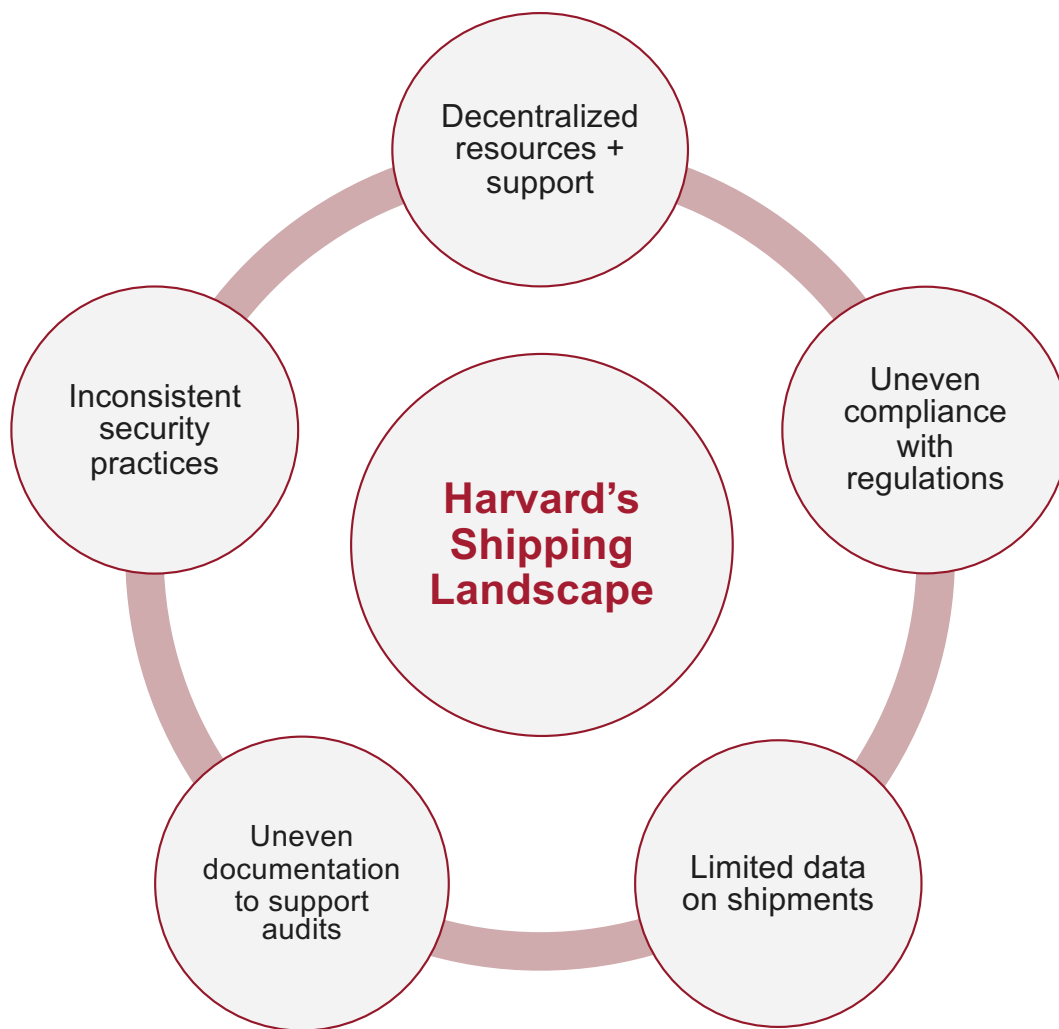


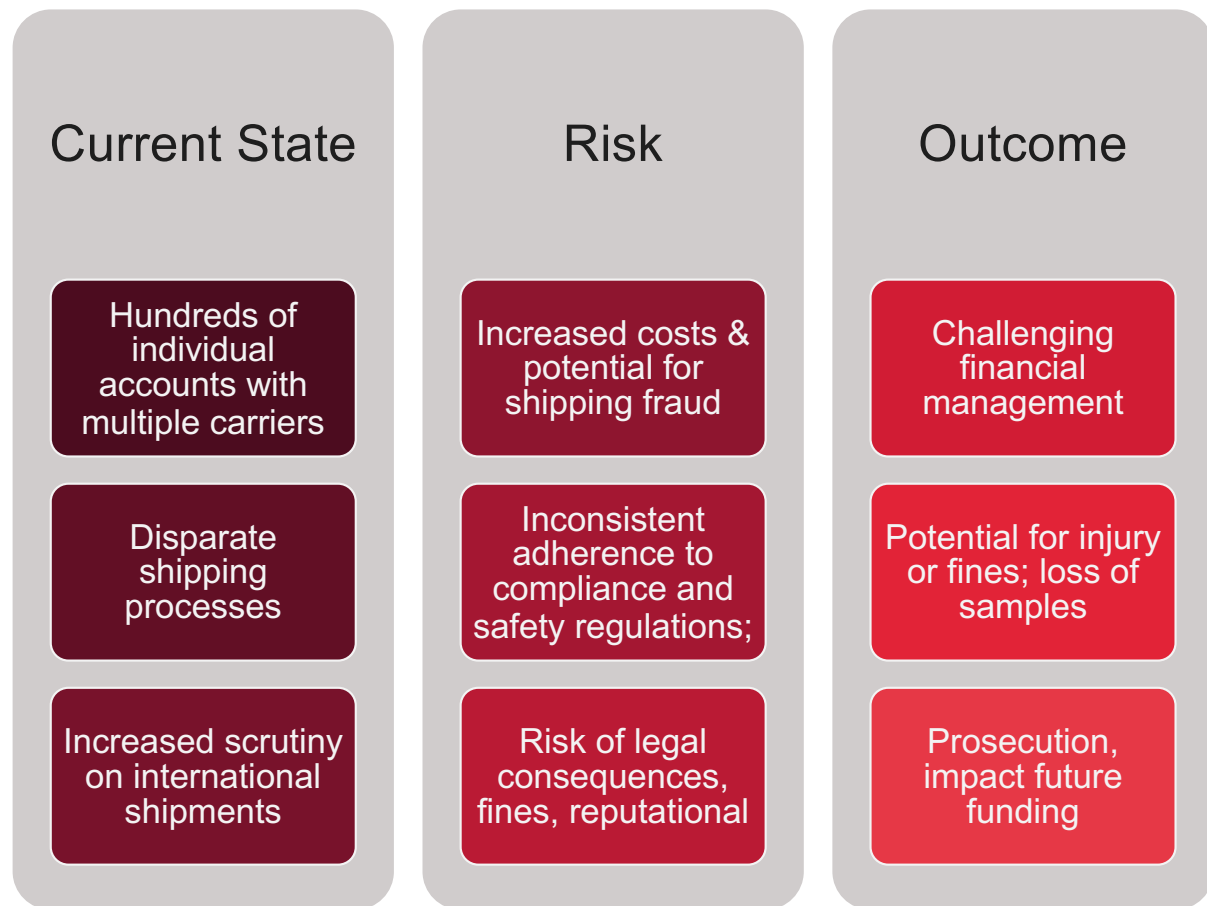
A photograph of a Harvard University building, likely the Old Chapel, featuring a prominent white steeple with a red dome and a clock face. The building is surrounded by green lawns, trees, and cherry blossoms in the foreground. A body of water is visible at the bottom of the frame.

eShipGlobal Shipping Compliance Training

Harvard's Shipping Platform



Why eShip and Why Now?



International Shipments – Key Concepts

What is an export?

- Any item or technology transferred from the U.S. to a foreign destination or foreign person/entity.

Landscape:

- *Export controls*: U.S. laws that regulate the release of critical technologies, information, and services to foreign nationals, and foreign countries for foreign policy & national security.
- An export license may be needed depending on: **What it is. The country it is going to. The Recipient. The end use.**
- **Shipments to comprehensively sanctioned countries require a license**: Cuba, Iran, Syria, North Korea, Crimea, Luhansk, Donetsk regions of Ukraine
- Violations of export control laws & regulations carry stiff criminal & civil penalties.

How do ECAs intersect with all this?

- Export Control Administrators (ECAs) oversee Export Compliance for international shipments.
- Review item classification & license determination

Key Concepts:

- Complexity of the shipment, destination, & insufficient information increases turnaround time for approval.
- Reach out to ECA early for complex or time-sensitive shipments: Contact emails on slide 13.
- Researchers should NOT use eShip if the manufacturer/retailer can ship the item directly to a recipient. This avoids any delays in research and ensures the items being shipped are properly classified in line with export regulations.



Research Material Shipments – Key Concepts

What do we mean by Research Materials?

- Broad "umbrella" of items include: Chemicals, Biological Materials, Batteries, etc.

Key Concepts:

- Preparation is the key. (Begin days or weeks before shipment date)
- Training is critical. We offer a series of trainings.
 - Dry Ice, packaging, labeling, and categorization with the intent of empowering the shipper and providing a baseline of information.
 - Categorization (and how much) is critical to inform compliant shipping

Landscape:

- Who are the regulators? Int'l Air Transportation Assoc (IATA), DoT, and many permitting agencies (Fish & Wildlife, etc.)
- Issues to avoid: Delays, scrutiny, fines, research impacts, etc.

How does EH&S intersect with all this:

- We are trained experts for these shipments
- We are not systematically incorporated in the shipping process today, so many shipments are sent without tapping our resources

In closing:

- As you'll learn later, eShipGlobal is a bridge to assist with these key concepts. However, preparation is key. Reach out early!

Introducing eShipGlobal



Centralized shipper support



Reduced shipping risk – compliant shipments



Greater oversight of shipments by EHS and Export Control

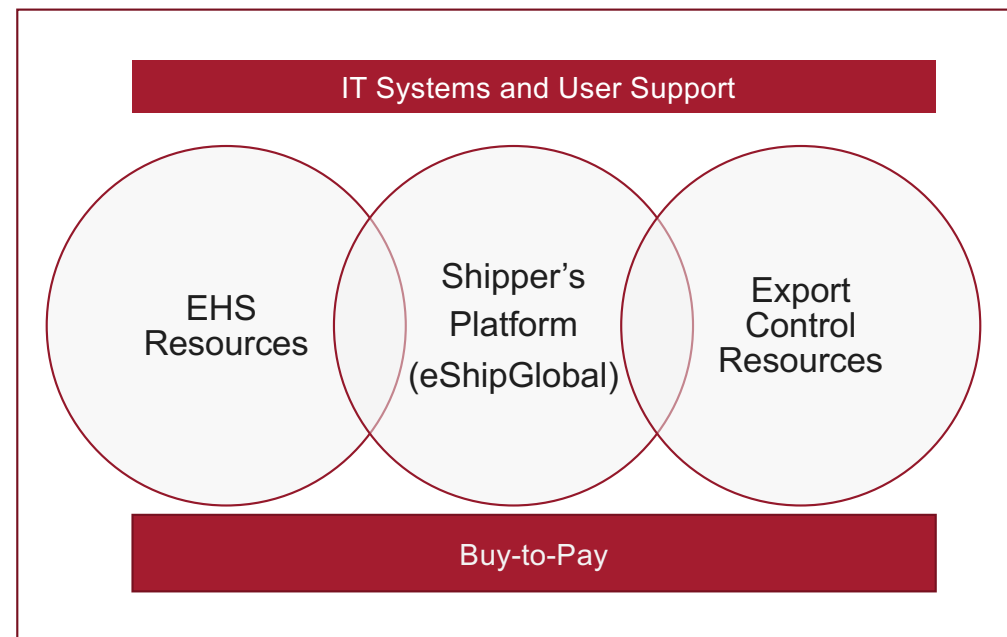


Built-in financial approvals through B2P



Comparison of Harvard negotiated rates

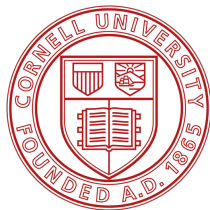
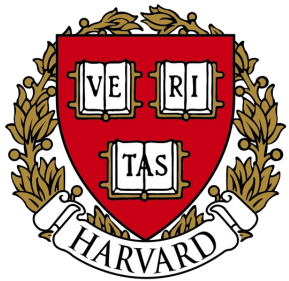
Support-Centric Shipping Ecosystem





Established: 1999

1,000+ Higher Ed. Customers



PRINCETON
UNIVERSITY

Yale



UC San Diego



UNIVERSITY OF
MARYLAND



Massachusetts
Institute of
Technology



THE UNIVERSITY OF
CHICAGO



B2P - Considerations for Shippers:

- Shipments can be self-approved if less than \$250 and non-sponsored funds
- Shipments >\$250 or using sponsored funds: approval will be needed in B2P before the label can be printed.

Shippers will need to:

- ✓ Work with finance department to determine if self-approval is allowed for non-sponsored <\$250
 - ✓ Work with finance department to confirm have set up the correct default 33-code in B2P
 - ✓ Know how to change the 33-digit code for a shipment if needed
 - ✓ Know how & who to assign the shipment (cart) if needed
 - ✓ Know how to get in touch with their financial approver to expedite a shipment
- eShipGlobal charges a platform fee: \$.90 - \$5.95+ - based on complexity
 - International shipments: \$100 escrow for potential duties/fees/taxes (separate line)

Financial Approval workflows – two paths

Assign Cart

Common in B2P

- Identify Requestor with local finance team
- Search to Assign Cart for each eShipGlobal Shipment
- Approval for Purchase Order
- New experience for some shippers

Self Approval

Unique to eShipGlobal

- Non-Sponsored Funds
- Under \$250
- Shipper identifies valid billing code
- If rules are met, PO created



eShip Costs and Benefits

Costs

- The platform is funded through per use fees based on the complexity and risk of the shipment.
- Domestic shipments \$0.90, biological shipment \$5.95+.
- External collaborator using the eShip system to ship to Harvard, the fee will be billed to the Harvard account (not the 3rd party).

Benefits

- eShip allows shippers to shop for the best/fastest rate in one place.
- eShip automatically uses Harvard preferred rates.
- eShip better protects Harvard staff from federal enforcement and fines.
- eShip reduces administrative burden by automating payment rather than having to reconcile invoices or p-card receipts after the fact.



Know Before Shipping



eShipGlobal : Order Information - 110403441

N no-reply@eshipglobal.com <no-reply@eshipglobal.com>

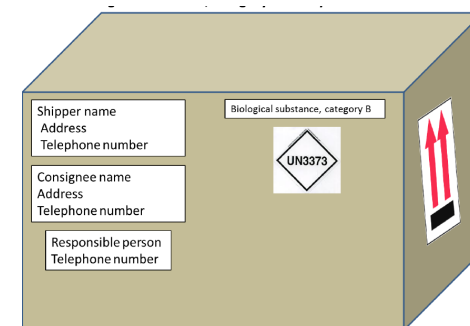
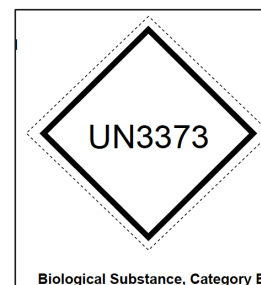
To: Lewis, Jordan B

110403441_mergela...
153.5 KB

[Download All](#) • [Preview All](#)

Hello:

Thank you for creating your shipment. Attached you will find all necessary paperwork for shipping this C



SHIPPER'S DECLARATION FOR DANGEROUS GOODS	
Shipper Harvard University Noman Siddiqi 7747227412 677 Huntington Ave SPH1 Rm 906 BSL3 Boston, MA 02115 United States	Air WayBill No. 399025062039 Page 1 of 1 Pages Shipper's Reference Number 111486863
Consignee Bryan Bryson, Yong Xie 8572687117 400 technology square ragon institute 9th floor bsl3 CAMBRIDGE, MA 02139 United States	FX18 Compliant using recognized Proprietary software

Two completed and signed copies of this Declaration must be handed to the operator.

Know Before Shipping with eShipGlobal

Required Trainings: Shippers of research materials are required to complete training before shipping biological or hazardous materials. Training classes are in the Harvard Training Portal.

- **EHS-LAB104: Shipping Biological Materials and Dry Ice Training**
- **EHS-LAB114: Shipping Non-Regulated Materials and Dry Ice Training**
- **EHS-LAB109: Shipping Excepted Quantities: Flammables, Corrosives, and Common Fixatives Training**

eShipGlobal will not allow a label to be created if the shipper has not completed the requisite training. If your shipment is not covered by these trainings, contact ehs_researchtransport@harvard.edu.

Other Helpful Trainings

Getting Started with Buy-to-Pay : Training for any B2P user

Introduction to Export Controls : Training for Administrators & Researchers

Support Resources

Currently available for all users of eShipGlobal

Learn More About Shipping

- [eShipGlobal KnowledgeBase articles w/ videos](#)
- [EHS website covering eShipGlobal](#)
- [Provost for Research website](#)
- [Global Support website](#)
- [EHS Research Material Shipments](#)
- [FAS eShipGlobal Resources](#)

Get Specific Help

- Carrier and Customs questions, contact: support@eshipglobal.com
- eShipGlobal Support Phone Number: 800-816-1615
- System questions, contact: eship@harvard.edu
- Buy-to-Pay questions, contact: buytopay_procurement@harvard.edu
- Research material questions: EHS_ResearchTransport@harvard.edu
- FAS Export Control (International): RCP_exportcontrol@harvard.edu

eShip Facilitated Training (via Zoom) - [register in HTP](#)

Drop-in office hours (via Zoom):

- [Tuesdays at 1:30 - 2pm \(Zoom Link\)](#)
- [Thursdays at 11:30am - 12 noon \(Zoom Link\)](#)

Demo – Research Material Shipment

**eShipGlobal.**

DROP-OFFS SUPPLIES CONTACT

HOME RATE SHIP RECEIVE TRACK QUICK SHIP MY SHIPMENTS ADDRESS BOOK ACCT MGMT LOGOUT HELP

SHIPPING SELECTION

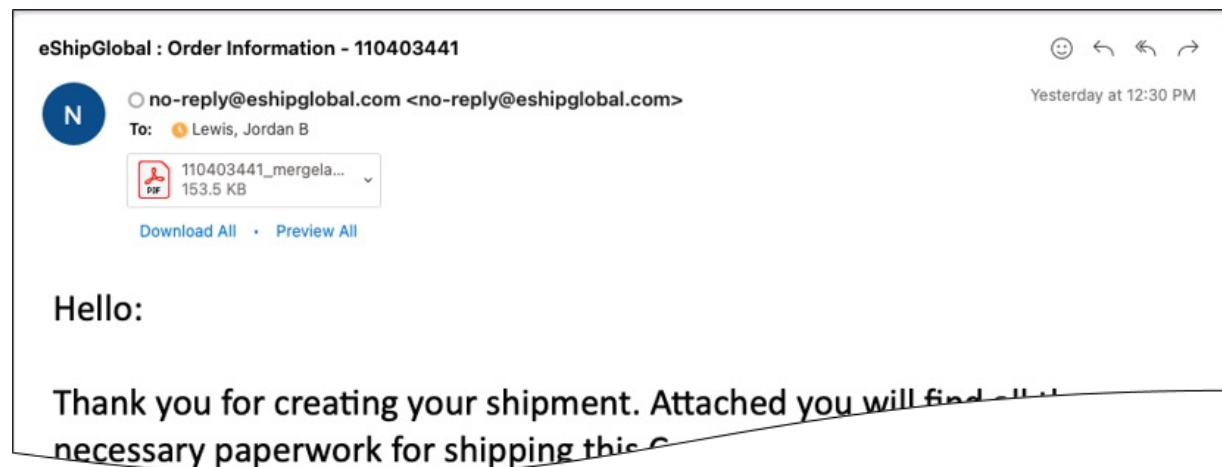
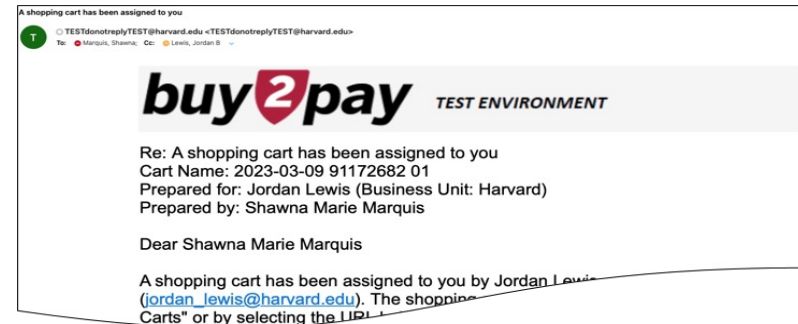
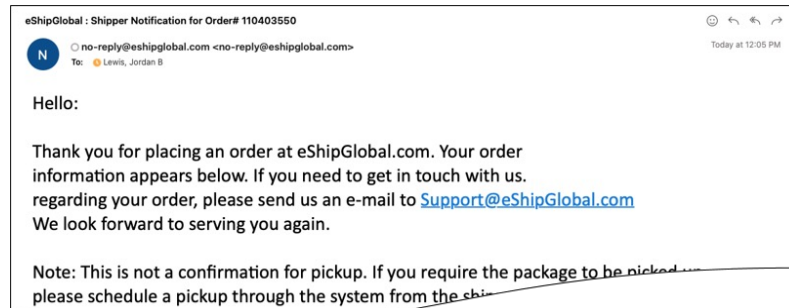
Does your shipment contain any of the following:

- Biological Materials
- Chemicals
- Dry Ice

☐ Yes ☐ No



Email Notifications



Compliance Validations and Recording Data

Compliance Validations		
Training Verification	Training Failed?	N
RPS Validation	Validation Failed?	N
ECCN Validation	Validation Failed?	N
SED Validation	SED Required?	N
Additional country check for EEI requirement	Validation Failed?	N
Business Rule Fail	Validation Failed?	Y
Business Rule Fail Reasons	Validation Comments?	Selected Material required approval Selected Material required approval
ECO Approval History	ECO Approval Required?	Y
	ECO Approved	Y
	ECO Approved Date	6/8/2023 2:23:52 PM
	ECO Approver	James Morrell
EHS Approval History	EHS Approval Required?	Y
	EHS Approved	Y
	EHS Approved Date	6/8/2023 1:44:17 PM
	EHS Approver	Angela, Reid
Overrides	Override?	Y
	ECO Override Comments:	Export Control Review completed on 5/24/23- JM
	EHS Override Comments:	BSO reviewed
Material Name	Material Classification	
Drosophila melanogaster (287 vials of Drosophila melanogaster stocks, 21 empty plastic vials)	UN 3245 Genetically modified micro-organisms and Cell Lines	Proper shipping name: Genetically modified micro-organisms UN NO: UN3245 Preservative: Net Weight/Volume: 4 Kg Net Value: 1 USD Harmonized System Code / Schedule B Number: 0511.99.5050 Schedule B Number: 0511.99.5050



When not to use eShipGlobal

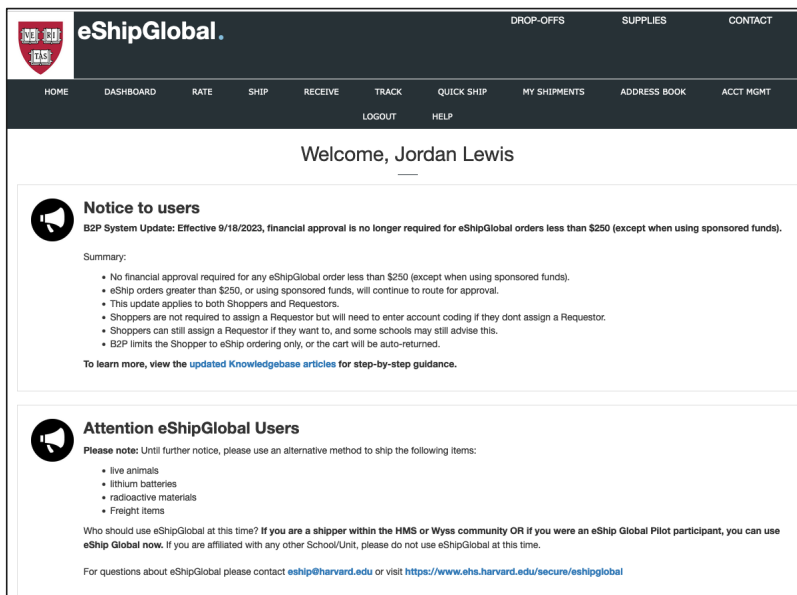
- Live animals
- Freight
- Radioactive materials

Note: Project team intends to add these workflows as future enhancements



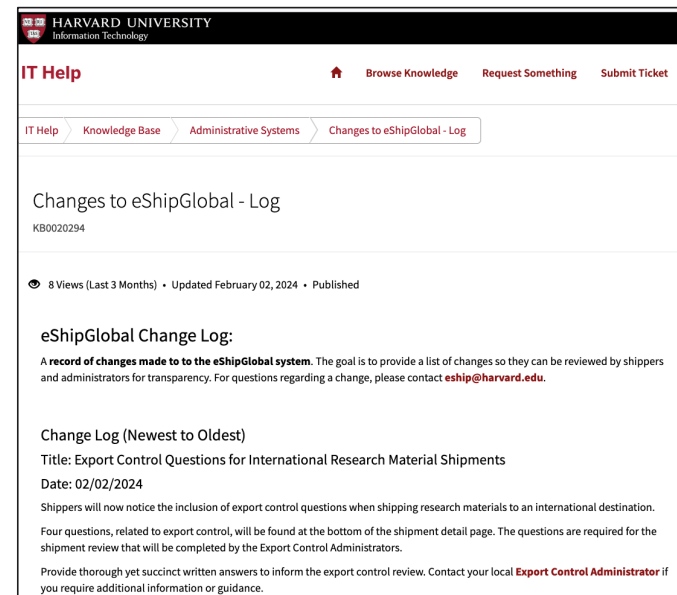
Evolving eShipGlobal at Harvard

Improvements based on user experience and feedback.



The screenshot shows the eShipGlobal homepage. At the top, there's a navigation bar with links: DROP-OFFS, SUPPLIES, CONTACT. Below this is a secondary navigation bar with links: HOME, DASHBOARD, RATE, SHIP, RECEIVE, TRACK, QUICK SHIP, MY SHIPMENTS, ADDRESS BOOK, ACCT MGMT, LOGOUT, HELP. The main content area starts with a welcome message: "Welcome, Jordan Lewis". Below this is a "Notice to users" section with a megaphone icon. The notice states: "B2P System Update: Effective 9/18/2023, financial approval is no longer required for eShipGlobal orders less than \$250 (except when using sponsored funds)." It includes a summary and a list of bullet points: "No financial approval required for any eShipGlobal order less than \$250 (except when using sponsored funds).", "eShip orders greater than \$250, or using sponsored funds, will continue to route for approval.", "This update applies to both Shoppers and Requestors.", "Shoppers are not required to assign a Requestor but will need to enter account coding if they don't assign a Requestor.", "Shoppers can still assign a Requestor if they want to, and some schools may still advise this.", "B2P limits the Shopper to eShip ordering only, or the cart will be auto-returned." Below the notice is a link: "To learn more, view the updated Knowledgebase articles for step-by-step guidance." Below the notice is an "Attention eShipGlobal Users" section with a megaphone icon. It includes a "Please note:" and a list of items: "live animals", "lithium batteries", "radioactive materials", "Freight items". It also includes a paragraph: "Who should use eShipGlobal at this time? If you are a shipper within the HMS or Wyss community OR if you were an eShip Global Pilot participant, you can use eShip Global now. If you are affiliated with any other School/Unit, please do not use eShipGlobal at this time." At the bottom, there's a link: "For questions about eShipGlobal please contact eship@harvard.edu or visit <https://www.ehs.harvard.edu/secure/eshipglobal>".

EShipGlobal Homepage



The screenshot shows the eShipGlobal Change Log page. At the top, there's a navigation bar with links: IT Help, Browse Knowledge, Request Something, Submit Ticket. Below this is a secondary navigation bar with links: IT Help, Knowledge Base, Administrative Systems, Changes to eShipGlobal - Log. The main content area starts with the title "Changes to eShipGlobal - Log" and a sub-header "KB0020294". Below this is a section "8 Views (Last 3 Months) • Updated February 02, 2024 • Published". Below this is a section "eShipGlobal Change Log:". It includes a paragraph: "A record of changes made to the eShipGlobal system. The goal is to provide a list of changes so they can be reviewed by shippers and administrators for transparency. For questions regarding a change, please contact eship@harvard.edu." Below this is a section "Change Log (Newest to Oldest)". It includes a title: "Title: Export Control Questions for International Research Material Shipments". It includes a date: "Date: 02/02/2024". It includes a paragraph: "Shippers will now notice the inclusion of export control questions when shipping research materials to an international destination." It includes a paragraph: "Four questions, related to export control, will be found at the bottom of the shipment detail page. The questions are required for the shipment review that will be completed by the Export Control Administrators." It includes a paragraph: "Provide thorough yet succinct written answers to inform the export control review. Contact your local **Export Control Administrator** if you require additional information or guidance."

Change Log for eShipGlobal

Q&A



HARVARD UNIVERSITY
Information Technology



HARVARD
Campus Services
ENVIRONMENTAL HEALTH & SAFETY

We'd Like Your Feedback

Your feedback is important to help us improve our training and connect you with additional resources if needed.

Please email eship@harvard.edu with feedback or questions.



Appendix



Match Exceptions – Buy to Pay

- Trigger: Price changes between the PO and invoice greater than \$9.99.
- **Correction Info** within eShipGlobal explains the cause of the changes and pricing.
- Carriers, like FedEx, determine the changes, when deemed appropriate (e.g., weight).

 [Printer friendly]

Order #: 112492191

Purchase Order Number: 80000509764

☒ **Tracking #: 273585993999**

Shipment Information				
Origin	Destination	¹ Package Information	Scan Activity	Amount
Harvard School of Public Health FXB Center for Health and Human Rig 651 Huntington Ave-FXB Center 7th Floor Boston MA 02115 United States Sent By: Tracy MacDonald	Cayetano Fernandez Sebijan Fejula University of Coimbra coimbra 3004-531 Portugal	 4/18/2024 FedEx International Economy PAK 3 lbs PK	Returning package to shipper MAIA AC PT	\$34.42

Correction Info			
#	Type	Description	Amount
1	Weight Correction	Weight changed from 3.0 to 3.1 lb(s)	\$4.02
2	Credit	Rate Adjustment Credit	(\$32.67)
3	Customs Duty And Taxes	Duties and Taxes	\$10.65
4	Rate Adjustment	Rate Adjustment Charge	\$32.67



Match Exceptions – Buy to Pay

Invoice detail pages will show the match exception status in the Summary.
Approvers will be informed by the system that a match exception is pending approval

Invoice • ESHIPGLOBAL INC • 01306931

Summary Matching Supplier Messages Comments Attachments History

General ... **Ship to & Bill to** ...

Invoice Information

Invoice Type	Invoice	18111 Preston Rd Ste 650 Dallas, Texas 75252-7525
Pay Status	Paid	United States Phone 1-972-5181775 Toll Free Phone 1-800-8161615 Fax 1-972-5181765 Address ID DALLAS 3rd Party Address ID 2921996
Supplier Invoice No.	100120827-273585993999	
Supplier Name	ESHIPGLOBAL INC	

General Information

Invoice Date	5/20/2024	Harvard University Accounts Payable Email invoices to AP_Invoices@harvard.edu P.O. Box 381588 Cambridge, MA 02238 United States
Discount Date	no value	
Due Date	6/19/2024	
Terms	0% Q, Net 30	Location of Activity no value
F.O.B.	Destination	
Invoice Name	no value	
Optional Search Field	no value	
Requisition Description or Business Purpose	Fedex label for International Donors/ROMA Conference University gift for ROMA donation	
Standing Amount Based PO	✗	
Accounting Date	5/21/2024	
Exclude PO from Auto-Close	✗	

Other Information

Match Status	Unmatched
--------------	-----------

Summary ESHIPGLOBAL INC

Supplier Invoice No. 100120827-273585993999
[View Supplier cXML](#)

Total (36.69 USD)

Subtotal	36.69
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Total	36.69

Related Documents

[Purchase Order: 80000509764](#)
[Requisition: 185651231](#)

What's next?

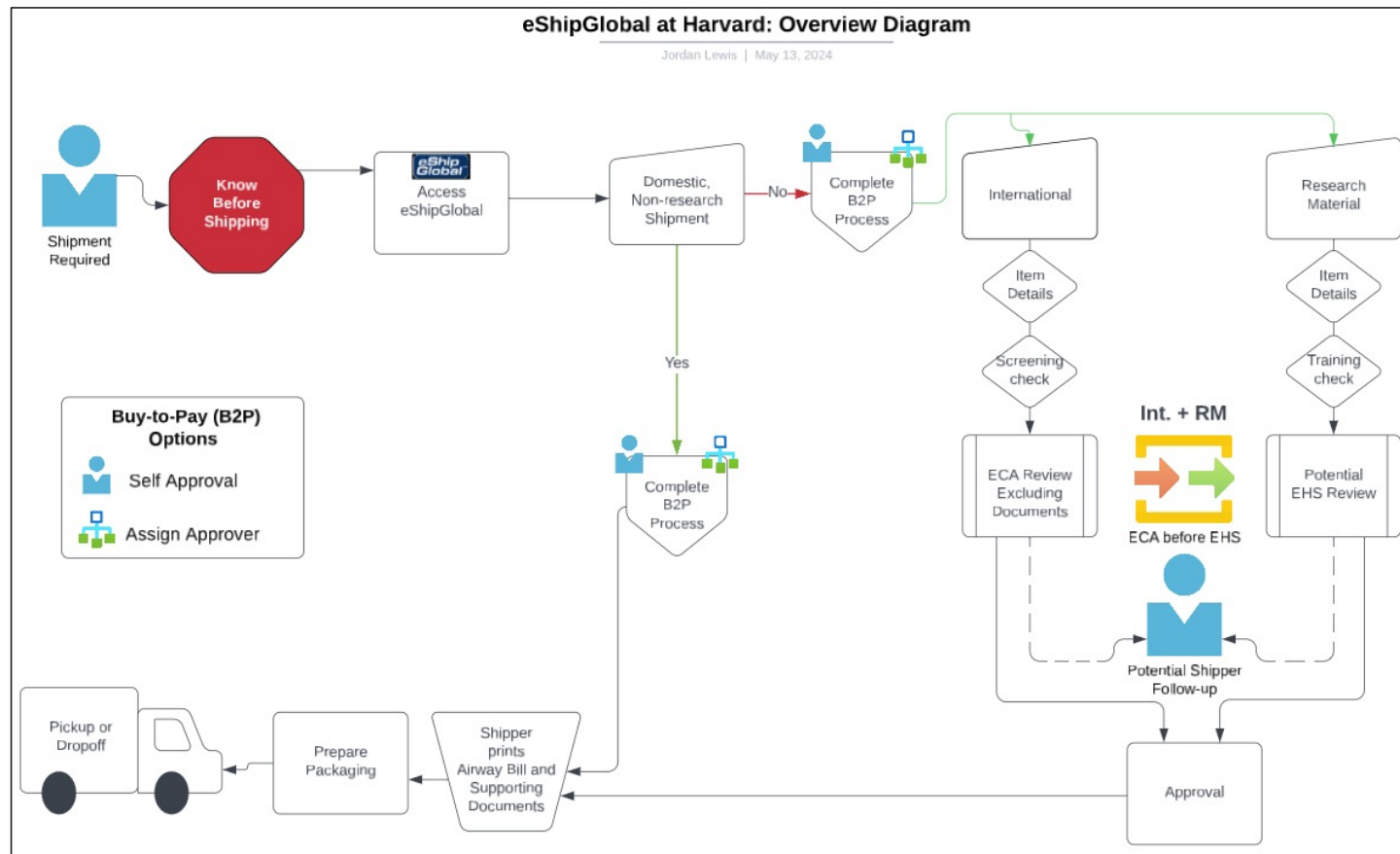
Workflow ...

- Submitted 5/20/2024 7:24 PM
- Assign Invoice Number ...
- COA Validation ...
- Invoice Overage Notification ...
- Matching Exceptions** ...

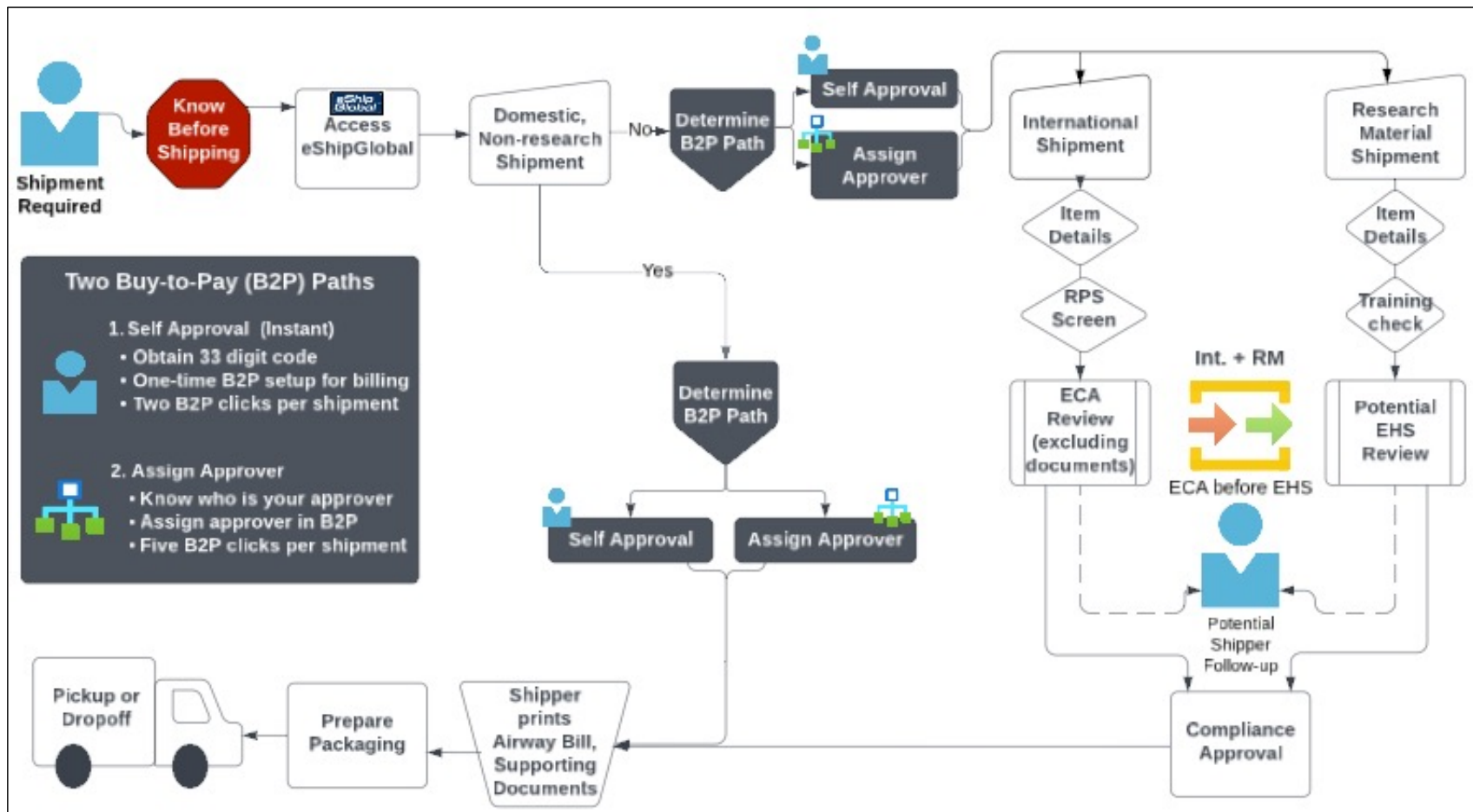
Approved - 5/21/2024 10:10 AM - Claudia Muniz



Shipment Journey



New Diagram to Highlight B2P Steps



High-level Shipping Process

	Learn about EHS Research Materials Shipment and Transport	Learn about export control requirements	Take required EHS training	Reach out to EHS	Reach out to Export Control	Average Approval Process Time	Create your label in eShip and prepare your package	Get financial approval in Buy-to-Pay
Domestic or International documents						< 1 business day	✓	✓
Domestic Research or Hazardous Material Shipment	✓		✓			1 business day	✓	✓
International Research or Hazardous Material Shipment	✓	✓	✓	If necessary	✓	1-2 business days	✓	✓
International Tangible Goods Shipment		✓		If necessary	✓	1-3 business days	✓	✓

Currently part of existing shipping processes

- All these process have existed prior to introduction of eShip and take time to complete
- Time to complete pre-shipping preparation and training varies by shipper and shipment type
- eShip does not add more time to this process but records that it has been completed

New with eShipGlobal

- Keep a record of all shipments in eShip
- Minimize financial fraud and time to reconcile expenses with B2P

eShip Global Shipping Platform

The Vision for eShip Global

Provide all Harvard shippers with a cost effective and institution-wide, secure, easy to use platform that supports domestic and international shipping and transportation of documents, tangible items and research materials. Enable processes that automate EHS, export control and procurement approvals and follow compliance best practices while providing users visibility into carrier costs, tracking, reporting, and delivery information.

Objectives

- Minimize risk (financial, legal, reputational, safety) and enable compliance with local, state and federal regulations.
- Prevent university staff and students from mistakenly sending prohibited materials abroad to embargoed nations which can result in jail time.
- Improve fiduciary oversight of shipments.
- Reduce cost and staff administrative burden, caused by disconnected and inefficient processes.
- Shore up eShip shipping system to enable compliance tracking, enhance intra-campus chemical and hazardous material shipment controls, and reporting on chemical shipments.
- Replace existing disparate platforms with integrated enterprise systems.

Benefits

- Better meet compliance regulations with regulatory agencies by improved reporting and metrics.
- Data driven analytics that enable reporting on regulated shipments from campus.
- Gain greater efficiencies through streamlined and intuitive user interfaces.
- Consolidated reporting of all shipments, savings from competitive carrier pricing, integrated export controls and reports for federal, state and local agencies proving compliance.
- Fewer, better tools to track and manage compliance data and requirements.
- Reduced inaccuracies related to billing codes errors via automated billing tool.



*What we've
heard about
shipping at
Harvard **

- "There is no central resource ...for helping us with the required paperwork..."
- "Would be great to have an online resource ..."
- A way to "make sure everyone from student to lab technician knows what regulations they need to follow" when shipping packages
- "...we do our best (when) shipping internationally and cross our fingers that everything clears customs in a timely fashion"

*2018 Export Control Council & EHS Shipping Survey



When to use eShipGlobal

Use eShipGlobal	Do not use eShipGlobal
- International shipments - Hazardous materials - Research Materials - Domestic non-hazardous material (not required)	- Live Animals - Freight - Radioactive Materials



Links to Training

Required before you ship these items from eShip. The system automatically looks up training and prevents shippers from sending a package until training has been completed.

Buy-to-Pay – Getting Started	Link to HTP
Export Control - Introduction	Link to HTP
Shipping Biologicals and Dry Ice	Link to HTP - Required for certain shipments
Shipping Non-Regulated and Dry Ice	Link to HTP - Required for certain shipments
Shipping Excepted Quantities and SPA- 180	Link to HTP - Required for certain shipments

