

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

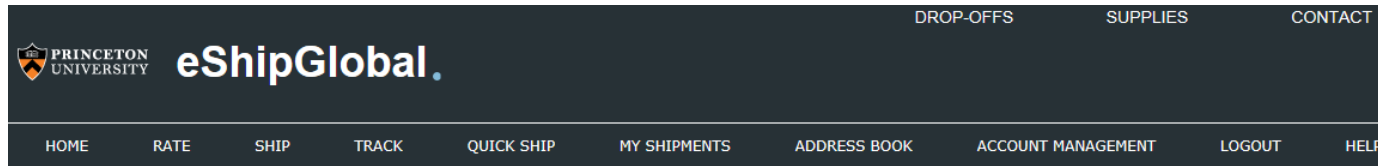
- Shippers/ Collaborators are responsible for:
 - all aspects of a research shipment.
 - preparing and generating shipping labels, to avoid personal and institutional liability.
 - complying with the hazardous material regulations and export control regulations. This includes training, marking, labeling, packaging, and documentation.

Manage Research Collaborations

The screenshot displays the eShipGlobal website interface. At the top, there is a dark navigation bar with the Princeton University logo and the text "eShipGlobal." on the left, and "DROP-OFFS", "SUPPLIES", and "CONTACT" on the right. Below this is a secondary navigation bar with links: HOME, RATE, SHIP, TRACK, QUICK SHIP, MY SHIPMENTS, ADDRESS BOOK, ACCOUNT MANAGEMENT, LOGOUT, and HELP. The "ACCOUNT MANAGEMENT" link is highlighted, and a dropdown menu is open, showing options: User Preferences, Manage Collaborations (highlighted with an orange border), Credit Card Profiles, and Credit Card Alerts. The main content area features a "Welcome Bill Smith" message. Below this is a white box containing a globe icon, the text "Welcome to eShipGlobal", and a sub-message: "Welcome to eShipGlobal's Shipping System. Please select your desired option from the top menu."

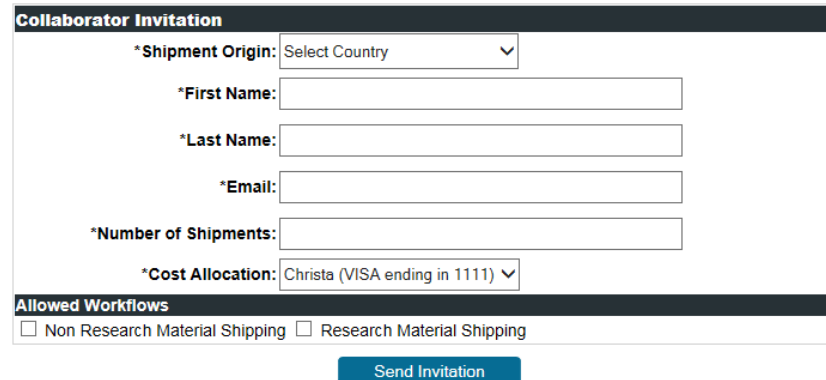
The Research Collaboration module is located under **Account Management > Manage Collaborations**.

Invite Collaborator



Collaborator Invitation

NOTE: All collaborations require valid credit card for cost allocation. Please [click here](#) to add at least one credit card profile before proceeding with the collaborator invitation.



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.



Invitation to ship

Dear Prath Devre,

Janani Murali is inviting you to use Princeton University's shipping account to complete a shipment. Princeton 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 Princeton University.

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

If you have any question about using eShipGlobal portal for shipping, please contact eShipGlobal directly at 1-800-816-1615.

We look forward to servicing your shipping needs!

Sincerely,
The eShipGlobal Team.

[Click here to activate the collaboration](#)

eShipGlobal
18111 Preston Road, Suite 650
Dallas, TX 75252
972-518-1775

Collaboration Confirmation

Once the collaborator completes the registration process, they will receive an email confirming their successful activation.



Registration Confirmation

Dear Prath Devre,

Your registration has been activated successfully. Please find your eShipGlobal log in information below. Note: You will need the password you selected during the registration process to complete the login.

Client ID: PRUN

User Name: Your Email Address

To access your account and start shipping, please click on the link below.

For shipping assistance, follow the step-by-step instructions on how to create a shipment [here](#) (PDF)

Thank you.

Sincerely,
The eShipGlobal Team.

[Click here to login](#)

eShipGlobal
18111 Preston Road, Suite 650
Dallas, TX 75252
972-518-1775

Collaborator Listing

11:29:50 AM 2/4/2019

Collaborator List

	Collaborator Name and Email	Collaboration Status	Shipment Limit	Non Research Material Shipping	Research Material Shipping	Associated Billing Reference	Collaboration created on
Details	Brian Osbourne (brian.osbourne@princeton.edu)	Active	2	N/A	Y	EDIT (VISA ending in 7994)	9/13/2018
Details	Janani Murali (janani.murali@gmail.com)	Active	10	Y	Y	EDIT (VISA ending in 7994)	6/28/2018
Details	Janani Murali (jmurali2208@gmail.com)	Pending Re-send Invitation/Activation Email Delete Collaboration	10	Y	Y	EDIT (VISA ending in 7994)	6/28/2018
Details	Karthik Jagannathan (kjagannathan@eshipglobal.com)	Active	10	Y	Y	EDIT (VISA ending in 7994)	6/28/2018
Details	Janani Murali (jmurali@eshipglobal.com)	Active	10	Y	Y	EDIT (VISA ending in 7994)	6/28/2018
Details	Janani Murali (CNENTWIG@ESHIPGLOBAL.COM)	Pending Re-send Invitation/Activation Email Delete Collaboration	10	Y	Y	EDIT (VISA ending in 7994)	6/28/2018
Details	Lisa Leisinger (lisari@princeton.edu)	N/A	1	Y	N	EDIT (VISA ending in 7994)	4/11/2018

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

Document	Description/ Link to Form
Commercial Invoice	Required for most international shipments. http://images.fedex.com/ca_english/services/pdf/FX_Express_CI.pdf
Biological Declaration Form(s)	Automatically print out with the Commercial Invoice but must be completed by the Collaborator or the shipment risks being delayed. http://images.fedex.com/images/canada/services/international/customsforms/documents/Commercial_Invoice_Customs_Regulatory_Compliance.pdf

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**.

eShipGlobal.

CONTACT

Login

Enter your user credentials below

Client Id

(max 6 characters)

User Name

(max 50 characters)

Password

(min 8 characters) [Forgot your password?](#)

[Reset](#) [Login](#)

Any Problems?
Contact our support department - support@eShipGlobal.com

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

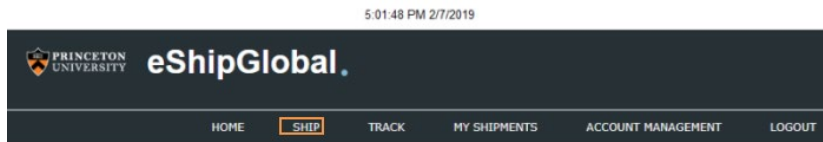
eShipGlobal is a shipping service provider that coordinates between CUSTOMER location and package delivery companies ("Carriers") as set forth in the Agreement to (i) provide CUSTOMER with a process for initiating shipment of packages via the internet portal and on eShipGlobal's system, (ii) provide 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, Pricing, Billing, Accounting, and Inventory systems. eShipGlobal may, (1) provide equipment, including computers, printers, and any other ancillary equipment, necessary to establish a connection

Decline

Accept

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.



SHIPPING SELECTION

Does your shipment contain any of the following:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice

Yes No



3:49:22 PM 2/11/2019

Step 3 : Shipment Creation and Documentation

Sender Information
(Shipper Information)
Prath Devre
Princeton University
701 Carnegie Center
Princeton NJ 08540
Shipping Date: (MM/DD/YYYY) 02/11/2019
Edit

Recipient Information
Select Address

Research Materials

Material Name	Material Classification	UN or ID No.	Harmonized Code	Net Weight	Net Value(USD)	Q ratio
Hydrobromic acid	Chemicals	UN1788		2ml	111	.002

Package Information

The Shipping Process, continued

6. The Collaborator needs to select the appropriate option from the **Shipping Selection** screen.*

HOME SHIP TRACK MY SHIPMENTS ACCOUNT MANAGEMENT LOGOUT HELP

SHIPPING SELECTION

Does your shipment contain any of the following:

- Biological Materials
- Chemicals
- Radioactive Materials
- Dry Ice

Yes No

RESEARCH MATERIAL SHIPPING

Step 1 : Material Classification and Training Verification

Which of the following materials will be part of your shipment? (Check all that apply)

- Biological - Category A, UN2814/UN2900
- Biological - Category B, UN3373
- Biological - GMOs/GMMOs, UN3245
- Biological - Exempt Human or Animal Specimen
- CHEMICALS
- RADIOACTIVE MATERIALS
- NON REGULATED MATERIAL WITH DRY ICE
- NON REGULATED MATERIAL WITHOUT DRY ICE
- SPECIAL PROVISION A180
- SPECIAL PROVISION A152 (DRY SHIPPERS)

Eg: when you select chemical all other material box are gray out.

Start Over Continue

*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.

Step 1 : Material Classification and Training Verification

MATERIAL DATABASE

Please provide details about the material you are shipping in the form below including:

- Material Name (Provide description that includes the origin of the material and solution it is packed in, for example protein derived from rat serum, noninfectious in ethanol)
- Quantity in each inner receptacle (For shipments with multiple inner containers)
- Total Quantity in Package (Total weight or volume of package contents)
- Net Value in USD (Total value of package contents)
- NOTE: For Dry Ice shipments, enter quantity of dry ice (in lbs) in the "Special Instructions" section on the next screen.

Material Entry

Material Classification: Chemical

*Material Search (UNNO/Name):

Material Name:

UN NO:

Proper Shipping Name:

Technical Name:

Class Or Division:

Packing Group:

Labels:

Packing Instructions:

Special Provisions:

Authorization:

Special Permit:

Dangerous goods in excepted quantities?

Dangerous goods in limited quantities? (Max. Net Qty: NA)

Passenger and Cargo

Cargo aircraft only? (Max. Net Qty: NA)

Ground Only

Inner Packaging:

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

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

*Net Value in USD(Min. 1):

Enter the total value of items shipped in each classification.

Shipment Creation

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.

RESEARCH MATERIAL SHIPPING

Step 3 : Shipment Creation and Documentation

Sender Information

(Shipper Information)

Prath Devre
Princeton University
701 Carnegie Center
Princeton NJ 08540

Shipping Date: 02/11/2019

Edit

Recipient Information

Select Address

Research Materials

Material Name	Material Classification	UN or ID No.	Harmonized Code	*Net Weight	Net Value(USD)	Q ratio
Hydrobromic acid	Chemicals	UN1788		2ml	111	.002

Package Information

(Select Package type and Service from the dropdown list)

No. of pkgs. for each address above: 1

Identical Non-Identical

*Type: Select a package

*Total Pkg Weight: (lbs)

Service: Select a service

Dimensions: L x W x H (inches)

Shipment Reference:

Help

Special Instructions

Saturday Delivery

Signature Required

Signature Release

Dangerous Goods

Dry Ice (Express shipments only)

Overpack

Dangerous Goods Type: Accessible Help














Dry Ice Weight: (lbs) Help

Review Service Options

Step 3 : Shipment Creation and Documentation

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.

	Service	Commitment	Sender Information
 <input type="radio"/>	UPS Ground	STD: End of 5th business day ACT: Click here for Actual Commitment	Sender Information Allison Petito 701 Carnegie Center Princeton NJ-08540 US <hr/> Recipient Information Janani Murali 123 Main St address two Plano TX-75024 US <hr/> Package Information Ship Date: 08/16/2018 CUSTOM - 5 lbs <hr/> Special Instructions ² PK
 <input type="radio"/>	UPS 3-Day Select	STD: End of 3rd business day ACT: Click here for Actual Commitment	
 <input type="radio"/>	UPS 2nd Day Air	STD: End of 2nd business day ACT: Click here for Actual Commitment	
 <input type="radio"/>	UPS 2Day Air AM	STD: 2nd business day by 10:30 AM ACT: Click here for Actual Commitment	
 <input type="radio"/>	FedEx Ground	STD: 1 to 5 business days ACT: THREE_DAYS	
 <input type="radio"/>	UPS Next Day Air Saver	STD: Next business day by 3 PM ACT: Click here for Actual Commitment	
 <input type="radio"/>	FedEx Express Saver	STD: 3rd business day by 4:30 PM ACT: 2018-08-21 by 16:30:00	
 <input type="radio"/>	UPS Next Day Air	STD: Next business day by 10:30 AM ACT: Click here for Actual Commitment	
 <input type="radio"/>	FedEx 2Day	STD: 2nd business day by 4:30 PM ACT: 2018-08-20 by 16:30:00	
 <input type="radio"/>	FedEx Standard Overnight	STD: Next business day by 3:00 PM ACT: 2018-08-17 by 15:00:00	
 <input type="radio"/>	FedEx Priority Overnight	STD: Next business day by 10:30 AM ACT: 2018-08-17 by 10:30:00	
 <input type="radio"/>	FedEx First Overnight	STD: Next business day by 8:30 AM ACT: 2018-08-17 by 08:30:00	
 <input type="radio"/>	UPS Next Day Air Early AM	STD: Next business day by 8 AM ACT: Click here for Actual Commitment	

Complete Shipment

Research Material Shipment History

Please find below summary of your shipment(s). Please follow the instructions given below to print the airwaybill(s), schedule a pickup, or to cancel shipments.


- To **Complete Shipment**: Please click on the **Complete Shipment** button. Review the checklists, check the box at the bottom agreeing to the terms, and click on the **Continue** button. The page will close and all the buttons for printing the labels and documents will be enabled to facilitate the completion of this shipment.
- To **Print Airwaybill**: Please click on the **Print Airwaybill** button. For International Shipments, please click on the **Print Documents** button (when available) to print and attach the necessary Customs documents. For Intra-Campus Shipments, please click on the **Print Shipping Papers** button (when available) to print and attach the necessary Customs documents. Failing to attach the documents might incur additional charges from the carrier(s) and might cause delays.
- To **Schedule a Pickup**: Please click on the **Schedule Pickup** button and follow the instructions on that page to get a **Pickup Confirmation number**. Your package(s) will be picked up **ONLY** if you have a **Confirmation number**. If you are unable to get the confirmation number, please contact support.
- To **Cancel a Shipment**: Please select the checkbox next to the tracking number that you wish to cancel and click the **Cancel Shipment** button. Once your label has been cancelled, you will see 'X' in the left column on the label page below. Packages can be cancelled only on the same day that they were created. Please contact support to cancel packages that were created earlier than today that were never used.

 [Printer friendly]

Order #: 101086498

Tracking #: 1Z0A9F081296758444

Shipment Information

Origin	Destination	Package Information	Scan Activity
apetito@princeton.edu Allison Petito 701 Carnegie Center Princeton NJ 08540 United States	Princeton Janani Murali 123 Main St address two Plano TX 75024 United States	 8/10/2018 UPS 3 Day Select CUSTOM 5 lbs PK	No information at this time.

Material Name	Material Classification	
Carbon dioxide	Chemicals	Proper shipping name: Carbon dioxide UN NO: UN1013 Net Weight/Volume: 5 gm Net Value: 1000 USD Case #: Inner Packaging Type: plastic Was chemical synthesized? No Is the chemical a preservative for biological shipment? No Is Cargo only? No Dangerous goods in exempted quantities? Yes

Credit Card for payment: Christi (VISA ending in 4111)

Complete Shipment

Cancel Shipment

Supporting Documents

Shipment History

¹ Package Information legend

Email Notifications : S - Email Shipper, R - Email Recipient, DC - Email Shipper on Delivery

Signature Options: SRQ - Signature Required, SRL - Signature Release

PK - Pickup, DO - Drop-Off

: DV - Declared Value

: DI - Dry Ice

DG - Dangerous Goods

: SD - Saturday Delivery

: RD - Residential Delivery

: RS - Return Shipment

HS - Hold at Station

Shipment Confirmation - Google Chrome

Secure | https://enterpriseqa.eshipglobal.com/services/eshiplab/shipments/confirm_check.a...

AIR WAYBILL – HANDLING INFORMATION

- The statement: "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD"
- "Cargo Aircraft Only" or "CAO", if applicable

PACKAGE(S) AND OVERPACKS

- Package is a new (unused) UN specification package
- Same number and type of packagings and overpacks delivered as shown on DGD

PACKAGE(S) AND OVERPACKS (continued)

Markings

- UN Specification Packaging Used
- The UN or ID number(s)
- The Proper Shipping Name(s)
- The full name(s) and Address(es) of Shipper and Consignee
- For consignments of more than one package of Classes 2 to 6 & 8 the net quantity, or gross weight ... followed by "G", as applicable, marked on the packages
- Carbon Dioxide, Solid (Dry Ice), the net quantity marked on the packages if applicable
- The Name and Telephone Number of a responsible person for Division 6.2 Infectious Substances shipment

Labeling

- The label(s) identifying the Primary risk
- The label(s) identifying the Subsidiary risk next to Primary risk label(s)
- Cargo Aircraft Only label, on the same surface near the Hazard label(s) if applicable
- "Orientation" labels, if applicable
- All above labels correctly affixed

For Overpacks

- Packaging Use markings and hazard and handling labels, as required must be clearly visible or reproduced on the outside of the overpack
- The word "Overpack" marked if all markings and labels are not visible
- "Cargo Aircraft Only" restrictions

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

Continue

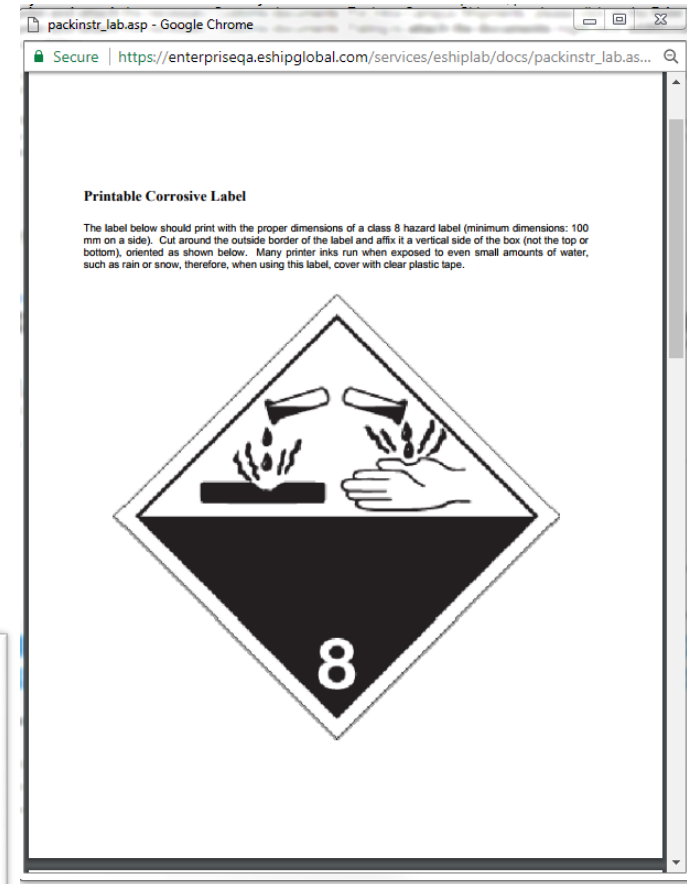
- When ready, select **Supporting Documents** to print any required labels.
- Important Note:** all dangerous goods (diamond labels) must be on the same side of the package.
- Complete Shipment.**
- Check the box that acknowledges and agrees to follow all required rules and regulations associated with this shipment.
- Click **Continue**.

Print Airway Bill and Hazardous Materials Label

- Print AirwayBill by clicking **Print AirwayBill** 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.

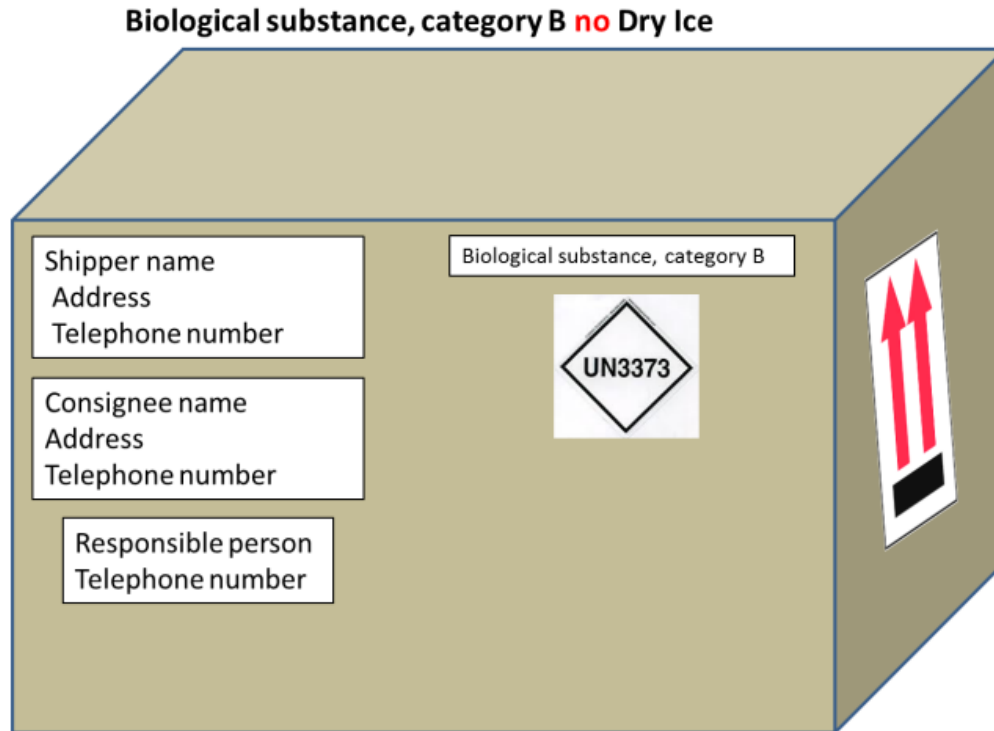
		Dangerous goods in excepted quantities? No	
		ECCN Comments:	
Total for this shipment		\$77.6	
Credit Card selected:	Dept Card (VISA ending in 0347)	Save CC Changes	
Cancel Shipment	Print Airwaybill	Print Documents	Print Dangerous Goods Form
Print all Required Labels	Packaging Instructions	Schedule Pickup	File AES
Supporting Documents		Shipment History	

Package Information legend
Required Labels - By printing required labels, you agree that you will attach the shipping documents to your package. If your shipment contains Dr. please ensure to print the dry ice label and ensure to affix on the package.



Supporting Documentation

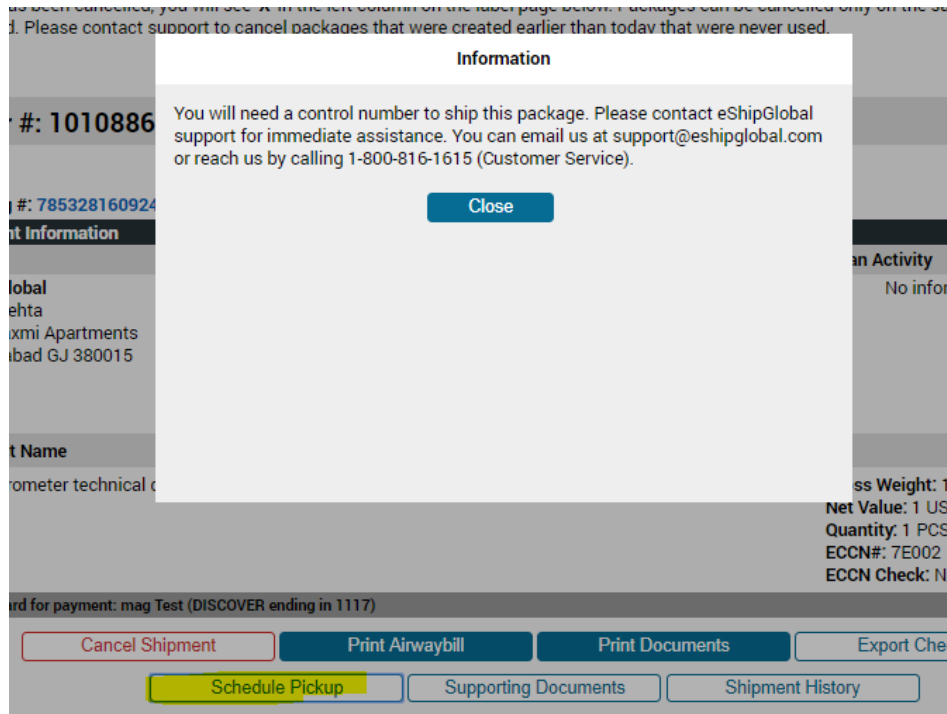
Example of proper label placement for a **Category B with No Dry Ice**.



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

Resource	Details
Financial Service Center (FSC)	finance@princeton.edu ; 8-3080
ORPA Export Control Officer (ECO)	exports@princeton.edu
Environmental Health & Safety (EHS)	General EHS Questions – ehs@princeton.edu Regulated Materials – shipments-ehs@princeton.edu
Locate Drop Boxes	FedEx: http://www.fedex.com/locate/index.html?cc=us#start UPS: https://www.ups.com/dropoff
Ordering Supplies	<ul style="list-style-type: none">• Order using the eShipGlobal Supplies Form.• For items not on the form, email eShipGlobal Customer Service at support@eshipglobal.com.
Material/Shipment Specific	<ul style="list-style-type: none">• Contact your Princeton University collaborator (i.e., the person who provided you shipping access)

Thank You!