

Steps to create an eShipGlobal Order

- 1) Click: <https://www.purdue.edu/materials/> or click the eShipGlobal tile on the OneCampus Portal.
- 2) click: **eShipGlobal Platform** link at the bottom of the Materials Management home page.
- 3) click: **Start a Shipment** link.
- 4) click: **Login to EshipGlobal** link.
- 5) Create a User Profile that includes: Purdue University, your name, campus building address, phone number, and email address. *Do not enter special characters such as dashes, slashes, commas as these will cause an error.*
- 6) Hover over the **SHIP** tab and click the **SHIP TO** option.
- 7) Choose whether the shipment contains anything Biological, Chemical, Radioactive, or Dry Ice.
- 8) Choose whether the item is being shipped Domestic or Internationally.
- 9) Complete the required fields:
 - Sender Info** – This info will be pulled from your User Profile as your ship-from address.
 - Recipient Info** – Enter your Ship-to address. *Do not enter special characters such as dashes, slashes, commas as these will cause an error.*
 - Package Info** – Choose your Type of package.
 - If you use packaging with a UPS/FedEx/DHL emblem, choose Carrier Pak, Box, Tube, or Letter.
 - If you use a box without the UPS/FedEx/DHL emblem, choose “Customer Packaging” and enter the Weight and Dimensions in their respective fields.
 - Service:** Leave this field showing: “Select a Service”. By doing this, you will be able to see all the available shipping options and prices, once you click the Show Quote button in Step# 10 below.
 - Billing References** – Choose Prepaid unless the Recipient/Third Party has agreed to pay the shipping charges and provided you with their UPS/FedEx/DHL account number.
 - Cost Allocation** – Company Code (Use PUR for Purdue accounts. Use ARI for PARI accounts.)
Account Type (IO: 10-digit number) (WBSE: F.xxxxxxxx.xx.xxx number) (BP: 9-digit number)
 - Special Instructions** – Choose any Special Instructions you require for this shipment, including a Declared Value of the item to insure your shipment in the event of loss or damage.
 - Email Notifications** – Check mark the suitable boxes for shipper/recipient to receive notifications. *Click “Notify Others on Delivery” to enter up to 4 additional email addresses for notifications.*
- 10) Click **SHOW QUOTE** button to see all the carrier options and service types on the next screen.
- 11) Choose the shipping option that you prefer and click the appropriate radial button.
- 12) Review your shipment details and click the **SHIP** button once.
 - Clicking the SHIP button more than once will create multiple shipments, causing confusion.*
- 13) For Hazardous & International Orders - For most orders that require approval, once the order has been approved by Purdue’s EHS (HazMat Team) and Purdue’s Export Controls Team, you will likely receive an approval email. Most times, these approval emails are sent to your junk email inbox.
 - Please do not send the package to MMDC until you confirm the order is approved to ship.
- 14) Tape the Shipment Summary page or approval email to your package.
- 15) Hand the package to your building deputy/receiver or place it in the outgoing mail location.
- 16) Purdue’s Campus Mail driver will pick up your package and bring it to MMDC.
- 17) The MMDC Shipping dept, will print the UPS/FedEx/DHL Shipping label, required labels (like dry ice), and required Customs documentation that are all generated by the eShipGlobal software.
- 18) DHL arrives at MMDC at 3:30pm for pickup, while FedEx and UPS arrive at 4:30, Monday – Friday.
- 19) You can track your package within eShipGlobal by clicking the “My Shipments” tab and entering your eShipGlobal order or carrier tracking number into the search bar.