Eship Global Training

March 30, 2015

Presented By
Procurement Management
General Information

Effective May 16, 2011, you will use your cost centers. There is a confirmation system to validate the cost centers you are using. Please double check to ensure your cost centers are correct.

To access Eship Global, contact Jerry Porter at x2427.

For assistance with the portal, contact x5235 for help or email Jerry Porter at jporter@utdallas.edu.
Galaxy Login

GO TO THE GALAXY LOGIN SCREEN

ENTER NET ID AND PASSWORD AND CLICK SIGN IN

- NetID field highlighted

Information and Updates
No articles currently available

Routine Maintenance: The PeopleSoft systems (Omn, Semin HR, Semin Financial) may be unavailable due to routine maintenance on Sunday mornings between 2:00 a.m. and noon.

Browser Compatibility
Galaxy is vendor certified to work with:
- Chrome 24 (Win 8, 7)
- Firefox 17 (OS X, Win 8, 7, 06.15)
- Internet Explorer: 11, 10, 9, 8 (Win 8, 7, 2008-R2, 2012-R2)
- Safari 6, 5 (OS X, iOS 7, 6, 5)

In most cases, Galaxy supports the latest versions of these browsers. However, if you encounter problems, you may need to use one of the versions listed above.

Notes:
1. To use Galaxy, allow JavaScript, accept cookies and turn off pop up blocking.
2. A few documents made Galaxy are in the PDF format and require the free Adobe Reader to open.
3. The compatibility mode available in Internet Explorer 8 is not supported in Galaxy.
   Turn off this feature under Tools > Compatibility, Mode Settings.
Select eProcurement

- eProcurement: Launch the remote purchasing application for UTD users.
- Concur Travel: Link to login page for Concur online booking site for travel reservations.
- JIRA Project Tracking: Link to the JIRA Project Tracking tool. Requires a NetID with a valid JIRA account to login.
Select eShipGlobal Outbound Shipping

Click on hyperlink, and new page will open up
Login for eShip Global

Choose Dallas
Enter your User Name
Enter your Password

Select Login
How to Start

Select SHIP
OR
Select Rate to get a Quote
Note: Quotes are estimates which may change when you enter the actual address.
Options

Choose Option

More Features
More Flexibility
Less Work

Please choose the shipping service that you want to perform from the menu at the top to proceed.

https://www.eshipglobal.com:9040/welcome.asp
Fill out the form. It is best to fill out all the information but you **MUST** fill out the boxes with an asterisk.
### Required areas even for quotes

#### Billing References:
(Choose or enter Billing references for charge back and charge type)

#### Special Instructions:
(Additional charges may apply for some special services)
- Return Shipment (FedEx only)
- Saturday Delivery
- Signature Required (FedEx, UPS & LSO only)
- Signature Release (FedEx, UPS & LSO only)
- Inside Pickup (FedEx Freight shipments only)
- Inside Delivery (FedEx Freight shipments only)

#### Email Notifications:
(Email notifications will be sent free of charge)
- Notify Shipper
- Notify Recipient
- Notify Shipper on Delivery
- Notify Others on Delivery

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3/30/2015
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Notifications and Chose Service

You may choose to show a QUOTE, SHIP, or CLEAR and START OVER.

Showing a QUOTE may give you a better RATE.

If you know what carrier you want, you select it above next to service, then click ship.

Email Notifications:
(Email notifications will be sent free of charge)

- Notify Shipper
- Notify Recipient
- Notify Shipper on Delivery
- Notify Others on Delivery

[Show Quote] [Ship] [Clear]
Example Quote

You may now choose the best option for your delivery.

Notice: Once you select the button of the carrier, it will automatically ship.

<table>
<thead>
<tr>
<th>Service</th>
<th>*Commitment</th>
<th>UT Contracted Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>FedEx Express SameDay</td>
<td>STD: End of same business day</td>
<td>$4.71</td>
</tr>
<tr>
<td>FedEx Express Saver</td>
<td>STD: 3rd business day by 4:30 PM</td>
<td>$4.71</td>
</tr>
<tr>
<td>UPS 2nd Day Air</td>
<td>STD: End of 2nd business day</td>
<td>$5.18</td>
</tr>
<tr>
<td>UPS 2Day Air AM</td>
<td>STD: 2nd business day by 10:30 AM</td>
<td>$5.71</td>
</tr>
<tr>
<td>Lone Star Priority PM</td>
<td>STD: Next business day by 3:00 PM</td>
<td>$5.73</td>
</tr>
</tbody>
</table>

There is a $0.75 fee for printing labels even if you charge a 3rd party.
Create Return Shipment or Cancel

If you need to cancel your shipment you may do so at this time.

You can create a return shipment here.
Print Airway Bill

You must now click on Airway bill to print the tracking information.

**DO NOT CLICK ON SCHEDULE PICKUP.**

If you are creating an airway bill so you can send the shipment from somewhere other than UT Dallas, you can select the email label button and then email it to the sender.
International Shipping

When shipping international, you will need to print 3 airway bills for your shipment. You also need to print the customs documentation.

LINK TO PRINT DOCS
Label
Airway bills

Click Print Airway bill. Select “Back to Summary” Once you have printed your way bills and (if needed) documents, you will place them in the plastic window and place it on the package with the tracking information on top.
Email

When your shipment has been processed, you will receive an email stating it is ready to go. The Mail department will get a text message letting them know it is ready.

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Dear Troy Mcfarland:

Thank you for placing an order at eShipGlobal.com. Your order information appears below. If you need to get in touch with us regarding your order, please contact your admin or send us an e-mail to Support@eShipGlobal.com. We look forward to serving you again.

Sincerely,

The eShipGlobal.com Team

Note: This is not a confirmation for pickup. If you require the package to be picked up, please schedule a pickup through the system from the shipment summary page. The package will not be picked up unless a pickup is scheduled and a confirmation number assigned.

Order date/time: 2018-04-26 08:59 CST

Your order reads as follows:

Order#: 10084
Package#: 1
Tracking #: 1ZK361A466
Receiver:

UT 3500 gb
NETHERLANDS

Package Type: Customer Packaging
Service Type: UPS Worldwide Express
Estimated Shipping Cost: $47.52

Total Estimated Shipping Cost for Order: $47.52