

# Express Shipping powered by eShipGlobal

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# Express Shipping powered by eShipGlobal

## Maintaining End-User Preferences

### Overview

The Account Management functionality will help you easily maintain shipping preferences in the eShipGlobal system.

### Key Points

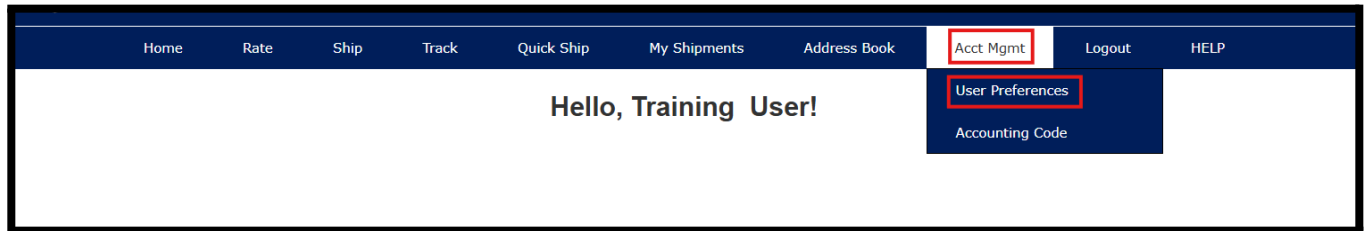
- Default settings for email notifications and printing preferences can easily be changed.
- Although these selected options will automatically appear by default for each shipment that you create, preferences can be changed for each individual package.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

*IMPORTANT: If you are new to the eShipGlobal system, please [create an account here](#).*

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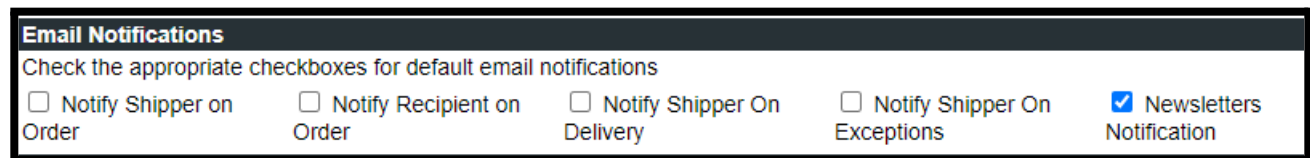
## Maintain End-User Preferences

1. Click on **Acct Management>User Preferences** from the navigation menu located at the top of the eShipGlobal window.



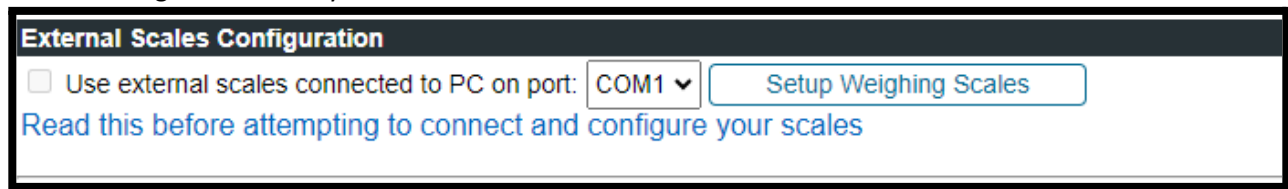
The screenshot shows the top navigation bar of the eShipGlobal interface. The bar contains links: Home, Rate, Ship, Track, Quick Ship, My Shipments, Address Book, Acct Mgmt, Logout, and HELP. The 'Acct Mgmt' link is highlighted with a red box. Below the navigation bar, a dark blue banner displays 'Hello, Training User!'. To the right of the banner, a dropdown menu is open, showing 'User Preferences' (highlighted with a red box) and 'Accounting Code'.

2. Click on any **Email Notifications** to select any alerts you would like to send or receive.



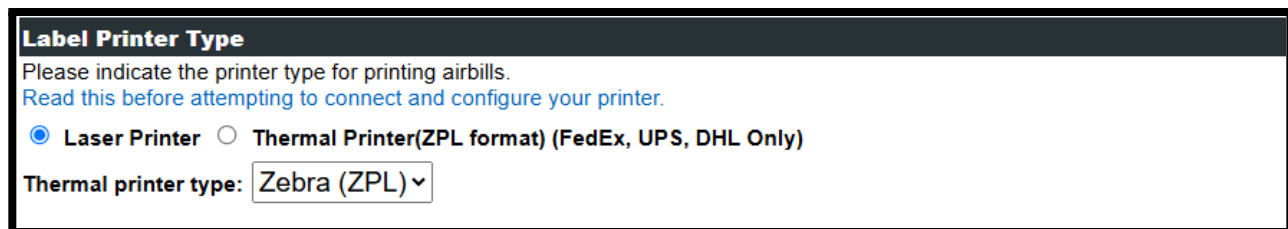
The screenshot shows the 'Email Notifications' section. It has a title 'Email Notifications' and a subtitle 'Check the appropriate checkboxes for default email notifications'. Below this, there are five checkboxes: 'Notify Shipper on Order' (unchecked), 'Notify Recipient on Order' (unchecked), 'Notify Shipper On Delivery' (unchecked), 'Notify Shipper On Exceptions' (unchecked), and 'Newsletters Notification' (checked). The 'Newsletters Notification' checkbox is highlighted with a red box.

3. Click to configure or add any **External Scales**.



The screenshot shows the 'External Scales Configuration' section. It has a title 'External Scales Configuration'. Below the title, there is a checkbox 'Use external scales connected to PC on port:' which is unchecked. To its right is a dropdown menu showing 'COM1'. To the right of the dropdown is a button labeled 'Setup Weighing Scales'. Below these elements, there is a link that says 'Read this before attempting to connect and configure your scales'.

4. Click to change or update your **Printer Type**.



The screenshot shows the 'Label Printer Type' section. It has a title 'Label Printer Type' and a subtitle 'Please indicate the printer type for printing airbills. Read this before attempting to connect and configure your printer.' Below the subtitle, there are two radio buttons: 'Laser Printer' (selected) and 'Thermal Printer(ZPL format) (FedEx, UPS, DHL Only)' (unselected). Below the radio buttons, there is a label 'Thermal printer type:' followed by a dropdown menu showing 'Zebra (ZPL)'.

5. Click on **Save Preferences**.

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## 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

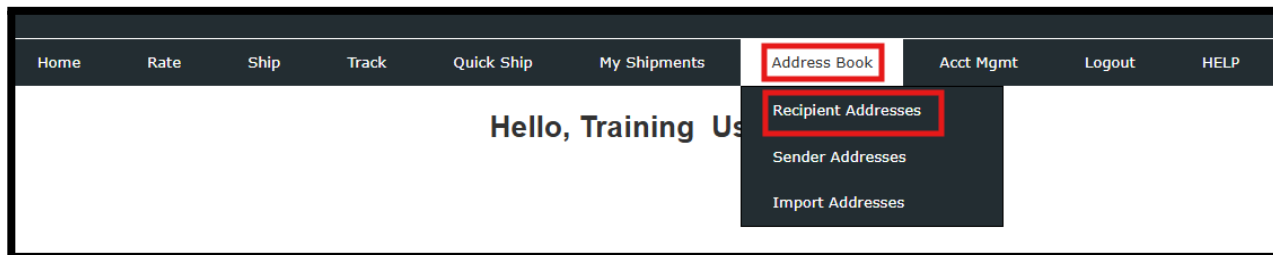
- A list of shipping addresses for Recipients can be maintained in the eShipGlobal Address Book.
  - When shipping a package using the eShipGlobal system, add the frequently used Recipient to the Address Book.
  - Enter Recipient addresses into the Address Book in advance of using them.
  - When an address 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.

*IMPORTANT: If you are new to the eShipGlobal system, please [create an account here](#) .*

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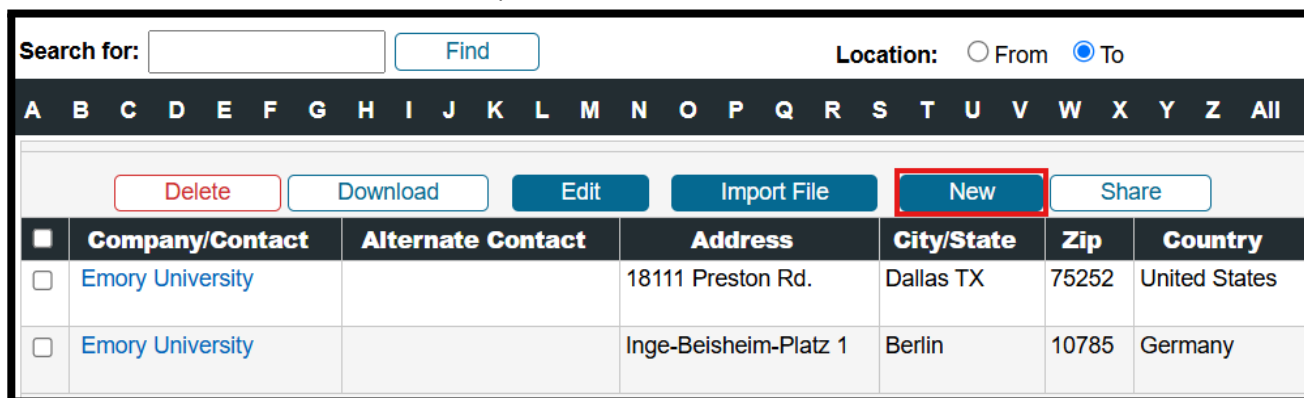
## Manage Address Book Entries

1. Click on **Address Book** from the navigation menu and choose **Recipient Addresses** from the drop-down list.



The screenshot shows the top navigation bar of the eShipGlobal interface. The 'Address Book' menu item is highlighted with a red box. A dropdown menu is open below it, and the 'Recipient Addresses' option is also highlighted with a red box. Other menu items visible include Home, Rate, Ship, Track, Quick Ship, My Shipments, Acct Mgmt, Logout, and HELP. The user's name 'Hello, Training Us' is visible in the center of the page.

2. Click on **New** to add a new individual Recipient to the saved Address Book.

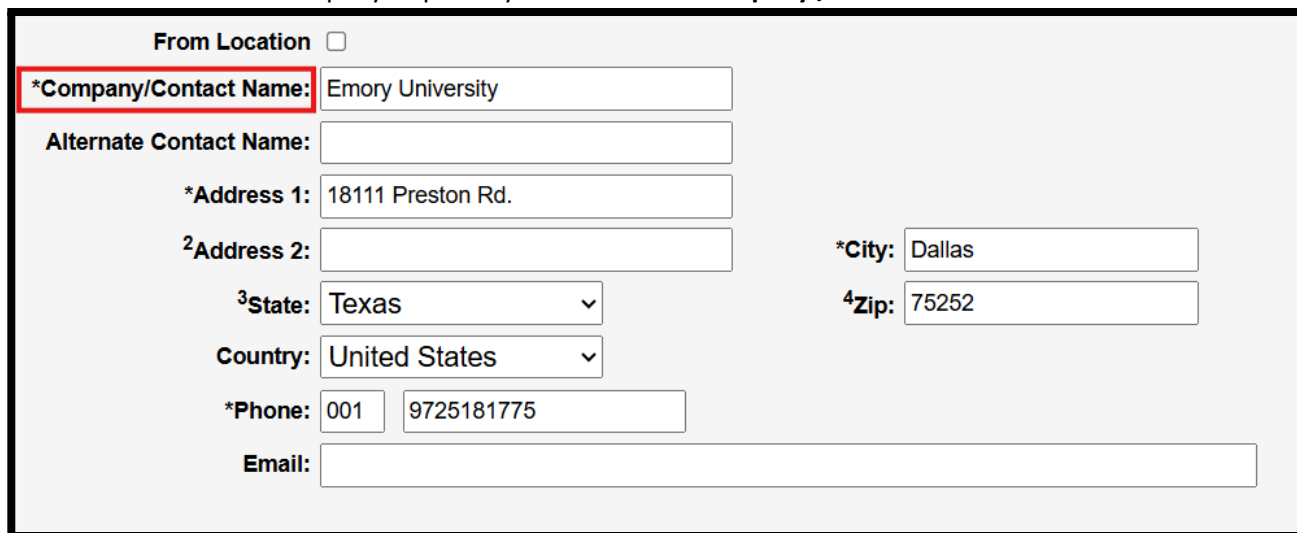


The screenshot shows the 'Address Book' interface. At the top, there is a search bar with a 'Find' button and a 'Location' selector set to 'To'. Below the search bar is a alphabetical index from A to Z. A row of action buttons (Delete, Download, Edit, Import File, New, Share) is displayed. The 'New' button is highlighted with a red box. Below the buttons is a table with the following data:

|                          | Company/Contact  | Alternate Contact | Address               | City/State | Zip   | Country       |
|--------------------------|------------------|-------------------|-----------------------|------------|-------|---------------|
| <input type="checkbox"/> | Emory University |                   | 18111 Preston Rd.     | Dallas TX  | 75252 | United States |
| <input type="checkbox"/> | Emory University |                   | Inge-Beisheim-Platz 1 | Berlin     | 10785 | Germany       |

NOTE: The New, 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.



The screenshot shows the 'New Recipient' form. The 'From Location' checkbox is unchecked. The '\*Company/Contact Name:' field is highlighted with a red box and contains the text 'Emory University'. Other fields include 'Alternate Contact Name:', '\*Address 1:' (18111 Preston Rd.), '2Address 2:', '3State:' (Texas), 'Country:' (United States), '\*Phone:' (001 9725181775), '\*City:' (Dallas), '4Zip:' (75252), and 'Email:'.

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

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4. Enter the Contact Name of the Recipient in the **Alt / Contact Name** box if applicable.

|                                        |                   |
|----------------------------------------|-------------------|
| From Location <input type="checkbox"/> |                   |
| *Company/Contact Name:                 | Emory University  |
| Alternate Contact Name:                |                   |
| *Address 1:                            | 18111 Preston Rd. |
| <sup>2</sup> Address 2:                |                   |
| <sup>3</sup> State:                    | Texas             |
| *City:                                 | Dallas            |
| Country:                               | United States     |
| <sup>4</sup> Zip:                      | 75252             |
| *Phone:                                | 001 9725181775    |
| Email:                                 |                   |

5. Enter in the Recipient address information using the **Address 1** and **Address 2** (if applicable) fields. Each box can contain up to 35 characters.

|                                        |                   |
|----------------------------------------|-------------------|
| From Location <input type="checkbox"/> |                   |
| *Company/Contact Name:                 | Emory University  |
| Alternate Contact Name:                |                   |
| *Address 1:                            | 18111 Preston Rd. |
| <sup>2</sup> Address 2:                |                   |
| *City:                                 | Dallas            |
| <sup>3</sup> State:                    | Texas             |
| <sup>4</sup> Zip:                      | 75252             |
| Country:                               | United States     |
| *Phone:                                | 001 9725181775    |
| Email:                                 |                   |

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

6. Enter the **City**.

|                                        |                   |
|----------------------------------------|-------------------|
| From Location <input type="checkbox"/> |                   |
| *Company/Contact Name:                 | Emory University  |
| Alternate Contact Name:                |                   |
| *Address 1:                            | 18111 Preston Rd. |
| <sup>2</sup> Address 2:                |                   |
| *City:                                 | Dallas            |
| <sup>3</sup> State:                    | Texas             |
| <sup>4</sup> Zip:                      | 75252             |
| Country:                               | United States     |
| *Phone:                                | 001 9725181775    |
| Email:                                 |                   |

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

**From Location** ☐

**\*Company/Contact Name:**

**Alternate Contact Name:**

**\*Address 1:**

**<sup>2</sup>Address 2:**

**<sup>3</sup>State:**  ▼

**Country:**  ▼

**\*Phone:**

**\*City:**

**<sup>4</sup>Zip:**

**Email:**

*NOTE: State is a required field for all deliveries to the United States, Canada, and Mexico.*

8. Enter the appropriate **Zip** code.

**From Location** ☐

**\*Company/Contact Name:**

**Alternate Contact Name:**

**\*Address 1:**

**<sup>2</sup>Address 2:**

**<sup>3</sup>State:**  ▼

**Country:**  ▼

**\*Phone:**

**\*City:**

**<sup>4</sup>Zip:**

**Email:**

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

9. Click on the drop-down arrow next to **Country** to select the appropriate Country.

**From Location** ☐

**\*Company/Contact Name:**

**Alternate Contact Name:**

**\*Address 1:**

**<sup>2</sup>Address 2:**

**<sup>3</sup>State:**  ▼

**<sup>4</sup>Country:**  ▼

**\*Phone:**

**\*City:**

**<sup>4</sup>Zip:**

**Email:**

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10. Enter the Recipient **Phone** number and **Email**.

From Location ☐

\*Company/Contact Name:

Emory University

Alternate Contact Name:

\*Address 1:

18111 Preston Rd.

<sup>2</sup>Address 2:

<sup>3</sup>State:

Texas

▼

Country:

United States

▼

\*Phone:

001

9725181775

Email:

\*City:

Dallas

<sup>4</sup>Zip:

75252

NOTE: Phone number is a required field.

NOTE: If adding an international address, the country code is required

NOTE: Email address is an optional field for Domestic Addresses but required for International Addresses.

11. Click **Save** or **Cancel/Go Back** to return to the main Address Book.

Add Address

From Location ☐

\*Company/Contact Name:

Alternate Contact Name:

\*Address 1:

<sup>1</sup>Address 2:

<sup>2</sup>State:

Select State

▼

Country:

United States

▼

\*Phone:

Email:

\*City:

<sup>3</sup>Zip:

? Click here for address format

[Click here to verify this address](#)

Cancel/Go Back

Save

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12. To Edit or Delete a saved Recipient, locate the address from within your Address Book. Recipient addresses are listed alphabetically by Company/Contact name and can be located by clicking on the letter that corresponds with the first letter of the company name. Alternatively, enter your Search criteria in the **Search for** field and click **Find**.

Search for:

Find

Location: ☐ From ☒ To

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

DeleteDownloadEditImport FileNewShare

| <input type="checkbox"/> | Company/Contact  | Alternate Contact | Address               | City/State | Zip   | Country       |
|--------------------------|------------------|-------------------|-----------------------|------------|-------|---------------|
| <input type="checkbox"/> | Emory University |                   | 18111 Preston Rd.     | Dallas TX  | 75252 | United States |
| <input type="checkbox"/> | Emory University |                   | Inge-Beisheim-Platz 1 | Berlin     | 10785 | Germany       |

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

13. Click in the box located next to the Recipient address that you would like to Edit or Delete to select it.

Search for:

Find

Location: ☐ From ☒ To

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

DeleteDownloadEditImport FileNewShare

| <input type="checkbox"/>            | Company/Contact  | Alternate Contact | Address               | City/State | Zip   | Country       |
|-------------------------------------|------------------|-------------------|-----------------------|------------|-------|---------------|
| <input checked="" type="checkbox"/> | Emory University |                   | 18111 Preston Rd.     | Dallas TX  | 75252 | United States |
| <input type="checkbox"/>            | Emory University |                   | Inge-Beisheim-Platz 1 | Berlin     | 10785 | Germany       |

14. If you want to update the information, click on **Edit**.

Search for:

Find

Location: ☐ From ☒ To

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

DeleteDownloadEditImport FileNewShare

| <input type="checkbox"/> | Company/Contact  | Alternate Contact | Address               | City/State | Zip   | Country       |
|--------------------------|------------------|-------------------|-----------------------|------------|-------|---------------|
| <input type="checkbox"/> | Emory University |                   | 18111 Preston Rd.     | Dallas TX  | 75252 | United States |
| <input type="checkbox"/> | Emory University |                   | Inge-Beisheim-Platz 1 | Berlin     | 10785 | Germany       |

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15. Update the necessary information and click **Save Changes** to keep the new information that you entered.

**Edit Address**

☐ From Location

**\*Company/Contact Name:**

**Alternate Contact Name:**

**\*Address 1:**

**<sup>2</sup>Address 2:**

**<sup>3</sup>State:**

**\*City:**

**Country:**

**<sup>4</sup>Zip:**

**\*Phone:**

**Email:**

NOTE: You can also click *Cancel/Go Back* to discard your changes.

16. To permanently Delete the selected Recipient address from the Address Book, click in the box located next to the Recipient address that you would like to delete, and click **Delete**.

**Search for:**   **Location:** ☐ From ☒ To

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

| <input type="checkbox"/>            | Company/Contact  | Alternate Contact | Address               | City/State | Zip   | Country       |
|-------------------------------------|------------------|-------------------|-----------------------|------------|-------|---------------|
| <input checked="" type="checkbox"/> | Emory University |                   | 18111 Preston Rd.     | Dallas TX  | 75252 | United States |
| <input type="checkbox"/>            | Emory University |                   | Inge-Beisheim-Platz 1 | Berlin     | 10785 | Germany       |

17. Click **Yes, Delete**. To cancel the Delete request, click No, Do Not Delete and you will be brought back to the main Address Book Window.

**Delete Address**

**Do you really want to delete the following item(s) from your address book?**

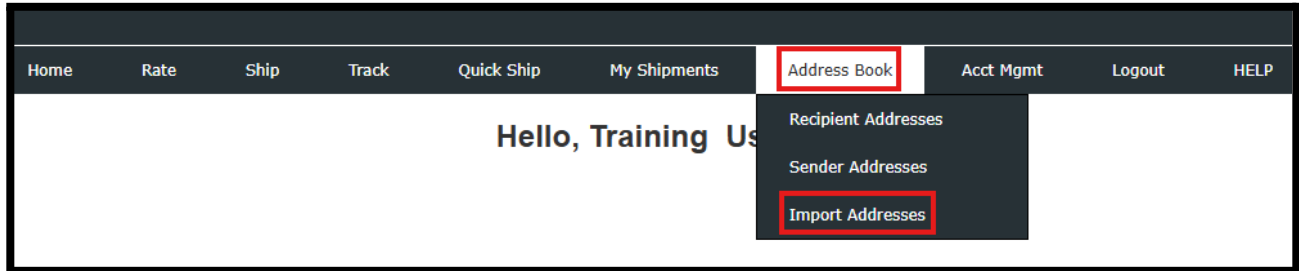
**Emory University**

NOTE: There may be several entries for one company. Only the record that you selected will be deleted.

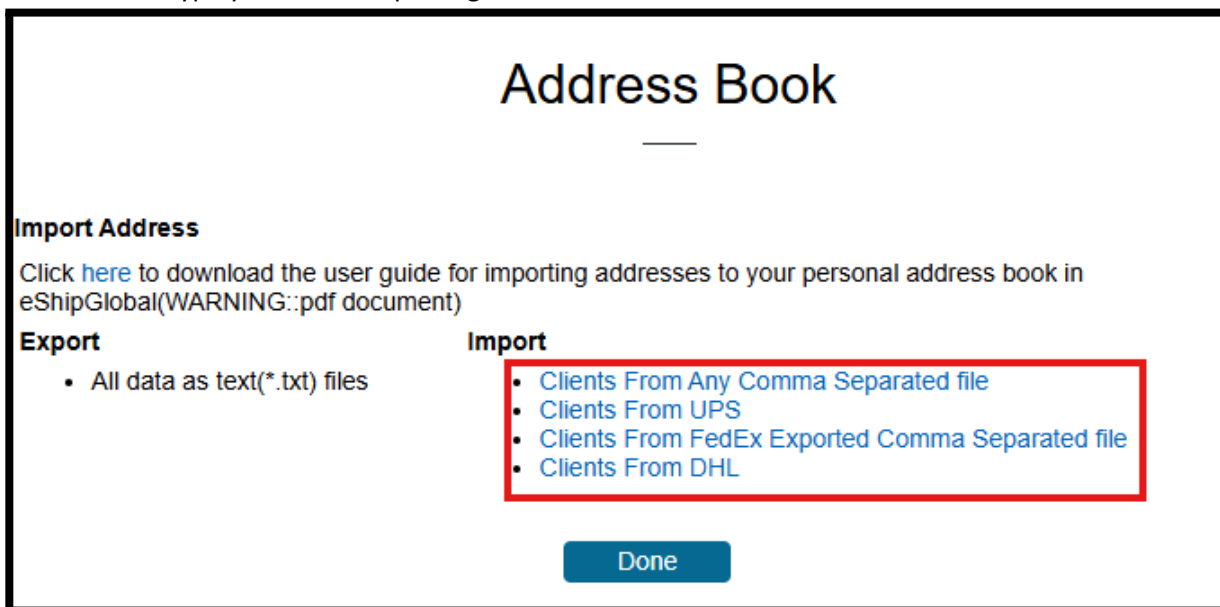
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## Import Existing Address File

1. Click on **Address Book** from the navigation menu and choose **Import Addresses** from the drop-down list.



2. Select the file type you will be importing.



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- Before uploading your file, please review the **Sample File** provided, to ensure your addresses have been properly formatted, and you're not missing any required information.

## Address Book

---

Import address from **CSV file** using the form below.

**Import Address From CSV file**

**Step 1**

- The Comma separated (CSV) file should comply with following order of columns
- CompanyName, First Name, Last Name, Address 1, Address 2, City, State, Zip, Country, Phone, Fax, Email, Public Address Flag(Y/N)
- Please ensure that the Phone number and Zipcode fields are in Text Format to avoid truncation of leading zeros when importing
- Country and State fields must be 2 character codes
- [Sample Comma separated\(csv\) file](#)

**Step 2**

- Click "Browse" and select the csv file and click "Import" to import the file.

File Name  No file chosen

- Click on **Choose File** and select the appropriate file from your saved documents.

## Address Book

---

Import address from **CSV file** using the form below.

**Import Address From CSV file**

**Step 1**

- The Comma separated (CSV) file should comply with following order of columns
- CompanyName, First Name, Last Name, Address 1, Address 2, City, State, Zip, Country, Phone, Fax, Email, Public Address Flag(Y/N)
- Please ensure that the Phone number and Zipcode fields are in Text Format to avoid truncation of leading zeros when importing
- Country and State fields must be 2 character codes
- [Sample Comma separated\(csv\) file](#)

**Step 2**

- Click "Browse" and select the csv file and click "Import" to import the file.

File Name  No file chosen

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- Once you have selected your preferred file, click on **Import**, and all addresses within your file will be added directly to your Recipient Address Book.

## Address Book

---

Import address from **CSV file** using the form below.

**Import Address From CSV file**

**Step 1**

- The Comma separated (CSV) file should comply with following order of columns
- CompanyName, First Name, Last Name, Address 1, Address 2, City, State, Zip, Country, Phone, Fax, Email, Public Address Flag(Y/N)
- Please ensure that the Phone number and Zipcode fields are in Text Format to avoid truncation of leading zeros when importing
- Country and State fields must be 2 character codes
- [Sample Comma separated\(csv\) file](#)

**Step 2**

- Click "Browse" and select the csv file and click "Import" to import the file.

File Name

Choose File

No file chosen

Import

Done

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## Create and Maintain QuickShip Profiles for Domestic Shipping

### Overview

- Use this guide to easily create a QuickShip profile for recurring domestic shipments. This feature is most helpful when you ship the same package repeatedly to the same Recipient.
- The Recipient address information and all of the shipping selections entered can be saved to the QuickShip profile.

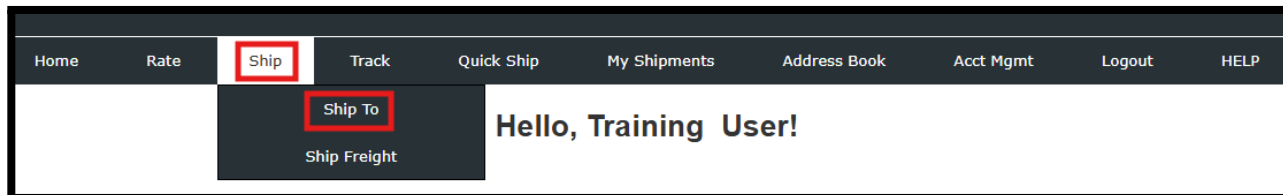
### Key Points

- This guide assumes that you have successfully logged into eShipGlobal and have experience creating, printing, and emailing domestic shipping labels in the eShipGlobal system.
- Please refer to the Create a Domestic Package Label guide for more detailed information about the sections and information necessary to complete a domestic shipping label.
- The number of packages, package type, service, billing information, special instructions, and email notifications can be modified after creating a QuickShip profile.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

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## Create a QuickShip Profile

1. Click **Ship>Ship To** located in the navigation menu at the top of your eShipGlobal window.



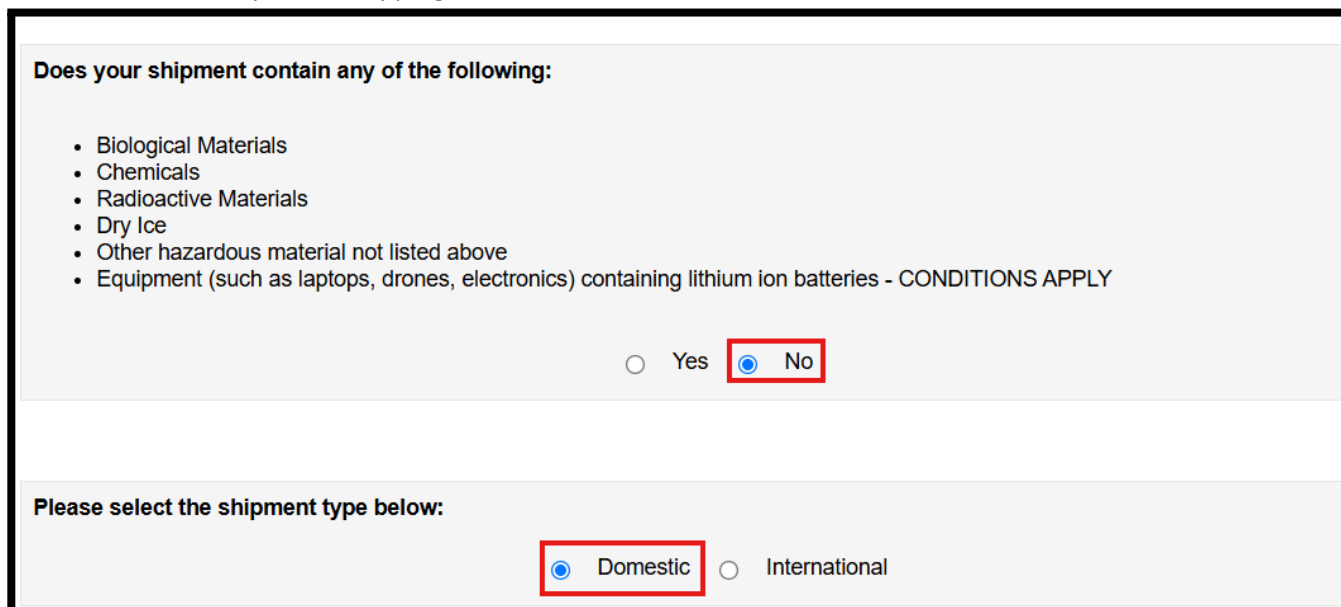
Home Rate **Ship** Track Quick Ship My Shipments Address Book Acct Mgmt Logout HELP

**Ship To**

Ship Freight

Hello, Training User!

2. Indicate if you are shipping materials classified as a **Research Material** (biological, chemical, radioactive, etc.). Also indicate if you are shipping **Domestic** or **International**.



Does your shipment contain any of the following:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice
- Other hazardous material not listed above
- Equipment (such as laptops, drones, electronics) containing lithium ion batteries - CONDITIONS APPLY

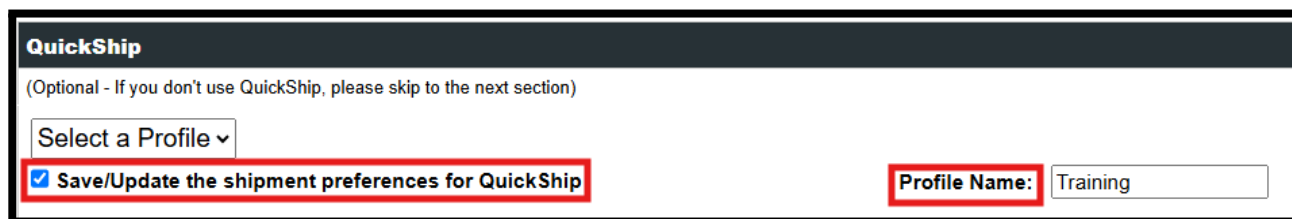
☐ Yes ☒ **No**

Please select the shipment type below:

☒ **Domestic** ☐ International

*Note: The QuickShip feature is available only when shipping Non-Research material domestically.*

3. At the top of the domestic shipping form, click **Save /Update** the shipment preferences for QuickShip and enter a **Profile Name** for the shipment to be saved under.



**QuickShip**

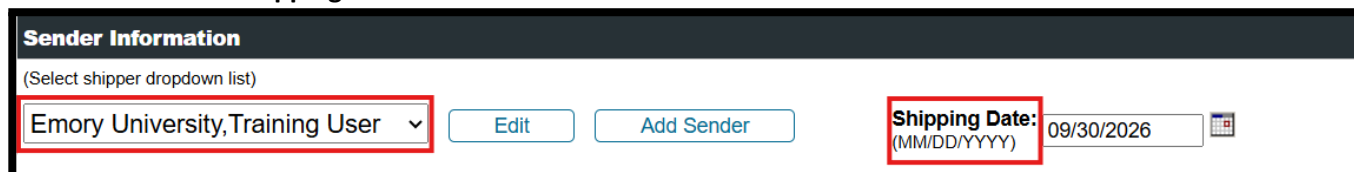
(Optional - If you don't use QuickShip, please skip to the next section)

Select a Profile ▾

☒ **Save/Update the shipment preferences for QuickShip**

**Profile Name:** Training

4. Set the **Sender** and **Shipping Date**.



**Sender Information**

(Select shipper dropdown list)

Emory University, Training User ▾ Edit Add Sender

**Shipping Date:** (MM/DD/YYYY) 09/30/2026

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5. Complete the online form by entering the Recipient delivery information in the fields provided or clicking on **Load from Address Book** to select a saved Recipient Address.

**Recipient Information**  
(Please enter recipient Information or choose from saved recipient addresses by clicking on the Load from Address Book button)  

Load from Address Book

☐ Add to Address Book

\*Company/Contact Name:

Alternate Contact Name:

\*Address 1:

Address 2:

\*State: Select State

Country: United States

\*Phone:

Email:

\*City:

\*Zip:

NOTE: Required Fields are marked with an asterisks (\*)

NOTE: 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.

NOTE: If the package is intended for residential delivery, enter the Recipient contact name in the Company / Contact Name box.

6. Select the **Type** of package from the Type drop down-list. Then provide the **Shipment Reference** and Content Description if applicable.

**Package Information**  
(Select Package type and Service from the dropdown list)  

No. of pkgs. for each address above: 1

☒ Identical ☐ Non-Identical

Type: Carrier Letter

\*Weight: Carrier PAK (lbs)

Shipment Reference: Carrier Box

Item/Material Description: Carrier Letter

Customer Packaging

Service: Select a service

\*Dimensions: L x W x H (inches)

[Help](#)

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7. Choose a **Service** from the drop-down list of options provided.

**Package Information**

(Select Package type and Service from the dropdown list)

**No. of pkgs. for each address above:**

☒ Identical ☐ Non-Identical

**Type:**

**\*Weight:**  (lbs)

**Shipment Reference:**

**Item/Material Description:**

**Service:**

**\*Dimensions:**  (inches)

[Help](#)

FedEx 2Day  
FedEx Express Saver  
FedEx First Overnight  
FedEx Ground Guaranteed  
FedEx Priority Overnight

8. Click **Add Accounting Code** to. Upon entering in your Account Number, you will be presented with a pop-up to input your billing information.

**Accounting Codes**

**Select:**

(If you do not have a profile, enter values below)

**GL Business Unit:**

**Speed Type:**

**Speed Type Description:**

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9. Input your Speed Type and select the appropriate one from the dropdown. The remaining fields will automatically populate based on the identified Speed Type.

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

Speed Type:

11101

EMUNV---0000001110---Student Insurance1002A670EMUNV  
EMUNV---0000011102---AFFRONTI EDUCATI0000 3311A170EMUNV  
EMUNV---0000011103--- GASTROENTEROLOGY0000 3311A170EMUNV  
EMUNV---0000011104---Digestive Diseases

Speed Type Description:

VALIDATE

ADD

CLEAR

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

EMUNV

Speed Type:

1110100000

Speed Type Description:

PROD92 TEST

VALIDATE

ADD

CLEAR

10. Click on **Validate**.

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

EMUNV

Speed Type:

1110100000

Speed Type Description:

PROD92 TEST

VALIDATE

ADD

CLEAR

# Express Shipping powered by eShipGlobal

11. Once Validated, click on **Add**.

**Success** You can add the cost object  
The billing fields combination exist.

Select:    
(If you do not have a profile, enter values below)

**GL Business Unit:**

**Speed Type:**

**Speed Type Description:**

12. Select any **Special Instructions** or add a **Declared Value** (for insurance purposes if applicable) required for this package.

**Special Instructions**  
(Additional charges may apply for some special services)

☐ **Material Transfer Agreement (MTA)**

☐ **Return Shipment** (FedEx, UPS only)

☐ **Saturday Delivery** (FedEx, UPS only)

☐ **Signature Required**

☐ **FedEx Priority Alert** (FedEx only)  
(Temp control not available in all locations)

MTA Number :

☐ **Hold at Station** (FedEx, UPS only)

☐ **Signature Release** (FedEx, UPS, LSO only)

☐ **Residential Delivery** (FedEx, UPS, LSO only)

☐ **FedEx Priority Alert Plus** (FedEx only)  
(Temp control not available in all locations)

**Declared Value:**  (USD)

13. Select the **Email Notifications** requested.

**Email Notifications**  
(Email notifications will be sent free of charge)

☐ **Notify Shipper on Order**

☐ **Notify Recipient on Order**

☐ **Notify Shipper on Delivery**

☐ **Notify Others on Delivery**

☐ **Notify Recipients Via SMS** (FedEx, UPS only)

☐ **Notify Shipper on Pickup**

☐ **Notify Shipper on Exceptions**

14. Click **Show Quote** and select a carrier to ship.

**Email Notifications**

☒ **Notify Shipper on Order**

☒ **Notify Recipient on Order**

☐ **Notify Shipper on Delivery**

☐ **Notify Others on Delivery**

☐ **Notify Recipients Via SMS** (FedEx, UPS only)

☐ **Notify Shipper on Pickup**

☐ **Notify Shipper on Exceptions**

[Help](#)

# Express Shipping powered by eShipGlobal

15. Select your preferred carrier, and click on **Ship**.

|                                                                                                            | Service                  | *Commitment                                                                    | <sup>1</sup> Contracted Rate | Sender Information                                                                                |
|------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------|
|                           | eShipGlobal SameDay      | <b>STD:</b> End of same business day<br><a href="#">Click here for details</a> | \$--                         | Training User<br>Emory University<br>201 Dowman Drive<br>Atlanta<br>GA-30322<br>US                |
| <br><input type="radio"/> | FedEx Ground             | <b>STD:</b> 1 to 5 business days<br><b>ACT:</b> 2026-10-02T23:59:00            | \$16.17                      | <b>Recipient Information</b><br>Emory University<br>18111 Preston Rd.<br>Dallas<br>TX-75252<br>US |
| <br><input type="radio"/> | FedEx Express Saver      | <b>STD:</b> 3rd business day by 4:30 PM<br><b>ACT:</b> 2026-10-05T17:00:00     | \$26.01                      | <b>Package Information</b><br>Ship Date: 09/30/2026<br>LETTER- 0.5 lbs                            |
| <br><input type="radio"/> | FedEx 2Day               | <b>STD:</b> 2nd business day by 4:30 PM<br><b>ACT:</b> 2026-10-02T17:00:00     | \$28.65                      | <b>Special Instructions <sup>2</sup></b><br>DO                                                    |
| <br><input type="radio"/> | FedEx Standard Overnight | <b>STD:</b> Next business day by 3:00 PM<br><b>ACT:</b> 2026-10-01T17:00:00    | \$39.25                      | <b>Itemized Charges</b>                                                                           |
| <br><input type="radio"/> | FedEx Priority Overnight | <b>STD:</b> Next business day by 10:30 AM<br><b>ACT:</b> 2026-10-01T10:30:00   | \$42.67                      |                                                                                                   |
| <br><input type="radio"/> | FedEx First Overnight    | <b>STD:</b> Next business day by 8:30 AM<br><b>ACT:</b> 2026-10-01T08:00:00    | \$168.89                     |                                                                                                   |
| <a href="#">Edit Shipment</a> <a href="#">Ship</a>                                                         |                          |                                                                                |                              |                                                                                                   |

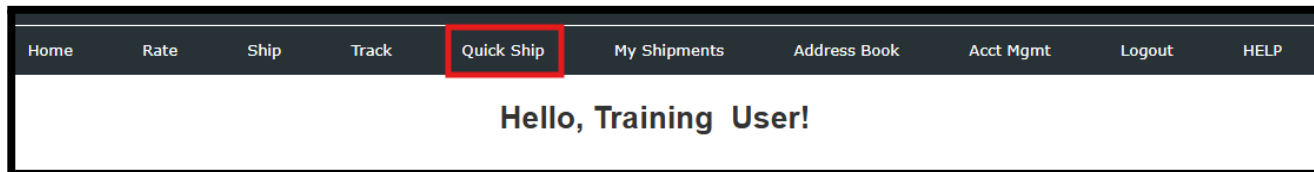
16. Click **Print Airwaybill** to print or email your shipping label.

|                                                                                                                                                                                                            |                                                                                            |                                                                                                                                                                |                              |                                                                    |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------|----------------|
| <b>Order #: 114487974</b>                                                                                                                                                                                  |                                                                                            |                                                                                                                                                                |                              |                                                                    |                |
| Tracking #: <a href="#">794844032363</a>                                                                                                                                                                   |                                                                                            |                                                                                                                                                                |                              |                                                                    |                |
| <b>Shipment Information</b>                                                                                                                                                                                |                                                                                            |                                                                                                                                                                |                              |                                                                    |                |
| <b>Origin</b>                                                                                                                                                                                              | <b>Destination</b>                                                                         | <b><sup>1</sup>Package Information</b>                                                                                                                         | <b>Scan Activity</b>         | <b>Return Shipment</b>                                             | <b>Amount</b>  |
| Indiana University<br>Test User1<br>107 S Indiana Ave<br>Bloomington IN 47405<br>United States<br>Sent By: <b>Training User</b>                                                                            | Indiana University<br>Test User<br>2709 E 10th St<br>Bloomington IN 47408<br>United States | <br>7/23/2026<br>FedEx Express Saver<br>LETTER 0.5 lbs<br>DO<br>Email - S R | No information at this time. | Return Date<br>7/30/2026<br><a href="#">Create Return Shipment</a> | \$26.45        |
| <b>Total for this shipment</b>                                                                                                                                                                             |                                                                                            |                                                                                                                                                                |                              |                                                                    | <b>\$26.45</b> |
| <a href="#">Cancel Shipment</a> <a href="#">Print Airwaybill</a> <a href="#">Schedule Pickup</a> <a href="#">Create Return Order</a> <a href="#">Supporting Documents</a> <a href="#">Shipment History</a> |                                                                                            |                                                                                                                                                                |                              |                                                                    |                |

# Express Shipping powered by eShipGlobal

## Update a Saved QuickShip Profile

1. Click **QuickShip** located in the navigation menu at the top of your eShipGlobal window.



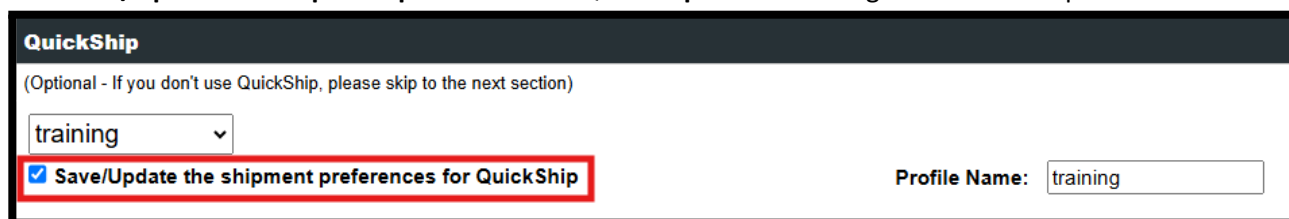
Home Rate Ship Track **Quick Ship** My Shipments Address Book Acct Mgmt Logout HELP

Hello, Training User!

2. Click on the **profile name** link (the profile will load).

|                          | Profile Name    | Created Date          |
|--------------------------|-----------------|-----------------------|
| <input type="checkbox"/> | <b>training</b> | 7/23/2026 12:23:26 PM |

3. Click **Save/Update the shipment preference for QuickShip** to make changes to the saved profile.



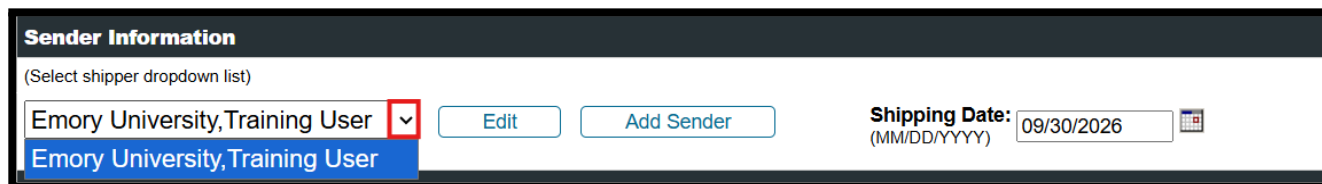
**QuickShip**

(Optional - If you don't use QuickShip, please skip to the next section)

training

☒ **Save/Update the shipment preferences for QuickShip** Profile Name: training

4. If your changes require an update to the saved Sender address, click the drop-down under **Sender Information** and update accordingly.



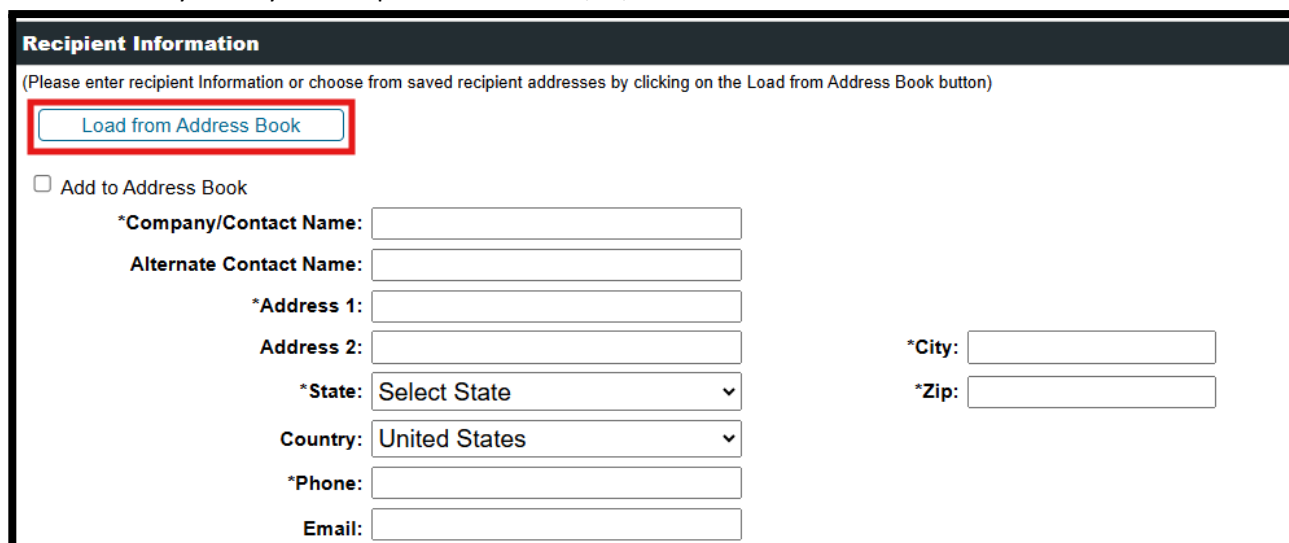
**Sender Information**

(Select shipper dropdown list)

Emory University, Training User Edit Add Sender Shipping Date: 09/30/2026 (MM/DD/YYYY)

Emory University, Training User

5. If your changes require an update to the saved Recipient address associated with the saved QuickShip profile, either manually modify the recipient information, or, click on **Load from Address Book**.



**Recipient Information**

(Please enter recipient Information or choose from saved recipient addresses by clicking on the Load from Address Book button)

Load from Address Book

☐ Add to Address Book

\*Company/Contact Name:

Alternate Contact Name:

\*Address 1:

Address 2:

\*State: Select State

\*City:

Country: United States

\*Zip:

\*Phone:

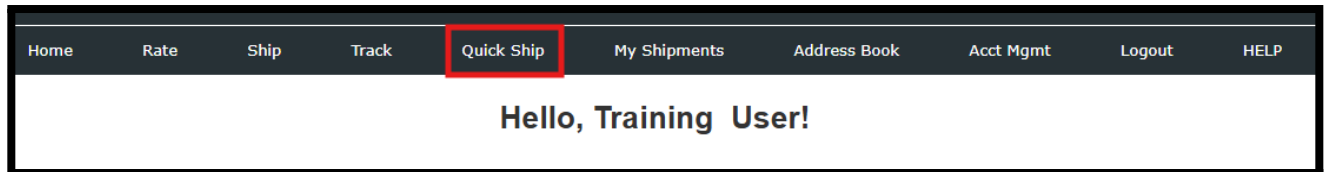
Email:

# Express Shipping powered by eShipGlobal

- Continue with the shipment creation and then print or email your shipping label.
- Your changes will automatically be saved to the selected QuickShip profile after you create the shipping label.

## Delete a QuickShip Profile

- Click **QuickShip** located in the navigation menu at the top of your eShipGlobal window.



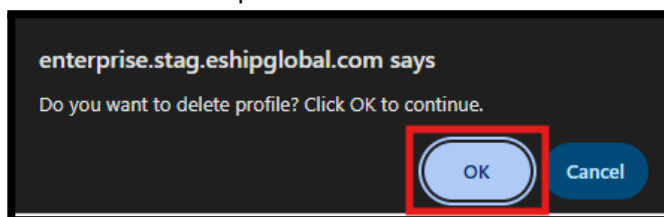
- Click the checkbox to select the Profile that you would like to Delete.

|                                     | Profile Name | Created Date          |
|-------------------------------------|--------------|-----------------------|
| <input checked="" type="checkbox"/> | training     | 7/23/2026 12:23:26 PM |

- Click **Delete**.

|                                     | Profile Name | Created Date          |
|-------------------------------------|--------------|-----------------------|
| <input checked="" type="checkbox"/> | training     | 7/23/2026 12:23:26 PM |
| <div>Delete</div>                   |              |                       |

- Click **OK** to confirm profile deletion.



# Express Shipping powered by eShipGlobal

## Creating a Domestic Shipping Label

### Overview

- Use this guide to easily create a shipping label for a domestic package.
- If you are trying to create a shipping label for an international package, please refer to the Creating an International Package Label guide.

### Key Points

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx and UPS. This third-party service allows you to review shipping costs at Emory University 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 Emory University Cost Centers on every transaction. Each transaction is tied back to Emory University Financial Statements through the tracking number and Cost Center used.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

### Shipping Carriers

- Contracted domestic rates are available with both FedEx and UPS.

### 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.

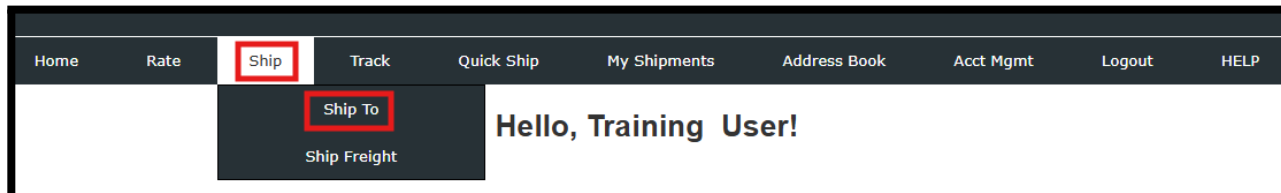
### Special Arrangements and Services

- 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 and may not be available from all Carriers.

# Express Shipping powered by eShipGlobal

## Create a Domestic Shipping Label

1. Click **Ship>Ship To** located in the navigation menu at the top of your eShipGlobal window.



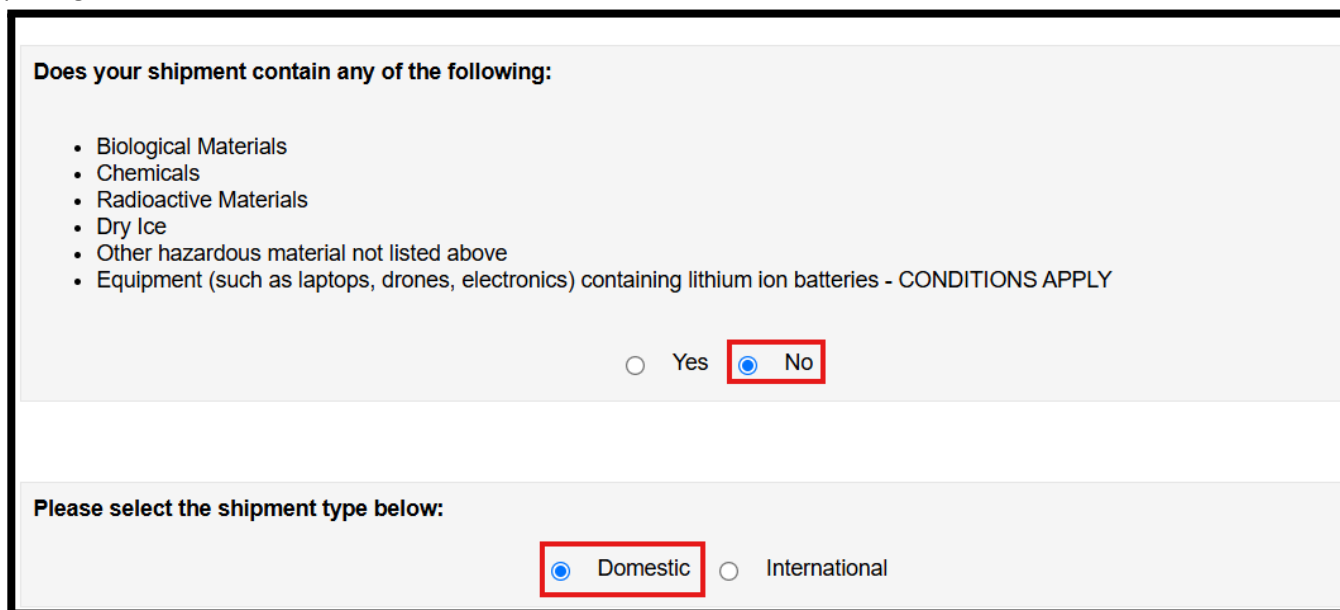
Home Rate **Ship** Track Quick Ship My Shipments Address Book Acct Mgmt Logout HELP

**Ship To**

Ship Freight

Hello, Training User!

2. Indicate that you are not shipping Research Materials and are shipping **Domestic**. If you are shipping Research Materials, please contact Environmental Health and Safety (EHS) if needing assistance with shipping your package.



**Does your shipment contain any of the following:**

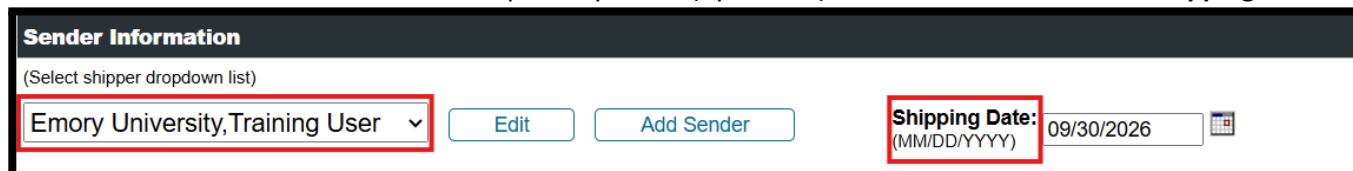
- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice
- Other hazardous material not listed above
- Equipment (such as laptops, drones, electronics) containing lithium ion batteries - CONDITIONS APPLY

☐ Yes ☒ **No**

**Please select the shipment type below:**

☒ **Domestic** ☐ International

3. Review the Sender Information. If the sender location is accurate, go to step 4. To change the sender address, click the dropdown to select from any previously saved sender addresses. If you have not saved the address, click on **Add Sender** to add a new sender address. Accept today's date (by default) or enter a new date in the **Shipping Date** field.



**Sender Information**

(Select shipper dropdown list)

**Emory University, Training User**

**Shipping Date:** (MM/DD/YYYY) 09/30/2026

*NOTE: If you are the only Shipper in your profile, the Ship From 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 Sender.*

*NOTE: To Edit information for one of the Senders associated with your shipping profile, refer to the Enter and Maintain Sender Information quick guide.*

*NOTE: To change the Shipping Date, click in the Shipping Date box and enter a new Shipping Date. You can also click on the calendar icon located on the right-hand side of the Shipping Date field to select the date from the calendar. Labels can be printed in advance. The shipping date selected cannot exceed 9 days from today's date.*

# Express Shipping powered by eShipGlobal

- Complete the online form by entering the Recipient delivery information in the fields provided or clicking on **Load from Address Book** to select a saved Recipient Address.

### Recipient Information

(Please enter recipient Information or choose from saved recipient addresses by clicking on the Load from Address Book button)

☐ Add to Address Book

\*Company/Contact Name:

Alternate Contact Name:

\*Address 1:

Address 2:

\*State:

Country:

\*Phone:

Email:

\*City:

\*Zip:

- Saved Recipient addresses are listed alphabetically by Company name and can be located by clicking on the letter that corresponds with the first letter of the company name. Alternatively, enter your Search criteria in the **Search box** and click **Find**.

Search for:

Find

Location: ☐ From ☒ To

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

| <input type="checkbox"/> | Company/Contact  | Alternate Contact | Address           | City/State | Zip   | Country       |
|--------------------------|------------------|-------------------|-------------------|------------|-------|---------------|
| <input type="checkbox"/> | Emory University |                   | 18111 Preston Rd. | Dallas TX  | 75252 | United States |

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

- Click the **checkbox** next to the address that you would like to use as the Recipient and click **Ship To**.

| <input type="checkbox"/> | Company/Contact  | Alternate Contact | Address           | City/State | Zip   | Country       |
|--------------------------|------------------|-------------------|-------------------|------------|-------|---------------|
| <input type="checkbox"/> | Emory University |                   | 18111 Preston Rd. | Dallas TX  | 75252 | United States |

NOTE: If you are shipping the same identical package to multiple Recipients, you can create one order for all packages (batch shipment). Click the **checkbox** next to each address in your book that you will be shipping to, and click **Ship To**. Upon completion of your order, you will be provided with the associated number of shipping labels.

NOTE: Batch shipping only applies to Domestic Non-Research Material Shipments

# Express Shipping powered by eShipGlobal

7. To add the address being entered to the saved Address Book if not already saved, click the checkbox next to **Add to Address Book**. Leave the box unchecked if the address will not be needed for future deliveries.

**Recipient Information**  
(Please enter recipient Information or choose from saved recipient addresses by clicking on the Load from Address Book button)  
[Load from Address Book](#)  
☐ Add to Address Book  
\*Company/Contact Name:   
Alternate Contact Name:   
\*Address 1:   
Address 2:   
\*State:   
Country:   
\*Phone:   
Email:   
\*City:   
\*Zip:

8. Complete the form by entering the Recipient information for the delivery in the fields provided, and the address information will be saved to your book automatically upon shipment creation.

**Recipient Information**  
(Please enter recipient Information or choose from saved recipient addresses by clicking on the Load from Address Book button)  
[Load from Address Book](#)  
☐ Add to Address Book  
\*Company/Contact Name:   
Alternate Contact Name:   
\*Address 1:   
Address 2:   
\*State:   
Country:   
\*Phone:   
Email:   
\*City:   
\*Zip:   
[If you would like to validate the address you entered, click here](#) [Validate Address](#)

NOTE: 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.

# Express Shipping powered by eShipGlobal

9. Enter the **number of packages** for the intended Recipient. If only one package is being prepared for the Recipient, go to step 13.

**Package Information**  
(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above:

☒ Identical ☐ Non-Identical

Type:

\*Weight:  (lbs)

Shipment Reference:

Item/Material Description:

Service:

\*Dimensions:  x  x  (inches)

- 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 carrier's 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 air bill.
  - Carrier Tube- Sturdy cardboard tube provided by the shipping carrier that appears with the carrier's logo printed on it. There is usually a delineated area reserved for affixing the printed label or air bill.
  - Customer Packaging- Packaging not provided by the shipping carrier.

10. Indicate whether the packages are **Identical** or **Non-Identical**.

- For Non- Identical packages, go to step 11.
- For Identical packages go to step 13.

**Package Information**  
(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above:

☒ Identical ☐ Non-Identical

Type:

\*Weight:  (lbs)

Shipment Reference:

Item/Material Description:

Service:

\*Dimensions:  x  x  (inches)

*NOTE: Every package will be assigned a unique tracking number and you have the opportunity to specify a different shipping service for each package.*

# Express Shipping powered by eShipGlobal

11. For **Non-Identical Packages**, from the dropdown list of options provided, specify the **Type** of packaging, **Weight**, **Dimensions**, **Service**, and **Declared Value** if applicable for each Package.

**Enter Multiple Package Shipment Details**

| Package                                 | Type           | Service          | Weight       | Dimension                            | Declared Value |
|-----------------------------------------|----------------|------------------|--------------|--------------------------------------|----------------|
| John Smith<br>Dallas, TX 75252<br>Pkg 1 | Carrier Letter | Select a service | Letter (lbs) | Letter x Letter x Letter (l x w x h) | 0              |
| John Smith<br>Dallas, TX 75252<br>Pkg 2 | Carrier Letter | Select a service | Letter (lbs) | Letter x Letter x Letter (l x w x h) | 0              |

Cancel OK

12. Click **OK**.

**Enter Multiple Package Shipment Details**

| Package                                 | Type           | Service          | Weight       | Dimension                            | Declared Value |
|-----------------------------------------|----------------|------------------|--------------|--------------------------------------|----------------|
| John Smith<br>Dallas, TX 75252<br>Pkg 1 | Carrier Letter | Select a service | Letter (lbs) | Letter x Letter x Letter (l x w x h) | 0              |
| John Smith<br>Dallas, TX 75252<br>Pkg 2 | Carrier Letter | Select a service | Letter (lbs) | Letter x Letter x Letter (l x w x h) | 0              |

Cancel OK

13. For **Identical Packages** or if only shipping **1 package**, select the **Type** of package from the drop down-list and provide the **Shipment Reference** and/or **Description** if applicable.

**Package Information**

(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1

Identical Non-Identical

Type: Carrier Letter

\*Weight: Carrier PAK (lbs)

Shipment Reference:

Item/Material Description:

Service: Select a service

\*Dimensions: L x W x H (inches)

Carrier PAK  
Carrier Box  
Carrier Tube  
Carrier Letter  
Customer Packaging

Help

# Express Shipping powered by eShipGlobal

14. Enter the approximate **weight** and **dimensions** of the package.

**Package Information**  
(Select Package type and Service from the dropdown list)  
**No. of pkgs. for each address above:**  ☒ **Identical** ☐ **Non-Identical**  
**Type:**  **Service:**   
**\*Weight:**  (lbs) **\*Dimensions:**  x  x  (inches)  
**Shipment Reference:**   
**Item/Material Description:**

*NOTE: The Dimensions are not required for carrier packaging types, as they are standard across all the carriers for the selected packaging type.*

15. You can elect to have a third party or the Recipient of the package pay for the shipping charges. Choose **Third Party** or **Recipient** from the **Bill To** drop-down list. Enter the Recipient / Third Party carrier Account Number and Zip Code associated with the Recipient / Third Party Account Number in the boxes provided.

**Billing References**  
(Select or enter Billing references for charge back and charge type)  
**Bill To:**  **\*Recipient/Third Party Account #:**  **\*Zip:**

**Billing References**  
(Select or enter Billing references for charge back and charge type)  
**Bill To:**  **\*Recipient/Third Party Account #:**  **\*Zip:**

*NOTE: An Account Number will still be required for transaction fees and back-up in the event the Recipient/Third Party Account is unable to be billed.*

# Express Shipping powered by eShipGlobal

16. Click **Add Accounting Code** to. Upon entering in your Account Number, you will be presented with a pop-up to input your billing information.

**Accounting Codes**

Add Accounting Code

Select: Select Profile ▾  
(If you do not have a profile, enter values below)

GL Business Unit:

Speed Type:

Speed Type Description:

VALIDATE

ADD

CLEAR

17. Input your Speed Type and select the appropriate one from the dropdown. The remaining fields will automatically populate based on the identified Speed Type.

Select: Select Profile ▾  
(If you do not have a profile, enter values below)

GL Business Unit:

Speed Type:

11101  
EMUNV---0000001110---Student  
Insurance1002A670EMUNV  
EMUNV---0000011102---AFFRONTI  
EDUCATI0000 3311A170EMUNV  
EMUNV---0000011103---  
GASTROENTEROLOGY0000 3311A170EMUNV  
EMUNV---0000011104---Digestive Disease

Speed Type Description:

VALIDATE

ADD

CLEAR

Select: Select Profile ▾  
(If you do not have a profile, enter values below)

GL Business Unit:

EMUNV

Speed Type:

1110100000

Speed Type Description:

PROD92 TEST

VALIDATE

ADD

CLEAR

# Express Shipping powered by eShipGlobal

18. Click on **Validate**.

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

EMUNV

Speed Type:

1110100000

Speed Type Description:

PROD92 TEST

VALIDATE

ADD

CLEAR

19. Once Validated, click on **Add**.

Success You can add the cost object  
The billing fields combination exist.

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

EMUNV

Speed Type:

1110100000

Speed Type Description:

PROD92 TEST

VALIDATE

ADD

CLEAR

20. Select any **Special Instructions** or add a **Declared Value** (for insurance purposes if applicable) required for this package.

**Special Instructions**

(Additional charges may apply for some special services)

☐ **Material Transfer Agreement (MTA)**

☐ **Return Shipment** (FedEx, UPS only)

☐ **Saturday Delivery** (FedEx, UPS only)

☐ **Signature Required**

☐ **FedEx Priority Alert** (FedEx only)  
(Temp control not available in all locations)

Declared Value: 0

(USD)

MTA Number :

☐ **Hold at Station** (FedEx, UPS only)

☐ **Signature Release** (FedEx, UPS, LSO only)

☐ **Residential Delivery** (FedEx, UPS, LSO only)

☐ **FedEx Priority Alert Plus** (FedEx only)  
(Temp control not available in all locations)

NOTE: Additional charges may apply for some special services and are not available from all shipping carriers.

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# Express Shipping powered by eShipGlobal

21. Select any **Email Notifications** requested.

**Email Notifications**  
(Email notifications will be sent free of charge)  
☐ **Notify Shipper on Order** ☐ **Notify Recipient on Order** ☐ **Notify Shipper on Delivery** ☐ **Notify Others on Delivery**  
☐ **Notify Recipients Via SMS (FedEx, UPS only)** ☐ **Notify Shipper on Pickup** ☐ **Notify Shipper on Exceptions**  
[Help](#)

22. Click **Show Quote**.

**Email Notifications**  
☒ **Notify Shipper on Order** ☒ **Notify Recipient on Order** ☐ **Notify Shipper on Delivery** ☐ **Notify Others on Delivery**  
☐ **Notify Recipients Via SMS (FedEx, UPS only)** ☐ **Notify Shipper on Pickup** ☐ **Notify Shipper on Exceptions**  
[Help](#)  

[Start Over](#) [Ship Now](#) [Show Quote](#)

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.

23. Select a shipping Carrier, Service, and Rate from the list of options provided and click **Ship**.

|                                                                                                              | Service                  | *Commitment                                                                    | <sup>1</sup> Contracted Rate | Sender Information                                                                                |
|--------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------|
|                           | eShipGlobal SameDay      | <b>STD:</b> End of same business day<br><a href="#">Click here for details</a> | \$-.-                        | Training User<br>Emory University<br>201 Dowman Drive<br>Atlanta<br>GA-30322<br>US                |
| <br><input type="radio"/> | FedEx Ground             | <b>STD:</b> 1 to 5 business days<br><b>ACT:</b> 2026-10-02T23:59:00            | \$16.17                      | <b>Recipient Information</b><br>Emory University<br>18111 Preston Rd.<br>Dallas<br>TX-75252<br>US |
| <br><input type="radio"/> | FedEx Express Saver      | <b>STD:</b> 3rd business day by 4:30 PM<br><b>ACT:</b> 2026-10-05T17:00:00     | \$26.01                      | <b>Package Information</b><br>Ship Date: 09/30/2026<br>LETTER- 0.5 lbs                            |
| <br><input type="radio"/> | FedEx 2Day               | <b>STD:</b> 2nd business day by 4:30 PM<br><b>ACT:</b> 2026-10-02T17:00:00     | \$28.65                      | <b>Special Instructions <sup>2</sup></b><br>DO                                                    |
| <br><input type="radio"/> | FedEx Standard Overnight | <b>STD:</b> Next business day by 3:00 PM<br><b>ACT:</b> 2026-10-01T17:00:00    | \$39.25                      | <b>Itemized Charges</b>                                                                           |
| <br><input type="radio"/> | FedEx Priority Overnight | <b>STD:</b> Next business day by 10:30 AM<br><b>ACT:</b> 2026-10-01T10:30:00   | \$42.67                      |                                                                                                   |
| <br><input type="radio"/> | FedEx First Overnight    | <b>STD:</b> Next business day by 8:30 AM<br><b>ACT:</b> 2026-10-01T08:00:00    | \$168.89                     |                                                                                                   |
| <div><a href="#">Edit Shipment</a> <a href="#">Ship</a></div>                                                |                          |                                                                                |                              |                                                                                                   |

NOTE: Shipping Carrier options will be displayed from the least expensive to the most expensive option.

# Express Shipping powered by eShipGlobal

24. Click **Print Airwaybill**.

|                                                                                                                       |                                                                           |                                                                        |                              |                                                        |                |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------|--------------------------------------------------------|----------------|
| <b>Order #: 114490710</b>                                                                                             |                                                                           |                                                                        |                              |                                                        |                |
| Tracking #: 878004333830                                                                                              |                                                                           |                                                                        |                              |                                                        |                |
| <b>Shipment Information</b>                                                                                           |                                                                           |                                                                        |                              |                                                        |                |
| <b>Origin</b>                                                                                                         | <b>Destination</b>                                                        | <b>Package Information</b>                                             | <b>Scan Activity</b>         | <b>Return Shipment</b>                                 | <b>Amount</b>  |
| Emory University<br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: Training User  | Emory University<br>18111 Preston Rd.<br>Dallas TX 75252<br>United States | <b>FedEx</b><br>9/30/2026<br>FedEx Express Saver<br>CUSTOM 5 lbs<br>DO | No information at this time. | Return Date<br>10/7/2026<br><br>Create Return Shipment | \$26.01        |
| <b>Total for this shipment</b>                                                                                        |                                                                           |                                                                        |                              |                                                        | <b>\$26.01</b> |
| <div>Cancel Shipment Print Airwaybill Schedule Pickup Create Return Order Supporting Documents Shipment History</div> |                                                                           |                                                                        |                              |                                                        |                |

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.

25. In the pop-up Print Label Screen, click **Print Airwaybill**.

|                                             |                                                                                                                    |                                                                    |                                                                                                                                   |                                                                            |                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Print Airwaybill</b><br>Email Airwaybill | <br><b>SP PNXAG</b><br>TX-US DFW | TRK# 8780 0433 3830<br>0201<br>MON - 05 OCT 5:00P<br>EXPRESS SAVER | <br><b>FedEx</b><br>Express<br>J261026012001uv | DALLAS TX 75252<br>REF: (972) 518-1775<br>INV: (972) 518-1775<br>PO: DEPT: | TO<br>EMORY UNIVERSITY<br>18111 PRESTON RD.<br>DALLAS TX 75252<br>ORIGIN ID:SSIA (972) 518-1775<br>TRAINING USER<br>EMORY UNIVERSITY<br>201 DOWMAN DRIVE<br>ATLANTA, GA 30322<br>UNITED STATES US<br>SHIP DATE: 30SEP26<br>ACTWGT: 5.00 LB<br>CAD: 268445289/F/AP/2208<br>DIMS: 8x6x8 IN<br>BILL SENDER |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

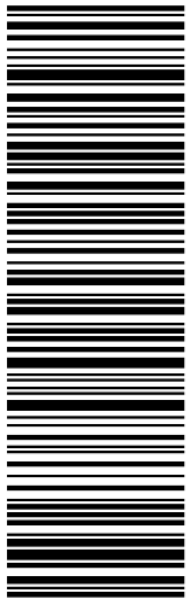
# Express Shipping powered by eShipGlobal

26. If you would like to send the label to someone else, click **Email Label** to send the shipping label electronically.

[Print Airwaybill](#)  
[Email Airwaybill](#)

**SP PNXAG**  
TX-US DFW

TRK# 8780 0433 3830  
MON - 05 OCT 5:00P  
EXPRESS SAVER





**EMORY UNIVERSITY**  
18111 PRESTON RD.  
DALLAS TX 75252  
(972) 518-1775  
REF: PO DEPT

ORIGIN ID:SSIA (972) 518-1775  
TRAINING USER  
EMORY UNIVERSITY  
201 DOWMAN DRIVE  
ATLANTA, GA 30322  
UNITED STATES US  
SHIP DATE: 30SEP26  
ACTWGT: 5.00 LB  
CAD: 268445239F/AP12208  
DIMS: 6x6x6 IN  
BILL SENDER

56KJ61F304B4B

27. To schedule a pickup, click on **Schedule Pickup**. Please retain the Pickup Confirmation Number for your records in the event that you have any questions.

**Order #: 114490710**

Tracking #: [878004333830](#)

| Shipment Information                                                                                                 |                                                                           |                                                                                                                                               |                              |                                                                    |                |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------|----------------|
| Origin                                                                                                               | Destination                                                               | 1 Package Information                                                                                                                         | Scan Activity                | Return Shipment                                                    | Amount         |
| Emory University<br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: Training User | Emory University<br>18111 Preston Rd.<br>Dallas TX 75252<br>United States | <br>9/30/2026<br>FedEx Express Saver<br>CUSTOM 5 lbs<br>DO | No information at this time. | Return Date<br>10/7/2026<br><a href="#">Create Return Shipment</a> | \$26.01        |
| <b>Total for this shipment</b>                                                                                       |                                                                           |                                                                                                                                               |                              |                                                                    | <b>\$26.01</b> |

[Cancel Shipment](#) [Print Airwaybill](#) [Schedule Pickup](#) [Create Return Order](#) [Supporting Documents](#) [Shipment History](#)

# Express Shipping powered by eShipGlobal

## Creating a Domestic Shipping Label for an Exempt Biological Material Shipped with Dry Ice

### Overview

- Use this guide to easily create a shipping label for a domestic package that contains a biological material.
- This guide will provide an example of how to ship an exempt biological material packaged with dry ice.

### Key Points

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx and UPS. This third-party service allows you to review shipping costs at Emory University 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 Emory University Cost Centers on every transaction. Each transaction is tied back to Emory University Financial Statements through the tracking number and Cost Center used.
- To improve compliance, eShipGlobal is integrated with Emory University's training system. When you log in with your Emory University credentials and password, the system provides automatic training verification.
  - Training courses for biological substances and dry ice packages are available online. If you have questions or are in need of training, please reach out to your EHS office.

### Shipping Carriers

- Contracted domestic rates are available with both FedEx and UPS.

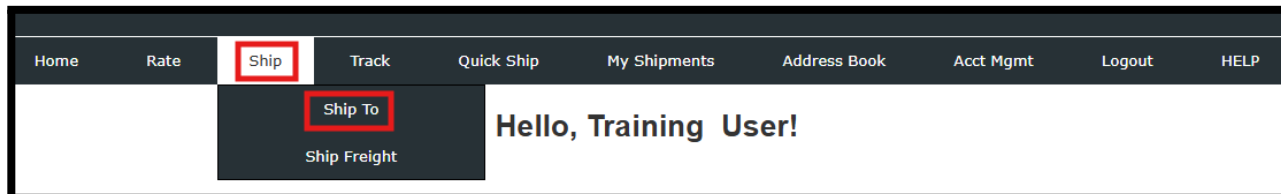
### Packaging

- 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.

# Express Shipping powered by eShipGlobal

## Create a Domestic Shipping Label for an Exempt Biological Material Shipped with Dry Ice

1. Click **Ship>Ship To** located in the navigation menu at the top of your eShipGlobal window.



- Research materials are generally defined as materials that are used in laboratory settings such as animals, biological (cultures or stocks of human or animal pathogens, select agents or toxins, human or animal materials, genetically modified microorganisms, vectors, plasmids, etc.), chemical or radioactive, and dry-ice.
- Some research materials may not necessarily be hazardous but become regulated materials once they are transported.

2. Indicate that you are shipping **Research Materials** and are shipping **Domestic**.

Does your shipment contain any of the following:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice
- Other hazardous material not listed above
- Equipment (such as laptops, drones, electronics) containing lithium ion batteries - CONDITIONS APPLY

☒ Yes ☐ No

*Note: If you have any questions regarding shipping hazardous or potentially hazardous materials, please reach out to Environmental Health & Safety for assistance - we are committed to ensuring your package is shipped safely.*

[Environmental Health & Radiation Safety](#)  
[ehso@emory.edu](mailto:ehso@emory.edu)  
EHSO : 404-727-5922

Please select the shipment type below:

☒ Domestic ☐ International

# Express Shipping powered by eShipGlobal

3. Classify the material in your shipment and click **Continue**.

## RESEARCH MATERIAL SHIPPING

---

### Step 1 : Material Classification and Training Verification

Which of the following materials will be part of your shipment?

☒ [BIOLOGICAL MATERIALS](#)

☐ [CHEMICALS](#)

☐ [RADIOACTIVE MATERIALS](#)

☐ [NEWLY SYNTHESIZED NON-HAZARDOUS CHEMICALS](#)

☐ [NON REGULATED MATERIAL WITH DRY ICE](#)

☐ [NON REGULATED MATERIAL WITHOUT DRY ICE](#)

☐ [SPECIAL PROVISION A180](#)

☐ [SPECIAL PROVISION A152 \(DRY SHIPPERS\)](#)

☐ [EQUIPMENT \(such as laptops, drones, electronics\) CONTAINING LITHIUM ION BATTERIES - CONDITIONS APPLY](#)

Start Over

Continue

4. Select your **Material** and **Specific Material Type** from the designated drop down menus.

## RESEARCH MATERIAL SHIPPING

---

### Step 1 : Material Classification and Training Verification

#### BIOLOGICAL MATERIAL SELECTION

Please complete the questionnaire below to proceed

Material:

Select Material

Select Material

Animal Material

Human Material

Antibody

Arthropods

Bacteria and Protozoa

Diagnostic and food testing kits

Fungus

Genetic Elements

Genetically Modified Microorganisms

Genetically Modified Organisms

Immunotoxin

Insects

Medical Product

Parasite

Plant, Plant Material and Soil

Protein

Toxins

Vaccine

Start Over

Reset

Last Action

# Express Shipping powered by eShipGlobal

This screenshot shows a web form with a dropdown menu titled "Select Specific Material Type:". The dropdown is open, displaying a list of options: "Select name", "Blood", "Body Fluids", "Continuous/Tumor/Transformed Cell Line", "Fixed Cells/Tissue", "Primary Cell Lines", "Test Swabs/Smears", "Tissue", "pXPR-311Cas9", and "Others". The "Select name" option is currently selected and highlighted in blue. To the left of the dropdown are two buttons: "Start Over" (outlined in red) and "Reset" (outlined in blue). To the right is a button labeled "Action" (partially visible, outlined in blue).

5. Answer the questions related to the biological material. These are questions to help ensure that your material is appropriately categorized and that the correct labels are provided upon shipment completion. Click **Continue**.

This screenshot shows a questionnaire for biological materials. At the top, there are two dropdown menus: "Material:" set to "Human Material" and "Select Specific Material Type:" set to "Blood". Below these are seven questions, each with "Yes" and "No" radio button options. The "No" option is selected for all questions except the last one, "Does this shipment include dry ice?", where the "Yes" option is selected. At the bottom, there are four buttons: "Start Over" (outlined in red), "Reset" (outlined in blue), "Continue" (solid blue with a red border), and "Undo Last Action" (outlined in blue).

Material: Human Material

Select Specific Material Type: Blood

Yes No Does the material contain a wild type bacterium, fungus, parasite, prion, protozoa or virus?

Yes No Does this material contain a genetically modified microorganism?

Yes No Does the material contain a genetically modified organism or is the material genetically modified?

Yes No Have nucleic acids of any type from a microorganism or prion been introduced into the genetically modified organism?

Yes No Does the material contain a plasmid or vector?

Yes No Is there a high probability that the material contains a microorganism or prion?

Yes No Does this shipment include dry ice?

Start Over Reset Continue Undo Last Action

# Express Shipping powered by eShipGlobal

6. If you have completed the necessary training for this exempt biological material, you will see confirmation of your training. If not, you will receive an alert message that you need to work with EHS to complete your shipment. Click **Continue**.

**BIOLOGICAL MATERIAL CLASSIFICATION**

|                                  |                                               |
|----------------------------------|-----------------------------------------------|
| <b>Substance Classification:</b> | Exempt Human Specimen                         |
| <b>Material Name:</b>            | Human Blood                                   |
| <b>Training Verification:</b>    | You have the appropriate training to continue |

Start Over Reset Continue

7. Enter the name of the **Material**, **Quantity**, and **Net Value** of the material that you plan to ship and click **Continue**.

**Material Entry**

**Material Classification:** Exempt Human Specimen

**\*Material Name:** Human Blood

**Material / Goods Description:**

**Maximum Quantity Per Inner Receptacle:**  ml (Max. Inner Qty: NA)

**\*Total Quantity in Package:** 5 ml (Max. Total Qty: NA)

**<sup>1</sup>Net Value in USD(Min. 1):** 1

☐ Does the material contain any chemical preservative or media?

<sup>1</sup> Enter the total value of items shipped in each classification.  
**Note:**  
<sup>i</sup> Please note that all grayed fields are pre-populated or optional.

Start Over Add another material Continue

NOTE: Only fields marked with asterisks (\*) are required.

8. Review the Sender Information. If the sender location is accurate, go to step 9. To change the sender address, click the dropdown to select from any previously saved sender addresses. If you have not saved the address, click on **Add Sender** to add a new sender address. Accept today's date (by default) or enter a new date in the **Shipping Date** field.

**Sender Information**

(Select shipper dropdown list)

Emory University, Training User ▼ Edit Add Sender

**Shipping Date:** (MM/DD/YYYY) 09/30/2026 

NOTE: To change the Shipping Date, click in the Shipping Date box and enter a new Shipping Date if you would like to select an alternate Shipping Date. You can also click on the calendar icon located on the right-hand side of the Shipping Date field to select the date from the calendar. Labels can be printed in advance.

NOTE: The shipping date selected cannot exceed 9 days from today's date.

# Express Shipping powered by eShipGlobal

9. Click on **Load from Address Book** to select a Recipient from the saved Address Book.

**Recipient Information**  
(Please enter recipient Information or choose from saved recipient addresses by clicking on the Load from Address Book button)

Load from Address Book

☐ Add to Address Book

\*Company/Contact Name:

Alternate Contact Name:

\*Address 1:

Address 2:

\*State: Select State

Country: United States

\*Phone:

Email:

\*City:

\*Zip:

10. Saved Recipient addresses are listed alphabetically by Company name and can be located by clicking on the letter that corresponds with the first letter of the company name. Alternatively, enter your Search criteria in the Search box and click **Find**.

Search for:

Find

Location: ☐ From ☒ To

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Go Back

New

Ship To

| <input type="checkbox"/> | Company/Contact  | Alternate Contact | Address           | City/State | Zip   | Country       |
|--------------------------|------------------|-------------------|-------------------|------------|-------|---------------|
| <input type="checkbox"/> | Emory University |                   | 18111 Preston Rd. | Dallas TX  | 75252 | United States |

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

11. Click the **checkbox** next to the address that you would like to use as the Recipient and click **Ship To**.

Go Back

New

Ship To

| <input type="checkbox"/>            | Company/Contact  | Alternate Contact | Address           | City/State | Zip   | Country       |
|-------------------------------------|------------------|-------------------|-------------------|------------|-------|---------------|
| <input checked="" type="checkbox"/> | Emory University |                   | 18111 Preston Rd. | Dallas TX  | 75252 | United States |

# Express Shipping powered by eShipGlobal

12. To add the address being entered to the saved Address Book if not already saved, click the checkbox next to **Add to Address Book**. Leave the box unchecked if the address will not be needed for future deliveries.

**Recipient Information**  
(Please enter recipient Information or choose from saved recipient addresses by clicking on the Load from Address Book button)

[Load from Address Book](#)

☒ Add to Address Book

\*Company/Contact Name:

Alternate Contact Name:

\*Address 1:

Address 2:

\*City:

\*State:

\*Zip:

Country:

\*Phone:

Email:

13. Complete the form by entering the Recipient information for the delivery in the fields provided, and the address information will be saved to your book automatically upon shipment creation.

**Recipient Information**  
(Please enter recipient Information or choose from saved recipient addresses by clicking on the Load from Address Book button)

[Load from Address Book](#)

☐ Add to Address Book

\*Company/Contact Name:

Alternate Contact Name:

\*Address 1:

Address 2:

\*City:

\*State:

\*Zip:

Country:

\*Phone:

Email:

If you would like to validate the address you entered, click here [Validate Address](#)

NOTE: 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.

NOTE: To continue without verifying the address, proceed to step 18.

NOTE: Enter the Recipients email address in the Ship To section if you would like to notify the Recipient of delivery

14. Select the **Type** of package from the Type drop down list. Then provide a **Shipment Reference** if applicable.

**Package Information**  
(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1

☒ Identical ☐ Non-Identical

Type:

Service:

\*Total Pkg Weight:  (lbs)

\*Dimensions:  x  x  (Inches)

Shipment Reference:

# Express Shipping powered by eShipGlobal

15. Enter the approximate **Weight and Dimensions** of the package.

**Package Information**  
(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1 ☒ Identical ☐ Non-Identical

\*Type: Fibreboard Box Service: Select a service

\*Total Pkg Weight: 10 (lbs) \*Dimensions: 12 x 12 x 12 (inches)

Shipment Reference:

16. Choose a **Service** from the drop-down list of options provided.

**Package Information**  
(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1 ☒ Identical ☐ Non-Identical

\*Type: Fibreboard Box Service: Select a service

\*Total Pkg Weight: 10 (lbs) \*Dimensions: Select a service (inches)

Shipment Reference:

[Help](#)

- Select a service
- FedEx 2Day
- FedEx Express Saver
- FedEx First Overnight
- FedEx Ground Guaranteed
- FedEx Priority Overnight

17. You can elect to have a third party or the Recipient of the package pay for the shipping charges. Choose **Third Party** or **Recipient** from the **Bill To** drop-down list. Enter the Recipient / Third Party carrier Account Number and Zip Code associated with the Recipient / Third Party Account Number in the boxes provided.

**Billing References**  
(Select or enter Billing references for charge back and charge type)

Bill To: Prepaid \*Recipient/Third Party Account #: Not required \*Zip: Not required

Prepaid

Recipient

Third Party

**Billing References**  
(Select or enter Billing references for charge back and charge type)

Bill To: Recipient \*Recipient/Third Party Account #:  \*Zip:

*NOTE: An Account Number will still be required for transaction fees and back-up in the event the Recipient/Third Party Account is unable to be billed.*

# Express Shipping powered by eShipGlobal

18. Input your Speed Type and select the appropriate one from the dropdown. The remaining fields will automatically populate based on the identified Speed Type.

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

Speed Type:

11101

EMUNV---0000001110---Student Insurance1002A670EMUNV  
EMUNV---0000011102---AFFRONTI EDUCATI0000 3311A170EMUNV  
EMUNV---0000011103--- GASTROENTEROLOGY0000 3311A170EMUNV  
EMUNV---0000011104---Digestive Diseases

Speed Type Description:

VALIDATE

ADD

CLEAR

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

EMUNV

Speed Type:

1110100000

Speed Type Description:

PROD92 TEST

VALIDATE

ADD

CLEAR

19. Click on **Validate**.

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

EMUNV

Speed Type:

1110100000

Speed Type Description:

PROD92 TEST

VALIDATE

ADD

CLEAR

# Express Shipping powered by eShipGlobal

20. Once Validated, click on **Add**.

**Success** You can add the cost object  
The billing fields combination exist.

Select:    
(If you do not have a profile, enter values below)

GL Business Unit:

Speed Type:

Speed Type Description:

21. Select any optional **Special Instructions** or enter a **Declared Value** (for insurance purposes if applicable) required for this package. If dry ice is included in your package, click **Dry Ice** and indicate the **weight of the dry ice**.

**Special Instructions**  
(Additional charges may apply for some special services)

☐ Material Transfer Agreement (MTA) MTA Number :

☐ Saturday Delivery

☐ Signature Required

☐ Signature Release

☐ Dangerous Goods Dangerous Goods Type:  [Help](#)

☒ Dry Ice (Express shipments only) **\*Dry Ice Weight:**  (lbs) [Help](#)

☐ Overpack

☐ FedEx Priority Alert (FedEx only) (Temp control not available in all locations)

☐ FedEx Priority Alert Plus (FedEx only) (Temp control not available in all locations)

**Declared Value:**  (USD)

NOTE: The weight of dry ice should not exceed the total package weight.

NOTE: Additional charges may apply for some special services.

22. Select optional **Email Notifications** requested.

**Email Notifications**  
(Email notifications will be sent free of charge)

☐ Notify Shipper on Order ☐ Notify Recipient on Order ☐ Notify Shipper on Delivery ☐ Notify Others on Delivery

☐ Notify Recipients Via SMS (FedEx, UPS only) ☐ Notify Shipper on Pickup ☐ Notify Shipper on Exceptions

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.

# Express Shipping powered by eShipGlobal

23. Click **Show Quote**.

Email Notifications

☒ Notify Shipper on Order
 ☒ Notify Recipient on Order
 ☐ Notify Shipper on Delivery
 ☐ Notify Others on Delivery
 ☐ Notify Recipients Via SMS (FedEx, UPS only)
 ☐ Notify Shipper on Pickup
 ☐ Notify Shipper on Exceptions

[Help](#)

Start Over

Ship Now

Show Quote

24. Select a shipping Carrier, Service, and Rate from the list of options provided and click **Ship**.

Step 3 : Shipment Creation and Documentation

|                        | Service                  | *Commitment                                                                                                                           | <sup>1</sup> Contracted Rate | Sender Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |           |                |           |                        |          |              |                  |
|------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|----------------|-----------|------------------------|----------|--------------|------------------|
|                        | eShipGlobal SameDay      | <b>STD:</b> End of same business day<br><a href="#">Click here for details</a>                                                        | \$-..                        | <b>Recipient Information</b><br>Emory University<br>201 Dowman Drive<br>Atlanta<br>GA-30322<br>US<br><br><b>Package Information</b><br>Ship Date: 09/30/2026<br>CUSTOM - 10 lbs<br>12x12x12(in)<br><br><b>Special Instructions <sup>2</sup></b><br>PK<br><br><b>Itemized Charges</b> <table> <tr> <td>Base Charge</td> <td>USD 30.79</td> </tr> <tr> <td>Fuel Surcharge</td> <td>USD 13.18</td> </tr> <tr> <td>Dangerous Goods Charge</td> <td>USD 8.50</td> </tr> <tr> <td><b>Total</b></td> <td><b>USD 52.47</b></td> </tr> </table> | Base Charge | USD 30.79 | Fuel Surcharge | USD 13.18 | Dangerous Goods Charge | USD 8.50 | <b>Total</b> | <b>USD 52.47</b> |
| Base Charge            | USD 30.79                |                                                                                                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |           |                |           |                        |          |              |                  |
| Fuel Surcharge         | USD 13.18                |                                                                                                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |           |                |           |                        |          |              |                  |
| Dangerous Goods Charge | USD 8.50                 |                                                                                                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |           |                |           |                        |          |              |                  |
| <b>Total</b>           | <b>USD 52.47</b>         |                                                                                                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |           |                |           |                        |          |              |                  |
|                        | World Courier            | Shipping rates are unavailable for World Courier. To receive account specific shipping rates, contact World Courier at 1-800-221-6600 | + \$0.50                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |           |                |           |                        |          |              |                  |
|                        | FedEx Ground             | <b>STD:</b> 1 to 5 business days<br><b>ACT:</b> 2026-10-02T23:59:00                                                                   | \$20.34                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |           |                |           |                        |          |              |                  |
|                        | FedEx Express Saver      | <b>STD:</b> 3rd business day by 4:30 PM<br><b>ACT:</b> 2026-10-05T17:00:00                                                            | \$52.47                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |           |                |           |                        |          |              |                  |
|                        | FedEx 2Day               | <b>STD:</b> 2nd business day by 4:30 PM<br><b>ACT:</b> 2026-10-02T17:00:00                                                            | \$65.95                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |           |                |           |                        |          |              |                  |
|                        | FedEx Standard Overnight | <b>STD:</b> Next business day by 3:00 PM<br><b>ACT:</b> 2026-10-01T17:00:00                                                           | \$67.06                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |           |                |           |                        |          |              |                  |
|                        | FedEx Priority Overnight | <b>STD:</b> Next business day by 10:30 AM<br><b>ACT:</b> 2026-10-01T10:30:00                                                          | \$75.87                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |           |                |           |                        |          |              |                  |
|                        | FedEx First Overnight    | <b>STD:</b> Next business day by 8:30 AM<br><b>ACT:</b> 2026-10-01T08:00:00                                                           | \$358.04                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |           |                |           |                        |          |              |                  |

Edit Shipment

Ship

NOTE: Shipping Carrier options will be displayed from the least expensive to the most expensive option.

# Express Shipping powered by eShipGlobal

25. Click **Complete Shipment**.

|                                                                                                                             |                                                                                  |                                                                                                                                    |                              |                         |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------|
| <b>Order #: 114490720</b>                                                                                                   |                                                                                  |                                                                                                                                    |                              |                         |
| <b>Tracking #: 878005833851</b>                                                                                             |                                                                                  |                                                                                                                                    |                              |                         |
| <b>Shipment Information</b>                                                                                                 |                                                                                  |                                                                                                                                    |                              |                         |
| <b>Origin</b>                                                                                                               | <b>Destination</b>                                                               | <b>Package Information</b>                                                                                                         | <b>Scan Activity</b>         | <b>Amount</b>           |
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: Training User | <b>Emory University</b><br>18111 Preston Rd.<br>Dallas TX 75252<br>United States | <b>FedEx</b><br>9/30/2026<br>FedEx Express Saver<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK                                              | No information at this time. | <b>\$52.47</b>          |
| <b>Material Name</b>                                                                                                        | <b>Material Classification</b>                                                   |                                                                                                                                    |                              |                         |
| Human Blood                                                                                                                 | EXEMPT HUMAN SPECIMEN                                                            | <b>Proper shipping name:</b><br><b>UN NO:</b><br><b>Preservative:</b><br><b>Net Weight/Volume:</b> 5 ml<br><b>Net Value:</b> 1 USD |                              |                         |
| <b>Total for this shipment</b>                                                                                              |                                                                                  |                                                                                                                                    |                              | <b>\$52.47</b>          |
| <b>Complete Shipment</b>                                                                                                    |                                                                                  | <b>Cancel Shipment</b>                                                                                                             | <b>Supporting Documents</b>  | <b>Shipment History</b> |

26. Read the Requirements for shipping your material type(s).

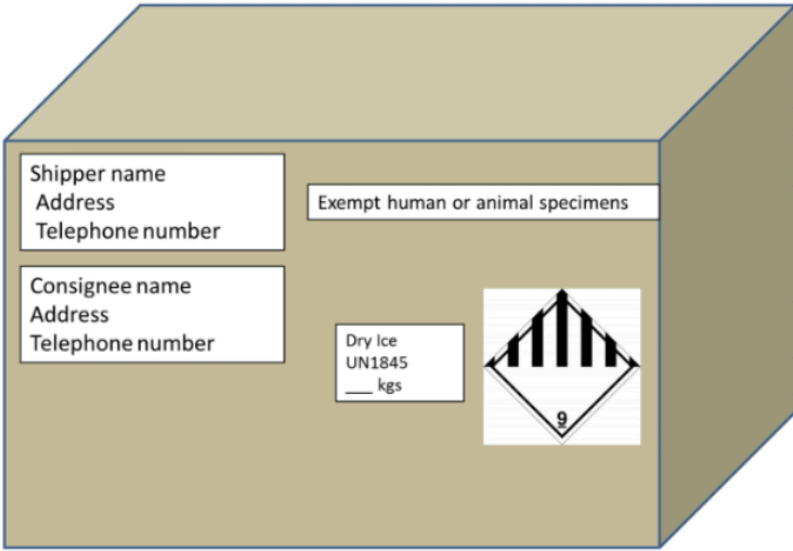
|                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Requirements for Exempt Human or Animal Specimen Packages</b>                                                                    |
| The following requirements must be met when shipping Exempt Human or Animal Specimen Packages with or without dry ice.              |
| <b>Quantity</b>                                                                                                                     |
| 1. The quantity of Exempt Specimen material per primary container is 1 liter or less for liquids and 4 kilograms or less for solids |
| 2. The quantity of Exempt Specimen material per outer packaging is 4 liters or less for liquids and 4 kilograms or less for solids  |
| <b>Package Condition</b>                                                                                                            |
| 3. Packages are free from damage and in a proper condition for carriage                                                             |
| 4. The primary and secondary packages are leak proof/sift proof                                                                     |
| 5. The outer package is a rigid container such as a fiberboard box                                                                  |
| <b>Markings</b>                                                                                                                     |
| 6. Full name and address of the shipper and consignee                                                                               |
| <b>Labels</b>                                                                                                                       |
| 7. Exempt Human Specimen or Exempt Animal Specimen label as applicable                                                              |
| 8. No irrelevant marks or labels                                                                                                    |
| <b>Dry Ice (if used)</b>                                                                                                            |
| Air waybill contains the following information:                                                                                     |
| 1. The UN Number "1845", preceded by the prefix "UN"                                                                                |
| 2. The words "Carbon dioxide, solid" or "Dry ice"                                                                                   |
| 3. The Class number "9"                                                                                                             |
| 4. The number of packages of dry ice                                                                                                |
| 5. The net quantity of dry ice in kilograms                                                                                         |

|                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Requirements for Dry Ice Shipments</b>                                                                                      |
| (For use when a Shipper's Declaration for Dangerous Goods is not required)                                                     |
| The following requirements must be met when shipping dry ice when packaged on its own or with non dangerous goods.             |
| <b>Documentation</b>                                                                                                           |
| The air waybill contains the following information:                                                                            |
| 1. The UN Number "1845", preceded by the prefix "UN"                                                                           |
| 2. The words "Carbon dioxide, solid" or "Dry ice"                                                                              |
| 3. The Class number "9"                                                                                                        |
| 4. The number of packages of dry ice                                                                                           |
| 5. The net quantity of dry ice in kilograms                                                                                    |
| <b>Quantity</b>                                                                                                                |
| 6. The quantity of dry ice per package is 200 kg or less                                                                       |
| <b>Package Condition</b>                                                                                                       |
| 7. Packages are free from damage and in a proper condition for carriage                                                        |
| 8. The packaging is vented to permit the release of gas and is of sufficient strength for the amount of material being shipped |
| <b>Markings</b>                                                                                                                |
| 9. The words "Carbon dioxide, solid" or "Dry ice"                                                                              |
| 10. The UN number "1845" preceded by prefix "UN"                                                                               |
| 11. Full name and address of the shipper and consignee                                                                         |
| 12. The net quantity of dry ice within each package                                                                            |
| <b>Labels</b>                                                                                                                  |
| 13. Class 9 label affixed                                                                                                      |

# Express Shipping powered by eShipGlobal

27. Click the **checkbox** next to the statement that you will follow the steps indicated in the checklist and packaging instructions when preparing the package for this shipment and click **Continue**.

**Exempt human or animal specimens with Dry Ice**



Shipper name  
Address  
Telephone number

Exempt human or animal specimens

Consignee name  
Address  
Telephone number

Dry Ice  
UN1845  
\_\_\_ kgs

9

☒ By checking this box you agree to follow the steps indicated above when preparing the package for this shipment

**Continue**

28. To print your Airway bill, click on the blue **Print Airwaybill** button.

**Order #: 114490720**

**Tracking #: 878005833851**

**Shipment Information**

| Origin                                                                                                                             | Destination                                                                      | <sup>1</sup> Package Information                                                      | Scan Activity                | Amount         |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------|----------------|
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: <b>Training User</b> | <b>Emory University</b><br>18111 Preston Rd.<br>Dallas TX 75252<br>United States | <b>FedEx</b><br>9/30/2026<br>FedEx Express Saver<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK | No information at this time. | <b>\$52.47</b> |

| Material Name | Material Classification | Proper shipping name:                                                  |
|---------------|-------------------------|------------------------------------------------------------------------|
| Human Blood   | EXEMPT HUMAN SPECIMEN   | UN NO:<br>Preservative:<br>Net Weight/Volume: 5 ml<br>Net Value: 1 USD |

**Total for this shipment** **\$52.47**

[Cancel Shipment](#) **[Print Airwaybill](#)** [Print all Required Labels](#) [Packaging Instructions](#)

[Schedule Pickup](#) [Supporting Documents](#) [Shipment History](#) [Packing List](#)

# Express Shipping powered by eShipGlobal

29. Click **Print All Required Labels** to print the necessary package labels in alignment with the IATA shipping regulations that accompany your material(s).

|                                                                                                                      |                                                                           |                                                                                                                                    |                                        |                |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|
| <b>Order #: 114490720</b>                                                                                            |                                                                           |                                                                                                                                    |                                        |                |
| <b>Tracking #: 878005833851</b>                                                                                      |                                                                           |                                                                                                                                    |                                        |                |
| <b>Shipment Information</b>                                                                                          |                                                                           |                                                                                                                                    |                                        |                |
| <b>Origin</b>                                                                                                        | <b>Destination</b>                                                        | <b>Package Information</b>                                                                                                         | <b>Scan Activity</b>                   | <b>Amount</b>  |
| Emory University<br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: Training User | Emory University<br>18111 Preston Rd.<br>Dallas TX 75252<br>United States | <b>FedEx</b><br>9/30/2026<br>FedEx Express Saver<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK                                              | No information at this time.           | <b>\$52.47</b> |
| <b>Material Name</b>                                                                                                 |                                                                           | <b>Material Classification</b>                                                                                                     |                                        |                |
| Human Blood                                                                                                          |                                                                           | EXEMPT HUMAN SPECIMEN                                                                                                              |                                        |                |
|                                                                                                                      |                                                                           | <b>Proper shipping name:</b><br><b>UN NO:</b><br><b>Preservative:</b><br><b>Net Weight/Volume: 5 ml</b><br><b>Net Value: 1 USD</b> |                                        |                |
| <b>Total for this shipment</b>                                                                                       |                                                                           |                                                                                                                                    |                                        | <b>\$52.47</b> |
| <a href="#">Cancel Shipment</a>                                                                                      | <a href="#">Print Airwaybill</a>                                          | <a href="#">Print all Required Labels</a>                                                                                          | <a href="#">Packaging Instructions</a> |                |
| <a href="#">Schedule Pickup</a>                                                                                      | <a href="#">Supporting Documents</a>                                      | <a href="#">Shipment History</a>                                                                                                   | <a href="#">Packing List</a>           |                |

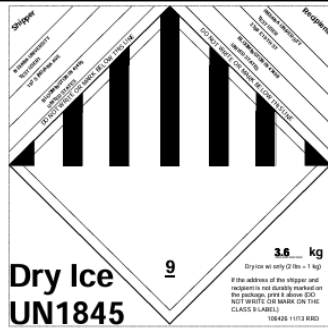
|                                                                                                                                |                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>SHIPPER</b><br>Emory University<br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>PH: 9725181775 | <b>RECIPIENT</b><br>Emory University<br>18111 Preston Rd.<br>Dallas TX 75252<br>United States<br>PH: 9725181775 |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|

**Exempt Human Specimen Label**

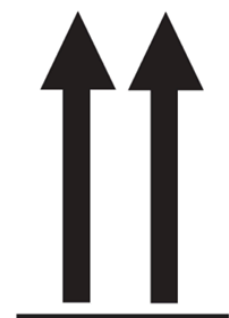
There are no specifications for exempt human specimen labels. To use the label below, once printed, cut around the outside border of the label and affix it to a vertical side of the box (not the top or bottom), oriented as shown below. Many printer inks run when exposed to even small amounts of water, such as rain or snow. Therefore, when using this label, cover with clear plastic tape.

Exempt Human Specimen



**Dry Ice**  
**UN1845**



# Express Shipping powered by eShipGlobal

30. To schedule a pickup, click on **Schedule Pickup**. Please retain the Pickup Confirmation Number for your records in the event that you have any questions.

**Order #: 114490720**

**Tracking #: 878005833851**

| Shipment Information                                                                                                               |                                                                                  |                                                                                                                                    |                              |                |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------|
| Origin                                                                                                                             | Destination                                                                      | 1Package Information                                                                                                               | Scan Activity                | Amount         |
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: <b>Training User</b> | <b>Emory University</b><br>18111 Preston Rd.<br>Dallas TX 75252<br>United States | <b>FedEx</b><br>9/30/2026<br>FedEx Express Saver<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK                                              | No information at this time. | <b>\$52.47</b> |
| <b>Material Name</b><br>Human Blood                                                                                                | <b>Material Classification</b><br>EXEMPT HUMAN SPECIMEN                          | <b>Proper shipping name:</b><br><b>UN NO:</b><br><b>Preservative:</b><br><b>Net Weight/Volume:</b> 5 ml<br><b>Net Value:</b> 1 USD |                              |                |
| <b>Total for this shipment</b>                                                                                                     |                                                                                  |                                                                                                                                    |                              | <b>\$52.47</b> |

Cancel Shipment

Print Airwaybill

Print all Required Labels

Packaging Instructions

Schedule Pickup

Supporting Documents

Shipment History

Packing List

31. To cancel a shipment, click the red **Cancel Shipment** button and confirm your cancellation.

**Order #: 114490720**

**Tracking #: 878005833851**

| Shipment Information                                                                                                               |                                                                                  |                                                                                                                                    |                              |                |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------|
| Origin                                                                                                                             | Destination                                                                      | 1Package Information                                                                                                               | Scan Activity                | Amount         |
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: <b>Training User</b> | <b>Emory University</b><br>18111 Preston Rd.<br>Dallas TX 75252<br>United States | <b>FedEx</b><br>9/30/2026<br>FedEx Express Saver<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK                                              | No information at this time. | <b>\$52.47</b> |
| <b>Material Name</b><br>Human Blood                                                                                                | <b>Material Classification</b><br>EXEMPT HUMAN SPECIMEN                          | <b>Proper shipping name:</b><br><b>UN NO:</b><br><b>Preservative:</b><br><b>Net Weight/Volume:</b> 5 ml<br><b>Net Value:</b> 1 USD |                              |                |
| <b>Total for this shipment</b>                                                                                                     |                                                                                  |                                                                                                                                    |                              | <b>\$52.47</b> |

Cancel Shipment

Print Airwaybill

Print all Required Labels

Packaging Instructions

Schedule Pickup

Supporting Documents

Shipment History

Packing List

enterprise.stag.eshipglobal.com says

Are you sure you want to cancel this shipment?

OK

Cancel

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32. After your label has been cancelled, you will see a red “x” in the left-hand column of the shipment history and on the label summary.

|                                                                                                                                     |                                                                                  |                                                                                                                                                            |                              |                         |
|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------|
| <b>Order #: 114490720</b>                                                                                                           |                                                                                  |                                                                                                                                                            |                              |                         |
| <b>Tracking #:</b> <a href="#">878005833851</a>                                                                                     |                                                                                  |                                                                                                                                                            |                              |                         |
| <b>Shipment Information</b>                                                                                                         |                                                                                  |                                                                                                                                                            |                              |                         |
| <b>Origin</b>                                                                                                                       | <b>Destination</b>                                                               | <b><sup>1</sup>Package Information</b>                                                                                                                     | <b>Scan Activity</b>         | <b>Amount</b>           |
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: <b>Training User</b>  | <b>Emory University</b><br>18111 Preston Rd.<br>Dallas TX 75252<br>United States | <br>9/30/2026<br>FedEx Express Saver<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK | No information at this time. | <a href="#">\$52.47</a> |
| <b>Material Name</b>                                                                                                                | <b>Material Classification</b>                                                   |                                                                                                                                                            |                              |                         |
| Human Blood                                                                                                                         | EXEMPT HUMAN SPECIMEN                                                            | <b>Proper shipping name:</b><br><b>UN NO:</b><br><b>Preservative:</b><br><b>Net Weight/Volume:</b> 5 ml<br><b>Net Value:</b> 1 USD                         |                              |                         |
| <b>Total for this shipment</b>                                                                                                      |                                                                                  |                                                                                                                                                            |                              | <b>\$0.00</b>           |
| <div><a href="#">Supporting Documents</a></div> <div><a href="#">Shipment History</a></div> <div><a href="#">Packing List</a></div> |                                                                                  |                                                                                                                                                            |                              |                         |

# Express Shipping powered by eShipGlobal

## 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, and DHL. This third-party service allows you to review shipping costs at Emory University 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 Emory University Cost Centers on every transaction. Each transaction is tied back to Emory University Financial Statements through the tracking number and Cost Center used.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

### Shipping Carriers

- Contracted international rates are available with FedEx, UPS, and DHL.

### 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.

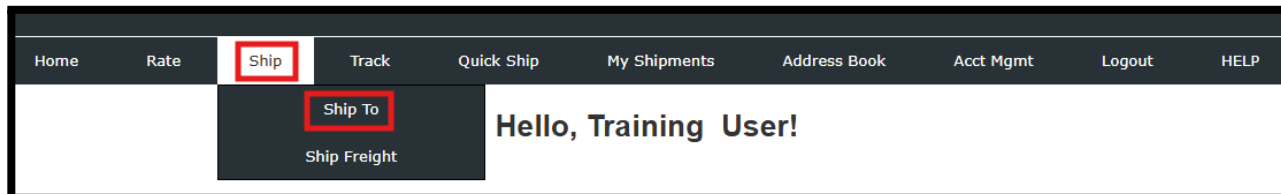
### Special Arrangements and Services

- 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.

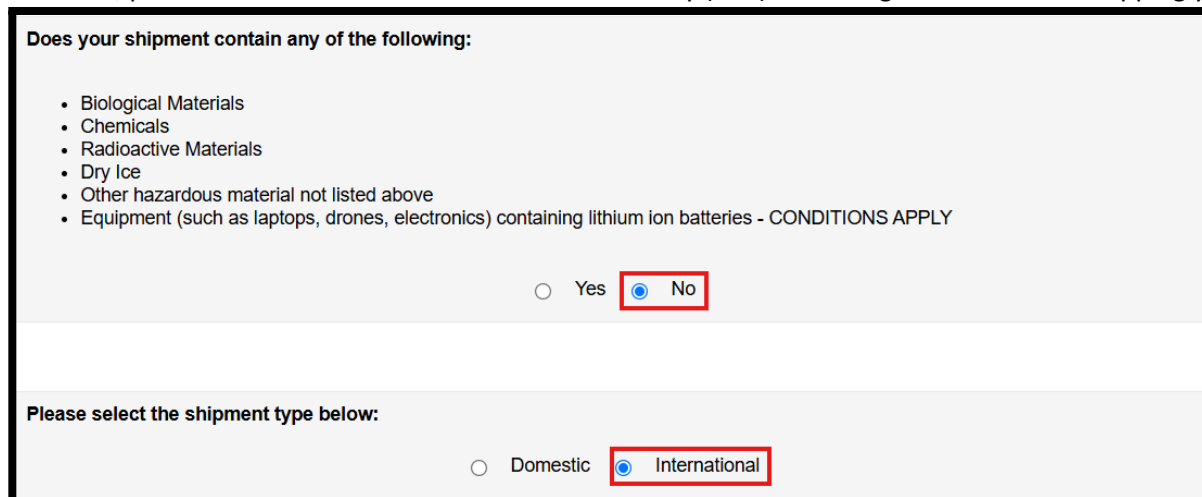
# Express Shipping powered by eShipGlobal

## Create an International Shipping Label

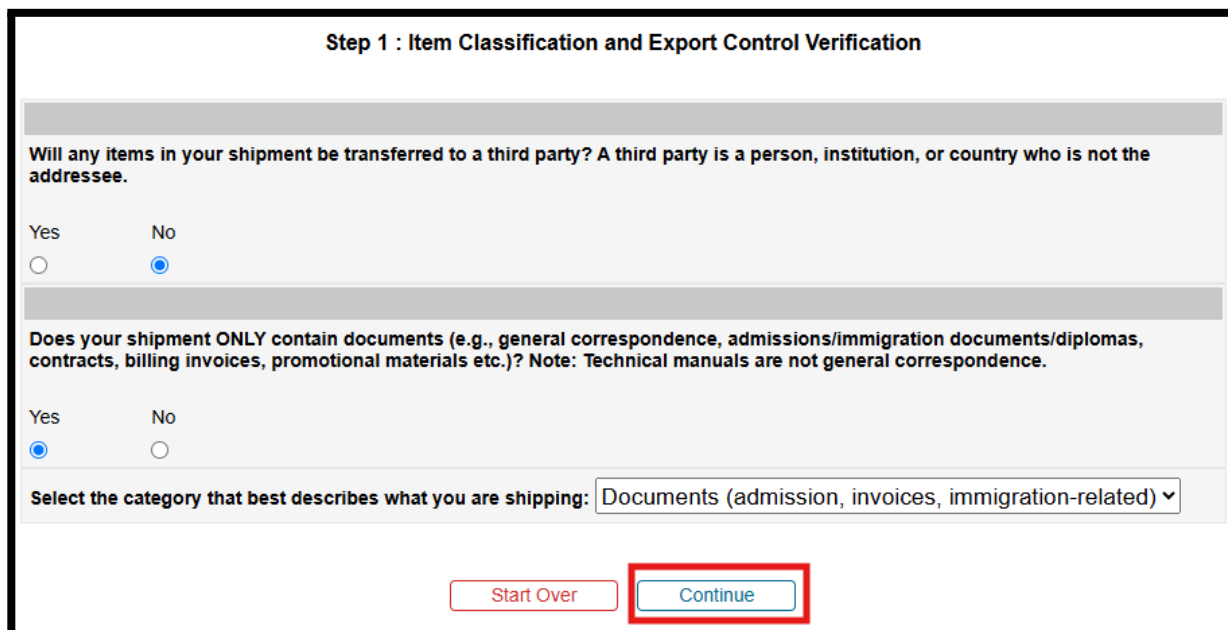
1. Click **Ship>Ship To** located in the navigation menu at the top of your eShipGlobal window.



2. Indicate that you are not shipping Research Materials and are shipping **International**. If you are shipping Research Materials, please contact Environmental Health and Safety (EHS) if needing assistance with shipping your package.



3. Select the **type** of item you want to ship Internationally. For the purposes of this scenario, we will select **Documents**. Click **Continue**



# Express Shipping powered by eShipGlobal

4. Complete the online form by entering the **Item Name, Gross Weight, Quantity, Net Value** and **Country of Origin**. For the Item Name/Description, please be as specific, clear, and concise as possible in regards to the contents of the shipment. This identifies for customs exactly what is contained in the package. Vague or non-descript information could be cause for the package to be delayed, requiring additional inspections and/or paperwork.

**Material Entry**

Item Classification: Documents

Item Name / Description\*:

Gross Weight\*:

Quantity\*:

<sup>1</sup>Net Value in USD\*:

<sup>4</sup>Country of Origin\*:

<sup>2</sup>Harmonized System Code /  
Schedule B Number:  [HS Code Lookup](#)

Do you have an ECCN?\* ☐ Yes ☐ No (If this is a commercial item, please contact the vendor/manufacturer to obtain the ECCN )

Vendor Item URL:

Purpose of Shipping:

5. You will then need to provide the **Schedule B Number** and the **ECCN**. If you do not know the Schedule B, you can click on the HS Lookup link to locate the appropriate number. If you do not know the ECCN for the item you are shipping, please select No, and answer the questions that follow.

**Material Entry**

Item Classification: Documents

Item Name / Description\*:

Gross Weight\*:

Quantity\*:

<sup>1</sup>Net Value in USD\*:

<sup>4</sup>Country of Origin\*:

<sup>2</sup>Harmonized System Code /  
Schedule B Number:  [HS Code Lookup](#)

Do you have an ECCN?\* ☐ Yes ☒ No (If this is a commercial item, please contact the vendor/manufacturer to obtain the ECCN )

Select the type of item you are shipping\*:

Select the choice that best describes what you are shipping\*:

Enter identifying details of your item(s) (e.g. make and model number, title and author)\*:

Vendor Item URL:

Purpose of Shipping:

# Express Shipping powered by eShipGlobal

## 6. Identify the Purpose of Shipping.

**Material Entry**

Item Classification: Documents

Item Name / Description\*: University Admit Transcript

Gross Weight\*: 1 POUNDS

Quantity\*: 1 PIECES

<sup>1</sup>Net Value in USD\*: 1

<sup>4</sup>Country of Origin\*: United States

<sup>2</sup>Harmonized System Code / Schedule B Number: [HS Code Lookup](#)

Do you have an ECCN? ☒ Yes ☐ No (If this is a commercial item, please contact the vendor/manufacturer to obtain the ECCN )

ECCN# \*: EAR99

Vendor Item URL:

Purpose of Shipping: **Select**

- Select
- Gift
- Commercial
- Personal - Not for Resale
- Sample
- Return for Repair
- Return After Repair
- Claim
- Return to Origin
- Other

<sup>1</sup> Enter the total value of items shipped in each classification.

<sup>2</sup> Please refer to these links to search for a Harmonized System Code / Schedule B Number.  
<https://www.census.gov/foreign-trade/schedules/b/index.html>  
<https://hts.usitc.gov/>  
<https://rulings.cbp.gov/>

<sup>4</sup> Country of Origin is where a product was manufactured, produced, grown, or substantially transformed, not merely where it is shipped from.

**Note:**  
<sup>1</sup> Please note that all grayed fields are pre-populated or optional.  
<sup>2</sup> If this shipment is a Return for Repair, the description needs to provide a complete and accurate item description as this information plays a critical role in customs clearance and shipment processing. Include supporting details to substantiate the return classification. For example, the description should not only specify what item is being returned, but the reason for the repair, the nature of the repair being performed, and that the shipment is a temporary export.

## 7. Click on Continue.

**Material Entry**

Item Classification: Documents

Item Name / Description\*: University Admit Transcript

Gross Weight\*: 1 POUNDS

Quantity\*: 1 PIECES

<sup>1</sup>Net Value in USD\*: 1

<sup>4</sup>Country of Origin\*: United States

<sup>2</sup>Harmonized System Code / Schedule B Number: [HS Code Lookup](#)

Do you have an ECCN? ☒ Yes ☐ No (If this is a commercial item, please contact the vendor/manufacturer to obtain the ECCN )

ECCN# \*: EAR99

Vendor Item URL:

Purpose of Shipping: Personal - Not for Resale

<sup>1</sup> Enter the total value of items shipped in each classification.

<sup>2</sup> Please refer to these links to search for a Harmonized System Code / Schedule B Number.  
<https://www.census.gov/foreign-trade/schedules/b/index.html>  
<https://hts.usitc.gov/>  
<https://rulings.cbp.gov/>

<sup>4</sup> Country of Origin is where a product was manufactured, produced, grown, or substantially transformed, not merely where it is shipped from.

**Note:**  
<sup>1</sup> Please note that all grayed fields are pre-populated or optional.  
<sup>2</sup> If this shipment is a Return for Repair, the description needs to provide a complete and accurate item description as this information plays a critical role in customs clearance and shipment processing. Include supporting details to substantiate the return classification. For example, the description should not only specify what item is being returned, but the reason for the repair, the nature of the repair being performed, and that the shipment is a temporary export.

[Start Over](#) [Add another Item](#) [Continue](#)

# Express Shipping powered by eShipGlobal

8. Review the Sender Information. If the sender location is accurate, go to step 9. To change the sender address, click the dropdown to select from any previously saved sender addresses. If you have not saved the address, click on **Add Sender** to add a new sender address. Accept today's date (by default) or enter a new date in the **Shipping Date** field.

**Sender Information**  
(Select shipper dropdown list)

Emory University, Training User ▼

Edit

Add Sender

Shipping Date:  
(MM/DD/YYYY) 09/30/2026

NOTE: If you are the only Shipper in your profile, the Ship From 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 Sender.

NOTE: To Edit information for one of the Senders associated with your shipping profile, refer to the Enter and Maintain Sender Information quick guide.

NOTE: To change the Shipping Date, click in the Shipping Date box and enter a new Shipping Date. You can also click on the calendar icon located on the right-hand side of the Shipping Date field to select the date from the calendar. Labels can be printed in advance. The shipping date selected cannot exceed 9 days from today's date.

9. Click on **Load from Address Book** to select a Recipient from the saved Address Book.

**Recipient Information**  
(Please enter recipient information or choose from saved recipient addresses by clicking on the Load from Address Book button)

Load from Address Book

☒ Add to Address Book

Country: Select Country ▼ ? Select the country to begin

\*Company/Contact Name:

Alternate Contact Name:

\*Address 1:

Address 2:

State/Province: Select State ▼

\*Phone:

\*Email:

\*City:

Zip:

10. Saved Recipient addresses are listed alphabetically by Company name and can be located by clicking on the letter that corresponds with the first letter of the company name. Alternatively, enter your Search criteria in the Search box and click **Find**.

Search for:

Find

Location: ☐ From ☒ To

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Go Back

New

Ship To

|                          | Company/Contact  | Alternate Contact | Address               | City/State | Zip   | Country |
|--------------------------|------------------|-------------------|-----------------------|------------|-------|---------|
| <input type="checkbox"/> | Emory University |                   | Inge-Beisheim-Platz 1 | Berlin     | 10785 | Germany |

# Express Shipping powered by eShipGlobal

11. Click the **checkbox** next to the address that you would like to use as the Recipient and click **Ship To**.

|                                                                                                                             |                        |                                     |                                                                          |                   |            |                |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------|--------------------------------------------------------------------------|-------------------|------------|----------------|
| Search for:                                                                                                                 | <input type="text"/>   | <input type="button" value="Find"/> | Location: <input type="radio"/> From <input checked="" type="radio"/> To |                   |            |                |
| A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All                                                                     |                        |                                     |                                                                          |                   |            |                |
| <div><input type="button" value="Go Back"/> <input type="button" value="New"/> <input type="button" value="Ship To"/></div> |                        |                                     |                                                                          |                   |            |                |
| <input type="checkbox"/>                                                                                                    | <b>Company/Contact</b> | <b>Alternate Contact</b>            | <b>Address</b>                                                           | <b>City/State</b> | <b>Zip</b> | <b>Country</b> |
| <input checked="" type="checkbox"/>                                                                                         | Emory University       |                                     | Inge-Beisheim-Platz 1                                                    | Berlin            | 10785      | Germany        |

12. To add the address being entered to the saved Address Book if not already saved, click the checkbox next to **Add to Address Book**. Leave the box unchecked if the address will not be needed for future deliveries. Complete the form by entering the Recipient information for the delivery in the fields provided, and the address information will be saved to your book automatically upon shipment creation.

|                                                                                                                                |                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>Recipient Information</b>                                                                                                   |                                                                           |
| (Please enter recipient information or choose from saved recipient addresses by clicking on the Load from Address Book button) |                                                                           |
| <input type="button" value="Load from Address Book"/>                                                                          |                                                                           |
| <input checked="" type="checkbox"/> Add to Address Book                                                                        |                                                                           |
| Country:                                                                                                                       | <input type="text" value="Select Country"/> ? Select the country to begin |
| *Company/Contact Name:                                                                                                         | <input type="text"/>                                                      |
| Alternate Contact Name:                                                                                                        | <input type="text"/>                                                      |
| *Address 1:                                                                                                                    | <input type="text"/>                                                      |
| Address 2:                                                                                                                     | <input type="text"/>                                                      |
| State/Province:                                                                                                                | <input type="text" value="Select State"/>                                 |
| *City:                                                                                                                         | <input type="text"/>                                                      |
| *Phone:                                                                                                                        | <input type="text"/>                                                      |
| *Email:                                                                                                                        | <input type="text"/>                                                      |
| Zip:                                                                                                                           | <input type="text"/>                                                      |

NOTE: 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.

NOTE: Enter the Recipients email address in the Ship To: section if you would like to notify the Recipient of delivery.

# Express Shipping powered by eShipGlobal

13. Select the **Type** of package from the Type drop down-list. Then provide the Shipment Reference and Content Description if applicable.

The screenshot shows the 'Package Information' form. The 'Type' dropdown menu is open, showing options: Carrier PAK, Carrier Box, Carrier Tube, Carrier Letter, and Customer Packaging. 'Customer Packaging' is highlighted in blue. The 'Service' dropdown is set to 'Select a service'. The 'Weight' field is empty, and the 'Dimensions' fields (L, W, H) are also empty. The 'Shipment Reference' field is empty. A 'Help' link is visible on the left.

- 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 carrier's 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 air bill.
  - Carrier Tube- Sturdy cardboard tube provided by the shipping carrier that appears with the carrier's logo printed on it. There is usually a delineated area reserved for affixing the printed label or air bill.
  - Customer Packaging- Packaging not provided by the shipping carrier.

14. Enter the approximate **weight** and **dimensions** of the package.

The screenshot shows the 'Package Information' form with 'Customer Packaging' selected in the 'Type' dropdown. The '\*Weight' field is entered as '7' (lbs). The '\*Dimensions' field is entered as '10 x 10 x 10' (inches). The 'Service' dropdown is set to 'Select a service'. The 'Shipment Reference' field is empty.

NOTE: The Dimensions are not required for carrier packaging types, as they are standard across all the carriers for the selected packaging type.

15. You can elect to have a third party, or the Recipient of the package pay for the shipment and/or the duties & taxes (should there be any). Choose **Third Party** or **Recipient** from the **Bill To** drop-down list. Enter the Recipient / Third Party **Account Number**, **Zip Code**, and **Country** associated with the Recipient / Third Party Account Number in the boxes provided.

The screenshot shows the 'Billing References' form. The 'Bill Shipment To' dropdown menu is open, showing options: Prepaid, Recipient, and Third Party. 'Third Party' is highlighted in blue. The 'Bill Duties/Taxes To' dropdown is also open, showing options: Prepaid, Recipient, and Third Party. 'Third Party' is highlighted in blue. The 'Account#' fields are set to 'Not required'. The 'Country' dropdowns are set to 'Select Country'. The 'ZipCode' fields are set to 'Not required'.

NOTE: An Account Number will still be required for transaction fees and back-up in the event the Recipient/Third Party Account is unable to be billed.

# Express Shipping powered by eShipGlobal

16. Click **Add Accounting Code** to. Upon entering in your Account Number, you will be presented with a pop-up to input your billing information.

**Accounting Codes**

Add Accounting Code

Select: Select Profile 

(If you do not have a profile, enter values below)

**GL Business Unit:**

**Speed Type:**

**Speed Type Description:**

VALIDATE ADD CLEAR

17. Input your Speed Type and select the appropriate one from the dropdown. The remaining fields will automatically populate based on the identified Speed Type.

Select: Select Profile 

(If you do not have a profile, enter values below)

**GL Business Unit:**

**Speed Type:**

**Speed Type Description:**

VALIDATE ADD CLEAR

Select: Select Profile 

(If you do not have a profile, enter values below)

**GL Business Unit:**

**Speed Type:**

**Speed Type Description:**

VALIDATE ADD CLEAR

# Express Shipping powered by eShipGlobal

18. Click on **Validate**.

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

EMUNV

Speed Type:

1110100000

Speed Type Description:

PROD92 TEST

VALIDATE

ADD

CLEAR

19. Once Validated, click on **Add**.

Success

You can add the cost object

The billing fields combination exist.

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

EMUNV

Speed Type:

1110100000

Speed Type Description:

PROD92 TEST

VALIDATE

ADD

CLEAR

20. Add any **Special Instructions** requested.

**Special Instructions**

(Additional charges may apply for some special services)

☐ **Material Transfer Agreement (MTA)**

MTA Number :

☐ **Signature Required** (FedEx & UPS only)

☐ **Signature Release** (FedEx commercial deliveries only)

☐ **FedEx Priority Alert** (FedEx only) (Temp control not available in all locations)

☐ **FedEx Priority Alert Plus** (FedEx only) (Temp control not available in all locations)

*NOTE: Additional charges may apply for some special services and are not available from all shipping carriers.*

# Express Shipping powered by eShipGlobal

21. Enter **Customs Information** including the **Declared Value** (for insurance purposes if applicable) required for this package.

**Customs Information**  
(Additional fields for customs information)  
^ An EORI number is a requirement for any business or person involved in importing or exporting in the European Union (EU)\*\*; United Kingdom (UK)\*\*\* and certain other European countries. Please reach out to your international contact to obtain the number.

|                                                       |                                |            |                        |                                          |   |
|-------------------------------------------------------|--------------------------------|------------|------------------------|------------------------------------------|---|
| Customs Value:                                        | <input type="text" value="5"/> | (xxxx USD) | Terms of Sale:         | <input type="text" value="DDP"/>         | ? |
| ^^Declared Value:                                     | <input type="text" value="0"/> | (xxxx USD) | Certificate Of Origin: | <input type="text" value="NotRequired"/> |   |
| ^Recipient EORI Number / Tax Id: <input type="text"/> |                                |            |                        |                                          |   |
| Broker Name: <input type="text"/>                     |                                |            |                        |                                          |   |
| Broker Phone: <input type="text"/>                    |                                |            |                        |                                          |   |
| Broker Email: <input type="text"/>                    |                                |            |                        |                                          |   |

^^ By inserting a declared value, your shipment will be insured up to the value, leave blank if insurance is not required.  
\*\* European Union (EU) countries are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and other european countries are Norway, and Switzerland.  
\*\*\*United Kingdom (UK) : England, Scotland, Northern Ireland and Wales

NOTE: If no broker information is provided, generally the carrier can clear it on your behalf as standard/non-express clearance.

22. Select any **Email Notifications** requested.

**Email Notifications**  
(Email notifications will be sent free of charge)

☐ Notify Shipper on Order ☐ Notify Recipient on Order ☐ Notify Shipper on Delivery ☐ Notify Others on Delivery  
☐ Notify Recipients Via SMS (FedEx, UPS only) ☐ Notify Shipper on Pickup ☐ Notify Shipper on Exceptions

[Help](#)

23. Click **Show Quote**.

**Email Notifications**

☒ Notify Shipper on Order ☒ Notify Recipient on Order ☐ Notify Shipper on Delivery ☐ Notify Others on Delivery  
☐ Notify Recipients Via SMS (FedEx, UPS only) ☐ Notify Shipper on Pickup ☐ Notify Shipper on Exceptions

[Help](#)

Start Over

Ship Now

Show Quote

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.

# Express Shipping powered by eShipGlobal

24. Select a shipping Carrier, Service, and Rate from the list of options provided and click **Ship**.

**Step 3 : Shipment Creation and Documentation**

|  | Service                              | *Commitment                                                             | <sup>1</sup> Contracted Rate | Sender Information                                                                                          |
|--|--------------------------------------|-------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------|
|  | eShipGlobal SameDay                  | STD: End of same business day<br><a href="#">Click here for details</a> | \$--                         | Training User<br>Emory University<br>201 Dowman Drive<br>Atlanta<br>GA-30322<br>US                          |
|  | FedEx International Economy          | STD: 2 to 3 business days<br>ACT: 2026-10-06T18:00:00                   | \$82.19                      | <b>Recipient Information</b><br>Emory University<br>Inge-Beisheim-Platz 1<br>Berlin<br>10785<br>DE          |
|  | FedEx International Priority         | STD: Bus. centers in 24 to 48 hours by EOD<br>ACT: 2026-10-02T18:00:00  | \$94.98                      | <b>Package Information</b><br>Ship Date: 09/30/2026<br>CUSTOM - 7 lbs<br>10x10x10(in)                       |
|  | FedEx International Priority Express | STD: Bus. centers in 24 to 48 hours<br>ACT: 2026-10-02T12:00:00         | \$99.61                      | <b>Special Instructions<sup>2</sup></b><br>PK                                                               |
|  | DHL Worldwide Priority Express       | STD: 4 to 8 business days<br>ACT: 2 day(s)                              | \$114.98                     | <b>Itemized Charges</b>                                                                                     |
|  | FedEx International First            | STD:<br>ACT: 2026-10-02T10:00:00                                        | \$539.64                     | Base Charge USD 62.51<br>Fuel Surcharge USD 30.07<br>Additional Handling USD 2.40<br><b>Total USD 94.98</b> |

[Edit Shipment](#) [Ship](#)

• Please select one of the options to meet your delivery commitment. Click the "ship" button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.

NOTE: Shipping Carrier options will be displayed from the least expensive to the most expensive option.

25. Click **Complete Shipment**.

**Order #: 114490730**

Tracking #: 878009005215

**Shipment Information**

| Origin                                                                                                               | Destination                                                          | <sup>1</sup> Package Information                                    | Scan Activity                | Amount  |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------|---------|
| Emory University<br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: Training User | Emory University<br>Inge-Beisheim-Platz 1<br>Berlin 10785<br>Germany | <br>9/30/2026<br>FedEx International Priority<br>CUSTOM 7 lbs<br>PK | No information at this time. | \$94.98 |

**Export Control**

| Disclaimer | Options | Purpose | Sponsored Research | Third-Party Recipient |
|------------|---------|---------|--------------------|-----------------------|
| Signed     | N/A     | N/A     | N/A                | N/A                   |

| Product Name                | Product Classification |                                                                                                                                    |
|-----------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| University Admit Transcript | Documents              | Gross Weight: 1 LB<br>Net Value: 1 USD<br>Quantity: 1 PCS<br>ECCN#: EAR99<br>Vendor Item URL:<br>ECCN Comments:<br>ECCN Check: N/A |

Total for this shipment \$94.98

[Cancel Shipment](#) [Complete Shipment](#) [Supporting Documents](#) [Shipment History](#)

# Express Shipping powered by eShipGlobal

26. Read the regulations of export and click the **checkbox** that you agree to comply and click **Continue**.

| Checklist for Export Control Issues Related to International Shipments                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | YES | NO |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1.                                                                                                                                       | Does your shipment involve encryption software?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | --  | -- |
| 2.                                                                                                                                       | Does your shipment involve items that could be used in the proliferation of nuclear, chemical, or biological weapons or missile technology?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | --  | -- |
| 3.                                                                                                                                       | Are you shipping to sanctioned countries<br>(See lists on Dept. of Treasury Sanctioned Countries:<br><a href="http://www.treas.gov/offices/enforcement/ofac/programs/index.shtml">http://www.treas.gov/offices/enforcement/ofac/programs/index.shtml</a> ;<br>& Dept. of State Country Policies and Embargoes List:<br><a href="http://www.pmddtc.state.gov/embargoed_countries/index.html">http://www.pmddtc.state.gov/embargoed_countries/index.html</a> )                                                                                                                                                                                                                                 | --  | -- |
| 4.                                                                                                                                       | Does your shipment involve any materials, technology, or services listed on the EAR/Commerce Control List ( <a href="http://www.access.gpo.gov/bis/ear/ear_data.html">http://www.access.gpo.gov/bis/ear/ear_data.html</a> ) or the ITAR/U.S. Munitions List ( <a href="http://www.pmddtc.state.gov/regulations_laws/itar_official.html">http://www.pmddtc.state.gov/regulations_laws/itar_official.html</a> ) or otherwise specifically designed, developed, configured, modified or adapted for military or space-based applications?                                                                                                                                                       | --  | -- |
|                                                                                                                                          | If you have answered YES to any of the questions above, your responses to the next questions regarding <u>information and software only</u> will assist ORS in determining whether an exclusion applies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | --  | -- |
| 5.                                                                                                                                       | Is all the <u>information or software</u> involved in your shipment published and generally accessible to the public through at least one of the following: <ul style="list-style-type: none"> <li>• publication for distribution;</li> <li>• subscriptions available without restrictions;</li> <li>• website available free of charge;</li> <li>• libraries open to the public;</li> <li>• patents and published patent applications;</li> <li>• instruction in commonly taught courses; or</li> <li>• Presentation at an open conference or seminar? <ul style="list-style-type: none"> <li>▪ If the presentation occurs outside of the U.S. please indicate here:</li> </ul> </li> </ul> | --  | -- |
| 6.                                                                                                                                       | Does the <u>information or software</u> involved in your shipment meet all of the following criteria: <ul style="list-style-type: none"> <li>• Are the results of a research project conducted at an accredited institution of higher education in the U.S.;</li> <li>• is ordinarily published and shared broadly within the scientific community;</li> <li>• is not restricted (either through written or oral agreement) for proprietary reasons or national security controls; and</li> <li>• is not subject to specific U.S. Government access and dissemination controls?</li> </ul>                                                                                                   | --  | -- |
| <input checked="" type="checkbox"/> I certify that I understand and will comply with all applicable export control laws and regulations. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |    |
| <div>Continue</div>                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |    |

# Express Shipping powered by eShipGlobal

27. Click **Print Airwaybill**.

**Order #: 114490730**

**Tracking #:** [878009005215](#)

**Shipment Information**

| Origin                                                                                                                      | Destination                                                                 | Package Information                                                             | Scan Activity                | Amount                  |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------|-------------------------|
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: Training User | <b>Emory University</b><br>Inge-Beisheim-Platz 1<br>Berlin 10785<br>Germany | <b>FedEx</b><br>9/30/2026<br>FedEx International Priority<br>CUSTOM 7 lbs<br>PK | No information at this time. | <a href="#">\$94.98</a> |

**Export Control**

| Disclaimer | Options | Purpose | Sponsored Research | Third-Party Recipient |
|------------|---------|---------|--------------------|-----------------------|
| Signed     | N/A     | N/A     | N/A                | N/A                   |

| Product Name                | Product Classification |                                                                                                                                    |
|-----------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| University Admit Transcript | Documents              | Gross Weight: 1 LB<br>Net Value: 1 USD<br>Quantity: 1 PCS<br>ECCN#: EAR99<br>Vendor Item URL:<br>ECCN Comments:<br>ECCN Check: N/A |

**Total for this shipment**
\$94.98

Cancel Shipment

**Print Airwaybill**

Print Commercial Invoice

Export Checklist

Schedule Pickup

Supporting Documents

Shipment History

28. In the pop-up Print Label Screen, click **Print Airwaybill**. Please ensure to print all pages.

Print Airwaybill

**XQ BERA**  
 BE-DE BER  
 10785

**8780 0900 5215**  
 A2  
 IP EOD

**TO**  
 ORIGIN: USA (972) 516-1775  
 EMORY UNIVERSITY  
 201 DOWMAN DRIVE  
 ATLANTA, GA 30322  
 SENT: TRAINING USER  
 REF: 878009005215  
 TO: EMORY UNIVERSITY  
 INGE-BEISHEIM-PLATZ 1  
 BERLIN, BE 10785  
 REF: 878009005215  
 (DE)

**SHIP DATE:** 2026/09/30  
**SHIP TO:** EMORY UNIVERSITY  
**SHIP FROM:** ATLANTA, GA 30322  
**SHIP WEIGHT:** 1.00 LB  
**SHIP VALUE:** 1.00 USD

**XQ BERA**  
 BE-DE BER  
 10785

**8780 0900 5215**  
 A2  
 IP EOD

**TO**  
 ORIGIN: USA (972) 516-1775  
 EMORY UNIVERSITY  
 201 DOWMAN DRIVE  
 ATLANTA, GA 30322  
 SENT: TRAINING USER  
 REF: 878009005215  
 TO: EMORY UNIVERSITY  
 INGE-BEISHEIM-PLATZ 1  
 BERLIN, BE 10785  
 REF: 878009005215  
 (DE)

**SHIP DATE:** 2026/09/30  
**SHIP TO:** EMORY UNIVERSITY  
**SHIP FROM:** ATLANTA, GA 30322  
**SHIP WEIGHT:** 1.00 LB  
**SHIP VALUE:** 1.00 USD

**XQ BERA**  
 BE-DE BER  
 10785

**8780 0900 5215**  
 A2  
 IP EOD

**TO**  
 ORIGIN: USA (972) 516-1775  
 EMORY UNIVERSITY  
 201 DOWMAN DRIVE  
 ATLANTA, GA 30322  
 SENT: TRAINING USER  
 REF: 878009005215  
 TO: EMORY UNIVERSITY  
 INGE-BEISHEIM-PLATZ 1  
 BERLIN, BE 10785  
 REF: 878009005215  
 (DE)

**SHIP DATE:** 2026/09/30  
**SHIP TO:** EMORY UNIVERSITY  
**SHIP FROM:** ATLANTA, GA 30322  
**SHIP WEIGHT:** 1.00 LB  
**SHIP VALUE:** 1.00 USD

**XQ BERA**  
 BE-DE BER  
 10785

**8780 0900 5215**  
 A2  
 IP EOD

**TO**  
 ORIGIN: USA (972) 516-1775  
 EMORY UNIVERSITY  
 201 DOWMAN DRIVE  
 ATLANTA, GA 30322  
 SENT: TRAINING USER  
 REF: 878009005215  
 TO: EMORY UNIVERSITY  
 INGE-BEISHEIM-PLATZ 1  
 BERLIN, BE 10785  
 REF: 878009005215  
 (DE)

**SHIP DATE:** 2026/09/30  
**SHIP TO:** EMORY UNIVERSITY  
**SHIP FROM:** ATLANTA, GA 30322  
**SHIP WEIGHT:** 1.00 LB  
**SHIP VALUE:** 1.00 USD

# Express Shipping powered by eShipGlobal

29. Click **Print Commercial Invoice** to print necessary Customs documents.

**Order #: 114490730**

**Tracking #:** 878009005215

**Shipment Information**

| Origin                                                                                                                      | Destination                                                                 | Package Information                                                                 | Scan Activity                | Amount  |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------|---------|
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: Training User | <b>Emory University</b><br>Inge-Beisheim-Platz 1<br>Berlin 10785<br>Germany | <b>FedEx</b><br><br>9/30/2026<br>FedEx International Priority<br>CUSTOM 7 lbs<br>PK | No information at this time. | \$94.98 |

**Export Control**

| Disclaimer | Options | Purpose | Sponsored Research | Third-Party Recipient |
|------------|---------|---------|--------------------|-----------------------|
| Signed     | N/A     | N/A     | N/A                | N/A                   |

| Product Name                | Product Classification |                                                                                                                                    |
|-----------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| University Admit Transcript | Documents              | Gross Weight: 1 LB<br>Net Value: 1 USD<br>Quantity: 1 PCS<br>ECCN#: EAR99<br>Vendor Item URL:<br>ECCN Comments:<br>ECCN Check: N/A |

**Total for this shipment**
\$94.98

Cancel Shipment

Print Airwaybill

Print Commercial Invoice

Export Checklist

Schedule Pickup

Supporting Documents

Shipment History

30. In the pop-up document screen, click **Print Documents**.

Print Documents

Print 3 copies of these documents

PAGE 1 OF 1
 

| COMMERCIAL INVOICE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                              |                                                                                                                                             |                       |                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------|
| <b>Date Shipped:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 9/30/2026                                                                                                                    | <b>Air Waybill No:</b>                                                                                                                      | 878009005215          |                            |
| <b>Shipper Tax ID/EIN:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 580566256                                                                                                                    |                                                                                                                                             |                       |                            |
| <b>SHIPPER NAME AND ADDRESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                              | <b>CONSIGNEE NAME AND ADDRESS</b>                                                                                                           |                       |                            |
| Training User<br>Emory University<br>201 Dowman Drive<br>Atlanta, GA, 30322<br>United States<br>Phone: 9725181775<br>Email: jsmith@eshipglobal.com<br>Reference:                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                              | Emory University<br>Inge-Beisheim-Platz 1<br>Berlin, , 10785<br>Germany<br>Phone: 9725181775<br>Email: jsmith@eshipglobal.com<br>Reference: |                       |                            |
| <b>Units</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Complete Description of Goods<br/>(Harmonized Code and License Info)</b>                                                  | <b>Country Of<br/>Origin</b>                                                                                                                | <b>Unit<br/>Value</b> | <b>Commodity<br/>Value</b> |
| 1 PCS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Documents ( University Admit Transcript )<br>Harmonized Code:<br>ECCN: EAR99<br>Purpose of Shipment: Personal Not for Resale | US                                                                                                                                          | \$1.00                | \$1.00                     |
| These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations. |                                                                                                                              |                                                                                                                                             |                       |                            |
| SIGNATURE: _____<br><br>DATE: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                              | Total Pkgs.                                                                                                                                 | 1                     |                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                              | Total Weight (LBS)                                                                                                                          | 7.00                  |                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                              | Freight Charge                                                                                                                              | \$0.00                |                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                              | Terms of Sale                                                                                                                               | DDP                   |                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                              | <b>Total Value in USD</b>                                                                                                                   | <b>\$1.00</b>         |                            |

NOTE: 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.

# Express Shipping powered by eShipGlobal

31. To schedule a pickup, click on **Schedule Pickup**. Please retain the Pickup Confirmation Number for your records in the event that you have any questions.

|                                                                                                                                                                                                                    |                                                                      |                                                                                                                                                                                                      |                              |                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|
| <b>Order #: 114490730</b>                                                                                                                                                                                          |                                                                      |                                                                                                                                                                                                      |                              |                              |
| Tracking #: <a href="#">878009005215</a>                                                                                                                                                                           |                                                                      |                                                                                                                                                                                                      |                              |                              |
| <b>Shipment Information</b>                                                                                                                                                                                        |                                                                      |                                                                                                                                                                                                      |                              |                              |
| <b>Origin</b>                                                                                                                                                                                                      | <b>Destination</b>                                                   | <b><sup>1</sup>Package Information</b>                                                                                                                                                               | <b>Scan Activity</b>         | <b>Amount</b>                |
| Emory University<br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: Training User                                                                                               | Emory University<br>Inge-Beisheim-Platz 1<br>Berlin 10785<br>Germany | <b>FedEx</b><br><br>9/30/2026<br>FedEx International Priority<br>CUSTOM 7 lbs<br>PK                                                                                                                  | No information at this time. | \$94.98                      |
| <b>Export Control</b>                                                                                                                                                                                              |                                                                      |                                                                                                                                                                                                      |                              |                              |
| <b>Disclaimer</b>                                                                                                                                                                                                  | <b>Options</b>                                                       | <b>Purpose</b>                                                                                                                                                                                       | <b>Sponsored Research</b>    | <b>Third-Party Recipient</b> |
| Signed                                                                                                                                                                                                             | N/A                                                                  | N/A                                                                                                                                                                                                  | N/A                          | N/A                          |
| <b>Product Name</b>                                                                                                                                                                                                |                                                                      | <b>Product Classification</b>                                                                                                                                                                        |                              |                              |
| University Admit Transcript                                                                                                                                                                                        |                                                                      | Documents<br><br><b>Gross Weight:</b> 1 LB<br><b>Net Value:</b> 1 USD<br><b>Quantity:</b> 1 PCS<br><b>ECCN#:</b> EAR99<br><b>Vendor Item URL:</b><br><b>ECCN Comments:</b><br><b>ECCN Check:</b> N/A |                              |                              |
| <b>Total for this shipment</b>                                                                                                                                                                                     |                                                                      |                                                                                                                                                                                                      |                              | <b>\$94.98</b>               |
| <div><div>Cancel Shipment</div><div>Print Airwaybill</div><div>Print Commercial Invoice</div><div>Export Checklist</div><div>Schedule Pickup</div><div>Supporting Documents</div><div>Shipment History</div></div> |                                                                      |                                                                                                                                                                                                      |                              |                              |

# Express Shipping powered by eShipGlobal

## Creating an International Shipping Label for an Exempt Biological Material Shipped with Dry Ice

### Overview

Use this guide to easily create a shipping label for an international package that contains a biological material. This guide will provide an example of how to ship an exempt biological material packaged with dry ice.

### Key Points

- Using the eShipGlobal application ensures the proper purchasing protocol is followed by using online validation of Emory University Cost Centers on every transaction. Each transaction is tied back to Emory University Financial Statements through the tracking number and Cost Center used.
- To improve compliance, eShipGlobal is integrated with Emory University's training system. When you log in with your Emory University credentials and password, the system provides automatic training verification.
  - Training courses for biological substances and dry ice packages are available online. If you have questions or are in need of training, please reach out to your EHS office.
- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

### Shipping Carriers

- This third-party service allows you to review shipping costs at Emory University contracted rates and choose the most cost-effective shipping solution. Contracted international rates for shipping research materials are available with FedEx.

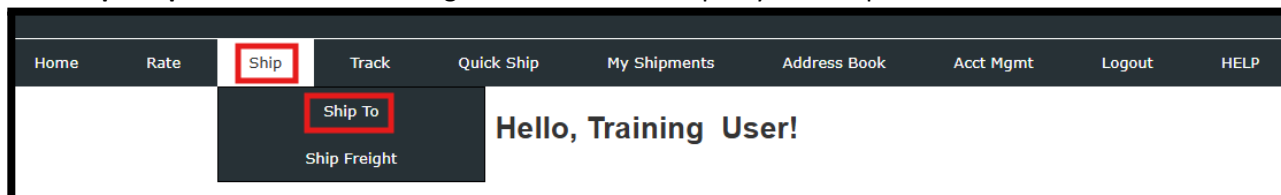
### Packaging

- 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.

# Express Shipping powered by eShipGlobal

## Creating an International Shipping Label for an Exempt Biological Material Shipped with Dry Ice

1. Click **Ship>Ship To** located in the navigation menu at the top of your eShipGlobal window.



Home Rate **Ship** Track Quick Ship My Shipments Address Book Acct Mgmt Logout HELP

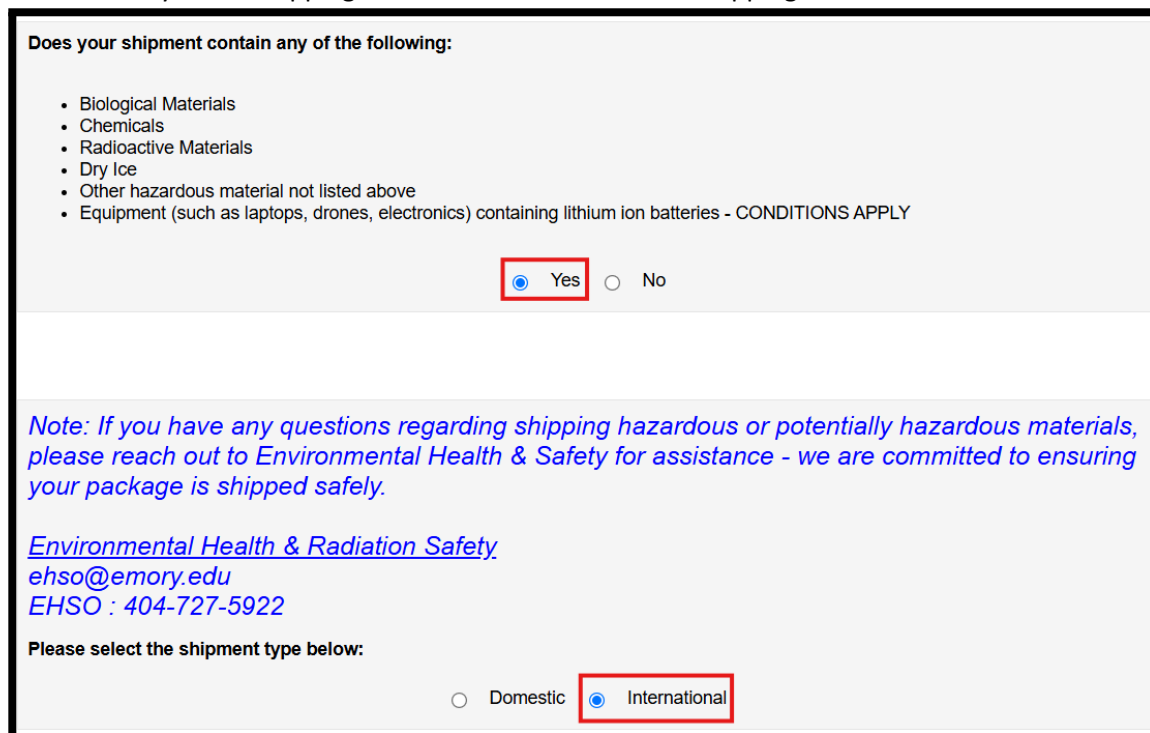
**Ship To**

Ship Freight

Hello, Training User!

- Research materials are generally defined as materials that are used in laboratory settings such as animals, biological (cultures or stocks of human or animal pathogens, select agents or toxins, human or animal materials, genetically modified microorganisms, vectors, plasmids, etc.), chemical or radioactive, and dry-ice.
- Some research materials may not necessarily be hazardous but become regulated materials once they are transported.

2. Indicate that you are shipping **Research Materials** and are shipping **International**.



Does your shipment contain any of the following:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice
- Other hazardous material not listed above
- Equipment (such as laptops, drones, electronics) containing lithium ion batteries - CONDITIONS APPLY

☒ Yes ☐ No

*Note: If you have any questions regarding shipping hazardous or potentially hazardous materials, please reach out to Environmental Health & Safety for assistance - we are committed to ensuring your package is shipped safely.*

[Environmental Health & Radiation Safety](#)  
[ehso@emory.edu](mailto:ehso@emory.edu)  
EHSO : 404-727-5922

Please select the shipment type below:

☐ Domestic ☒ International

# Express Shipping powered by eShipGlobal

3. Classify the material in your shipment and click **Continue**.

**RESEARCH MATERIAL SHIPPING**

**Step 1 : Material Classification and Training Verification**

Which of the following materials will be part of your shipment?

- ☒ [BIOLOGICAL MATERIALS](#)
- ☐ [CHEMICALS](#)
- ☐ [RADIOACTIVE MATERIALS](#)
- ☐ [NEWLY SYNTHESIZED NON-HAZARDOUS CHEMICALS](#)
- ☐ [NON REGULATED MATERIAL WITH DRY ICE](#)
- ☐ [NON REGULATED MATERIAL WITHOUT DRY ICE](#)
- ☐ [SPECIAL PROVISION A180](#)
- ☐ [SPECIAL PROVISION A152 \(DRY SHIPPERS\)](#)

[Start Over](#) [Continue](#)

4. Select your **Material** and **Specific Material Type** from the designated drop down menus.

**RESEARCH MATERIAL SHIPPING**

**Step 1 : Material Classification and Training Verification**

**BIOLOGICAL MATERIAL SELECTION**

Please complete the questionnaire below to proceed

**Material:** Select Material

- Select Material
- Animal Material
- Human Material
- Antibody
- Arthropods
- Bacteria and Protozoa
- Diagnostic and food testing kits
- Fungus
- Genetic Elements
- Genetically Modified Microorganisms
- Genetically Modified Organisms
- Immunotoxin
- Insects
- Medical Product
- Parasite
- Plant, Plant Material and Soil
- Protein
- Toxins
- Vaccine

[Start Over](#) [Reset](#) [Last Action](#)

# Express Shipping powered by eShipGlobal

This screenshot shows a web form with a dropdown menu titled "Select Specific Material Type:". The dropdown is open, displaying a list of options: "Select name", "Blood", "Body Fluids", "Continuous/Tumor/Transformed Cell Line", "Fixed Cells/Tissue", "Primary Cell Lines", "Test Swabs/Smears", "Tissue", "pXPR-311Cas9", and "Others". The "Select name" option is currently selected and highlighted in blue. To the left of the dropdown are two buttons: "Start Over" (outlined in red) and "Reset" (outlined in blue). To the right is a button labeled "Action" (partially visible, outlined in blue).

5. Answer the questions related to the biological material. These are questions to help ensure that your material is appropriately categorized and that the correct labels are provided upon shipment completion. Click **Continue**.

This screenshot shows a questionnaire for biological materials. At the top, there are two dropdown menus: "Material:" set to "Human Material" and "Select Specific Material Type:" set to "Blood". Below these are seven questions, each with "Yes" and "No" radio button options. The "No" option is selected for all questions except the last one, "Does this shipment include dry ice?", where the "Yes" option is selected. At the bottom, there are four buttons: "Start Over" (outlined in red), "Reset" (outlined in blue), "Continue" (solid blue with a red border), and "Undo Last Action" (outlined in blue).

| Yes                              | No                               | Question                                                                                                             |
|----------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/>            | <input checked="" type="radio"/> | Does the material contain a wild type bacterium, fungus, parasite, prion, protozoa or virus?                         |
| <input type="radio"/>            | <input checked="" type="radio"/> | Does this material contain a genetically modified microorganism?                                                     |
| <input type="radio"/>            | <input checked="" type="radio"/> | Does the material contain a genetically modified organism or is the material genetically modified?                   |
| <input type="radio"/>            | <input checked="" type="radio"/> | Have nucleic acids of any type from a microorganism or prion been introduced into the genetically modified organism? |
| <input type="radio"/>            | <input checked="" type="radio"/> | Does the material contain a plasmid or vector?                                                                       |
| <input type="radio"/>            | <input checked="" type="radio"/> | Is there a high probability that the material contains a microorganism or prion?                                     |
| <input checked="" type="radio"/> | <input type="radio"/>            | Does this shipment include dry ice?                                                                                  |

# Express Shipping powered by eShipGlobal

6. If you have completed the necessary training for this exempt biological material, you will see confirmation of your training. If not, you will receive an alert message that you need to work with EHS to complete your shipment. Click **Continue**.

| BIOLOGICAL MATERIAL CLASSIFICATION                                                                                                |                                               |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Substance Classification:                                                                                                         | Exempt Human Specimen                         |
| Material Name:                                                                                                                    | Human Blood                                   |
| Training Verification:                                                                                                            | You have the appropriate training to continue |
| <div><input type="button" value="Start Over"/> <input type="button" value="Reset"/> <input type="button" value="Continue"/></div> |                                               |

7. Enter the name of the **Material Name**, **Material Description**, **Quantity**, and **Net Value** of the material that you plan to ship.

| Material Entry                                                                                                                                |                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Material Classification:                                                                                                                      | Exempt Human Specimen                        |
| *Material Name:                                                                                                                               | Human Blood                                  |
| +Material / Goods Description:                                                                                                                | Training                                     |
| <small>*Required for any shipments going to the European Union (EU)*, United Kingdom (UK), Northern Ireland, Norway, and Switzerland.</small> |                                              |
| Maximum Quantity Per Inner Receptacle:                                                                                                        | <input type="text"/> ml (Max. Inner Qty: NA) |
| *Total Quantity in Package:                                                                                                                   | 5 ml (Max. Total Qty: NA)                    |
| 1*Net Value in USD(Min. 1):                                                                                                                   | 1                                            |

8. You will also need to provide the **Schedule B Number** and the **ECCN**.

| Material Entry                                                                                                                                |                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Material Classification:                                                                                                                      | Exempt Human Specimen                        |
| *Material Name:                                                                                                                               | Human Blood                                  |
| +Material / Goods Description:                                                                                                                | Training                                     |
| <small>*Required for any shipments going to the European Union (EU)*, United Kingdom (UK), Northern Ireland, Norway, and Switzerland.</small> |                                              |
| Maximum Quantity Per Inner Receptacle:                                                                                                        | <input type="text"/> ml (Max. Inner Qty: NA) |
| *Total Quantity in Package:                                                                                                                   | 5 ml (Max. Total Qty: NA)                    |
| 1*Net Value in USD(Min. 1):                                                                                                                   | 1                                            |
| State Variation:                                                                                                                              |                                              |
| 4*Country of Origin:                                                                                                                          | United States                                |
| 2Harmonized System Code / Schedule B Number:                                                                                                  | 3002.90.5210 <a href="#">HS Code Lookup</a>  |
| *ECCN#:                                                                                                                                       | EAR99 <a href="#">ECCN Lookup</a>            |
| <input type="checkbox"/> Does the material contain any chemical preservative or media?                                                        |                                              |

# Express Shipping powered by eShipGlobal

9. Review and answer the customs question as it relates to the material you are shipping and then click on **Continue**.

**\*Does this shipment include material, software, data, or information that is not publicly available? Publicly available means published or intended to be published and accessible or available to the broader research community or the public in general.**

☐ Yes ☐ No

<sup>1</sup> Enter the total value of items shipped in each classification.

<sup>2</sup> Please refer to these links to lookup for Harmonized System Code / Schedule B Number.  
<https://www.census.gov/foreign-trade/schedules/b/index.html>  
<https://hts.usitc.gov/>  
<https://rulings.cbp.gov/>

<sup>4</sup> Country of Origin is where a product was manufactured, produced, grown, or substantially transformed, not merely where it is shipped from.

**Note:**  
<sup>1</sup> Please note that all grayed fields are pre-populated or optional.

10. Review the Sender Information. If the sender location is accurate, go to step 9. To change the sender address, click the dropdown to select from any previously saved sender addresses. If you have not saved the address, click on **Add Sender** to add a new sender address. Accept today's date (by default) or enter a new date in the **Shipping Date** field.

**Sender Information**

(Select shipper dropdown list)

Emory University, Training User

**Shipping Date:** (MM/DD/YYYY) 09/30/2026 

*NOTE: To change the Shipping Date, click in the Shipping Date box and enter a new Shipping Date if you would like to select an alternate Shipping Date. You can also click on the calendar icon located on the right-hand side of the Shipping Date field to select the date from the calendar. Labels can be printed in advance.*

*NOTE: The shipping date selected cannot exceed 9 days from today's date.*

11. Click on **Load from Address Book** to select a Recipient from the saved Address Book.

**Recipient Information**

(Please enter recipient information or choose from saved recipient addresses by clicking on the Load from Address Book button)

☒ Add to Address Book

**Country:**

**\*Company/Contact Name:**

**Alternate Contact Name:**

**\*Address 1:**

**Address 2:**

**State/Province:**

**\*City:**

**Zip:**

**\*Phone:**

**\*Email:**

# Express Shipping powered by eShipGlobal

12. Saved Recipient addresses are listed alphabetically by Company name and can be located by clicking on the letter that corresponds with the first letter of the company name. Alternatively, enter your Search criteria in the Search box and click **Find**.

Search for:  **Find** Location: ☐ From ☒ To

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

[Go Back](#) [New](#) [Ship To](#)

| <input type="checkbox"/> | Company/Contact  | Alternate Contact | Address               | City/State | Zip   | Country |
|--------------------------|------------------|-------------------|-----------------------|------------|-------|---------|
| <input type="checkbox"/> | Emory University |                   | Inge-Beisheim-Platz 1 | Berlin     | 10785 | Germany |

13. Click the **checkbox** next to the address that you would like to use as the Recipient and click **Ship To**.

Search for:  **Find** Location: ☐ From ☒ To

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

[Go Back](#) [New](#) [Ship To](#)

| <input type="checkbox"/>            | Company/Contact  | Alternate Contact | Address               | City/State | Zip   | Country |
|-------------------------------------|------------------|-------------------|-----------------------|------------|-------|---------|
| <input checked="" type="checkbox"/> | Emory University |                   | Inge-Beisheim-Platz 1 | Berlin     | 10785 | Germany |

14. To add the address being entered to the saved Address Book if not already saved, click the checkbox next to **Add to Address Book**. Leave the box unchecked if the address will not be needed for future deliveries.

**Recipient Information**

(Please enter recipient information or choose from saved recipient addresses by clicking on the Load from Address Book button)

[Load from Address Book](#)

☒ **Add to Address Book**

Country:  Select Country ? Select the country to begin

\*Company/Contact Name:

Alternate Contact Name:

\*Address 1:

Address 2:

State/Province:  Select State

\*City:

\*Phone:

\*Email:

Zip:

NOTE: 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.

NOTE: Enter the Recipients email address in the Ship To: section if you would like to notify the Recipient of delivery

# Express Shipping powered by eShipGlobal

15. Select the **Type** of package from the Type drop down-list. Then provide a **Shipment Reference** if applicable.

**Package Information**  
(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1 ☒ Identical ☐ Non-Identical

**Type:** Fibreboard Box **Service:** Select a service

\*Total Pkg Weight: 10 (lbs) \*Dimensions: 12 x 12 x 12 (inches)

**Shipment Reference:**

16. Enter the approximate **Weight** and **Dimensions** of the package.

**Package Information**  
(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1 ☒ Identical ☐ Non-Identical

\*Type: Fibreboard Box **Service:** Select a service

**\*Total Pkg Weight:** 10 (lbs) **\*Dimensions:** 12 x 12 x 12 (inches)

Shipment Reference:

17. Choose a **Service** from the drop-down list of options provided.

**Package Information**  
(Select Package type and Service from the dropdown list)

\*Type: Fibreboard Box **Service:** Select a service

\*Weight: 10 (lbs) \*Dimensions:

Shipment Reference:

[Help](#)

- Select a service
- FedEx International Economy
- FedEx International First
- FedEx International Priority
- FedEx International Priority Express

18. You can elect to have a third party, or the Recipient of the package pay for the shipment and/or the duties & taxes (should there be any). Choose **Third Party** or **Recipient** from the **Bill To** drop-down list. Enter the Recipient / Third Party **Account Number**, **Zip Code**, and **Country** associated with the Recipient / Third Party Account Number in the boxes provided.

**Billing References**  
(Select or enter Billing references for charge back and charge type)

**Bill Shipment To:** Prepaid \*Account#: Not required

**ZipCode:** Prepaid **Country:** Select Country

**Bill Duties/Taxes To:** Third Party \*Account#: Not required

**ZipCode:** Not required **Country:** Select Country

NOTE: An Account Number will still be required for transaction fees and back-up in the event the Recipient/Third Party Account is unable to be billed.

# Express Shipping powered by eShipGlobal

19. Input your Speed Type and select the appropriate one from the dropdown. The remaining fields will automatically populate based on the identified Speed Type.

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

Speed Type:

11101

EMUNV---0000001110---Student Insurance1002A670EMUNV  
EMUNV---0000011102---AFFRONTI EDUCATI0000 3311A170EMUNV  
EMUNV---0000011103--- GASTROENTEROLOGY0000 3311A170EMUNV  
EMUNV---0000011104---Digestive Disor...

Speed Type Description:

VALIDATE

ADD

CLEAR

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

EMUNV

Speed Type:

1110100000

Speed Type Description:

PROD92 TEST

VALIDATE

ADD

CLEAR

20. Click on **Validate**.

Select: 

Select Profile ▾

(If you do not have a profile, enter values below)

GL Business Unit:

EMUNV

Speed Type:

1110100000

Speed Type Description:

PROD92 TEST

VALIDATE

ADD

CLEAR

# Express Shipping powered by eShipGlobal

21. Once Validated, click on **Add**.

**Success** You can add the cost object  
The billing fields combination exist.

Select: Select Profile ▼  
(If you do not have a profile, enter values below)

**GL Business Unit:** EMUNV

**Speed Type:** 1110100000

**Speed Type Description:** PROD92 TEST

VALIDATE **ADD** CLEAR

22. Select any optional **Special Instructions** or enter a **Declared Value** (for insurance purposes if applicable) required for this package. If dry ice is included in your package, click Dry Ice and indicate how many pounds will be included.

**Special Instructions**  
(Additional charges may apply for some special services)

☐ **Material Transfer Agreement (MTA)** MTA Number :

☐ **Signature Required** (FedEx & UPS only)

☐ **Signature Release** (FedEx commercial deliveries only)

☐ **Dangerous Goods** Dangerous Goods Type: --Select-- ▼ [Help](#)

☒ **Dry Ice** (Express shipments only) **\*Dry Ice Weight:** 8 (lbs) [Help](#)

☐ **Overpack**

☐ **FedEx Priority Alert** (FedEx only) (Temp control not available in all locations)

☐ **FedEx Priority Alert Plus** (FedEx only) (Temp control not available in all locations)

*NOTE: The weight of dry ice should not exceed the total package weight.*

*NOTE: Additional charges may apply for some special services.*

# Express Shipping powered by eShipGlobal

23. Enter **Customs Information** including the **Declared Value** (for insurance purposes if applicable) required for this package.

**Customs Information**  
(Additional fields for customs information)  
^ An EORI number is a requirement for any business or person involved in importing or exporting in the European Union (EU)\*\*, United Kingdom (UK)\*\*\* and certain other European countries. Please reach out to your international contact to obtain the number.

Customs Value:  (xxxx USD)

Terms of Sale:  ?

^^Declared Value:  (xxxx USD)

Certificate Of Origin:

^Recipient EORI Number / Tax Id:

Broker Name:

Broker Phone:

Broker Email:

^^ By inserting a declared value, your shipment will be insured up to the value, leave blank if insurance is not required.  
\*\* European Union (EU) countries are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and other european countries are Norway, and Switzerland.  
\*\*\*United Kingdom (UK) : England, Scotland, Northern Ireland and Wales

NOTE: If no broker information is provided, generally the carrier can clear it on your behalf as standard/non-express clearance.

24. Select any **Email Notifications** requested.

**Email Notifications**  
(Email notifications will be sent free of charge)

☐ Notify Shipper on Order    ☐ Notify Recipient on Order    ☐ Notify Shipper on Delivery    ☐ Notify Others on Delivery  
☐ Notify Shipper on Pickup    ☐ Notify Shipper on Exceptions

[Help](#)

25. Click **Show Quote**.

**Email Notifications**

☒ Notify Shipper on Order    ☒ Notify Recipient on Order    ☐ Notify Shipper on Delivery    ☐ Notify Others on Delivery  
☐ Notify Recipients Via SMS (FedEx, UPS only)    ☐ Notify Shipper on Pickup    ☐ Notify Shipper on Exceptions

[Help](#)

Start Over

Ship Now

Show Quote

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.

# Express Shipping powered by eShipGlobal

26. Select a shipping Carrier, Service, and Rate from the list of options provided and click **Ship**.

Step 3 : Shipment Creation and Documentation

|                        | Service                              | *Commitment                                                                                                                           | <sup>1</sup> Contracted Rate | Sender Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |           |                |           |                     |          |                        |          |              |                   |
|------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|----------------|-----------|---------------------|----------|------------------------|----------|--------------|-------------------|
|                        | eShipGlobal SameDay                  | STD: End of same business day<br><a href="#">Click here for details</a>                                                               | \$--                         | <b>Recipient Information</b><br>Emory University<br>201 Dowman Drive<br>Atlanta GA-30322<br>US<br><b>Package Information</b><br>Ship Date: 10/01/2026<br>CUSTOM - 10 lbs<br>12x12x12(in)<br><b>Special Instructions<sup>2</sup></b><br>PK<br><b>Itemized Charges</b><br><table> <tr> <td>Base Charge</td> <td>USD 77.61</td> </tr> <tr> <td>Fuel Surcharge</td> <td>USD 41.83</td> </tr> <tr> <td>Additional Handling</td> <td>USD 3.90</td> </tr> <tr> <td>Dangerous Goods Charge</td> <td>USD 8.50</td> </tr> <tr> <td><b>Total</b></td> <td><b>USD 131.84</b></td> </tr> </table> | Base Charge | USD 77.61 | Fuel Surcharge | USD 41.83 | Additional Handling | USD 3.90 | Dangerous Goods Charge | USD 8.50 | <b>Total</b> | <b>USD 131.84</b> |
| Base Charge            | USD 77.61                            |                                                                                                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |           |                |           |                     |          |                        |          |              |                   |
| Fuel Surcharge         | USD 41.83                            |                                                                                                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |           |                |           |                     |          |                        |          |              |                   |
| Additional Handling    | USD 3.90                             |                                                                                                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |           |                |           |                     |          |                        |          |              |                   |
| Dangerous Goods Charge | USD 8.50                             |                                                                                                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |           |                |           |                     |          |                        |          |              |                   |
| <b>Total</b>           | <b>USD 131.84</b>                    |                                                                                                                                       |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |           |                |           |                     |          |                        |          |              |                   |
|                        | World Courier International          | Shipping rates are unavailable for World Courier. To receive account specific shipping rates, contact World Courier at 1-800-221-6600 | + \$0.75                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |           |                |           |                     |          |                        |          |              |                   |
|                        | FedEx International Economy          | STD: 2 to 3 business days<br>ACT: 2026-10-07T18:00:00                                                                                 | \$116.99                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |           |                |           |                     |          |                        |          |              |                   |
|                        | FedEx International Priority         | STD: Bus. centers in 24 to 48 hours by EOD<br>ACT: 2026-10-05T18:00:00                                                                | \$131.84                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |           |                |           |                     |          |                        |          |              |                   |
|                        | FedEx International Priority Express | STD: Bus. centers in 24 to 48 hours<br>ACT: 2026-10-05T12:00:00                                                                       | \$137.60                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |           |                |           |                     |          |                        |          |              |                   |
|                        | DHL Worldwide Priority Express       | STD: 4 to 8 business days<br>ACT: 2 day(s)                                                                                            | \$145.67                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |           |                |           |                     |          |                        |          |              |                   |
|                        | FedEx International First            | STD:<br>ACT: 2026-10-05T10:00:00                                                                                                      | \$670.93                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |           |                |           |                     |          |                        |          |              |                   |

[Edit Shipment](#)
[Ship](#)

NOTE: Shipping Carrier options will be displayed from the least expensive to the most expensive option.

27. Click **Complete Shipment**.

Order #: 114490800

Tracking #: 878066713701

Shipment Information

| Origin                                                                                                               | Destination                                                          | <sup>1</sup> Package Information                                                   | Scan Activity                | Amount   |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------|----------|
| Emory University<br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: Training User | Emory University<br>Inge-Beisheim-Platz 1<br>Berlin 10785<br>Germany | <br>10/1/2026<br>FedEx International Priority<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK | No information at this time. | \$131.84 |

| Material Name          | Material Classification |                                                                                                                                                                |
|------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Human Blood (Training) | EXEMPT HUMAN SPECIMEN   | Proper shipping name:<br>UN NO:<br>Preservative:<br>Net Weight/Volume: 5 ml<br>Net Value: 1 USD<br>Harmonized System Code / Schedule B Number:<br>3002.90.5210 |

Total for this shipment

\$131.84

[Complete Shipment](#)
[Cancel Shipment](#)
[Supporting Documents](#)
[Shipment History](#)

## 28. Read the Requirements for shipping your material type(s).

### Requirements for Exempt Human or Animal Specimen Packages

The following requirements must be met when shipping Exempt Human or Animal Specimen Packages with or without dry ice.

#### Quantity

1. The quantity of Exempt Specimen material per primary container is 1 liter or less for liquids and 4 kilograms or less for solids
2. The quantity of Exempt Specimen material per outer packaging is 4 liters or less for liquids and 4 kilograms or less for solids

#### Package Condition

3. Packages are free from damage and in a proper condition for carriage
4. The primary and secondary packages are leak proof/sift proof
5. The outer package is a rigid container such as a fiberboard box

#### Markings

6. Full name and address of the shipper and consignee

#### Labels

7. Exempt Human Specimen or Exempt Animal Specimen label as applicable
8. No irrelevant marks or labels

#### Dry Ice (if used)

Air waybill contains the following information:

1. The UN Number "1845", preceded by the prefix "UN"
2. The words "Carbon dioxide, solid" or "Dry ice"
3. The Class number "9"
4. The number of packages of dry ice
5. The net quantity of dry ice in kilograms

### Requirements for Dry Ice Shipments

(For use when a Shipper's Declaration for Dangerous Goods is not required)

The following requirements must be met when shipping dry ice when packaged on its own or with non-dangerous goods.

#### Documentation

The air waybill contains the following information:

1. The UN Number "1845", preceded by the prefix "UN"
2. The words "Carbon dioxide, solid" or "Dry ice"
3. The Class number "9"
4. The number of packages of dry ice
5. The net quantity of dry ice in kilograms

#### Quantity

6. The quantity of dry ice per package is 200 kg or less

#### Package Condition

7. Packages are free from damage and in a proper condition for carriage
8. The packaging is vented to permit the release of gas and is of sufficient strength for the amount of material being shipped

#### Markings

9. The words "Carbon dioxide, solid" or "Dry ice"
10. The UN number "1845" preceded by prefix "UN"
11. Full name and address of the shipper and consignee
12. The net quantity of dry ice within each package

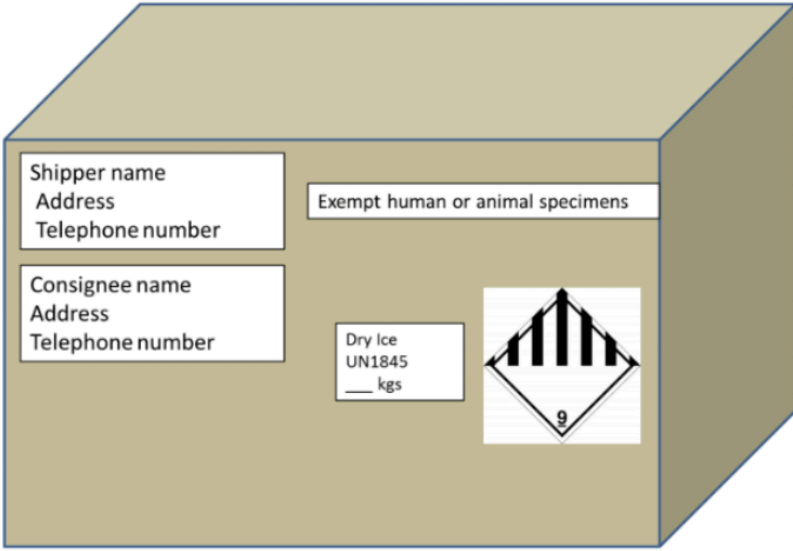
#### Labels

13. Class 9 label affixed

# Express Shipping powered by eShipGlobal

29. Click the **checkbox** next to the statement that you will follow the steps indicated in the checklist and packaging instructions when preparing the package for this shipment and click **Continue**.

**Exempt human or animal specimens with Dry Ice**



Shipper name  
Address  
Telephone number

Exempt human or animal specimens

Consignee name  
Address  
Telephone number

Dry Ice  
UN1845  
\_\_\_ kgs

☒ By checking this box you agree to follow the steps indicated above when preparing the package for this shipment

[Continue](#)

30. To print your Airway bill, click on the blue **Print Airwaybill** button.

**Order #: 114490800**

**Tracking #: 878066713701**

**Shipment Information**

| Origin                                                                                                                             | Destination                                                                 | <sup>1</sup> Package Information                                                               | Scan Activity                | Amount          |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------|-----------------|
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: <b>Training User</b> | <b>Emory University</b><br>Inge-Beisheim-Platz 1<br>Berlin 10785<br>Germany | <b>FedEx</b><br>10/1/2026<br>FedEx International Priority<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK | No information at this time. | <b>\$131.84</b> |

| Material Name          | Material Classification |                                                                                                                                                                                                          |
|------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Human Blood (Training) | EXEMPT HUMAN SPECIMEN   | <b>Proper shipping name:</b><br><b>UN NO:</b><br><b>Preservative:</b><br><b>Net Weight/Volume:</b> 5 ml<br><b>Net Value:</b> 1 USD<br><b>Harmonized System Code / Schedule B Number:</b><br>3002.90.5210 |

**Total for this shipment** **\$131.84**

[Cancel Shipment](#) [Print Airwaybill](#) [Print Commercial Invoice](#) [Print FedEx Bio](#)

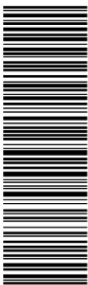
[Print all Required Labels](#) [Packaging Instructions](#) [Schedule Pickup](#) [Supporting Documents](#)

[Shipment History](#) [Packing List](#)

# Express Shipping powered by eShipGlobal

31. In the pop-up Print Label Screen, click **Print Airwaybill**. Please ensure to print all pages.

Print  
Airwaybill



**XQ BERA**

BE DE BER

**FROM**  
**SHIP#** 8780 6671 3701  
**IP EOD**  
**ICE**  
**10785**  
**BE DE BER**  
**AZ**



**TO**  
**SHIP#** 8780 6671 3701  
**IP EOD**  
**ICE**  
**10785**  
**BE DE BER**  
**AZ**



32. Click **Print Commercial Invoice** to print necessary Customs documents.

**Order #: 114490800**

**Tracking #: 878066713701**

**Shipment Information**

| Origin                                                                                                                             | Destination                                                                 | Package Information                                                                            | Scan Activity                | Amount          |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------|-----------------|
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: <b>Training User</b> | <b>Emory University</b><br>Inge-Beisheim-Platz 1<br>Berlin 10785<br>Germany | <b>FedEx</b><br>10/1/2026<br>FedEx International Priority<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK | No information at this time. | <b>\$131.84</b> |

| Material Name          | Material Classification |
|------------------------|-------------------------|
| Human Blood (Training) | EXEMPT HUMAN SPECIMEN   |

**Proper shipping name:**  
**UN NO:**  
**Preservative:**  
**Net Weight/Volume:** 5 ml  
**Net Value:** 1 USD  
**Harmonized System Code / Schedule B Number:**  
3002.90.5210

**Total for this shipment** **\$131.84**

Cancel Shipment

Print Airwaybill

Print Commercial Invoice

Print FedEx Bio

Print all Required Labels

Packaging Instructions

Schedule Pickup

Supporting Documents

Shipment History

Packing List

# Express Shipping powered by eShipGlobal

33. In the pop-up document screen, click **Print Documents**.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                  |                                                                                                                                             |                   |                            |             |   |                    |       |                |        |               |     |                           |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------|-------------|---|--------------------|-------|----------------|--------|---------------|-----|---------------------------|---------------|
| <b>Print Documents</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                  | <b>Print 3 copies of these documents</b>                                                                                                    |                   |                            |             |   |                    |       |                |        |               |     |                           |               |
| PAGE 1 OF 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                  |                                                                                                                                             |                   |                            |             |   |                    |       |                |        |               |     |                           |               |
| <b>COMMERCIAL INVOICE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                  |                                                                                                                                             |                   |                            |             |   |                    |       |                |        |               |     |                           |               |
| <b>Date Shipped:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 10/1/2026                                                                                        | <b>Air Waybill No:</b>                                                                                                                      | 878066713701      |                            |             |   |                    |       |                |        |               |     |                           |               |
| <b>Shipper Tax ID/EIN:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 580566256                                                                                        |                                                                                                                                             |                   |                            |             |   |                    |       |                |        |               |     |                           |               |
| <b>SHIPPER NAME AND ADDRESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                  | <b>CONSIGNEE NAME AND ADDRESS</b>                                                                                                           |                   |                            |             |   |                    |       |                |        |               |     |                           |               |
| Training User<br>Emory University<br>201 Dowman Drive<br>Atlanta, GA, 30322<br>United States<br>Phone: 9725181775<br>Email: jsmith@eshipglobal.com<br>Reference:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                  | Emory University<br>Inge-Beisheim-Platz 1<br>Berlin, , 10785<br>Germany<br>Phone: 9725181775<br>Email: jsmith@eshipglobal.com<br>Reference: |                   |                            |             |   |                    |       |                |        |               |     |                           |               |
| <b>Units</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Complete Description of Goods<br/>(Harmonized Code and License Info)</b>                      | <b>Country Of<br/>Origin</b>                                                                                                                | <b>Unit Value</b> | <b>Commodity<br/>Value</b> |             |   |                    |       |                |        |               |     |                           |               |
| 5 ml                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | EXEMPT HUMAN SPECIMEN ( Human Blood - Training )<br>Harmonized Code: 3002.90.5210<br>ECCN: EAR99 | US                                                                                                                                          | \$0.20            | \$1.00                     |             |   |                    |       |                |        |               |     |                           |               |
| <div style="display: flex;"> <div style="flex: 1;"> <p>These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.</p> <p>SIGNATURE: _____</p> <p>DATE: _____</p> </div> <div style="flex: 1;"> <table border="1"> <tr> <td>Total Pkgs.</td> <td>1</td> </tr> <tr> <td>Total Weight (LBS)</td> <td>10.00</td> </tr> <tr> <td>Freight Charge</td> <td>\$0.00</td> </tr> <tr> <td>Terms of Sale</td> <td>DDP</td> </tr> <tr> <td><b>Total Value in USD</b></td> <td><b>\$1.00</b></td> </tr> </table> </div> </div> |                                                                                                  |                                                                                                                                             |                   |                            | Total Pkgs. | 1 | Total Weight (LBS) | 10.00 | Freight Charge | \$0.00 | Terms of Sale | DDP | <b>Total Value in USD</b> | <b>\$1.00</b> |
| Total Pkgs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1                                                                                                |                                                                                                                                             |                   |                            |             |   |                    |       |                |        |               |     |                           |               |
| Total Weight (LBS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 10.00                                                                                            |                                                                                                                                             |                   |                            |             |   |                    |       |                |        |               |     |                           |               |
| Freight Charge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$0.00                                                                                           |                                                                                                                                             |                   |                            |             |   |                    |       |                |        |               |     |                           |               |
| Terms of Sale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | DDP                                                                                              |                                                                                                                                             |                   |                            |             |   |                    |       |                |        |               |     |                           |               |
| <b>Total Value in USD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>\$1.00</b>                                                                                    |                                                                                                                                             |                   |                            |             |   |                    |       |                |        |               |     |                           |               |

NOTE: Print 3 copies of the Commercial Invoice and other customs related forms for international shipments

# Express Shipping powered by eShipGlobal

34. Click **Print All Required Labels** to print the necessary package labels in alignment with the IATA shipping regulations that accompany your material(s).

**Order #: 114490800**

**Tracking #: 878066713701**

**Shipment Information**

| Origin                                                                                                                             | Destination                                                                 | Package Information                                                                            | Scan Activity                | Amount          |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------|-----------------|
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: <b>Training User</b> | <b>Emory University</b><br>Inge-Beisheim-Platz 1<br>Berlin 10785<br>Germany | <b>FedEx</b><br>10/1/2026<br>FedEx International Priority<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK | No information at this time. | <b>\$131.84</b> |

| Material Name          | Material Classification |                                                                                                                                                                                                          |
|------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Human Blood (Training) | EXEMPT HUMAN SPECIMEN   | <b>Proper shipping name:</b><br><b>UN NO:</b><br><b>Preservative:</b><br><b>Net Weight/Volume:</b> 5 ml<br><b>Net Value:</b> 1 USD<br><b>Harmonized System Code / Schedule B Number:</b><br>3002.90.5210 |

**Total for this shipment**

**\$131.84**

Cancel Shipment

Print Airwaybill

Print Commercial Invoice

Print FedEx Bio

Print all Required Labels

Packaging Instructions

Schedule Pickup

Supporting Documents

Shipment History

Packing List

**SHIPPER**  
Emory University  
Training User  
201 Dowman Drive  
Atlanta GA 30322  
United States  
PH: 9725181775

**RECIPIENT**  
Emory University  
Inge-Beisheim-Platz 1  
Berlin 10785  
Germany  
PH: 9725181775

**Exempt Human Specimen Label**

There are no specifications for exempt human specimen labels. To use the label below, once printed, cut around the outside border of the label and affix it to a vertical side of the box (not the top or bottom), oriented as shown below. Many printer inks run when exposed to even small amounts of water, such as rain or snow. Therefore, when using this label, cover with clear plastic tape.

Exempt Human Specimen

# Express Shipping powered by eShipGlobal

35. To schedule a pickup, click on **Schedule Pickup**. Please retain the Pickup Confirmation Number for your records in the event that you have any questions.

**Order #: 114490800**

**Tracking #:** 878066713701

**Shipment Information**

| Origin                                                                                                                      | Destination                                                                 | <sup>1</sup> Package Information                                                               | Scan Activity                | Amount   |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------|----------|
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: Training User | <b>Emory University</b><br>Inge-Beisheim-Platz 1<br>Berlin 10785<br>Germany | <b>FedEx</b><br>10/1/2026<br>FedEx International Priority<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK | No information at this time. | \$131.84 |

| Material Name          | Material Classification |                                                                                                                                                                                                          |
|------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Human Blood (Training) | EXEMPT HUMAN SPECIMEN   | <b>Proper shipping name:</b><br><b>UN NO:</b><br><b>Preservative:</b><br><b>Net Weight/Volume:</b> 5 ml<br><b>Net Value:</b> 1 USD<br><b>Harmonized System Code / Schedule B Number:</b><br>3002.90.5210 |

**Total for this shipment** \$131.84

Cancel Shipment

Print Airwaybill

Print Commercial Invoice

Print FedEx Bio

Print all Required Labels

Packaging Instructions

Schedule Pickup

Supporting Documents

Shipment History

Packing List

36. To cancel a shipment, click the red **Cancel Shipment** button and confirm your cancellation.

**Order #: 114490800**

**Tracking #:** 878066713701

**Shipment Information**

| Origin                                                                                                                      | Destination                                                                 | <sup>1</sup> Package Information                                                               | Scan Activity                | Amount   |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------|----------|
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: Training User | <b>Emory University</b><br>Inge-Beisheim-Platz 1<br>Berlin 10785<br>Germany | <b>FedEx</b><br>10/1/2026<br>FedEx International Priority<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK | No information at this time. | \$131.84 |

| Material Name          | Material Classification |                                                                                                                                                                                                          |
|------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Human Blood (Training) | EXEMPT HUMAN SPECIMEN   | <b>Proper shipping name:</b><br><b>UN NO:</b><br><b>Preservative:</b><br><b>Net Weight/Volume:</b> 5 ml<br><b>Net Value:</b> 1 USD<br><b>Harmonized System Code / Schedule B Number:</b><br>3002.90.5210 |

**Total for this shipment** \$131.84

Cancel Shipment

Print Airwaybill

Print Commercial Invoice

Print FedEx Bio

Print all Required Labels

Packaging Instructions

Schedule Pickup

Supporting Documents

Shipment History

Packing List

# Express Shipping powered by eShipGlobal

enterprise.stag.eshipglobal.com says

Are you sure you want to cancel this shipment?

OK

Cancel

37. After your label has been cancelled, you will see a red “x” in the left-hand column of the shipment history and on the label summary.

|                                                                                                                                    |                                                                             |                                                                                                                                                                                                          |                              |                              |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|
| <b>Order #: 114490800</b>                                                                                                          |                                                                             |                                                                                                                                                                                                          |                              |                              |
| <b>X Tracking #: 878066713701</b>                                                                                                  |                                                                             |                                                                                                                                                                                                          |                              |                              |
| <b>Shipment Information</b>                                                                                                        |                                                                             |                                                                                                                                                                                                          |                              |                              |
| <b>Origin</b>                                                                                                                      | <b>Destination</b>                                                          | <b><sup>1</sup>Package Information</b>                                                                                                                                                                   | <b>Scan Activity</b>         | <b>Amount</b>                |
| <b>Emory University</b><br>Training User<br>201 Dowman Drive<br>Atlanta GA 30322<br>United States<br>Sent By: <b>Training User</b> | <b>Emory University</b><br>Inge-Beisheim-Platz 1<br>Berlin 10785<br>Germany | <b>FedEx</b><br>10/1/2026<br>FedEx International Priority<br>CUSTOM 10 lbs<br>DI - 8 lbs<br>PK                                                                                                           | No information at this time. | <b>\$131.84</b>              |
| <b>Material Name</b>                                                                                                               | <b>Material Classification</b>                                              |                                                                                                                                                                                                          |                              |                              |
| Human Blood (Training)                                                                                                             | EXEMPT HUMAN SPECIMEN                                                       | <b>Proper shipping name:</b><br><b>UN NO:</b><br><b>Preservative:</b><br><b>Net Weight/Volume:</b> 5 ml<br><b>Net Value:</b> 1 USD<br><b>Harmonized System Code / Schedule B Number:</b><br>3002.90.5210 |                              |                              |
| <b>Total for this shipment</b>                                                                                                     |                                                                             |                                                                                                                                                                                                          |                              | <b>\$0.00</b>                |
| <a href="#">Supporting Documents</a>                                                                                               |                                                                             | <a href="#">Shipment History</a>                                                                                                                                                                         |                              | <a href="#">Packing List</a> |