Express Shipping
Managing Address Book Entries

Overview

The Address Book stores Recipient information for easier shipping to commonly used addresses.

Objective

Learn how to add, edit, and delete addresses in your eShipGlobal Address Book so the information is accurate and easily available for shipping packages.

Key Points:

- A list of shipping addresses for Recipients can be maintained in the eShipGlobal Address Book.
  - When shipping a package using the eShipGlobal system, add the frequently used Recipient to the Address Book.
  - Enter Recipient addresses into the Address Book in advance of using them.
  - When an address changes or you realize that you have entered and saved the information incorrectly, editing entries is easy.
  - When an entry is no longer required in the Address Book, it can be deleted.

- When entering Recipient information to create a shipping label, fields can be filled in on the main form or selected from the Address Book by clicking on the Load from Address Book button.

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

<table>
<thead>
<tr>
<th>IMPORTANT</th>
<th>Please refer to the Express Shipping Login and Logout Instructions if you are new to the eShipGlobal system.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>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).</td>
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</tbody>
</table>
1. Click on **Address Book** from the navigational menu and choose **Recipient Addresses** from the drop-down list.

   The **Address Book** will display in a new window.

2. To **Add** a new Recipient, go to step 2.

3. To **Edit** or **Delete** an existing Recipient, go to step 14.
Click on Add to append a new Recipient to the saved Address Book.

Enter information about the new Recipient in the appropriate fields.

**NOTE:**

The Add, Edit, Import File, and Delete buttons are duplicated at the bottom of your Recipient list and work identically.
3. Enter the name of the Company or primary Contact in the Company/Contact Name box.

NOTE:

This is a required field. If the delivery is for a Residential delivery, enter the primary contact name into this field.

4. Click to select Residential (home) or Public (business or commercial) to indicate the type of delivery address.

For Public or company addresses, go to step 5 to enter the Contact Name.

For Residential addresses, go to step 6 to enter the address.
5. Enter the Contact Name of the Recipient in the Alt / Contact Name box.

6. Enter in the Recipient address information using the Address 1 and Address 2 boxes. Each box can contain up to 35 characters.

NOTE:
The Address 2 field is generally used for department, floor, suite, building information, etc.
Enter the City.

Click on the drop-down arrow next to State to select the appropriate State.

NOTE:
State is a required field for all deliveries to the United State, Canada, and Mexico.
9 Enter the appropriate Zip code.

**NOTE:**
Zip codes are required for all destinations within the United States.

10 Click on the drop-down arrow next to **Country** to select the appropriate Country.
Enter the Recipient Phone number.

**NOTE:**

Phone number is a required field; Fax number is optional.

Enter the Recipients Email contact information if available.

Add Address

* Company Name: UNIV OF WASHINGTON, ART DE
Contact Name: DR. CHRISTINE QZUEBO
1 Address: 433 STEVENS WAY
1 Address: ART BUILDING 102
State: Washington
City: SEATTLE
Zip: 98195
Phone: 206-685-2442
Fax: 
Email: cqzubko@uwashington.edu

Save  Cancel/Go Back
13 **Click Save and go to step 22.**

Or, click **Cancel/Go Back.**

You will be brought back to the main **Address Book.**

<table>
<thead>
<tr>
<th><strong>Add Address</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>From Location:</strong></td>
</tr>
<tr>
<td><strong>Company/Contact Name:</strong></td>
</tr>
<tr>
<td><strong>Alt. Contact Name:</strong></td>
</tr>
<tr>
<td><strong>Address1:</strong></td>
</tr>
<tr>
<td><strong>Address2:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
</tr>
</tbody>
</table>

**Phone:** 206-685-2442

**Email:** czubko@uwashington.edu

13 **Click here to verify this address**

**Click here for address format**

13 **Save**

13 **Cancel/Go Back**

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14 **To Edit or Delete a saved Recipient,** locate the address from within your **Address Book.**

Within the **Address Book,** saved Recipient addresses are listed alphabetically by Company Name. Locate the address by clicking on the letter that begins the Company Name of the address that you are looking for.

<table>
<thead>
<tr>
<th><strong>Address Book</strong></th>
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<tbody>
<tr>
<td><strong>Search for:</strong></td>
</tr>
<tr>
<td><strong>Location:</strong></td>
</tr>
</tbody>
</table>

**Add** | **Edit** | **Import File** | **Delete**

14 **Click here to view all**
Enter your **Search** criteria in the **Search** box.

**NOTE:**

**Searches** encompass all possible fields. Ex: Company, Address, City, etc.

Click **Find**.

From the Address Book window, you can use the **Search** feature to locate the shipping **Recipient**.

For example, you can enter **Search** criteria into the **Search** box and find associated results in the Company name, any part of the address, a particular city, First Name, Last Name, State, Zip Code, etc.

Recipient addresses with matching criteria display.

Click in the box located next to the Recipient address that you would like to **Edit** or **Delete** to select it.
If you want to update the information, click on Edit.

To permanently delete the Recipient Address from the Address Book, go to step 20.

Update the necessary information. Then click Save Changes to keep the new information that you entered.

NOTE:
You can also click Cancel/Go Back to discard your changes.
To permanently Delete the selected Recipient address from the Address Book, click Delete.

Click Yes, Delete.

NOTE: There may be several entries for one company. Only the record that you selected will be deleted. To cancel the Delete request click No, Do Not Delete.

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.