Express Shipping
Creating a Domestic Shipping Label with a Yale Addressee

Overview

- Use this guide to easily create a shipping label for a domestic package with a Yale addressee.

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 VIP (or PTAEO) number and Initiator on every transaction. Each transaction is tied back to Yale Financial Statements through the tracking number and VIP or PTAEO and Initiator.

- 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.
Please refer to the **Express Shipping Login and Logout Instructions** if you are new to the eShipGlobal system.

If you have general questions about Express Shipping at Yale University or would like to access other training guides, please refer to the Express Shipping web site (*coming soon*).

### 1. Click Ship

Located in the navigation menu at the top of your eShipGlobal window.

### 2. Indicate if you are shipping materials classified as biological, chemical, or radioactive.

- **If Yes** was chosen, please contact EHS with assistance shipping your package.

- **If No** was chosen, choose domestic.
<table>
<thead>
<tr>
<th><strong>NOTE:</strong></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senders</strong></td>
<td>Click on the drop-down arrow in the Ship From field to select a Sender from your profile.</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
<td>To Edit information or add a new Sender associated with your shipping profile, refer to the Enter and Maintain Sender Information quick guide.</td>
</tr>
<tr>
<td><strong>Ship Date</strong></td>
<td>Accept today’s date (by default) or enter a new date in the Shipping Date field.</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

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

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 10.
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 theRecipient information for the delivery in the Ship To fields provided.

**NOTE:**

*Required Fields*

If there is a **Company Name**, enter it in the **Company / Contact Name** box and then address the package to an individual by entering the **Recipient** contact name in the **Alternate Contact Name** box.

If the package is intended for residential delivery, enter the **Recipient** contact name in the **Company / Contact Name** box.

Fields marked with asterisks (*) are required.
12 Click the **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.

**Package Types**

**Carrier Letter:** Envelope provided by the shipping carrier that appears with the carriers logo printed on it. This is not a prepaid envelope.

**Carrier PAK:** Large plastic or Tyvek envelope provided by the shipping carrier that appears with the carriers logo printed on it.

**Carrier Box:** Small boxes provided by the shipping carrier that appears with the carrier logo printed on it. There is usually a delineated area reserved for affixing the printed label or airbill.

**Carrier Tube:** 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.

**Customer Packaging:** Packaging not provided by the shipping carrier.
14 Select the **Type** of package from the **Type** drop down-list. Then provide the **Shipment Reference** and **Content Description** if applicable.

If other packaging provided by the **Carrier** was selected, go to step 15.

If **Custom Packaging** was selected, go to step 16.

If **Carrier Letter** was selected, go to step 20.
<table>
<thead>
<tr>
<th>Page 8</th>
</tr>
</thead>
</table>

15. Enter the approximate weight of the package. *(The Dimensions boxes are not required for the package Type selected.)* Then go to step 17.

```
Package Info:

- **No. of pkgs. for each address above:** 1
- **Type:** Carrier Box
- **Service:** Select a service
- **Weight:** 10
- **Dimensions:** L x W x H (inches)
```

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

```
Package Info:

- **No. of pkgs. for each address above:** 1
- **Type:** Customer Packaging
- **Service:** Select a service
- **Weight:** 15
- **Dimensions:** 10 x 6 x 6 (inches)
```

17. Enter the **VIP** number or **PTAEO** where the shipping costs should be charged.

```
Billing References:

- **VIP No.:** vip12345678
- **Description:** PURCHASING DEPT. FOR SCOTT LUCKER
- **Project No.:** 00001DB
- **Exp. Type:** 000000
- **Organization:** 000000
- **Initiator:**
- **Bill To:** Prepaid
- **Recipient/Third Party Acct #:** Not required
- **Zip Code:** Not required
```

**NOTE:**

Enter the letters VIP before you enter in the **VIP** numbers. *(The letters VIP must precede the number.)* Then press the TAB key on your keyboard. The **PTAEO** and **VIP** description will automatically be populated after the **VIP** is validated.
Type in the last name of the **Initiator** who requested the package delivery. Then select the appropriate person from the list of options provided.

**NOTE:**

**Initiator**

The **Initiator** 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.

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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. A VIP or PTAEO is required as back-up.
### Optional: Select the Special Instructions or Declared Value
(for insurance purposes if applicable) required for this package, go to step 20.

<table>
<thead>
<tr>
<th>Special Instructions:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Radio buttons for Special Instructions" /></td>
</tr>
<tr>
<td>Decl. Value: 0</td>
</tr>
</tbody>
</table>

**NOTE:**

*Special Instructions*

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

### Optional: Select the Email Notifications requested.

<table>
<thead>
<tr>
<th>Email Notifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Checkbox options for Email Notifications" /></td>
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</tbody>
</table>

**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.

### Click Show Quote.

**Show Quote** | **Ship** | **Start Over**
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 24.

To email the label, go to step 25.

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 VIP or PTAEO provided.

<table>
<thead>
<tr>
<th>Service</th>
<th>eCommitment</th>
<th>eContracted Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>USPS Priority Flat Rate Medium Box</td>
<td>STD: 2 to 3 business days</td>
<td>USD 10.95</td>
</tr>
<tr>
<td>UPS 2nd Day Air</td>
<td>STD: End of 2nd business day</td>
<td>USD 14.20</td>
</tr>
<tr>
<td>FedEx 2Day</td>
<td>STD: 2nd business day by 4:00 PM</td>
<td>USD 15.02</td>
</tr>
<tr>
<td>UPS Next Day Air</td>
<td>STD: Next business day by 3 PM</td>
<td>USD 27.04</td>
</tr>
<tr>
<td>FedEx Standard Overnight</td>
<td>STD: Next business day by 5:00 PM</td>
<td>USD 20.00</td>
</tr>
<tr>
<td>UPS Next Day Air</td>
<td>STD: Next business day by 10:30 AM</td>
<td>USD 30.92</td>
</tr>
<tr>
<td>FedEx Priority</td>
<td>STD: Next business day by 10:30 AM</td>
<td>USD 12.14</td>
</tr>
<tr>
<td>FedEx First Overnight</td>
<td>STD: Next business day by 8:00 AM</td>
<td>USD 110.48</td>
</tr>
<tr>
<td>UPS Next Day Air</td>
<td>STD: Next business day by 10:30 AM</td>
<td>USD 30.83</td>
</tr>
<tr>
<td>FedEx Priority</td>
<td>STD: Next business day by 10:30 AM</td>
<td>USD 32.19</td>
</tr>
<tr>
<td>FedEx First Overnight</td>
<td>STD: Next business day by 8:00 AM</td>
<td>USD 110.48</td>
</tr>
<tr>
<td>UPS Next Day Air</td>
<td>STD: Next business day by 8 AM</td>
<td>USD 111.07</td>
</tr>
</tbody>
</table>

**Contracted Rate:**
- **Base Charge:** USD 12.48
- **Fuel Surcharge:** USD 1.00
- **Transaction Charge:** USD 0.18
- **Total:** USD 14.60
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**.
Select the Printer where you would like to print the shipping label. Then click Print.

Click Back to Summary to return to the My Shipments window. Then go to step 28.
Click **Email Label** to send the shipping label electronically to another individual.

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

Customize the **Subject** line and **Message** content if you choose.

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

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

![Image of Send Email window]

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

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

![Image of Email sent successfully]

33 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**.

![Image of eShipGlobal menu bar]