eShipGlobal User Guide for The University of Texas, Dallas

06 July 2017

© eShipGlobal, Inc. This document contains proprietary information that belongs to eShipGlobal, Inc. Using any of the information contained herein or copying or imaging all or part of this document by any means is strictly forbidden without express written consent of eShipGlobal, Inc.

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

Table of Contents

Introduction **3**
Pre-Requisites 3
Getting Started 3

Roles **4**
Regular User 4
RMS User 4
Administrator 4
ECO Admin 4
EHS Admin 5

eShipGlobal Process **6**
Research Materials Workflow 6
Research Materials: Cat A, Cat B, GMOs/GMMOs Workflow 7
Research Materials: Exempt Human/Animal Specimen Workflow 7
Export Compliance: User Workflow 8
Export Compliance: ECO Admin Workflow 8
Export Compliance: EHS Admin Workflow 9

User Scenarios **10**
1.0 Non-RMS Domestic Shipping 10
2.0 Non-RMS International Shipping 15
3.0 Biological Hazardous Materials Shipping - Domestic 266
4.0 Chemical Hazardous Materials Shipping - Domestic 38
5.0 Radioactive Hazardous Materials Shipping - Domestic 44
6.0 International RMS Shipping (Excluding BIO) 53
7.0 International Shipping: Biological Materials 59
8.0 EHS Admin Takeover 665
9.0 Shipment History 71
10.0 Tracking 72

Appendix B - Glossary **73**

Table of Figures **755**

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

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.

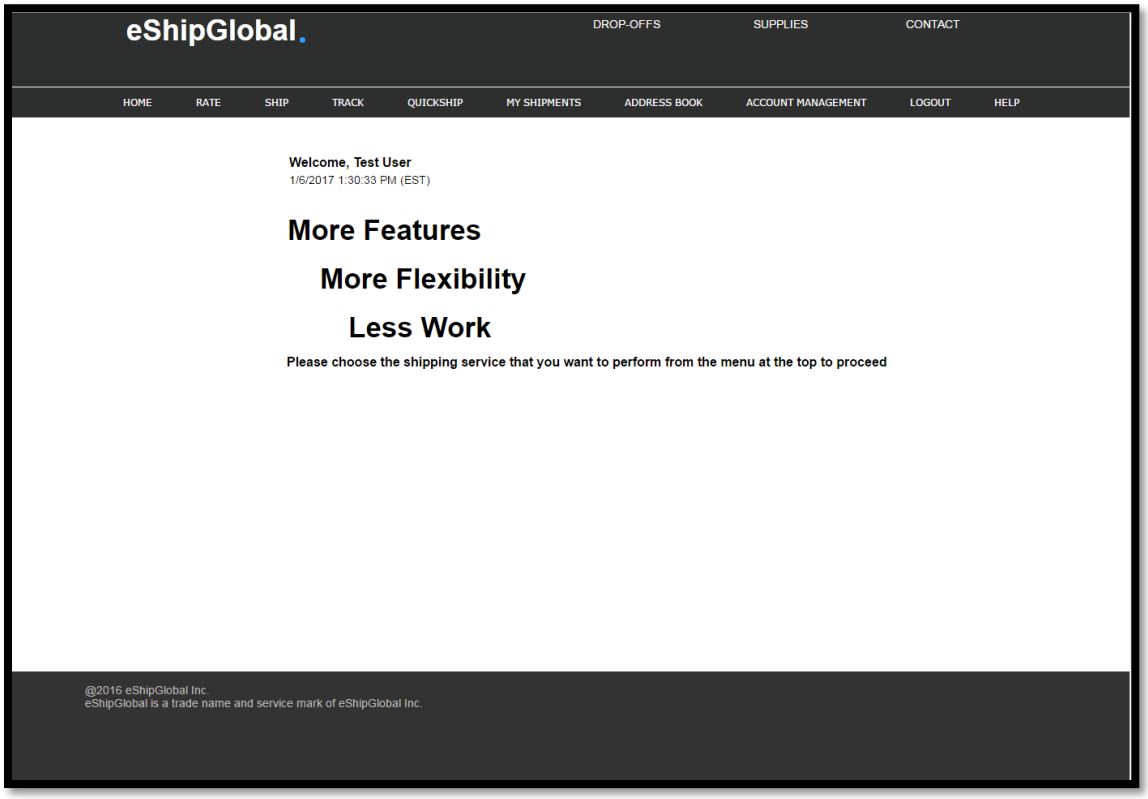


Figure 1: Home Page

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

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

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).

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

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

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

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.

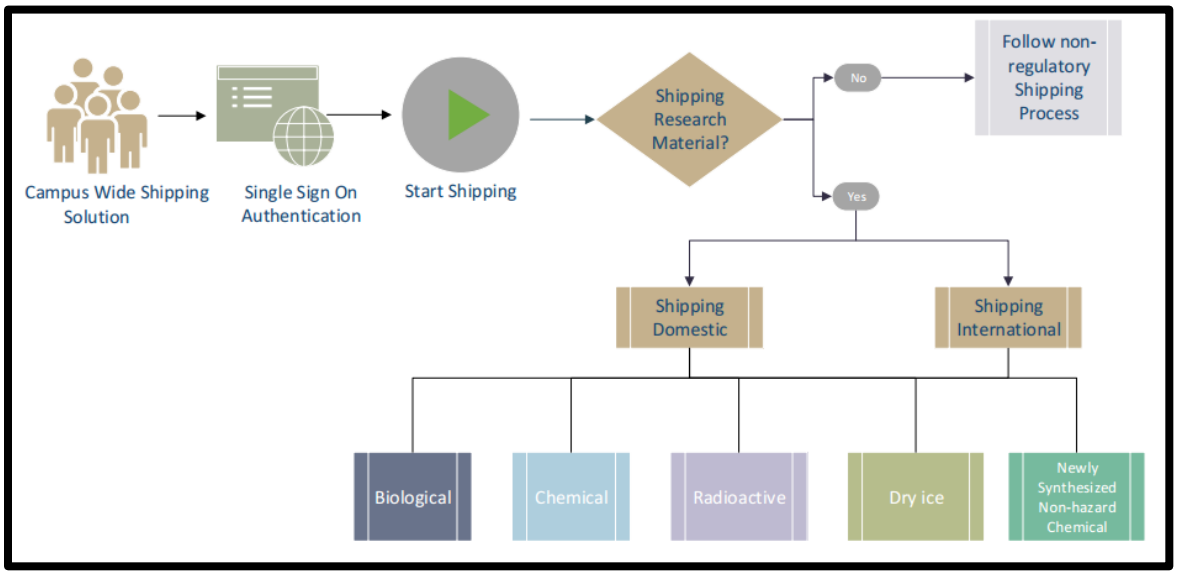


Figure 2: High-Level Workflow

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.

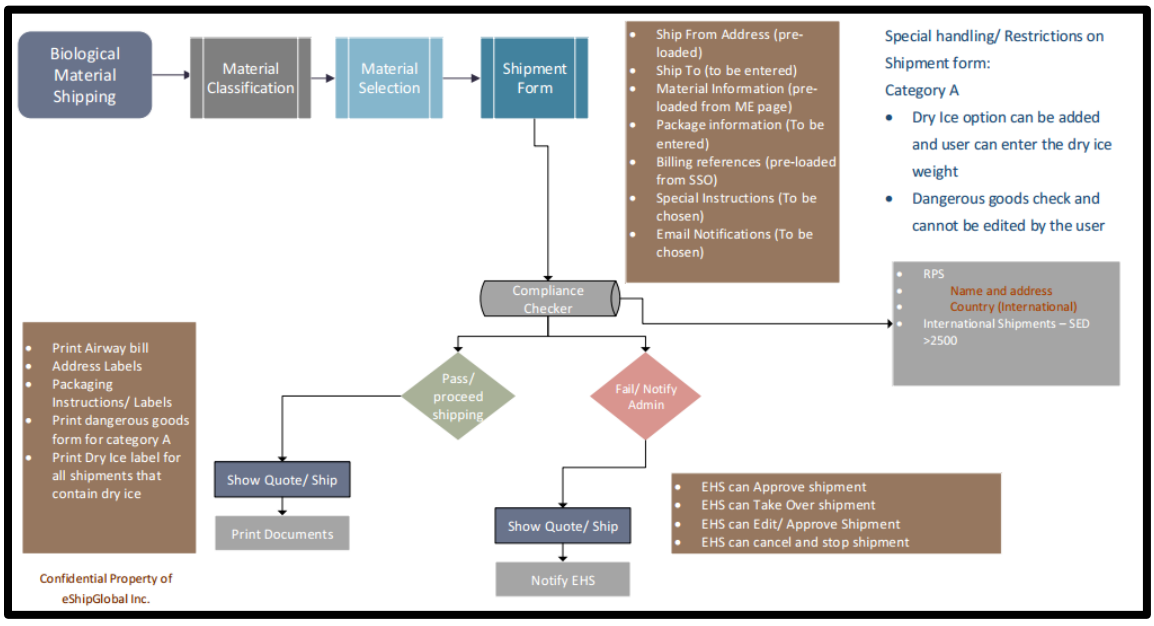


Figure 3: Biological Research Materials High-Level Workflow

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

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.

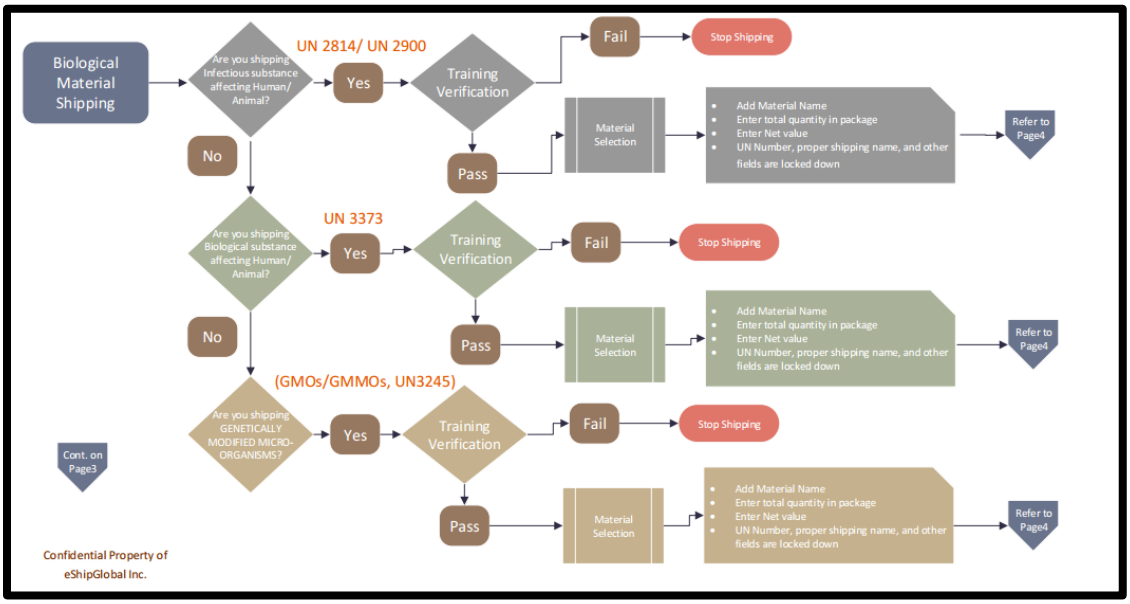


Figure 4: Category A, Category B, & GMOs/GMMOs Workflow

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.

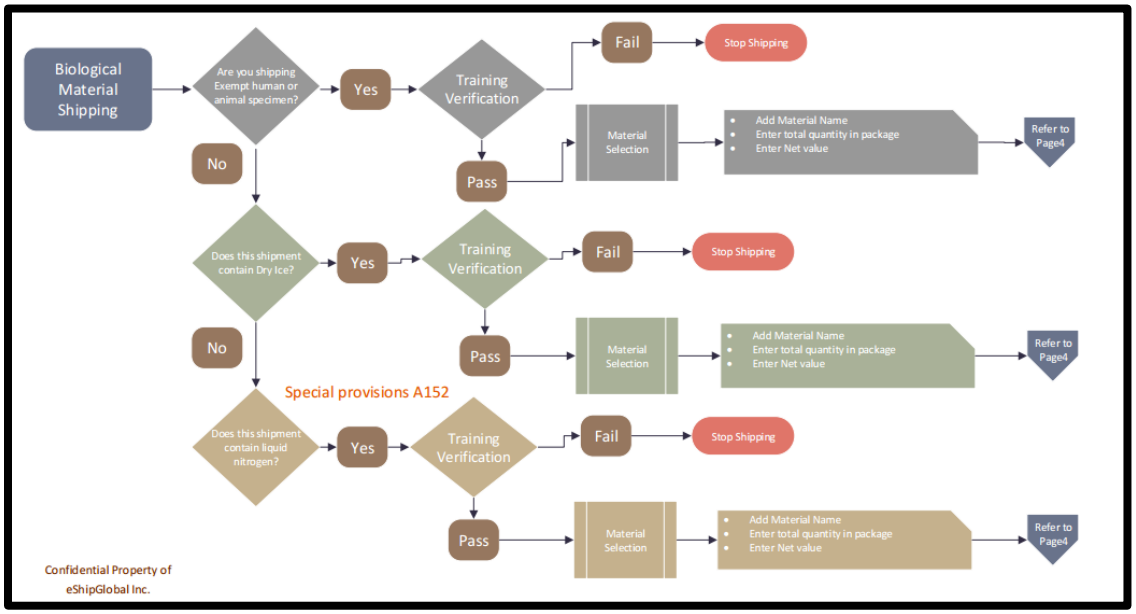


Figure 5: Exempt Human or Animal Specimen Workflow

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

Export Compliance: User Workflow

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

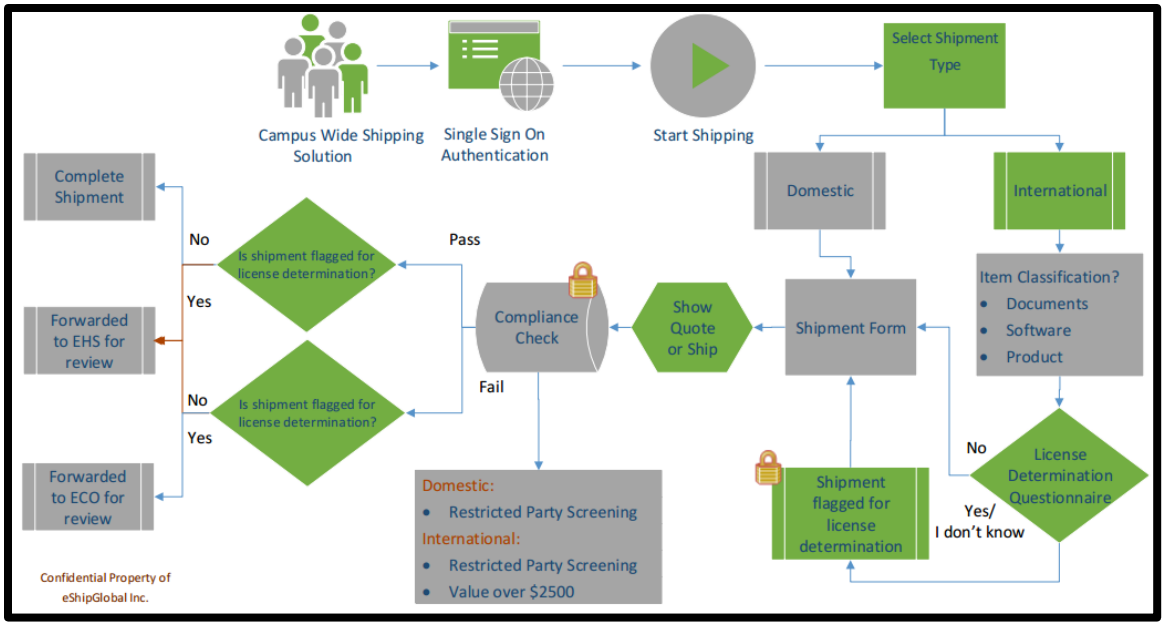


Figure 6: Export Compliance: User Workflow

Export Compliance: ECO Admin Workflow

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

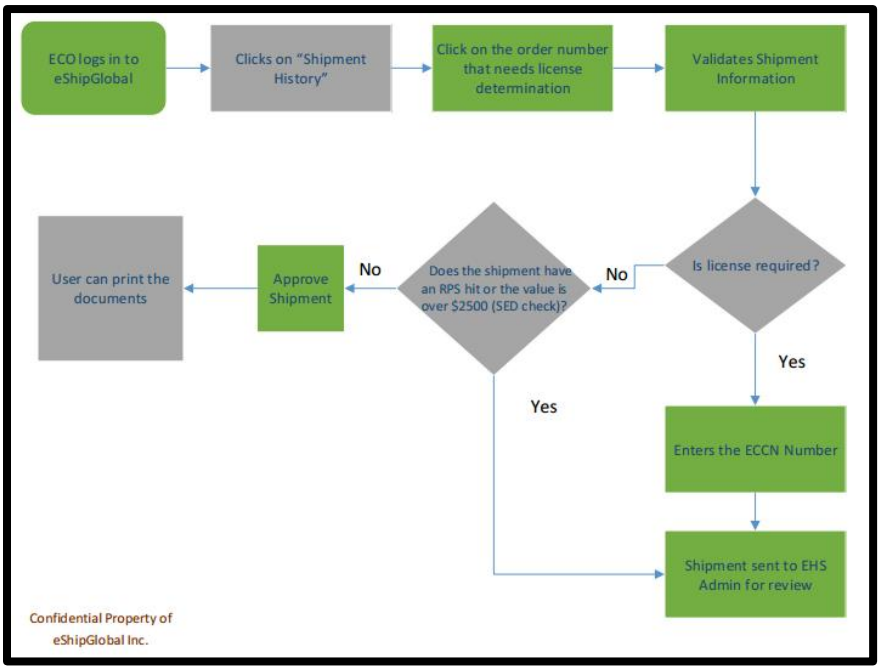


Figure 7: Export Compliance: ECO Admin Workflow

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

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.

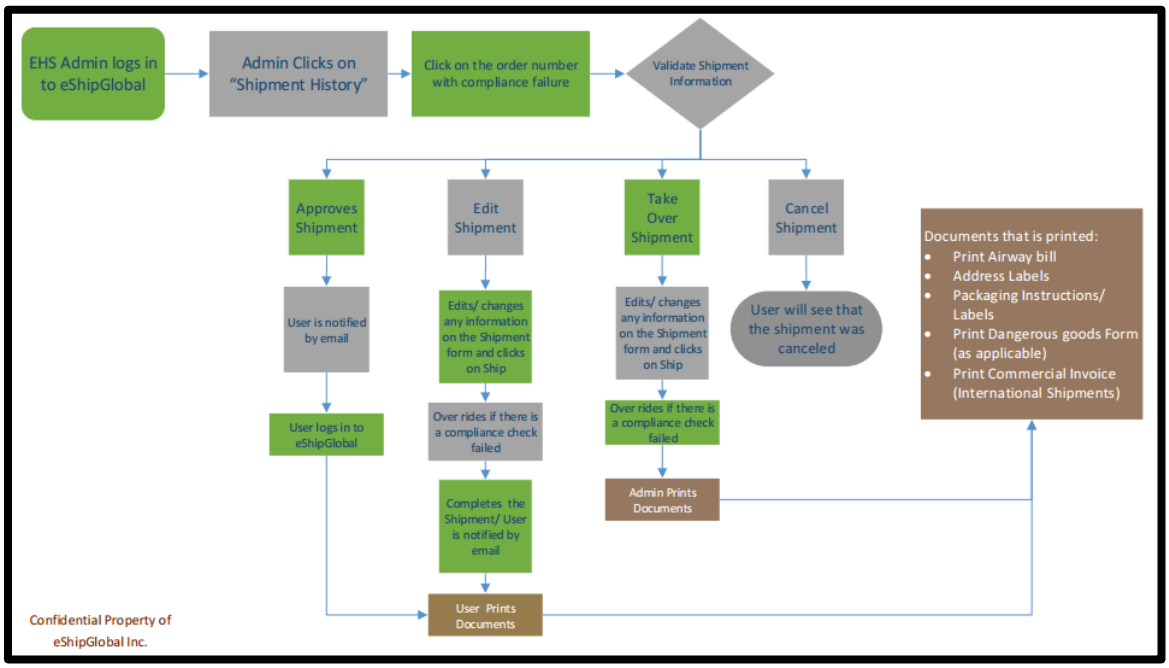


Figure 8: Export Compliance: EHS Admin Workflow

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

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.

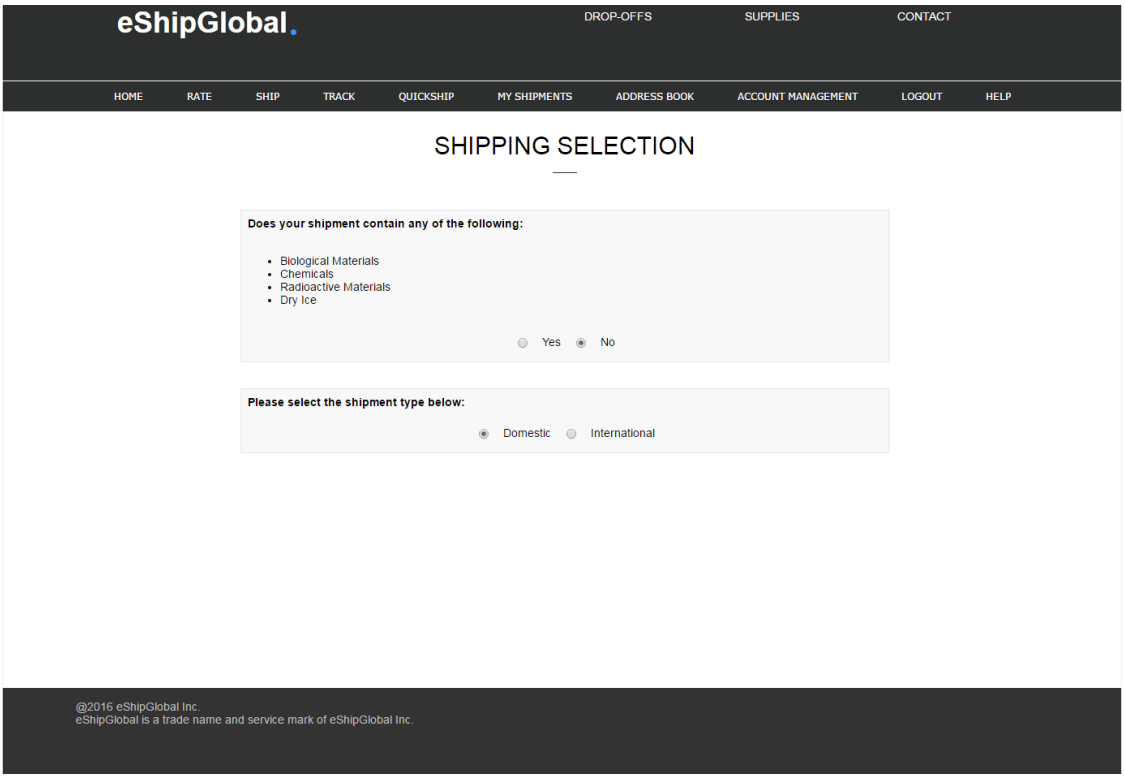


Figure 9: Shipping Selection: Domestic

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.

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

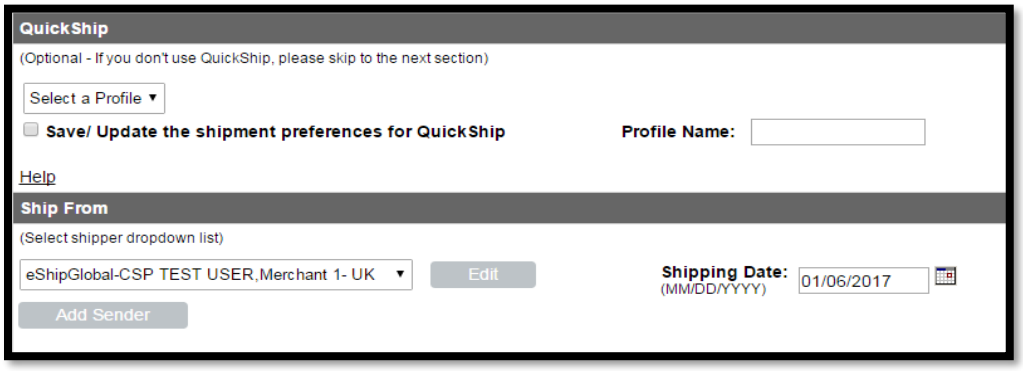


Figure 10: "Ship From" Section

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.

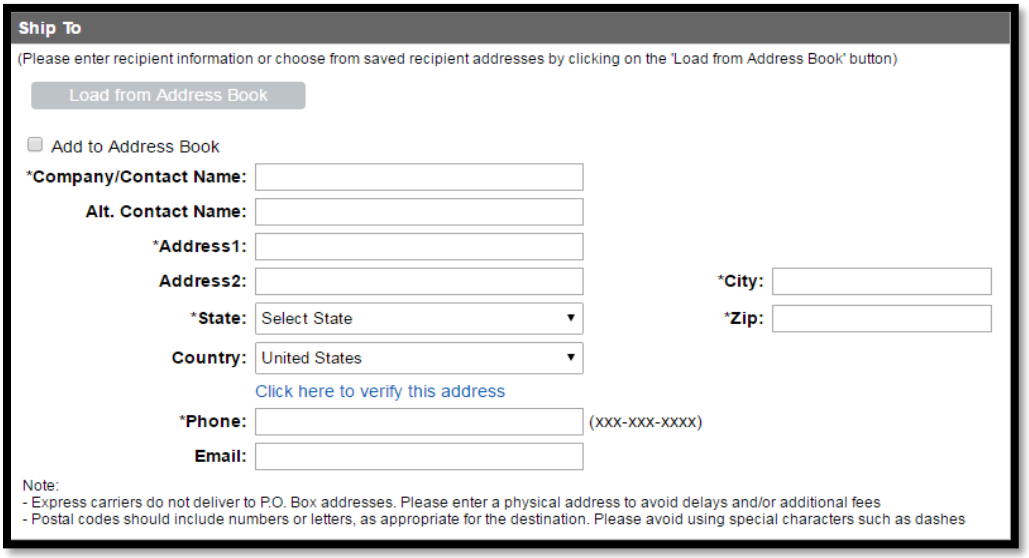


Figure 11: "Ship To" Section

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.

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

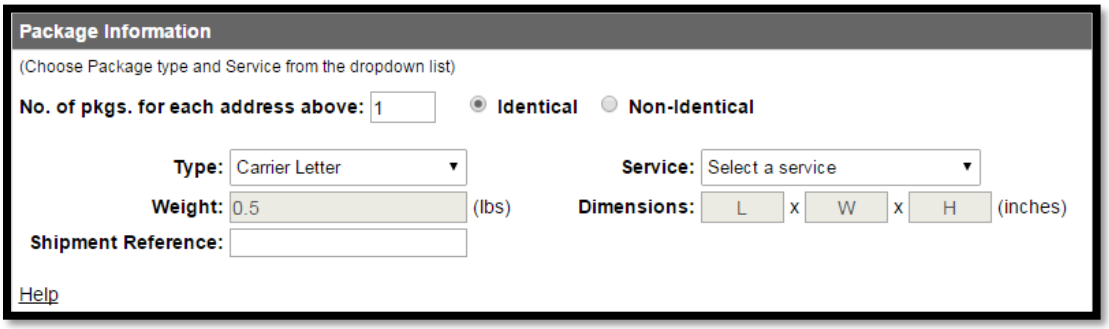
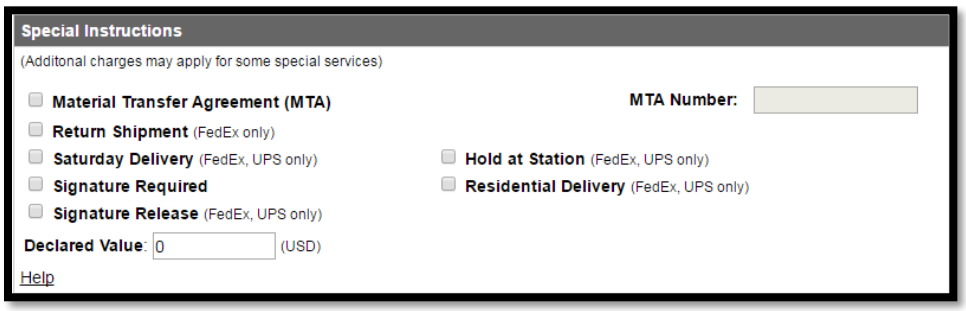


Figure 12: Package Information Section

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

Figure 13: Billing References Section

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



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

Figure 14: Special Instructions Section

8. Select any email notifications desired for this shipment.

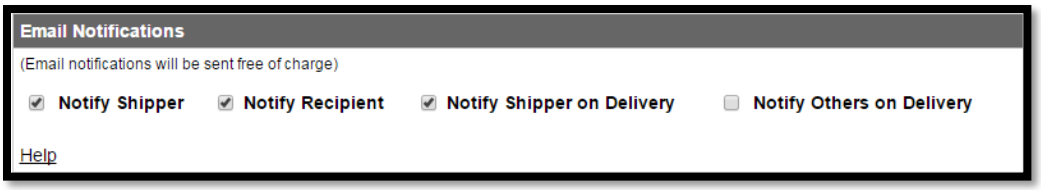


Figure 15: Email Notifications Section

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

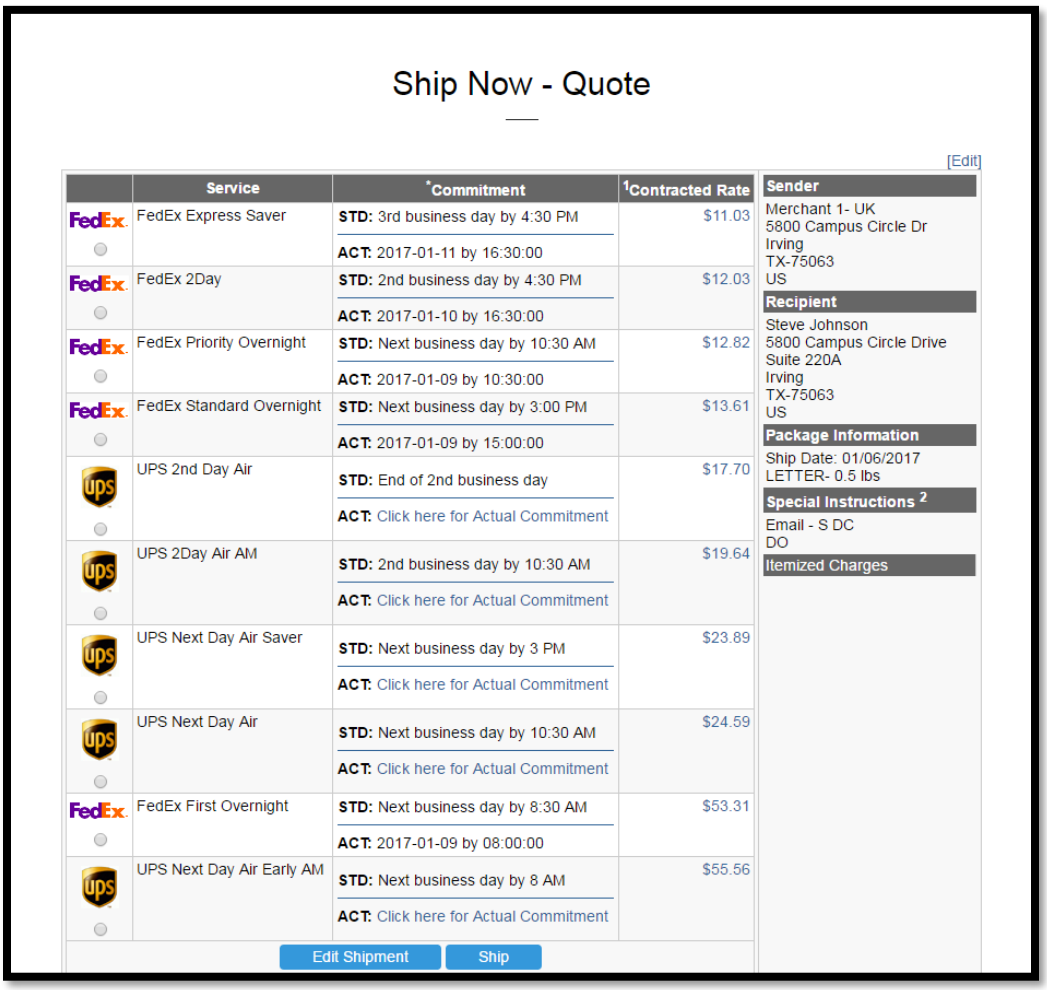


Figure 16: Show Quote

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

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.

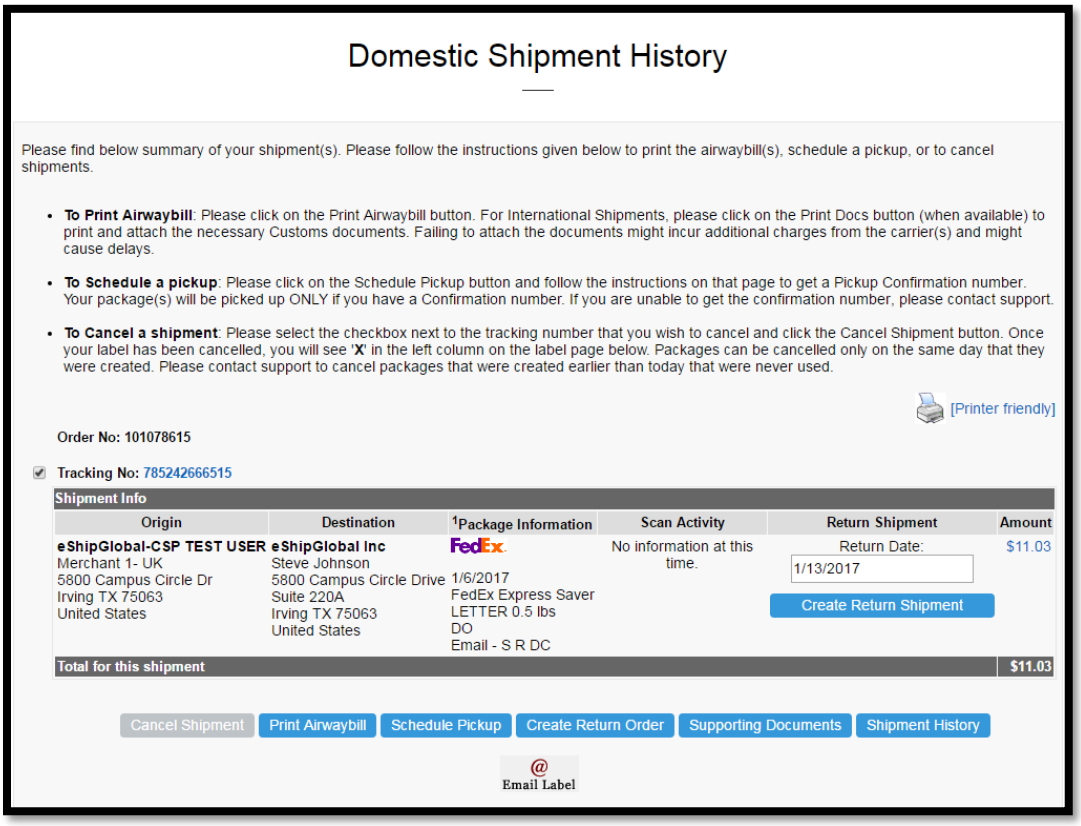


Figure 17: My Shipment

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

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.

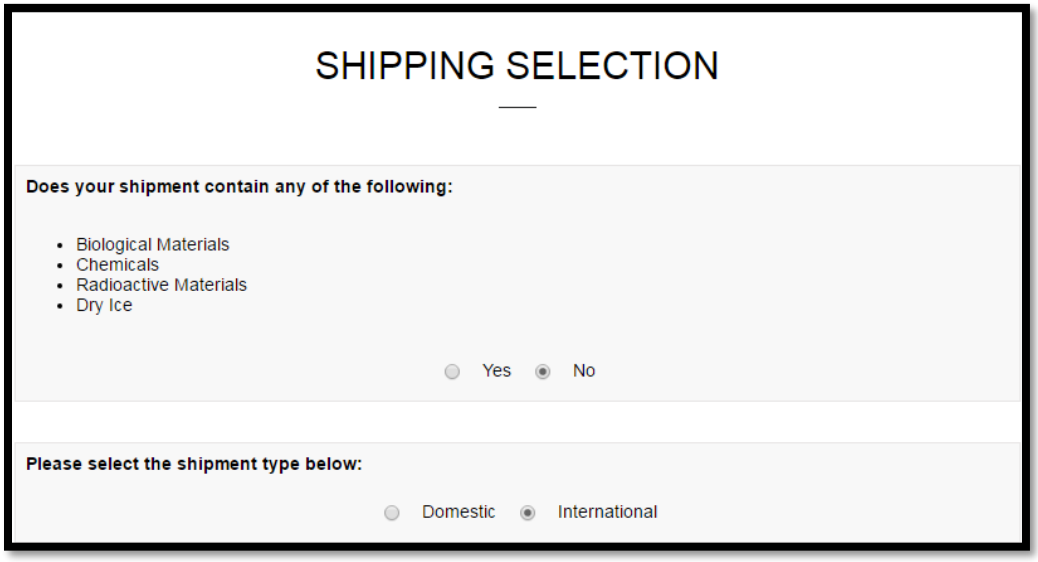


Figure 18: Shipping Selection: International

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".

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

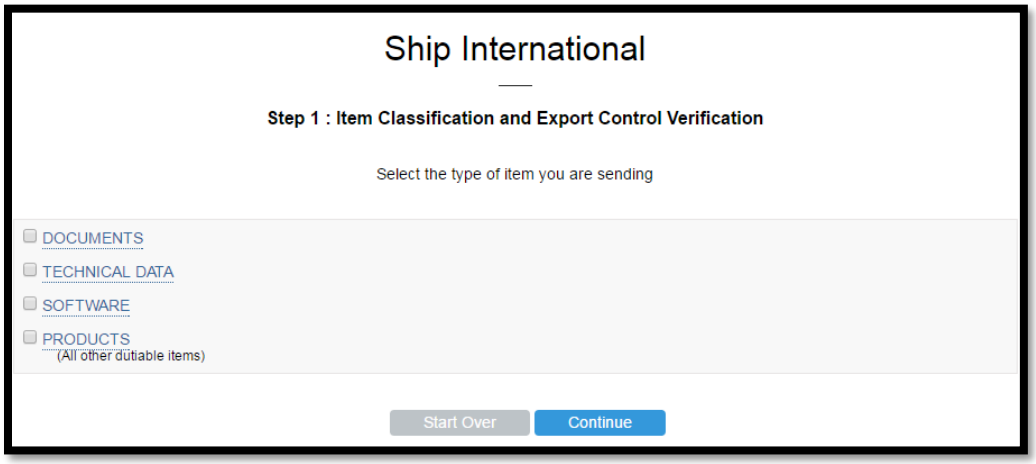


Figure 19: Item Classification: International Shipping

4. Answer the license check questions.

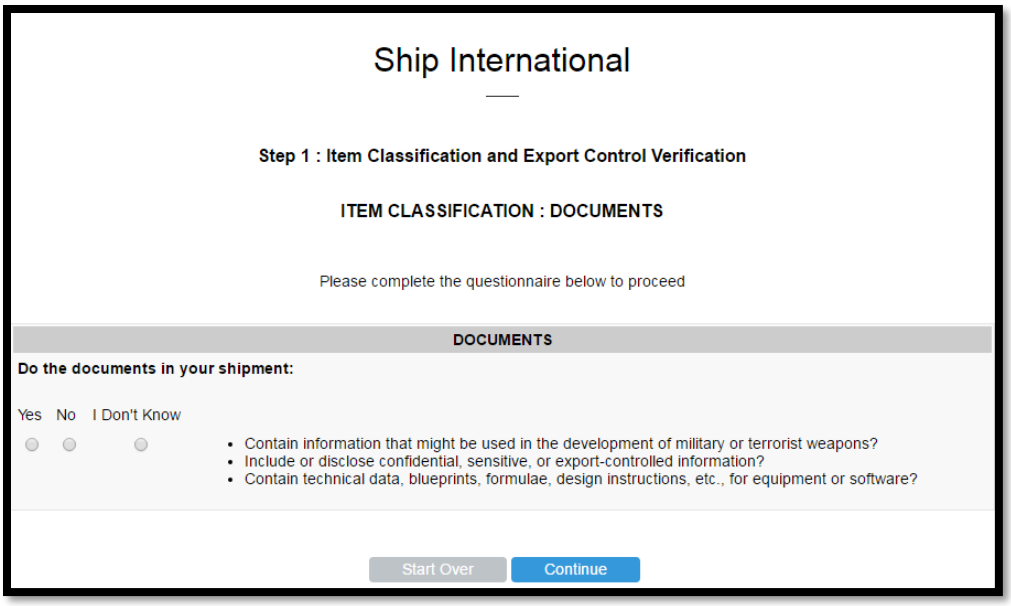


Figure 20: Export Questionnaire: Documents

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.

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

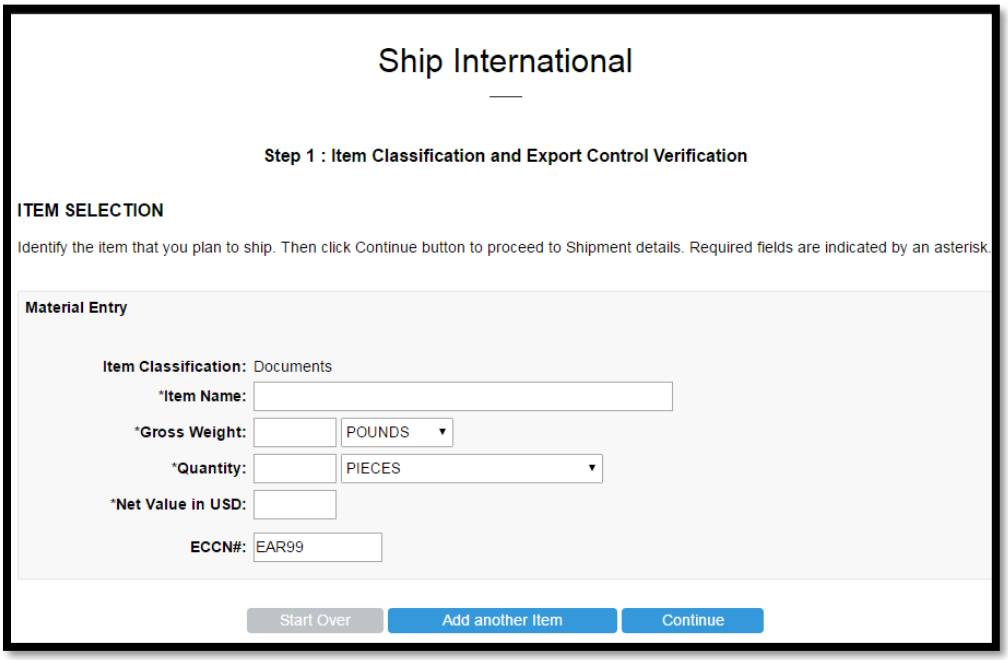


Figure 21: Item Selection: Documents

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.

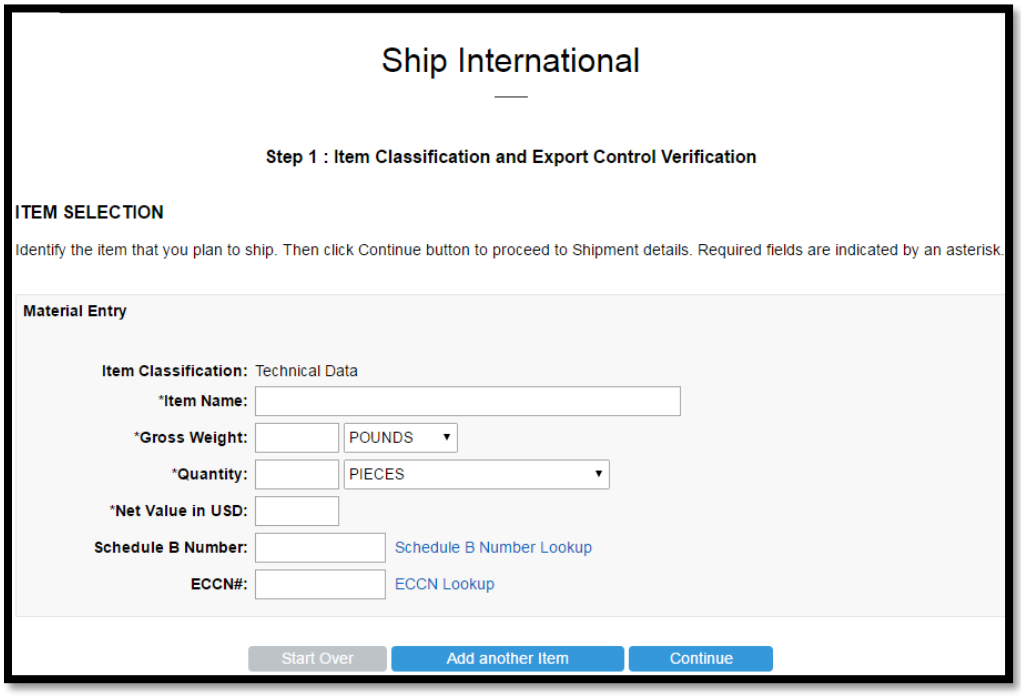


Figure 22: Item Selection: Technical Data/Software

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

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.

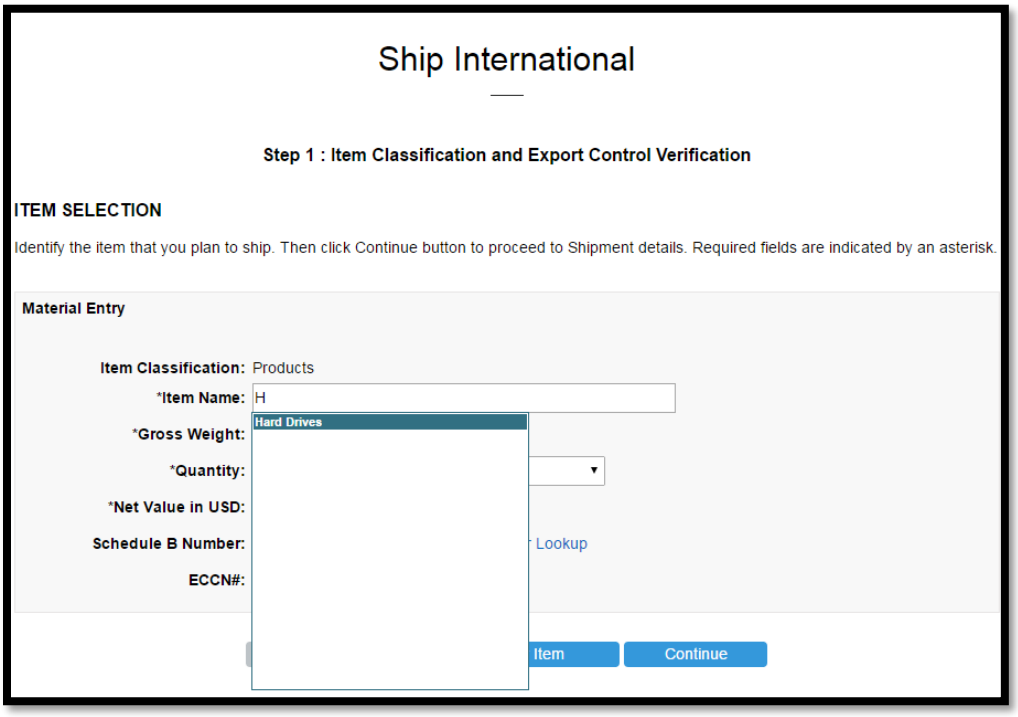


Figure 23: Item Database Lookup on Entry

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

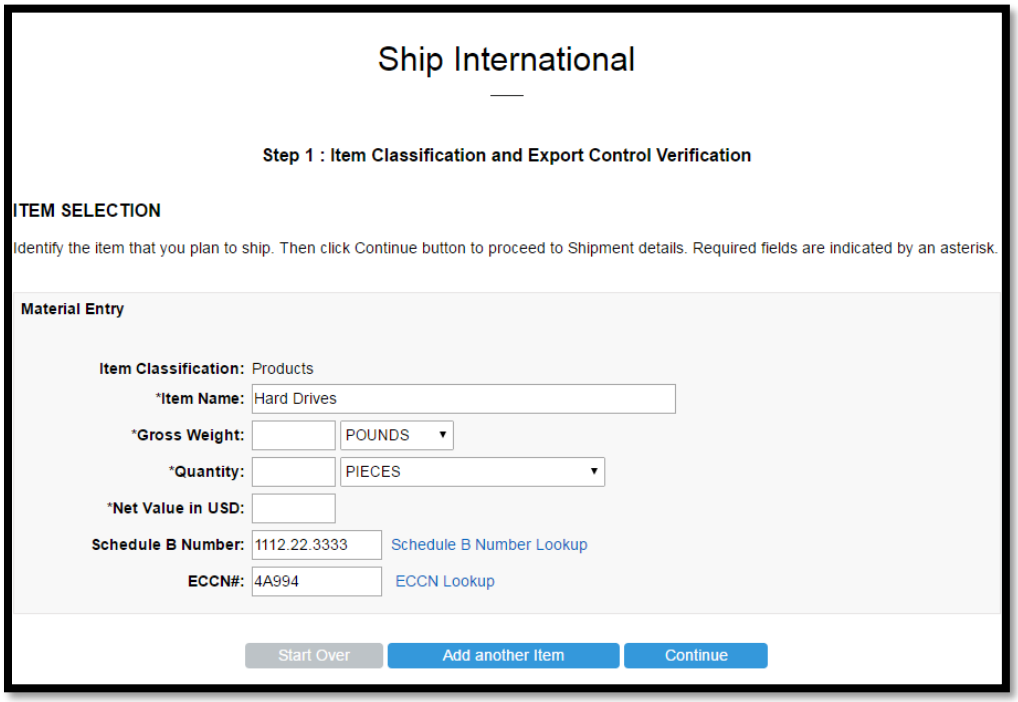


Figure 24: Item Database Populated Fields

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.

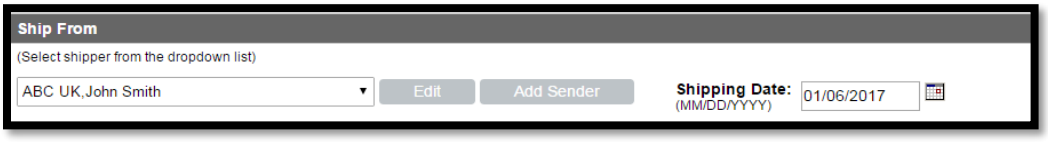


Figure 25: Ship From Section: International

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.

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

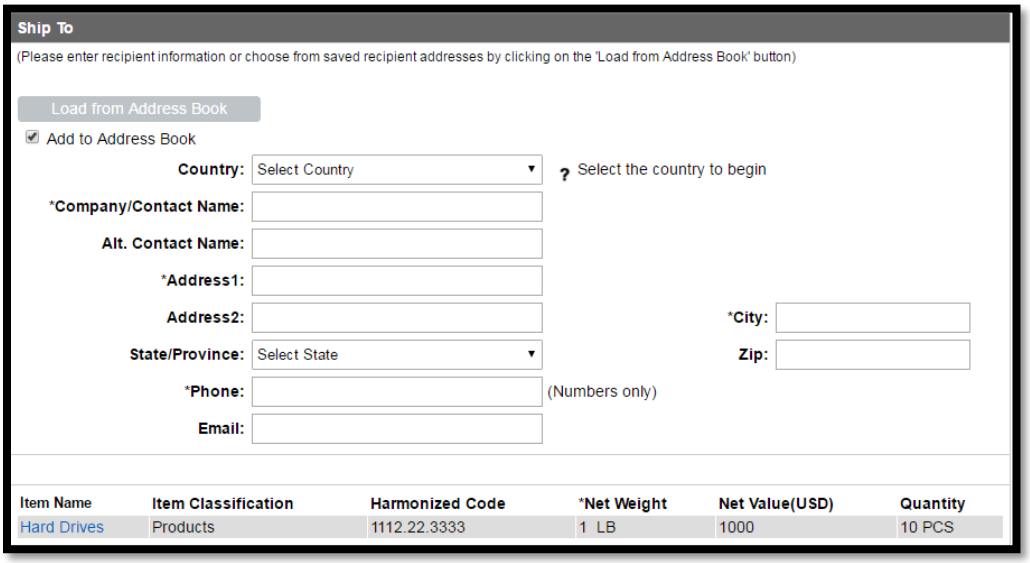


Figure 26: Ship To Section: International

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”.

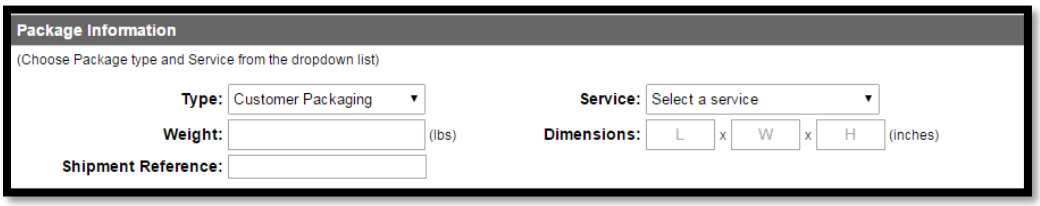


Figure 27: Package Info Section: International

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.

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

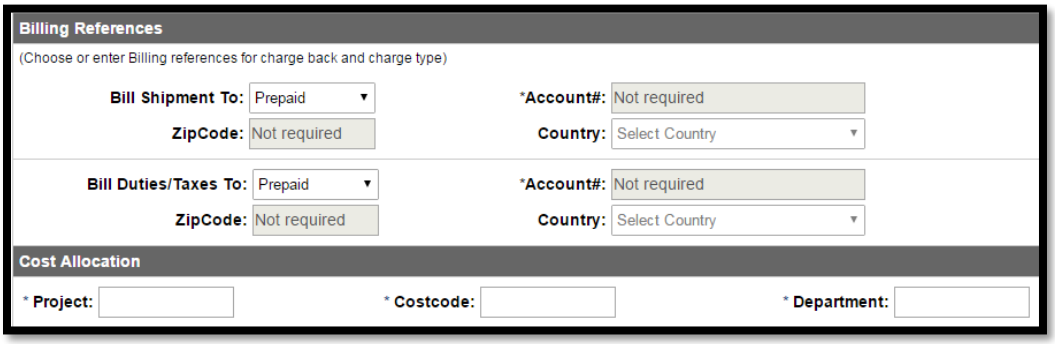


Figure 28: Billing References Section: International

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.

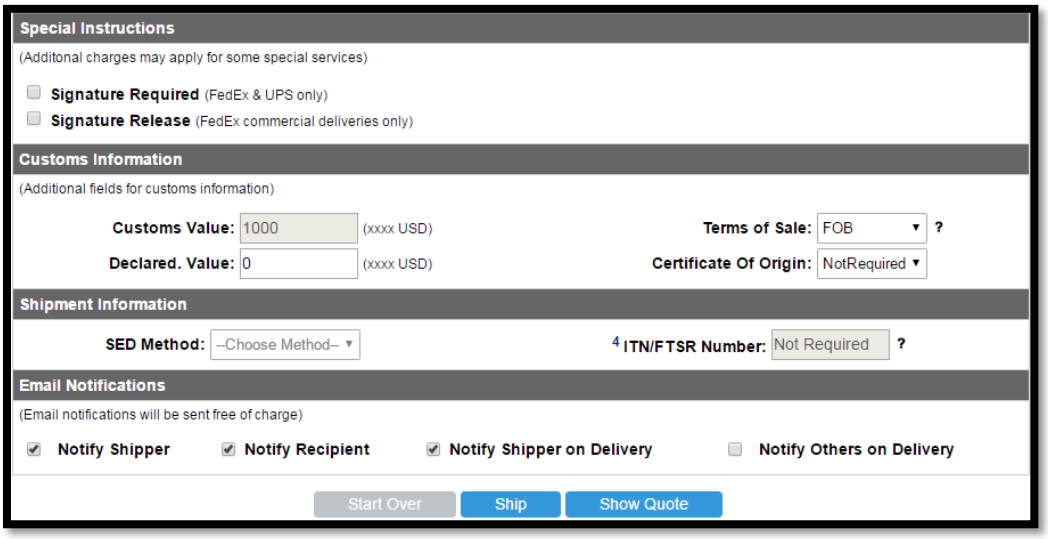


Figure 29: Customs Information Section

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.

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

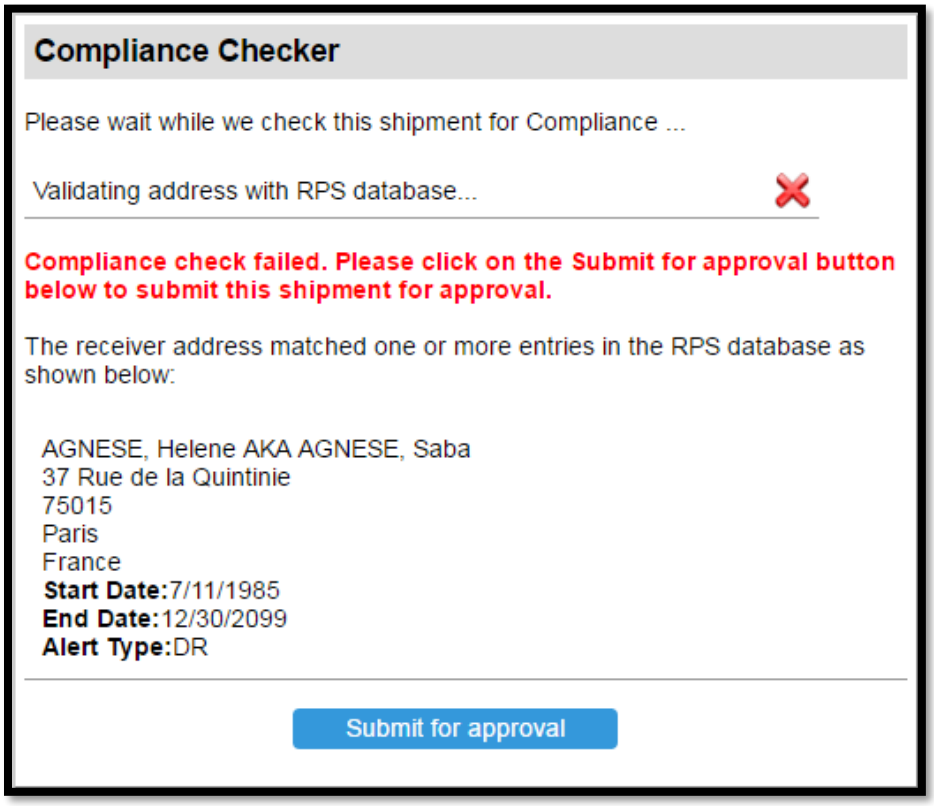


Figure 30: Failed Export Compliance

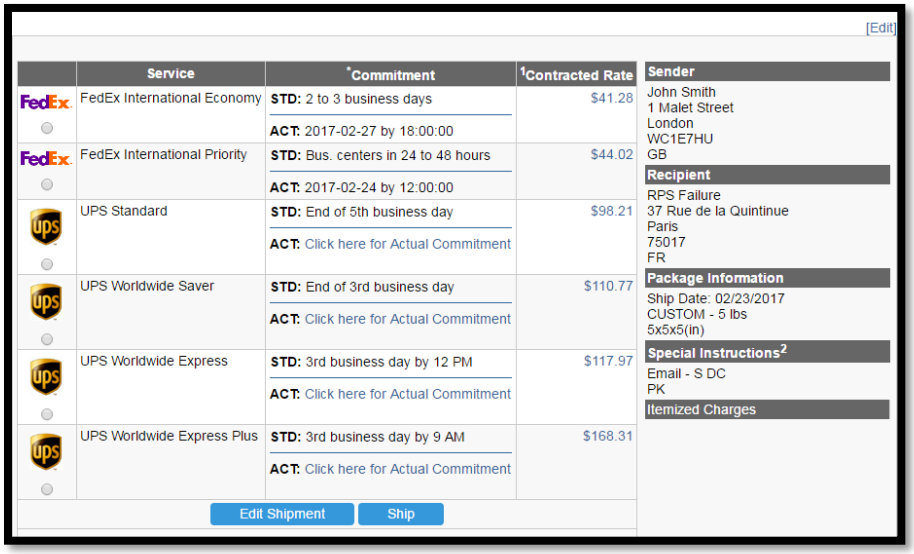


Figure 31 Continued: Rate Shopping

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

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.

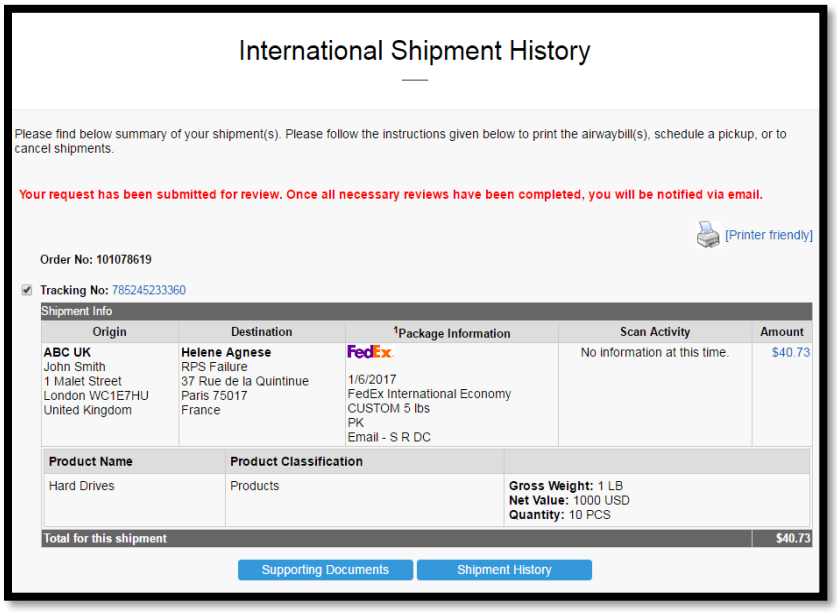


Figure 32: Shipment History: Submitted for ECO Approval

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.

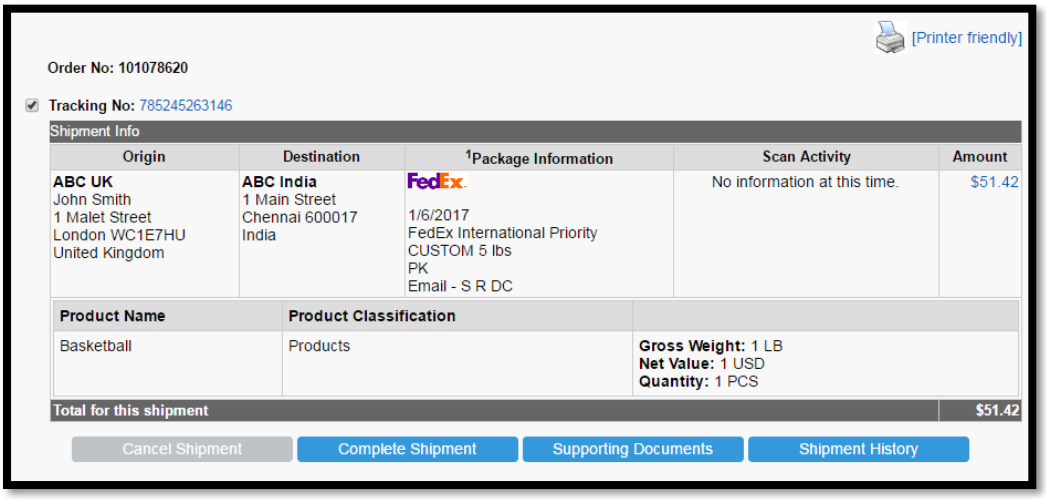


Figure 33: Shipment Details

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

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

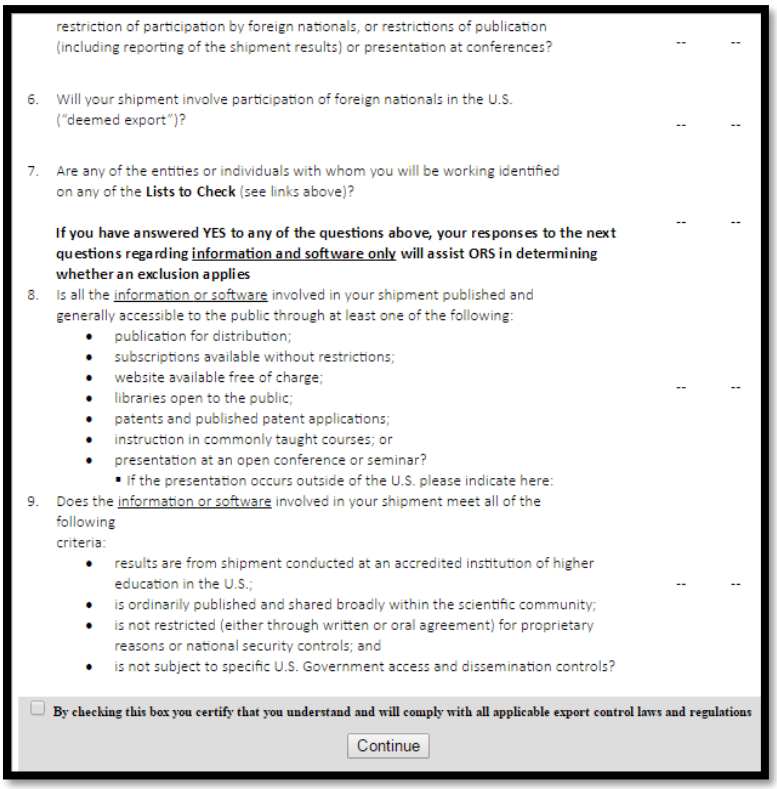


Figure 34: Checklist Review

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".

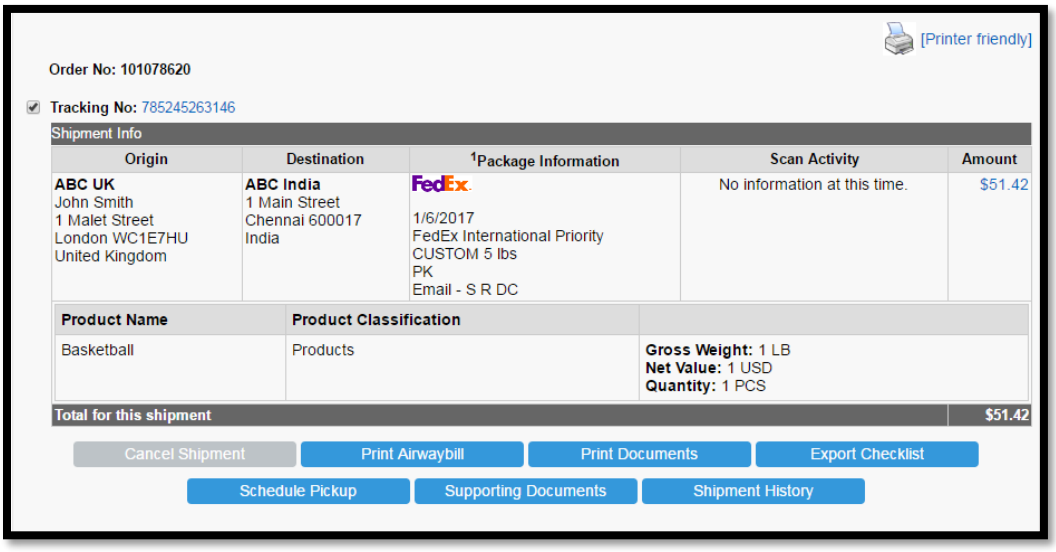


Figure 35: Shipment Details

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

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.

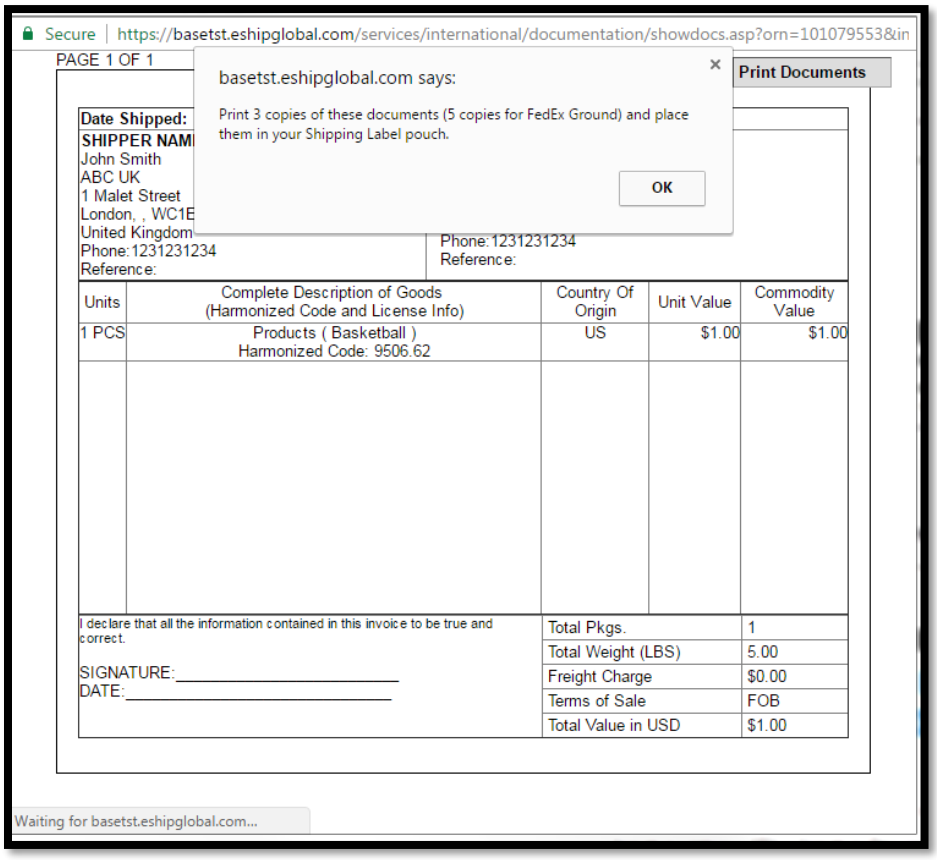


Figure 36: Commercial Invoice

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

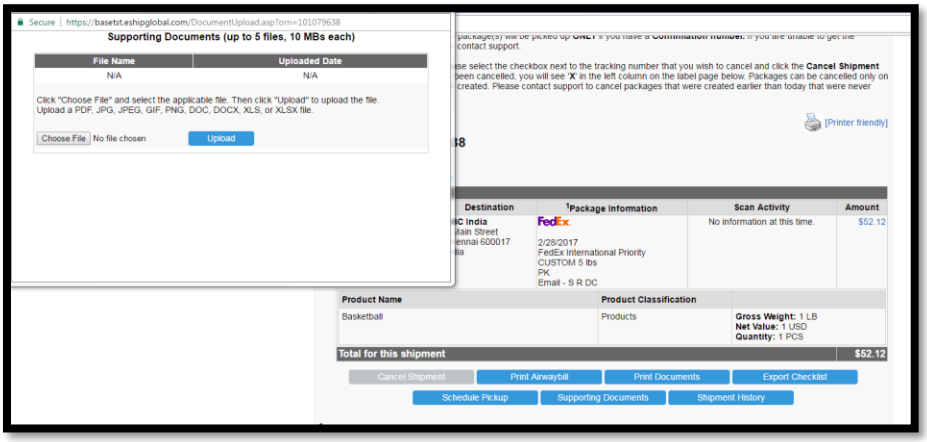


Figure 39: Upload Supporting Documents

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

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.

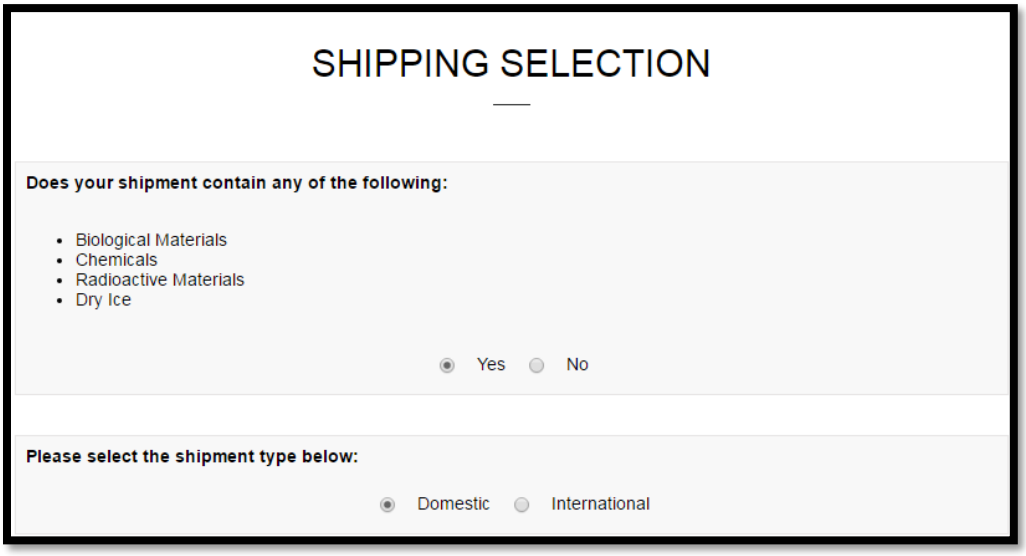


Figure 40: Shipping Selection: Biological

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

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

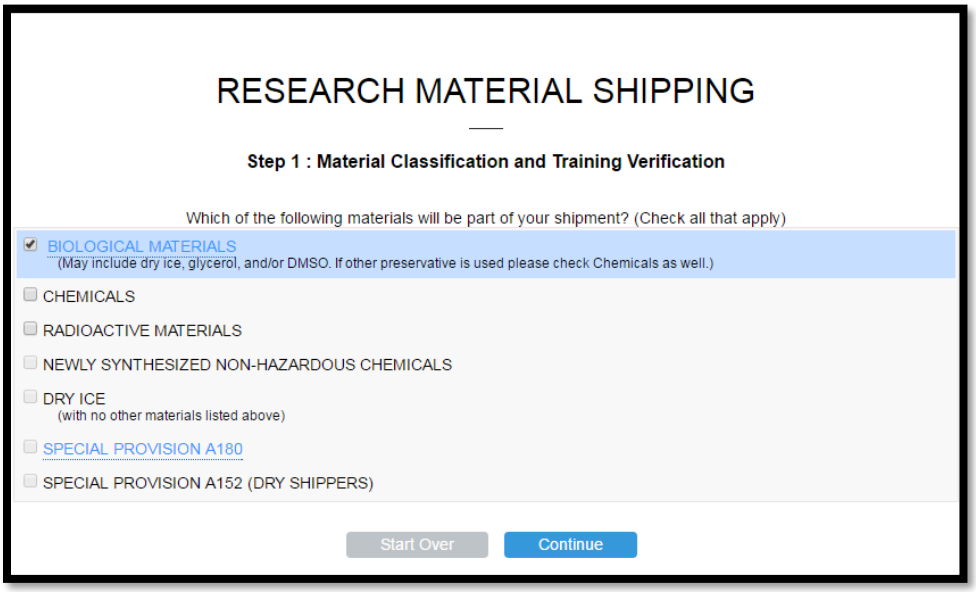


Figure 41: Material Classification: Biological

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.

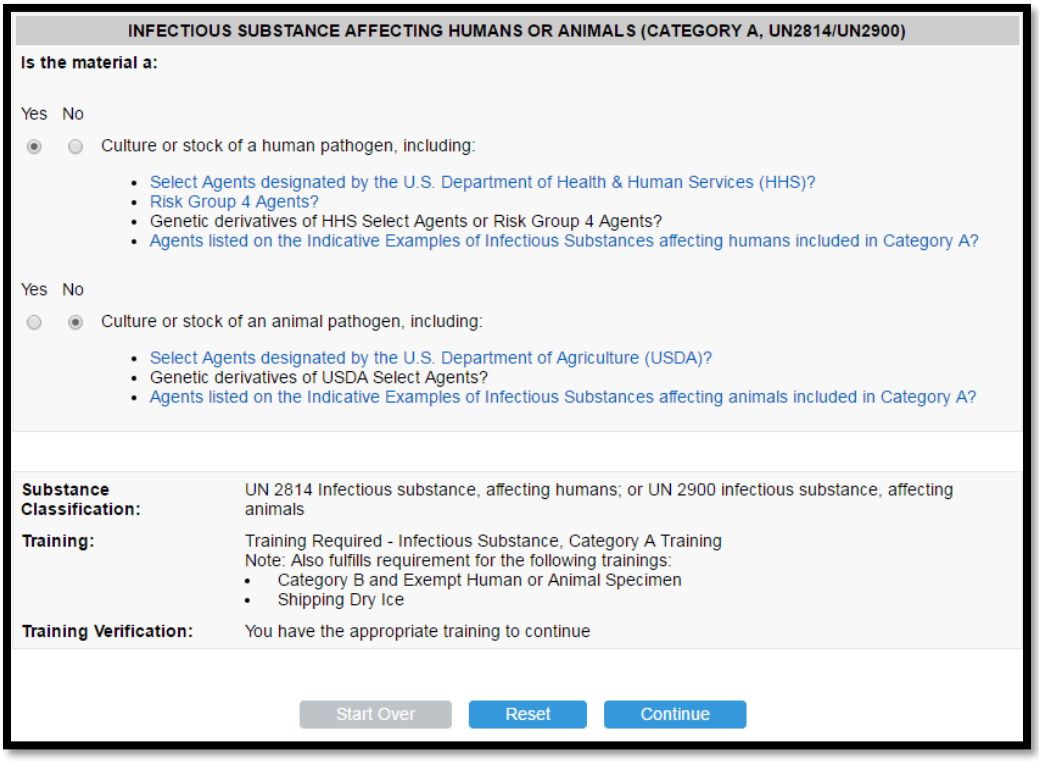


Figure 37: Category A, Affecting Humans

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

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.

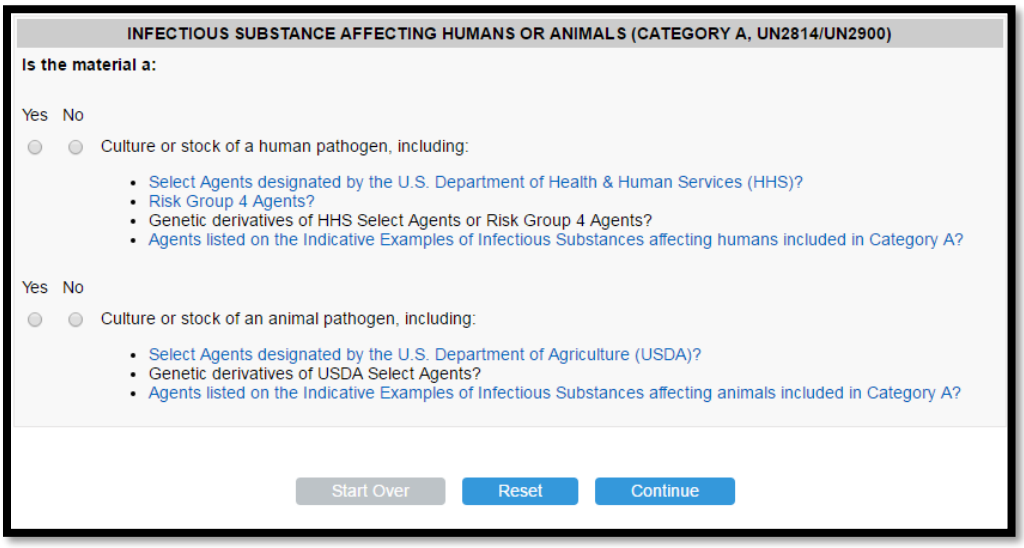


Figure 38: Category A, Affecting Animals

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.

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

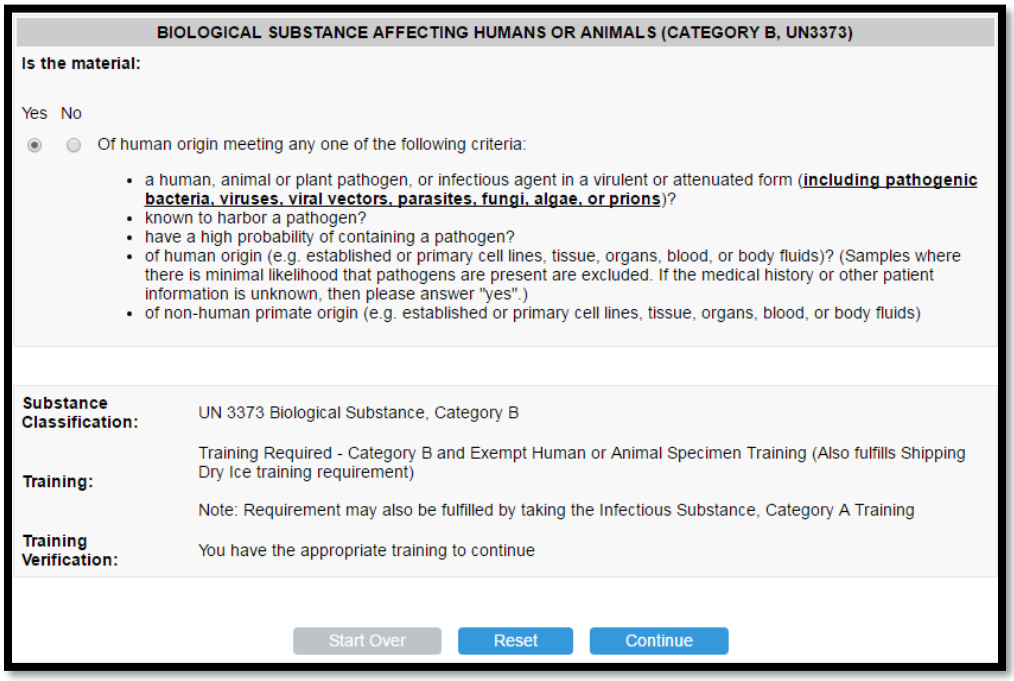


Figure 39: Category B Infectious Substance

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.

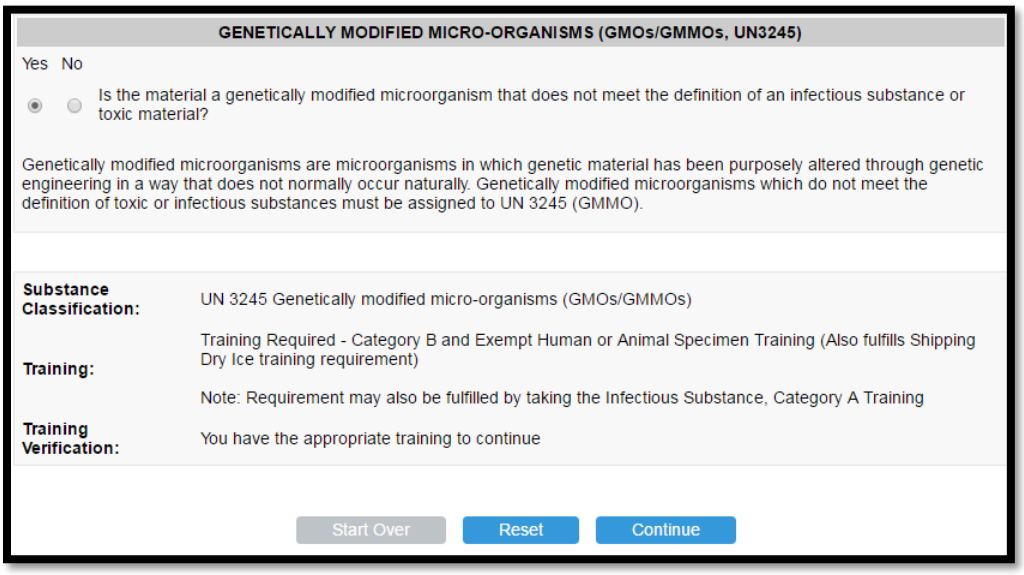


Figure 40: GMOs/GMMOs

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

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

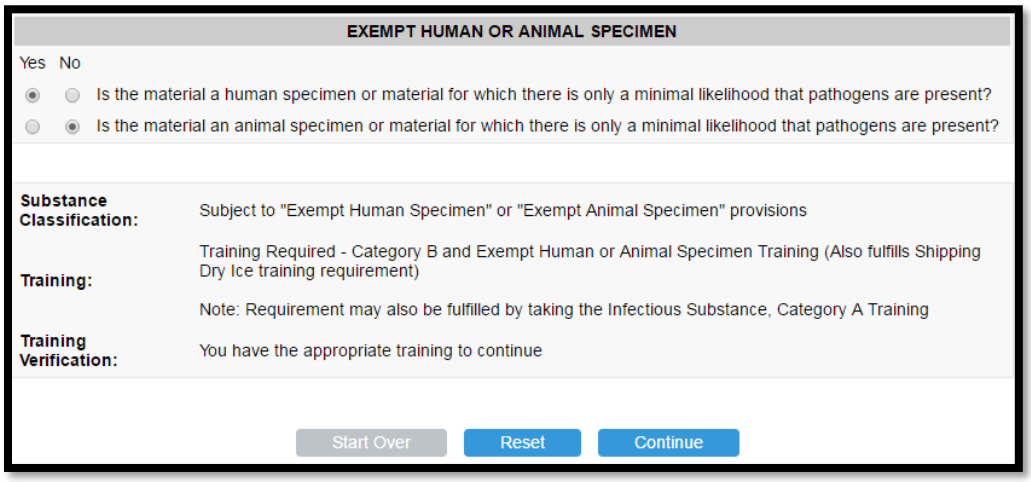


Figure 41: Exempt Human or Animal Specimen

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

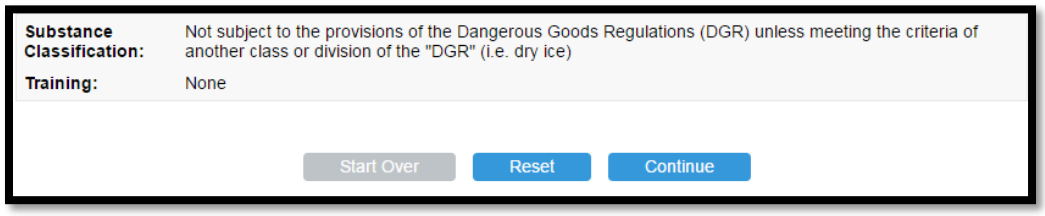


Figure 42: Non-Regulated

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

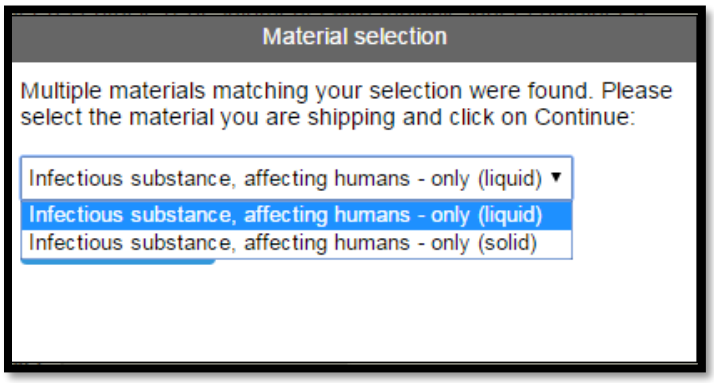


Figure 43: Material Selection: Liquid/Solid

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

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”.

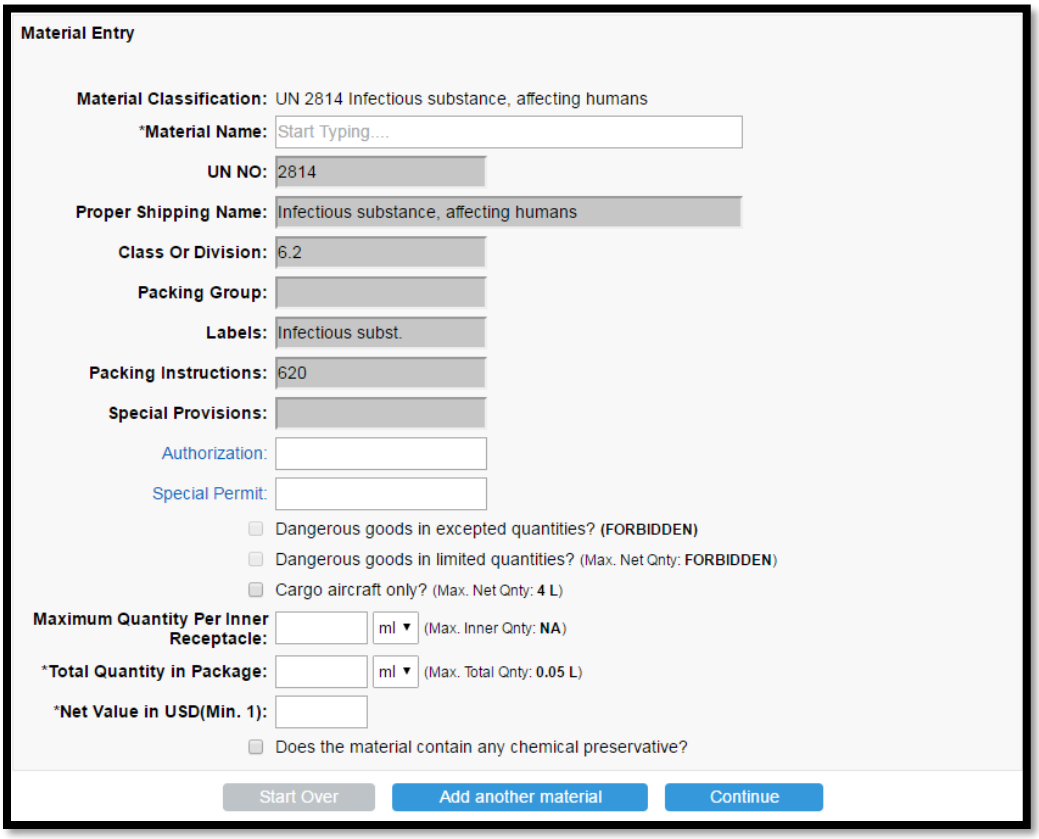


Figure 44: Material Selection Form

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.

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

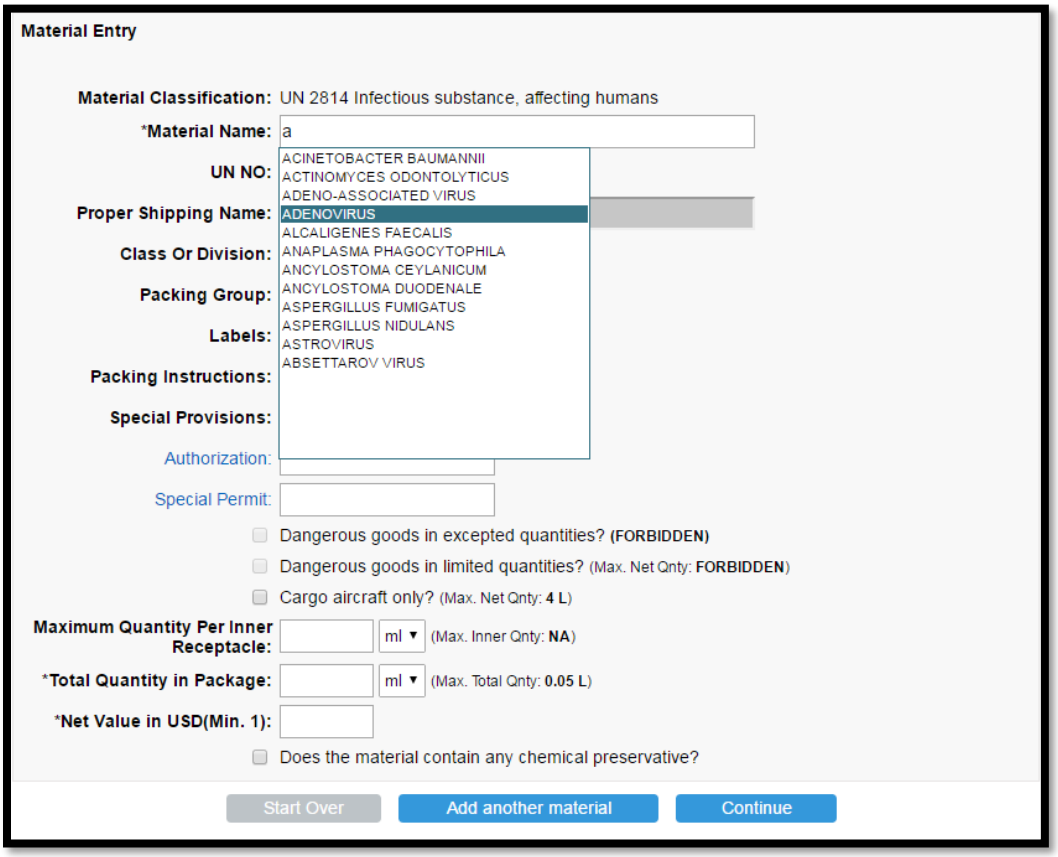


Figure 45: Material Name Lookup

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

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

+

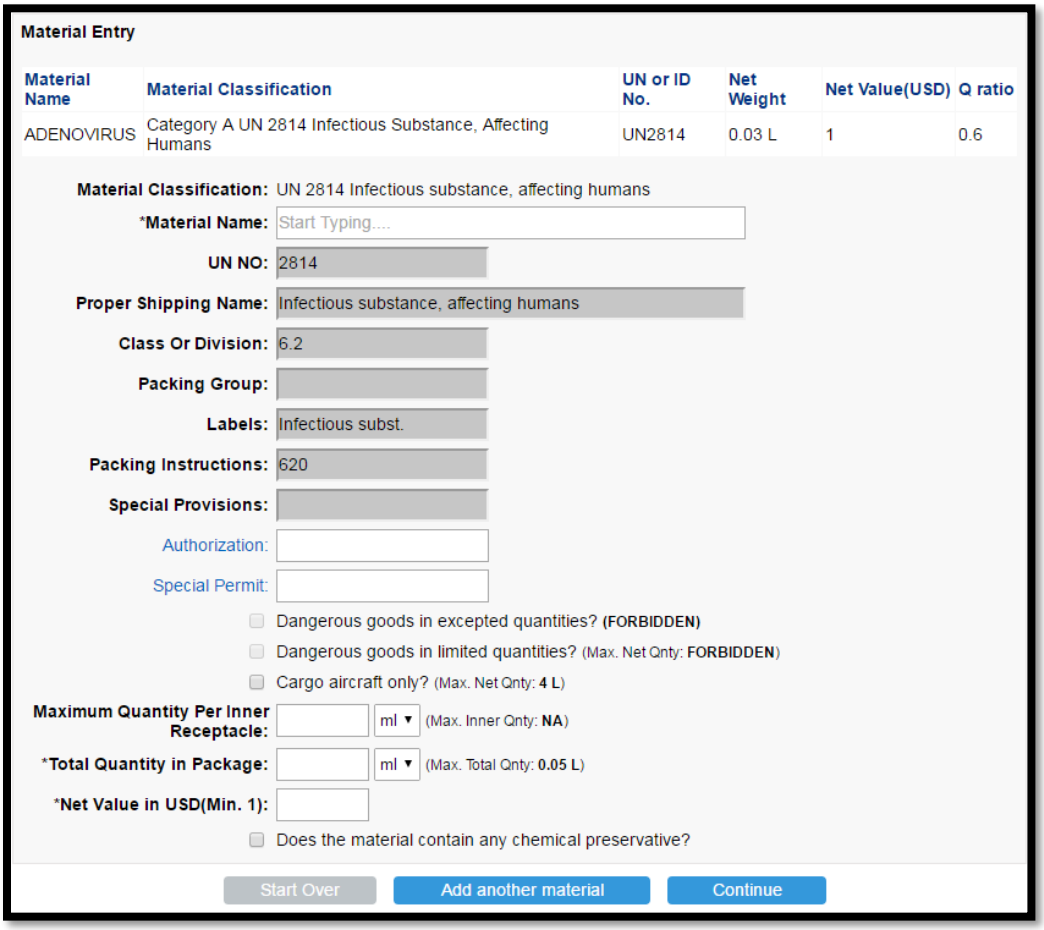


Figure 46: Adding another Material

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

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

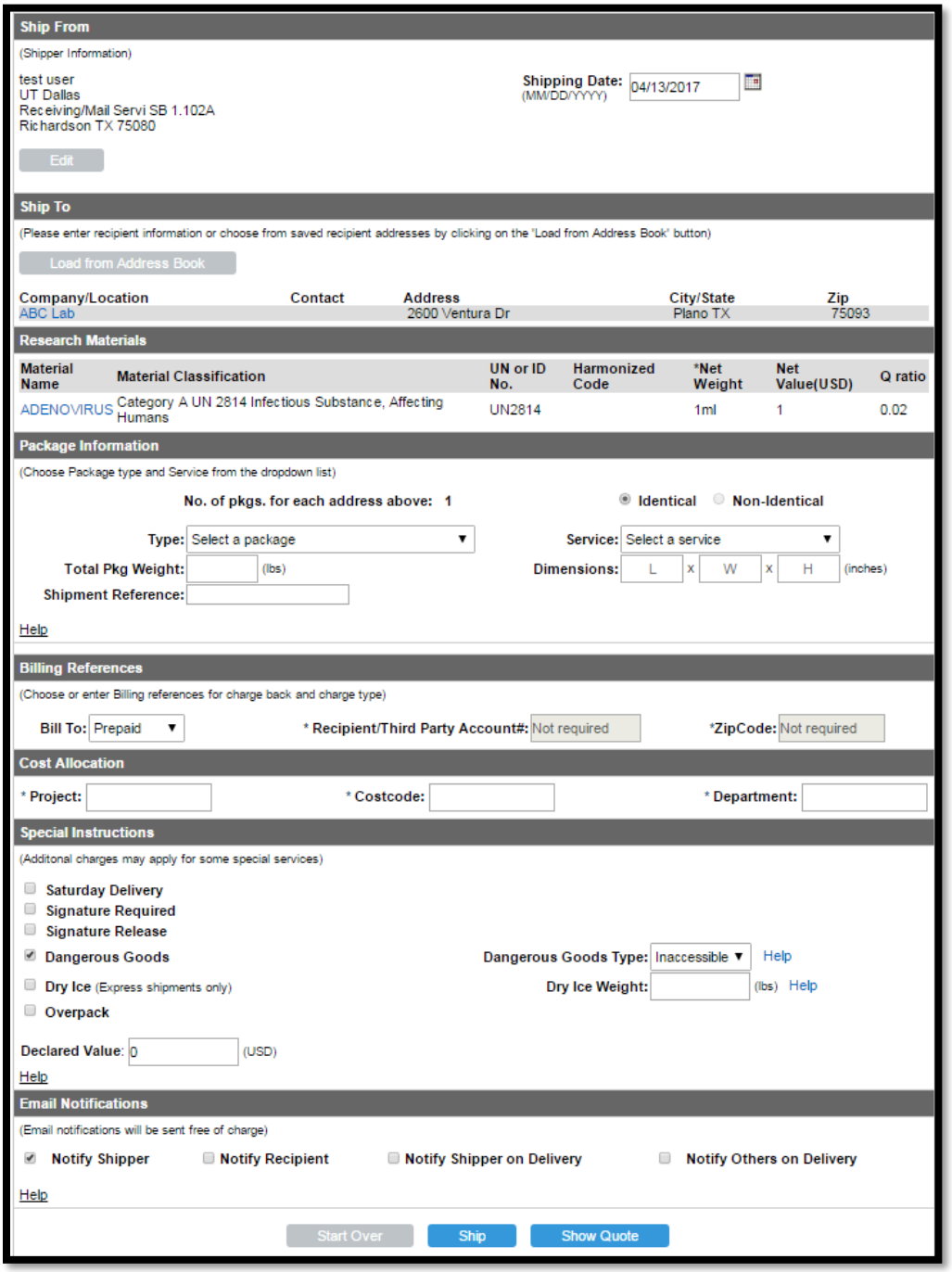


Figure 47: Domestic Bio Shipping Form

15. 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.
16. For items requiring EHS Admin approval, you will see the below message on the Research Material History Shipment page. An EHS admin will review, edit and approve your shipment and or will work with you to complete the shipment.

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

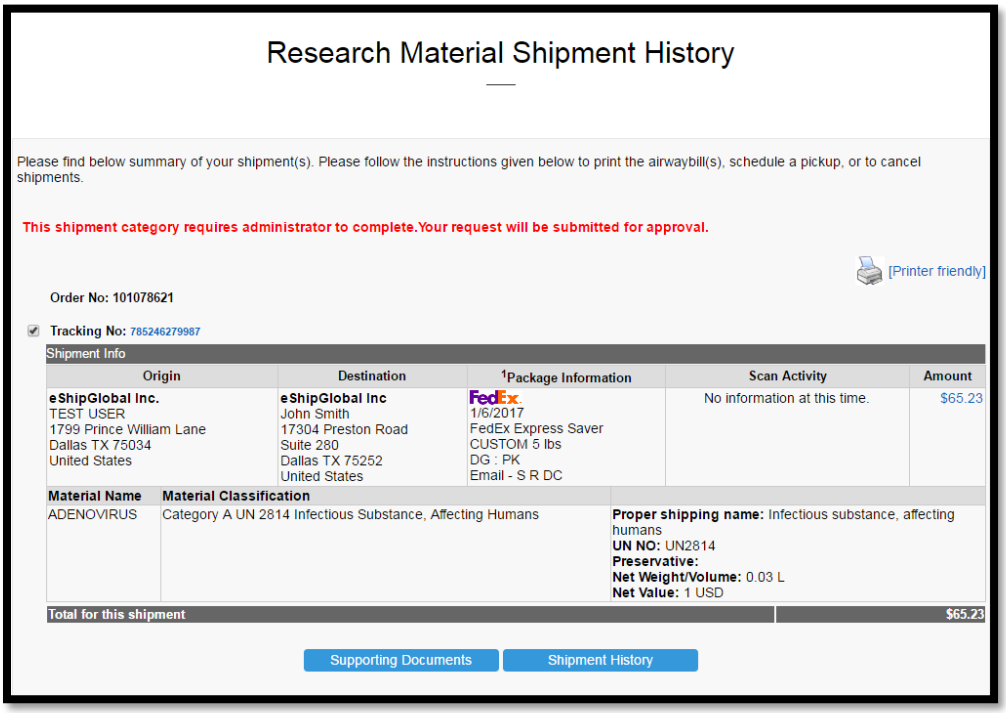


Figure 48: Submitted to EHS Admin for Approval

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

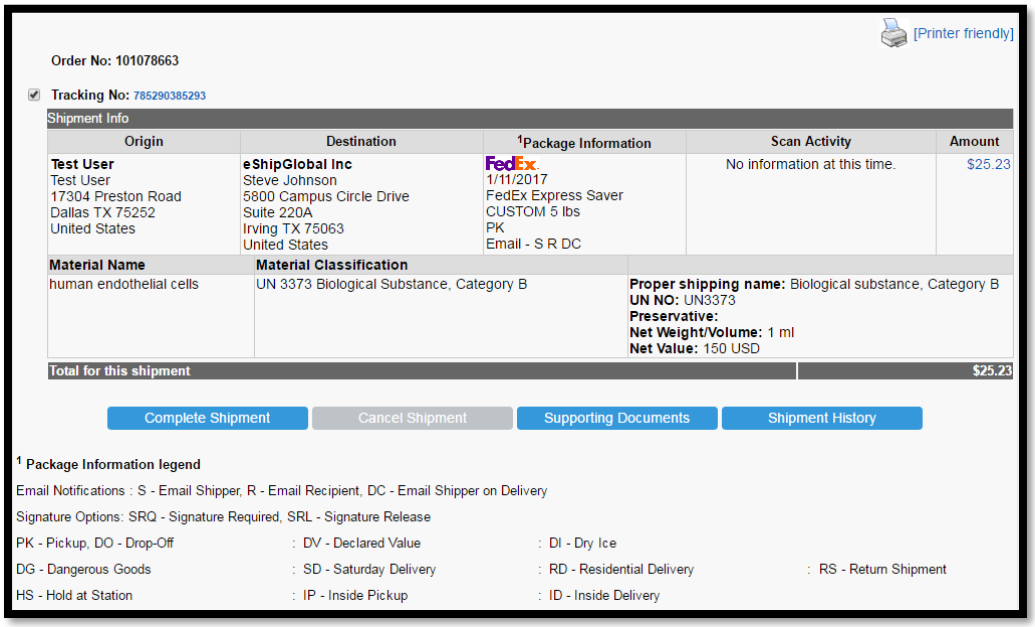


Figure 49: Complete Shipment

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

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

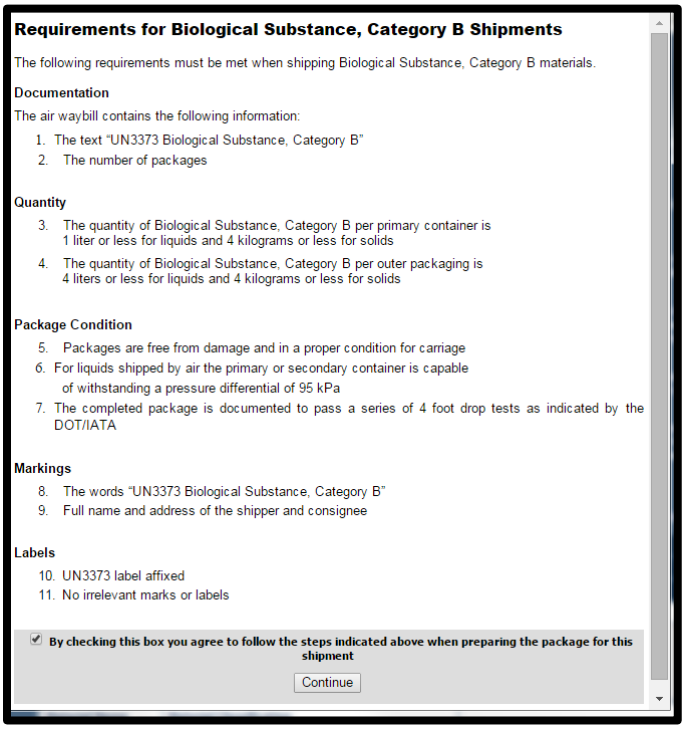


Figure 50: Confirmation Page

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

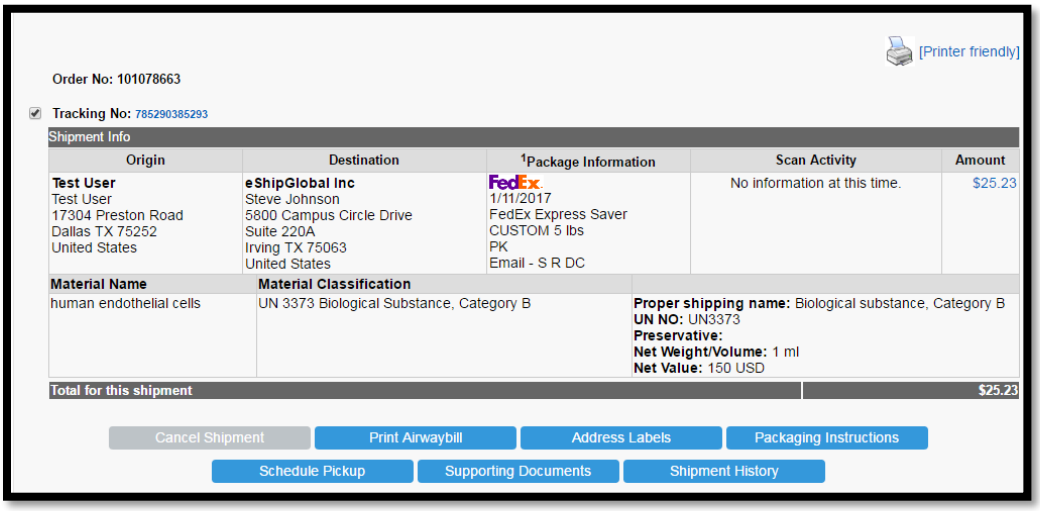


Figure 51: Shipment Info Page

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

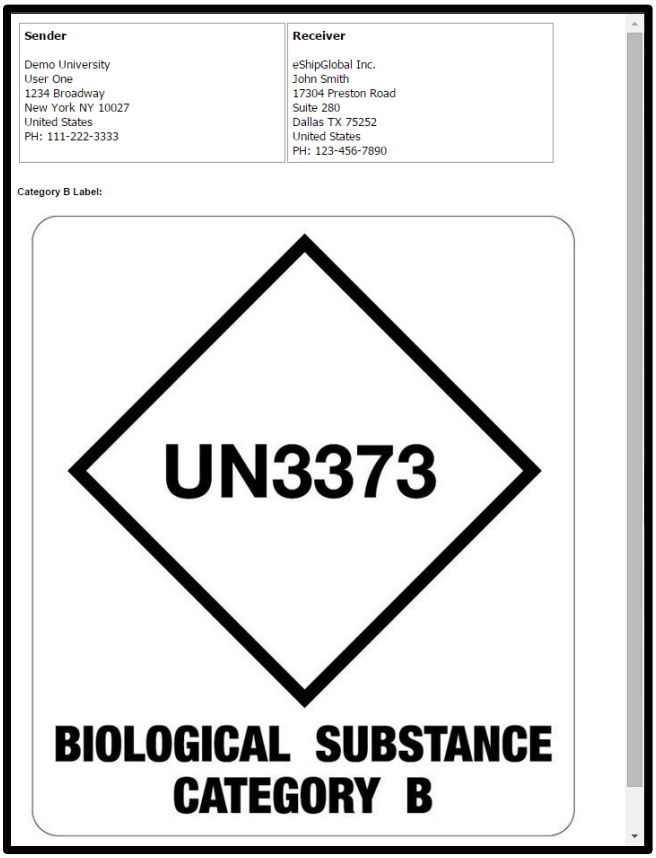


Figure 52: Print Labels

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

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.

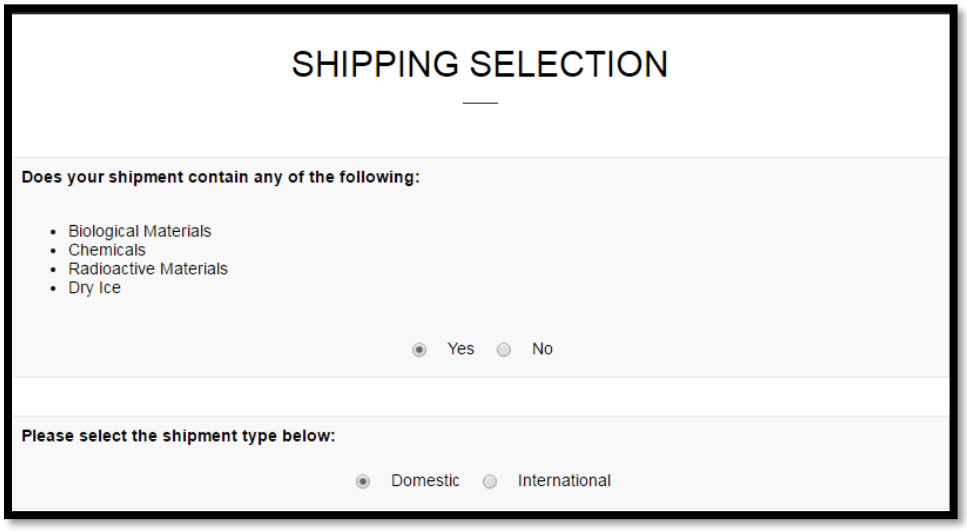


Figure 538: Shipping Selection: Chemicals

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

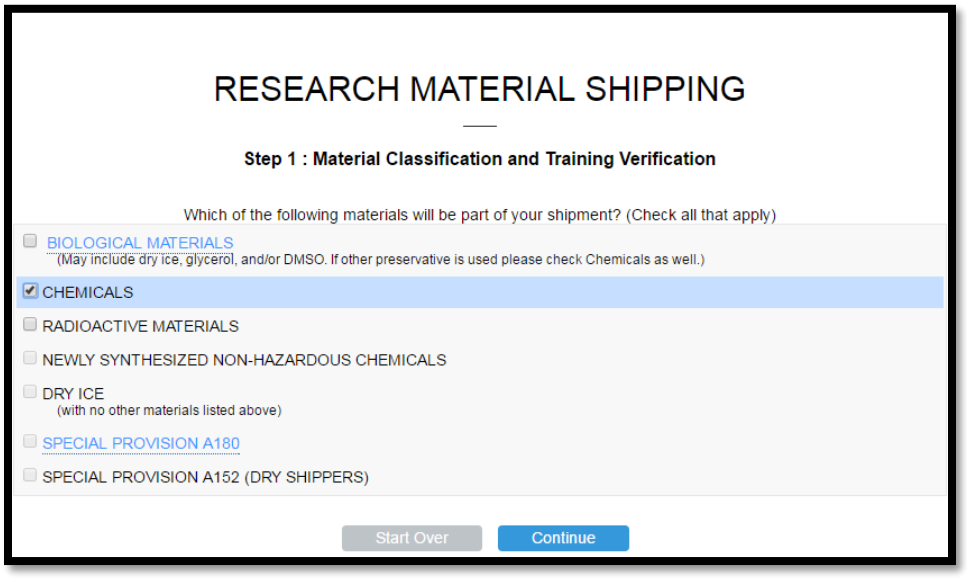


Figure 54: Material Classification: Chemicals

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

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.

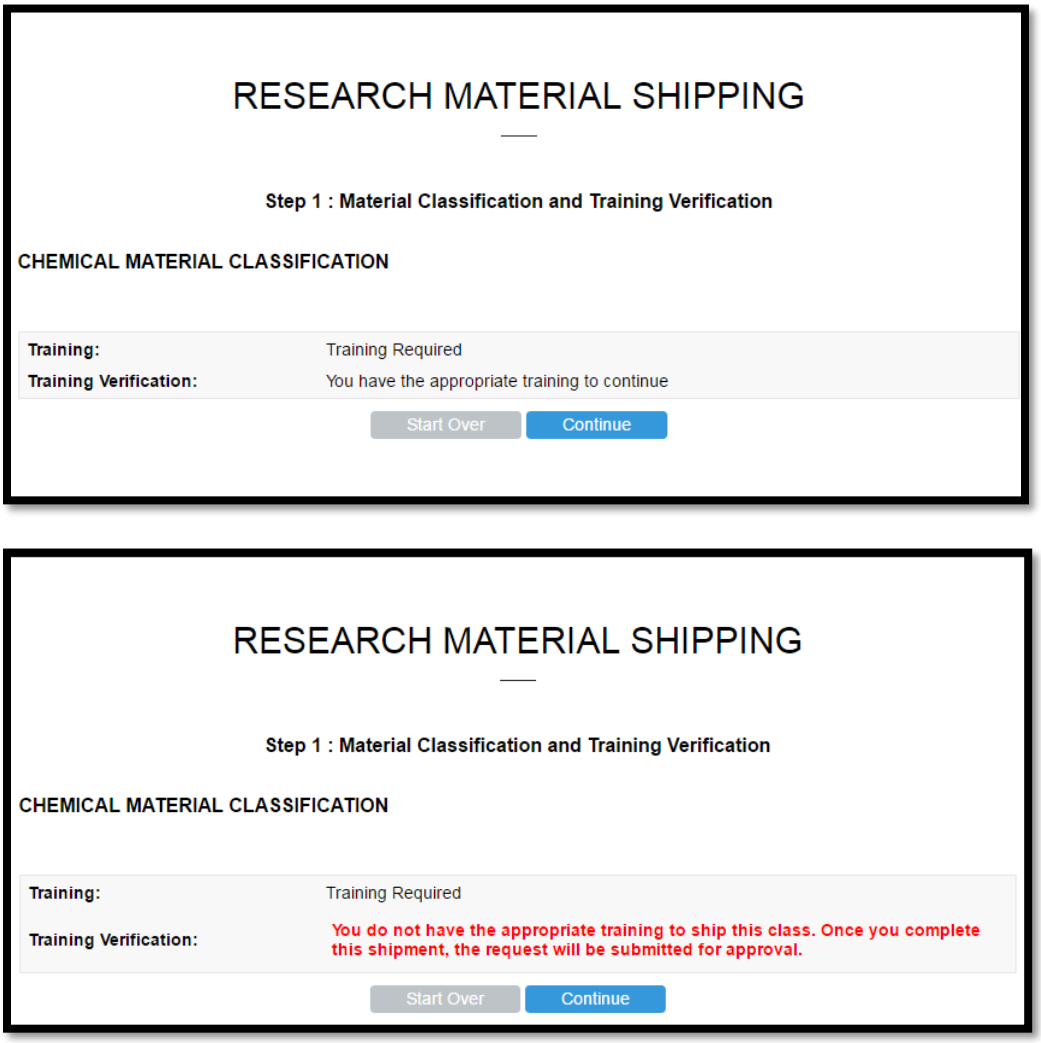


Figure 55: Training Message: Chemical

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.

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

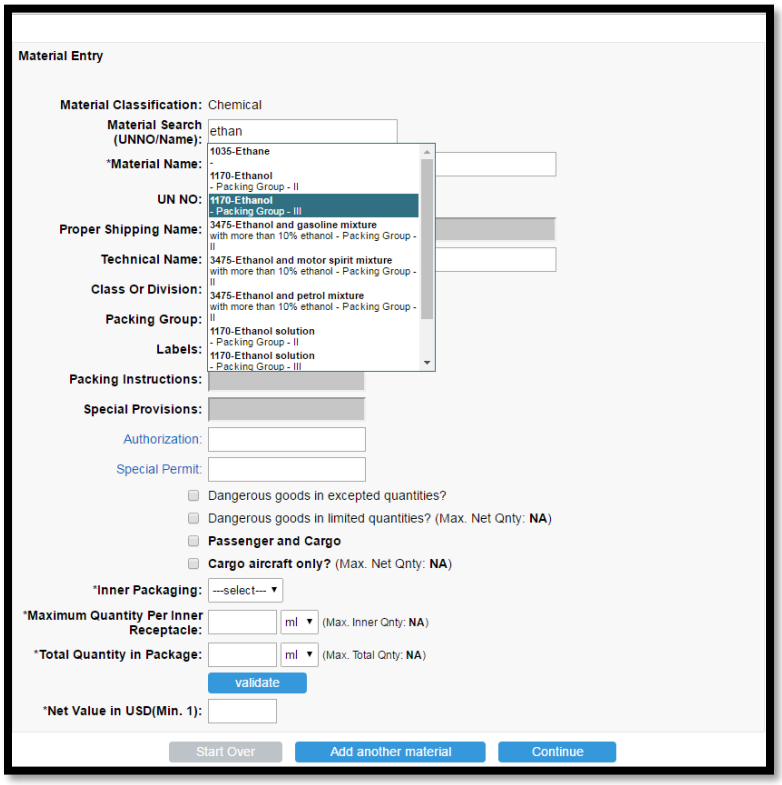


Figure 56: Material Search: Chemicals

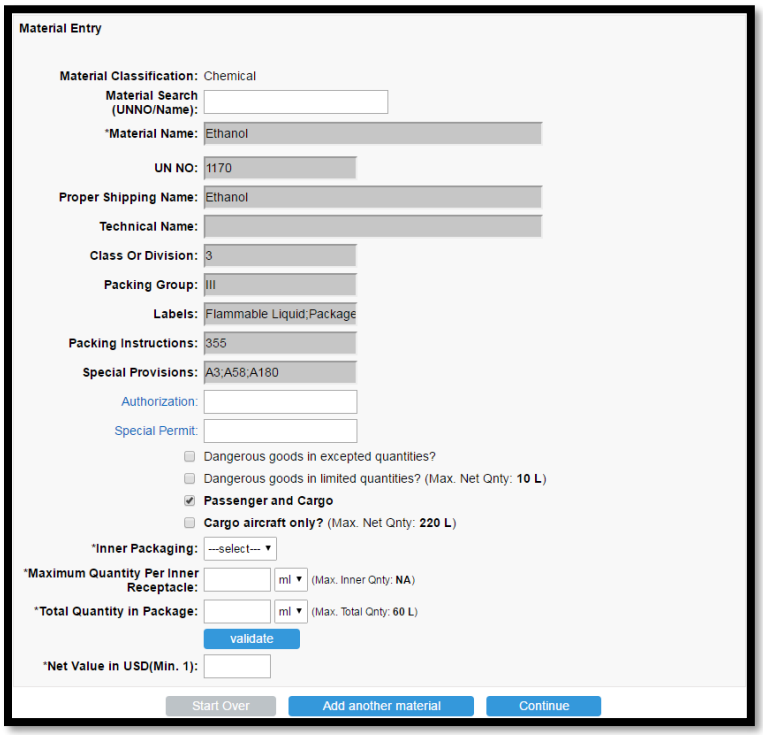


Figure 57: Material Entry: Chemicals

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

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”.

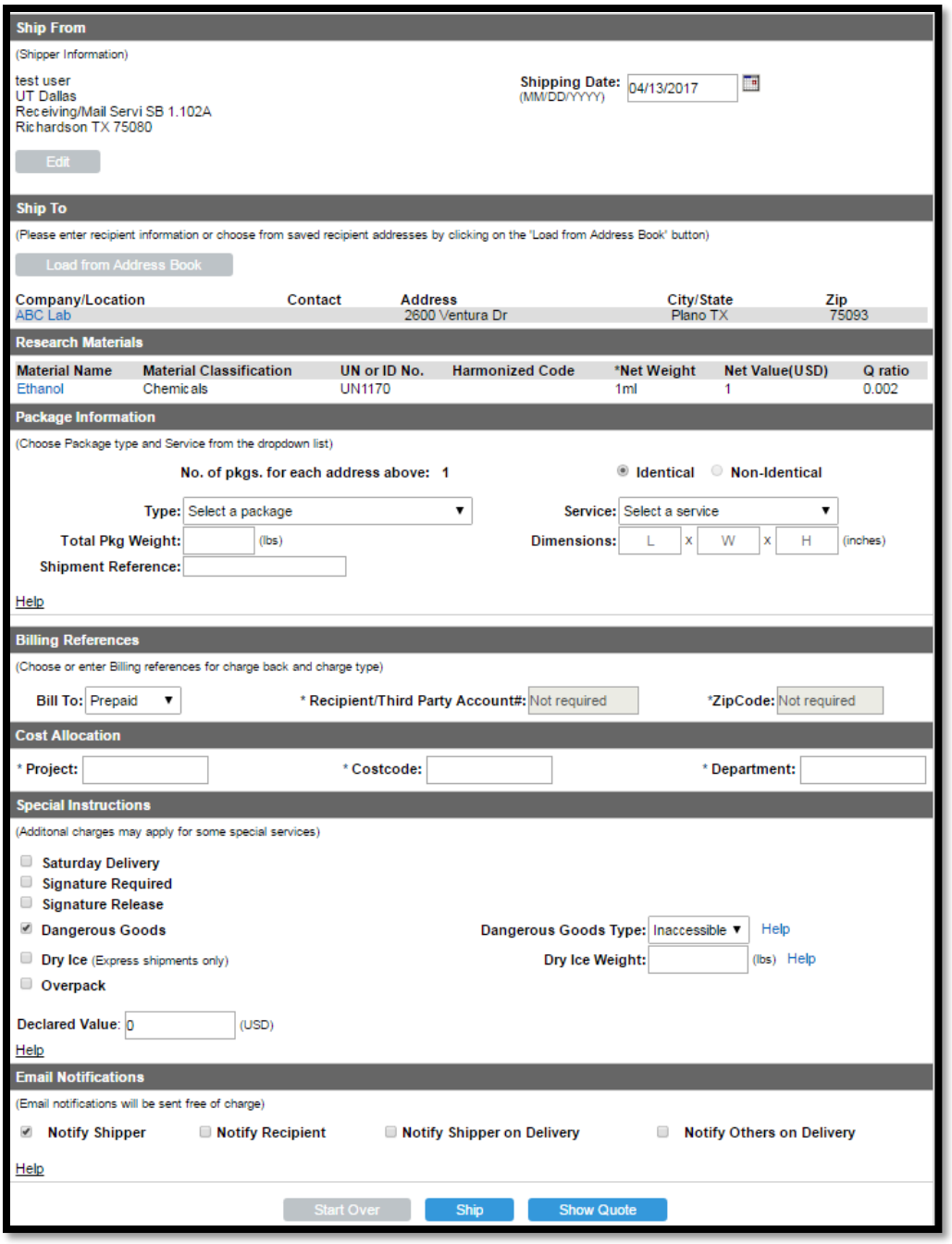


Figure 58: Domestic Shipping Form: Chemicals

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

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.

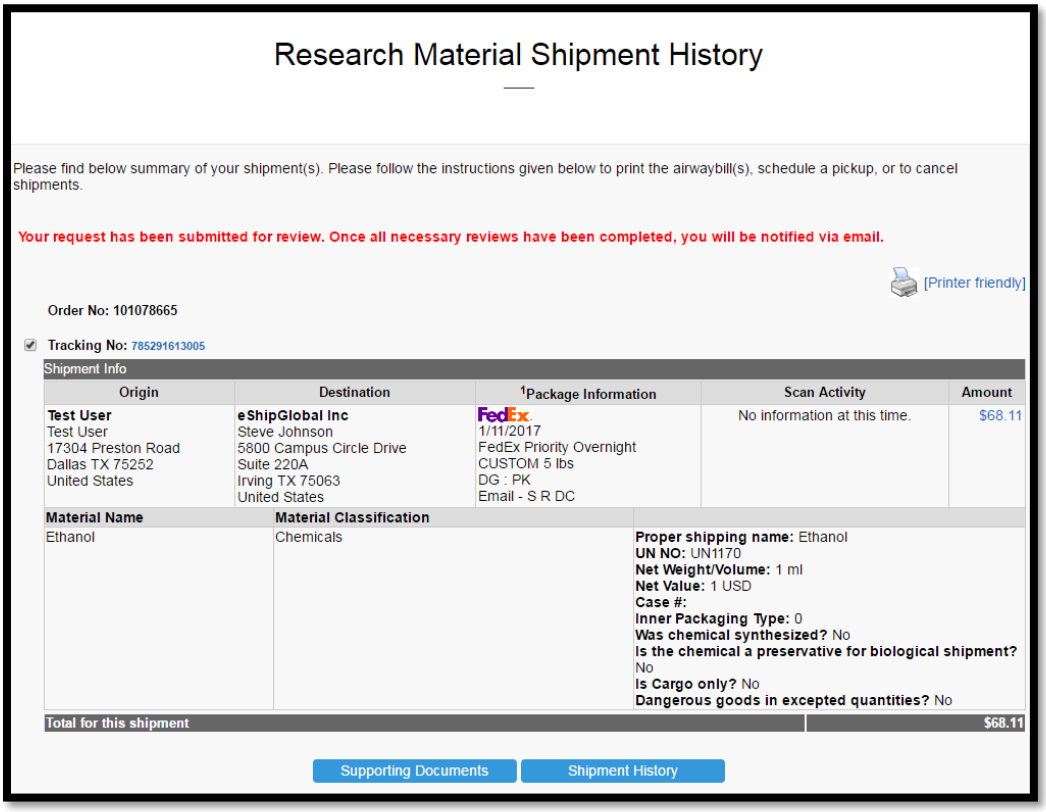


Figure 59: Submitted for Approval: Chemicals

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

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

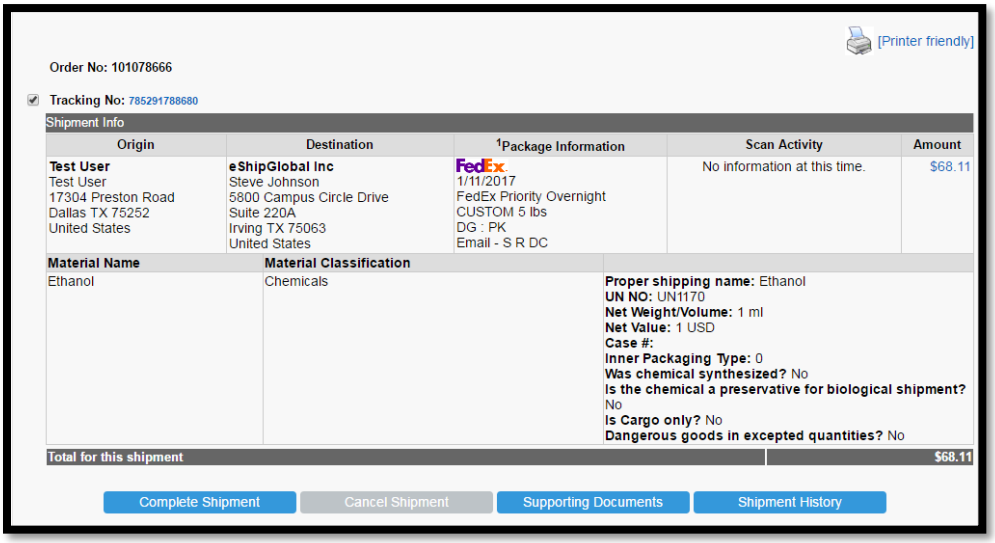
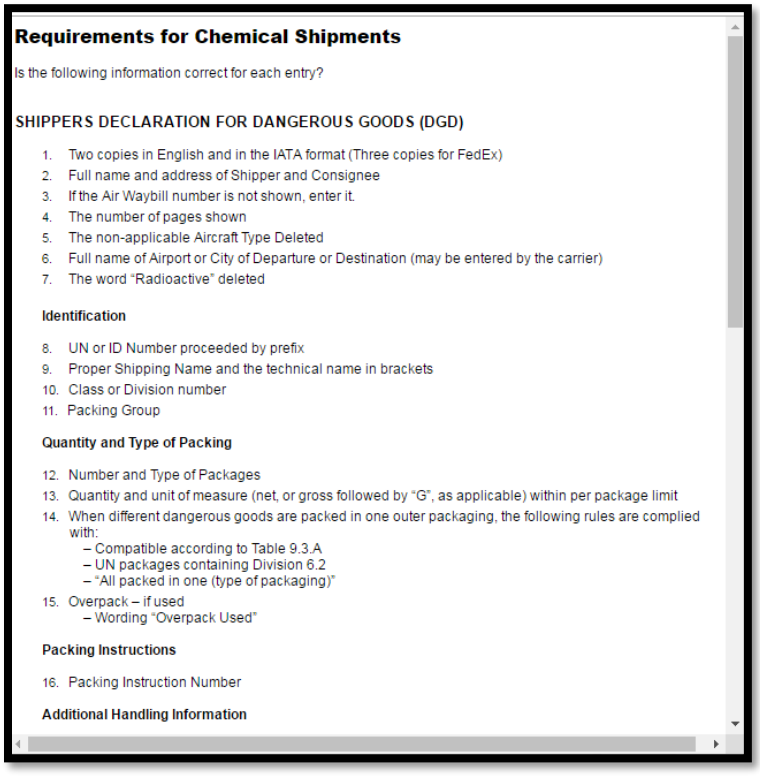


Figure 65: Complete Shipment

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



10.

Figure 66: Confirmation Page

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

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

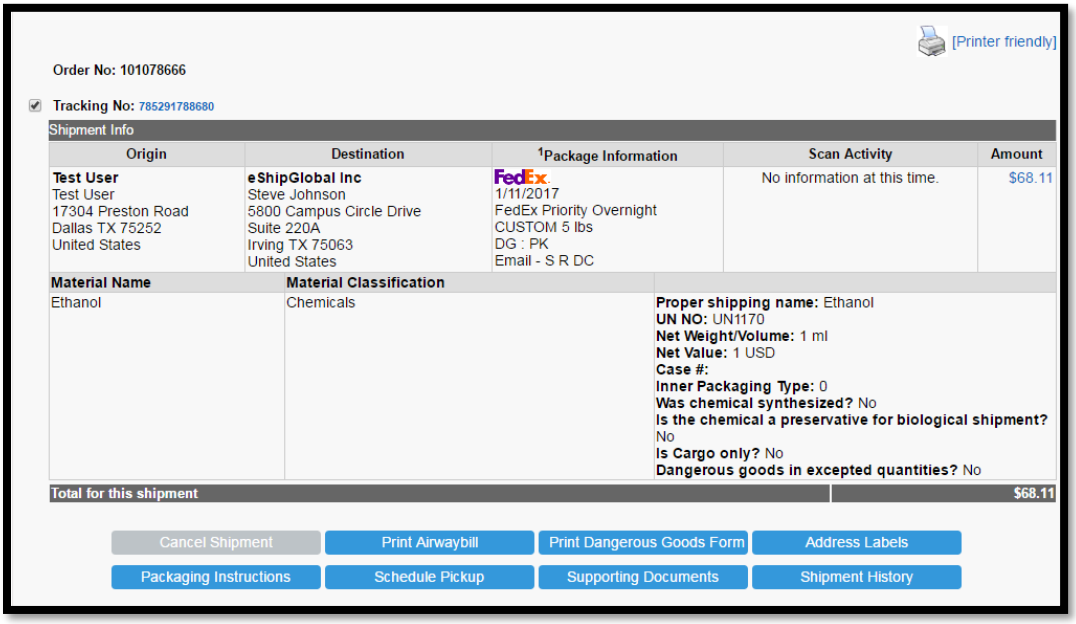


Figure 607: Shipment Information Page

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.

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

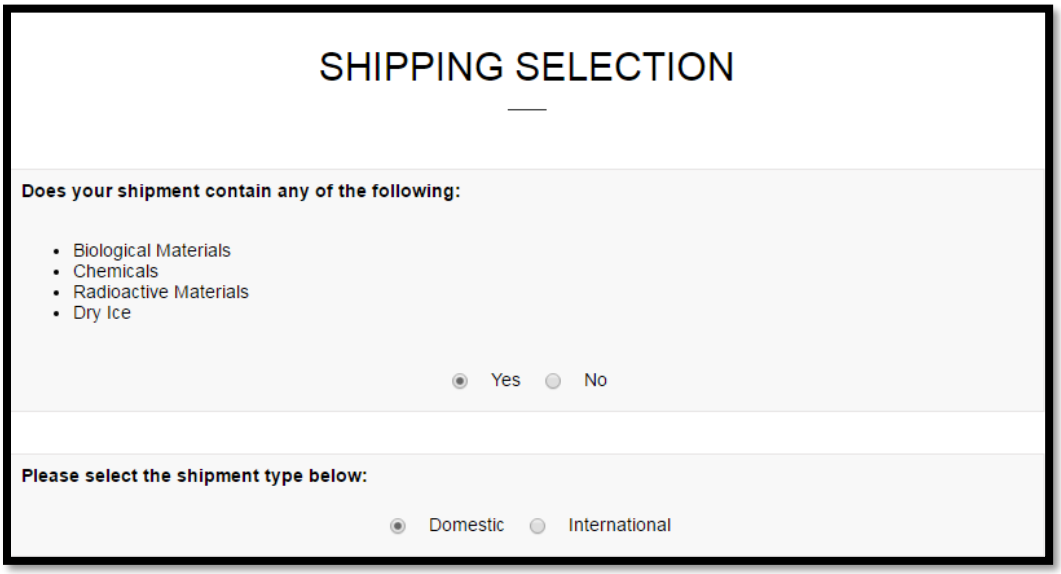


Figure 618: Shipping Selection: Radioactive

14. Select the “Radioactive Materials” checkbox from the Material Classification screen.

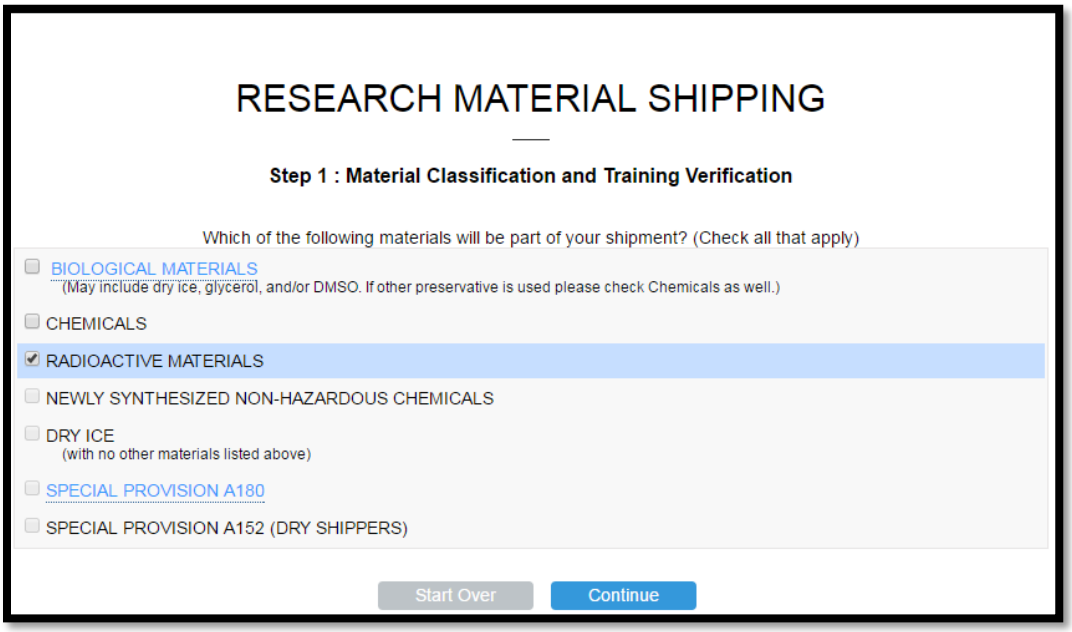
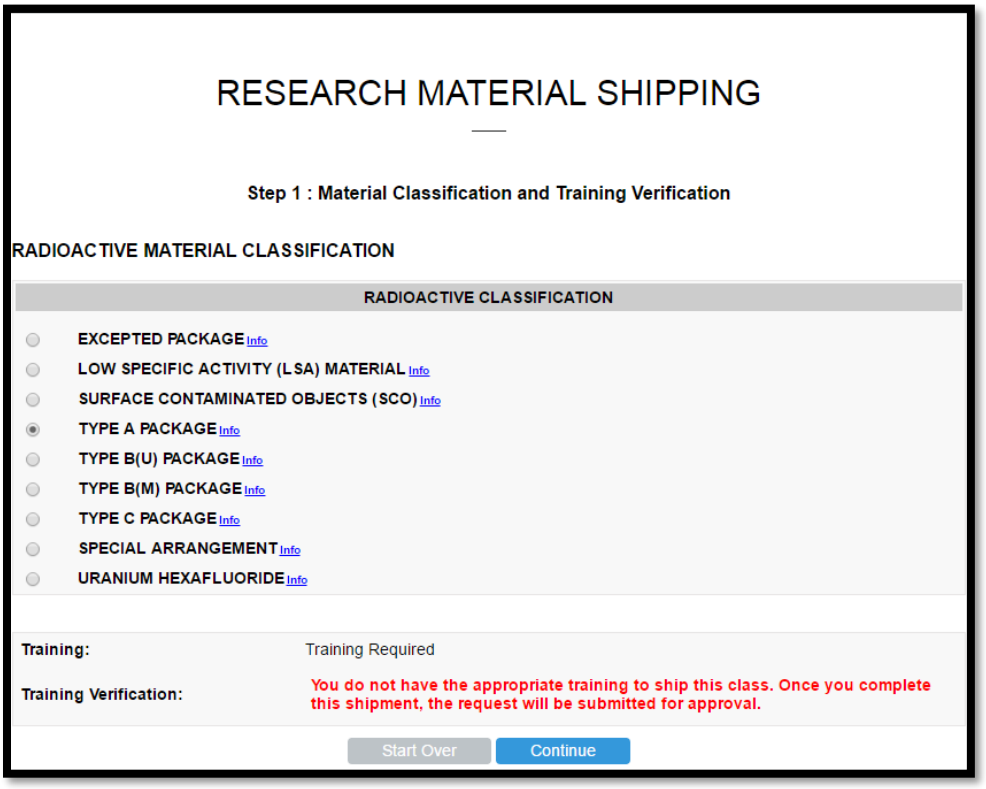


Figure 629: Material Classification: Radioactive

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.

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



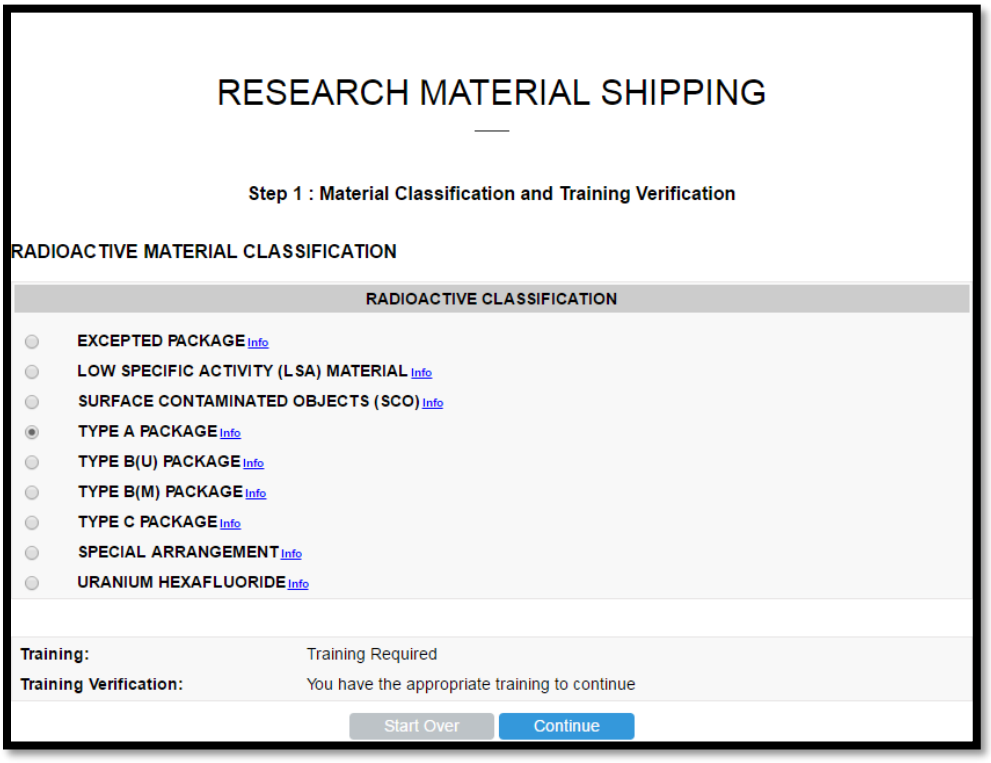


Figure 70: Training Message: Radioactive

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

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.

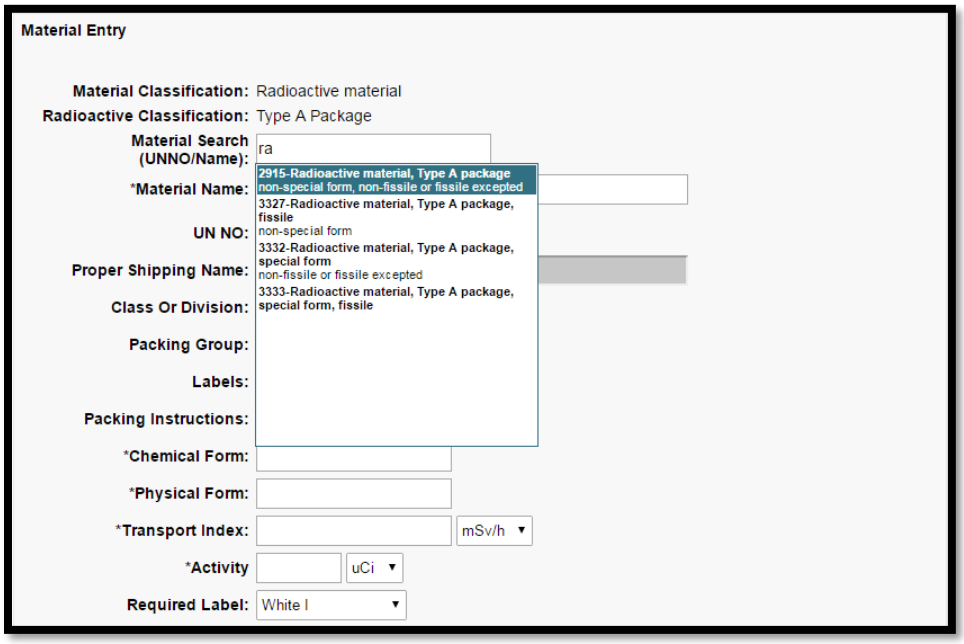


Figure 631: Material Search: Radioactive

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

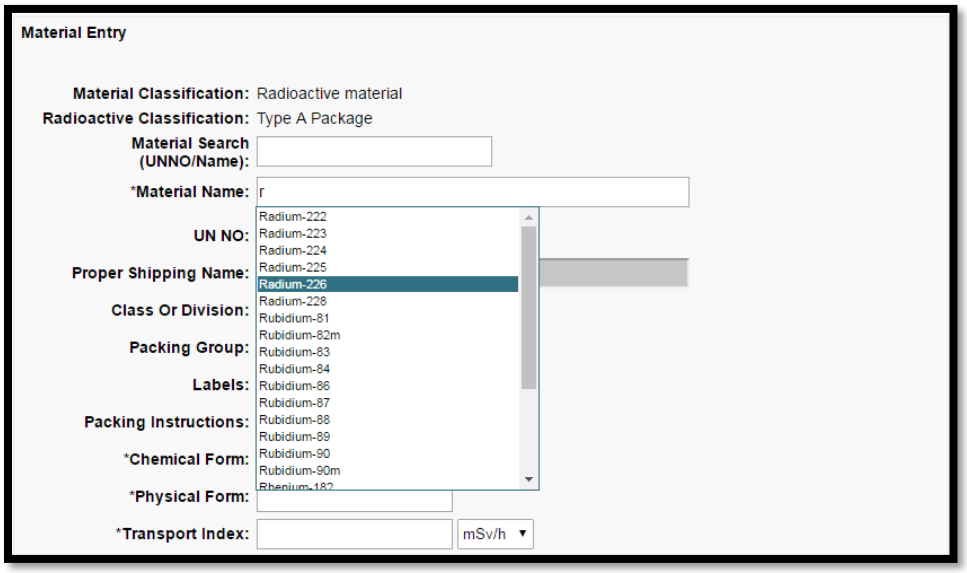


Figure 72: Radioactive Agent Search

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.

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

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.

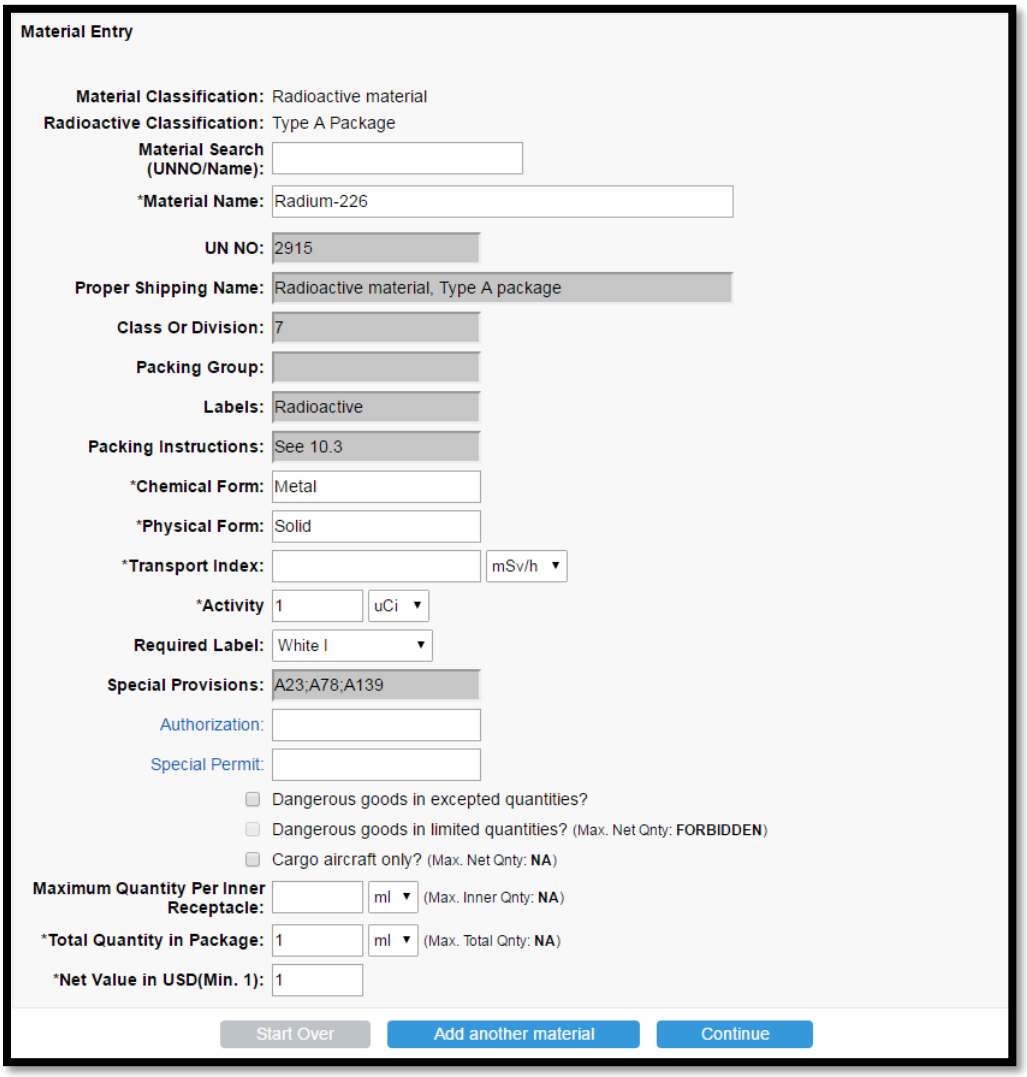


Figure 73: Material Entry: Radioactive

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

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

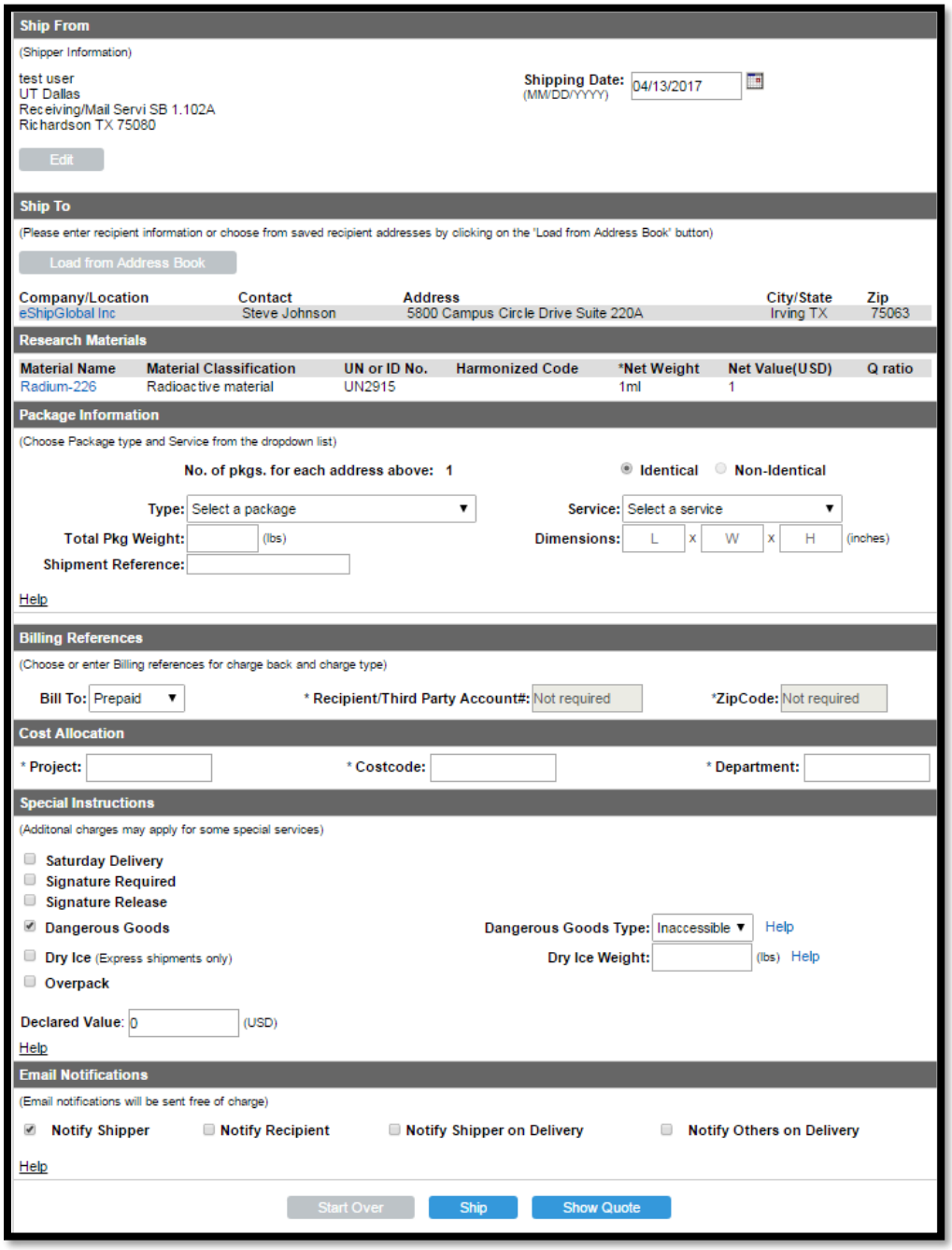


Figure 644: Domestic Shipping Form: Radioactive

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

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

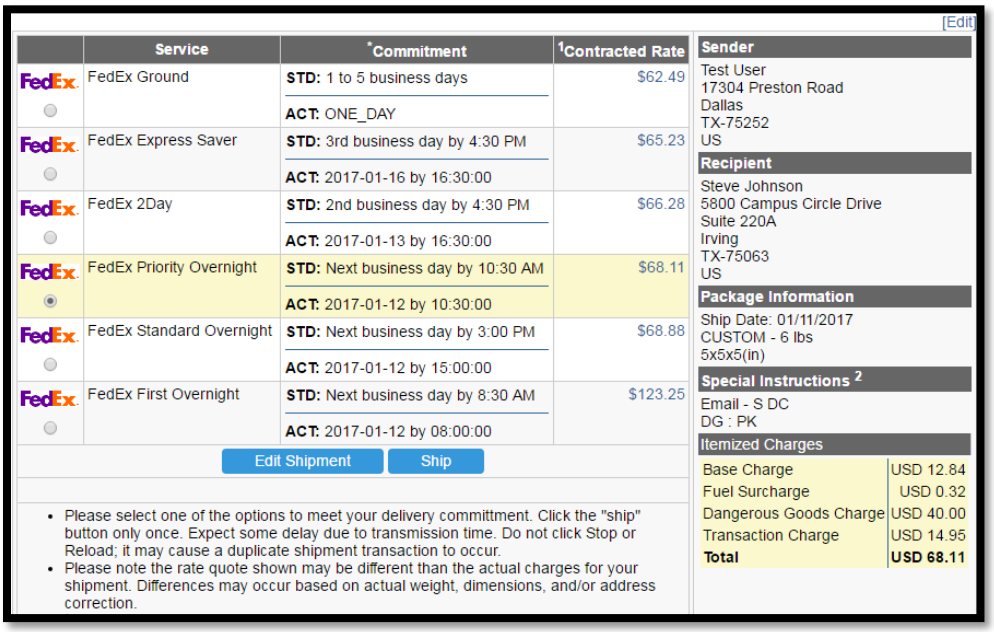


Figure 65: Quotes: Radioactive

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.

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

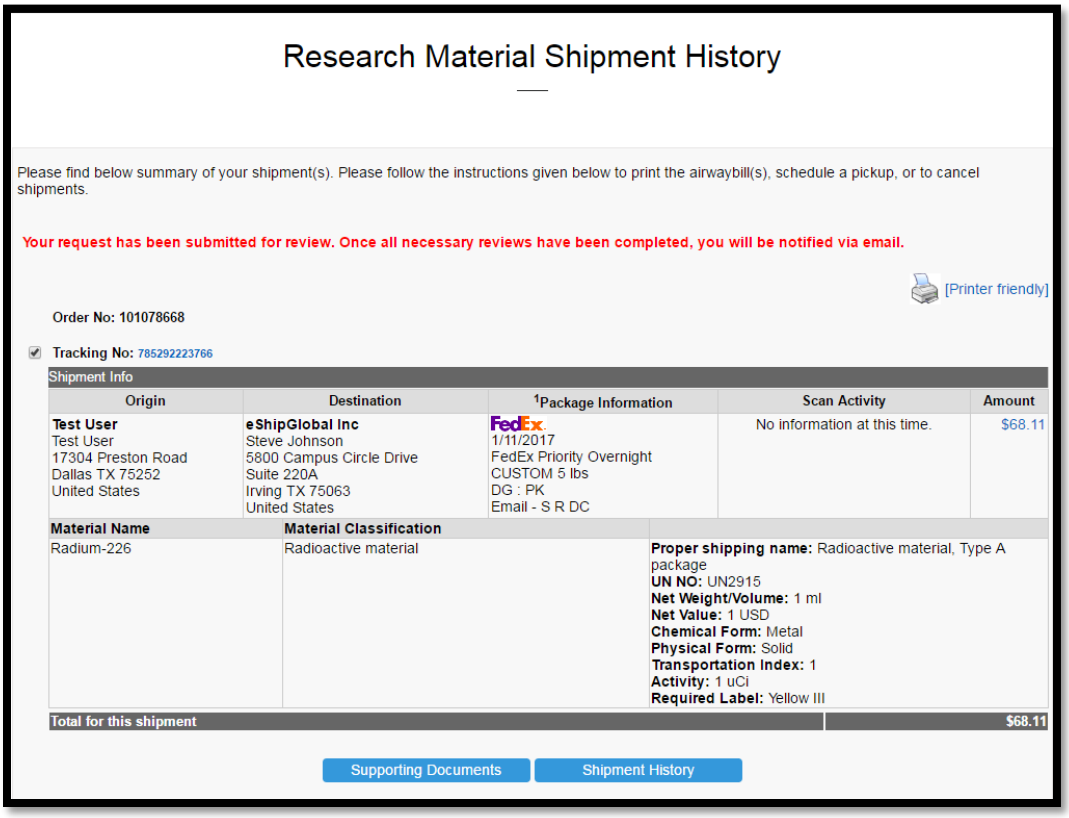


Figure 666: Submitted for Approval: Radioactive

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

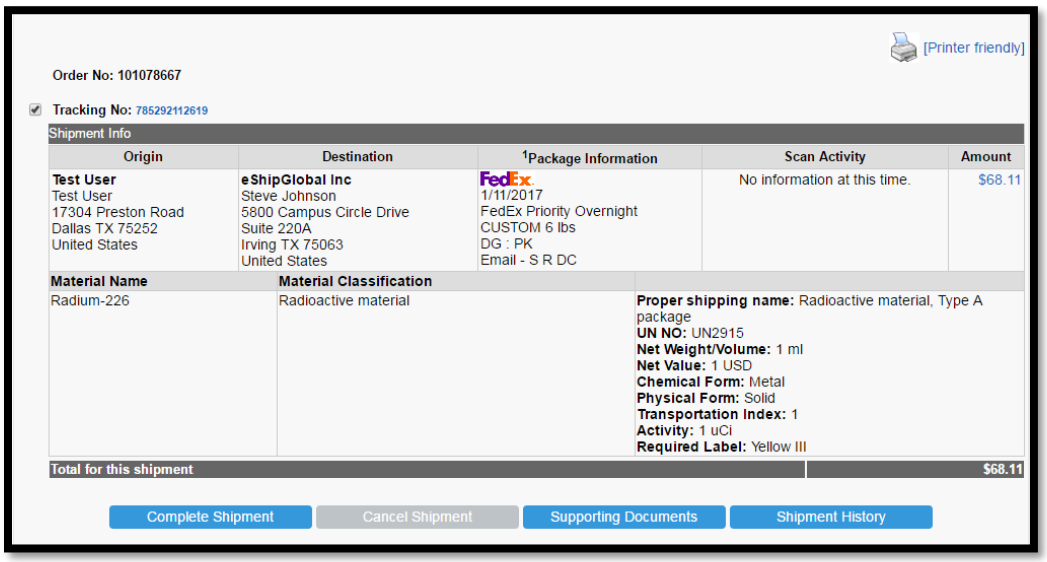


Figure 677: Complete Shipment

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

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

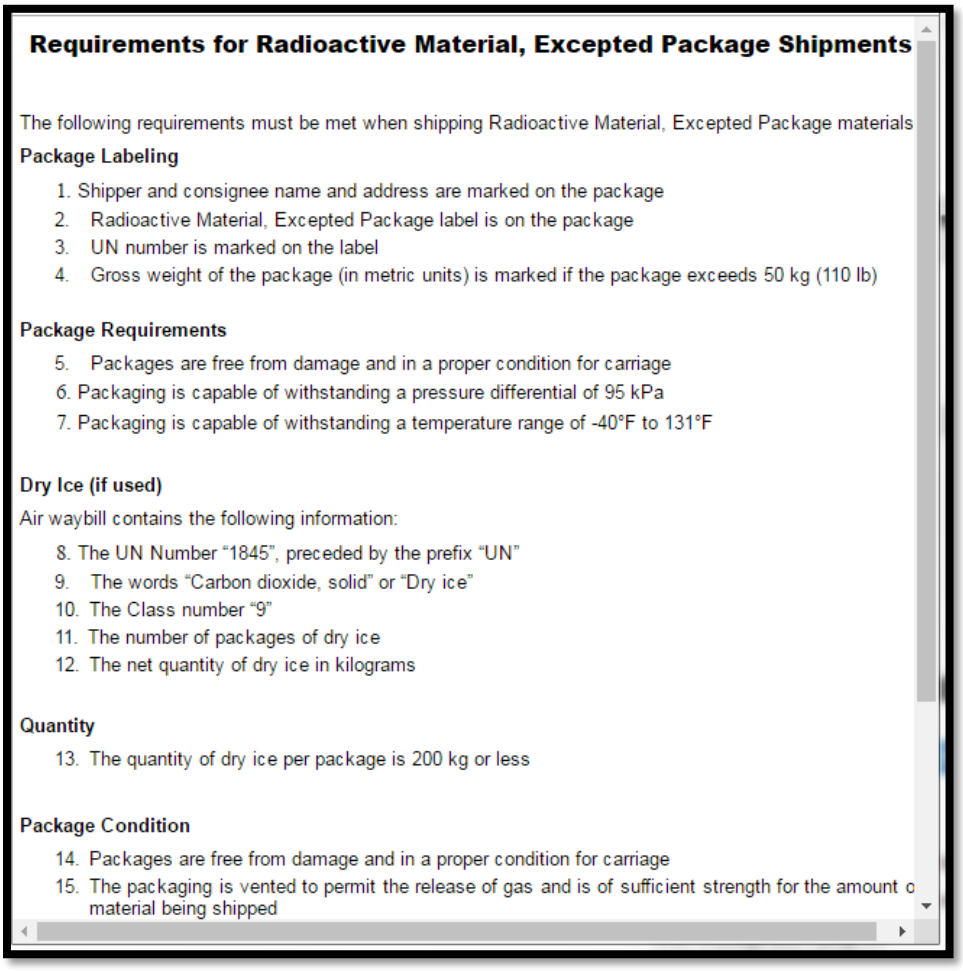


Figure 688: Confirmation Page

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

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

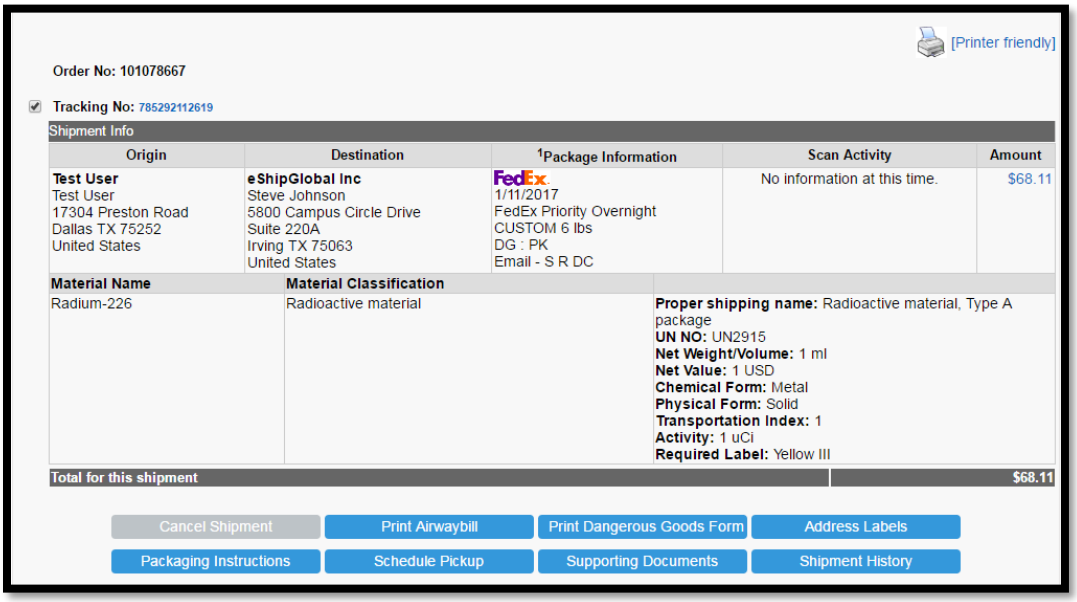


Figure 699: Shipment Information Page

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.

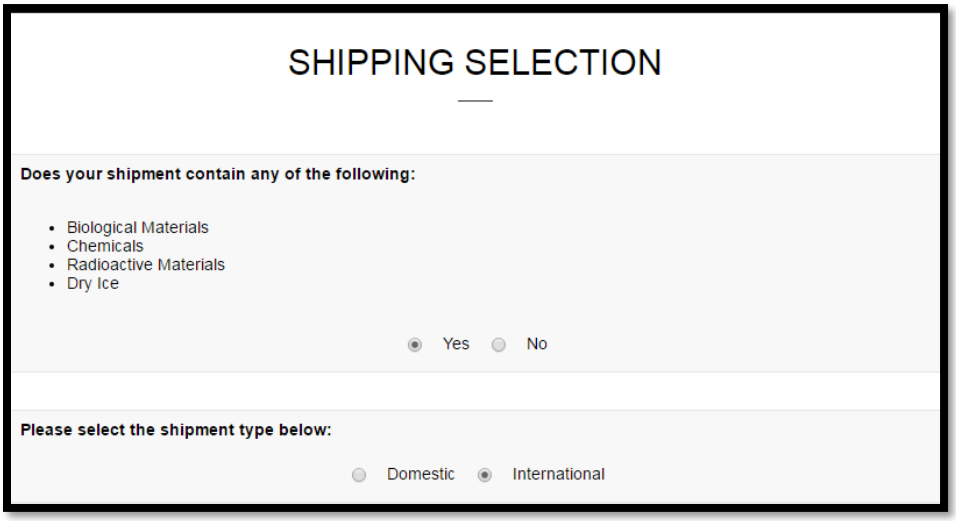


Figure 80: Shipping Selection: International

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

3. Select the “Chemicals” checkbox from the Material Classification screen.

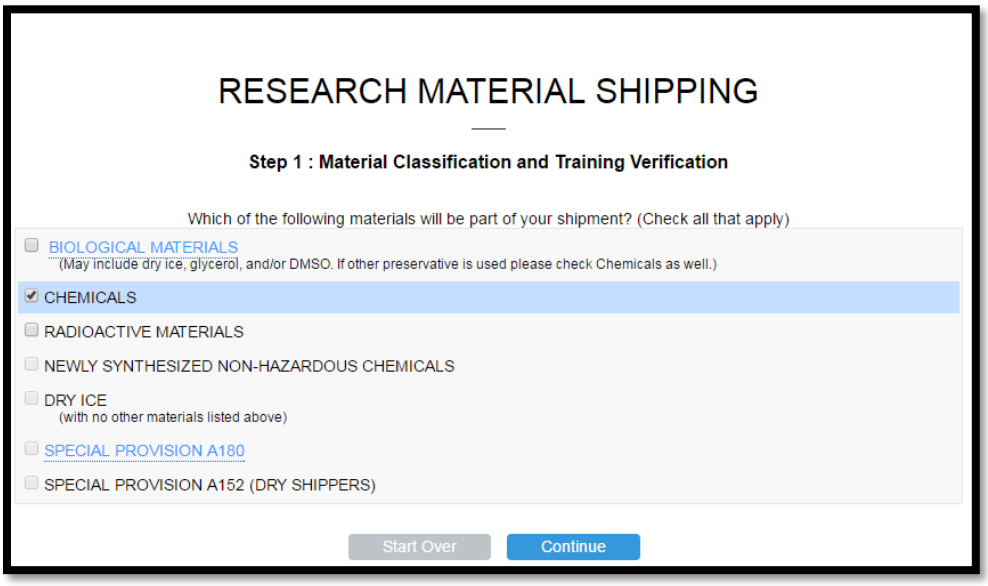
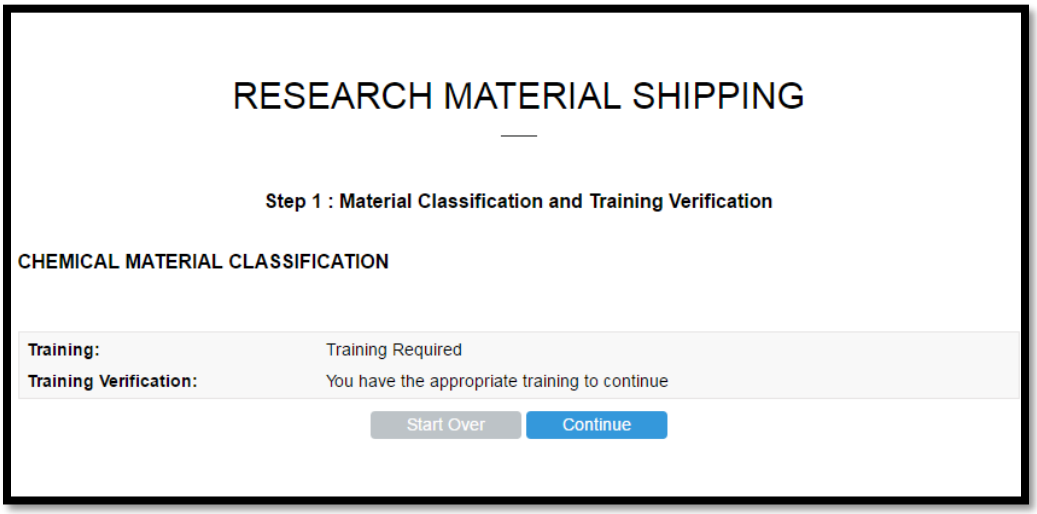


Figure 81: Material Classification: Chemicals

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.



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

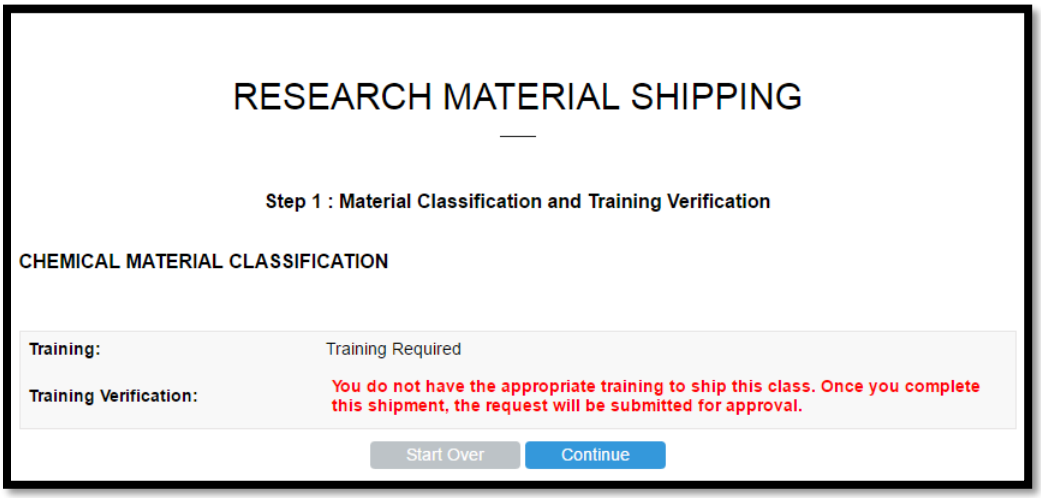


Figure 82: Training Message: Chemical

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.

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

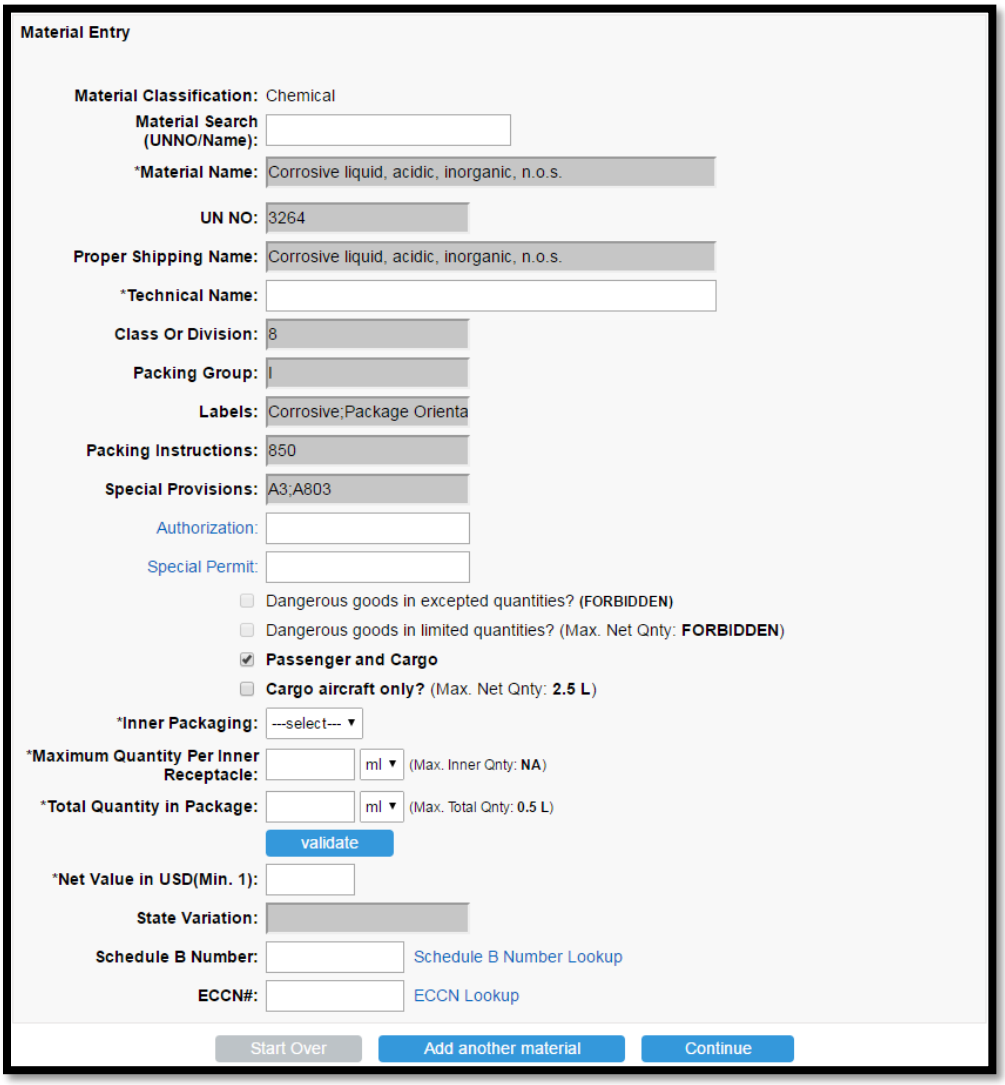


Figure 83: Material Selection: Chemicals International

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

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

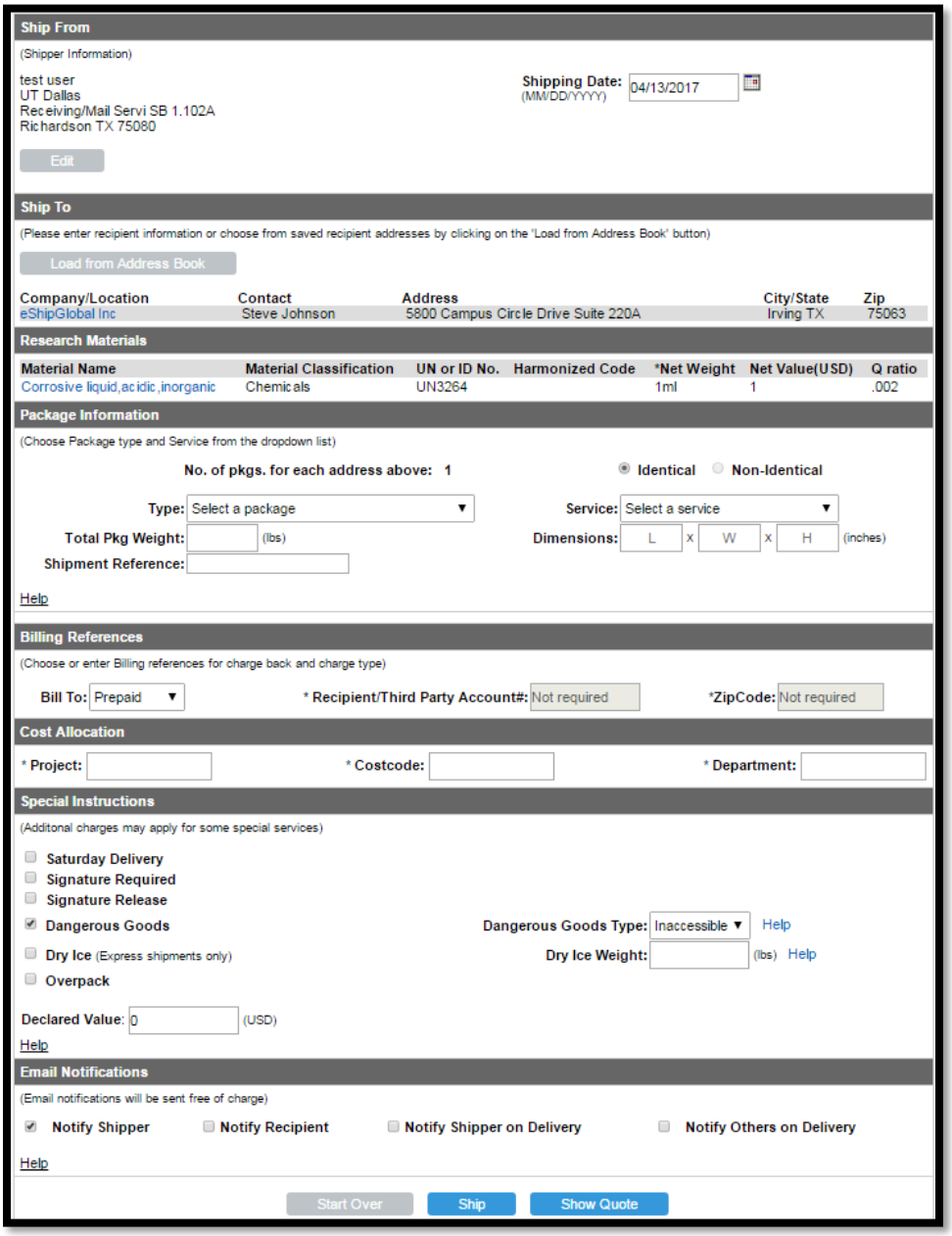


Figure 84: RMS International Shipment Form

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

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

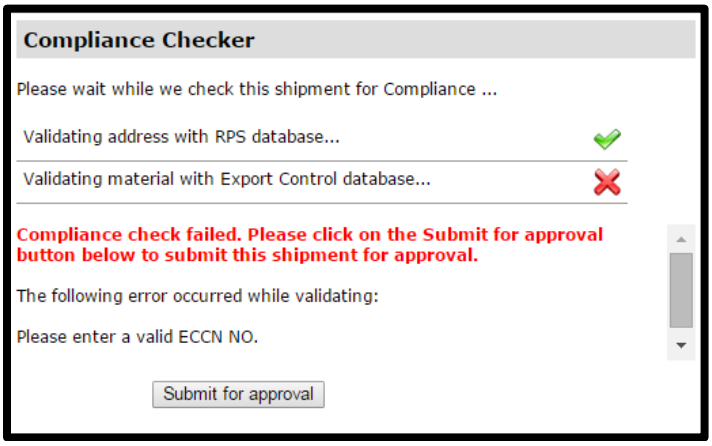


Figure 705: Compliance Checker

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

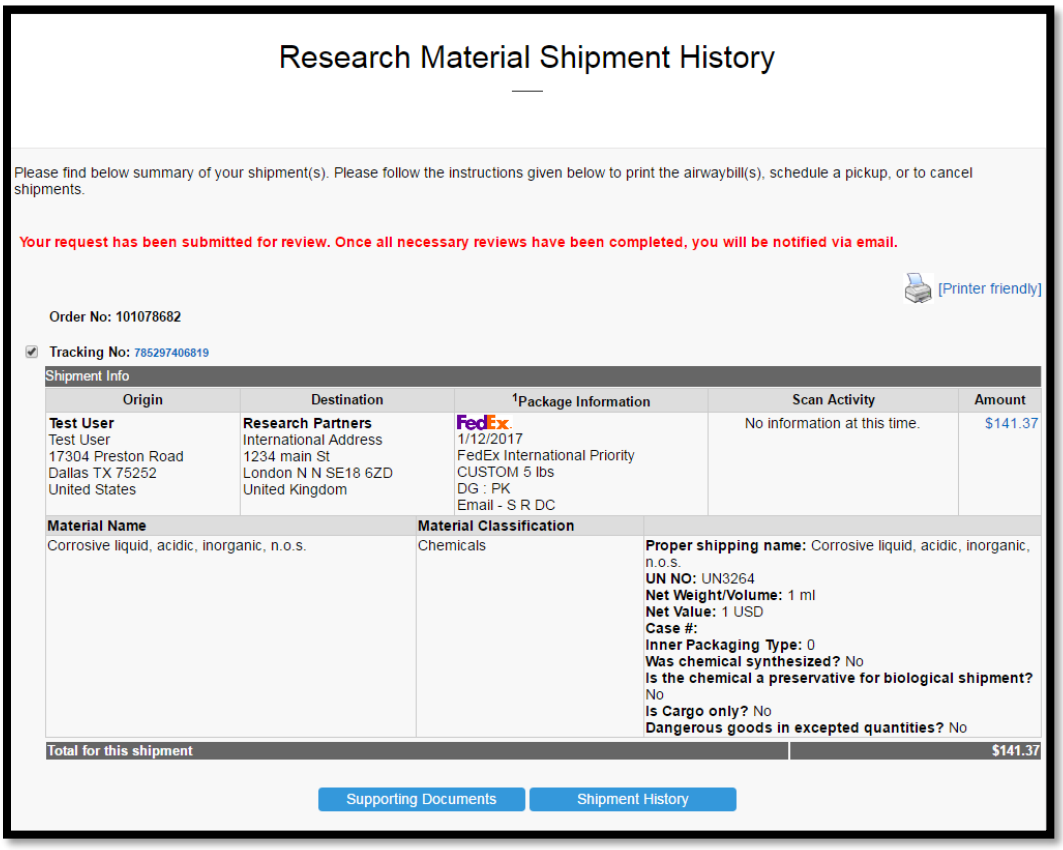


Figure 716: Submitted for Approval: RMS International

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

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.

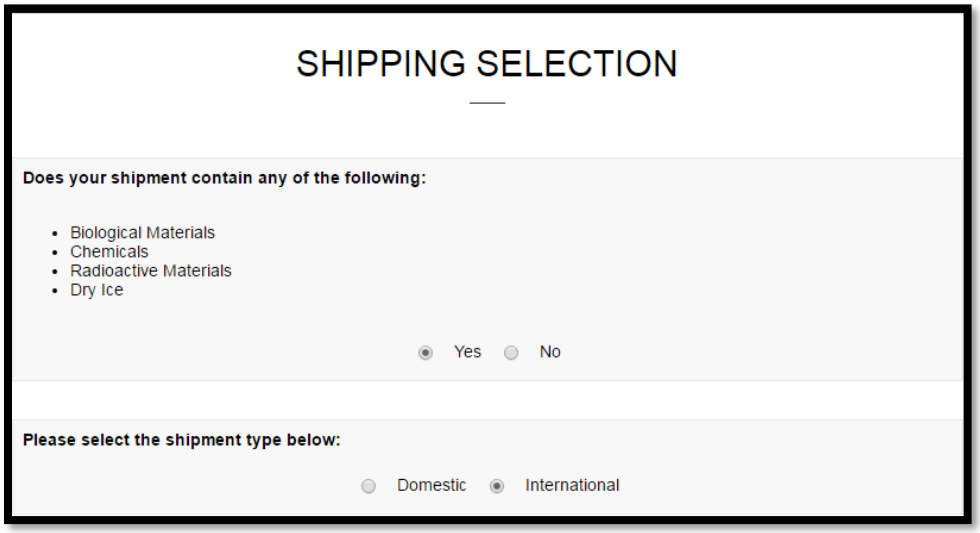


Figure 727: Shipping Selection: Bio International

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

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

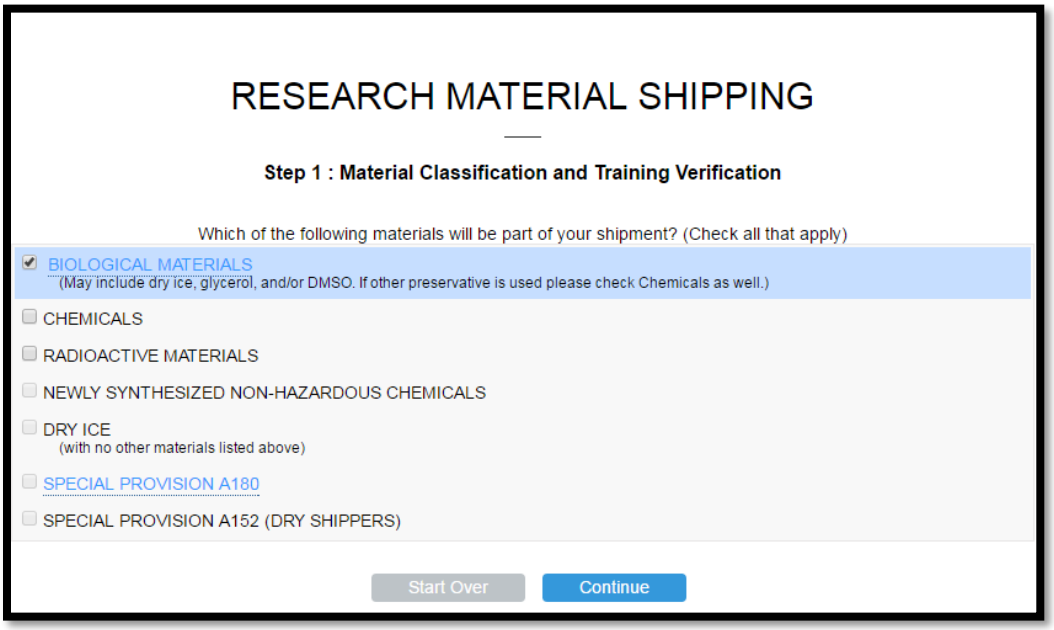


Figure 738: Material Classification: Biological

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.

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

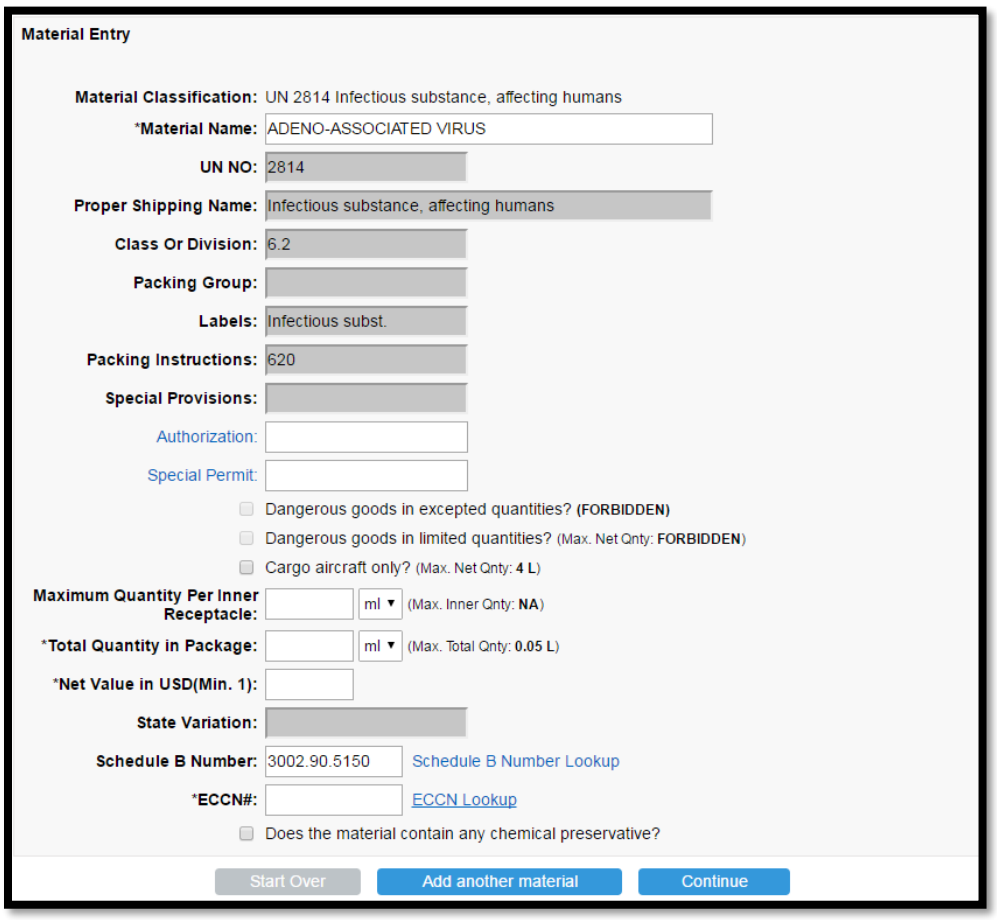


Figure 749: Material Classification: Bio International

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

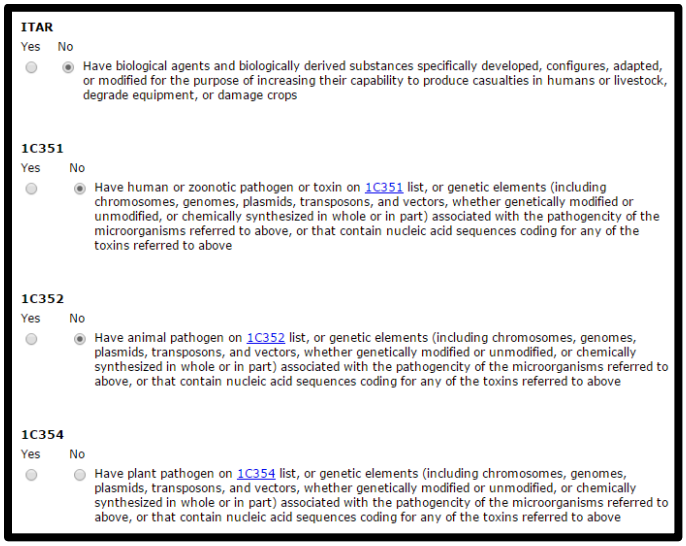


Figure 90: ECCN Lookup: Bio International

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

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.

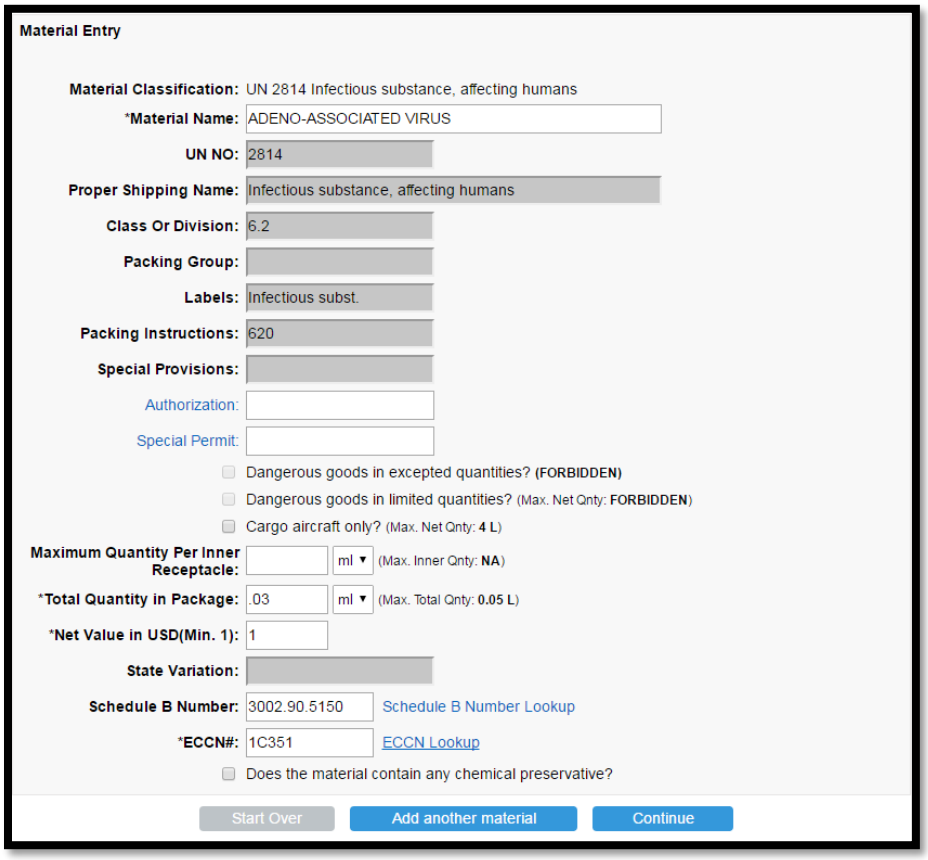


Figure 91: ECCN Value: Bio International

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.

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

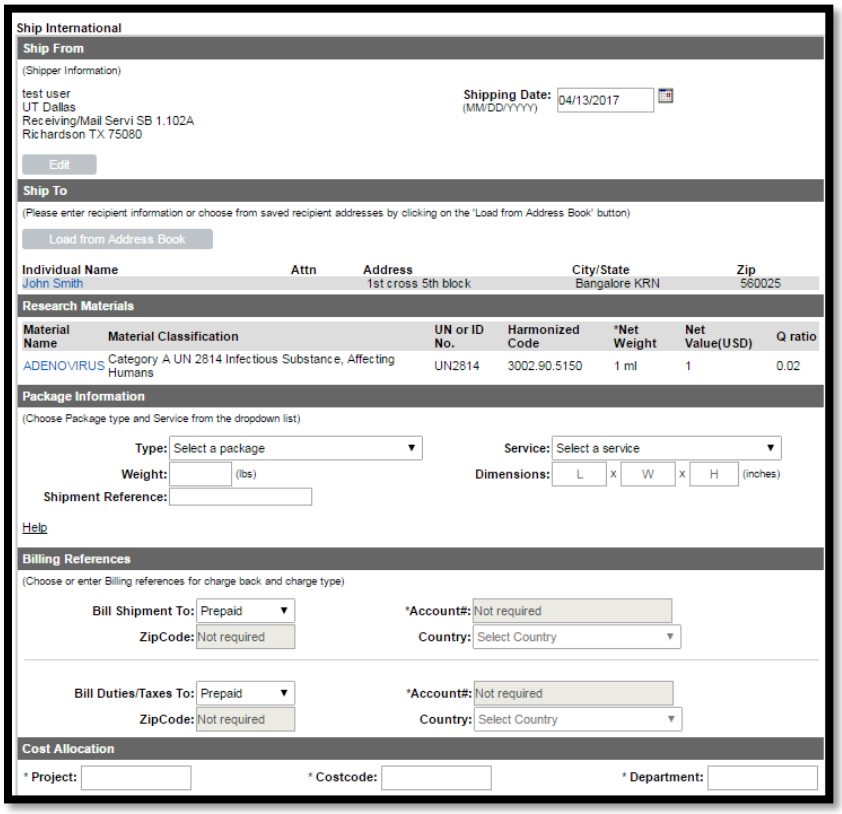


Figure 92: Bio International Shipment Form

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

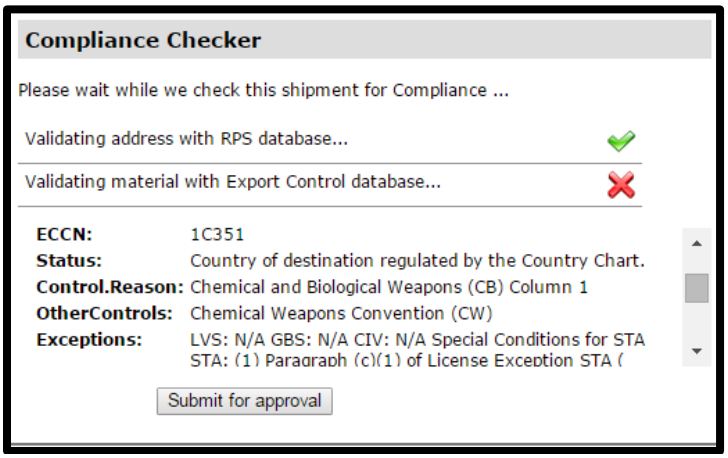


Figure 93: Compliance Checker RMS- Bio

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

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

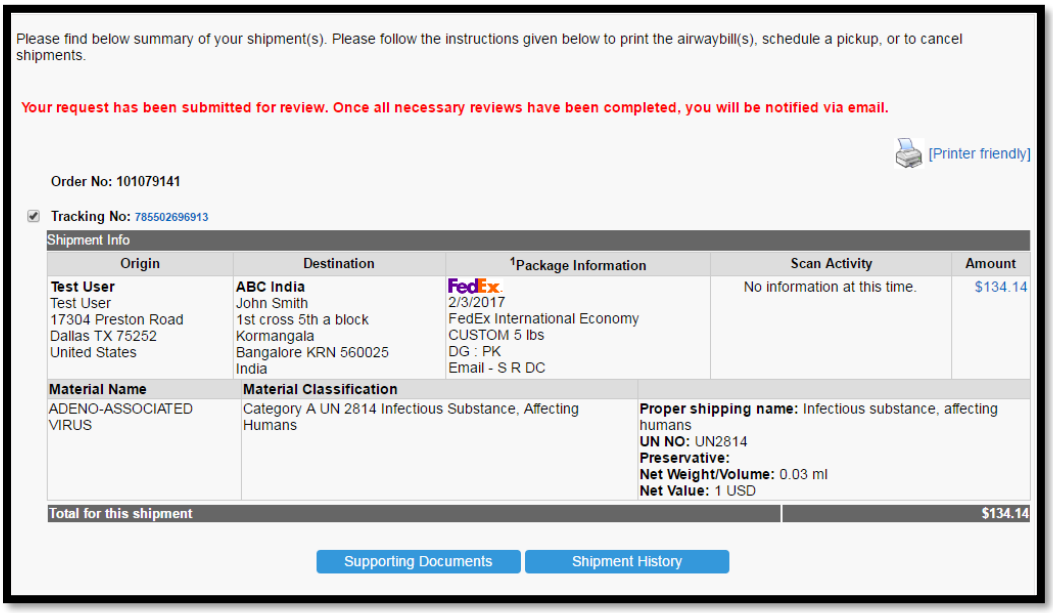


Figure 754: Submitted for Approval: Bio International

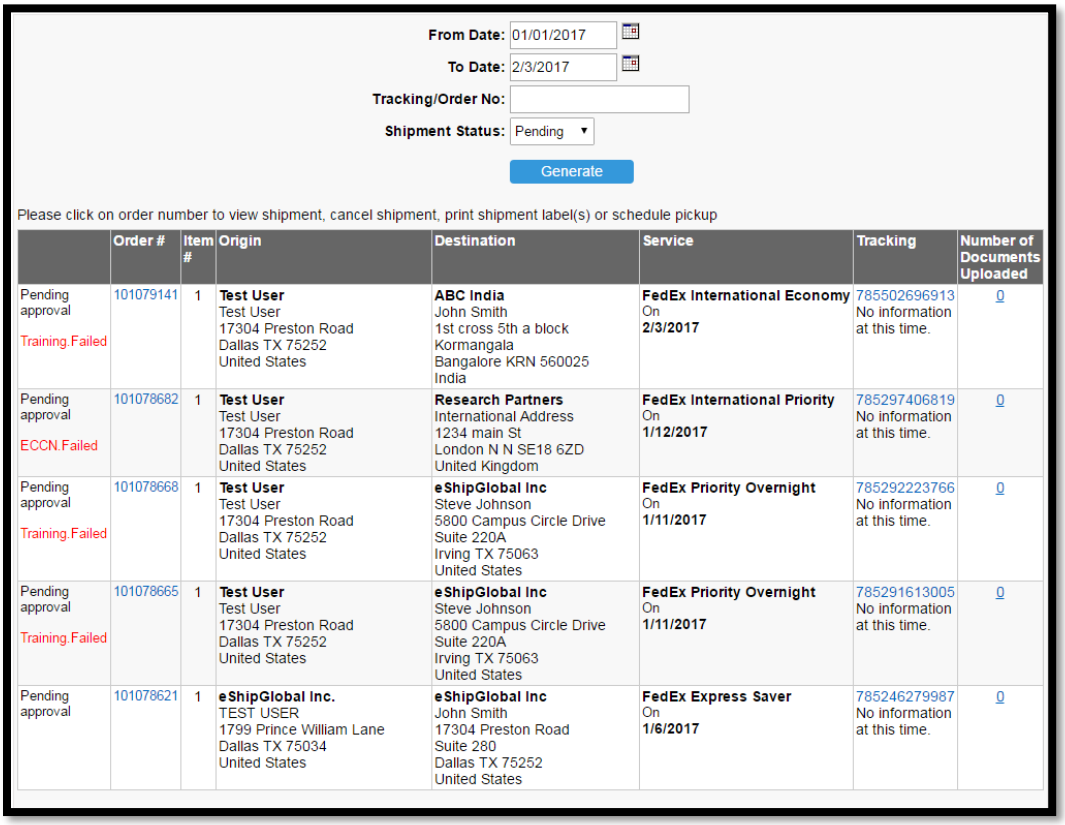
Headquarters: eShipGlobal, Inc., 17304 Preston Rd., Suite 280, Dallas, TX 75252, USA, Phone: +1 972 518 1775, Fax: +1 972 518 1765
Web: www.eshipglobal.com, E-mail: info@eshipglobal.com

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.



	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.

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

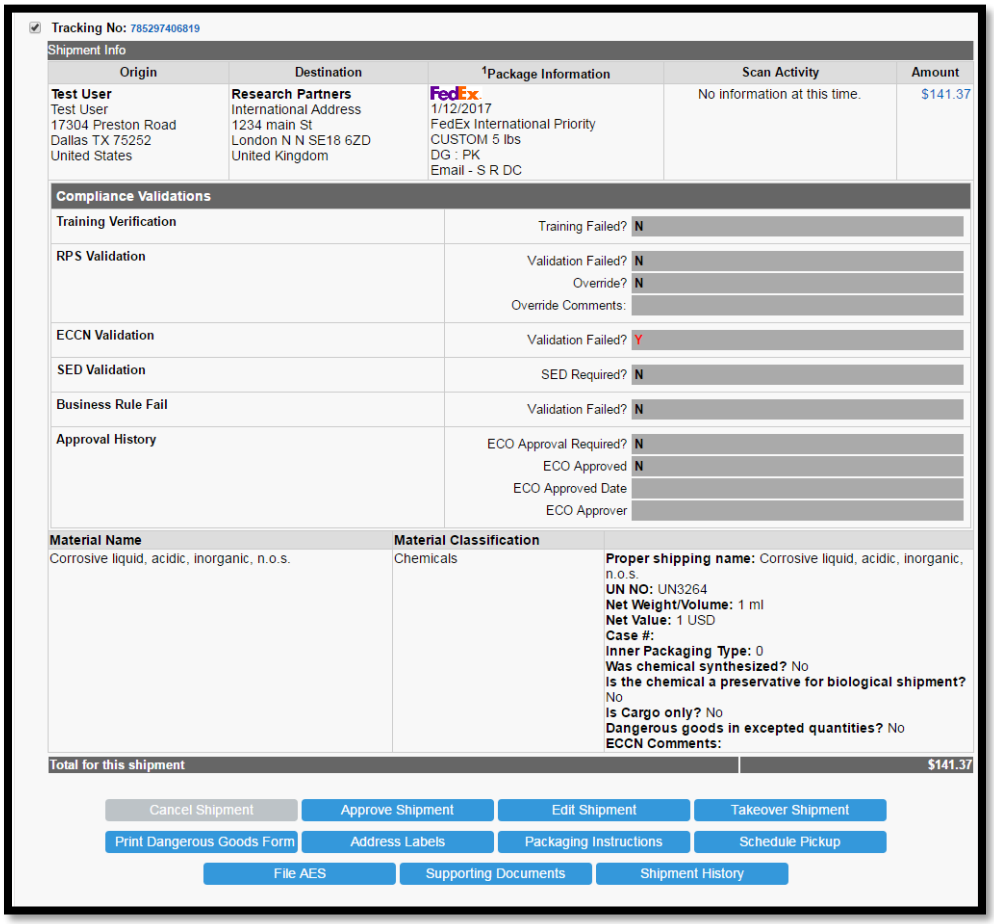


Figure 766: EHS Admin Review

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

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

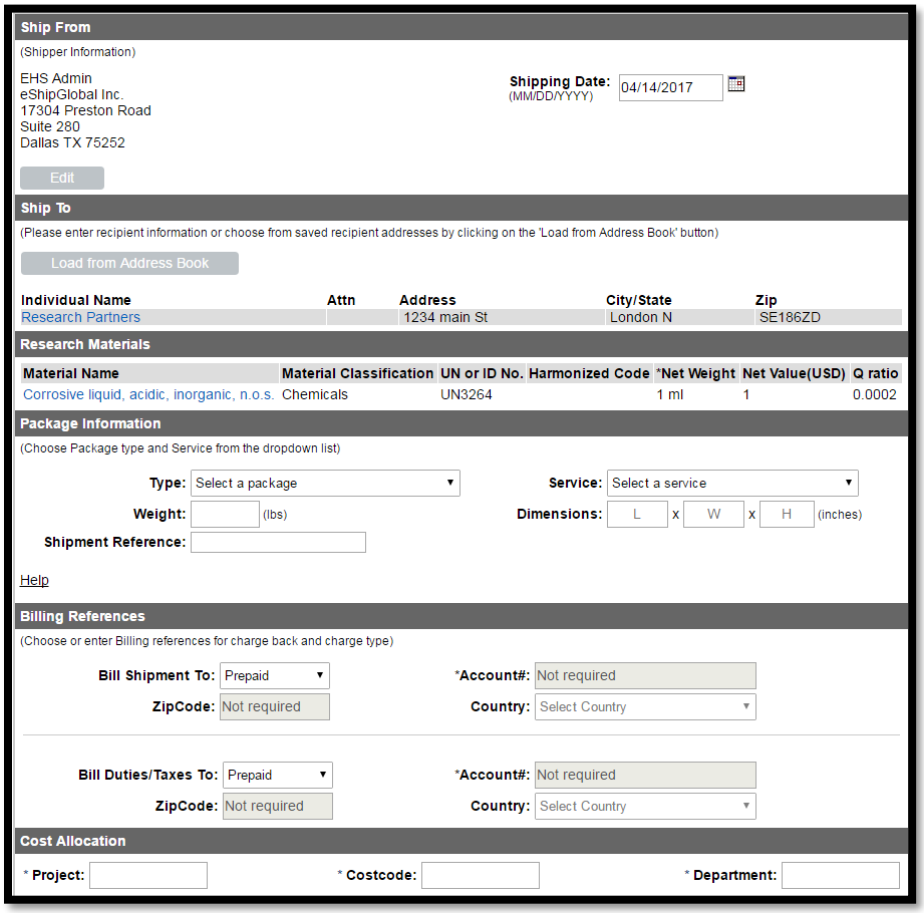
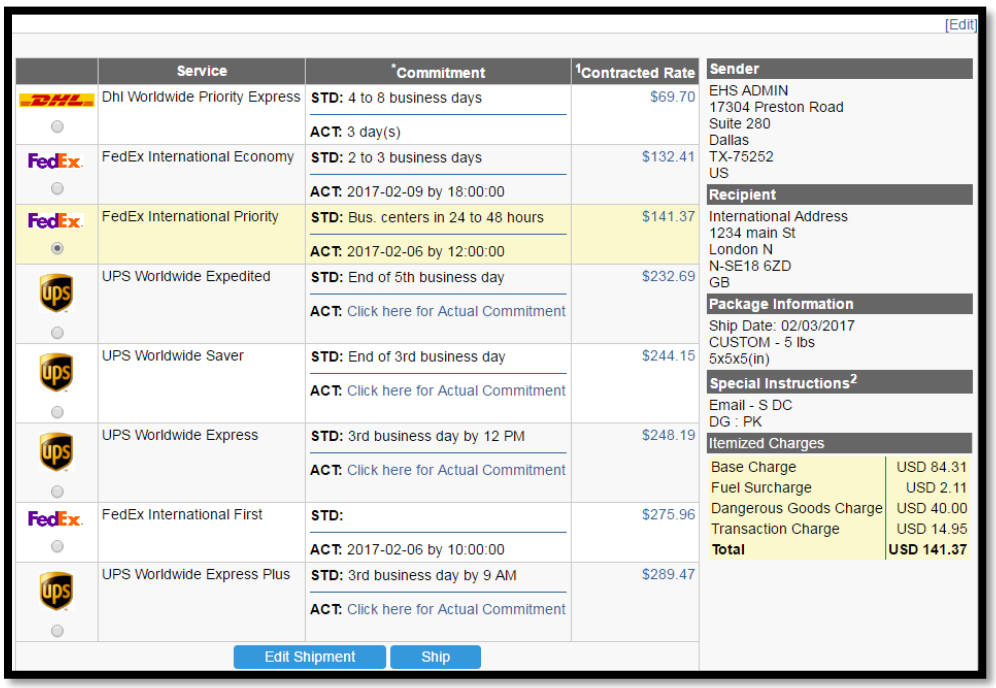


Figure 777: EHS Admin Takeover

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

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


[Edit]

	Service	*Commitment	[1]Contracted Rate
DHL	Dhl Worldwide Priority Express	**STD:** 4 to 8 business days **ACT:** 3 day(s)	$69.70
FedEx	FedEx International Economy	**STD:** 2 to 3 business days **ACT:** 2017-02-09 by 18:00:00	$132.41
FedEx	FedEx International Priority	**STD:** Bus. centers in 24 to 48 hours **ACT:** 2017-02-06 by 12:00:00	$141.37
UPS	UPS Worldwide Expedited	**STD:** End of 5th business day **ACT:** Click here for Actual Commitment	$232.69
UPS	UPS Worldwide Saver	**STD:** End of 3rd business day **ACT:** Click here for Actual Commitment	$244.15
UPS	UPS Worldwide Express	**STD:** 3rd business day by 12 PM **ACT:** Click here for Actual Commitment	$248.19
FedEx	FedEx International First	**STD:** **ACT:** 2017-02-06 by 10:00:00	$275.96
UPS	UPS Worldwide Express Plus	**STD:** 3rd business day by 9 AM **ACT:** Click here for Actual Commitment	$289.47

Edit Shipment | Ship

Sender
EHS ADMIN
17304 Preston Road
Suite 280
Dallas
TX-75252
US

Recipient
International Address
1234 main St
London N
N-SE18 6ZD
GB

Package Information
Ship Date: 02/03/2017
CUSTOM - 5 lbs
5x5x5(in)

Special Instructions[2]
Email - S DC
DG : PK

Itemized Charges

Base Charge	USD 84.31
Fuel Surcharge	USD 2.11
Dangerous Goods Charge	USD 40.00
Transaction Charge	USD 14.95
Total	**USD 141.37**

Figure 788: Show Quote: EHS Admin

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

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

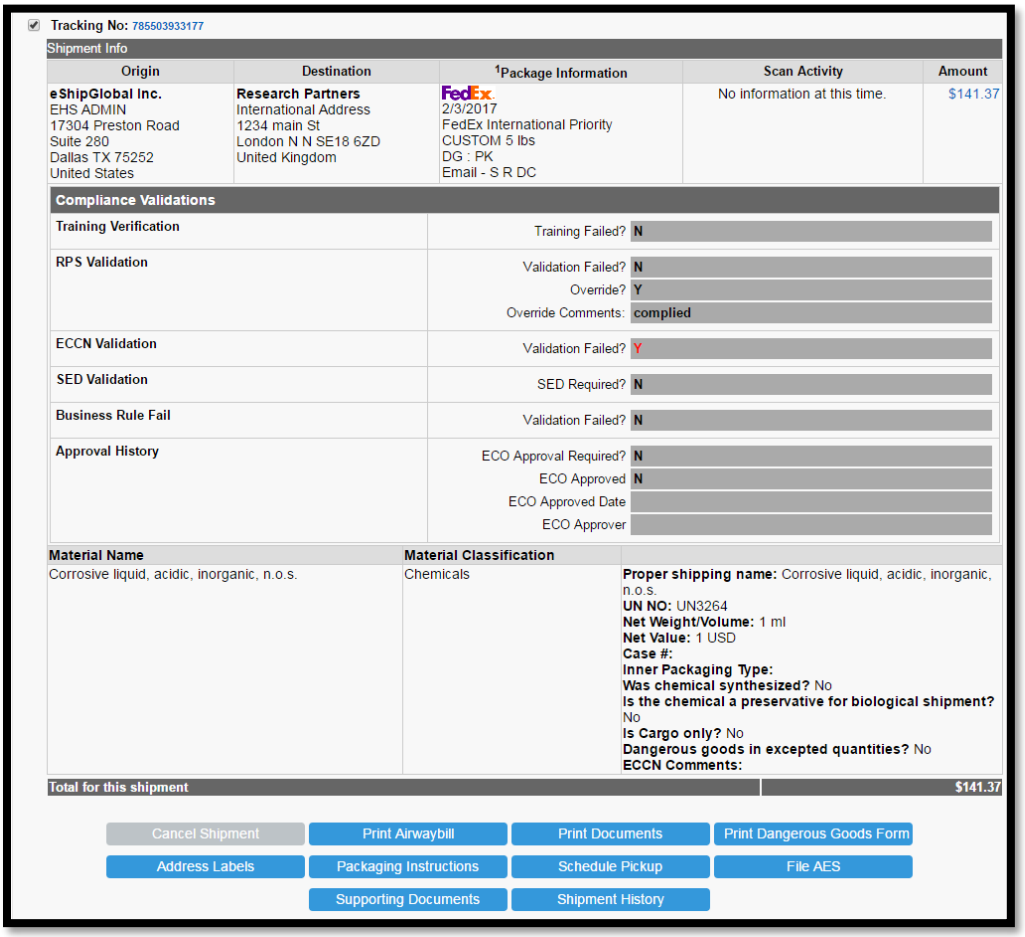
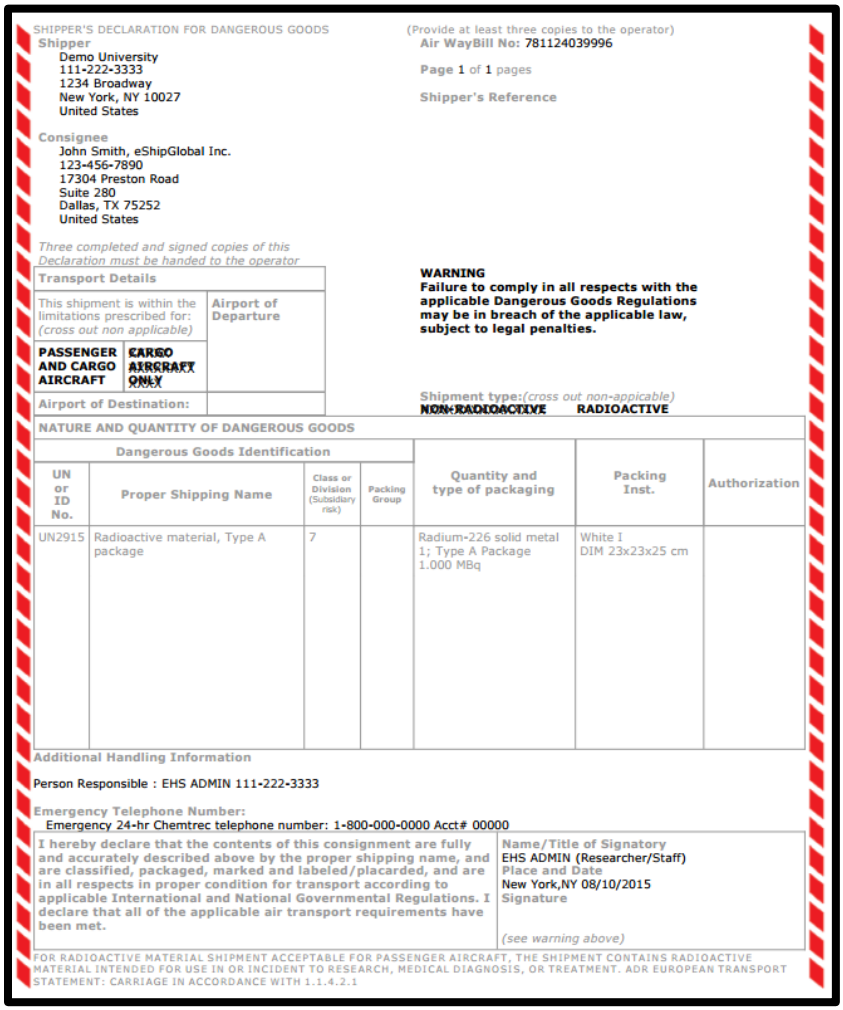


Figure 799: Shipment History: EHS Takeover

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



SHIPPER'S DECLARATION FOR DANGEROUS GOODS

(Provide at least three copies to the operator)

Shipper
Demo University
111-222-3333
1234 Broadway
New York, NY 10027
United States

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

WARNING
Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

Transport Details

This shipment is within the limitations prescribed for: *(cross out non applicable)*

PASSENGER AND CARGO AIRCRAFT

~~CARGO AIRCRAFT ONLY~~

Airport of Departure

Airport of Destination:

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 (Subsidiary 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

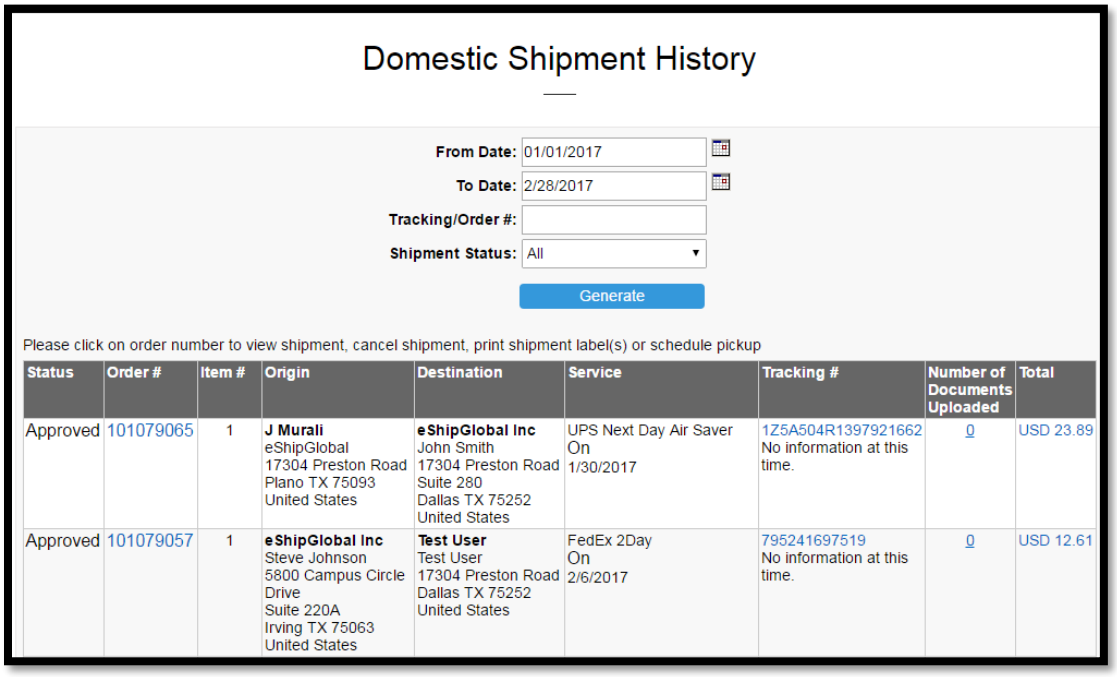
9.0 Shipment History

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.

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



Domestic Shipment History

From Date: 01/01/2017
To Date: 2/28/2017
Tracking/Order #:
Shipment Status: All
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

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

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

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.

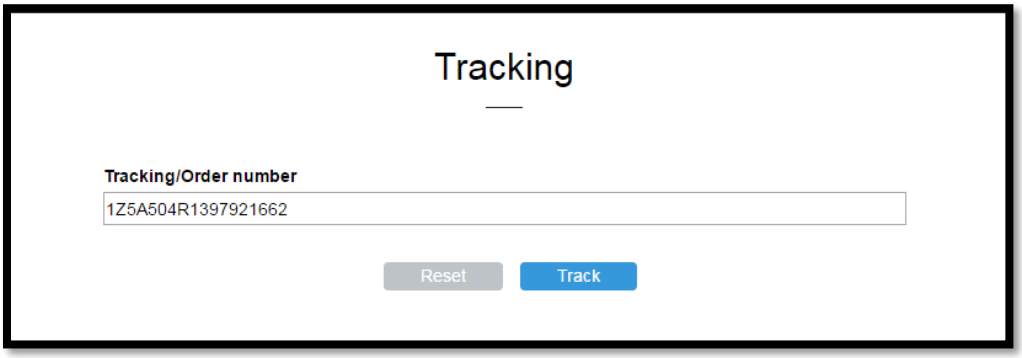


Figure 102: Tracking

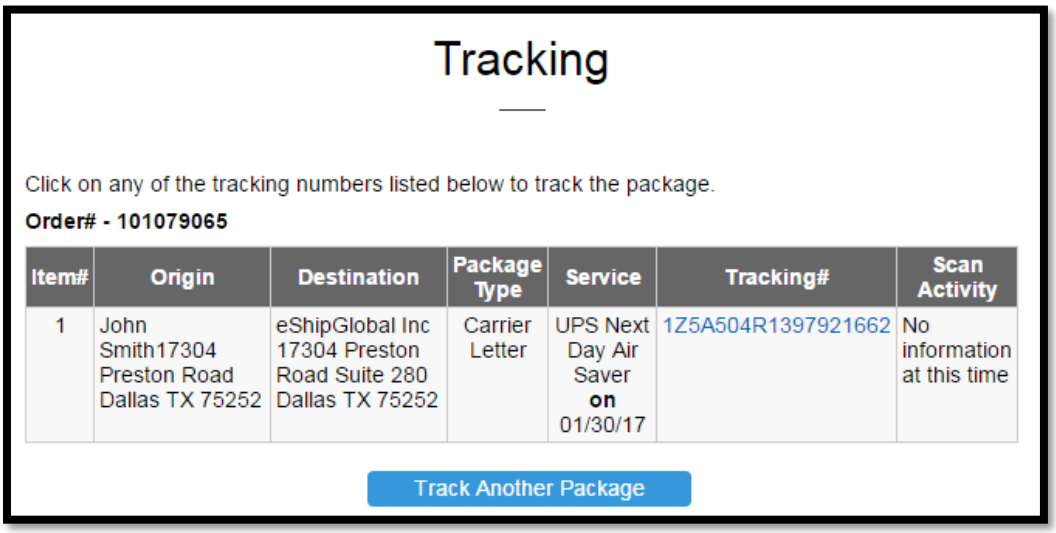


Figure 103: Tracking

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

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 or 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)

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

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.

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

Table of Figures

Figure 1: Home Page 3
Figure 2: High-Level Workflow 6
Figure 3: Biological Research Materials High-Level Workflow 6
Figure 4: Category A, Category B, & GMOs/GMMOs Workflow 7
Figure 5: Exempt Human or Animal Specimen Workflow 7
Figure 6: Export Compliance: User Workflow 8
Figure 7: Export Compliance: ECO Admin Workflow 8
Figure 8: Export Compliance: EHS Admin Workflow 9
Figure 9: Shipping Selection: Domestic 10
Figure 10: “Ship From” Section 11
Figure 11: “Ship To” Section 11
Figure 12: Package Information Section 12
Figure 13: Billing References Section 12
Figure 15: Special Instructions Section 13
Figure 16: Email Notifications Section 13
Figure 17: Show Quote 13
Figure 18: My Shipment 14
Figure 19: Shipping Selection: International 15
Figure 20: Item Classification: International Shipping 166
Figure 21: Export Questionnaire: Documents 166
Figure 22: Item Selection: Documents 17
Figure 23: Item Selection: Technical Data/Software 17
Figure 26: Item Database Lookup on Entry 18
Figure 27: Item Database Populated Fields 19
Figure 28: Ship From Section: International 19
Figure 29: Ship To Section: International 20
Figure 30: Package Info Section: International 200
Figure 31: Billing References Section: International 21
Figure 32: Customs Information Section 21
Figure 33: Failed Export Compliance/Rate Shopping 222
Figure 34: Shipment History: Submitted for ECO Approval 23

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

Figure 35: Shipment Details 23
Figure 36: Checklist Review 24
Figure 37: Shipment Details 24
Figure 38: Commerical Invoice 24
Figure 39: Upload Supporting Documents 24
Figure 40: Shipping Selection: Biological 266
Figure 41: Material Classification: Biological 27
Figure 42: Category A, Affecting Humans 27
Figure 43: Category A, Affecting Animals 28
Figure 44: Category B Infectious Substance 29
Figure 45: GMOs/GMMOs 29
Figure 46: Exempt Human or Animal Specimen 30
Figure 47: Non-Regulated 30
Figure 48: Material Selection: Liquid/Solid 30
Figure 49: Material Selection Form 31
Figure 50: Material Name Lookup 32
Figure 51: Adding another Material 33
Figure 52: Domestic Bio Shipping Form 35
Figure 53: Submitted to EHS Admin for Approval 35
Figure 54: Complete Shipment 36
Figure 55: Confirmation Page 36
Figure 56: Shipment Info Page 37
Figure 57: Print Labels ..... **Error! Bookmark not defined.**
Figure 58: Shipping Selection: Chemicals 38
Figure 59: Material Classification: Chemicals 38
Figure 60: Training Message: Chemical 39
Figure 61: Material Search: Chemicals 40
Figure 62: Material Entry: Chemicals 40
Figure 63: Domestic Shipping Form: Chemicals 41
Figure 64: Submitted for Approval: Chemicals 42
Figure 65: Complete Shipment 453
Figure 66: Confirmation Page 45

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

Figure 67: Shipment Information Page 464
Figure 68: Shipping Selection: Radioactive 47
Figure 69: Material Classification Radioactive 475
Figure 70: Training Message:Radioactive 486
Figure 71: Material Search: Radioactive 497
Figure 72: Radioactive Agent Search 507
Figure 73: Material Entry: Radioactive 51
Figure 74: Domestic Shipping Form: Radioactive 49
Figure 75: Quotes: Radioactive 50
Figure 76: Submitted for Approval:Radioactive 55
Figure 77: Complete Shipment 56
Figure 78: Confirmation Page 57
Figure 79: Shipment Information Page 58
Figure 80: Shipping Selection: International 58
Figure 81: Material Classification: Chemicals 59
Figure 82: Training Message: Chemical 60
Figure 83: Material Selection: Chemicals International 56
Figure 84: RMS International Shipment Form 57
Figure 85: Compliance Checker 58
Figure 86: Submitted for Approval: RMS International 58
Figure 87: Shipping Selection: Bio International 59
Figure 88: Material Classification: Biological 65
Figure 89: Material Classification: Bio International 66
Figure 90: ECCN Lookup: Bio International 67
Figure 91: ECCN Value: Bio International 68
Figure 92: Bio International Shipment Form 69
Figure 93: Compliance Checker RMS- Bio 70
Figure 94: Submitted for Approval: Bio International 704
Figure 95: Research Material Shipment History: EHS Admin 70
Figure 96: EHS Admint Review 70
Figure 97: EHS Admint Takeover 67
Figure 98: Show Quote: EHS Admin 68

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

Figure 99: Shipment History: EHS Takeover 69
Figure 100: Dangerous Goods Form: EHS Admin 70
Figure 101: Shipment History: Domestic 70
Figure 102: Tracking 70
Figure 103: Tracking 70

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