Express Shipping
Create and Maintain QuickShip Profiles for Domestic Shipping

Overview

- Use this guide to easily create a QuickShip profile for recurring domestic shipments. This feature is most helpful when you ship the same package repeatedly to the same Recipient.

- The Recipient address information and all of the shipping selections entered can be saved to the QuickShip profile.

Key Points:

- This guide assumes that you have successfully logged into eShipGlobal and have experience creating, printing, and emailing domestic shipping labels in the eShipGlobal system.

- Please refer to the Create a Domestic Package Label guide for more detailed information about the sections and information necessary to complete a domestic shipping label.

- The number of packages, package type, service, billing information, special instructions, and email notifications can be modified after creating a QuickShip profile.

- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

In this guide:

- Create, edit, and delete a QuickShip profile

- Retrieve a QuickShip profile

Example:

- In this example, we are sending a single Carrier Letter to a new Recipient using FedEx Express Saver service and will print the shipping label for the package.

General Information

<p>| IMPORTANT | 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 located at <a href="http://yalebiz.yale.edu/transactions/accuship">http://yalebiz.yale.edu/transactions/accuship</a>. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click <strong>Ship</strong> located in the navigation menu at the top of your eShipGlobal window.</td>
</tr>
<tr>
<td>2</td>
<td>Indicate if you are shipping materials classified as biological, chemical, or radioactive. 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 domestic.</td>
</tr>
</tbody>
</table>
At the top of the domestic shipping form, click **Save / Update the shipment preferences for QuickShip** and enter a name for the profile you would like to create.

4. **Select the Sender.**

**Ship To:**

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.

### **NOTE:**

**Required Fields are marked with an asterisks (*)**

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

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

**Ship From:**

- Yale Univeristy, ITS,Gwyneth Jones
- Yale Univeristy, ITS,Gwyneth Jones
- Yale University, Human Resources,Kathleen Williams-Robinson
- **Yale University, ITS,Stephanie Lango**
- Yale University, ODLC,Marjorie Garrett-Smith
- Yale University, Purchasing,Stephen Arnold
6. Select the Type of package from the Type drop-down list. Then provide the Shipment Reference and Content Description if applicable.

7. Choose a Service from the drop-down list of options provided.

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

9. Type in the last name of the Initiator who requested the package delivery. Then select the appropriate person from the list of options provided.
### Optional

Select the **Special Instructions** or **Declared Value** required for this package.

<table>
<thead>
<tr>
<th>Optional</th>
<th>Special Instructions:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10</strong></td>
<td>□ Return Shipment</td>
</tr>
<tr>
<td></td>
<td>□ Saturday Delivery</td>
</tr>
<tr>
<td></td>
<td>□ Hold at Station</td>
</tr>
<tr>
<td></td>
<td>□ Signature Required</td>
</tr>
<tr>
<td></td>
<td>□ Residential Delivery</td>
</tr>
<tr>
<td>Decl. Value:</td>
<td>0</td>
</tr>
<tr>
<td>□ Drop-Off 1</td>
<td>□ Pickup 2</td>
</tr>
</tbody>
</table>

### Optional

Select the **Email Notifications** requested.

<table>
<thead>
<tr>
<th>Optional</th>
<th>Email Notifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11</strong></td>
<td>□ Notify Shipper</td>
</tr>
<tr>
<td></td>
<td>□ Notify Recipient</td>
</tr>
<tr>
<td></td>
<td>□ Notify Shipper on Delivery</td>
</tr>
<tr>
<td></td>
<td>□ Notify Others on Delivery</td>
</tr>
</tbody>
</table>

### 12 Click Ship.

- Email Notifications: □ Notify Shipper □ Notify Recipient □ Notify Shipper on Delivery □ Notify Others on Delivery
  - Click Ship

### 13 Click Print Airwaybill or Email Label.

Use instructions provided in the **Create a Domestic Package Label** guide for more information about printing or email labels.

### 13 Click Print Airwaybill or Email Label.

- Order No: 100948368
- Tracking No: 79095572219
- Shipment Info
  - Origin: Yale University - ITS
  - Destination: Harvard University - Abbot Pavilion
  - Total for this shipment: $5.67
  - Cancel Shipment □ Print Airwaybill □ Schedule Pickup □ Create Return Order
  - Shipment History □ Email Label
  - Create Return Order
  - Return Date: 9/2/2010
  - FedEx Express Guard LETTER 0.5 lbs D/D
  - No information at this time.
# Edit a QuickShip Profile

**NOTE:**
Edit a Saved QuickShip profile when you are ready to ship a new package to the addresses associated with the profile.

1. **Click QuickShip** located in the navigation menu at the top of your eShipGlobal window.

2. **Click on the profile name link** (the profile will load).

3. **Click Save/Update the shipment preference for QuickShip** and make changes to the saved profile as you create the package label.

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## Instructions:

**Click QuickShip** located in the navigation menu at the top of your eShipGlobal window.

**Click on the profile name link** (the profile will load).

**Click Save/Update the shipment preference for QuickShip** and make changes to the saved profile as you create the package label.
NOTE

Saved
Recipient
Information

If your changes require an update to the saved Recipient address associated with the QuickShip profile, click on the **Company/Contact Name** link within the **Ship To** section.

![Ship To:](image)

Company/ContactAlt. Contact
Harvard University
Julia Lamb, Associate Professor
1350 Massachusetts Avenue
B Holyoke Center 350
Cambridge MA 02138-3654

Update the Recipient Address as necessary, then click **Save Changes**.

![Edit Address](image)

Continue with the label creation then print or email your label.

Your changes will automatically be saved to the selected QuickShip profile after you create the shipping label.
Delete a QuickShip Profile

1. Click QuickShip located in the navigation menu at the top of your eShipGlobal window.

2. Click to select the profile that you would like to Delete.

3. Click Delete.

Click OK to confirm profile deletion.

Windows Internet Explorer

Do you want to delete profile? Click OK to continue.

OK  Cancel
Create a Shipping Label Using a Saved QuickShip Profile

1. Select a saved profile

After clicking Ship from the navigation menu and making the appropriate selections regarding Research Materials and Domestic or International shipping, select a saved QuickShip profile from the list of options provided in the drop-down list.

2. Click Ship.

3. Click Print Airwaybill or Email Label.

Use instructions provided in the Create a Domestic Package Label guide for more information about printing or email labels.