



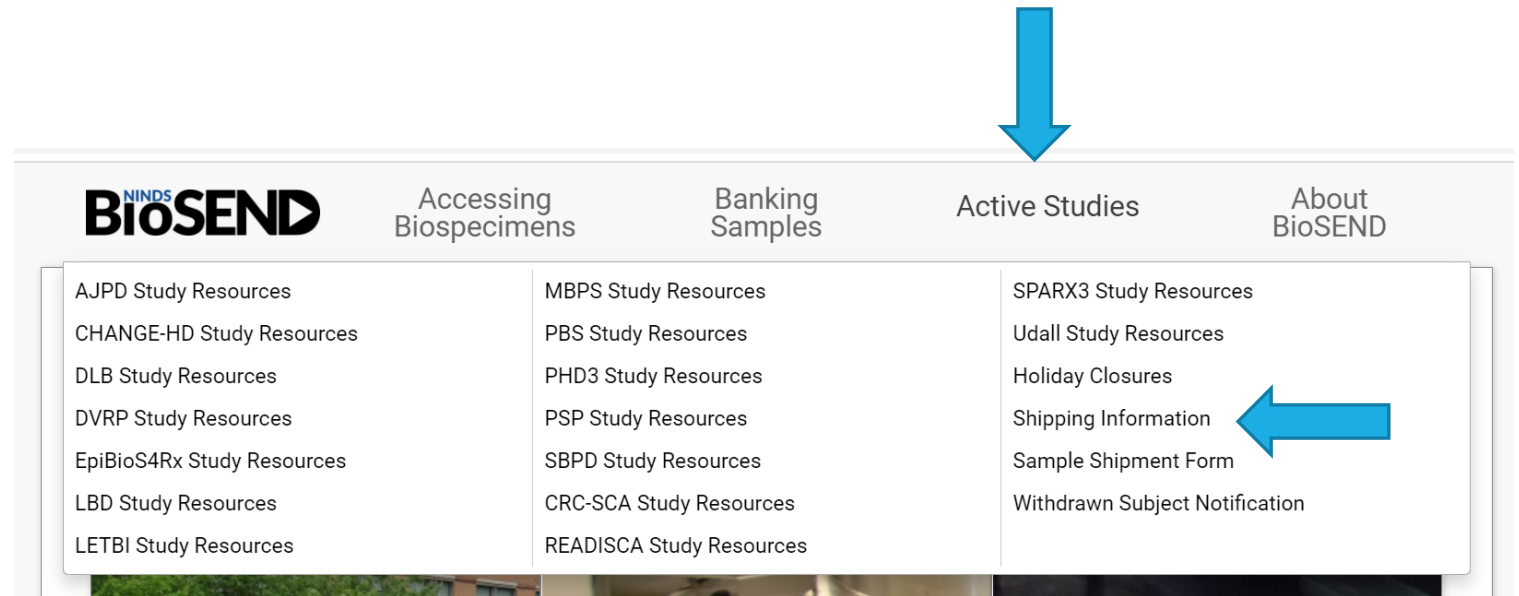
UPS ShipExec™ Thin Client Training for New Users

HOW TO REQUEST AN ACCOUNT, UPDATE ADDRESS, GENERATE SHIPPING LABELS & SCHEDULE PICKUPS

New Account or Address Change


HOW TO REQUEST NEW USER ACCOUNT OR UPDATE YOUR SITE'S
ADDRESS IN UPS

- Both New User and Address Update requests are made through the BioSEND website, biosend.org
- At the top of the home page, select “Active Studies”, then “Shipping Information”
- Click on the link to “BioSEND UPS Account & Address Update Request”



- Begin survey by selecting your Study Name and Site

NINDS
BIOSEND

Resize font: 

BioSEND UPS Account & Address Update Request

Study Name

READISCA Study Site

Do you need to update your site's shipping address in UPS?

[reset](#)

Do you need to request a new user account for UPS?

[reset](#)

Comments

[Expand](#)

- By selecting to update your site's shipping address, you will be prompted to provide the new/corrected information for your site
- Note that this address is where your site ships samples from and where you will schedule UPS pickups in the UPS system
- This address will not impact the address we have for your site in your study's Kit Request Module

Do you need to update your site's shipping address in UPS?	<input checked="" type="radio"/> Yes <input type="radio"/> No	reset
Do you need to request a new user account for UPS?	<input type="radio"/> Yes <input type="radio"/> No	reset
Site Shipping Address:	<input type="text"/>	Expand <small>If you schedule a pick-up while generating an airbill, UPS will use this address as the pick-up location</small>
Shipping Contact Name	<input type="text"/>	
Shipping Contact Phone Number	<input type="text"/>	
Shipping Contact Email	<input type="text"/>	
Comments	<input type="text"/>	Expand
<input type="submit" value="Submit"/>		

- By selecting to request a new account, you will be prompted to provide the necessary information for us to generate the account

Do you need to request a new user account for UPS?

Yes

No

[reset](#)

First Name

Last Name

Email Address

Comments

[Expand](#)

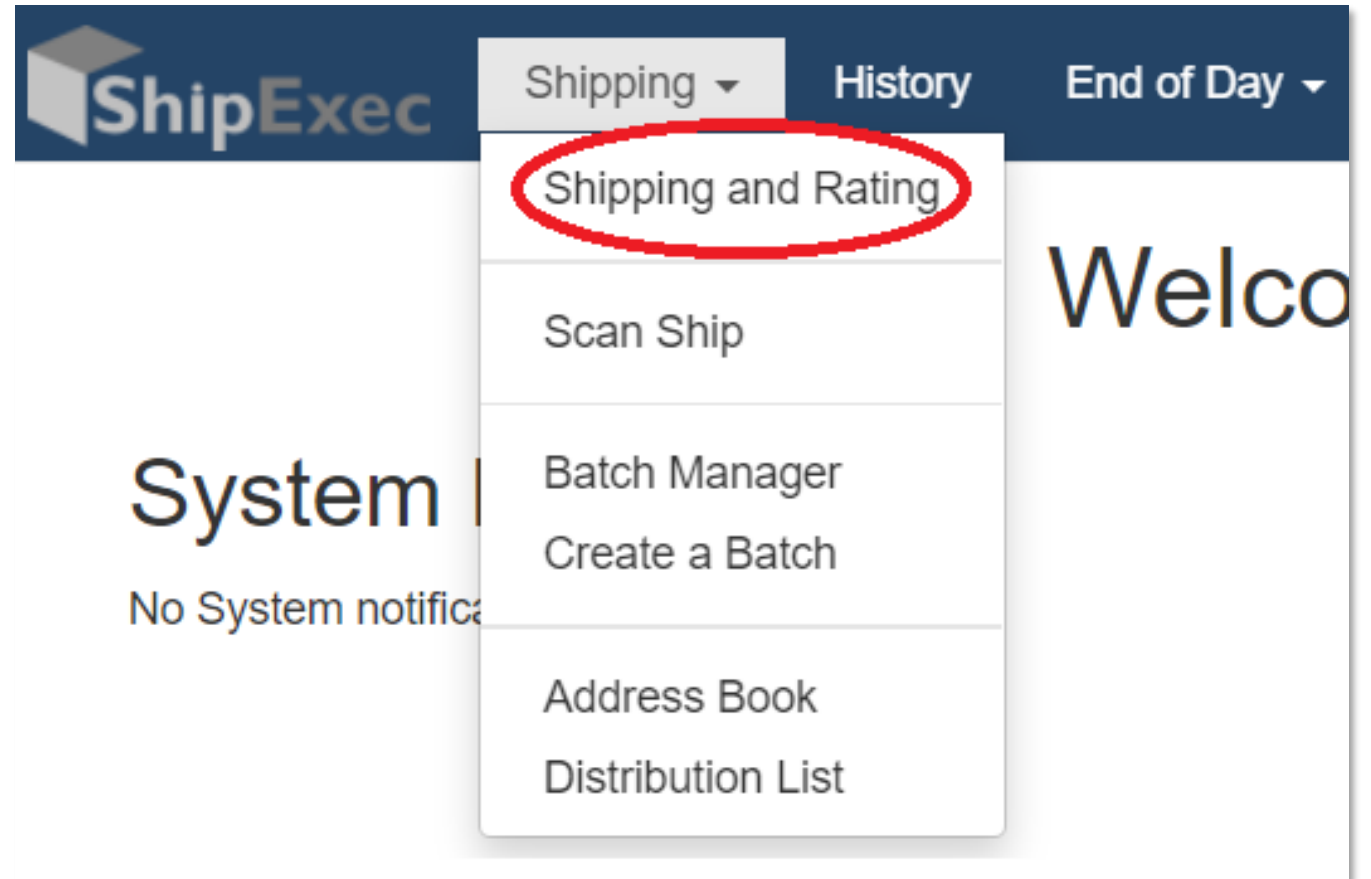
- You may request both an address update and new user account in the same request
- Ensure to click “Submit” at the bottom of the page once you have completed the form
- BioSEND will process your request in 1-2 business days. Please reach out to biosend@iu.edu for urgent matters

Study Name	READISCA	▼
READISCA Study Site	Columbia University	▼
Do you need to update your site's shipping address in UPS?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
		reset
Do you need to request a new user account for UPS?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
		reset

Shipping Labels & Pickups



HOW TO GENERATE A SHIPPING LABEL FOR YOUR PACKAGE & SCHEDULE A PICKUP

- 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

Shipment Information

Study Group  SSBC 

Ship From

Company

Contact

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 use the address update request link on https://biosend.org/shipping_addresses.html

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 in the table has "RETURNS" in the "Address Book" column and "Company" in the "Type" column. To the right of this table is an "Action" column containing a "Select" button, which is circled in red. Below the table, there 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). Below these fields are three tabs: "Email", "Phone Fax", and "Account / Tax". Under the "Email" tab, there is an "Email" input field. At the bottom of the form, there are two buttons: "Clear" and "Search". A red arrow points to the "Search" button. Three red arrows point to the "Company", "Contact", and "Address 1" input fields. A red arrow also points to the "Select" button in the "Action" column.

- 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	

Study Group	SSBC ▼	
Weight	<input type="text" value="20"/>	LB ▼
Dry Ice Weight	<input type="text" value="10"/>	LB ▼
Description of Return	Biological Specimens	
Pickup Request		

- Click on the Pickup Request button if you would like to generate a pickup request at this time. Note that the pickup will occur at the address for your site in the UPS system. See next slide for details.

- If your site already has a UPS pickup scheduled or you have a different way of getting your package to UPS, you do not need to schedule a Pickup Request. Proceed by clicking the “Ship” button.

Next step if scheduling a pickup:

Study Group	SSBC	▼
Weight	20	LB ▼
Dry Ice Weight	10	LB ▼
Description of Return	Biological Specimens	



Pickup Request

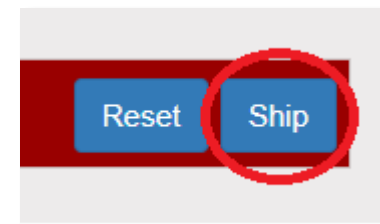
Next step if scheduling a pickup is not needed:



- If scheduling a pickup:
- 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
- Hit “Ship” to proceed

Create Pickup Request ✕

Pickup Date	<input type="text" value="2020-12-08"/> 
Earliest Time Ready	<input type="text" value="14:00"/>
Latest Time Ready	<input type="text" value="16:00"/>
Contact Name	<input type="text" value="John Smith"/>
Contact Phone	<input type="text" value="787-555-1234"/>
Payment Method	<input type="text" value="Pay by shipper account"/> 
Room Number	<input type="text" value="122"/>
Floor	<input type="text" value="1"/>



- 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

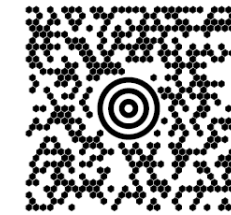
* The “Pickup No:” is the reference number to your specific pickup request in case there are any issues with your package being picked up by UPS

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

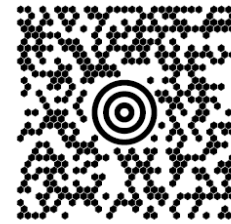
- Print out the UPS air waybill to any printer at your location
- Fold the UPS air waybill and slide it inside the plastic UPS sleeve provided in study kits
- Peel the back off the plastic UPS sleeve and stick the sleeve to your package, making sure it is laying as flat as possible along the surface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

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

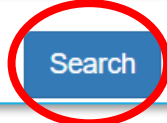


BILLING: P/P
DESC: Biological Specimens
RETURN SERVICE
UN1845, DRY ICE, CLASS 9, 1 x 4.5 KG
AUDIT REQUIRED

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”

Start Ship Date	<input type="text" value="2020-04-21"/>	<input type="button" value="Calendar"/>
End Ship Date	<input type="text" value="2020-04-21"/>	<input type="button" value="Calendar"/>
Site	<input type="text" value="Select Site..."/>	
Shipper	<input type="text"/>	
Carrier	<input type="text"/>	
Service	<input type="text"/>	
Global MSN	<input type="text"/>	
Global Bundle ID	<input type="text"/>	
Ship Id	<input type="text"/>	
Tracking Number	<input type="text"/>	
Batch Reference	<input type="text"/>	
Batch Item Reference	<input type="text"/>	
Shipper Reference	<input type="text"/>	
Consignee Reference	<input type="text"/>	
<input type="button" value="Consignee"/>		
<input type="button" value="Show Misc References"/>		
<input type="button" value="Search"/>		<input type="button" value="Clear"/>



- 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	

- 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	