Ordering Shipping Supplies via eShipGlobal

To order shipping supplies:

1. Click Supplies in the top-right corner.

2. Validate and edit address information as needed. Then scroll down for the Supplies section.
Ordering Shipping Supplies via eShipGlobal

3. Use the pull-down menus to select the Quantity of the FedEx supplies you want to order. Scroll down for UPS and DHL supplies selection or to review your current selection.

4. Use the pull-down menus to select the Quantity of the UPS supplies you want to order. Scroll down for UPS and DHL supplies selection or to review your current selection.
5. Use the pull-down menus to select the Quantity of the DHL supplies you want to order. Scroll down for UPS and DHL supplies selection or to review your current selection.

<table>
<thead>
<tr>
<th>Carrier Name</th>
<th>DHL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WebShip, CorporateShip Labels - For LaserJet Printer</td>
<td>Select One</td>
</tr>
<tr>
<td>Manual WayBills (Carbonless Copy, Fan Fold, Tractor-Feed tear-off sides)</td>
<td>Select One</td>
</tr>
<tr>
<td>Plastic WayBill Sleeves (self-adhesive clear window pouch for shipment documents)</td>
<td>Select One</td>
</tr>
<tr>
<td>Express Envelope</td>
<td>Select One</td>
</tr>
<tr>
<td>Express Envelope with plastic WayBill sleeves</td>
<td>Select One</td>
</tr>
<tr>
<td>Express Legal Envelope</td>
<td>Select One</td>
</tr>
<tr>
<td>Express Legal Envelope with plastic WayBill Sleeves</td>
<td>Select One</td>
</tr>
<tr>
<td>Envelopes #1 (Card Envelope)</td>
<td>Select One</td>
</tr>
<tr>
<td>Small Padded Pouch</td>
<td>Select One</td>
</tr>
<tr>
<td>Large Padded Pouch</td>
<td>Select One</td>
</tr>
<tr>
<td>Standard Flyer (Small Express Pack)</td>
<td>Select One</td>
</tr>
<tr>
<td>Large Flyer (Large Express Pack)</td>
<td>Select One</td>
</tr>
<tr>
<td>Box #2 Cube</td>
<td>Select One</td>
</tr>
<tr>
<td>Box #2 Small</td>
<td>Select One</td>
</tr>
<tr>
<td>Box #2 Medium</td>
<td>Select One</td>
</tr>
<tr>
<td>Box #3 Large</td>
<td>Select One</td>
</tr>
<tr>
<td>Box #3 Small Tri-Tube</td>
<td>Select One</td>
</tr>
<tr>
<td>Box #4 Large Tri-Tube</td>
<td>Select One</td>
</tr>
</tbody>
</table>

6. Click "Review Order" to review your selections and delivery instructions. If changes are needed, click "Edit Order." If order details are accurate, click "Place Order."

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**Verify and place your order**

Please review the supplies order that you are placing with us.

**Supply items ordered:**

**FedEx**
- FedEx #158306 (domestic pouch) - 10
- Small Pkt - 5

**UPS**
- Express Envelope - 25
- Express Pack - 5

**DHL**
- Express Envelope - 10
- Envelopes #1 (Card Envelope) - 50

**Delivery Address:**

Yale University  
John Smith  
25 Science Park  
Suite 460  
New Haven, CT 06511

**Supply order confirmation email will be sent to:**  
jsmith@eshipglobal.com

**We will contact you at the number below, if we have any questions:**  
(123) 405-7890

Please click on the **Place Order** button to complete your order. If you want to make any changes, please click on **Edit Order** to go back.
7. You will see your order confirmation and will receive an email confirmation as well.

<table>
<thead>
<tr>
<th>Subject:</th>
<th>eShipGlobal Shipping Supplies request</th>
</tr>
</thead>
</table>

John Smith,

Please find below the Shipping Supplies order summary.

Order date: 2/13/2015

Supply items Ordered:

FedEx

Envelope (with built-in pouch) - 100
Medium Box (M1) - 50

UPS

Laboratory Pack for Biological Substance 10
Express Tube 25

DHL

WebShip, CorporateShip Labels - For LaserJet Printer - 50
Box #2 Small - 25

Delivery Address:

Yale University Test
John Smith
25 Science Park, 150 Munson St
5th Floor
New Haven CT 06520

Contact Email:
support@eshipglobal.com

Contact Phone:
(972) 518-1775

Note: Please retain this email in case you need to contact us regarding the supplies order placed. We will send you an email confirmation once your supplies order is processed.