


Spotlight on Safety



Health and Safety News For The Princeton Community • Special Edition

eShipGlobal

In this special eShipGlobal Edition of the *Spotlight on Safety* newsletter, we cover guest shipping for research collaborations.

Guest Shipping With eShipGlobal

EHS and the University's Office of Finance and Treasury are happy to present the revised version of the Research Collaborator (guest shipping) module in the University's eShipGlobal shipping tool. Updates have been made to various aspects of the guest shipper interface including the following.

- Updated/Princeton branded Invitation (email) and Invitation Confirmation
- PDF Instructions delivered with Invitation
- Simplified terminology for easier use
- Automatic link to the Princeton contact (Dropdown list only for multiple invitees)
- Added system 'help' text throughout
- Added instructions for regulated shipments

Any Princeton University affiliate may invite a collaborator to send an inbound shipment using a controlled module of eShipGlobal.

Billing and payment for shipments between researchers and collaborators outside of campus and members of the University community is coordinated via eShipGlobal. To use eShipGlobal, staff members must have a campus NetID and a University credit card.



eShipGlobal is available through the Prime Marketplace. To access the Prime Marketplace, visit the **Prime Portal**. Requisition Creators will access eShip using the

“Requisition” tile and then click on the Prime Marketplace link (within Prime Financials). Shoppers will access eShip through the “Marketplace Shopper” tile on the Prime Portal.

Once in the Marketplace, click the eShipGlobal button to access the module. Upon first accessing eShipGlobal, shippers will complete a one-time update to their shipping profile and input their credit card information.

Click the button below to learn more about using eShipGlobal to facilitate off-site, inbound shipments to campus.

[How to arrange and pay for inbound shipments using eShipGlobal »](#)

Share and forward this newsletter to anyone who uses eShipGlobal.

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Contact the editor with any feedback js74@princeton.edu

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