

# Shipping a Sample Request to a Customer

## Collecting the Sample

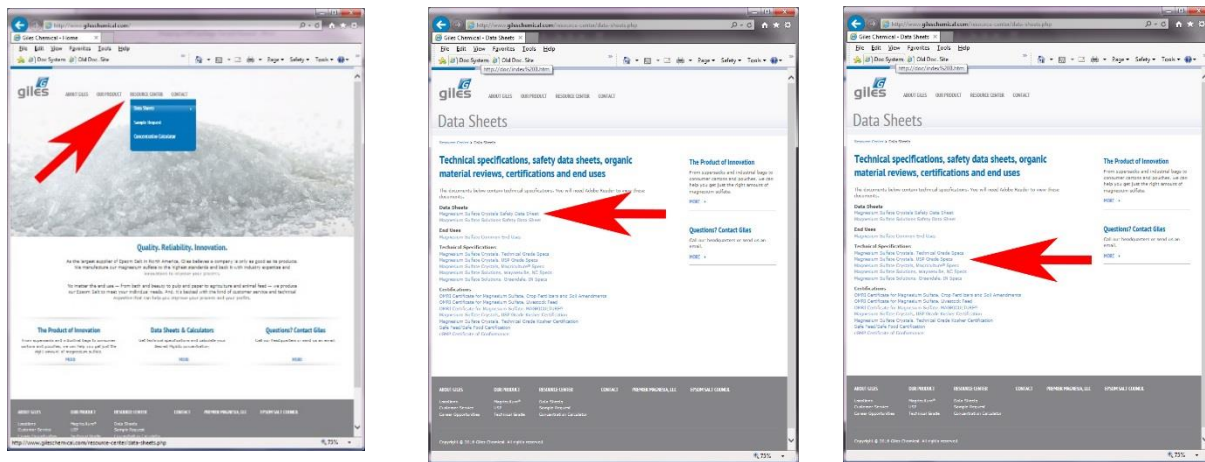
Forward the Sample Request to the Quality Department to either Rick Hall or Lisa Hefner. One of these Quality Associates will collect the sample in a plastic bag. The bag measures 8 X 10 inches and will hold up to 3 pounds. The lot number, date, salt grade and initials of the person collecting the sample will be written on the bag. The sample will be available for pickup in the Quality Library.

## Shipping Documentation

When shipping samples, documentation must be sent with the samples. These can be found on the Giles web site, <http://www.gileschemical.com> under **resource center/data sheets**.

SDS:

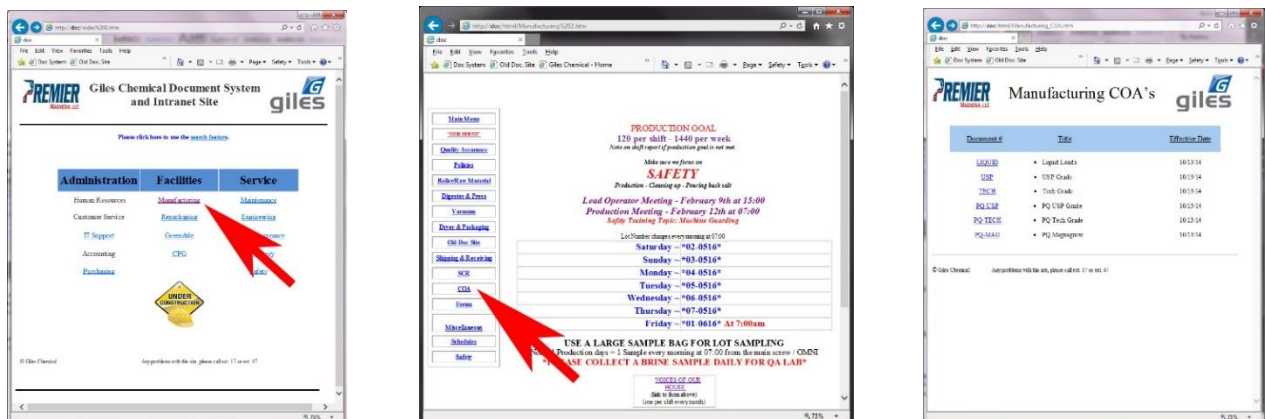
Magnesium Sulfate Crystals Safety Data Sheet.



Technical Specifications: The sample request may be for one or both grades.

Magnesium Sulfate Crystals, USP Grade Specs

Magnesium Sulfate Crystals, Technical Grade Specs

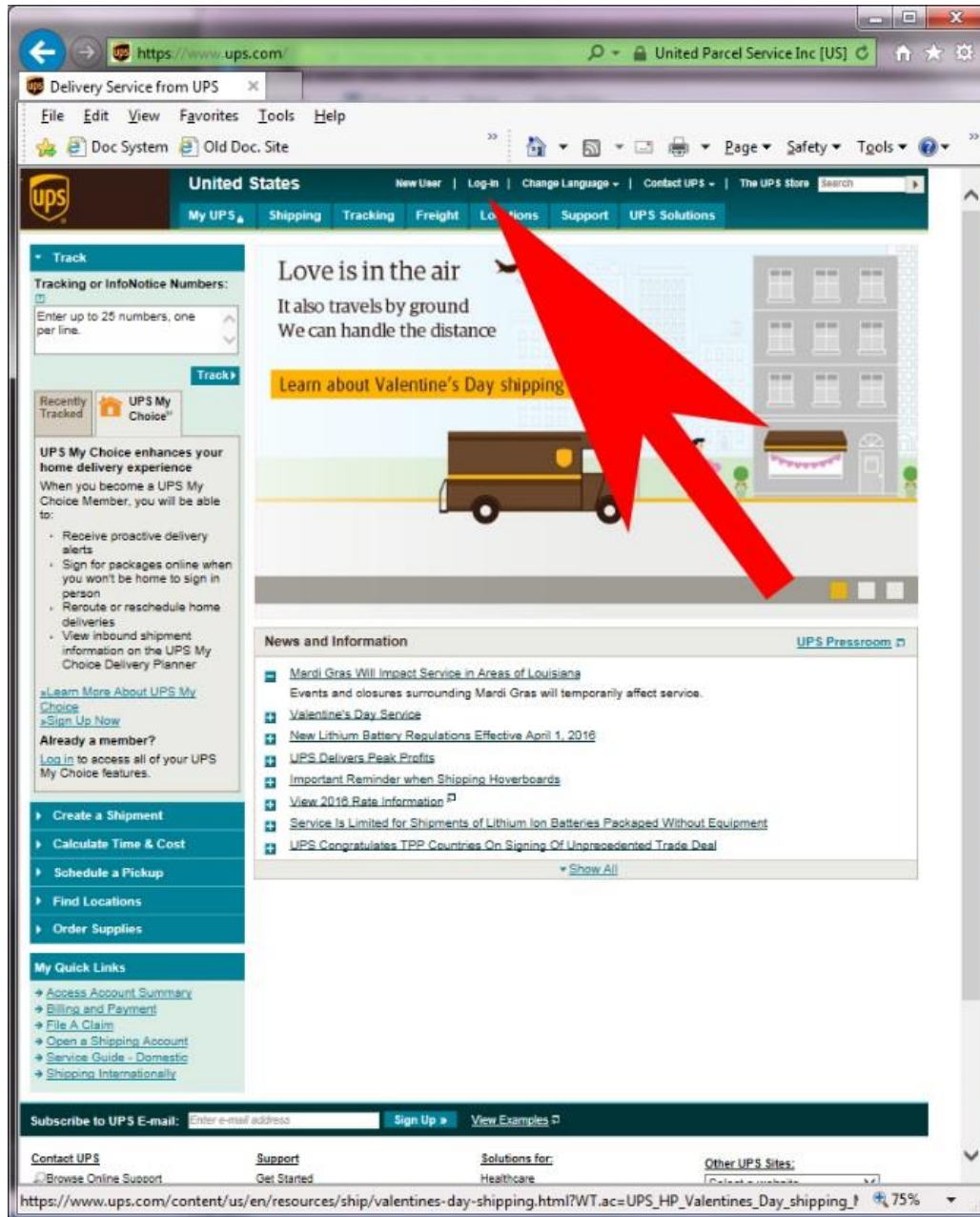


The Certificate of Analysis for USP or Tech grades of salt can be found on the Doc. System and must also be included.

# Shipping

Open a web browser and go to [www.ups.com](https://www.ups.com)

On the top banner, click on the link: **Log-In.**



On the left side on the screen, click in the **User ID:** box. Type: **showell102**  
Click on the **Password** box type: **shelby01**  
Then click on **Log In>>**

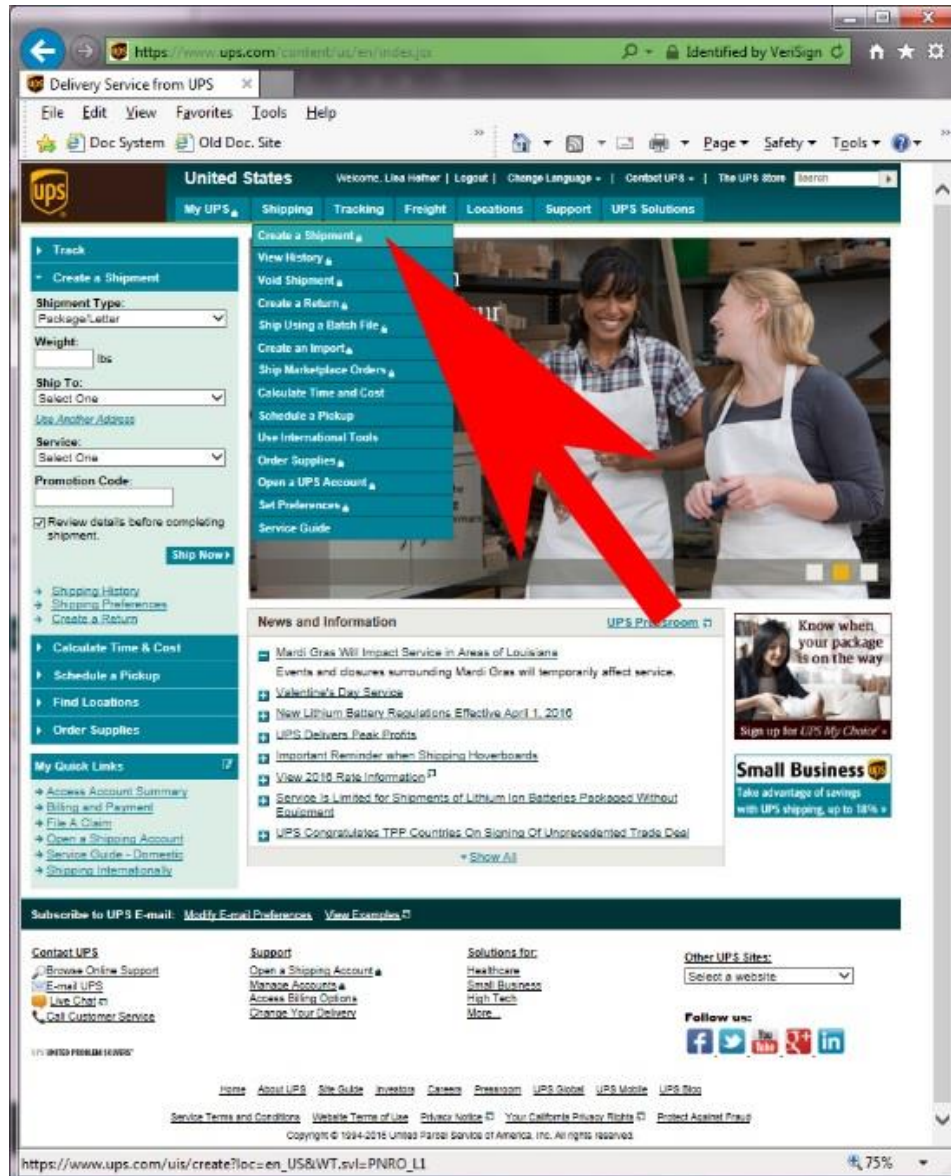
The screenshot shows the UPS website's login and registration page. The browser address bar displays the URL: [https://www.ups.com/one-to-one/login?loc=en\\_US&returnto=http://www.ups.com](https://www.ups.com/one-to-one/login?loc=en_US&returnto=http://www.ups.com). The page header includes the UPS logo, "United States", and navigation links for "My UPS", "Shipping", "Tracking", "Freight", "Locations", "Support", and "UPS Solutions".

The main content area is titled "Log In or Register". It is divided into two sections:

- Log In:** This section prompts users to log in with their My UPS Account. It includes a "User ID:" field containing "showell102", a "Password:" field with masked characters, and a "Remember Me" checkbox. A red arrow points to the "Log In" button. Below the fields, there is a link for "I forgot my User ID or Password".
- New Users - Register Now:** This section encourages new users to register, listing benefits such as time-saving features, address book, shipping history, and international services. A "Register Now" button is at the bottom.

Below the login/register section, there is a "Subscribe to UPS E-mail" field and a "View Examples" link. The footer contains various links for "Contact UPS", "Support", "Solutions for", "Other UPS Sites", and "Follow us" on social media. The page is displayed at 75% zoom.

On the top menu bar, move your mouse over to the second tab, **Shipping** and click the first button, **Create a Shipment**. It is important to note that information must be entered in the boxes that have a gold diamond next to them. If there is no diamond next to them, you can leave them blank. (i.e. Package Dimensions)





The screenshot shows the 'Create A Shipment' page on the UPS website. The page is titled 'Create A Shipment' and includes a navigation bar with links like 'My UPS', 'Shipping', 'Tracking', 'Freight', 'Locations', 'Support', and 'UPS Solutions'. A sidebar on the left contains links for 'Create a Shipment', 'View History', 'Create a Return', 'Ship Using a Batch File', 'Create an Invoice', 'View Marketplace Orders', 'Calculate Time and Cost', 'Schedule a Pickup', 'UPS International Tools', 'Order Supplies', 'Open a UPS Account', and 'Set Preferences'. The main content area is divided into sections: 'Begin Your Shipment' (with a 'Set your preferences to enable one-step shipping' message), 'Where is this shipment going?' (with 'Address Book' and 'Enter a New Address' fields), 'Where is this shipment coming from?' (with 'Ship From Address' and 'Return Address' fields), and 'What are you shipping?' (with 'Number of Packages', 'Packaging Type', and 'Package Declared Value' fields). A large red arrow points to the 'Edit' link next to the 'Ship From Address'.

### Step 1:

*Where is this shipment going?*

There is a drop down arrow in the field under **Address Book**: where you can **Select One** of the addresses that have been saved, or you can click and type in the boxes.

### Step 2:

*Where is this shipment coming from?*

Click on the Edit link next to **Ship From Address**: to change the default address. Again, there is a drop down arrow in the box under **Address Book**: to choose a previously saved address or type in the new information. When finished, click on the **Update** button at the bottom of the page to accept the changes.

Then click on the [Edit](#) link next to the **Return Address**: to enter that information.

### Step 3: What are you shipping?

Enter the **Number of Packages**: you can use the drop down arrow for 20 or less packages.

Click the drop down arrow under **Package Type**: and choose **Other Packaging**.

The **Package Declared Value**: Not a required field, you may enter 0 USD.

### Step 4: How would you like to ship?

Click on the arrow in the field under **Service**: and choose **UPS Ground Service** unless told otherwise.

There are a series of check boxes to pick additional services, click on the first one, **Send E-mail Notifications**. There is no cost for this service.

### Step 5: Would you like to add reference numbers to this shipment?

*This is where you can add a statement like: Sample shipment for Dan Dougherty.*

Click on the **Next** button at the bottom of the screen.

[Home](#)
[About UPS](#)
[Site Maps](#)
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[Contact Us](#)
[Feedback](#)
[UPS Store](#)
[UPS Store](#)

[UPS Internet Shipping Address](#)
[United Parcel Service Inc US G](#)

[File](#)
[Edit](#)
[View](#)
[Favorites](#)
[Tools](#)
[Help](#)

[Doc System](#)
[Old Doc Site](#)

**United States**
[Wizards, Live Help](#)
[Log Out](#)
[Changing Languages](#)
[Contact UPS](#)
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[My UPS](#)
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[Support](#)
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### Create A Shipment

Additional Shipping Options

Additional information is needed to complete your shipment. Required fields are indicated with \*.

1 Send E-mail Notifications Using Quantum View Notify [Previous This Order](#)

You can send any of the following configurations up to five recipients.

E-mail:	Ship:	Exception:	Delivery:
1 <input type="text" value="lhar@teachchemical.com"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 <input type="text" value="jrobin@teachchemical.com"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 <input type="text" value="skurbin@teachchemical.com"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 <input type="text" value="laurinh@parabath.com"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 <input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal E-mail Message:

(Maximum 180 characters)

☐ Notify me if there is a problem delivering any of these e-mails

[Print Shipment](#) [Next](#)

Subscribe to UPS E-mail: [Mails & E-mail Preferences](#) [View Examples](#)

[Contact UPS](#)  
[Request Online Support](#)  
[Email UPS](#)  
[UPS Customer Service](#)

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[Create a Shipping Account](#)  
[Manage Accounts](#)  
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If you have the E-mail address for the person you're sending the sample to, enter that and check the **Ship:** box.

[UPS Internet Shipping: Co... »](#)

File Edit View Favorites Tools Help

Doc System Old Doc Site


[Shipping](#)

Create A Shipment +  
View Shipment +  
Print Shipment +  
Create a Shipment +  
Schedule a Batch Print +  
Create an Import +  
Use International Orders +  
Calculate Rate and Cost +  
Schedule a Pickup +  
Use International Trade  
Customs Declaration +  
Create a UPS Account +  
Track Packages +

Search Support

Enter a keyword:

Search >

  
**Know when your packages are on the way.**  
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### Create A Shipment

#### Shipment Confirmation

Thank you. Your shipment has been processed.  
We have received your shipping details and processed your payment. If you need to print shipping labels, print a receipt, or print a return label, follow the steps below.

Tracking Number:	123877700360940354
Service:	LPS Ground Service
Delivery Date:	End of Day Tuesday, Feb 9, 2010
Billing Shipping Charges to:	Third Party (RZV)25
Associated shipper's account:	Shipper's Account 20X77H
Charges:	0.00 USD
Daily rates were applied to this shipment	
Total Charge:	0.00 USD
<a href="#">Guarantees and Indicators</a> : To view registered rates for account 20X77H go to <a href="#">Account Maintenance</a>	

#### Print Shipping Documents

Select the items to print below. To print selected items select Print.

Label:  
☐ Label

Print label using my LPS thermal printer? ☒ No ☐ Yes

Print label instructions on? ☐ Each label ☐ All labels

(operational shipments, or shipments requiring a signature in special instructions, will always print label instructions regardless of this setting)

Receipt:  
☒ Receipt

Print receipt using my LPS Thermal Printer? ☐ No ☒ Yes

[Print](#)

#### Void This Shipment

To void this shipment, click the [Void This Shipment](#) button. You can review and void past shipments in your [shipment history](#).

[Void This Shipment](#)

#### Create a Return Shipment

The recipient of your shipment can easily return your letter or package when you create a return shipping label. To create a return shipment and print a return shipping label to include with your shipment select [Create a Return Shipment](#).

[Create a Return Shipment](#)

#### Getting your Shipment to UPS

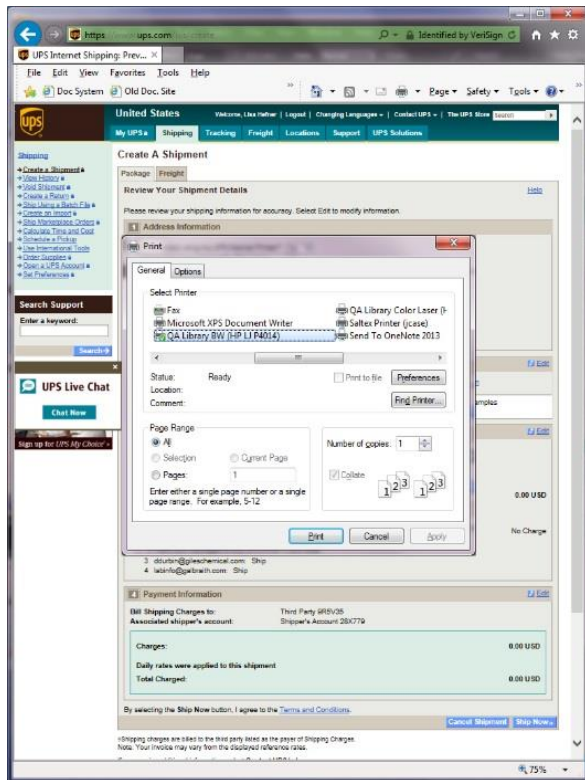
- + [Schedule a Pickup](#) - You can schedule a collection for today or schedule a UPS driver to collect all of your shipments on a regular schedule.
- + [Handle your packages at a UPS driven by your area.](#)
- + [Find UPS Drop-off Locations](#) - Leave your packages at any convenient location near you.

#### Next Steps...

You can create another shipment, or view your Shipping history to review and track previously shipped packages.

[Go Back to Home Page](#)

After the label is printed, close the pop-up window. In the center section of the screen, in the section, *Print Shipping Documents*. You will see 2 check boxes on the screen.



One for the **Label** and the other for the **Receipt**. Click in the box for **label** to uncheck it and click the box for Shipping Receipt. Click print. Print (2) copies of the receipt.

Get one of the clear plastic UPS pouches out of the supply cabinet. Fold the Shipping label in half and insert it in the pouch with the address showing. Remove the backing of the pouch to expose the adhesive and apply it to the box.

Take the box to the shipping desk and place it on the shelf above the sign, Out Going Packages UPS.

Final steps:

Open the Excel Spreadsheet: UPS shipping log.xls located on the N: drive.

<N:\EngineerShared\Quality & Safety Department\Requests>

Enter the information regarding your shipment. Write the shipping log number on one of the receipts. That receipt gets filed in the in the shipping folder. The other receipt gets sent to accounting using inter-office mail, Attn: Marsha.