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.

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IMPORTANT</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
Create a QuickShip Profile

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

![Image of eShipGlobal interface showing 'Ship To' option]

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.

![Image of eShipGlobal interface showing shipping selection options]

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Revised May 11, 2017
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.

**Ship Domestic**

<table>
<thead>
<tr>
<th>Quick Ship:</th>
<th>Select a Profile</th>
<th>QuickShip Help</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Save / Update the shipment preferences for QuickShip</strong></td>
<td></td>
</tr>
<tr>
<td>Profile Name:</td>
<td>Brigham</td>
<td></td>
</tr>
</tbody>
</table>

4 **Select the Sender.**

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

**Ship From:**
- Yale University, ITS, Gwyneth Jones
- Yale University, 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

**Ship To:**
- Load from Address Book: [ ]
- [ ] Add to Address Book

- *Company/Contact Name:* Harvard University
- *Alt. Contact Name:* Julia Lamb, Associate Professor
- *Address1:* 1350 Massachusetts Avenue B
- *Address2:* Holyoke Cantor 360
- *State:* Massachusetts
- *Country:* United States
- *City:* Cambridge
- *Zip:* 02138-3654
- *Phone:* 617-495-1847
- *Email:* julia.lamb@harvard.edu

**NOTE:**

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

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

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

Enter the **charging** where the shipping costs should be charged.

Type in the last name of the **Requester** 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.

Optional
Select the Email Notifications requested.

Click Ship.

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.
# 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Image</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click <strong>QuickShip</strong> located in the navigation menu at the top of your eShipGlobal window.</td>
<td><img src="image1.png" alt="Image" /></td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>2</td>
<td>Click on the profile name link (the profile will load).</td>
<td><img src="image3.png" alt="Image" /></td>
<td><img src="image4.png" alt="Image" /></td>
</tr>
<tr>
<td>3</td>
<td>Click <strong>Save/Update the shipment preference for QuickShip</strong> and make changes to the saved profile as you create the package label.</td>
<td><img src="image5.png" alt="Image" /></td>
<td><img src="image6.png" alt="Image" /></td>
</tr>
</tbody>
</table>
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.

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

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.
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 dropdown list.

   ![](image1.png)

2. **Click Ship.**

   ![](image2.png)

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.

   ![](image3.png)