3.A</li> <li>UN packages containing Division 6.2</li> <li>"All packed in one (type of packaging)"</li> </ul> </li> <li>Overpack – if used         <ul> <li>Overpack – if used</li> <li>"Overpack Used"</li> </ul> </li> </ol>	ge limit e complied	
Packing Instructions		
16. Packing Instruction Number		
Additional Handling Information		_
4	•	1
	•	-

Figure 66: Confirmation Page

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11. Now you can "Print Airwaybill", "Print Dangerous Goods Form", print "Address Labels", view "Packaging Instructions", "Schedule Pickup" and upload "Supporting Documents."

					Pr	inter friendly]
Order No: 101	078666					
Tracking No: 7	85291788680					
Shipment Info						
Or	igin	Destination	<sup>1</sup> Package Infe	ormation	Scan Activity	Amount
Test User Test User 17304 Prestor Dallas TX 752 United States	eShi Steve n Road 5800 52 Suite Irving Unite	pGlobal Inc e Johnson Campus Circle Drive 220A J TX 75063 d States	FedEx. 1/11/2017 FedEx Priority Over CUSTOM 5 lbs DG : PK Email - S R DC	rnight	No information at this time.	\$68.11
Material Nam	e	Material Classification				
Ethanol	biamaat	Chemicals		Proper ship UN NO: UN Net Weight Net Value: Case #: Inner Packa Was chemid Is the chem No Is Cargo or Dangerous	pping name: Ethanol 1170 Wolume: 1 ml 1 USD aging Type: 0 cal synthesized? No nical a preservative for biological niy? No goods in excepted quantities? N	shipment?
Total for this s	mpment					\$00.11
	Cancel Shipment	Print Airwaybill	Print Dange	erous Goods Fori	m Address Labels	
	Packaging Instructior	IS Schedule Pickup	o Supporti	ing Documents	Shipment History	

Figure 607: Shipment Information Page

#### 5.0 Radioactive Hazardous Materials Shipping - Domestic

The purpose of this scenario is to show the user how to ship Radioactive Materials. This scenario walks through material classification, material selection, shipping and the dangerous goods form.

Let's look at that in eShipGlobal:

- 12. Select **Ship>Ship To** from top navigation menu. Determine if this shipment contains research materials.
- 13. Identify if this as a domestic or international shipment. For purpose of this scenario we will select Domestic.

User Guide

SHIPPING SELECTION
Does your shipment contain any of the following: • Biological Materials • Chemicals • Radioactive Materials • Dry Ice
Yes No
Please select the shipment type below:

#### Figure 618: Shipping Selection: Radioactive

14. Select the "Radioactive Materials" checkbox from the Material Classification screen.

RESEARCH MATERIAL SHIPPING 
Which of the following materials will be part of your obigment? (Check all that apply)
BIOLOGICAL MATERIALS     (May include dry ice, glycerol, and/or DMSO. If other preservative is used please check Chemicals as well.)
CHEMICALS
NEWLY SYNTHESIZED NON-HAZARDOUS CHEMICALS
DRY ICE     (with no other materials listed above)
SPECIAL PROVISION A180
SPECIAL PROVISION A152 (DRY SHIPPERS)
Start Over Continue

#### Figure 629: Material Classification: Radioactive

15. You will see this message explaining that Radioactive Material shipments require training and that you will have to submit the shipment to a Radioactive EHS Admin for completion. If you have training, then you will see the message asking you to select which Radioactive Classification this shipment belongs to.

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RESE	EARCH MATERIAL SHIPPING
Step 1	: Material Classification and Training Verification
RADIOACTIVE MATERIAL CLASS	SIFICATION
	RADIOACTIVE CLASSIFICATION
EXCEPTED PACKAGE info     LOW SPECIFIC ACTIVITY (LS     SURFACE CONTAMINATED C     TYPE A PACKAGE info     TYPE B(U) PACKAGE info     TYPE B(M) PACKAGE info     TYPE C PACKAGE info     SPECIAL ARRANGEMENT info     URANIUM HEXAFLUORIDE in	SA) MATERIAL Info DBJECTS (SCO) Info 2 fo
Training: Training Verification:	Training Required You do not have the appropriate training to ship this class. Once you complete this shipment, the request will be submitted for approval. Start Over Continue

RESI	EARCH MATERIAL SHIPPING			
Step	Step 1 : Material Classification and Training Verification			
RADIOACTIVE MATERIAL CLAS	SIFICATION			
	RADIOACTIVE CLASSIFICATION			
LOW SPECIFIC ACTIVITY (LSA) MATERIAL Info				
SURFACE CONTAMINATED OBJECTS (SCO) Info				
TYPE A PACKAGE Info				
TYPE B(U) PACKAGE Info				
TYPE B(M) PACKAGE Info				
	<u>fo</u>			
	nto			
Training:	Training Required			
Training Verification:	You have the appropriate training to continue			
	Start Over Continue			



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16. Enter the Radioactive Material information by first typing an "R" in the Material Search field. This will allow you to classify the radioactive agent you will be shipping.

Material Entry	
Material Classification:	Radioactive material
Radioactive Classification:	Type A Package
Material Search (UNNO/Name):	12 12915-Radioactive material, Type A package
*Material Name:	non-special form, non-fissile or fissile excepted 3327-Radioactive material, Type A package, fiselia
UN NO:	3332-Radioactive material, Type A package,
Proper Shipping Name:	special form non-fissile or fissile excepted
Class Or Division:	3333-Radioactive material, Type A package, special form, fissile
Packing Group:	
Labels:	
Packing Instructions:	
*Chemical Form:	
*Physical Form:	
*Transport Index:	mSv/h ▼
*Activity	uCi •
Required Label:	White I

Figure 631: Material Search: Radioactive

17. You then need to select the appropriate "Radioactive Agent". Begin typing in this field and select the material from the drop-down.

Material Entry	
Material Classification:	Radioactive material
Radioactive Classification:	Type A Package
Material Search (UNNO/Name):	
*Material Name:	r
UN NO:	Radium-222 A Radium-223 Radium-224
Proper Shipping Name:	Radium-225 Radium-226
Class Or Division:	Radium-228 Rubidium-81
Packing Group:	Rubidium-82m Rubidium-83
Labels:	Rubidium-86 Rubidium-87
Packing Instructions:	Rubidium-88 Rubidium-89
*Chemical Form:	Rubidium-90 Rubidium-90m
*Physical Form:	Rhenium_182
*Transport Index:	mSv/h •

#### Figure 72: Radioactive Agent Search

18. The "Chemical Form", "Physical Form", "Activity", "Total Quantity in Package" and "Net Value in USD" are required fields. The "Additional Comment" field can be used to give additional information to the Radioactive EHS Admin.

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Information about the type of inner receptacles and number could be included here. Click "Add another material" button to add more than one material to this shipment or click on "Continue" to move to the shipping form.

Material Entry	
Material Entry	
Material Olassifications	Dedicative metavial
Material Classification:	Radioactive material
Radioactive Classification:	Туре А Раскаде
(UNNO/Name):	
*Material Name:	Radium-226
UN NO:	2915
Proper Shipping Name:	Radioactive material, Type A package
Class Or Division:	7
Packing Group:	
Labels:	Radioactive
Packing Instructions:	See 10.3
*Chemical Form:	Metal
*Physical Form:	Solid
*Transport Index:	mSv/h 🔻
*Activity	1 uCi 🔻
Required Label:	White I
Special Provisions:	A23;A78;A139
Authorization:	
Special Permit:	
	Dangerous goods in excepted quantities?
	Dangerous goods in limited quantities? (Max. Net Qnty: FORBIDDEN)
	Cargo aircraft only? (Max. Net Qnty: NA)
Maximum Quantity Per Inner Receptacle:	(Max. Inner Qnty: NA)
*Total Quantity in Package:	1 (Max. Total Onty: NA)
*Net Value in USD(Min. 1):	1
s	tart Over Add another material Continue



19. Complete the shipping form. The following fields are required on the shipping form: "Type" "Total Pkg. Weight", "Dimensions", Shipment DLC and "Cost Object". If you are billing to a "Third Party" or "Recipient", select them in the Bill To field. When you do this, the Cost Object field is no longer required. You will need to enter an account number to be billed along with the related Zip Code. When not using the "Prepaid" option, you will have to select a "Service" in the Package Information section. The "Show Quote: functionality is not enabled when using Third Party/Recipient billing since we do not know negotiated rates of the account you are using. You will need to click "Ship" at the bottom of page to continue. If you are using the default "Prepaid" option, then click on "Show Quote" at bottom of page. The "Special Instructions" section has some default values such as "Dangerous Goods" checked by default.

eShi	pG	l <b>øba</b> l
------	----	----------------

Ship From						
(Shipper Information)						
test user UT Dallas Receiving/Mail Ser Richardson TX 750	vi SB 1.102A 180		Shipping D (MM/DD/YYY)	ate: 04/13/2017		
Edit						
Ship To						
(Please enter recipient	information or choose from	saved recipient addresses b	y clicking on the 'Load from A	ddress Book' button)		
Load from Add	dress Book					
Company/Locatio eShipGlobal Inc	on Contac Steve J	t Addre ohnson 5800	ess Campus Circle Drive Suit	e 220A	City/State Irving TX	Zip 75063
Research Material	s					
Material Name Radium-226	Material Classificatio Radioactive material	n UN or ID No. UN2915	Harmonized Code	*Net Weight 1ml	Net Value(USD) 1	Q ratio
Package Informat	ion					
(Choose Package type	e and Service from the drops	down list)				
	No. of pkgs. for	each address above:	1	Identical	Non-Identical	
	Type: Select a packag	e	▼ Servi	ce: Select a servic	e •	
Total Pkg V	Veight: (lbs)		Dimensio	ns: L x	W X H	(inches)
Shipment Refe	erence:				` `	
Help						
Dilling Deference						
Billing References (Choose or enter Billin	s o references for charge back	end charge type)				
Billing References (Choose or enter Billin Bill To: Prepair	a g references for charge back	k and charge type) * Recipient/Third Par	ty Account#: Not require	ed	ZipCode: Not require	ed
Billing References (Choose or enter Billin Bill To: Prepair Cost Allocation	g references for charge back	<pre>k and charge type) * Recipient/Third Par </pre>	ty Account#: Not require	:d	'ZipCode: Not require	ed
Billing Reference: (Choose or enter Billin Bill To: Prepaid Cost Allocation * Project:	s g references for charge back	k and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require	:d ·	'ZipCode: Not require Department:	ed
Billing Reference: (Choose or enter Billin Bill To: Prepaid Cost Allocation * Project: Special Instructio	s g references for charge back i •	k and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require	ed	'ZipCode: Not require Department:	ed
Billing Reference: (Choose or enter Billin Bill To: Prepak Cost Allocation * Project: Special Instructio (Additonal charges ma	s g references for charge back j	k and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require	ed	'ZipCode: Not require Department:	ed
Billing Reference: (Choose or enter Billin Bill To: Prepaid Cost Allocation * Project: Special Instruction (Addtonal charges ma Saturday Deliv	s g references for charge back i v m s ns ny apply for some special se very	k and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require	:d ·	'ZipCode: Not require Department:	ed
Billing Reference: (Choose or enter Billin Bill To: Prepaid Cost Allocation * Project: Special Instructio (Additonal charges ma Saturday Delin Signature Ree	s g references for charge back i ns very quired	k and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require	ad sa	'ZipCode: Not require Department:	ed
Billing Reference: (Choose or enter Billin Bill To: Prepak Cost Allocation * Project:	s g references for charge back i ns very uired ease	k and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require	sd	ZipCode: Not require Department:	ad
Billing Reference: (Choose or enter Billin Bill To: Prepaid Cost Allocation * Project: Special Instruction (Additonal charges ma Saturday Delii Signature Rec Signature Rec Signature Rec Signature Rec	s g references for charge back d ns ns py apply for some special se very utired ease poods	k and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require	sd *	'ZipCode: Not require Department: ble ▼ Help	
Billing Reference: (Choose or enter Billin Bill To: Prepaid Cost Allocation * Project: Special Instruction (Additonal charges ma Saturday Delii Signature Red Signature Red Dangerous Gr Dry Lee (Expression	s g references for charge back d ns ns ny apply for some special se very quired ease boods s shipments only)	k and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require	d *	ZipCode: Not require Department: ble  Help (tbs) Help	zd
Billing Reference: (Choose or enter Billin Bill To: Prepaid Cost Allocation * Project: Special Instruction (Additonal charges ma Saturday Delii Signature Red Signature Red Dangerous Gr Dry Ice (Expres Overpack	s g references for charge back g g references for charge back g g references for charge back g g references ns special servery tuired ease bods s shipments only)	k and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require	d *	ZipCode: Not require Department: ble  Help (bs) Help	2
Billing Reference: (Choose or enter Billin Bill To: Prepaid Cost Allocation * Project: Special Instructio (Addtonal charges ma Saturday Delli Signature Ref Signature Ref Dangerous G Dry Ice (Expres Overpack Declared Value:	s g references for charge back g g references for charge back g g references for charge back g g upply for some special se very quired ease boods s shipments only) (USD)	k and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require	d *	ZipCode: Not require Department: ble  Help (bs) Help	rd
Billing Reference: (Choose or enter Billin Bill To: Prepaid Cost Allocation * Project: Special Instructio (Addtonal charges ma Saturday Delli Signature Ref Dangerous G Dry Ice (Expres Overpack Declared Value: 0 Help	s g references for charge back i T G G G G G G G G G G G G G G G G G G	k and charge type)  * Recipient/Third Par  * Costcode:	ty Account#: Not require Dangerous Good Dry Ice 1	d *	ZipCode: Not require Department: ble  Help (bs) Help	:d
Billing Reference: (Choose or enter Billin Bill To: Prepaid Cost Allocation * Project:	s g references for charge back i T G G G G G G G G G G G G G G G G G G	k and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require Dangerous Good Dry Ice 1	d *	ZipCode: Not require Department: ble  Help (bs) Help	:d
Billing Reference: (Choose or enter Billin Bill To: Prepak Cost Allocation * Project:	s g references for charge back i v g references for charge back i v g apply for some special se very uired ease boods s shipments only) (USD) is libe sent free of charge)	* and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require Dangerous Good Dry Ice 1	id *	ZipCode: Not require Department: ble Help (lbs) Help	2d
Billing Reference: (Choose or enter Billin Bill To: Prepaix Cost Allocation * Project: Special Instruction (Additonal charges ma Saturday Delin Signature Red Signature Red Dangerous Gr Dry Ice (Expres Overpack Declared Value: 0 Help Email Notifications wi Ø Notify Shipp	s g references for charge back g g references for charge back g g references for charge back g g references for charge back s shipments only) g g (USD) g g	* and charge type) * Recipient/Third Par * Costcode: rvices)	ty Account#: Not require Dangerous Good Dry Ice 1	id *	ZipCode: Not require Department: ble V Help (lbs) Help (lbs) Help	ed
Billing Reference: (Choose or enter Billin Bill To: Prepaid Cost Allocation * Project: Special Instruction (Additonal charges ma Saturday Delii Signature Red Signature Red Dangerous Ga Dry Ice (Expres Overpack Declared Value: 0 Help Email Notifications wi Notify Shipp Help	s g references for charge back d very utired ease boods s shipments only) (USD) s le sent free of charge) er Notify Rec	k and charge type) * Recipient/Third Par * Costcode:	ty Account#: Not require Dangerous Good Dry Ice 1	d *	ZipCode: Not require Department: ble	ry

Figure 644: Domestic Shipping Form: Radioactive

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20. Select the desired service and cost from the available services.

					[Edit]	
	Service	*Commitment	<sup>1</sup> Contracted Rate	Sender		
FedEx.	FedEx Ground	STD: 1 to 5 business days	\$62.49	Test User 17304 Preston Road		
0		ACT: ONE_DAY		Dallas TX-75252		
FedEx.	FedEx Express Saver	STD: 3rd business day by 4:30 PM	\$65.23	US	_	
0		ACT: 2017-01-16 by 16:30:00		Steve Johnson		
FedEx.	FedEx 2Day	STD: 2nd business day by 4:30 PM	\$66.28	5800 Campus Circle Drive Suite 220A		
0		ACT: 2017-01-13 by 16:30:00		Irving		
<b>FedEx</b>	FedEx Priority Overnight	STD: Next business day by 10:30 AM	\$68.11	US		
۲		ACT: 2017-01-12 by 10:30:00		Package Information		
FedEx.	FedEx Standard Overnight	STD: Next business day by 3:00 PM	\$68.88	CUSTOM - 6 lbs		
0		ACT: 2017-01-12 by 15:00:00		5x5x5(in)		
<b>FedEx</b>	FedEx First Overnight	STD: Next business day by 8:30 AM	\$123.25	5 Email - S DC		
0		ACT: 2017-01-12 by 08:00:00		DG : PK	_	
	Edi	t Shipment Ship		Base Charge	USD 12.84	
			Fuel Surcharge	USD 0.32		
Please select one of the options to meet your delivery committment. Click the "ship" button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.     Dangerous Goods Charge USD 40.00 Transaction Charge Total     USD 40.00 USD				USD 40.00 USD 14.95 USD 68.11		
Please note the rate quote shown may be oneerent than the actual charges for your     shipment. Differences may occur based on actual weight, dimensions, and/or address     correction.						

#### Figure 65: Quotes: Radioactive

21. The shipment confirmation form below will be displayed once the user has clicked on "Ship". This shipment has now been submitted to a Radioactive EHS Admin for completion.

User Guide

	Research Material Shipment History							
Plea shipi You	Please find below summary of your shipment(s). Please follow the instructions given below to print the airwaybill(s), schedule a pickup, or to cancel shipments.							
۲	Order No: 101078668 Tracking No: 785292223766				[Pri	nter friendly]		
	Shipment Info	Destination	10 1 1 1		Coop Antivity	Amount		
	Test User Test User 17304 Preston Road Dallas TX 75252 United States	Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX 75063 United States	FecEx. 1/11/2017 FedEx Priority Overnight CUSTOM 5 lbs DG : PK Email - S R DC	tion tion	No information at this time.	\$68.11		
	Material Name	Material Classification						
	Radium-226	Radioactive material		Proper sh package UN NO: U Net Weigh Net Value Chemical Physical Transport Activity: Required	hipping name: Radioactive material, T htVolume: 1 ml :: 1 USD Form: Metal Form: Solid tation Index: 1 1 uCi Label: Yellow III	ype A		
	Total for this shipment					\$68.11		
		Supporting Docum	nents Shipment	History				

Figure 666: Submitted for Approval: Radioactive

22. For items where you have the required training, you can complete the shipment.

Tracking No: 785292112619				
Shipment Info Origin	Destination	<sup>1</sup> Package Information	Scan Activity	Amour
Test User Test User 17304 Preston Road Dallas TX 75252 United States	eShipGlobal Inc Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX 75063 United States	FedEx. 1/11/2017 FedEx Priority Overnight CUSTOM 6 lbs DG : PK Email - S R DC	No information at this time.	\$68
Material Name	Material Classification			
Radium-226	Radioactive material	Proper package UN NO: Net Valu Chemic: Fhysica Transpo Activity	shipping name: Radioactive material, 1 UN2915 ght/Volume: 1 ml le: 1 USD al Form: Metal I Form: Solid virtation Index: 1 : 1 uCi	ype A

Figure 677: Complete Shipment

User Guide

23. You will be asked to check the box on the shipment confirmation page after reviewing the shipping requirements for a Radioactive Shipment.

Requirements for Radioactive Material, Excepted Package Shipments
The following requirements must be met when shipping Radioactive Material, Excepted Package materials
Package Labeling
1. Shipper and consignee name and address are marked on the package
2. Radioactive Material, Excepted Package label is on the package
3. UN number is marked on the label
<ol> <li>Gross weight of the package (in metric units) is marked if the package exceeds 50 kg (110 lb)</li> </ol>
Package Requirements
5. Packages are free from damage and in a proper condition for carriage
6. Packaging is capable of withstanding a pressure differential of 95 kPa
7. Packaging is capable of withstanding a temperature range of -40°F to 131°F
Dry Ice (if used)
Air waybill contains the following information:
8. The UN Number "1845", preceded by the prefix "UN"
9. The words "Carbon dioxide, solid" or "Dry ice"
10. The Class number "9"
11. The number of packages of dry ice
12. The net quantity of dry ice in kilograms
Quantity
13. The quantity of dry ice per package is 200 kg or less
Package Condition
14. Packages are free from damage and in a proper condition for carriage
15. The packaging is vented to permit the release of gas and is of sufficient strength for the amount o material being shipped
4

#### Figure 688: Confirmation Page

24. Now you can "Print Airwaybill", "Print Dangerous Goods Form", print "Address Labels", view "Packaging Instructions", "Schedule Pickup" and upload "Supporting Documents."

User Guide

Tracking No: 785292112619						
Shipment Info						
Origin	C	estination	<sup>1</sup> Package Informa	tion	Scan Activity	Amount
Test User Test User 17304 Preston Road Dallas TX 75252 United States	e ShipGlobal Steve Johnso 5800 Campus Suite 220A Irving TX 750 United States	Inc n Circle Drive 53	FedEx. 1/11/2017 FedEx Priority Overnigh CUSTOM 6 lbs DG : PK Email - S R DC	t	No information at this time.	\$68.
Material Name	Materia	Classification				
Radium-226	Radioad	tive material		Proper shipp package UN NO: UN2 Net Weight/V Net Value: 1 Chemical For Physical For Transportati Activity: 1 ur Required La	ping name: Radioactive material 915 Volume: 1 ml USD omm: Metal rm: Solid ion Index: 1 Ci Li bel: Yellow III	, Туре А
Total for this shipment						\$68.
Cancel S	hipment	Print Airwaybill	Print Dangerous	s Goods Form	Address Labels	

Figure 699: Shipment Information Page

#### 6.0 International RMS Shipping (Excluding BIO)

The purpose of this scenario is to show the user how to ship Hazardous Chemicals and Radioactive Materials internationally. The process is the same as RMS domestic shipments except for requiring the ECCN and license information.

Let's look at that in eShipGlobal:

- 1. Select **Ship>Ship To** from top navigation menu. Determine if this shipment contains research materials.
- 2. Identify if this as a domestic or international shipment. For purpose of this scenario we will select International.

SH	
Does your shipment contain any of the	a following:
<ul> <li>Biological Materials</li> <li>Chemicals</li> <li>Radioactive Materials</li> <li>Dry Ice</li> </ul>	
	Yes O No
Please select the shipment type below:	- Oomestic   International

#### Figure 80: Shipping Selection: International



3. Select the "Chemicals" checkbox from the Material Classification screen.

RESEARCH MATERIAL SHIPPING
Step 1 : Material Classification and Training Verification
Which of the following materials will be part of your shipment? (Check all that apply)
BIOLOGICAL MATERIALS (May include dry ice, glycerol, and/or DMSO. If other preservative is used please check Chemicals as well.)
CHEMICALS
RADIOACTIVE MATERIALS
NEWLY SYNTHESIZED NON-HAZARDOUS CHEMICALS
ORY ICE (with no other materials listed above)
SPECIAL PROVISION A180
SPECIAL PROVISION A152 (DRY SHIPPERS)
Start Over Continue

Figure 81: Material Classification: Chemicals

25. You will see this message explaining that you either have the necessary training to complete Chemical Shipments or that you require training and that you will have to submit this shipment to the Chemical EHS Admin for completion. If required, the shipment may need to go to ECO Admin for approval prior to going to the EHS admin.

RES	EARCH MATERIAL SHIPPING
Step	1: Material Classification and Training Verification
CHEMICAL MATERIAL CLASSIF	ICATION
Training:	Training Required
Training Verification:	You have the appropriate training to continue
	Start Over Continue

eShip(	Gløbal
--------	--------

RESI	EARCH MATERIAL SHIPPING					
Step	Step 1 : Material Classification and Training Verification					
CHEMICAL MATERIAL CLASSIF	ICATION					
Training:	Training Required					
Training Verification:	You do not have the appropriate training to ship this class. Once you complete this shipment, the request will be submitted for approval.					
	Start Over Continue					

Figure 82: Training Message: Chemical

4. Enter the Chemical Material information following same process as Domestic Material Shipping. Begin typing the name in the "Material Search" field and a drop down of materials will be displayed. Most of the other fields will prepopulate based on the material selected. The "Material Name", "Total Quantity in Package" and "Net Value in USD" are required fields. For International Shipping, the "Schedule B Number" and "ECCN" fields are displayed. If you do not know the ECCN, you can still create shipment and submit it to the ECO Admin. Click "Continue" to go to International Shipping form.

User Guide

Material Entry	
Material Classification:	Chemical
Material Search (UNNO/Name):	
*Material Name:	Corrosive liquid, acidic, inorganic, n.o.s.
UN NO:	3264
Proper Shipping Name:	Corrosive liquid, acidic, inorganic, n.o.s.
*Technical Name:	
Class Or Division:	8
Packing Group:	1
Labels:	Corrosive;Package Orienta
Packing Instructions:	850
Special Provisions:	A3;A803
Authorization:	
Special Permit:	
	Dangerous goods in excepted quantities? (FORBIDDEN)
	Dangerous goods in limited quantities? (Max. Net Qnty: FORBIDDEN)
•	Passenger and Cargo
	Cargo aircraft only? (Max. Net Qnty: 2.5 L)
*Inner Packaging:	select V
*Maximum Quantity Per Inner Receptacle:	(Max. Inner Qnty: NA)
*Total Quantity in Package:	ml 🔻 (Max. Total Qnty: 0.5 L)
	validate
*Net Value in USD(Min. 1):	
State Variation:	
Schedule B Number:	Schedule B Number Lookup
ECCN#:	ECCN Lookup
s	tart Over Add another material Continue

#### Figure 83: Material Selection: Chemicals International

5. Complete the shipping form. For international shipments, you will be asked to provide billing options for Duties/Taxes in additional to normal freight charges. The only difference between RMS and Non-RMS international shipping is the Dangerous Goods form, and if the shipment fails compliance, the ECO admin will have to approve before shipment goes to the EHS Admins.

esnipgigdal	eSh	ip	GI	٢	ba	
-------------	-----	----	----	---	----	--

(Shipper Information)						
test user UT Dallas Receiving/Mail Servi SB 1.102A Richardson TX 75080			Shipping Date: 04 (MM/DD/YYYY)	1/13/2017		
Edit						
Ship To						
(Please enter recipient information or ch	noose from saved recipient ad	dresses by clicking o	n the 'Load from Address B	Book' button)		
Load from Address Book	1					
Company/Location eShipGlobal Inc	Contact Steve Johnson	Address 5800 Campus C	Circle Drive Suite 220A		City/State Irving TX	Zip 75063
Research Materials						
Material Name Corrosive liquid, acidic, inorganic	Material Classification Chemicals	UN or ID No. UN3264	Harmonized Code	*Net Weight 1ml	Net Value(USD) 1	Q ratio .002
Package Information						
(Choose Package type and Service from	m the dropdown list)					
No. of	pkgs. for each address a	above: 1	۲	dentical 🔍 N	on-Identical	
Type: Select	a package	•	Service: Se	lect a service	•	
Total Pkg Weight:	(lbs)		Dimensions:	L X W	X H (ir	nches)
Shipment Reference:						
Help						
Dilling Deferences						
billing References						
(Choose or enter Billing references for o	charge back and charge type)					
Choose or enter Billing references for o	charge back and charge type) * Recipient/T	hird Party Accou	nt#: Not required	*ZipC	Code: Not required	1
Cost Allocation	charge back and charge type) * Recipient/T	hird Party Accou	nt#: Not required	*ZipC	Code: Not required	1
Cost Allocation  Project:	charge back and charge type) * Recipient/T * Coste	hird Party Accou code:	nt#:Not required	*ZipC * Depa	Code: Not required	
Choose or enter Billing references for of Bill To: Prepaid ▼ Cost Allocation * Project: Special Instructions	charge back and charge type) * Recipient/T * Cost	hird Party Accou	nt#: Not required	*ZipC * Depa	Code: Not required	
Dilling References         (Choose or enter Billing references for of Bill To: Prepaid ▼         Cost Allocation         * Project:         Special Instructions         (Additional charges may apply for some	charge back and charge type)  * Recipient/T  * Coste special services)	hird Party Accou code:	nt#: Not required	*ZipC * Depa	Code: Not required	
Dilling references         (Choose or enter Billing references for of Bill To: Prepaid ▼         Cost Allocation         * Project:         Special Instructions         (Additonal charges may apply for some         Saturday Delivery         Signature Required         Signature Release	charge back and charge type)  * Recipient/T  * Cost special services)	hird Party Accou	nt#:Not required	*ZipC * Dep	Code: Not required	
Bill To:       Prepaid         Cost Allocation         * Project:         Special Instructions         (Additional charges may apply for some         Saturday Delivery         Signature Required         Signature Release         Ø Dangerous Goods	charge back and charge type) * Recipient/T * Cost special services)	hird Party Accou	nt#: Not required	*ZipC * Dep: : Inaccessible <b>v</b>	Code: Not required	
Dilling references         (Choose or enter Billing references for of Bill To:         Prepaid <b>Cost Allocation</b> * Project: <b>Special Instructions</b> (Additional charges may apply for some         Saturday Delivery         Signature Required         Signature Release         Ø Dangerous Goods         Dry Ice (Express shipments only)         Overpack	charge back and charge type) * Recipient/T * Costr special services)	hird Party Accou	nt#: Not required	*ZipC * Dep: : Inaccessible ▼ :	Code: Not required	
Dilling references         (Choose or enter Billing references for of Bill To: Prepaid ▼         Cost Allocation         * Project:         Special Instructions         (Additional charges may apply for some         Saturday Delivery         Signature Required         Signature Redease         Ø Dangerous Goods         Dry Ice (Express shipments only)         Overpack	charge back and charge type)  * Recipient/T  * Costr special services) )	hird Party Accou	nt#: Not required	*ZipC * Depa : Inaccessible ▼ :	Code: Not required	
Dilling references         (Choose or enter Billing references for of Bill To: Prepaid ▼         Cost Allocation         * Project:         Special Instructions         (Additional charges may apply for some         Saturday Delivery         Signature Required         Signature Release         Ø Dangerous Goods         Dry Ice (Express shipments only)         Overpack         Declared Value:         0	charge back and charge type)  * Recipient/T  * Cost special services) ) (USD)	hird Party Accou	nt#: Not required	*ZipC * Depa : Inaccessible ▼ :	Code: Not required	
Billing references         (Choose or enter Billing references for of Bill To: Prepaid ▼         Cost Allocation         * Project:         Special Instructions         (Additonal charges may apply for some         Saturday Delivery         Signature Required         Signature Release         Ø Dangerous Goods         Dry Ice (Express shipments only)         Overpack         Declared Value:         0         Help         Email Notifications	charge back and charge type)  * Recipient/T  * Cost special services) ) (USD)	hird Party Accou	nt#: Not required	*ZipC * Dep: : Inaccessible ¥	Code: Not required	
Bill To:       Prepaid         Cost Allocation         * Project:         Special Instructions         (Additonal charges may apply for some         Saturday Delivery         Signature Required         Signature Release         Ø Dangerous Goods         Dry Ice (Express shipments only)         Overpack         Declared Value:         0         Help         Email Notifications         (Email notifications will be sent free of d	charge back and charge type)  * Recipient/T  * Cost special services) ) (USD) charge)	hird Party Accou	nt#: Not required	*ZipC * Depa : Inaccessible ¥	Code: Not required	
Bill greaterices         (Choose or enter Billing references for of Bill To:         Prepaid         Cost Allocation         * Project:         Special Instructions         (Additonal charges may apply for some         Saturday Delivery         Signature Required         Signature Release         Ø Dangerous Goods         Dry Ice (Express shipments only)         Overpack         Declared Value:         Help         Email Notifications         (Email notifications will be sent free of of         Notify Shipper       N	charge back and charge type)  * Recipient/T  * Cost special services)  (USD) charge) otify Recipient	hird Party Accou	nt#: Not required	*ZipC * Depr : Inaccessible V : Notify O	Code: Not required	
Billing references         (Choose or enter Billing references for of Bill To:         Prepaid         •         Cost Allocation         * Project:         Special Instructions         (Additional charges may apply for some         Saturday Delivery         Signature Required         Signature Release         Ø Dangerous Goods         Dry Ice (Express shipments only)         Overpack         Declared Value:         •         Help         Email Notifications         (Email notifications will be sent free of of         Notify Shipper       N	charge back and charge type)  * Recipient/T  * Cost: special services) ) (USD) charge) otify Recipient	hird Party Accou	nt#: Not required	*ZipC * Dep: : Inaccessible ▼ : .	Code: Not required	

Figure 84: RMS International Shipment Form

6. The Compliance Checker will check compliance for RPS (Restricted Party Screening) or valid ECCN. If the shipment fails either of these two, you can submit the shipment to the ECO Admin for approval. Otherwise you can select a service and then submit the shipment to the EHS Admin for approval and completion.

User Guide



Figure 705: Compliance Checker

7. The shipment from this point is routed to ECO Admin for approval if there are any export compliance issues and then to EHS Admin for final approval and shipping.

		Research	Ma	aterial Shipme —	nt Hi	story	
Plea shipi	se find below summary of you ments.	ir shipment(s). Please follov	v the ir	nstructions given below to pri	int the airv	vaybill(s), schedule a pickup, or to can	cel
You	r request has been submitt	ed for review. Once all ne	cessa	ry reviews have been com	pleted, yc	ou will be notified via email.	inter friendly]
*	Tracking No: 785297406819						
	Origin	Destination		10 salvana lufa mustia	-	Scan Activity	Amount
	Test User Test User 17304 Preston Road Dallas TX 75252 United States	Research Partners International Address 1234 main St London N N SE18 6ZD United Kingdom		FedEx. 1/12/2017 FedEx International Priority CUSTOM 5 lbs DG : PK Email - S R DC	"	No information at this time.	\$141.37
	Material Name		Mater	ial Classification			
	Corrosive liquid, acidic, inorg	anic, n.o.s.	Chem	icals	Proper si n.o.s. UN NO: U Net Weig Net Valud Case #: Inner Pac Was chei Is the ch No Is Cargo Dangero	hipping name: Corrosive liquid, acidic JN3264 htt/Volume: 1 ml e: 1 USD ckaging Type: 0 mical synthesized? No emical a preservative for biological only? No us goods in excepted quantities? N	, inorganic, shipment? lo
	Total for this shipment						\$141.37
		Supporting	j Docu	ments Shipment	History		

Figure 716: Submitted for Approval: RMS International

#### 7.0 International Shipping: Biological Materials

The purpose of this scenario is to show the user how to ship Hazardous Biological Materials internationally. The process is the same as RMS domestic shipments except for requiring the ECCN and license information.

Let's look at that in eShipGlobal:

- 1. Select **Ship>Ship To** from top navigation menu. Determine if this shipment contains research materials.
- 2. Identify if this is a domestic or international shipment. For this scenario select International.

SHIPPING SELECTION
Does your shipment contain any of the following:
<ul> <li>Biological Materials</li> <li>Chemicals</li> <li>Radioactive Materials</li> <li>Dry Ice</li> </ul>
Yes No
Please select the shipment type below:

#### Figure 727: Shipping Selection: Bio International

3. Select the "Biological Materials" checkbox from the Material Classification screen.

User Guide

RESEARCH MATERIAL SHIPPING
Step 1 : Material Classification and Training Verification
Which of the following materials will be part of your shipment? (Check all that apply)
BIOLOGICAL MATERIALS     (May include dry ice, glycerol, and/or DMSO. If other preservative is used please check Chemicals as well.)
CHEMICALS
RADIOACTIVE MATERIALS
REWLY SYNTHESIZED NON-HAZARDOUS CHEMICALS
DRY ICE (with no other materials listed above)
SPECIAL PROVISION A180
SPECIAL PROVISION A152 (DRY SHIPPERS)
Start Over Continue

#### Figure 738: Material Classification: Biological

4. Follow same steps as when shipping Biological Materials domestically to determine the material classification. For this scenario, we will ship a Category A Material internationally. On the Material Entry form, start typing in the "Material Name" field and select the appropriate material from the dropdown. Most of the other fields will prepopulate based on the material selected. The "Material Name", "Total Quantity in Package", and "Net Value in USD" are required fields. For international shipping, the "Schedule B Number" and "ECCN" fields are displayed. The Schedule B Number is prepopulated for Category A shipments. "ECCN" is a required field for Biological international shipments.

User Guide

Material Entry	
Material Classification:	UN 2814 Infectious substance, affecting humans
*Material Name:	ADENO-ASSOCIATED VIRUS
UN NO:	2814
Proper Shipping Name:	Infectious substance, affecting humans
Class Or Division:	
	0.2
Packing Group:	
Labels:	Infectious subst.
Packing Instructions:	620
Special Provisions:	
Authorization:	
Special Permit:	
	Dangerous goods in excepted quantities? (FORBIDDEN)
	Dangerous goods in limited quantities? (Max. Net Qnty: FORBIDDEN)
	Cargo aircraft only? (Max. Net Onty: 4 L)
Maximum Quantity Per Inner Receptacie:	ml 🔻 (Max. Inner Qnty: NA)
*Total Quantity in Package:	ml v (Max. Total Qnty: 0.05 L)
*Net Value in USD(Min. 1):	
State Variation:	
Schedule B Number:	3002.90.5150 Schedule B Number Lookup
*ECCN#:	ECCN Lookup
	Does the material contain any chemical preservative?
	tart Over Add another material Continue

#### Figure 749: Material Classification: Bio International

If you do not know the ECCN, click on the ECCN lookup link and answer the questionnaire.



Figure 90: ECCN Lookup: Bio International

User Guide

6. Based on your response the ECCN will be filled out for you. The only valid entries for ECCN are "ITAR", "1C351", "1C352", "1C354" or "EAR99". Click on "Continue" to go to the international shipping form.

Material Entry	
Material Classification:	UN 2814 Infectious substance, affecting humans
*Material Name:	ADENO-ASSOCIATED VIRUS
UN NO.	2814
Drener Obinning Names	
Proper Shipping Name:	
Class Or Division:	6.2
Packing Group:	
Labels:	Infectious subst.
Packing Instructions:	620
Special Provisions:	
Authorization:	
Special Permit:	
	Dangerous goods in excepted quantities? (FORBIDDEN)
	Dangerous goods in limited quantities? (Max. Net Onty: FORBIDDEN)
	Cargo aircraft only? (Max. Net Qnty: 4 L)
Maximum Quantity Per Inner Receptacle:	[ ml ▼ (Max. Inner Qnty: NA)
*Total Quantity in Package:	.03 ml 🔻 (Max. Total Qnty: 0.05 L)
*Net Value in USD(Min. 1):	1
State Variation:	
Schedule B Number:	3002.90.5150 Schedule B Number Lookup
*ECCN#:	1C351 ECCN Lookup
	Does the material contain any chemical preservative?
s	tart Over Add another material Continue

Figure 91: ECCN Value: Bio International

7. Complete the shipping form. For international shipments, you will be asked to provide billing options for Duties/Taxes in additional to normal freight charges. The only difference between RMS and Non-RMS international shipping is the Dangerous Goods form, and if it fails compliance the ECO Admin will have to approve before shipment goes to the EHS Admins.

eShi	pGl&bal	
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Ship International						
Ship From						
(Shipper Information)						
test user UT Dallas Receiving/Mail Servi SB 1.102A Richardson TX 75080		Shipp (MM/D	Ding Date: 04/13/2	017		
Edit						
Ship To						
(Please enter recipient information or choose from saved	recipient addresses by click	king on the 'Load	d from Address Book' I	outton)		
Load from Address Book						
Individual Name John Smith	Attn Address 1st cross	5th block	City/ Ban	State galore KRN	Zip 560	025
Research Materials						
Material Material Classification		UN or ID No.	Harmonized Code	*Net Weight	Net Value(USD)	Q ratio
ADENOVIRUS Category A UN 2814 Infectious S Humans	ubstance, Affecting	UN2814	3002.90.5150	1 ml	1	0.02
Package Information						
(Choose Package type and Service from the dropdown lit	st)					
Type: Select a package	•	]	Service: Select a	service		•
Weight: (lbs)		Din	nensions: L	x W	X H (incl	nes)
Shipment Reference:						
Help						
Billing References						
(Choose or enter Billing references for charge back and o	charge type)					
Bill Shipment To: Prepaid 🔻	*A	ccount#: Not	required			
ZipCode: Not required		Country: Sel	ect Country	Ŧ		
	]					
Bill Duties/Taxes To: Prepaid V	*A	ccount#: Not	required		7	
ZipCode: Not required		Country: Se	lect Country	Ŧ		
Cost Allocation						
* Project:	* Costcode:			* Departn	nent:	

Figure 92: Bio International Shipment Form

8. The Compliance Checker will check compliance for RPS (Restricted Party Screening) or valid ECCN. If the shipment fails either of these two you can submit to ECO Admin for approval. In this case, because of the ECCN of "1C351" and shipment destination of France, the shipment will need to be submitted to ECO Admin for approval. Otherwise you can select a service and then submit shipment to EHS Admin for approval and completion.

Compliance C	hecker	
Please wait while w	e check this shipment for Compliance	
Validating address	with RPS database 🞺	
Validating material	with Export Control database 🔀	
ECCN: Status: Control.Reason OtherControls: Exceptions:	1C351 Country of destination regulated by the Country Chart. : Chemical and Biological Weapons (CB) Column 1 Chemical Weapons Convention (CW) LVS: N/A GBS: N/A CIV: N/A Special Conditions for STA STA: (1) Paragraph (c)(1) of License Exception STA (	•
S	ubmit for approval	

Figure 93: Compliance Checker RMS- Bio

#### User Guide

9. The shipment from this point is routed to the ECO Admin for approval if there are any export compliance issues and then to the EHS Admin for final approval and shipping.

Plea shipi	se find below summary of yo ments.	ur shipment(s). Please follow the	e instructions given below to pri	int the airwa	ybill(s), schedule a pickup, or to can	cel
You	r request has been submit	ted for review. Once all neces	sary reviews have been com	pleted, you	will be notified via email.	
						inter friendly]
	Order No: 101079141					
	Tracking No: 785502696913					
	Shipment Info					
	Origin	Destination	<sup>1</sup> Package Informatio	on	Scan Activity	Amount
	Test User Test User 17304 Preston Road Dallas TX 75252 United States	ABC India John Smith 1st cross 5th a block Kormangala Bangalore KRN 560025 India	FedEx. 2/3/2017 FedEx International Economy CUSTOM 5 lbs DG : PK Email - S R DC	y	No information at this time.	\$134.14
	Material Name	Material Classification				
	ADENO-ASSOCIATED VIRUS	Category A UN 2814 Infectiou: Humans	s Substance, Affecting	Proper shi humans UN NO: UN Preservati Net Weigh Net Value:	pping name: Infectious substance, a v2814 ve: tVolume: 0.03 ml 1 USD	affecting
	Total for this shipment					\$134.14
		Supporting Do	cuments Shipment	History		

Figure 754: Submitted for Approval: Bio International

#### 8.0 EHS Admin Takeover

The purpose of this scenario is to show the user how EHS Admins review shipments that have been submitted for approval, and take them over to complete the shipments and generate all required documentation.

Let's look at that in eShipGlobal:

- 1. Select **My Shipments> Research Material Shipment History** from the top navigation menu.
- 2. Filter by date range and choose status of "Pending". Click on the shipment you wish to review.

From Date: 01/01/2017 III To Date: 2/3/2017 III Tracking/Order No: Shipment Status: Pending  Generate Please click on order number to view shipment, cancel shipment, print shipment label(s) or schedule pickup								
	Order #	item #	Origin	Destination	Service	Tracking	Number of Documents Uploaded	
Pending approval Training.Failed	101079141	1	Test User Test User 17304 Preston Road Dallas TX 75252 United States	ABC India John Smith 1st cross 5th a block Kormangala Bangalore KRN 560025 India	FedEx International Economy On 2/3/2017	785502696913 No information at this time.	Q	
Pending approval ECCN.Failed	101078682	1	Test User Test User 17304 Preston Road Dallas TX 75252 United States	Research Partners International Address 1234 main St London N N SE18 6ZD United Kingdom	FedEx International Priority On 1/12/2017	785297406819 No information at this time.	<u>0</u>	
Pending approval Training.Failed	101078668	1	Test User Test User 17304 Preston Road Dallas TX 75252 United States	eShipGlobal Inc Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX 75063 United States	FedEx Priority Overnight On 1/11/2017	785292223766 No information at this time.	<u>0</u>	
Pending approval Training.Failed	101078665	1	Test User Test User 17304 Preston Road Dallas TX 75252 United States	eShipGlobal Inc Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX 75063 United States	FedEx Priority Overnight On 1/11/2017	785291613005 No information at this time.	<u>0</u>	
Pending approval	101078621	1	eShipGlobal Inc. TEST USER 1799 Prince William Lane Dallas TX 75034 United States	eShipGlobal Inc John Smith 17304 Preston Road Suite 280 Dallas TX 75252 United States	FedEx Express Saver On 1/6/2017	785246279987 No information at this time.	<u>0</u>	

Figure 95: Research Material Shipment History: EHS Admin

3. Review the shipment information, to understand why it was submitted for approval. Review the materials being shipped. Click on "Takeover Shipment" to take this shipment over and complete it.



User	Gι	uid	е
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Tracking No: 785297406819						
Shipment Info						
Origin	Destination		<sup>1</sup> Package Information	ı	Scan Activity	Amount
Test User Test User 17304 Preston Road Dallas TX 75252 United States	Research Partners International Address 1234 main St London N N SE18 6ZD United Kingdom	Fe 1/1 Fe CL DC En	dEx. 12/2017 dEx International Priority JSTOM 5 lbs 3 : PK hail - S R DC		No information at this time.	\$141.3
<b>Compliance Validation</b>	s					
Training Verification			Training Fail	ed? N		
RPS Validation			Validation Fail Overri Override Comme	ed? N de? N nts:		
ECCN Validation			Validation Fail	ed? Y		
SED Validation			SED Requir	SED Required? N		
Business Rule Fail			Validation Fail	ed? N		
Approval History			ECO Approval Requir ECO Appro ECO Approved I ECO Approved	ved? N Note N Note N		
Material Name		Material	Classification			
Corrosive liquid, acidic, in	organic, n.o.s.	Chemica	ls ,	Proper sh n.o.s. UN NO: U Net Weig Net Value Case #: Inner Pac Was cher Is the che No Is Cargo Dangerou ECCN Co	hipping name: Corrosive liquid, acid IN3264 httVolume: 1 ml :: 1 USD mical synthesized? No emical a preservative for biologica only? No is goods in excepted quantities? mments:	lic, inorganic Il shipment No
Total for this shipment						\$141.
Cancel S	hipment Approv	ve Shipmer	nt Edit Ship	ment	Takeover Shipment	
Print Dangerou	Is Goods Form Addre	ess Labels	Packaging In	structions	Schedule Pickup	
	File AFS	Sur	porting Documents	Shir	ment History	

Figure 766: EHS Admin Review

4. Make any necessary changes by clicking on the Material Name in the Research Materials section to edit. If you do not need to make changes, then click on "Show Quote" at the bottom of the screen.

eShi	pGl	<b>Øbal</b>	
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Ship From				
(Shipper Information)				
EHS Admin eShipGlobal Inc. 17304 Preston Road Suite 280 Dallas TX 75252		Ship (MM/I	ping Date: 04/14/2017	
Edit				
Ship To				
(Please enter recipient information or choose from	n saved recipient	addresses by clicking on the	'Load from Address Book' button;	)
Load from Address Book				
Individual Name Research Partners	Attn	Address 1234 main St	City/State London N	Zip SE186ZD
Research Materials				
Material Name Corrosive liquid, acidic, inorganic, n.o.s.	<b>Material Class</b> Chemicals	ification UN or ID No. H UN3264	armonized Code *Net Weig 1 ml	Image: symbol with the symbol
Package Information				
(Choose Package type and Service from the drop	down list)			
Type: Select a package	je	•	Service: Select a service	•
Weight: (Ibs)		Din	nensions: L x V	V X H (inches)
Shipment Reference:				
<u>Help</u>				
Billing References				
(Choose or enter Billing references for charge ba	ck and charge typ	oe)		
Bill Shipment To: Prepaid	¥	*Account#:	Not required	
ZipCode: Not requir	ed	Country:	Select Country	Ŧ
Bill Duties/Taxes To: Prepaid	T	*Account#:	Not required	
ZipCode: Not requir	ed	Country:	Select Country	Ŧ
Cost Allocation			,	
* Project:	* Cost	code:	* Dep	partment:

Figure 777: EHS Admin Takeover

5. The service the user selected will be selected by default. If after discussing with the original shipper you need to change the service type, you can change it on this screen. Once the service is selected, click on "Ship".

User Guide

				[E	dit]
	Service	*Commitment	<sup>1</sup> Contracted Rate	Sender	-1
_DHL_	Dhl Worldwide Priority Express	STD: 4 to 8 business days	\$69.70	EHS ADMIN 17304 Preston Road	
•		ACT: 3 day(s)		Suite 280 Dallas	
FedEx.	FedEx International Economy	STD: 2 to 3 business days	\$132.41	TX-75252 US	
•		ACT: 2017-02-09 by 18:00:00		Recipient	-1
FedEx.	FedEx International Priority	STD: Bus. centers in 24 to 48 hours	\$141.37	International Address 1234 main St	
۲		ACT: 2017-02-06 by 12:00:00		London N	
ins	UPS Worldwide Expedited	STD: End of 5th business day	\$232.69	GB	
		ACT: Click here for Actual Commitment		Package Information Ship Date: 02/03/2017	1
	UPS Worldwide Saver	STD: End of 3rd business day	\$244.15	5x5x5(in)	
•		ACT: Click here for Actual Commitment		Special Instructions <sup>2</sup> Email - S DC	1
in the second se	UPS Worldwide Express	STD: 3rd business day by 12 PM	\$248.19	Itemized Charges	a I
•		ACT: Click here for Actual Commitment		Base Charge USD 84.3 Fuel Surcharge USD 2.1	11 11
FedEx.	FedEx International First	STD:	\$275.96	Dangerous Goods Charge USD 40.0 Transaction Charge USD 14.9	0
0		ACT: 2017-02-06 by 10:00:00		Total USD 141.3	7
úps	UPS Worldwide Express Plus	STD: 3rd business day by 9 AM	\$289.47		
0		ACT: Click here for Actual Commitment			
	Edit S	hipment Ship			

#### Figure 788: Show Quote: EHS Admin

6. You will be taken to Shipment History page where you can "Print Airwaybill", "Print Documents", "Print Dangerous Goods Form", print "Address Labels", view "Packaging Instructions", "Schedule Pickup", "File AES" and upload "Supporting Documents".



User G	Suid	е
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Tracking No: 785503933177									
Shipment Info									
Origin	Origin Destination			ackage Informatio	n	Scan Activity	Amount		
eShipGlobal Inc. EHS ADMIN 17304 Preston Road Suite 280 Dallas TX 75252 United States	Research Internation 1234 main London N United King	Partners al Address St N SE18 6ZD gdom	FedEx. 2/3/2017 FedEx Inte CUSTOM 5 DG : PK Email - S R	rnational Priority 5 lbs 8 DC		No information at this time.	\$141.37		
Compliance Validations									
Training Verification				Training Failed? N					
RPS Validation	RPS Validation			Validation Failed? N Override? Y Override Comments: complied					
ECCN Validation				Validation Failed? Y					
SED Validation	SED Validation			SED Required? N					
Business Rule Fail	Business Rule Fail			Validation Failed? N					
	Approval History			ECO Approval Required? N ECO Approved Date ECO Approver ECO Approver					
Material Name		N	laterial Classif	ication					
Corrosive liquid, acidic, inorganic, n.o.s. Che		themicals	micals Proper shipping name: Corrosive liquid, ac n.o.s. UN NO: UN3264 Net Weight/Volume: 1 ml Net Value: 1 USD Case #: Inner Packaging Type: Was chemical synthesized? No Is the chemical a preservative for biologi No Is Cargo only? No Dangerous goods in excepted quantities ECCN Comments:		lic, inorganic, Il shipment? No				
Total for this shipment \$141.37									
Cano	el Shipment	Print Air	waybill	Print Docu	iments	Print Dangerous Goods Form			
Add	Address Labels Packaging Inst			tions Schedule Pickup File AES					
Supporting Doc			Documents	s Shipment History					

Figure 799: Shipment History: EHS Takeover



User Guide PER'S DECLARATION FOR DANGEROUS GOODS operator) Air WayBill No: 781124039996 Demo University 111-222-3333 Page 1 of 1 pages 1234 Broadway New York, NY 10027 United States Shipper's Reference nsignee John Smith, eShipGlobal Inc. 123-456-7890 17304 Preston Road Suite 280 Dallas, TX 75252 United States ree completed and signed copies of this eclaration must be handed to the operator WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties. Transport Details This shipment is within the imitations prescribed for: Airport of Departure ross out non applicable) PASSENGER AND CARGO AIRCRAFT Shipment type:(cross out non-appicable NON-RADIOACTIVE RADIOACTIVE Airport of Destination NATURE AND QUANTITY OF DANGEROUS GOODS Dangerous Goods Identification Quantity and type of packaging Packing Inst. LIN Class or Division (Subsidiar risk) Authorizatio Packing Group or ID Proper Shipping Name No. Radium-226 solid metal 1; Type A Package 1.000 MBq JN2915 Radioactive material, Type A package White I DIM 23x23x25 cm dditional Handling Information Person Responsible : EHS ADMIN 111-222-3333 no Nu Emergency 24-hr Chemtrec telephone number: 1-800-000-0000 Acct# 00000 I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and FMS declared, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable International and National Governmental Regulations. I declare that all of the applicable air transport requirements have been met. (see warning above) RADIOACTIVE MATERIAL SHIPMENT ACCEPTABLE FOR PASSENGER AIRCRAFT, THE SHIPMENT CONTAINS RADIOACTIVE ERIAL INTENDED FOR USE IN OR INCIDENT TO RESEARCH, MEDICAL DIAGNOSIS, OR TREATMENT. ADR EUROPEAN TRANSPORT TREMENT, CARDINGE IN ACCORDANCE WITH 1 4 2 3

Figure 100: Dangerous Goods Form: EHS Admin

#### 9.0 Shipment History

The purpose of this scenario is to show the user how to view his or her past shipments. Let's look at that in eShipGlobal:

- 1. Select **My Shipments> Shipment History** from the top navigation menu.
- 2. Filter by date range and choose status of "All", "Inbound", "Approved", "Pending" or "Cancelled". Click on the shipment you wish to review.

User Guide

Domestic Shipment History									
From Date:						/2017			
To Date: 2				2/28/2017					
			Tra	cking/Order #:					
			Shi	pment Status:	All	T			
	Generate								
Please click	on order nun	ber to vi	ew shipment, cancel st	nipment, print sh	ipmer	nt label(s) or schedule pic	Tracking #	Number of	Total
Status		itein #	Chgin	Destination		Service		Documents Uploaded	Iotai
Approved	101079065	1	<b>J Murali</b> eShipGlobal 17304 Preston Road Plano TX 75093 United States	e ShipGlobal Inc John Smith 17304 Preston Road Suite 280 Dallas TX 75252 United States		UPS Next Day Air Saver On 1/30/2017	1Z5A504R1397921662 No information at this time.	<u>0</u>	USD 23.89
Approved	101079057	1	eShipGlobal Inc Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX 75063 United States	Test User Test User 17304 Preston F Dallas TX 75252 United States	Road 2	FedEx 2Day On 2/6/2017	795241697519 No information at this time.	<u>0</u>	USD 12.61

#### Figure 101: Shipment History: Domestic

3. Users can also view Shipment History for International Shipments, Research Material Shipments and many more reports.

#### 10.0 Tracking

The purpose of this scenario is to show the user how to track a package.

Let's look at that in eShipGlobal:

- 1. Select **Track** from the top navigation menu.
- 2. Enter the Tracking or Order # associated with the shipment you would like to track.

Tracking					
Tracking/Order number					
120A004R1397921662	Reset	Track			

Figure 102: Tracking

Click of	Tracking							
Order#	Order# - 101079065							
ltem#	Origin	Destination	Package Type	Service	Tracking#	Scan Activity		
1	John Smith17304 Preston Road Dallas TX 75252	eShipGlobal Inc 17304 Preston Road Suite 280 Dallas TX 75252	Carrier Letter	UPS Next Day Air Saver <b>on</b> 01/30/17	1Z5A504R1397921662	No information at this time		
	Track Another Package							

Figure 103: Tracking
## **Appendix B - Glossary**

#### Hazardous Material

A substance or material, that when transported in commerce, is capable of posing a risk to health, safety or property. Hazardous materials include biological, chemical & radioactive materials.

### Infectious Substances, Affecting Humans, Category A (UN2814)

A pathogen (infectious substance) capable of causing permanent disability, lifethreatening or fatal disease in otherwise healthy humans or animals. Cultured or amplified stocks of human or animal pathogens, genetically modified organisms/microorganisms. UN2814 can cause disease in humans.

### Infectious Substances, Affecting Animals, Category A (UN2900)

A pathogen (infectious substance) capable of causing permanent disability, lifethreatening or fatal disease in otherwise healthy humans or animals. Cultured or amplified stocks of human or animal pathogens, genetically modified organisms/microorganisms. UN2900 can cause disease in animals.

### Biological Substance, Category B (UN3373)

An infectious substance that is not in a form generally capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure to it occurs. Assigned UN identification number: UN3373.

#### Export

An item sent from the United States to a foreign destination such as biological, chemical and radioactive materials. These items are generally sent using a carrier such as FedEx, USPS, UPS, DHL or World Courier.

#### GMOs/GMMOs (UN3245)

Genetically modified microorganisms (GMMOs) and organisms (GMOs) not meeting the definition of infectious substance are classified in Class 9 (Miscellaneous dangerous substances and articles, including environmentally hazardous substances). GMMOs and GMOs are not subject to dangerous goods regulations when authorized for use by the competent authorities of the countries of origin, transit and destination. Genetically modified live animals shall be transported under terms and conditions or the competent authorities of origin and destination. GMMOs or GMOs that do not meet the definition of toxic substances or infectious substances shall be assigned to UN 3245.

#### Exempt Human or Animal Specimen

A specimen may be EXEMPT from the regulations if there is a minimal likelihood that pathogens are present according to professional judgment based on known medical history, symptoms and individual circumstances or the source. Some examples of exempt specimens are: blood or urine tests to monitor things like cholesterol levels or glucose levels, non-pathogenic cultures, pathogen free cells, recombinant DNA and other non-pathogenic biological items.

#### **Export Compliance**

Export Compliance is a specialized multidisciplinary framework, which provides support to Organizations in Compliance Risk Management, i.e. the risk of legal or administrative sanctions, financial losses or reputation deterioration for failing to comply with laws, regulations and legislation, codes of conduct and good practice.

### Export Administration Regulations (EAR)

User Guide

United States export control law that affect the manufacturing, sales and distribution of technology. The legislation seeks to control access to specific types of technology and the associated data. Its goal is to prevent the disclosure or transfer of sensitive information to a foreign national. EAR contains a Commerce Control List (CCL) of regulated commercial items, including those items that have both commercial and military applications. Regulates items designed for commercial purpose which could have military applications such as computers or software. Covers both the goods and the technology. Licensing addresses competing interests and foreign availability. Combines commercial and research objectives with national security.

## International Traffic in Arms Regulations (ITAR)

United States export control law that affect the manufacturing, sales and distribution of technology. The legislation seeks to control access to specific types of technology and the associated data. Its goal is to prevent the disclosure or transfer of sensitive information to a foreign national. ITR contains a United States Munitions List (USML) of restricted articles and services. Covers military items or defense articles. Regulates goods and technology designed to kill or defend against death in a military setting. Includes space related technology because of application to missile technology. Includes technical data related to defense articles and services. Strict regulatory licensing - does not address commercial or research objectives.

## Restricted Party Screening (RPS)

The Departments of State, Commerce and Treasury each issue lists of individuals, companies, or other organizations whose US export privileges have been restricted or revoked. The lists include both US and foreign individuals and organizations. Screening foreign sponsors, subcontracts, vendors and other foreign parties is a critical component of an organization's efforts to prevent violations of US export control laws.

### Dangerous Goods Regulations (DGR)

Dangerous goods are solids, liquids, or gases that can harm people, other living organisms, property, or the environment. They are often subject to chemical regulations. In the United States, dangerous goods are more commonly known as hazardous materials, (abbreviated as **HAZMAT** or **HazMat**). The United Nations Economic and Social Council issues the *UN Recommendations on the Transport of Dangerous Goods*, which form the basis for most regional, national, and international regulatory schemes. Individual airline and governmental requirements are incorporated with this by the International Air Transport Association to produce the widely used IATA Dangerous Goods Regulations (DGR).

## Foreign Trade Statistics Regulations (FTSR)

Is an official issuance of the Bureau of the Census and U.S. Department of Commerce. It is a compilation of regulations governing the reporting of statistical information on U.S. trade with foreign countries, Puerto Rico, and U.S. Possessions.

### Shipper's Export Declaration (SED)

The Shipper's Export Declaration (SED), Commerce Form 7525-V, is used for compiling the official U.S. export statistics for the United States and for export control purposes. The regulatory provisions for preparing, signing and filing the SED are contained in the Foreign Trade Statistics Regulations (FTSR), Title 15 Code of Federal Regulations (CFR) Part 30.

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