Manage Research Collaborations
Manage Research Collaborations Overview

• Allows any Princeton University affiliate to invite a collaborator to send an inbound shipment using a controlled module of eShipGlobal to prepare the shipment.
  • The Princeton affiliate’s University credit card is securely charged through eShipGlobal.
  • Shipping liability is placed on the collaborator, not Princeton.

• Beneficial when Princeton would like to pay for a package or shipment that will be shipped by a collaborator.
  • Packages may include documents, software, tangible products or non-restricted research material, and hazardous materials.
Collaborator’s Responsibilities

- Shippers/ Collaborators are responsible for:
  - all aspects of a research shipment.
  - preparing and generating shipping labels, to avoid personal and institutional liability.
  - complying with the hazardous material regulations and export control regulations. This includes training, marking, labeling, packaging, and documentation.
The Research Collaboration module is located under **Account Management > Manage Collaborations**.
Invite Collaborator

Fill out the collaborator’s information and click whether the inbound shipment will be Research or Non-Research Material.

Important Notes:
- The shipment can only be sent to your address.
- You may set the number of shipments you will allow the collaborator to prepare using eShipGlobal.
- You will be responsible for reconciling the credit card charge in Concur once the charge is processed.
Invite Confirmation/Notification

Once the invitation is sent, the Collaborator will receive an email with a link to activate his/her account.

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Invitation to ship

Dear [Recipient],

[Name] is inviting you to use [University]'s shipping account to complete a shipment. [University] requires that shipments of this type be managed through the shipping tool, eShipGlobal. There is no fee to register and all shipping fees are paid by [University].

Before beginning, you must first register your account by clicking [here] or the link below.

If you have any questions about using eShipGlobal portal for shipping, please contact eShipGlobal directly at 1-406-469-1551.

We look forward to servicing your shipping needs.

Sincerely,
The eShipGlobal Team.

Click here to activate the collaboration

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eShipGlobal
19811 Preston Road, Suite 650
Dallas, TX 75248

1-800-469-1551

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Collaboration Confirmation

Once the collaborator completes the registration process, they will receive an email confirming their successful activation.
You can manage your collaborators through the **Collaborator List** where you can re-send invitations, delete collaborators and manage the listing of active collaborators.
## Collaborator Documentation

<table>
<thead>
<tr>
<th>Document</th>
<th>Description/ Link to Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Invoice</td>
<td>Required for most international shipments.</td>
</tr>
<tr>
<td>Biological Declaration</td>
<td>Automatically print out with the Commercial Invoice but must be completed by the Collaborator or the shipment risks being delayed.</td>
</tr>
<tr>
<td>Form(s)</td>
<td></td>
</tr>
</tbody>
</table>
The Shipping Process – Getting Started

1. The Collaborator will enter all required login credentials to begin. Login credentials are included in the **Collaborator’s Registration Confirmation email**.
Disclaimer

A disclaimer will show only the first time a collaborator logs in after registering.

END USER LICENSE AGREEMENT

TERMS OF SERVICE

eShipGlobal ("Shipping Service"), owned and operated by eShipGlobal, Inc ("eShipGlobal"), is provided to universities and to their customers ("CUSTOMER" or "CUSTOMERS" and "USER" or "USERS") under the terms and conditions of this eShipGlobal Terms of Service (TOS) and the agreement between the parties hereto of even date ("Agreement"). The terms "eShipGlobal" and "eShipGlobal, Inc" are used interchangeably herein and provisions of this TOS apply equally to both. By signing below parties hereto are indicating their agreement to be bound by all of the Terms and Conditions of the TOS.

DESCRIPTION OF SERVICE

eShipGlobal is a shipping service provider that coordinates between CUSTOMER location and package delivery companies ("Carriers") as set forth in the Agreement to (i) provide CUSTOMER with a process for initiating shipment of packages via the internet portal and on eShipGlobal’s system, (ii) provide CUSTOMER the capability to send electronic mail ("email") via the World Wide Web to parcel recipients and CUSTOMER designated email addresses, (iii) enable CUSTOMER to obtain and view current status of all transactions and records pertaining to parcels shipped using the Service. eShipGlobal will not take physical possession of any parcels shipped by CUSTOMER and is not liable for loss or damage to such parcels, and (iv) enable handshake between CUSTOMER’s Ordering, Billing, Accounting, and Inventory systems. eShipGlobal may (1) provide equipment, including computers, printers, and any other ancillary equipment, necessary to establish a connection using a cables, conductors, and other equipment provided by eShipGlobal.
The Shipping Process, continued

2. The Collaborator will select **Ship** > from top navigation menu.
3. They will be required to answer questions regarding the shipment contents.
4. The Collaborator must select the individual who invited them to collaborate using the drop-down menu.
5. They will then click **Continue** to proceed.
6. The Collaborator needs to select the appropriate option from the Shipping Selection screen.*

*For this example, we are shipping a material of “Chemical” classification.
Material Entry

1. Collaborators will search for the chemical using the **Material Search** field. **Note:** Most of the other fields will prepopulate based on the material selected. If the chemical is not listed in the **Material Search** field, the collaborator can type the chemical classification manually.

2. Add quantity and net value to the entry.

3. Click **Continue** to proceed.

**Note:** These options will change based on the type of item the Collaborator is shipping. Follow the prompts as necessary.
1. Select the appropriate pre-populated address from the “Ship To” dropdown menu.

2. Enter the Package Type, Weight, and Dimensions.

Note: Since this example contains research materials, the Special Instructions section contains some values (e.g. “Dangerous Goods, Dry Ice”) that the collaborator will complete.

3. Once all the information is entered, click Show Quote to display all shipping options.
Review Service Options

1. Review shipping options available and select the best carrier for the shipment.

2. When ready, click **Ship**.

**Note:** If you need to edit this shipment, it can be done at this time. Once the airway bill is generated, no edits may be made.
Complete Shipment

1. When ready, select Supporting Documents to print any required labels.

2. **Important Note**: all dangerous goods (diamond labels) must be on the same side of the package.

3. Complete Shipment.

4. Check the box that acknowledges and agrees to follow all required rules and regulations associated with this shipment.

5. Click Continue.
Print Airway Bill and Hazardous Materials Label

• Print Airway Bill by clicking **Print Airway Bill** on the confirmation page.

• For all shipments containing chemicals, a chemical label will print and must be adhered to the package before it is shipped.

• It is ultimately the shipper’s responsible to adhere to all aspects of compliance. eShipGlobal will provide valuable information to help throughout the process.
Example of proper label placement for a Category B with No Dry Ice.

Supporting Documentation
Scheduling a Pick-Up

**International**- Collaborators must contact eShipGlobal directly at support@eshipglobal.com or by calling 1-800-816-1615.

**Domestic** – Collaborators can drop off at their nearest drop off box or facility or can schedule a pickup by contacting eShipGlobal directly at support@eshipglobal.com or by calling 1-800-816-1615.
# Resources Available

<table>
<thead>
<tr>
<th>Resource</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Service Center (FSC)</td>
<td><a href="mailto:finance@princeton.edu">finance@princeton.edu</a>; 8-3080</td>
</tr>
<tr>
<td>ORPA Export Control Officer (ECO)</td>
<td><a href="mailto:exports@princeton.edu">exports@princeton.edu</a></td>
</tr>
</tbody>
</table>
| Environmental Health & Safety (EHS)           | General EHS Questions – ehs@princeton.edu  
|                                               | Regulated Materials – shipments-ehs@princeton.edu                       |
|                                               | UPS: [https://www.ups.com/dropoff](https://www.ups.com/dropoff)          |
| Ordering Supplies                             | • Order using the eShipGlobal Supplies Form.  
|                                               | • For items not on the form, email eShipGlobal Customer Service at support@eshipglobal.com. |
| Material/Shipement Specific                   | • Contact your Princeton University collaborator (i.e., the person who provided you shipping access) |
Thank You!