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 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, 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.
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.

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. Please select the shipment type below:
   - Domestic
   - International
4. Review the International Shipping Terms and Conditions document. Then click **Accept**.

<table>
<thead>
<tr>
<th>NOTE:</th>
<th>Senders</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are the only <strong>Shipper</strong> in your profile, the <strong>Ship From</strong> 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 <strong>Sender</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>NOTE:</th>
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<tbody>
<tr>
<td>To Edit information for one of the Senders associated with your shipping profile, refer to the <strong>Enter and Maintain Sender Information</strong> quick guide.</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>NOTE:</th>
<th>Ship Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>To change the <strong>Shipping Date</strong>, click in the <strong>Shipping Date</strong> box and enter a new <strong>Shipping Date</strong> if you would like to select an alternate <strong>Shipping Date</strong>. You can also click on the calendar icon located on the right-hand side of the <strong>Shipping Date</strong> field to select the date from the calendar. Labels can be printed in advance. Dates can be selected up to 9 days in advance.</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.

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

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

**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.

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.
### Contents

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**.

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

#### Type in the last name of the **Requester** who requested the package label. 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 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. Charging is required as back-up.

**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.

**NOTE:**

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

### Special Instructions

- Signature Required
- Signature Release
- Drop-Off
- Pickup

**Enter Customs Information**

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

Terms of Sale: FOB
Certificate Of Origin: NotRequired
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Description</th>
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</table>
| 22   | Select the Email Notifications requested. | ![Image](image1.png) Select the checkboxes for the notifications requested.
| 23   | Click Show Quote. | ![Image](image2.png) Click the Show Quote button.
|      | 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.
| 24   | Click Choose Product. | ![Image](image3.png) Click the Choose Product button.
| 25   | Click New to add a new Product to your Profile. | ![Image](image4.png) Click the New button.

Go to step 26 to choose an existing Product.
Enter Product information.

Click Save.

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

Select the Product.
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 Vcharging 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. |

**33** Click **Print Airwaybill**.

Paper labels will print on locally installed printers, network printers, or multi-function devices.
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 36.

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

![Print Docs button](image)

37 Click **Print 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.

![Back to Summary button](image)

**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.
38 Click Email Label to send the shipping label electronically to another individual.

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

Customize the Subject line and Message content if you choose.

40 Click Preview Email.
41 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.

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

43 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**.
## Frequently Asked Questions: International Shipments

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td><strong>How do I send a “Documents Only” shipment?</strong></td>
<td>A document is generally defined as a written, typed or printed communication of no commercial value. International documents shipped in an envelope or in any other packaging do not require an invoice. Call us at 1-800-816-1615 for information about documents. Enter customs value of at least $1.00 for documents only.</td>
</tr>
<tr>
<td><strong>How do I send a Non-Documents shipment?</strong></td>
<td>International shipments containing items other than documents require additional forms. When using non-document shipments, you need to fill in product profile and other information for export purposes. Multiple copies of commercial invoices and other forms are needed. The system will produce a label and other necessary documents for each package.</td>
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<tr>
<td><strong>What documents are required for international shipments?</strong></td>
<td>If you're shipping internationally, eShipGlobal produces the following documents based on the information you provide:</td>
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<tr>
<td></td>
<td>• Commercial Invoice</td>
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<td></td>
<td>• Shipper's Export Declaration (SED)</td>
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<td></td>
<td>• Certificate of Origin</td>
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<td></td>
<td>• NAFTA Certificate of Origin</td>
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<td></td>
<td>• Caribbean Common Market Commercial Invoice (CARICOM)</td>
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<tr>
<td><strong>What is a Commercial Invoice?</strong></td>
<td>This is a document provided by the seller/exporter that describes the parties involved in the shipping transaction and the goods being transported. It is the primary document used by Customs and for imports should be prepared using the official language of the country to which the goods are being exported, if possible. The Commercial Invoice should include a detailed breakdown of all items included in the shipment: including any generic or scientific name, grade and quantity, composition and/or construction, the country of manufacture, the price or cost, currency used, the Harmonized System number for each commodity and the terms of delivery. The document shown is an example of one format. Some countries require that an original invoice be executed on the shippers letterhead. The invoice should always be signed and dated by the exporter certifying that the details provided are true and correct representations of the contents covered by the Commercial Invoice.</td>
</tr>
<tr>
<td><strong>How many copies should I send with the shipment?</strong></td>
<td>The system will provide a prompt indicating the quantity of commercial invoice copies and other forms needed for the shipment that are required. Forms cannot be filed electronically.</td>
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<tr>
<td>What is NAFTA Certificate of Origin?</td>
<td>The CF434 NAFTA Certificate of Origin is a US form that is used to validate claims for preferential duty treatment (reduced or duty free entry) under the North American Free Trade Agreement (NAFTA) between the US, Canada and Mexico. Alternative versions of the form which have been approved by Canada or Mexico customs authorities may also be used. This form can be prepared to cover either a single shipment or for a 'blanket' period up to one (1) year. It may be prepared in Spanish, French or English. However, customs authorities may require that a written translation into the importer's language be provided. To request preferential treatment, the NAFTA Certificate must be prepared and signed by the exporter. However, the exporter may ask the actual producer of the goods to prepare and sign one (as the manufacturer) as a supporting document. For more information, please contact US Customs.</td>
</tr>
<tr>
<td>What is Caribbean Common Market Commercial Invoice?</td>
<td>The CARICOM is an invoice much like the Commercial Invoice, that is used for export shipments consigned to the Caribbean Common Market member nations. The CARICOM can be used interchangeably with the Commercial Invoice provided the details required by the import customs requirements of the destination are met on the document that is prepared. It is recommended that the shipper verify with the importer what form of invoice is acceptable or required if there is any question. The CARICOM should not be used for exports other than to the CARICOM member nations. (Antigua, Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and Grenadines, Suriname and Trinidad and Tobago).</td>
</tr>
<tr>
<td>What is a Shippers Export Declaration (SED)?</td>
<td>The Shipper's Export Declaration (SED) is required by the US Department of Census in order to obtain statistical data and by the Bureau of Export Administration (BXA) to assist in enforcing export controls. Many shipments qualify for an exemption on the basis of the destination and/or the value. (Shipments to most destination are exempt if the value per Schedule B is $2500 USD or less.) The form is to be prepared and signed by a US shipper (exporter) or their agent, indicating the description (including the Schedule B or HTS number), value, weight, destination, and other basic information about an export shipment. SED information may be submitted electronically through the Automated Export System (AES). For information on SED requirements and exemptions, please review the U.S. Code of Federal Regulations.</td>
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</table>