

## Express Shipping Estimating Delivery Costs

### Overview

- The **Rate** functionality will help you quickly estimate the cost of shipping domestic and international letters or packages.

### Key Points:

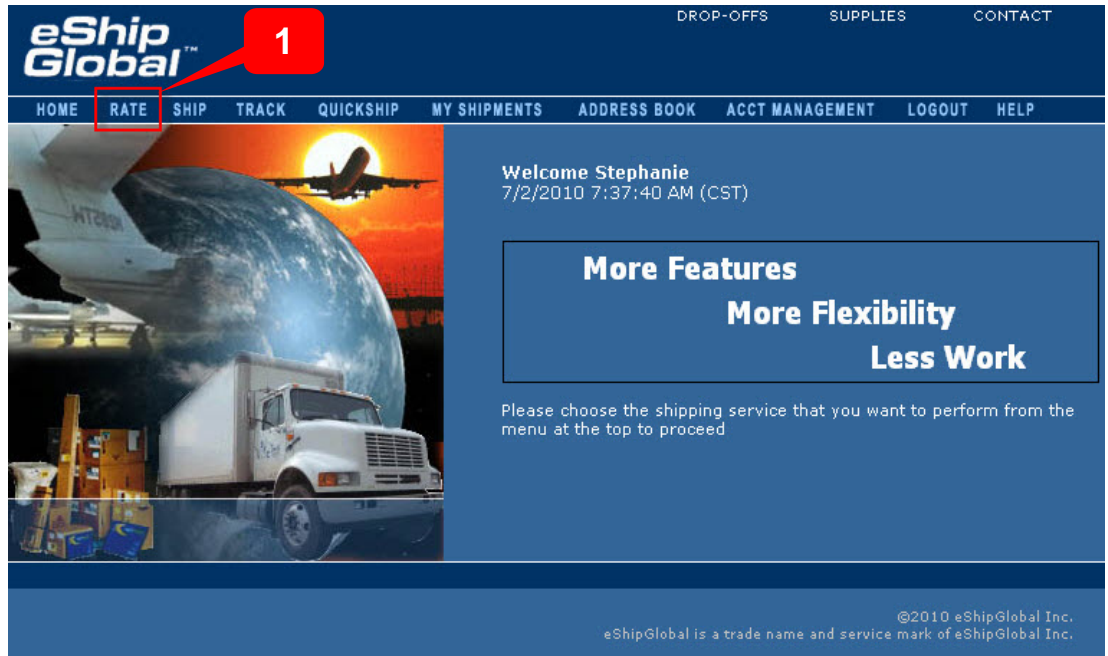
- Costs, carriers, service availability, and transit times are displayed when complete shipping Recipient details are entered.
- Not all carriers or shipping services will appear during the estimating process because some carriers require complete address information before providing shipping rates.
  - For a comprehensive list of rates, please enter the full address intended for the shipment within the **Ship** section and then click **Show Quote**. This will display a full list of available options with no obligation to complete the shipment or print a shipping label.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

### **IMPORTANT**

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 **Rate** from the navigational menu located at the top of the eShipGlobal window.



**2** In the “**From: Zip**” field, enter the zip code that you would like to estimate shipping from.

**NOTE:**

This field will be pre-populated with the zip code associated with your shipping profile but can be changed if needed.

The “**From: Country**” drop-down menu will default to the United States.

- 3** Using the drop-down list, select the Country that you would like to estimate shipping **From**.

- 4** In the **To: Zip Code** field, enter the zip code for the Recipient address if available.

- 5** Select the Recipient country that you would like to estimate shipping **To** from the drop-down list of Countries provided.

**6** Click the arrow next to **Type** and select the **Type** of package you would like to estimate for delivery.

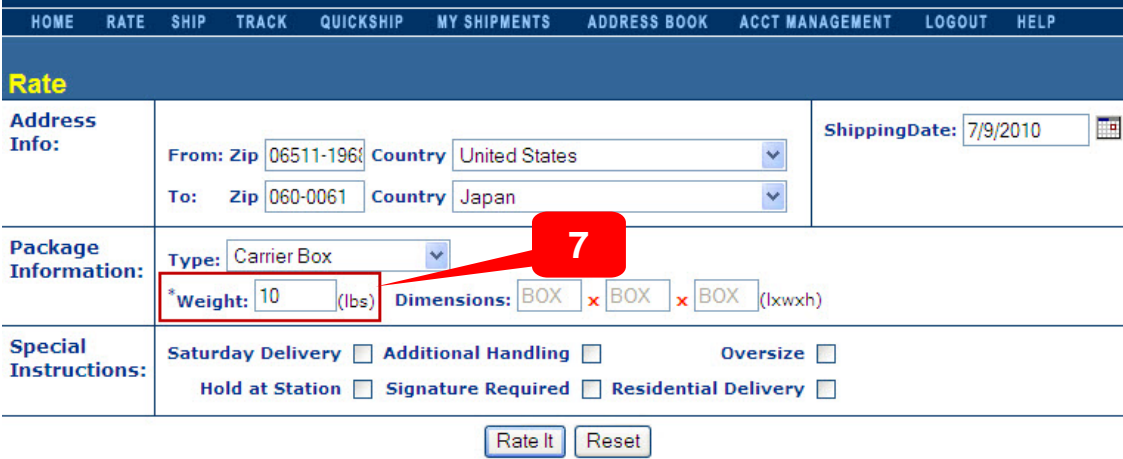
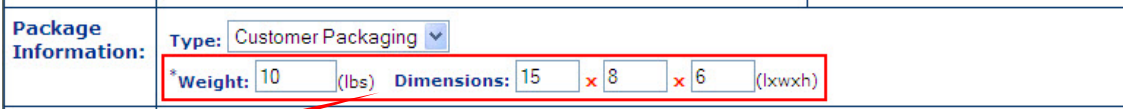
If you selected a **Carrier PAK**, **Carrier Box**, or **Carrier Tube**, go to step 7.


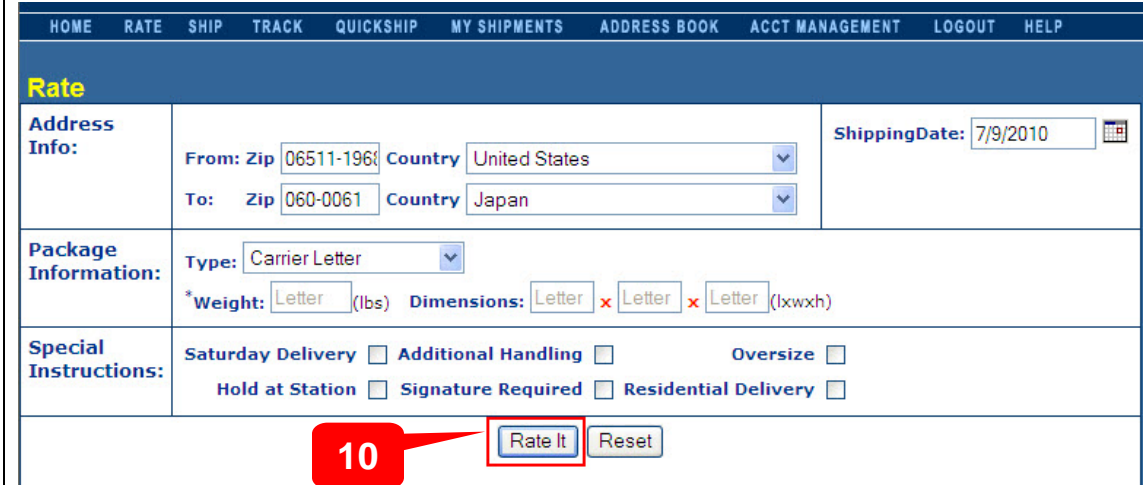
If you selected **Custom Packaging**, go to step 8.

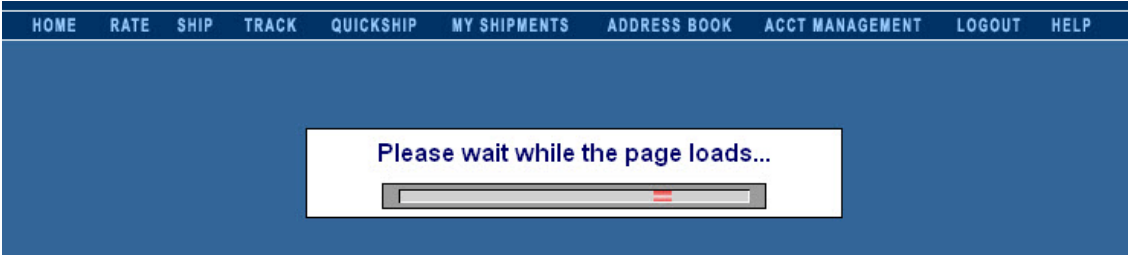
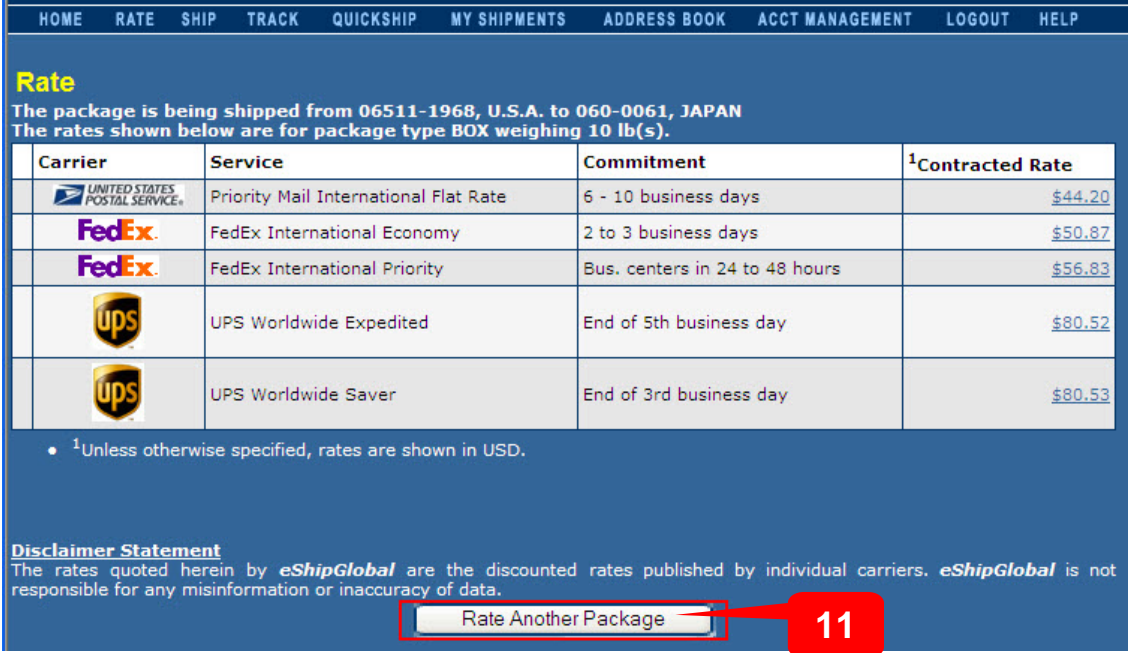

If you selected **Carrier Letter**, go to step 9.

HOME	RATE	SHIP	TRACK	QUICKSHIP	MY SHIPMENTS	ADDRESS BOOK	ACCT MANAGEMENT	LOGOUT	HELP
<b>Rate</b>									
<b>Address Info:</b>		From: Zip <input type="text" value="06511-1961"/>	Country <input type="text" value="United States"/>	ShippingDate: <input type="text" value="7/9/2010"/>					
		To: Zip <input type="text" value="060-0061"/>	Country <input type="text" value="Japan"/>						
<b>Package Information:</b>		<b>Type:</b> <input type="text" value="Carrier Letter"/>							
		Carrier PAK Carrier Box Carrier Tube Carrier Letter Customer Packaging							
<input type="button" value="Rate It"/> <input type="button" value="Reset"/>									

**6**

<p><b>NOTE:</b></p> <p><b>Package Types</b></p>	<p><b>Carrier Letter:</b> Envelope provided by the shipping carrier that appears with the carriers logo printed on it. <i>This is not a prepaid envelope.</i></p> <p><b>Carrier PAK:</b> Large plastic or Tyvek envelope provided by the shipping carrier that appears with the carriers logo printed on it.</p> <p><b>Carrier Box:</b> Small box 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.</p> <p><b>Carrier Tube:</b> Strurdy cardboard tube provided by the shipping carrier that appears with the carrirers logo printed on it. There is usually a delineated area reserved for affixing the printed label.</p> <p><b>Customer Packaging:</b> Packaging not provided by the shipping carrier.</p>
<p><b>7</b> Enter the approximate weight of your package and go to step <b>9</b>.</p> <p>Dimensions are not required when you select <b>Carrier PAK</b>, <b>Carrier Box</b>, or <b>Carrier Tube</b>.</p>	
<p><b>8</b> Enter the approximate <b>Weight</b> and <b>Dimensions</b> in the boxes provided for <b>Customer Packaging</b> specifications.</p>	

<p><b>NOTE:</b></p>	<p>Approximate weights and dimensions are acceptable when estimating package delivery Rates and when actually shipping a package. All packages are weighed by the shipping carriers and will be adjusted accordingly if necessary.</p>
<p><b>9</b> Click the box next to the <b>Special Instructions</b> required.</p> <p>Some special requests may incur additional charges.</p> <p>If you do not require <b>Special Instructions</b>, go to step <b>10</b>.</p>	
<p><b>10</b> Click <b>Rate It</b> after you have completed the shipping estimate form.</p>	

<p><b>NOTE:</b></p> <p>You will see the following screen while your shipping options are estimated.</p>																									
<p>A selection of Carries, Rates, and transit times will display for the package specifications entered.</p> <p><b>11</b> Click <b>Rate Another Package</b> to estimate another package delivery or go to step <b>12</b>.</p>	 <table border="1"> <thead> <tr> <th>Carrier</th> <th>Service</th> <th>Commitment</th> <th><sup>1</sup>Contracted Rate</th> </tr> </thead> <tbody> <tr> <td></td> <td>Priority Mail International Flat Rate</td> <td>6 - 10 business days</td> <td>\$44.20</td> </tr> <tr> <td></td> <td>FedEx International Economy</td> <td>2 to 3 business days</td> <td>\$50.87</td> </tr> <tr> <td></td> <td>FedEx International Priority</td> <td>Bus. centers in 24 to 48 hours</td> <td>\$56.83</td> </tr> <tr> <td></td> <td>UPS Worldwide Expedited</td> <td>End of 5th business day</td> <td>\$80.52</td> </tr> <tr> <td></td> <td>UPS Worldwide Saver</td> <td>End of 3rd business day</td> <td>\$80.53</td> </tr> </tbody> </table> <p><sup>1</sup>Unless otherwise specified, rates are shown in USD.</p> <p><b>Disclaimer Statement</b> The rates quoted herein by eShipGlobal are the discounted rates published by individual carriers. eShipGlobal is not responsible for any misinformation or inaccuracy of data.</p>	Carrier	Service	Commitment	<sup>1</sup> Contracted Rate		Priority Mail International Flat Rate	6 - 10 business days	\$44.20		FedEx International Economy	2 to 3 business days	\$50.87		FedEx International Priority	Bus. centers in 24 to 48 hours	\$56.83		UPS Worldwide Expedited	End of 5th business day	\$80.52		UPS Worldwide Saver	End of 3rd business day	\$80.53
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<p><b>12</b> Perform other actions in the eShipGlobal system or <b>Logout</b>.</p>	<p>All options on the navigation menu are available from the Rate window.</p>  <p>Click <b>Logout</b> to exit the system..</p>																								