



eShipGlobal User Guide for The University of Texas, Dallas

06 July 2017

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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.

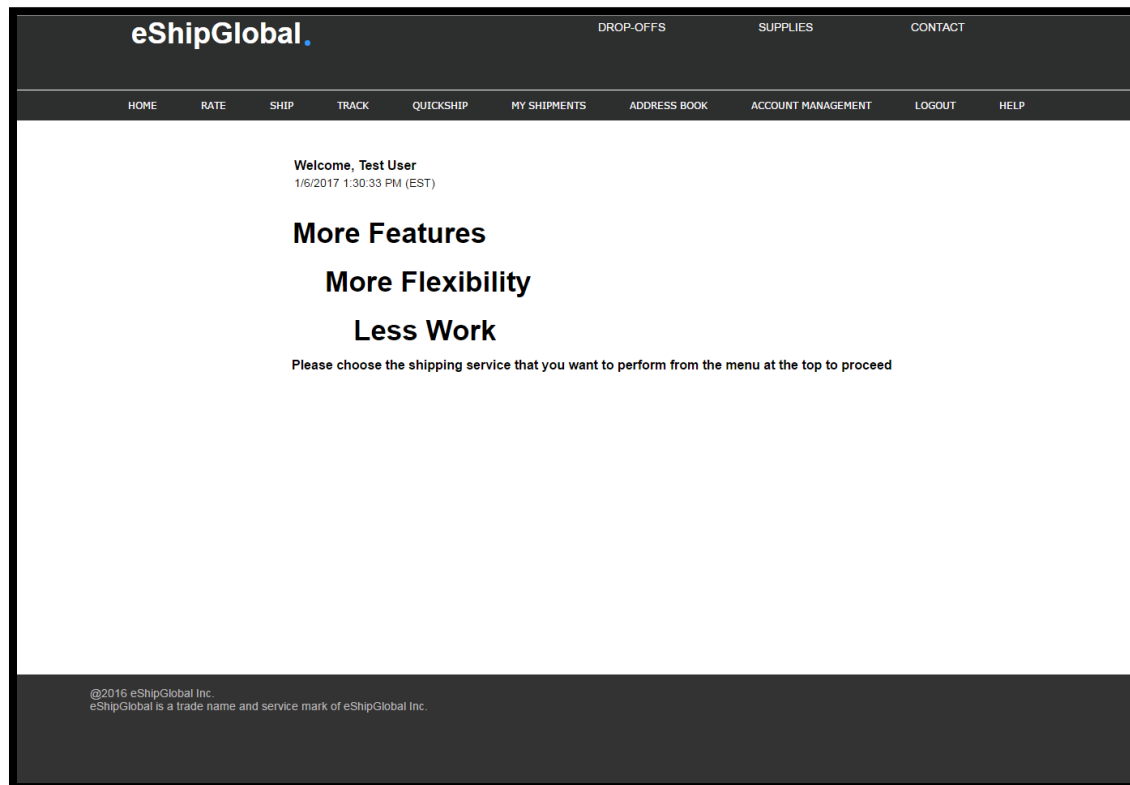


Figure 1: Home Page

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.

Reports: 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* role 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.

Reports: 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.

Reports: 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.

Reports: 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.

Reports: 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.

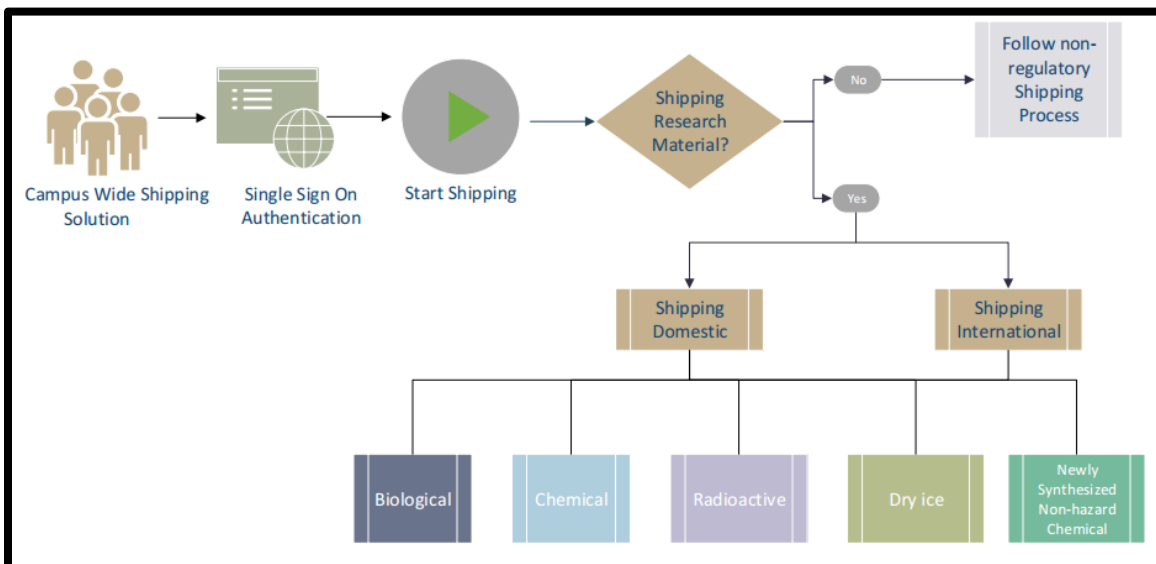


Figure 2: High-Level Workflow

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.

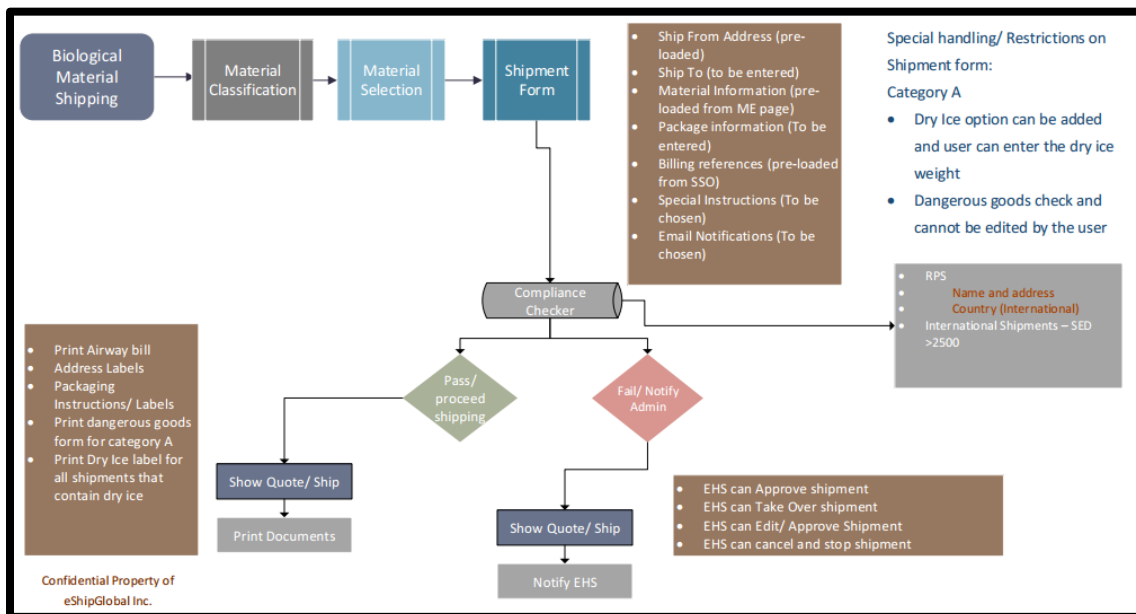


Figure 3: Biological Research Materials High-Level Workflow

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.

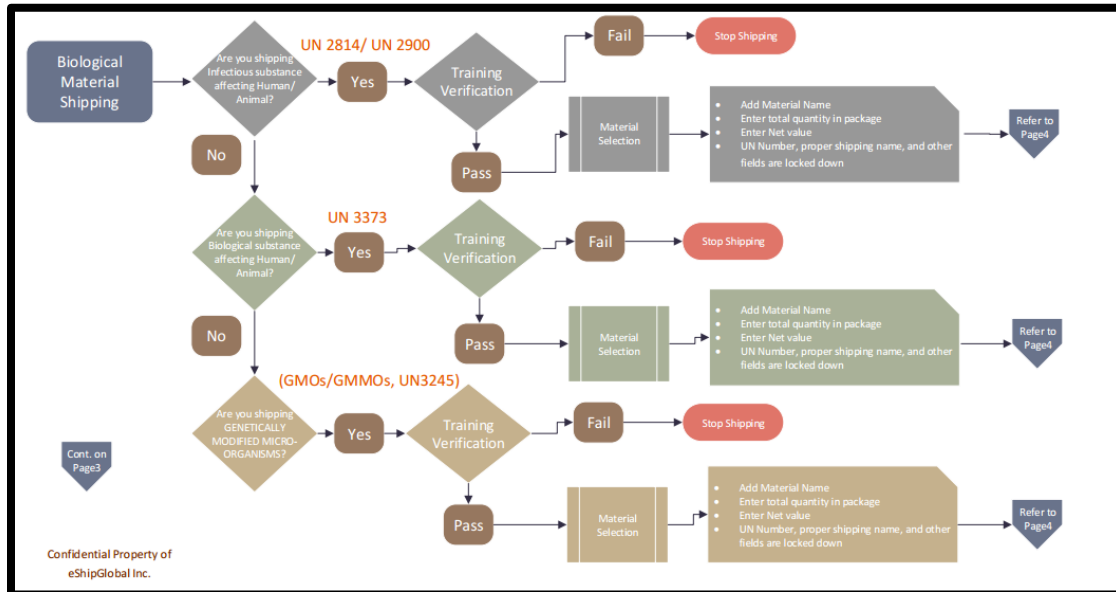


Figure 4: Category A, Category B, & GMOs/GMMOs Workflow

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.

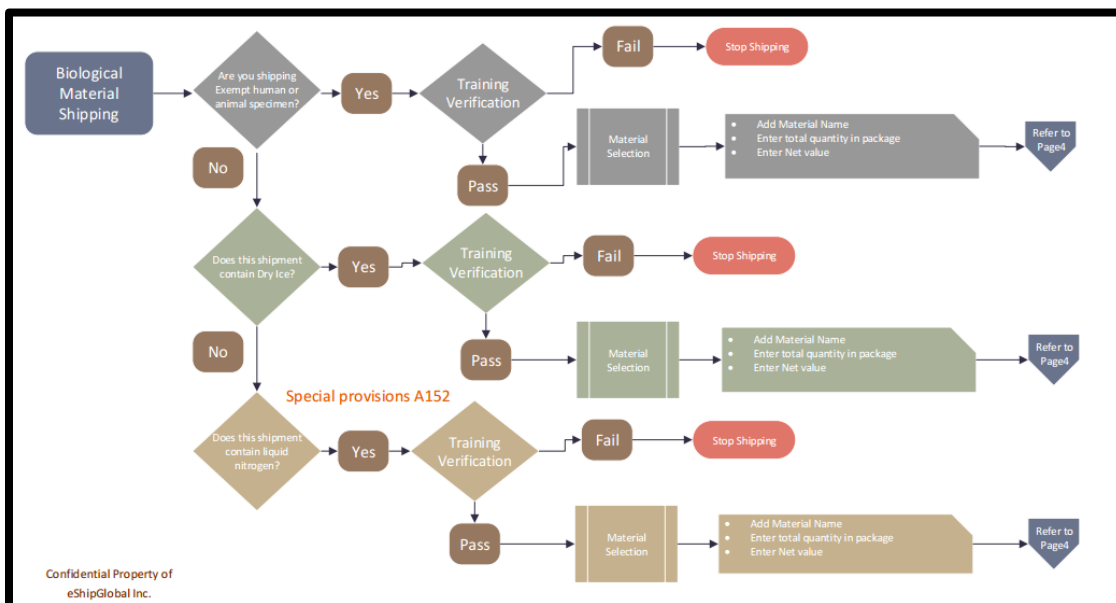


Figure 5: Exempt Human or Animal Specimen Workflow

Export Compliance: User Workflow

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

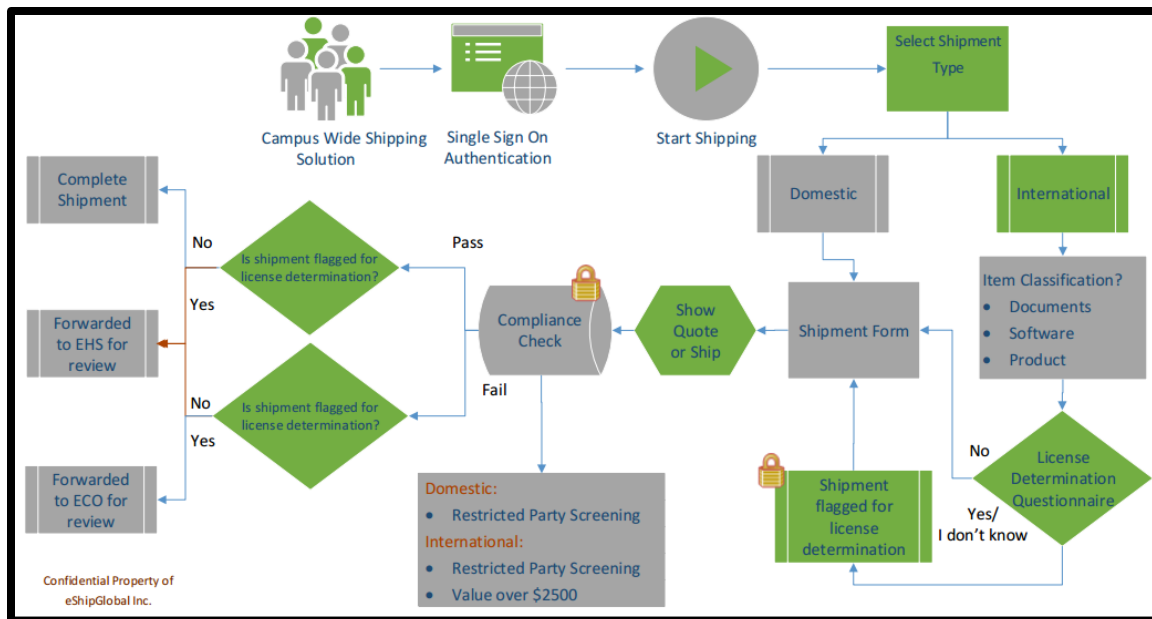


Figure 6: Export Compliance: User Workflow

Export Compliance: ECO Admin Workflow

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

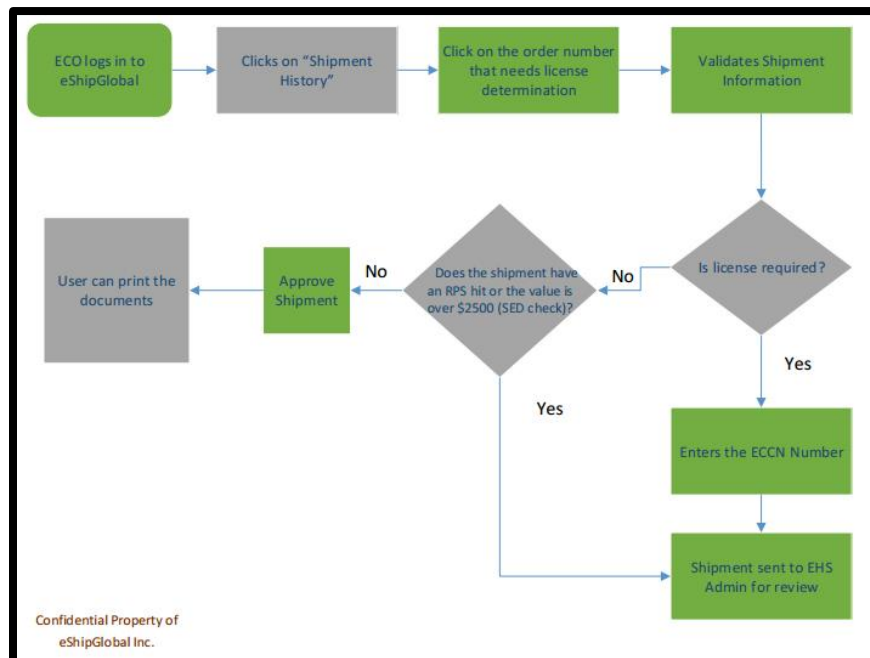


Figure 7: Export Compliance: ECO Admin Workflow

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.

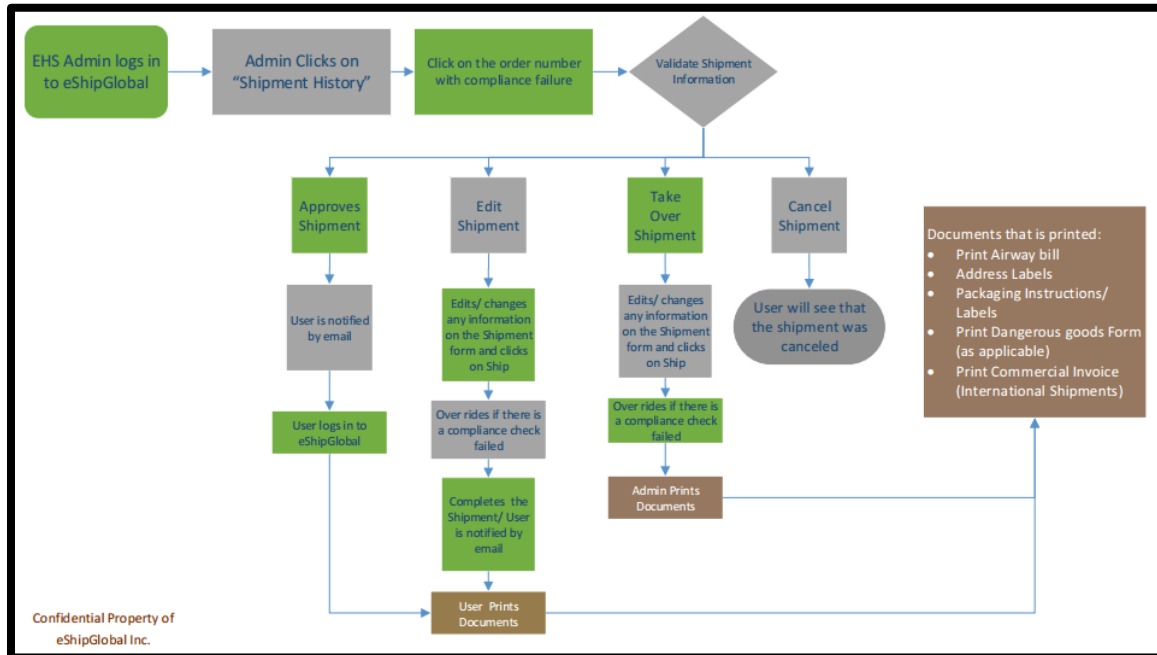


Figure 8: Export Compliance: EHS Admin Workflow

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.

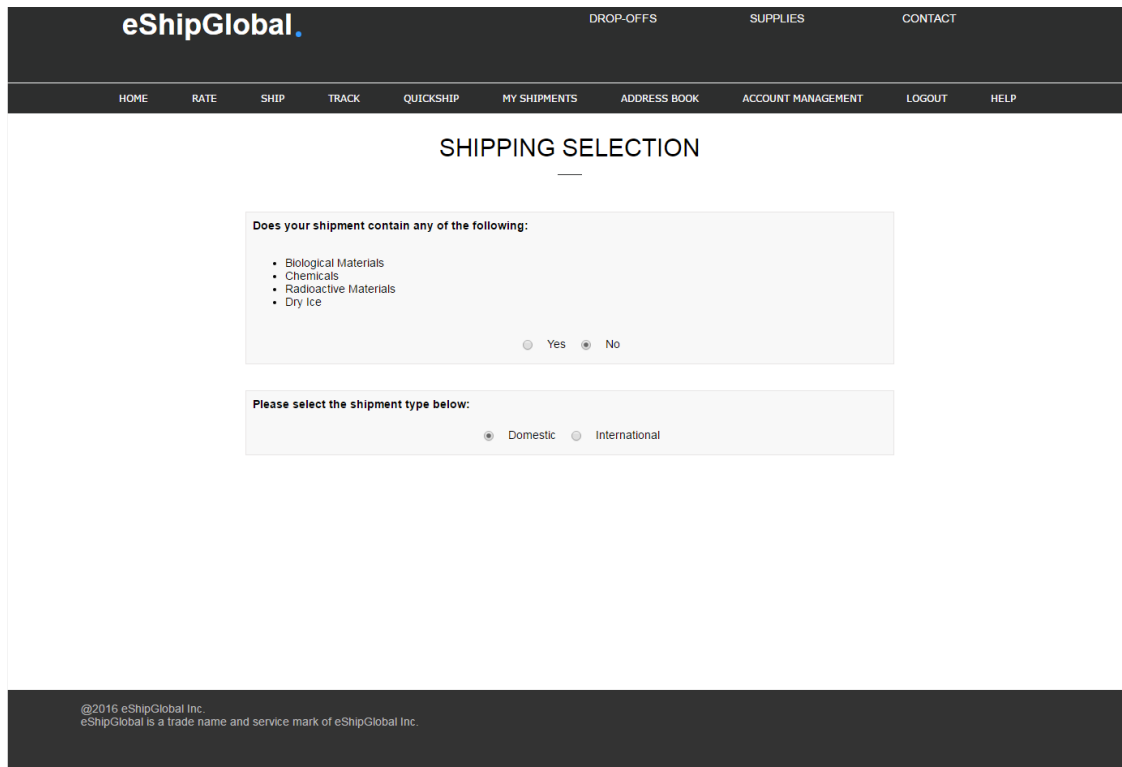


Figure 9: Shipping Selection: Domestic

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.

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.

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.

Package Information
(Choose Package type and Service from the dropdown list)
No. of pkgs. for each address above: ☒ **Identical** ☐ **Non-Identical**

Type: **Service:**
Weight: (lbs) **Dimensions:** x x (inches)
Shipment Reference:
[Help](#)

Figure 12: Package Information Section

- 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 charge back and charge type)
Bill To: ***Recipient/Third Party Account #:** ***Zip:**
Cost Allocation
*** Project:** *** Costcode:** *** Department:**
[Help](#)

Figure 13: Billing References Section

- 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
(Additional 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: (USD)
[Help](#)

Figure 14: Special Instructions Section

8. Select any email notifications desired for this shipment.

Email Notifications

(Email notifications will be sent free of charge)

☒ **Notify Shipper**
☒ **Notify Recipient**
☒ **Notify Shipper on Delivery**
☐ **Notify Others on Delivery**











[Help](#)

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.

Ship Now - Quote

[Edit]

| | Service | ² Commitment | ¹ Contracted Rate | Sender |
|---|---------------------------|---|------------------------------|--|
|  | FedEx Express Saver | STD: 3rd business day by 4:30 PM ACT: 2017-01-11 by 16:30:00 | \$11.03 | Recipient Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX-75063 US Package Information Ship Date: 01/06/2017 LETTER- 0.5 lbs Special Instructions ² Email - S DC DO Itemized Charges |
|  | FedEx 2Day | STD: 2nd business day by 4:30 PM ACT: 2017-01-10 by 16:30:00 | \$12.03 | |
|  | FedEx Priority Overnight | STD: Next business day by 10:30 AM ACT: 2017-01-09 by 10:30:00 | \$12.82 | |
|  | FedEx Standard Overnight | STD: Next business day by 3:00 PM ACT: 2017-01-09 by 15:00:00 | \$13.61 | |
|  | UPS 2nd Day Air | STD: End of 2nd business day ACT: Click here for Actual Commitment | \$17.70 | |
|  | UPS 2Day Air AM | STD: 2nd business day by 10:30 AM ACT: Click here for Actual Commitment | \$19.64 | |
|  | UPS Next Day Air Saver | STD: Next business day by 3 PM ACT: Click here for Actual Commitment | \$23.89 | |
|  | UPS Next Day Air | STD: Next business day by 10:30 AM ACT: Click here for Actual Commitment | \$24.59 | |
|  | FedEx First Overnight | STD: Next business day by 8:30 AM ACT: 2017-01-09 by 08:00:00 | \$53.31 | |
|  | UPS Next Day Air Early AM | STD: Next business day by 8 AM ACT: Click here for Actual Commitment | \$55.56 | |

[Edit Shipment](#)
[Ship](#)


Figure 16: Show Quote

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.

Domestic Shipment History


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.

- **To Print Airwaybill:** Please click on the Print Airwaybill button. For International Shipments, please click on the Print Docs button (when available) to print and attach the necessary Customs documents. Failing to attach the documents might incur additional charges from the carrier(s) and might cause delays.
- **To Schedule a pickup:** Please click on the Schedule Pickup button and follow the instructions on that page to get a Pickup Confirmation number. Your package(s) will be picked up ONLY if you have a Confirmation number. If you are unable to get the confirmation number, please contact support.
- **To Cancel a shipment:** Please select the checkbox next to the tracking number that you wish to cancel and click the Cancel Shipment button. Once your label has been cancelled, you will see 'X' in the left column on the label page below. Packages can be cancelled only on the same day that they were created. Please contact support to cancel packages that were created earlier than today that were never used.

 [\[Printer friendly\]](#)

Order No: 101078615

☒ Tracking No: [78524266515](#)

| Shipment Info | | | | | |
|--|--|--|------------------------------|--|----------------|
| Origin | Destination | Package Information | Scan Activity | Return Shipment | Amount |
| eShipGlobal-CSP TEST USER Merchant 1- UK 5800 Campus Circle Dr Irving TX 75063 United States | eShipGlobal Inc Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX 75063 United States |  1/6/2017 FedEx Express Saver LETTER 0.5 lbs DO Email - S R DC | No information at this time. | Return Date: <input type="text" value="1/13/2017"/> Create Return Shipment | \$11.03 |
| Total for this shipment | | | | | \$11.03 |

[Cancel Shipment](#)
[Print Airwaybill](#)
[Schedule Pickup](#)
[Create Return Order](#)
[Supporting Documents](#)
[Shipment History](#)



[Email Label](#)

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:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice

☐ Yes ☒ No

Please select the shipment type 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".

Ship International

Step 1 : Item Classification and Export Control Verification

Select the type of item you are sending

☐ [DOCUMENTS](#)

☐ [TECHNICAL DATA](#)

☐ [SOFTWARE](#)

☐ [PRODUCTS](#)
(All other dutiable items)

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 your shipment:

Yes No I Don't Know

☐ ☐ ☐

- 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?

Figure 20: Export Questionnaire: Documents

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.

Ship International

Step 1 : Item Classification and Export Control Verification

ITEM SELECTION

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: Documents

*Item Name:

*Gross Weight: POUNDS ▾

*Quantity: PIECES ▾

*Net Value in USD:

ECCN#:

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 ship. Then click Continue button to proceed to Shipment details. Required fields are indicated by an asterisk.

Material Entry

Item Classification: Technical Data

*Item Name:

*Gross Weight: POUNDS ▾

*Quantity: PIECES ▾

*Net Value in USD:

Schedule B Number: [Schedule B Number Lookup](#)

ECCN#: [ECCN Lookup](#)

Start Over
Add another Item
Continue

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 ship. Then click Continue button to proceed to Shipment details. Required fields are indicated by an asterisk.

Material Entry

Item Classification: Products

*Item Name:

*Gross Weight:

*Quantity:

*Net Value in USD:

Schedule B Number:

ECCN#:

[Lookup](#)

Figure 23: Item Database Lookup on Entry

Ship International

Step 1 : Item Classification and Export Control Verification

ITEM SELECTION

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:

*Gross Weight: POUNDS ▾

*Quantity: PIECES ▾

*Net Value in USD:

Schedule B Number: [Schedule B Number Lookup](#)

ECCN#: [ECCN Lookup](#)

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)

▾

Shipping Date:

(MM/DD/YYYY)

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.

Ship To

(Please enter recipient information or choose from saved recipient addresses by clicking on the 'Load from Address Book' button)

Load from Address Book

☒ Add to Address Book

Country:

Select Country

 ? Select the country to begin

*Company/Contact Name:

Alt. Contact Name:

*Address1:

Address2:

State/Province:

Select State

*City:

*Phone: (Numbers only)

Zip:

Email:

| Item Name | Item Classification | 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)

Type:

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 ▼ |
| Bill Duties/Taxes To: | Prepaid ▼ | *Account#: | Not required |
| ZipCode: | Not required | Country: | Select Country ▼ |
| Cost Allocation | | | |
| * Project: | | * Costcode: | |
| | | * Department: | |

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 | | | |
|---|---|---|---|
| (Additional charges may apply for some special services) | | | |
| <input type="checkbox"/> Signature Required (FedEx & UPS only) <input type="checkbox"/> Signature Release (FedEx commercial deliveries only) | | | |
| Customs Information | | | |
| (Additional fields for customs information) | | | |
| Customs Value: | 1000 (xxxx USD) | Terms of Sale: | FOB ▼ ? |
| Declared. Value: | 0 (xxxx USD) | Certificate Of Origin: | NotRequired ▼ |
| Shipment Information | | | |
| SED Method: | —Choose Method— ▼ | ⁴ ITN/FTSR Number: | Not Required ? |
| Email Notifications | | | |
| (Email notifications will be sent free of charge) | | | |
| <input checked="" type="checkbox"/> Notify Shipper | <input checked="" type="checkbox"/> Notify Recipient | <input checked="" type="checkbox"/> Notify Shipper on Delivery | <input type="checkbox"/> 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.

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 | ¹ Contracted Rate | Sender |
|---|------------------------------|---|------------------------------|--|
|  | FedEx International Economy | STD: 2 to 3 business days ACT: 2017-02-27 by 18:00:00 | \$41.28 | John Smith 1 Malet Street London WC1E7HU GB |
|  | FedEx International Priority | STD: Bus. centers in 24 to 48 hours ACT: 2017-02-24 by 12:00:00 | \$44.02 | |
|  | UPS Standard | STD: End of 5th business day ACT: Click here for Actual Commitment | \$98.21 | Recipient RPS Failure 37 Rue de la Quintinie Paris 75017 FR |
|  | UPS Worldwide Saver | STD: End of 3rd business day ACT: Click here for Actual Commitment | \$110.77 | Package Information Ship Date: 02/23/2017 CUSTOM - 5 lbs 5x5x5(in) |
|  | UPS Worldwide Express | STD: 3rd business day by 12 PM ACT: Click here for Actual Commitment | \$117.97 | Special Instructions² Email - S DC PK |
|  | UPS Worldwide Express Plus | STD: 3rd business day by 9 AM ACT: Click here for Actual Commitment | \$168.31 | Itemized Charges |

Edit Shipment
Ship


Figure 31 Continued: Rate Shopping

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.

International Shipment History

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.

Your request has been submitted for review. Once all necessary reviews have been completed, you will be notified via email.

Order No: 101078619  [\[Printer friendly\]](#)


☒ Tracking No: 785245233360

| Shipment Info | | | | |
|--|---|--|------------------------------|----------------|
| Origin | Destination | ¹ Package Information | Scan Activity | Amount |
| ABC UK John Smith 1 Malet Street London WC1E7HU United Kingdom | Helene Agnese RPS Failure 37 Rue de la Quintinue Paris 75017 France | FedEx 1/6/2017 FedEx International Economy CUSTOM 5 lbs PK Email - S R DC | No information at this time. | \$40.73 |
| Product Name | | Product Classification | | |
| Hard Drives | | Products | | |
| | | Gross Weight: 1 LB Net Value: 1000 USD Quantity: 10 PCS | | |
| Total for this shipment | | | | \$40.73 |

[Supporting Documents](#) [Shipment 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.

 [\[Printer friendly\]](#)

Order No: 101078620

☒ Tracking No: 785245263146

| Shipment Info | | | | |
|--|---|---|------------------------------|----------------|
| Origin | Destination | ¹ Package Information | Scan Activity | Amount |
| ABC UK John Smith 1 Malet Street London WC1E7HU United Kingdom | ABC India 1 Main Street Chennai 600017 India | FedEx 1/6/2017 FedEx International Priority CUSTOM 5 lbs PK Email - S R DC | No information at this time. | \$51.42 |
| Product Name | | Product Classification | | |
| Basketball | | Products | | |
| | | Gross Weight: 1 LB Net Value: 1 USD Quantity: 1 PCS | | |
| Total for this shipment | | | | \$51.42 |

[Cancel Shipment](#) [Complete Shipment](#) [Supporting Documents](#) [Shipment History](#)

Figure 33: Shipment Details

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 **Lists to Check** (see links above)?
--
--

If you have answered YES to any of the questions above, your responses to the next questions regarding **information and software only** will assist ORS in determining whether an exclusion applies

8. Is all the **information or software** involved in your shipment published and generally accessible to the public through at least one of the following:

- publication for distribution;
- subscriptions available without restrictions;
- website available free of charge;
- libraries open to the public;
- patents and published patent applications;
- instruction in commonly taught courses; or
- presentation at an open conference or seminar?
 - If the presentation occurs outside of the U.S. please indicate here:

--
--

9. Does the **information or software** involved in your shipment meet all of the following criteria:

- results are from shipment conducted at an accredited institution of higher education in the U.S.;
- is ordinarily published and shared broadly within the scientific community;
- is not restricted (either through written or oral agreement) for proprietary reasons or national security controls; and
- is not subject to specific U.S. Government access and dissemination controls?

--
--

☐ By checking this box you certify that you understand and will comply with all applicable export control laws and regulations

Continue

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”.

Order No: 101078620
Printer friendly

☒ Tracking No: 785245263146

Shipment Info

| Origin | Destination | Package Information | Scan Activity | Amount |
|--|---|---|------------------------------|---------|
| ABC UK John Smith 1 Malet Street London WC1E7HU United Kingdom | ABC India 1 Main Street Chennai 600017 India | FedEx 1/6/2017 FedEx International Priority CUSTOM 5 lbs PK Email - S R DC | No information at this time. | \$51.42 |

| Product Name | Product Classification | |
|--------------|------------------------|---|
| Basketball | Products | Gross Weight: 1 LB Net Value: 1 USD Quantity: 1 PCS |

Total for this shipment \$51.42

Cancel Shipment Print Airwaybill Print Documents Export Checklist Schedule Pickup Supporting Documents Shipment History

Figure 35: Shipment Details

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.

Secure | <https://basetst.eshipglobal.com/services/international/documentation/showdocs.asp?om=101079553&in>

PAGE 1 OF 1

basetst.eshipglobal.com says:

Print 3 copies of these documents (5 copies for FedEx Ground) and place them in your Shipping Label pouch.

Print Documents

OK

Date Shipped:

SHIPPER NAME: John Smith
ABC UK
1 Malet Street
London, . WC1E
United Kingdom
Phone: 1231231234
Reference:

Phone: 1231231234
Reference:

| Units | Complete Description of Goods (Harmonized Code and License Info) | 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 information contained in this invoice to be true and correct.

SIGNATURE: _____
DATE: _____

| | |
|--------------------|--------|
| Total Pkgs. | 1 |
| Total Weight (LBS) | 5.00 |
| Freight Charge | \$0.00 |
| Terms of Sale | FOB |
| Total Value in USD | \$1.00 |

Waiting for basetst.eshipglobal.com...

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 | <https://basetst.eshipglobal.com/DocumentUpload.asp?om=101079538>

Supporting Documents (up to 5 files, 10 MBs each)

| File Name | Uploaded Date |
|-----------|---------------|
| N/A | N/A |

Click "Choose File" and select the applicable file. Then click "Upload" to upload the file.
Upload a PDF, JPG, JPEG, GIF, PNG, DOC, DOCX, XLS, or XLSX file.

Choose File | No file chosen | Upload

18

Package Information

Destination: India
Main Street
apna 60017
India

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 Classification: Products

Gross Weight: 1 LB
Net Value: 1 USD
Quantity: 1 PCS

Total for this shipment: \$52.12

Cancel Shipment | Print Airwaybill | Print Documents | Export Checklist

Schedule Pickup | Supporting Documents | Shipment History

Figure 39: Upload Supporting Documents

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:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice

☒ Yes ☐ No

Please select the shipment type below:

☒ Domestic ☐ International

Figure 40: Shipping Selection: Biological

3. Select the “Biological Materials” 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

☐ DRY ICE
(with no other materials listed above)

☐ [SPECIAL PROVISION A180](#)

☐ SPECIAL PROVISION A152 (DRY SHIPPERS)

Start Over Continue

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 material a:

Yes No

☒ ☐ Culture or stock of a human pathogen, including:

- Select Agents designated by the U.S. Department of Health & Human Services (HHS)?
- Risk Group 4 Agents?
- Genetic derivatives of HHS Select Agents or Risk Group 4 Agents?
- Agents listed on the Indicative Examples of Infectious Substances affecting humans included in Category A?

Yes No

☐ ☒ Culture or stock of an animal pathogen, including:

- Select Agents designated by the U.S. Department of Agriculture (USDA)?
- Genetic derivatives of USDA Select Agents?
- Agents listed on the Indicative Examples of Infectious Substances affecting animals included in Category A?

| | |
|----------------------------------|--|
| Substance Classification: | 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: <ul style="list-style-type: none"> Category B and Exempt Human or Animal Specimen Shipping Dry Ice |
| Training Verification: | You have the appropriate training to continue |

Start Over Reset Continue

Figure 37: Category A, Affecting Humans

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.

INFECTIONOUS SUBSTANCE AFFECTING HUMANS OR ANIMALS (CATEGORY A, UN2814/UN2900)

Is the material a:

Yes No

☐ ☐ Culture or stock of a human pathogen, including:

- Select Agents designated by the U.S. Department of Health & Human Services (HHS)?
- Risk Group 4 Agents?
- Genetic derivatives of HHS Select Agents or Risk Group 4 Agents?
- Agents listed on the Indicative Examples of Infectious Substances affecting humans included in Category A?

Yes No

☐ ☐ Culture or stock of an animal pathogen, including:

- Select Agents designated by the U.S. Department of Agriculture (USDA)?
- Genetic derivatives of USDA Select Agents?
- Agents listed on the Indicative Examples of Infectious Substances affecting animals included in Category A?

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.

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 Classification: UN 3373 Biological Substance, Category B

Training: Training Required - Category B and Exempt Human or Animal Specimen Training (Also fulfills Shipping Dry Ice training requirement)

Training Verification: 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 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

☒ ☐ Is the material a genetically modified microorganism that does not meet the definition of an infectious substance or toxic material?

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)

Training Verification: 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

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.

| EXEMPT HUMAN OR ANIMAL SPECIMEN | |
|---|--|
| Yes | No |
| <input checked="" type="radio"/> | <input type="radio"/> Is the material a human specimen or material for which there is only a minimal likelihood that pathogens are present? |
| <input type="radio"/> | <input checked="" type="radio"/> Is the material an animal specimen or material for which there is only a minimal likelihood that pathogens are present? |
| Substance Classification: | Subject to "Exempt Human Specimen" or "Exempt Animal Specimen" provisions |
| Training: | Training Required - Category B and Exempt Human or Animal Specimen Training (Also fulfills Shipping Dry Ice training requirement) |
| Training Verification: | Note: Requirement may also be fulfilled by taking the Infectious Substance, Category A Training You have the appropriate training to continue |
| <div> <div>Start Over</div> <div>Reset</div> <div>Continue</div> </div> | |

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

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.

| Material selection |
|--|
| Multiple materials matching your selection were found. Please select the material you are shipping and click on Continue: |
| <div> <div>Infectious substance, affecting humans - only (liquid) ▼</div> <div> <div>Infectious substance, affecting humans - only (liquid)</div> <div>Infectious substance, affecting humans - only (solid)</div> </div> </div> |

Figure 43: Material Selection: Liquid/Solid

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 Qty: FORBIDDEN)

☐ Cargo aircraft only? (Max. Net Qty: 4 L)

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

*Total Quantity in Package: ml (Max. Total Qty: 0.05 L)

*Net Value in USD(Min. 1):

☐ Does the material contain any chemical preservative?

Start 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

ADENO-ASSOCIATED VIRUS

ADENOVIRUS

ALCALIGENES FAECALIS

ANAPLASMA PHAGOCYTOPHILA

ANCYLOSTOMA CEYLANICUM

ANCYLOSTOMA DUODENALE

ASPERGILLUS FUMIGATUS

ASPERGILLUS NIDULANS

ASTROVIRUS

ABSETTAROV VIRUS

Proper Shipping Name:

Class Or Division:

Packing Group:

Labels:

Packing Instructions:

Special Provisions:

Authorization:

Special Permit:

☐ Dangerous goods in excepted quantities? (FORBIDDEN)

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

☐ Cargo aircraft only? (Max. Net Qty: 4 L)

Maximum Quantity Per Inner Receptacle:

ml

(Max. Inner Qty: NA)

*Total Quantity in Package:

ml

(Max. Total Qty: 0.05 L)

*Net Value in USD(Min. 1):

☐ Does the material contain any chemical preservative?

Start Over

Add another material

Continue

Figure 45: Material Name Lookup

- 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.

+

Material Entry

| Material Name | Material Classification | UN or ID No. | Net Weight | Net Value(USD) | Q ratio |
|---------------|---|--------------|------------|----------------|---------|
| ADENOVIRUS | Category A UN 2814 Infectious Substance, Affecting Humans | UN2814 | 0.03 L | 1 | 0.6 |

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 Qnty: 4 L)

Maximum Quantity Per Inner Receptacle:
 ml (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?

Start Over

Add another material

Continue

Figure 46: Adding another Material

- 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.

Ship From

(Shipper Information)

test user
UT Dallas
Receiving/Mail Servi SB 1.102A
Richardson TX 75080

Shipping Date: 04/13/2017

Edit

Ship To

(Please enter recipient information or choose from saved recipient addresses by clicking on the 'Load from Address Book' button)

Load from Address Book

| Company/Location | Contact | Address | City/State | Zip |
|------------------|---------|-----------------|------------|-------|
| ABC Lab | | 2600 Ventura Dr | Plano TX | 75093 |

Research Materials

| Material Name | Material Classification | UN or ID No. | Harmonized Code | *Net Weight | Net Value(USD) | Q ratio |
|---------------|---|--------------|-----------------|-------------|----------------|---------|
| ADENOVIRUS | Category A UN 2814 Infectious Substance, Affecting Humans | UN2814 | | 1ml | 1 | 0.02 |

Package Information

(Choose Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1

☒ Identical
☐ Non-Identical

Type:
Service:

Total Pkg Weight: (lbs)
Dimensions: x x (inches)

Shipment Reference:

Help

Billing References

(Choose or enter Billing references for charge back and charge type)

Bill To:
* Recipient/Third Party Account#:
* ZipCode:

Cost Allocation

* Project:
* Costcode:
* Department:

Special Instructions

(Additional charges may apply for some special services)

☐ Saturday Delivery
☐ Signature Required
☐ Signature Release
☒ Dangerous Goods
☐ Dry Ice (Express shipments only)
☐ Overpack

Dangerous Goods Type: [Help](#)
Dry Ice Weight: (lbs) [Help](#)

Declared Value: (USD)

Help

Email Notifications

(Email notifications will be sent free of charge)

☒ Notify Shipper
☐ Notify Recipient
☐ Notify Shipper on Delivery
☐ Notify Others on Delivery

Help

Start Over

Ship

Show Quote

Figure 47: Domestic Bio Shipping Form

- See [1.0 Domestic Shipping](#) to complete shipment. If you are shipping Category A materials, FedEx will be the only carrier available on the "Show Quote" screen.
- 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.

Research Material Shipment History

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.

This shipment category requires administrator to complete. Your request will be submitted for approval.

[Printer friendly]

Order No: 101078621

☒ Tracking No: 785246279987

| Shipment Info | | | | |
|---|--|--|------------------------------|----------------|
| Origin | Destination | ¹ Package Information | Scan Activity | Amount |
| 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 | 1/6/2017 FedEx Express Saver CUSTOM 5 lbs DG : PK Email - S R DC | No information at this time. | \$65.23 |
| Material Name ADENOVIRUS | | Material Classification Category A UN 2814 Infectious Substance, Affecting Humans | | |
| | | Proper shipping name: Infectious substance, affecting humans UN NO: UN2814 Preservative: Net Weight/Volume: 0.03 L Net Value: 1 USD | | |
| Total for this shipment | | | | \$65.23 |

[Supporting Documents](#)
[Shipment History](#)

Figure 48: Submitted to EHS Admin for Approval

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

Order No: 101078663

☒ Tracking No: 785290385293

[Printer friendly]

| Shipment Info | | | | |
|---|--|--|------------------------------|----------------|
| Origin | Destination | ¹ Package Information | Scan Activity | Amount |
| 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 | 1/11/2017 FedEx Express Saver CUSTOM 5 lbs PK Email - S R DC | No information at this time. | \$25.23 |
| Material Name human endothelial cells | | Material Classification UN 3373 Biological Substance, Category B | | |
| | | Proper shipping name: Biological substance, Category B UN NO: UN3373 Preservative: Net Weight/Volume: 1 ml Net Value: 150 USD | | |
| Total for this shipment | | | | \$25.23 |

[Complete Shipment](#)
[Cancel Shipment](#)
[Supporting Documents](#)
[Shipment History](#)

¹ Package Information Legend

Email Notifications : S - Email Shipper, R - Email Recipient, DC - Email Shipper on Delivery

Signature Options: SRQ - Signature Required, SRL - Signature Release

PK - Pickup, DO - Drop-Off : DV - Declared Value : DI - Dry Ice

DG - Dangerous Goods : SD - Saturday Delivery : RD - Residential Delivery : RS - Return Shipment

HS - Hold at Station : IP - Inside Pickup : ID - Inside Delivery

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 materials.

Documentation

The air waybill contains the following information:

1. The text "UN3373 Biological Substance, Category B"
2. The number of packages

Quantity

3. The quantity of Biological Substance, Category B per primary container is 1 liter or less for liquids and 4 kilograms or less for solids
4. The quantity of Biological Substance, Category B per outer packaging is 4 liters or less for liquids and 4 kilograms or less for solids

Package Condition

5. Packages are free from damage and in a proper condition for carriage
6. For liquids shipped by air the primary or secondary container is capable of withstanding a pressure differential of 95 kPa
7. The completed package is documented to pass a series of 4 foot drop tests as indicated by the DOT/IATA

Markings

8. The words "UN3373 Biological Substance, Category B"
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 package for this shipment

[Continue](#)

Figure 50: Confirmation Page

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

Order No: 101078663

☒ Tracking No: 785290385293

[Printer friendly](#)

| Origin | Destination | *Package Information | 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 Saver CUSTOM 5 lbs PK Email - S R DC | No information at this time. | \$25.23 |

| Material Name | Material Classification | |
|-------------------------|--|--|
| human endothelial cells | UN 3373 Biological Substance, Category B | Proper shipping name: Biological substance, Category B UN NO: UN3373 Preservative: Net Weight/Volume: 1 ml Net Value: 150 USD |

Total for this shipment \$25.23

[Cancel Shipment](#)
[Print Airwaybill](#)
[Address Labels](#)
[Packaging Instructions](#)
[Schedule Pickup](#)
[Supporting Documents](#)
[Shipment History](#)

Figure 51: Shipment Info Page

| Sender | Receiver |
|--|---|
| Demo University User One 1234 Broadway New York NY 10027 United States PH: 111-222-3333 | eShipGlobal Inc. John Smith 17304 Preston Road Suite 280 Dallas TX 75252 United States PH: 123-456-7890 |

Category B Label:

UN3373

BIOLOGICAL SUBSTANCE
CATEGORY B

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:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice

☒ Yes
 ☐ No

Please select the shipment type below:

☒ Domestic
 ☐ International

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
- ☐ NEWLY SYNTHESIZED NON-HAZARDOUS CHEMICALS
- ☐ DRY ICE
(with no other materials listed above)
- ☐ SPECIAL PROVISION A180
- ☐ SPECIAL PROVISION A152 (DRY SHIPPERS)

Figure 54: Material Classification: Chemicals

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.

RESEARCH 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

RESEARCH MATERIAL SHIPPING

Step 1 : Material Classification and Training Verification

CHEMICAL MATERIAL CLASSIFICATION

| | |
|-------------------------------|---|
| 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 55: Training Message: Chemical

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.

Material Entry

Material Classification: Chemical

Material Search (UNNO/Name): ethan

*Material Name: 1035-Ethane

UN NO: 1170-Ethanol - Packing Group - II

Proper Shipping Name: 3475-Ethanol and gasoline mixture with more than 10% ethanol - Packing Group - II

Technical Name: 3475-Ethanol and motor spirit mixture with more than 10% ethanol - Packing Group - II

Class Or Division: 3475-Ethanol and petrol mixture with more than 10% ethanol - Packing Group - II

Packing Group: 1170-Ethanol solution - Packing Group - II

Labels: 1170-Ethanol solution - Packing Group - III

Packing Instructions:

Special Provisions:

Authorization:

Special Permit:

☐ Dangerous goods in excepted quantities?

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

☐ Passenger and Cargo

☐ Cargo aircraft only? (Max. Net Qty: NA)

*Inner Packaging: --select--

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

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

validate

*Net Value in USD(Min. 1):

Start Over Add 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: III

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 Qty: 10 L)

☒ Passenger and Cargo

☐ Cargo aircraft only? (Max. Net Qty: 220 L)

*Inner Packaging: --select--

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

*Total Quantity in Package: ml (Max. Total Qty: 60 L)

validate

*Net Value in USD(Min. 1):

Start Over Add another material Continue

Figure 57: Material Entry: Chemicals

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
UT Dallas
Receiving/Mail Servi SB 1.102A
Richardson TX 75080

Shipping Date: 04/13/2017

Edit

Ship To

(Please enter recipient information or choose from saved recipient addresses by clicking on the 'Load from Address Book' button)

Load from Address Book

| Company/Location | Contact | Address | City/State | Zip |
|------------------|---------|-----------------|------------|-------|
| ABC Lab | | 2600 Ventura Dr | Plano TX | 75093 |

Research Materials

| Material Name | Material Classification | UN or ID No. | Harmonized Code | *Net Weight | Net Value(USD) | Q ratio |
|---------------|-------------------------|--------------|-----------------|-------------|----------------|---------|
| Ethanol | Chemicals | UN1170 | | 1ml | 1 | 0.002 |

Package Information

(Choose Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1

☒ Identical
☐ Non-Identical

Type: Select a package

Service: Select a service

Total Pkg Weight: (lbs)

Dimensions: L x W x H (inches)

Shipment Reference:

[Help](#)

Billing References

(Choose or enter Billing references for charge back and charge type)

Bill To: Prepaid
* Recipient/Third Party Account#: Not required
* ZipCode: Not required

Cost Allocation

* Project:
* Costcode:
* Department:

Special Instructions

(Additional charges may apply for some special services)

☐ Saturday Delivery
☐ Signature Required
☐ Signature Release
☒ Dangerous Goods
☐ Dry Ice (Express shipments only)
☐ Overpack

Dangerous Goods Type: Inaccessible
[Help](#)
Dry Ice Weight: (lbs)
[Help](#)

Declared Value: 0 (USD)

[Help](#)

Email Notifications

(Email notifications will be sent free of charge)

☒ Notify Shipper
☐ Notify Recipient
☐ Notify Shipper on Delivery
☐ Notify Others on Delivery

[Help](#)

Start Over

Ship

Show Quote


Figure 58: Domestic Shipping Form: Chemicals

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 Material Shipment History

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.

Your request has been submitted for review. Once all necessary reviews have been completed, you will be notified via email.

 [Printer friendly]

Order No: 101078665

☒ Tracking No: 785291613005

| Shipment Info | | | | |
|---|---|---|------------------------------|----------------|
| Origin | Destination | Package Information | 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 Overnight CUSTOM 5 lbs DG : PK Email - S R DC | No information at this time. | \$68.11 |
| Material Name Ethanol | | Material Classification Chemicals | | |
| | | Proper shipping name: Ethanol UN NO: UN1170 Net Weight/Volume: 1 ml Net Value: 1 USD Case #: Inner Packaging Type: 0 Was chemical synthesized? No Is the chemical a preservative for biological shipment? No Is Cargo only? No Dangerous goods in excepted quantities? No | | |
| Total for this shipment | | | | \$68.11 |

Supporting Documents
Shipment History

Figure 59: Submitted for Approval: Chemicals

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

Order No: 101078666

Tracking No: 785291788680

| Origin | Destination | Package Information | Scan Activity | Amount |
|---|--|---|------------------------------|---------|
| 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 5 lbs DG : PK Email - S R DC | No information at this time. | \$68.11 |

Material Name: Ethanol

Material Classification: Chemicals

Proper shipping name: Ethanol
UN NO: UN1170
Net Weight/Volume: 1 ml
Net Value: 1 USD
Case #:
Inner Packaging Type: 0
Was chemical synthesized? No
Is the chemical a preservative for biological shipment? No
Is Cargo only? No
Dangerous goods in excepted quantities? No

Total for this shipment: \$68.11

Complete Shipment Cancel Shipment Supporting Documents 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?

SHIPPER'S DECLARATION FOR DANGEROUS GOODS (DGD)

- Two copies in English and in the IATA format (Three copies for FedEx)
- Full name and address of Shipper and Consignee
- If the Air Waybill number is not shown, enter it
- The number of pages shown
- The non-applicable Aircraft Type Deleted
- Full name of Airport or City of Departure or Destination (may be entered by the carrier)
- The word "Radioactive" deleted

Identification

- UN or ID Number preceded by prefix
- Proper Shipping Name and the technical name in brackets
- Class or Division number
- Packing Group

Quantity and Type of Packing

- Number and Type of Packages
- Quantity and unit of measure (net, or gross followed by "G", as applicable) within per package limit
- When different dangerous goods are packed in one outer packaging, the following rules are complied with:
 - Compatible according to Table 9.3.A
 - UN packages containing Division 6.2
 - "All packed in one (type of packaging)"
- Overpack - if used
 - Wording "Overpack Used"

Packing Instructions

- Packing Instruction Number

Additional Handling Information

10.

Figure 66: Confirmation Page

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

[Printer friendly]

Order No: 101078666

☒ Tracking No: 785291788680

| Shipment Info | | | | |
|---|---|---|------------------------------|----------------|
| Origin | Destination | Package Information | 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 Overnight CUSTOM 5 lbs DG : PK Email - S R DC | No information at this time. | \$68.11 |
| Material Name Ethanol | | Material Classification Chemicals | | |
| | | Proper shipping name: Ethanol UN NO: UN1170 Net Weight/Volume: 1 ml Net Value: 1 USD Case #: Inner Packaging Type: 0 Was chemical synthesized? No Is the chemical a preservative for biological shipment? No Is Cargo only? No Dangerous goods in excepted quantities? No | | |
| Total for this shipment | | | | \$68.11 |

Cancel Shipment

Print Airwaybill

Print Dangerous Goods Form

Address Labels

Packaging Instructions

Schedule Pickup

Supporting 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.

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:

☒ Domestic ☐ International

Figure 618: Shipping Selection: Radioactive

14. Select the “Radioactive Materials” 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

☐ 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.

RESEARCH MATERIAL SHIPPING

Step 1 : Material Classification and Training Verification

RADIOACTIVE MATERIAL CLASSIFICATION

| RADIOACTIVE CLASSIFICATION | |
|----------------------------------|---|
| <input type="radio"/> | EXCEPTED PACKAGE Info |
| <input type="radio"/> | LOW SPECIFIC ACTIVITY (LSA) MATERIAL Info |
| <input type="radio"/> | SURFACE CONTAMINATED OBJECTS (SCO) Info |
| <input checked="" type="radio"/> | TYPE A PACKAGE Info |
| <input type="radio"/> | TYPE B(U) PACKAGE Info |
| <input type="radio"/> | TYPE B(M) PACKAGE Info |
| <input type="radio"/> | TYPE C PACKAGE Info |
| <input type="radio"/> | SPECIAL ARRANGEMENT Info |
| <input type="radio"/> | URANIUM HEXAFLUORIDE Info |

| | |
|------------------------|---|
| 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

RESEARCH MATERIAL SHIPPING

Step 1 : Material Classification and Training Verification

RADIOACTIVE MATERIAL CLASSIFICATION

| RADIOACTIVE CLASSIFICATION | |
|----------------------------------|---|
| <input type="radio"/> | EXCEPTED PACKAGE Info |
| <input type="radio"/> | LOW SPECIFIC ACTIVITY (LSA) MATERIAL Info |
| <input type="radio"/> | SURFACE CONTAMINATED OBJECTS (SCO) Info |
| <input checked="" type="radio"/> | TYPE A PACKAGE Info |
| <input type="radio"/> | TYPE B(U) PACKAGE Info |
| <input type="radio"/> | TYPE B(M) PACKAGE Info |
| <input type="radio"/> | TYPE C PACKAGE Info |
| <input type="radio"/> | SPECIAL ARRANGEMENT Info |
| <input type="radio"/> | URANIUM HEXAFLUORIDE Info |

| | |
|------------------------|---|
| Training: | Training Required |
| Training Verification: | You have the appropriate training to continue |

Start Over Continue

Figure 70: Training Message: Radioactive

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.

The screenshot shows the 'Material Entry' form. The 'Material Classification' is set to 'Radioactive material' and the 'Radioactive Classification' is set to 'Type A Package'. The 'Material Search (UNNO/Name)' field contains 'ra'. A dropdown menu is open, showing the following options: '2915-Radioactive material, Type A package non-special form, non-fissile or fissile excepted', '3327-Radioactive material, Type A package, fissile', 'non-special form', '3332-Radioactive material, Type A package, special form', 'non-fissile or fissile excepted', and '3333-Radioactive material, Type A package, special form, fissile'. The 'UN NO:' field is empty. The 'Proper Shipping Name:' field is empty. The 'Class Or Division:' field is empty. The 'Packing Group:' field is empty. The 'Labels:' field is empty. The 'Packing Instructions:' field is empty. The '*Chemical Form:' field is empty. The '*Physical Form:' field is empty. The '*Transport Index:' field is empty, with a unit dropdown set to 'mSv/h'. The '*Activity' field is empty, with a unit dropdown set to 'uCi'. The 'Required Label:' field is set to '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.

The screenshot shows the 'Material Entry' form. The 'Material Classification' is set to 'Radioactive material' and the 'Radioactive Classification' is set to 'Type A Package'. The 'Material Search (UNNO/Name)' field is empty. The '*Material Name:' field contains 'r'. A dropdown menu is open, showing the following options: 'Radium-222', 'Radium-223', 'Radium-224', 'Radium-225', 'Radium-226', 'Radium-228', 'Rubidium-81', 'Rubidium-82m', 'Rubidium-83', 'Rubidium-84', 'Rubidium-86', 'Rubidium-87', 'Rubidium-88', 'Rubidium-89', 'Rubidium-90', 'Rubidium-90m', and 'Rhenium-187'. The 'UN NO:' field is empty. The 'Proper Shipping Name:' field is empty. The 'Class Or Division:' field is empty. The 'Packing Group:' field is empty. The 'Labels:' field is empty. The 'Packing Instructions:' field is empty. The '*Chemical Form:' field is empty. The '*Physical Form:' field is empty. The '*Transport Index:' field is empty, with a unit dropdown set to '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.

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 Classification: Radioactive material
Radioactive Classification: Type A Package
Material Search (UNNO/Name):
*Material Name:
UN NO:
Proper Shipping Name:
Class Or Division:
Packing Group:
Labels:
Packing Instructions:
*Chemical Form:
*Physical Form:
*Transport Index: mSv/h
*Activity uCi
Required Label:
Special Provisions:
Authorization:
Special Permit:
☐ Dangerous goods in excepted quantities?
☐ Dangerous goods in limited quantities? (Max. Net Qty: FORBIDDEN)
☐ Cargo aircraft only? (Max. Net Qty: NA)
Maximum Quantity Per Inner Receptacle: ml (Max. Inner Qty: NA)
*Total Quantity in Package: ml (Max. Total Qty: NA)
*Net Value in USD(Min. 1):

Start Over
Add another material
Continue

Figure 73: Material Entry: Radioactive

- 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.

Ship From

(Shipper Information)

test user
UT Dallas
Receiving/Mail Servi SB 1.102A
Richardson TX 75080

Shipping Date: 04/13/2017

Edit

Ship To

(Please enter recipient information or choose from saved recipient addresses by clicking on the 'Load from Address Book' button)

Load from Address Book

| Company/Location | Contact | Address | City/State | Zip |
|------------------|---------------|-------------------------------------|------------|-------|
| eShipGlobal Inc | Steve Johnson | 5800 Campus Circle Drive Suite 220A | Irving TX | 75063 |

Research Materials

| Material Name | Material Classification | UN or ID No. | Harmonized Code | *Net Weight | Net Value(USD) | Q ratio |
|---------------|-------------------------|--------------|-----------------|-------------|----------------|---------|
| Radium-226 | Radioactive material | UN2915 | | 1ml | 1 | |

Package Information

(Choose Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1

☒ Identical
☐ Non-Identical

Type: Select a package

Service: Select a service

Total Pkg Weight: (lbs)

Dimensions: L x W x H (inches)

Shipment Reference:

Help

Billing References

(Choose or enter Billing references for charge back and charge type)

Bill To: Prepaid

* Recipient/Third Party Account#: Not required

* ZipCode: Not required

Cost Allocation

* Project:

* Costcode:

* Department:

Special Instructions

(Additional charges may apply for some special services)

☐ Saturday Delivery
☐ Signature Required
☐ Signature Release
☒ Dangerous Goods
☐ Dry Ice (Express shipments only)
☐ Overpack

Dangerous Goods Type: Inaccessible

Dry Ice Weight: (lbs)

Declared Value: 0 (USD)

Help

Email Notifications

(Email notifications will be sent free of charge)

☒ Notify Shipper
☐ Notify Recipient
☐ Notify Shipper on Delivery
☐ Notify Others on Delivery

Help

Start Over

Ship

Show Quote

Figure 644: Domestic Shipping Form: Radioactive

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

| | Service | *Commitment | ¹ Contracted Rate | Sender |
|----------------------------------|--------------------------|---|------------------------------|--|
| <input type="radio"/> | FedEx Ground | STD: 1 to 5 business days ACT: ONE_DAY | \$62.49 | Test User 17304 Preston Road Dallas TX-75252 US |
| <input type="radio"/> | FedEx Express Saver | STD: 3rd business day by 4:30 PM ACT: 2017-01-16 by 16:30:00 | \$65.23 | Recipient Steve Johnson 5800 Campus Circle Drive Suite 220A Irving TX-75063 US |
| <input type="radio"/> | FedEx 2Day | STD: 2nd business day by 4:30 PM ACT: 2017-01-13 by 16:30:00 | \$66.28 | Package Information Ship Date: 01/11/2017 CUSTOM - 6 lbs 5x5x5(in) |
| <input checked="" type="radio"/> | FedEx Priority Overnight | STD: Next business day by 10:30 AM ACT: 2017-01-12 by 10:30:00 | \$68.11 | Special Instructions ² Email - S DC DG : PK |
| <input type="radio"/> | FedEx Standard Overnight | STD: Next business day by 3:00 PM ACT: 2017-01-12 by 15:00:00 | \$68.88 | Itemized Charges |
| <input type="radio"/> | FedEx First Overnight | STD: Next business day by 8:30 AM ACT: 2017-01-12 by 08:00:00 | \$123.25 | Base Charge USD 12.84 Fuel Surcharge USD 0.32 Dangerous Goods Charge USD 40.00 Transaction Charge USD 14.95 Total USD 68.11 |

[Edit Shipment](#)
[Ship](#)

- Please select one of the options to meet your delivery commitment. 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.
- Please note the rate quote shown may be different 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.

Research Material Shipment History

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.

Your request has been submitted for review. Once all necessary reviews have been completed, you will be notified via email.

 [Printer friendly]

Order No: 101078668

☒ Tracking No: 785292223766


| Shipment Info | | | | |
|---|---|---|------------------------------|----------------|
| Origin | Destination | 1Package Information | 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 Overnight CUSTOM 5 lbs DG : PK Email - S R DC | No information at this time. | \$68.11 |
| Material Name Radium-226 | | Material Classification Radioactive material | | |
| | | Proper shipping name: Radioactive material, Type A package UN NO: UN2915 Net Weight/Volume: 1 ml Net Value: 1 USD Chemical Form: Metal Physical Form: Solid Transportation Index: 1 Activity: 1 uCi Required Label: Yellow III | | |
| Total for this shipment | | | | \$68.11 |

[Supporting Documents](#)
[Shipment History](#)

Figure 666: Submitted for Approval: Radioactive

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

Order No: 101078667

 [Printer friendly]

☒ Tracking No: 785292112619

| Shipment Info | | | | |
|---|---|---|------------------------------|----------------|
| Origin | Destination | 1Package Information | 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 Overnight CUSTOM 6 lbs DG : PK Email - S R DC | No information at this time. | \$68.11 |
| Material Name Radium-226 | | Material Classification Radioactive material | | |
| | | Proper shipping name: Radioactive material, Type A package UN NO: UN2915 Net Weight/Volume: 1 ml Net Value: 1 USD Chemical Form: Metal Physical Form: Solid Transportation Index: 1 Activity: 1 uCi Required Label: Yellow III | | |
| Total for this shipment | | | | \$68.11 |

[Complete Shipment](#)
[Cancel Shipment](#)
[Supporting Documents](#)
[Shipment History](#)

Figure 677: Complete Shipment

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
4. Gross weight of the package (in metric units) is marked if the package exceeds 50 kg (110 lb)

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 of material being shipped

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."

 [Printer friendly]

Order No: 101078667

☒ Tracking No: 785292112619

| Shipment Info | | | | | | | | | | |
|---|---|--|------------------------------|----------------|---------------|-------------------------|--|------------|----------------------|--|
| Origin | Destination | Package Information | 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 Overnight CUSTOM 6 lbs DG : PK Email - S R DC | No information at this time. | \$68.11 | | | | | | |
| <table border="1"> <thead> <tr> <th>Material Name</th> <th>Material Classification</th> <th>Proper shipping name: Radioactive material, Type A package</th> </tr> </thead> <tbody> <tr> <td>Radium-226</td> <td>Radioactive material</td> <td> UN NO: UN2915 Net Weight/Volume: 1 ml Net Value: 1 USD Chemical Form: Metal Physical Form: Solid Transportation Index: 1 Activity: 1 uCi Required Label: Yellow III </td> </tr> </tbody> </table> | | | | | Material Name | Material Classification | Proper shipping name: Radioactive material, Type A package | Radium-226 | Radioactive material | UN NO: UN2915 Net Weight/Volume: 1 ml Net Value: 1 USD Chemical Form: Metal Physical Form: Solid Transportation Index: 1 Activity: 1 uCi Required Label: Yellow III |
| Material Name | Material Classification | Proper shipping name: Radioactive material, Type A package | | | | | | | | |
| Radium-226 | Radioactive material | UN NO: UN2915 Net Weight/Volume: 1 ml Net Value: 1 USD Chemical Form: Metal Physical Form: Solid Transportation Index: 1 Activity: 1 uCi Required Label: Yellow III | | | | | | | | |
| Total for this shipment | | | | \$68.11 | | | | | | |

Cancel Shipment
Print Airwaybill
Print Dangerous Goods Form
Address Labels

Packaging Instructions
Schedule Pickup
Supporting Documents
Shipment History

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.

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:

☐ Domestic ☒ 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
- ☐ DRY ICE
(with no other materials listed above)
- ☐ [SPECIAL PROVISION A180](#)
- ☐ SPECIAL PROVISION A152 (DRY SHIPPERS)

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.

RESEARCH MATERIAL SHIPPING

Step 1 : Material Classification and Training Verification

CHEMICAL MATERIAL CLASSIFICATION

| | |
|-------------------------------|---|
| Training: | Training Required |
| Training Verification: | You have the appropriate training to continue |

The screenshot shows a web interface for 'RESEARCH MATERIAL SHIPPING'. Under the heading 'Step 1 : Material Classification and Training Verification', there is a section titled 'CHEMICAL MATERIAL CLASSIFICATION'. Below this, a table displays training requirements. The 'Training' row shows 'Training Required'. The 'Training Verification' row contains a red error message: 'You do not have the appropriate training to ship this class. Once you complete this shipment, the request will be submitted for approval.' At the bottom of the form are two buttons: 'Start Over' and 'Continue'.

| | |
|------------------------|---|
| 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. |

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.

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: I

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---

*Maximum Quantity Per Inner Receptacle:
ml (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](#)

Start Over
Add another material
Continue

Figure 83: Material Selection: Chemicals International

- Complete the shipping form. For international shipments, you will be asked to provide billing options for Duties/Taxes in addition 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.

Ship From

(Shipper Information)

test user

UT Dallas

Receiving/Mail Servi SB 1.102A

Richardson TX 75080

Shipping Date: 04/13/2017

Edit

Ship To

(Please enter recipient information or choose from saved recipient addresses by clicking on the 'Load from Address Book' button)

Load from Address Book

| Company/Location | Contact | Address | City/State | Zip |
|------------------|---------------|-------------------------------------|------------|-------|
| eShipGlobal Inc | Steve Johnson | 5800 Campus Circle Drive Suite 220A | Irving TX | 75063 |

Research Materials

| Material Name | Material Classification | UN or ID No. | Harmonized Code | *Net Weight | Net Value(USD) | Q ratio |
|-----------------------------------|-------------------------|--------------|-----------------|-------------|----------------|---------|
| Corrosive liquid,acidic,inorganic | Chemicals | UN3264 | | 1ml | 1 | .002 |

Package Information

(Choose Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1

☒ Identical
☐ Non-Identical

Type: Select a package

Service: Select a service

Total Pkg Weight: (lbs)

Dimensions: L x W x H (inches)

Shipment Reference:

[Help](#)

Billing References

(Choose or enter Billing references for charge back and charge type)

Bill To: Prepaid

* Recipient/Third Party Account#: Not required

* ZipCode: Not required

Cost Allocation

* Project:

* Costcode:

* Department:

Special Instructions

(Additional charges may apply for some special services)

☐ Saturday Delivery
☐ Signature Required
☐ Signature Release
☒ Dangerous Goods
☐ Dry Ice (Express shipments only)
☐ Overpack

Dangerous Goods Type: Inaccessible

Dry Ice Weight: (lbs)

Declared Value: 0 (USD)

[Help](#)

Email Notifications

(Email notifications will be sent free of charge)

☒ Notify Shipper
☐ Notify Recipient
☐ Notify Shipper on Delivery
☐ Notify Others on Delivery

[Help](#)

Start Over

Ship

Show Quote

Figure 84: RMS International Shipment Form

- 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.

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Headquarters: eShipGlobal, Inc., 17304 Preston Rd., Suite 280, Dallas, TX 75252, USA, Phone: +1 972 518 1775, Fax: +1 972 518 1765
Web: www.eshipglobal.com, E-mail: info@eshipglobal.com

Compliance Checker

Please wait while we check this shipment for Compliance ...

| | |
|---|---|
| Validating address with RPS database... | ✓ |
| Validating material with Export Control database... | ✗ |

Compliance check failed. Please click on the Submit for approval button below to submit this shipment for approval.

The following error occurred while validating:

Please enter a valid ECCN NO.

Submit for approval

Figure 705: Compliance Checker

- 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 Material Shipment History

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.

Your request has been submitted for review. Once all necessary reviews have been completed, you will be notified via email.

[Printer friendly]

Order No: 101078682

☒ Tracking No: 785297406819

| Shipment Info | | | | |
|--|--|--|------------------------------|-----------------|
| Origin | Destination | ¹ Package Information | 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 Corrosive liquid, acidic, inorganic, n.o.s. | | Material Classification Chemicals | | |
| Proper shipping name: Corrosive liquid, acidic, inorganic, n.o.s. UN NO: UN3264 Net Weight/Volume: 1 ml Net Value: 1 USD Case #: Inner Packaging Type: 0 Was chemical synthesized? No Is the chemical a preservative for biological shipment? No Is Cargo only? No Dangerous goods in excepted quantities? No | | | | |
| Total for this shipment | | | | \$141.37 |

Supporting Documents

Shipment History

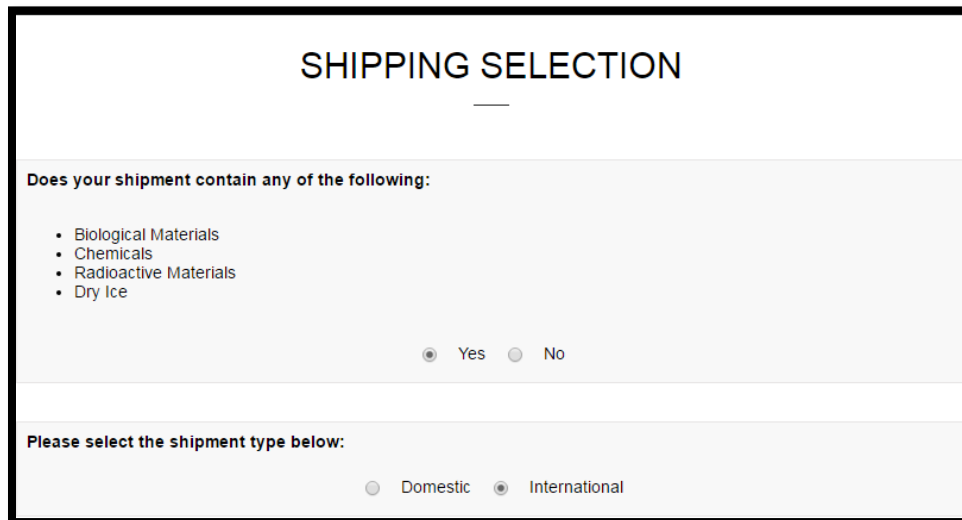
Figure 716: Submitted for Approval: RMS International

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:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice

☒ Yes ☐ No

Please select the shipment type below:

☐ Domestic ☒ International

Figure 727: Shipping Selection: Bio International

3. Select the “Biological Materials” 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

☐ 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.

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: 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 Qty: FORBIDDEN)

☐ Cargo aircraft only? (Max. Net Qty: 4 L)

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

*Total Quantity in Package: ml (Max. Total Qty: 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?

Start 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.

ITAR

Yes No

☐ ☒ Have biological agents and biologically derived substances specifically developed, configured, adapted, or modified for the purpose of increasing their capability to produce casualties in humans or livestock, degrade equipment, or damage crops

1C351

Yes No

☐ ☒ Have human or zoonotic pathogen or toxin on [1C351](#) list, or genetic elements (including chromosomes, genomes, plasmids, transposons, and vectors, whether genetically modified or unmodified, or chemically synthesized in whole or in part) associated with the pathogenicity of the microorganisms referred to above, or that contain nucleic acid sequences coding for any of the toxins referred to above

1C352

Yes No

☐ ☒ Have animal pathogen on [1C352](#) list, or genetic elements (including chromosomes, genomes, plasmids, transposons, and vectors, whether genetically modified or unmodified, or chemically synthesized in whole or in part) associated with the pathogenicity of the microorganisms referred to above, or that contain nucleic acid sequences coding for any of the toxins referred to above

1C354

Yes No

☐ ☒ Have plant pathogen on [1C354](#) list, or genetic elements (including chromosomes, genomes, plasmids, transposons, and vectors, whether genetically modified or unmodified, or chemically synthesized in whole or in part) associated with the pathogenicity of the microorganisms referred to above, or that contain nucleic acid sequences coding for any of the toxins referred to above

Figure 90: ECCN Lookup: Bio International

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

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 Qty: FORBIDDEN)

☐ Cargo aircraft only? (Max. Net Qty: 4 L)

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

*Total Quantity in Package: .03 ml (Max. Total Qty: 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?

Start 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.

Ship International

Ship From

(Shipper Information)

test user
UT Dallas
Receiving/Mail Servi SB 1.102A
Richardson TX 75080

Shipping Date: 04/13/2017

Edit

Ship To

(Please enter recipient information or choose from saved recipient addresses by clicking on the 'Load from Address Book' button)

Load from Address Book

Individual Name: John Smith

Attn:

Address: 1st cross 5th block

City/State: Bangalore KRN

Zip: 560025

Research Materials

| Material Name | Material Classification | UN or ID No. | Harmonized Code | *Net Weight | Net Value(USD) | Q ratio |
|---------------|---|--------------|-----------------|-------------|----------------|---------|
| ADENOVIRUS | Category A UN 2814 Infectious Substance, Affecting Humans | UN2814 | 3002.90.5150 | 1 ml | 1 | 0.02 |

Package Information

(Choose Package type and Service from the dropdown list)

Type: Select a package

Service: Select a service

Weight: (lbs)

Dimensions: L x W x H (inches)

Shipment Reference:

Help

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

Bill Duties/Taxes To: Prepaid

*Account#: Not required

ZipCode: Not required

Country: Select Country

Cost Allocation

* Project:

* Costcode:

* Department:

Figure 92: Bio International Shipment Form

- 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 Checker

Please wait while we check this shipment for Compliance ...

Validating address with RPS database...

Validating material with Export Control database...

ECCN: 1C351

Status: Country of destination regulated by the Country Chart.

Control.Reason: Chemical and Biological Weapons (CB) Column 1

OtherControls: Chemical Weapons Convention (CW)

Exceptions: LVS: N/A GBS: N/A CIV: N/A Special Conditions for STA

STA: (1) Paragraph (c)(1) of License Exception STA (


Submit for approval

Figure 93: Compliance Checker RMS- Bio

- 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.

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.

Your request has been submitted for review. Once all necessary reviews have been completed, you will be notified via email.

Order No: 101079141  [Printer friendly]

☒ Tracking No: 785502696913

| Shipment Info | | | | | | | | | | |
|---|--|---|------------------------------|-----------------|---------------|-------------------------|--|------------------------|---|---|
| Origin | Destination | Package Information | 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 | No information at this time. | \$134.14 | | | | | | |
| <table border="1"> <thead> <tr> <th>Material Name</th> <th>Material Classification</th> <th></th> </tr> </thead> <tbody> <tr> <td>ADENO-ASSOCIATED VIRUS</td> <td>Category A UN 2814 Infectious Substance, Affecting Humans</td> <td> Proper shipping name: Infectious substance, affecting humans UN NO: UN2814 Preservative: Net Weight/Volume: 0.03 ml Net Value: 1 USD </td> </tr> </tbody> </table> | | | | | Material Name | Material Classification | | ADENO-ASSOCIATED VIRUS | Category A UN 2814 Infectious Substance, Affecting Humans | Proper shipping name: Infectious substance, affecting humans UN NO: UN2814 Preservative: Net Weight/Volume: 0.03 ml Net Value: 1 USD |
| Material Name | Material Classification | | | | | | | | | |
| ADENO-ASSOCIATED VIRUS | Category A UN 2814 Infectious Substance, Affecting Humans | Proper shipping name: Infectious substance, affecting humans UN NO: UN2814 Preservative: Net Weight/Volume: 0.03 ml Net Value: 1 USD | | | | | | | | |
| Total for this shipment | | | | \$134.14 | | | | | | |

[Supporting Documents](#)
[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
To Date: 2/3/2017
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. | 0 |
| 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. | 0 |
| 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. | 0 |
| 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. | 0 |
| 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. | 0 |

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.

☒ Tracking No: 785297406819

| Shipment Info | | | | |
|---|--|--|------------------------------|----------|
| Origin | Destination | Package Information | 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 |

| Compliance Validations | |
|------------------------|---|
| Training Verification | Training Failed? N |
| RPS Validation | Validation Failed? N Override? N Override Comments: |
| ECCN Validation | Validation Failed? Y |
| SED Validation | SED Required? N |
| Business Rule Fail | Validation Failed? N |
| Approval History | ECO Approval Required? N ECO Approved N ECO Approved Date ECO Approver |

| Material Name | Material Classification | |
|---|-------------------------|---|
| Corrosive liquid, acidic, inorganic, n.o.s. | Chemicals | Proper shipping name: Corrosive liquid, acidic, inorganic, n.o.s. UN NO: UN3264 Net Weight/Volume: 1 ml Net Value: 1 USD Case #: Inner Packaging Type: 0 Was chemical synthesized? No Is the chemical a preservative for biological shipment? No Is Cargo only? No Dangerous goods in excepted quantities? No ECCN Comments: |

| | |
|--------------------------------|-----------------|
| Total for this shipment | \$141.37 |
|--------------------------------|-----------------|

Cancel Shipment
Approve Shipment
Edit Shipment
Takeover Shipment

Print Dangerous Goods Form
Address Labels
Packaging Instructions
Schedule Pickup

File AES
Supporting Documents
Shipment History

Figure 766: EHS Admin Review

- 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.

Ship From

(Shipper Information)

EHS Admin

eShipGlobal Inc.

17304 Preston Road

Suite 280

Dallas TX 75252

Shipping Date: 04/14/2017

Edit

Ship To

(Please enter recipient information or choose from saved recipient addresses by clicking on the 'Load from Address Book' button)

Load from Address Book

Individual Name

Attn

Address

City/State

Zip

Research Partners

1234 main St

London N

SE186ZD

Research Materials

| Material Name | Material Classification | UN or ID No. | Harmonized Code | *Net Weight | Net Value(USD) | Q ratio |
|---|-------------------------|--------------|-----------------|-------------|----------------|---------|
| Corrosive liquid, acidic, inorganic, n.o.s. Chemicals | | UN3264 | | 1 ml | 1 | 0.0002 |

Package Information

(Choose Package type and Service from the dropdown list)

Type: Select a package

Service: Select a service

Weight: (lbs)

Dimensions: L x W x H (inches)

Shipment Reference:

Help

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

Bill Duties/Taxes To: Prepaid

*Account#: Not required

ZipCode: Not required

Country: Select Country

Cost Allocation

* Project:

* Costcode:

* Department:

Figure 777: EHS Admin Takeover

- 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”.

☒ Tracking No: 785503933177

| Shipment Info | | | | |
|---|--|---|------------------------------|----------|
| Origin | Destination | Package Information | Scan Activity | Amount |
| eShipGlobal Inc. EHS ADMIN 17304 Preston Road Suite 280 Dallas TX 75252 United States | Research Partners International Address 1234 main St London N N SE18 6ZD United Kingdom | FedEx 2/3/2017 FedEx International Priority CUSTOM 5 lbs DG : PK Email - S R DC | No information at this time. | \$141.37 |

| Compliance Validations | |
|------------------------|---|
| Training Verification | Training Failed? N |
| RPS Validation | Validation Failed? N Override? Y Override Comments: complied |
| ECCN Validation | Validation Failed? Y |
| SED Validation | SED Required? N |
| Business Rule Fail | Validation Failed? N |
| Approval History | ECO Approval Required? N ECO Approved N ECO Approved Date ECO Approver |

| Material Name | Material Classification | |
|---|-------------------------|--|
| Corrosive liquid, acidic, inorganic, n.o.s. | Chemicals | Proper shipping name: Corrosive liquid, acidic, inorganic, 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 biological shipment? No Is Cargo only? No Dangerous goods in excepted quantities? No ECCN Comments: |

| | |
|--------------------------------|-----------------|
| Total for this shipment | \$141.37 |
|--------------------------------|-----------------|

Cancel Shipment
Print Airwaybill
Print Documents
Print Dangerous Goods Form

Address Labels
Packaging Instructions
Schedule Pickup
File AES

Supporting Documents
Shipment History

Figure 799: Shipment History: EHS Takeover

| | | | | | | |
|--|--------------------------------------|------------------------------------|---------------|---|----------------------------|---------------|
| SHIPPER'S DECLARATION FOR DANGEROUS GOODS Shipper Demo University 111-222-3333 1234 Broadway New York, NY 10027 United States | | | | (Provide at least three copies to the operator) Air WayBill No: 781124039996 Page 1 of 1 pages Shipper's Reference | | |
| Consignee John Smith, eShipGlobal Inc. 123-456-7890 17304 Preston Road Suite 280 Dallas, TX 75252 United States | | | | | | |
| Three completed and signed copies of this Declaration must be handed to the operator | | | | | | |
| Transport Details This shipment is within the limitations prescribed for: (cross out non applicable) PASSENGER AND CARGO AIRCRAFT CARGO AIRCRAFT ONLY | | | | 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. | | |
| Airport of Departure: | | | | Shipment type: (cross out non-applicable) NON-RADIOACTIVE RADIOACTIVE | | |
| NATURE AND QUANTITY OF DANGEROUS GOODS | | | | | | |
| Dangerous Goods Identification | | | | Quantity and type of packaging | Packing Inst. | Authorization |
| UN or ID No. | Proper Shipping Name | Class or Division (Secondary risk) | Packing Group | | | |
| UN2915 | Radioactive material, Type A package | 7 | | Radium-226 solid metal 1: Type A Package 1.000 MBq | White I DIM 23x23x25 cm | |
| Additional Handling Information Person Responsible : EHS ADMIN 111-222-3333 Emergency Telephone Number: 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 are classified, 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. | | | | Name/Title of Signatory EHS ADMIN (Researcher/Staff) Place and Date New York, NY 08/10/2015 Signature (see warning above) | | |
| FOR RADIOACTIVE MATERIAL SHIPMENT ACCEPTABLE FOR PASSENGER AIRCRAFT, THE SHIPMENT CONTAINS RADIOACTIVE MATERIAL INTENDED FOR USE IN OR INCIDENT TO RESEARCH, MEDICAL DIAGNOSIS, OR TREATMENT. ADR EUROPEAN TRANSPORT STATEMENT: CARRIAGE IN ACCORDANCE WITH 1.1.4.2.1 | | | | | | |


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.

Domestic Shipment History

From Date: 

To Date: 

Tracking/Order #:

Shipment Status: 

[Generate](#)

Please click on order number to view shipment, cancel shipment, print shipment label(s) or schedule pickup

| Status | Order # | Item # | Origin | Destination | Service | Tracking # | Number of Documents Uploaded | Total |
|----------|---------------------------|--------|--|---|---|--|------------------------------|-----------|
| Approved | 101079065 | 1 | J Murali eShipGlobal 17304 Preston Road Plano TX 75093 United States | eShipGlobal 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. | 0 | 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 Road Dallas TX 75252 United States | FedEx 2Day On 2/6/2017 | 795241697519 No information at this time. | 0 | USD 12.61 |

Figure 101: Shipment History: Domestic

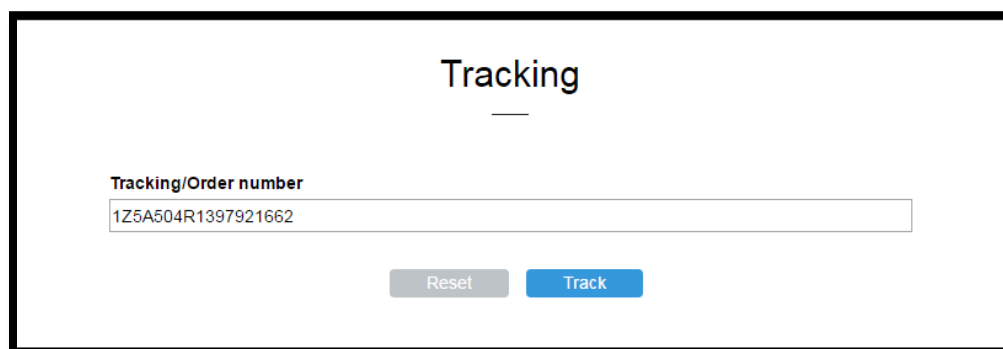
- Users can also view Shipment History for International Shipments, Research Material Shipments and many more reports.

10.0 Tracking

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

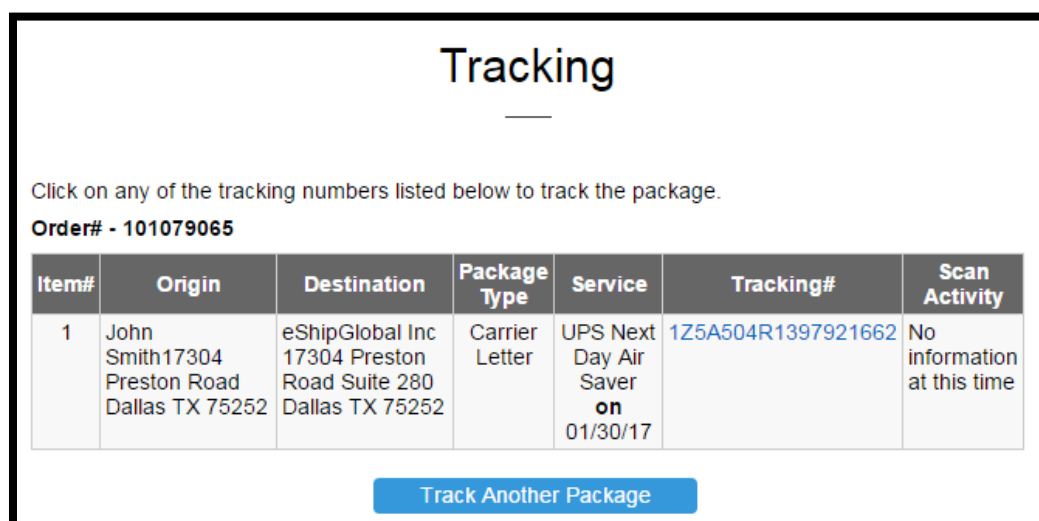
Let's look at that in eShipGlobal:

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



The screenshot shows a web page titled "Tracking". Below the title is a form with a label "Tracking/Order number" and a text input field containing the value "1Z5A504R1397921662". Below the input field are two buttons: "Reset" and "Track".

Figure 102: Tracking



The screenshot shows a web page titled "Tracking". Below the title is a message: "Click on any of the tracking numbers listed below to track the package." followed by "Order# - 101079065". Below this is a table with the following data:

| Item# | Origin | Destination | Package Type | Service | Tracking# | Scan Activity |
|-------|---|--|----------------|---------------------------------------|------------------------------------|-----------------------------|
| 1 | John Smith 17304 Preston Road Dallas TX 75252 | eShipGlobal Inc 17304 Preston Road Suite 280 Dallas TX 75252 | Carrier Letter | UPS Next Day Air Saver on 01/30/17 | 1Z5A504R1397921662 | No information at this time |

Below the table is a button labeled "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, life-threatening 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, life-threatening 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 of the competent authorities of the countries 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)

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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