• 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*

• Click on the magnifying glass icon
• 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.
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

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

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Global MSN</th>
<th>Tracking Number</th>
<th>Shipper Reference</th>
<th>Consignee Reference</th>
<th>Ship Date</th>
<th>Weight</th>
<th>Rated Weight</th>
<th>Dimension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9506</td>
<td>1Z976R8W8430841976</td>
<td></td>
<td>6683830</td>
<td>2020-12-08</td>
<td>20 LB</td>
<td>20 LB</td>
<td></td>
</tr>
</tbody>
</table>

*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”

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