To order shipping supplies:

1. Click Supplies in the top-right corner.

eShip	Globa	al.				DROP-OFFS	SUPPLIES	CONTA	ACT	
HOME	RATE	SHIP	TRACK	QUICK SHIP	MY SHIPMENTS	ADDRESS BOOK	ACCOUNT MANAGEMENT	LOGOUT	HELP	

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

eShip	Globa	ıl.			DROP-OFFS	S SUPPLIES	CONTACT
HOME	RATE	SHIP	TRACK Q	UICK SHIP MY SHIPN	IENTS ADDRES	S BOOK ACCOUNT MANA	gement logout help
				Su	pplies		
		Validate y	our address i	nformation			
		Supplies are	e delivered free of	of charge through Standard	Shipping (2 - 5 busine	ss days).	
				address below to which the ), if applicable. This will prev		ered. Be sure to include your ving your order.	complete
			-	e: Yale University		1	
			*Your Full Name			]	
		*Street Name		1: 25 Science Park, 150 Mun	son St	]	
			*Address Line 2				
				y: New Haven			
		*7in C	State ode/Postal Code	e: CT			
		Zip C		y: United States			
			*Phone	2024261224	r)		
			*Your Ema	il: john.smith@yale.edu	/		
		* Require	ed Fields.				

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.

arrier Name	FedEx
edEx #158396 (domestic pouch)	Select One 🗸
edEx #155143 (international pouch)	Select One 🗸
invelope (with built-in pouch)	Select One 🗸
invelope (without built-in pouch)	Select One 🗸
Reusable Envelope (legal)	Select One 🗸
invelope (with cut-out window)	Select One
mall Pak (polyethylene)	Select One
arge Pak (polyethylene)	Select One 🗸
mall Pak	Select One 🗸
arge Pak	Select One 🗸
added Pak	Select One 🗸
linical Pak	Select One 🗸
N 3373 Pak	Select One
Reusable Sturdy Pak	Select One 🗸
mall Box (#1490111)	Select One 🗸
ledium Box (#139382)	Select One 🗸
arge Box (#139751)	Select One 🗸
ube	Select One 🗸
ray for Large Box	Select One 🗸
0 Kg Box (International Priority)	Select One
5 Kg Box (International Priority)	Select One 🗸
edium Clinical Box	Select One 🗸
arge Clinical Box	Select One V

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.

Carrier Name	UPS
Express Envelope	Select One 🗸
Window Envelope	Select One $$
Express Reusable Envelope	Select One $\ arphi$
Window Envelope (legal)	Select One $$
Express Reusable Envelope (legal)	Select One 🗸
Express Hard Pack	Select One 🗸
Express Pack	Select One 🗸
Laboratory Pack for Biological Substance	Select One 🗸
Laboratory Pack for Exempt Human or Animal Specimens	Select One $$
Pad Pack	Select One 🗸
Express Box (large)	Select One $\ arsimed$
Express Box (medium)	Select One 🗸
Express Box (small)	Select One 🗸
Hard Pak - Secure	Select One 🗸
World Ease Document Box	Select One 🗸
Express Tube	Select One $\ arsimed$
Address Pouch	Select One $$
nternational WayBill Pouch	Select One $$

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.

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

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."

Supplies
Verify and place your order
Please review the supplies order that you are placing with us.
Supply items Ordered: FedEx FedEx #158396 (domestic pouch) - 10 Small Pak - 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 450 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) 456-7890
Please click on the <b>Place Order</b> button to complete your order. If you want to make any changes, please click on <b>Edit Order</b> to go back.
Edit Order Place Order

7. You will see your order confirmation and will receive an email confirmation as well.

Subject: eShipGlobal: Shipping Supplies request
Preformat 🔻 Fixed Width
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
DHF
WebShip, CorporateShip Labels - For Laserlet Printer - 50 Box #2 Small - 25
Delivery Address:
Yale University Test John Smith
25 Science Park, 150 Munson St Sth 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.