Express Shipping
Creating a Domestic Shipping Label

Overview

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

Key Points:

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx, UPS, and USPS (flat rate shipping). This third-party service allows you to review shipping costs at Yale contracted rates and choose the most cost-effective shipping solution.
- Using the eShipGlobal application ensures the proper purchasing protocol is followed by using online validation of the Yale charging and Requester on every transaction. Each transaction is tied back to Yale Financial Statements through the tracking number and charging and Requester.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Shipping Carriers

- Contracted domestic rates are available with FedEx, UPS, and USPS.
  - Yale now has contracted rates for USPS Priority Mail Flat Rate Shipping in medium sized boxes (11" x 8-1/2" x 5-1/2" or 13 5/8 x 11 7/8 x 3 3/8) and carrier envelopes (12-1/2" x 9-1/2”).
  - Federal Express and UPS will commonly appear within your shipping carrier option list while USPS will only appear when Carrier Letter or Carrier Box is selected from the packaging Type selection in the Package Information section.

Packaging

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

Special Arrangements and Services

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

If you have general questions about Express Shipping at Yale University or would like to access other training guides, please refer to the [It's Your Yale](#) website.

<table>
<thead>
<tr>
<th>1</th>
<th>Click <strong>Ship To</strong> located in the navigation menu at the top of your eShipGlobal window.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Indicate if you are shipping materials classified as biological, chemical, or radioactive. <strong>Yes</strong> or <strong>No</strong>. If <strong>Yes</strong> was chosen, please contact EHS with assistance shipping your package.</td>
</tr>
<tr>
<td>3</td>
<td>If <strong>No</strong> was chosen, choose <strong>domestic</strong>.</td>
</tr>
</tbody>
</table>
### NOTE: Senders

If you are the only Shipper in your profile, the Ship From field will automatically default to your name and physical location. However, if you are creating a shipping label for someone other than yourself, identify the Sender.

4 Click on the drop-down arrow in the Ship From field to select a Sender from your profile.

#### Ship From:

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yale University, ITS, Gwyneth Jones</td>
</tr>
<tr>
<td>Yale University, ITS, Gwyneth Jones</td>
</tr>
<tr>
<td>Yale University, Human Resources, Kathleen Williams-Robinson</td>
</tr>
<tr>
<td>Yale University, ITS, Stephanie Lango</td>
</tr>
<tr>
<td>Yale University, ODLC, Marjorie Garrett-Smith</td>
</tr>
<tr>
<td>Yale University, Purchasing, Stephen Arnold</td>
</tr>
</tbody>
</table>

5 Accept today’s date (by default) or enter a new date in the Shipping Date field.

#### Shipping Date: 07/23/2010

#### NOTE: Ship Date

To change the Shipping Date, click in the Shipping Date box and enter a new Shipping Date if you would like to select an alternate Shipping Date. You can also click on the calendar icon located on the right-hand side of the Shipping Date field to select the date from the calendar. Labels can be printed in advance.

The shipping date selected cannot exceed 9 days from today’s date.

### NOTE: To Edit information for one of the Senders associated with your shipping profile, refer to the Enter and Maintain Sender Information quick guide.
6 Click on Load from Address Book to select a Recipient from the saved Address Book, and go to step 7.

Go to step 10 to enter a new Recipient.

7 Type Search criteria in the field provided. Then click Find.

NOTE:

Address Book

Address book entries will appear alphabetically by Company Name. Residential addresses will have Home listed as the Company Name.

You can navigate the Address Book using the letters listed at the top of the window or using the Search feature. Please refer to the Managing Your Address Book quick guide for more detail.
Click to select the address that you would like to use as the Recipient.

Click Ship To and go to step 13.

Recipient information will automatically be entered in the appropriate fields.

To add the address being entered to the saved Address Book, click in the box next to Add to Address Book or leave blank if the address will not be needed for future deliveries.

Complete the online form by entering the Recipient information for the delivery in the Ship To fields provided.

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

**Click here to verify this address to confirm the validity of the entry.** After confirming the entry, click **Close**.

To continue without verifying the address, go to step 13.

**NOTE:** Enter the Recipients email address in the **Ship To:** section if you would like to notify the Recipient of delivery.

**Click here to verify this address**

**Enter the number of packages for the intended Recipient.**

If only one package is being prepared for the **Recipient**, go to step 17.
### Package Types

<table>
<thead>
<tr>
<th>Package Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrier Letter</td>
<td>Envelope provided by the shipping carrier that appears with the carriers logo printed on it. This is not a prepaid envelope.</td>
</tr>
<tr>
<td>Carrier PAK</td>
<td>Large plastic or Tyvek envelope provided by the shipping carrier that appears with the carriers logo printed on it.</td>
</tr>
<tr>
<td>Carrier Box</td>
<td>Small boxes provided by the shipping carrier that appears with the carrier logo printed on it. There is usually a delineated area reserved for affixing the printed label or airbill.</td>
</tr>
<tr>
<td>Carrier Tube</td>
<td>Sturdy cardboard tube provided by the shipping carrier that appears with the carriers logo printed on it. There is usually a delineated area reserved for affixing the printed label or airbill.</td>
</tr>
<tr>
<td>Customer Packaging</td>
<td>Packaging not provided by the shipping carrier.</td>
</tr>
</tbody>
</table>

14 Indicate whether the packages are **Identical** or **Non-Identical**.

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

For **Non-Identical** packages, go to step 15.

For **Identical** packages go to step 17.
From the drop-down list of options provided, specify the **Type** of packaging, **Weight / Dimensions** if applicable, **shipping Service**, and **Declared Value** if applicable for each **Package**.

**Click OK.**

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

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<table>
<thead>
<tr>
<th>Package</th>
<th>Type</th>
<th>Service</th>
<th>Weight</th>
<th>Dimensions</th>
<th>Decl. Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pkg 1</td>
<td>Carrier Letter</td>
<td>FedEx Standard Overnight</td>
<td>Letter</td>
<td>Letter</td>
<td>0</td>
</tr>
<tr>
<td>Pkg 2</td>
<td>Carrier Box</td>
<td>FedEx Express Saver</td>
<td>3.0 lbs</td>
<td>80 x 80 x 80</td>
<td>0</td>
</tr>
<tr>
<td>Pkg 3</td>
<td>Customer Packaging</td>
<td>FedEx Express Saver</td>
<td>15.0 lbs</td>
<td>18 x 8 x 6</td>
<td>0</td>
</tr>
</tbody>
</table>
If other packaging provided by the **Carrier** was selected, go to step **18**.

If **Custom Packaging** was selected, go to step **19**.

If **Carrier Letter** was selected, go to step **20**.

**18** Enter the approximate weight of the package. (The **Dimensions** boxes are not required for the package **Type** selected.) Then go to step **20**.

**19** Enter the approximate **Weight** and **Dimensions** of the package.
**20** Enter the charging where the shipping costs should be charged.

**21** Type in the last name of the **Requester** who requested the package delivery. Then select the appropriate person from the list of options provided.

**NOTE:**

The **Requester** is the individual who requested that the package be shipped.

This information captured in a structured way to facilitate reporting on data and improves the ability to provide financial reviewers with complete “initiator/Preparer” information on all University transactions.
### Billing a Recipient or Third-Party

You can elect to have a third party or the **Recipient** of the package pay for delivery. Choose **Third Party** or **Recipient** from the Bill To drop-down list. Enter the **Recipient / Third Party Account Number** and Zip Code associated with the **Recipient / Third Party Account Number** in the boxes provided. Charging is required as back-up.

### Special Instructions

Select the **Special Instructions** or **Declared Value** (for insurance purposes if applicable) required for this package, go to step 23.

### Additional Charges

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

### Email Notifications

Select the **Email Notifications** requested.

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

### Select a shipping Carrier, Service, and Rate from the list of options provided.

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

### Click Ship.

To print the label, go to step **27**.

To email the label, go to step **31**.

### NOTE:
**Carrier Fees**

There may be a **substantial increase** or difference in price for an 8:00 AM delivery as opposed to a 10:30 AM delivery from the same carrier.

A breakdown of estimated charges will be displayed on the right side of the window or when you hover the **Contracted Rate**.

The **Transaction Charge** will not be billed to the charging provided.
**NOTE:**

When the Shipping Label is printed, fold the paper in half and insert it into the plastic sleeve of your envelope. The **Airway bill** information should be facing through the window so that it can be easily scanned by the **Carrier**.

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**Click Print Airwaybill.**

Paper labels will print on locally installed printers, network printers, or multi-function devices.
29 Select the Printer where you would like to print the shipping label. Then click Print.

30 Click Back to Summary to return to the My Shipments window. Then go to step 31.
31 Click Email Label to send the shipping label electronically to another individual.

32 Enter the Receive Name and Receiver Email address in the boxes provided.

Enter the Receive Name and Receiver Email address in the boxes provided.

Customize the Subject line and Message content if you choose.

33 Click Preview Email.
Review the message and click **Send Email**.

To edit the message before sending, return to step 32.

After the Email is sent to the *Receiver Email* specified, an **Email sent successfully** message will appear.

35 Click the **Back to Summary** button to return to the *My Shipments* window.

Perform other actions in the eShipGlobal system or **Logout**.

From this point, you can either, click on **Ship** another package, perform other activities within the system like update your **Address Book** or **Track** a shipment. You can also **Logout**.