Express Shipping
Creating an International Shipping Label

Overview

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

Key Points:

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx, UPS, DHL, 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, DHL, 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"). Right now, only non-dutiable shipments are supported for USPS.
  - Federal Express, UPS, and DHL 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 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 international.

3. **Click** located in the navigation menu at the top of your eShipGlobal window.
### 4. Review the International Shipping Terms and Conditions document. Then click **Accept**.

#### 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**.

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

#### NOTE:
To Edit information for one of the Senders associated with your shipping profile, refer to the **Enter and Maintain Sender Information** quick guide.

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

#### 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. Dates can be selected up to 9 days in advance.
Click on Load from Address Book to select a Recipient from the saved Address Book, and go to step 8.

Go to step 12 to enter a new Recipient.

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 14.

Recipient information will automatically be entered in the appropriate fields.
11 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.

12 Select the Recipient **Country** from the drop-down list of options provided.

13 Complete the online form by entering the Recipient information for the delivery in the **Ship To** fields provided. Canada and Mexico require a **State/Province** selection.
### 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.

### Package Types

<table>
<thead>
<tr>
<th>Package Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Carrier Letter</strong></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><strong>Carrier PAK</strong></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><strong>Carrier Box</strong></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><strong>Carrier Tube</strong></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>
</tbody>
</table>

**Customer Packaging**: Packaging not provided by the shipping carrier.

---

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 17.

15 Enter the approximate weight of the package. (The Dimensions boxes are not required for the package Type selected.) Then go to step 21.

16 Enter the approximate Weight and Dimensions of the package.
17 Indicate whether the contents are **Documents** or Products. Then provide a Shipment Reference (optional).

**NOTE:** Any item that is not considered a printed document is classified as a Product.

**Contents**

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

**TIP:** Temporarily, if your PTAEO uses lower-case letters, please use the VIP number instead.

**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.

19 Type in the last name of the **Initiator** who requested the package label. 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.

### NOTE: Billing a Recipient or Third-Party

You can elect to have a **Third Party** or the **Recipient** of the package pay for delivery and/or the **Duties** and **Taxes** associated with it. Choose **Third Party** or **Recipient** from the Bill To drop-down list. Enter the **Recipient / Third Party Account Number**, **Country**, and the **Zip Code** associated with the **Recipient / Third Party Account Number** in the boxes provided. A VIP or PTAEO is required as back-up.

### Select the Special Instructions requested.

<table>
<thead>
<tr>
<th>Special Instructions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Signature Required</td>
<td></td>
</tr>
<tr>
<td>□ Signature Release</td>
<td></td>
</tr>
<tr>
<td>☑ Drop-Off²  ☐ Pickup²</td>
<td></td>
</tr>
</tbody>
</table>

### NOTE: Special Instructions

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

When scheduling a pickup, please allow at least 2 hours between the Shipment Ready time and Business close time.

### Enter Customs Information including Customs Value and Declared Value (for insurance purposes if

<table>
<thead>
<tr>
<th>Customs Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs Value: 100</td>
<td></td>
</tr>
<tr>
<td>Decl. Value: 180</td>
<td></td>
</tr>
</tbody>
</table>

### Terms of Sale: FOB

Certificate Of Origin: NotRequired
Select the **Email Notifications** requested.

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 **Choose Product**.

Click **New** to add a new **Product** to your **Profile**.

Go to step **26** to choose an existing **Product**.
26 Enter Product information.
27 Click Save.

NOTE: Harmonized Code
Visit www.export.gov/logistics for more information about exporting from the United States.

28 Select the Product.
29 Click Add to Shipment.

NOTE: Product Profiles
The Unit Value and quantity can be edited with new values for this shipment. Changes made to the value or quantity of the selected Product will not affect the information stored in the Product Profile. After modifying the Product Unit Value or Number of Units, click Recalculate.
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.

NOTE: Carrier Fees

Prices vary from Carrier to Carrier and between Services provided by the same Carrier. A breakdown of estimated charges will be displayed on the right side of the window. The Transaction Charge will not be billed to the VIP or PTAEO provided.

Click Print Airwaybill.

To print the label, go to step 33.

To email the label, go to step 38.
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**.

Print 3 copies of the Airway Bill for international air shipments and **5** copies for international FedEx Ground shipments.

---

**Click Print Airwaybill.**

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

35 Click Back to Summary to return to the My Shipments window. Then go to step 36.

If there are no Customs forms required to ship your package, go to step 43.
Click **Print Docs** to print necessary Customs documents.

Select the printer, then click **Print** (as in step 34).

Click **Back to Summary** (as in step 35) to return to the **My Shipments** window.

**NOTE:**

*Customs Documents*

Print 3 copies of the **Commercial Invoice** and other customs related forms for international air shipments and 5 copies for international FedEx Ground shipments to Canada or Mexico.

Include the copies with the Shipping Label.
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**.
Review the message and click **Send Email**.

To edit the message before sending, return to step 39.

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

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**.
<table>
<thead>
<tr>
<th><strong>Frequently Asked Questions: International Shipments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How do I send a “Documents Only” shipment?</strong></td>
</tr>
<tr>
<td><strong>How do I send a Non-Documents shipment?</strong></td>
</tr>
<tr>
<td><strong>What documents are required for international shipments?</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>What is a Commercial Invoice?</strong></td>
</tr>
<tr>
<td><strong>How many copies should I send with the shipment?</strong></td>
</tr>
<tr>
<td>Question</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>What is NAFTA Certificate of Origin?</td>
</tr>
<tr>
<td>What is Caribbean Common Market Commercial Invoice?</td>
</tr>
<tr>
<td>What is a Shippers Export Declaration (SED)?</td>
</tr>
</tbody>
</table>