



## **UPS ShipExec™ Thin Client Training for New Users**

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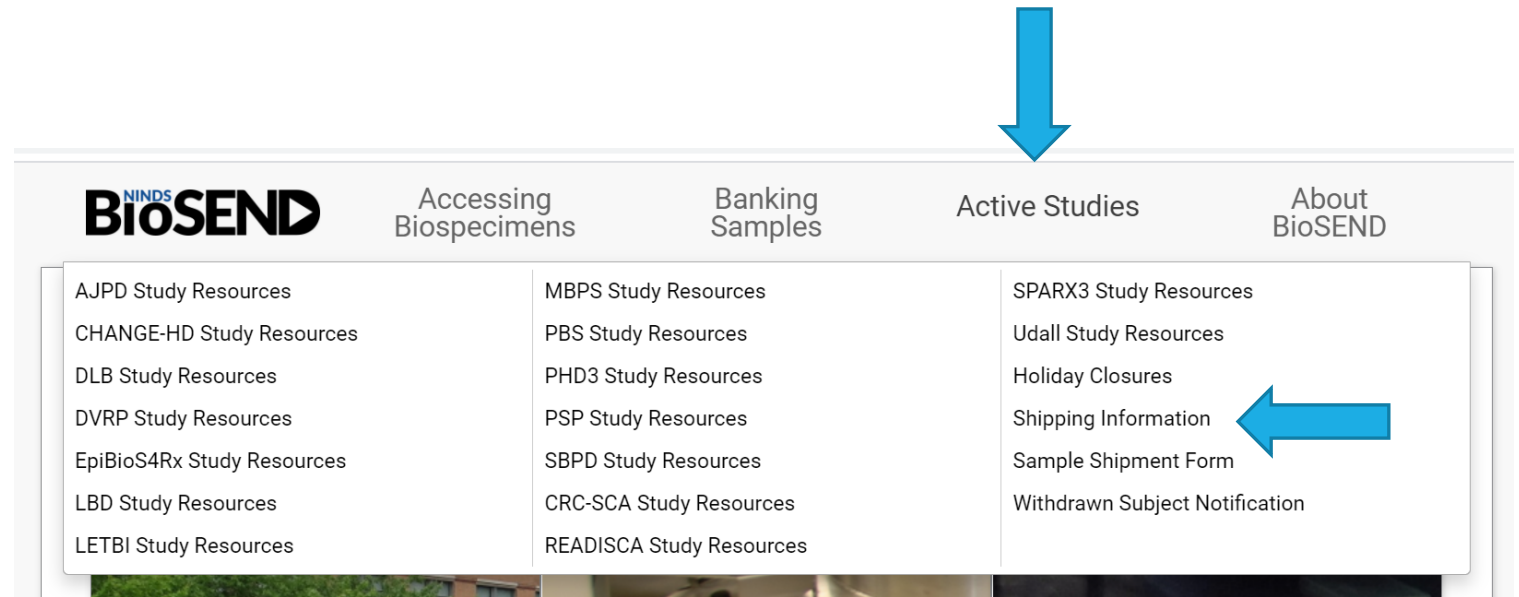
HOW TO REQUEST AN ACCOUNT, UPDATE ADDRESS, GENERATE SHIPPING LABELS & SCHEDULE PICKUPS

# New Account or Address Change


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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”



The screenshot shows the BioSEND website navigation menu. A large blue arrow points down to the 'Active Studies' tab. A smaller blue arrow points left to the 'Shipping Information' link in the dropdown menu.

|  | Accessing Biospecimens | Banking Samples          | Active Studies                 | About BioSEND |
|---|------------------------|--------------------------|--------------------------------|---------------|
| AJPD Study Resources  |                        | MBPS Study Resources     | SPARX3 Study Resources         |               |
| CHANGE-HD Study Resources   |                        | PBS Study Resources      | Udall Study Resources          |               |
| DLB Study Resources   |                        | PHD3 Study Resources     | Holiday Closures               |               |
| DVRP Study Resources  |                        | PSP Study Resources      | Shipping Information           |               |
| EpiBioS4Rx Study Resources  |                        | SBPD Study Resources     | Sample Shipment Form           |               |
| LBD Study Resources   |                        | CRC-SCA Study Resources  | Withdrawn Subject Notification |               |
| LETBI Study Resources   |                        | READISCA Study Resources |                                |               |

- Follow the link to request a new user account

## UPS Shipping Resources

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To generate air waybills and schedule UPS pickups for shipments to BioSEND, please visit the UPS ShipExec™ Thin Client [website](#).


For instructions on how to use the UPS ShipExec™ Thin Client website, please refer to the [BioSEND UPS ShipExec™ Thin Client Guide](#)

To request a new user account for UPS ShipExec™ Thin Client or to request an update to your site's address in the system, please [use this form](#) to submit your 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<br><input type="radio"/> No | reset   |
| Do you need to request a new user account for UPS?         | <input type="radio"/> Yes<br><input type="radio"/> No            | reset   |
| Site Shipping Address:                                     | <input type="text"/>   | Expand<br><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](mailto: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<br><input type="radio"/> No<br><small>reset</small> |
| Do you need to request a new user account for UPS?         | <input checked="" type="radio"/> Yes<br><input type="radio"/> No<br><small>reset</small> |

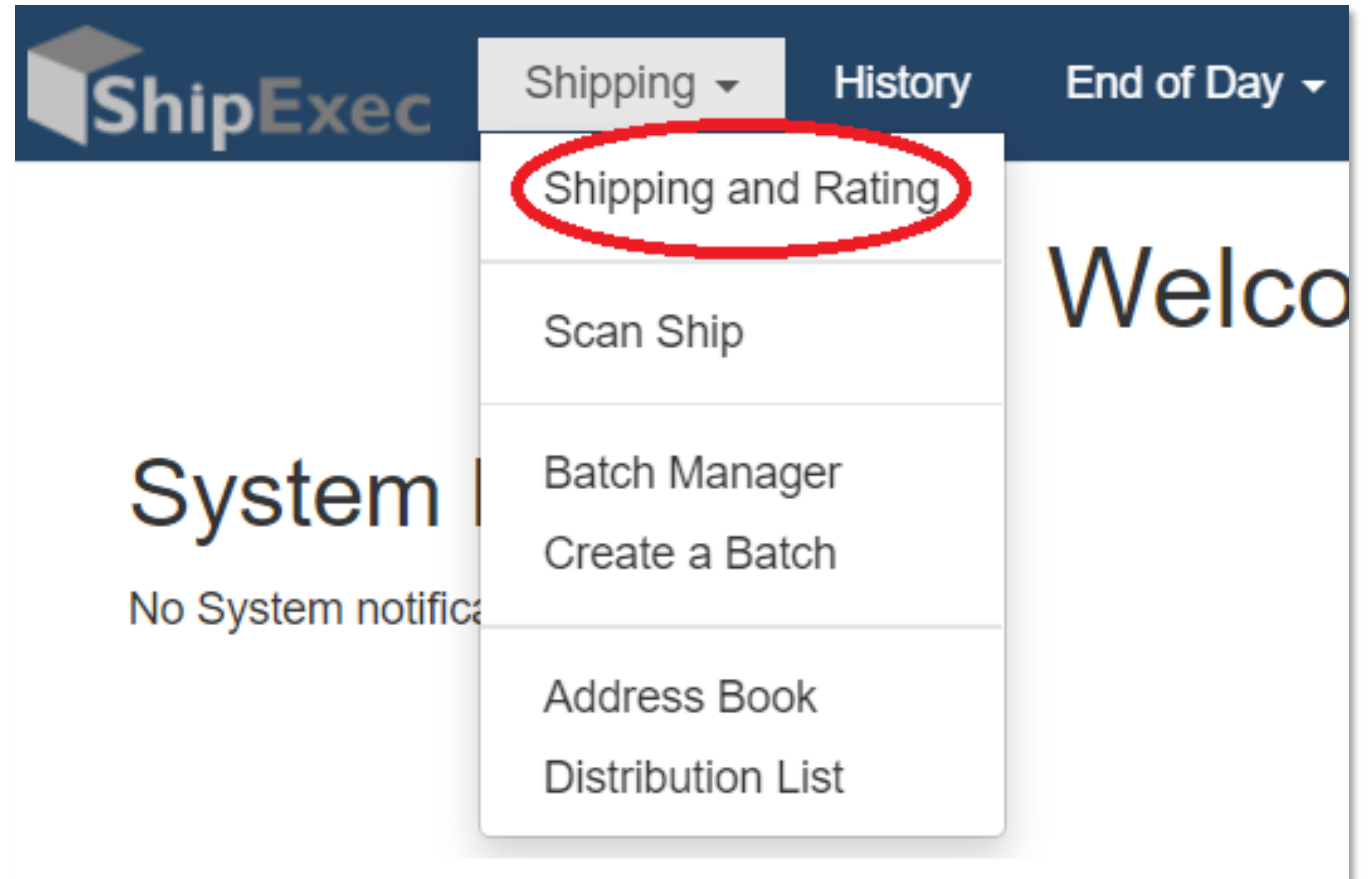


# Shipping Labels & Pickups

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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 1<sup>st</sup>*
- Click on the magnifying glass icon



**Shipment Information**

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Study Group  SSBC ▼

**Ship From**

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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](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 is highlighted in blue and contains the text "RETURNS" and "Company". To the right of this table is an "Action" column containing a blue "Select" button, which is circled in red. Below the table are several input fields: "Group" (a dropdown menu with "SSBC" selected), "Code", "Company", "Contact" (containing "Kenny"), "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 is an "Email" input field. At the bottom of the form are two buttons: "X Clear" and "Q Search". The "Search" button is highlighted with a yellow arrow pointing to it from the right. Three other yellow arrows point from the right to the "Company", "Contact", and "Address 1" input fields.

- 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            |      |
| <a href="#">Pickup Request</a> |                                 |      |

- 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**

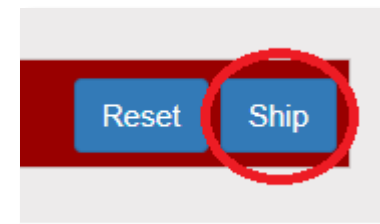
Next step if scheduling a pickup is not needed:

**Reset** **Ship**

- 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”
- Note that the latest time a package can be picked up will vary depending on your local UPS staff and route schedules. Please contact your local UPS if you are unsure of the latest pickup time available.



### Create Pickup Request ✕

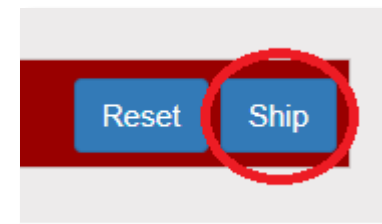
|                     |   |
|---------------------|---|
| Pickup Date         | <input type="text" value="2020-12-08"/>              |
| Earliest Time Ready | <input type="text" value="14:00"/>  |
| Latest Time Ready   | <input type="text" value="16:00"/>  |
| Contact Name        | <input type="text" 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"/>  |



- 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
  - These fields are numeric characters 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          |

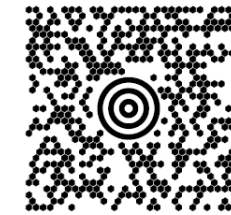
\* The “Pickup No:” is the reference number to your specific pickup request in case there are any issues with your package being picked up by UPS

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

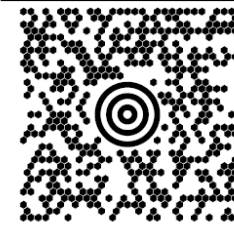
- Print out the UPS air waybill to any printer at your location
- Fold the UPS air waybill and slide it inside the plastic UPS sleeve provided in study kits
- Peel the back off the plastic UPS sleeve and stick the sleeve to your package, making sure it is laying as flat as possible along the surface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

JOHN SMITH  
317-555-1234  
INDIANA UNIVERSITY  
980 W. WALNUT STREET  
INDIANAPOLIS IN 46202

20 LBS  
**RS**

1 OF 1

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IUGB  
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**UPS NEXT DAY AIR**

**1**

TRACKING #: 1Z 976 R8W 84 3084 1976

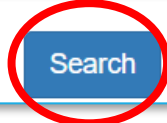


BILLING: P/P  
DESC: Biological Specimens  
RETURN SERVICE  
UN1845, DRY ICE, CLASS 9, 1 x 4.5 KG  
AUDIT REQUIRED

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="📅"/>     |
| End Ship Date                                       | <input type="text" value="2020-04-21"/>     | <input type="button" value="📅"/>     |
| 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        |           |