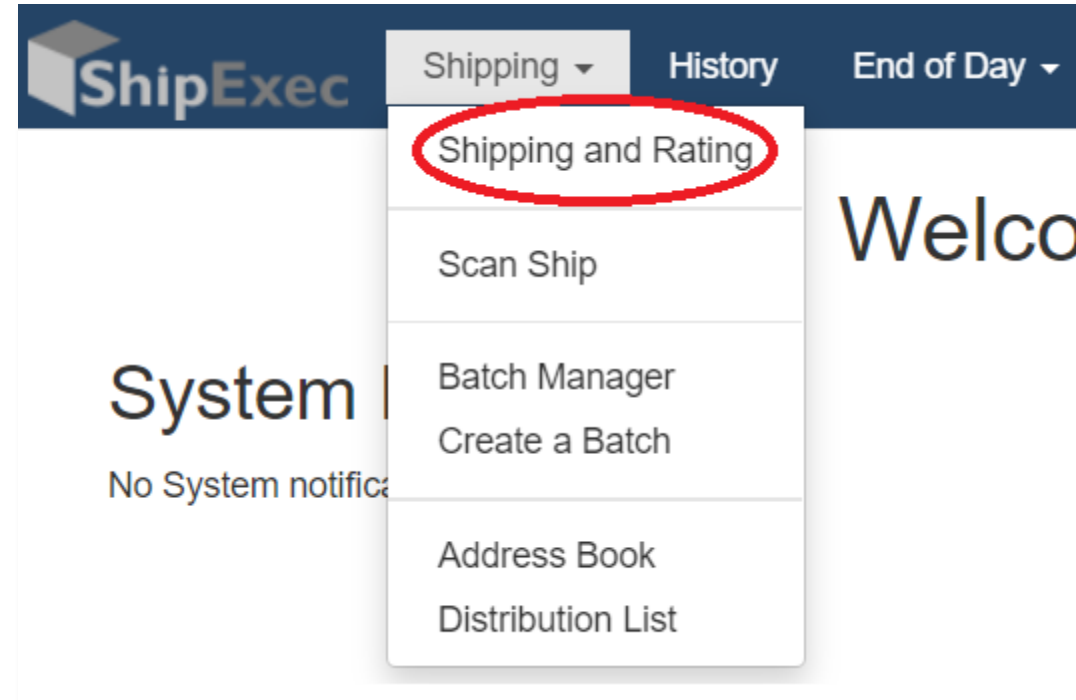


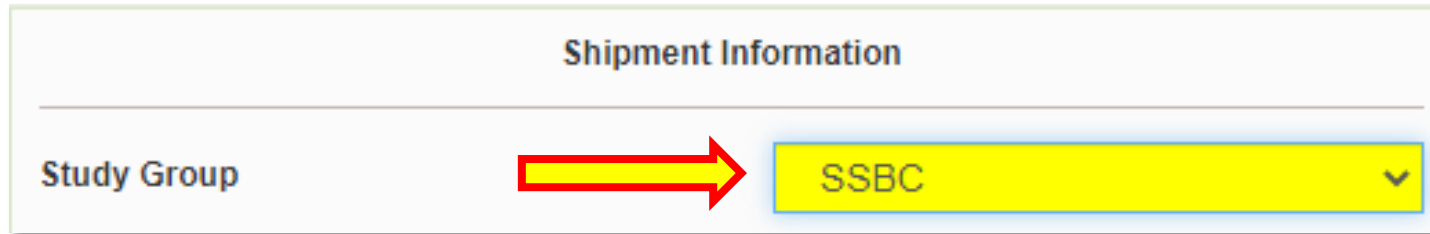
SSBC IU UPS SHIPPING

UPS ShipExec™ Thin Client Training

- Log in to ShipExec™ Thin Client:
<https://kits.iu.edu/ups>
- Click on the “Shipping” dropdown and click on “Shipping and Rating”

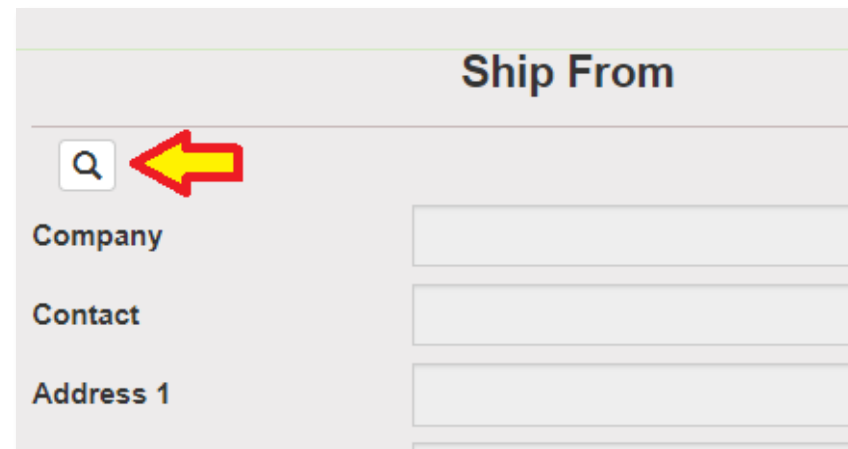


- Choose the name of your study from the “Study Group” drop down menu
 - *This step must be done 1st*



The screenshot shows a form titled "Shipment Information". Below the title is a horizontal line. Underneath the line, the text "Study Group" is followed by a red arrow pointing to a yellow dropdown menu. The dropdown menu is currently displaying "SSBC" and has a small downward-pointing chevron icon on its right side.

- Click on the magnifying glass icon



The screenshot shows a form titled "Ship From". Below the title is a horizontal line. Underneath the line, there is a magnifying glass icon in a square box, with a red arrow pointing to it from the right. Below the icon are three input fields labeled "Company", "Contact", and "Address 1".

- On the right side of the screen, a list of all the site addresses within the study you selected should populate
- User can filter the search for their address further by filling in the “Company”, “Contact”, or “Address 1” fields
- Hit the “Search” button when ready
- Once you have found your site address, click on the “Select” button to the left of the address

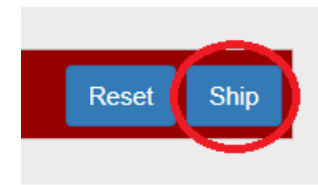
*** If you see any information that needs to be updated, please reach out to IU staff at ssbc@iu.edu with the information that needs changed.**

The screenshot shows a web form titled "Select address book". At the top, there is a table with two columns: "Address Book" and "Type". The first row is highlighted in blue and contains "RETURNS" and "Company". To the right of this table is an "Action" column with a "Select" button circled in red. Below the table are several input fields: "Group" (a dropdown menu with "SSBC" selected), "Code", "Company", "Contact" (with "Kenny" entered), "Address 1", "Address 2", "Address 3", "City", "State/Province", "Postal Code", and "Country/Territory" (a dropdown menu). At the bottom, there are three tabs: "Email", "Phone Fax", and "Account / Tax". Below these tabs is an "Email" input field. At the very bottom, there are two buttons: "Clear" and "Search". A red arrow points to the "Search" button. Three other red arrows point to the "Company", "Contact", and "Address 1" input fields.

- Once back on the main page, make sure your address populated on the left side.
- Enter the total weight of your package in the “Weight” field
 - *Leave the “Dry Ice Weight” field empty or enter “0” if shipping an ambient sample*
- Enter the weight of the dry ice for frozen shipments in the “Dry Ice Weight” field
 - *The “Dry Ice Weight” field can never be higher than the “Weight” field*

Weight	<input type="text"/>	LB ▼
Dry Ice Weight	<input type="text"/>	LB ▼
Description of Return	Biological Specimens	

- If you do NOT need to schedule a pickup, please click on the “Ship” button in the bottom right corner when ready to ship the package



***(Instructions for scheduling a pickup on the next slide, if needed)**

- If you need to schedule a pickup, click on the “Pickup Request” button
- Fill out all fields for the pickup request
- Enter in the “Earliest Time Ready” and “Latest Time Ready” in 24-hour format
 - Users must schedule pickup minimum 1 hour before “Earliest Time Ready”
- Choose a name and number that is the best to contact if the UPS driver has questions related to picking up your package
- Entering the Room Number and Floor will help the UPS driver locate your package
 - Room number field is free text, Floor field is numerical only
- Hit “Save” when done
- Click on the “Ship” button in the bottom right corner when ready to ship the package

Study Group: SSBC

Weight: 20 LB

Dry Ice Weight: 10 LB

Description of Return: Biological Specimens

Pickup Request

Create Pickup Request

Pickup Date: 2020-12-08

Earliest Time Ready: 14:00

Latest Time Ready: 16:00

Contact Name: John Smith

Contact Phone: 787-555-1234

Payment Method: Pay by shipper account

Room Number: 122

Floor: 1

Save Cancel

Reset **Ship**

- Two PDF files should download to your computer after you click “Ship”

ShipExec™ Shipment Receipt

Transaction Date: Tuesday, December 8, 2020

Pickup No: 2929602E9CP

Address Information

Ship To:
John Smith
Indiana University
980 W. Walnut Street
Indianapolis, IN 46202

Shipper:
lugb
Iu School Of Medicine
351 W 10Th St
Indianapolis, IN 46202

Ship From:
lugb
Iu School Of Medicine
351 W 10Th St
Indianapolis, IN 46202

Shipment Information

Service: UPS Next Day Air (UPS Adapter)

Package Information

Pkg No	Tracking No	Packaging Type	Actual Wt	Billable Wt	Insured Value
1	1Z976R8W8430841976	Customer Packaging	20.0	20	0.00

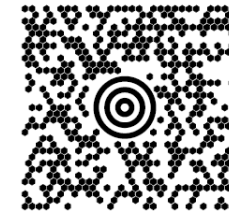
- The “Pickup No:” is the reference number to your specific pickup request in case there are any issues with your package being picked up by UPS
- If you did not schedule a pickup request, your Shipment Receipt will not list a Pickup No.

JOHN SMITH
317-555-1234
INDIANA UNIVERSITY
980 W. WALNUT STREET
INDIANAPOLIS IN 46202

20 LBS
RS

1 OF 1

SHIP TO:
IUGB
317-278-6158
IU SCHOOL OF MEDICINE
TK 217
351 W 10TH ST
INDIANAPOLIS IN 46202



IN 461 9-01



UPS NEXT DAY AIR

1

TRACKING #: 1Z 976 R8W 84 3084 1976



BILLING: P/P
DESC: Biological Specimens
RETURN SERVICE
UN1845, DRY ICE, CLASS 9, 1 x 4.5 KG
AUDIT REQUIRED

Reference No.1: 6683830

- Print out the UPS air waybill to any printer at your location
- Fold the UPS air waybill and slide it inside the plastic UPS sleeve
- Peel the back off the plastic UPS sleeve and stick the sleeve to your package, making sure it is laying as flat as possible along the surface of the package.

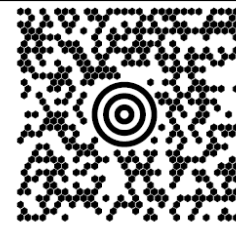
***Your air waybill will not show “SAMPLE” behind the barcode when you view and print it.**

JOHN SMITH
317-555-1234
INDIANA UNIVERSITY
980 W. WALNUT STREET
INDIANAPOLIS IN 46202

20 LBS
RS

1 OF 1

SHIP TO:
IUGB
317-278-6158
IU SCHOOL OF MEDICINE
TK 217
351 W 10TH ST
INDIANAPOLIS IN 46202



IN 461 9-01



UPS NEXT DAY AIR

1

TRACKING #: 1Z 976 R8W 84 3084 1976

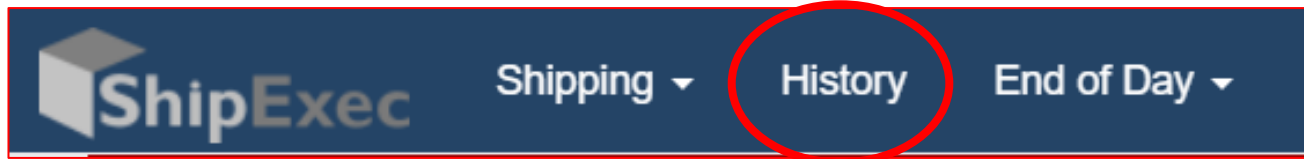


BILLING: P/P
DESC: Biological Specimens
RETURN SERVICE
UN1845, DRY ICE, CLASS 9, 1 x 4.5 KG
AUDIT REQUIRED

Reference No.1: 6683830

- If you need to void your shipment or reprint your air waybill, click on “History” at the top of the ShipExec™ Thin Client page

- If your shipment doesn't automatically pop up, enter in the date of shipment and then click “Search”

A search form with various input fields. The 'Start Ship Date' and 'End Ship Date' fields are both set to '2020-04-21' and have calendar icons to their right. A large red arrow points from the right side of the image towards these date fields. Below the date fields are dropdown menus for 'Site' (set to 'Select Site...'), 'Shipper', 'Carrier', and 'Service'. There are also text input fields for 'Global MSN', 'Global Bundle ID', 'Ship Id', 'Tracking Number', 'Batch Reference', 'Batch Item Reference', 'Shipper Reference', and 'Consignee Reference'. At the bottom of the form are two buttons: 'Consignee' and 'Show Misc References'. At the very bottom right are 'Search' and 'Clear' buttons, with the 'Search' button circled in red.

- To void your package, click on the “X” icon to the far left under “Action”

Action	Global MSN	Tracking Number	Shipper Reference	Consignee Reference	Ship Date	Weight	Rated Weight	Dimension
  	9506	1Z976R8W8430841976		6683830	2020-12-08	20 LB	20 LB	

***Voiding a package will cancel any scheduled pickup request associated with it**

- To reprint your air waybill, click on the printer icon to the far left under “Action”

Action	Global MSN	Tracking Number	Shipper Reference	Consignee Reference	Ship Date	Weight	Rated Weight	Dimension
  	9506	1Z976R8W8430841976		6683830	2020-12-08	20 LB	20 LB	