Create A Shipment Screen

Navigational Preview: Hover over or tab through the outlined areas to read about their function. All items in bold on the screen are required.

If you have trouble viewing the rollover information, try unblocking pop-ups. Alternatively, you can use the printable version.

NEXT: Review detailed information on each field of the Create a Shipment page.
DEFINITIONS:

§ Tabs
- Main – Initial page upon login, contains Announcements and OSU Message Center.
- Ship – Screen for entering information to Create A Shipment.
- Admin – Admin use only.
- Help – Contact information if you need to call the local ICVS support.

§ Personal Address Book – Link to page where you may add company names and addresses that you use on a regular basis.

§ Company Address Book - Link to page where you may select from names and addresses used throughout the university.

§ Log Out – Be sure to click this link when you have completed your online shipping session.

§ Profile – the screen at this link allows you to update your information.

§ Links
- Create A Shipment – This is the primary page for entering information for your shipments.
- Distribution Ship – Advanced Users only.
- Batch Ship – Advanced Users only.
- Shipment History – Link to page where you can see details, track, or void a shipment. You can also create an invoice or print a receipt.

§ Ship From Information - When you log in, your ship from information will automatically populate according to the information associated with your Login ID.

§ E-Mail – The email address in this field is used to send any notifications selected in the checkmark boxes below.

§ Shipper.N - Enter the ID for whom the package is being shipped, if applicable.

§ Notification checkmark boxes. Click in the checkmark box to select any notifications that you want sent to the email address in the Ship From “E-Mail” field:
- Ship Notification – when the package is in UPS sorting process.
- Exception Notification – when there is an issue with the package.
- Delivery Notification - when the package is delivered.

§ Ship To Information – You can select ship to addresses from your Address Book or manually enter. See Address Book.

§ E-Mail – The email address in this field is used to send any notifications selected in the checkmark boxes below.

§ Notification Checkmark Boxes. Click in the checkmark box to select any notifications that you want sent to the email address in the Ship-to “E-Mail” field:
- Residential Address
- Ship Notification
- Exception Notification
- Delivery Notification
- Validate Address – default is checked
- Street-Level Validation – not applicable for international shipments
- Add to Personal Addr Bk – system will add the Ship-to information to your
Personal Address Book

§ **Shipment Information**

- **Return Label:** The preferred method is to pay for the item when it is sent back. Alternatively, you can select Prepaid reverse label to pay upfront. Choices on the drop down menu:
  - None
  - Add Return Service Label – creates a label to ship package back from Ship-To address. Example: Repaired items.
  - Return Service Label Only – use this when you are not shipping a package, but need a prepaid label to send to someone who will ship a package to you.
- **Saturday Delivery** indicates that delivery should be made on Saturday, incurring additional charges.
- **Bill Shipping charges** – drop down selections
  - UPS Account - generally selected
  - Receiver – will charge receiving party
  - Third Party - charges another party to pay for the mailing with their UPS account number. A pop-up screen to will allow you to enter their information and UPS account number
- **Label Format:** Always choose WEB.

§ **Package Information**

- **Package number** – “1 of 1” or number of package if there are multiple packages in same shipment.
- **Select from the “Package Type” drop-down menu:**
  - Customer Supplied
  - *Pak
  - *Tube
  - *UPS Express Box
  - *UPS Letter
  *These are UPS Express containers and cannot be sent ground.

- **Weight:** Always enter weight or an estimate unless the package is a UPS Letter. (“0" wt only used if selecting UPS Letter in drop down.)
- **Length/Width/Height** are optional fields to complete.
- **Declared Value:** Packages are automatically insured up to $100.00. More insurance can be purchased separately, up to $50,000.

§ **Delivery Confirmation** drop down menu:

- None
- Signature Required
- Adult Signature Required - Adult (over 21 years old). There is a charge for this type of confirmation, usually between $4 and $6.

§ **Shipper release** – Special circumstance to release UPS from liability upon delivery. For example a package MUST be delivered whether or not someone is available to sign for it.

§ **ChartField values** – Org, Fund, Account are REQUIRED CHARTFIELD values which will be automatically validated.

§ **Dry Ice** – Limited to one selection “UN 1845, Dry Ice, 1X".
Important! Be sure to enter weight in kilograms (KGS).

§ Add another package – This link can be used as long as it is going to the same address.
§ Reset – clears all fields and re-enters default Ship-From information.
§ Continue – Validates information in all fields and when accurately completed will allow user to the shipment confirmation screen.