
AggieShip: Creating a Shipment

Logging In

Log in to AggieShip at <https://aggieship.ucdavis.edu>, using your **campus User ID** and **Kerberos passphrase**. AggieShip is available to university employees on active payroll status for official business use only.

Available Shipping Options

If you have not completed any AggieShip training, you will have the options to **create a domestic shipment** or **other shipment**, by clicking on the appropriate link.

The options to ship hazardous materials and to ship internationally are only available after creating the requisite training as indicated on the AggieShip Training page: <https://supplychain.ucdavis.edu/shipping/aggieship/training>

Welcome to AggieShip

[Create Domestic Shipment](#)

[Create International Documents or Books Shipment](#)

[Create Dry Ice, Category B, Excepted Quantities Shipment](#)

[Create Other Shipment](#)

This guide will show you how to complete a domestic shipment. Many of the same fields are required for each type of shipment.

Navigating AggieShip

Required fields are identified with a light blue color. System validation occurs after completing each screen, and a warning message will advise of any incomplete fields when you complete a screen. Correcting any incomplete fields will then allow you to proceed to the next screen.

Desktop Shipping Screen

Ship To: Enter the complete address for the recipient. The address you enter in this section will be automatically saved and can be used again for future shipments, unless you uncheck the box next to the **Save to Address Book** field.

*NOTE: Do NOT enter PO Boxes as **Ship To** addresses, as the third-party shippers cannot deliver to these locations.*

Telephone numbers should be entered in the format country code (US is 1), followed by area code and phone number (e.g., 15307541370).

An email address is not required but, if entered, will provide the recipient with automated status updates on shipment progress, and is recommended.

Ship To:

New Address

Name/To: JIM HEWLETT

Company:

Address: 260 Cousteau Place Ste 150

Residential

City: Davis

State: CA

Postal Code: 95618

Country: US

Tel: 5307541370

Email: jghewlett@ucdavis.edu

Save to Address Book PERSONAL

Package Details: Depending on what shipping option you have selected, the options available in the **Package Contains** field will display accordingly.

If desired, you can ship multiple packages as part of one shipment, by checking the **Multiple Packages** box. You will be able to fill out the individual package details on the next page.

Identify whether you are using your own packaging or the packaging from the third-party carrier by selecting the appropriate option (**Vendor Pkg**). If selecting the **Vendor Pkg** option, click on the search icon to select the type of packaging (e.g., envelope, box, carrier tube, etc.) being used.

Indicate the **Weight** in pounds or kilograms (kilograms is required for hazardous materials shipments).

If insurance is being included for the shipment, check the **Insurance** box to identify the insurance value. (Insurance up to 100.00 is free of charge.)

In the example below, vendor packaging (envelope) is being used for the shipment, with no insurance:

Package Details:

Package Contains: Misc Items

Multiple Packages

Specify Size Using: Vendor Pkg. (NO DRY ICE/HAZ) Own Packaging

Vendor Pkg. (NO DRY ICE/HAZ): ENVELOPE

Weight: 1.0 Pounds

Insurance

Shipment Details: **Promised Date** and **Promised Time** are required. Click on the calendar icon next to the **Promised Date** field to select a desired delivery date.

The **COA-Account** field is required. Enter an **active** departmental account that will pay for the shipment in the format of Chart of Account, followed by the 7-character account code, X-XXXXXXX (e.g., 3-ACCTTES). The fiscal officer assigned to the account will receive an email notification regarding the use of their account for the shipment.


- Accounts that are expired or otherwise not currently active will generate an error message after completing the screen.
- *NOTE: If a third-party account is to be used for the shipment you will still need to enter a departmental account in this field, however, there will be a field on a subsequent screen that can be used to identify the third-party account, and that account will be used in lieu of the departmental account for the payment.*


The **SubAccount** and **Project Code** fields are both optional. If entering a subaccount, be sure it is one that is associated with the account previously entered.


If you want to ship on a future date and want that date reflected on your shipping documentation, check the **Need Future Ship Date** box, and enter the date there.

The **Dept, Reference** field is optional and can be used to help “identify” the transaction on the general ledger reports in FIS Decision Support (DS). For example, if you’re processing a shipment for Dr. Smith, you might enter SMITH in the field. **NOTE:** Although this field allows more than 8 characters, only 8 characters will appear on the Decision Support reports.

Shipment Details:

Promised Date (ETA): 05 24 2019 

Promised Time (ETA): End of Day 

 **COA-Account:** 3-ACCTTES

SubAccount: 1234


Project Code:

Need Future Ship Date

Dept. Reference: SMITH

Ship From: This section defaults to UCD, which covers the majority of shipments. To see the other options available, click on the magnifying glass icon next to the **Shipper Address** field; there are options available if you are shipping on behalf of other UC Davis organizations, including UC Davis Health and Agriculture and Natural Resources (ANR). The default phone # indicated is the contact phone number for the UC Davis Mail Services unit. Entering an email address in this section is recommended, so that you (or the specified email address) will receive the automated status updates on shipment progress.

Ship From:

Shipper Address:  [Show Address Details](#)

Overwrite Address

Name:

Contact:

Address:

City: 

State: 

Postal Code: 

Country: 

Tel:

E-Mail:

Selecting Shipping Option

After completing the previous screen, click on the **Next** button, in order to ensure that all required fields have been completed, and then to view the shipping options available:

Ship Date: 17-May-2019

Carrier	Description	Buying Charge	Currency	Transit Time	ETA	Mode	Service
<input checked="" type="radio"/> 	FedEx Ground®	6.92	USD	3	20-May-2019 [11:59PM]	ROAD	FDWGND
<input type="radio"/> 	UPS Ground® - Domestic	7.75	USD	3	20-May-2019 [11:00PM]	ROAD	UPSUS003
<input type="radio"/> 	FedEx Express Saver® - Customer Packaging	8.39	USD	5	22-May-2019 [04:30PM]	AIR	FDWDE
<input type="radio"/> 	FedEx 2Day® A.M. - Customer Packaging	8.66	USD	4	21-May-2019 [10:30AM]	AIR	FDWDA
<input type="radio"/> 	FedEx 2Day® - Customer Packaging	8.98	USD	4	21-May-2019 [04:30PM]	AIR	FDWD2
<input type="radio"/> 	UPS 3 Day SelectSM - Domestic	9.15	USD	5	22-May-2019 [11:59PM]	AIR	UPSUS012
<input type="radio"/> 	UPS 2nd Day Air® - Domestic	9.31	USD	4	21-May-2019 [11:59PM]	AIR	UPSUS002
<input type="radio"/> 	FedEx Priority Overnight® - Customer Packaging	9.36	USD	3	20-May-2019 [10:30AM]	AIR	FDWDP
<input type="radio"/> 	FedEx Standard Overnight® - Customer Packaging	9.46	USD	3	20-May-2019 [03:00PM]	AIR	FDWDS
<input type="radio"/> 	UPS 2nd Day Air A.M.® - Domestic	10.25	USD	4	21-May-2019 [10:30AM]	AIR	UPSUS059
<input type="radio"/> 	UPS Next Day Air Saver® - Domestic	10.34	USD	3	20-May-2019 [03:00PM]	AIR	UPSUS013
<input type="radio"/> 	UPS Next Day Air® - Domestic	10.40	USD	3	20-May-2019 [10:30AM]	AIR	UPSUS001
<input type="radio"/> 	FedEx Home Delivery®	11.72	USD	3	20-May-2019 [11:59PM]	ROAD	FDWHOME
<input type="radio"/> 	FedEx First Overnight® - Customer Packaging	63.62	USD	3	20-May-2019 [10:00AM]	AIR	FDWDF

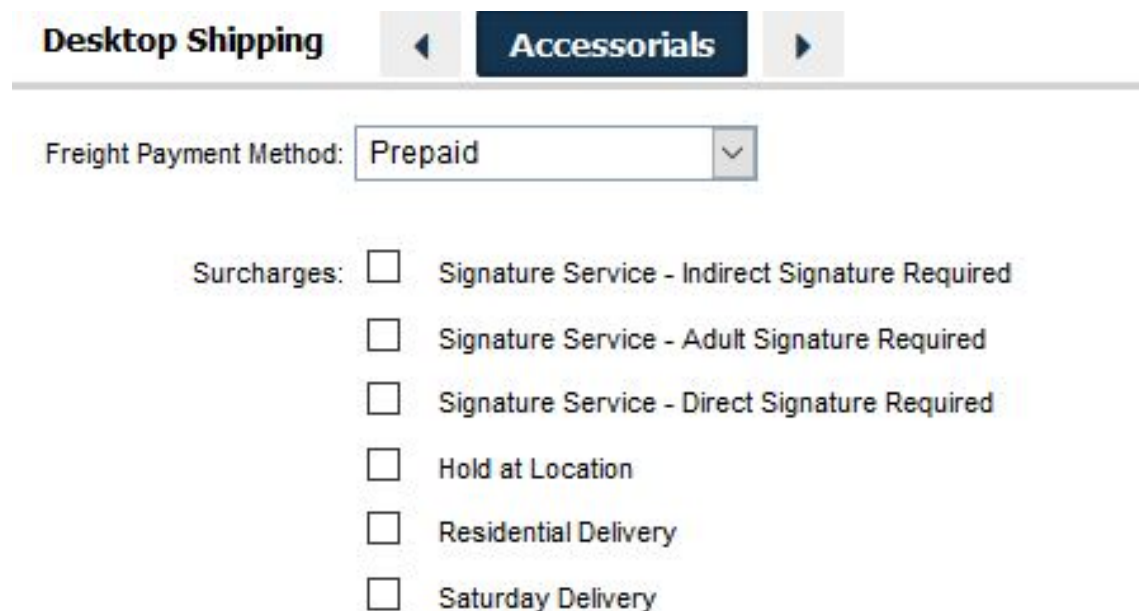
Display Error Messages?

The most economical option for your shipping parameters will be **highlighted at the top of the list**. If you select an option other than the most economical one, you will be required to enter a business reason. Click on the **Display Error Messages** box if you wish to see other shipping options that aren't available, based on your previously-entered criteria. Once you have selected your preferred shipping option, click on the **Next** button.

Shipping Accessorials

This section displays additional options, based on the selected carrier. Many of these additional services will incur **additional charges**. If selecting an option, such as Saturday Delivery, be sure that the recipient/business is open/can accept Saturday deliveries.

If a third-party, other than the university, will be paying for the shipment, select the appropriate option (Bill Recipient, 3rd Party) from the **Freight Payment Method** drop-down menu.



The screenshot shows a navigation bar with 'Desktop Shipping' on the left and 'Accessorials' in the center, flanked by left and right arrow buttons. Below the navigation bar is a 'Freight Payment Method' dropdown menu with 'Prepaid' selected. Underneath is a 'Surcharges' section with a list of six options, each with an unchecked checkbox:

- Signature Service - Indirect Signature Required
- Signature Service - Adult Signature Required
- Signature Service - Direct Signature Required
- Hold at Location
- Residential Delivery
- Saturday Delivery

Generating a Shipping Label

After you have selected any desired accessorials, click on the **Next** button to generate the shipping label, and complete the AggieShip documentation.

If you need to reprint a label at a later time, click on the **Shipping** menu in the upper left corner, and select the option to **Reprint Shipping Label**.

You can also use the **Shipping** menu if you need to **cancel a shipment**, and to set **default account information** for future shipments.

If you have any questions about this process or AggieShip in general, please contact the AggieShip Help Desk at aggieship@ucdavis.edu.