eShipGlobal - User Orientation
Topics

- What is eShipGlobal
- Why eShipGlobal
- Get your department prepared
- Reconciliation Process
- Tool training
  - Login and One time setup
  - Ship and Track
  - Reports
  - Address Book
  - International Shipments
- Things to Remember
- Weights and Measures
- Help Resources
eShipGlobal is an shipping tool, It

- Compares carrier rates
- Prints prepaid shipping labels and schedules
- Reports and tracks all domestic and international shipments
Why eShip Global

• Compares carrier rates, provides cost savings and order efficiencies.
• Single view of all shipment activities.
• Visibility of all shipments.
• Collects Carrier credits for late deliveries.
• Easy to use, with single sign on.
• Reporting capabilities on shipping spend.
Get your department prepared

Checklist for each user

• University issued credit card
  • Request through Fin. Service Center
• Netid for signing into the tool
  • Request through Departmental SCAD
• Only for DCU Accounts
  • Request shopper role in Prime
  • Request Concur access
• Complete Profile in Concur and attend training
• Setup eShip Profile
• Setup University credit card in eShip
Reconciliation Process

1. Pay for Shipments via University Credit Card - eShip
2. Reconcile Shipment Charges - Concur
3. Approved Shipment Charges - PeopleSoft
Reconciliation in Concur

• All shipment charges will be in Concur
  • Usually within a day or two of the transaction
• On a frequent basis, reconcile charges in Concur and distribute to the right set of Chartfields
  • Expense Type, Fund, Department, Program, Project, Activity
• Submit your expenses for approval
• On approval, the charges will flow to PeopleSoft and to the Information Warehouse
  • Departmental Managers can run Financial reports and review the charges in the Information Warehouse
Tool Training
Log In

Getting started is easy with Single Sign On...

https://prime.princeton.edu/

Please enter your Princeton NetID to sign in.

NetID: [Input Field]

What is my NetID?

Continue

IMPORTANT: In order to protect Princeton University information, please be sure to log out and exit your browser when you are finished to ensure that others with access to your computer cannot view your information.

What is PUaccess?
Please type your password in the Access Pad and press Enter. You will see a generic Access Pad only before setting your Enhanced Security Profile during the initial account claiming process. Once you have set your Enhanced Security Profile, whenever you are asked to enter your password or answer a security question, you will always see your personalized Access Pad with the personal image and phrase you select. If you do not see it or see a generic Access Pad instead, DO NOT enter your password. Call the OIT Help Desk at 258-HELP (4357)

What is an Access Pad?
Forgot your password?
Log In

Click on Marketplace
Log In

Click on the eShipGlobal tile and you will be in eShipGlobal
One time setup

You will need to setup your profile, the first time you login.
One time setup
You will need to setup your University issued credit card, the first time you login. Please don’t change the pre-populated Billing Address.
After logging into eShipGlobal, you can enter your selection for a Domestic or International Shipment.
1 Quick Ship “Select Profile” Allows you to create a profile list for faster shipping and storing shipping characteristics. Perfect for “repeat” shipping requirements.

2 Ship From defaults to your name, but you can also add other names to your account. This does not grant people login access to your account but it does allow you to ship parcels on their behalf.

3 Ship To field contains an Address Book. If your recipient is not in your address book you can complete the address fields and just save the address to the address book.
**Package Info:** Use this section to identify the package details. This section allows for sending multiple packages to the same address. You can also key a shipment reference in this section, which will print on the Airway Bill.

**Billing References:** There are 3 Reference fields available for your use – Reference1, Reference2 and Reference3. You can use them for reference purposes, as it suits your department. Note that these do not print on the Airway Bill. They will show up on reports.

<table>
<thead>
<tr>
<th>Reference1</th>
<th>Reference2</th>
<th>Reference3</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMA #123</td>
<td>Physics</td>
<td>Charge Chemistry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bill To</th>
<th>Recipient/Third Party Acct#</th>
<th>*Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepaid</td>
<td>Not required</td>
<td>Not required</td>
</tr>
</tbody>
</table>

- **Type:** Carrier Letter
- **Service:** Select a service
- **Weight:** 0.5 lbs
- **Dimensions:** L x W x H inches
- **Shipment Ref:** WX234
- **Content Desc:**
Multiple non-identical packages: Select the Type of package here. Do not select a service type for any of the packages.
Special Instructions - You can request additional services, such as Saturday delivery or request a signature for the package. Please note that additional charges may apply for these services.

Email notifications: By default, you are sent an email when your order is successfully placed. You can also Notify Shipper, Notify Recipient & Notify Shipper on delivery. On Notify Others on Delivery, a new field will appear where you can enter additional email addresses and even mobile phone numbers for alerts.
**Order Confirmation page**: Select a Service and ship from this page. Review shipment details on this page.
My Shipment Page: On this page you can - print the airway bill, do a return airway bill and schedule a pickup.

If you’ve changed your mind, you can even cancel the shipment. It’s that easy.
Once you print your airway bill, just affix it to your package. In the case of carrier packaging, you should also have a self-adhesive plastic air bill pouch; place the air bill inside and then stick the pouch to your parcel.

**HINT: You may want to print or email yourself, a second copy of each airway bill for your records.**
Track a Shipment

To locate your parcel, select Track on the top navigation bar and put in the eShip number or the carrier’s tracking number, then click Track.
Reports – My Shipments

My Shipments module: You can see all shipments you’ve processed through eShip, here. Shipping history can be filtered by week or you can modify the calendar for a specific date range.

Note that you can re-print an Airway Bill from this page.

You can select other reports too from this menu.
You can import addresses from UPS & FedEx address books. Click the Import button, then click on the address book client from which you wish to import information and follow the instructions given.

Note: Each carrier may have different instructions
International Shipments

Log into eShip using Single Sign On and then select “International” to be the shipment type.
International Shipments

Select a Classification

Stage 1: Item Classification and Export Control Verification

Select the type of item you are sending

- DOCUMENTS
- SOFTWARE
- PRODUCTS
  (All other dutiable items)

Continue  Start Over
International Shipments

When shipping “Products” you will be required to enter the Schedule B information
Enter a description of the product to find the Schedule B Export Code.
Remember

• All domestic and international shipments with UPS and Federal Express must be processed through Princeton University’s shipping tool, eShipGlobal.

• All required paperwork and labels are generated in the tool.

• Only trained and approved researchers can ship research/clinical materials and Dry Ice. Contact Steve Elwood, in EHS, to get users setup for such shipments.

• Use the QuickShip feature for repeat shipments to the same recipients. It’s easy and saves time.

• Shippers must first complete a user profile which stores University credit card information. All transactions are processed through a University issued credit card and reconciled through Concur.
Weight & Dimensions

• If you are shipping via Carrier Letter, you do not need to furnish any of these specifications, and they will be grayed out.

• If you are shipping via Carrier PAK, Box, or Tube, you will need to enter an approximate weight but not dimensions.

• If you are shipping using “customer packaging, you will need to specify an approximate weight, and the dimensions of the package in inches)

Please note: Approximate weights are perfectly fine, even when using the Ship function to actually send a parcel. All parcels are re-weighted upon pickup and pricing will be adjusted accordingly by the carrier.
Where to find help

• Prime support: prime@princeton.edu, 8-7100
• Other Prime training material, including Quick Reference Guide and FAQ’s are available here