

2Ship Ship Request User Guide

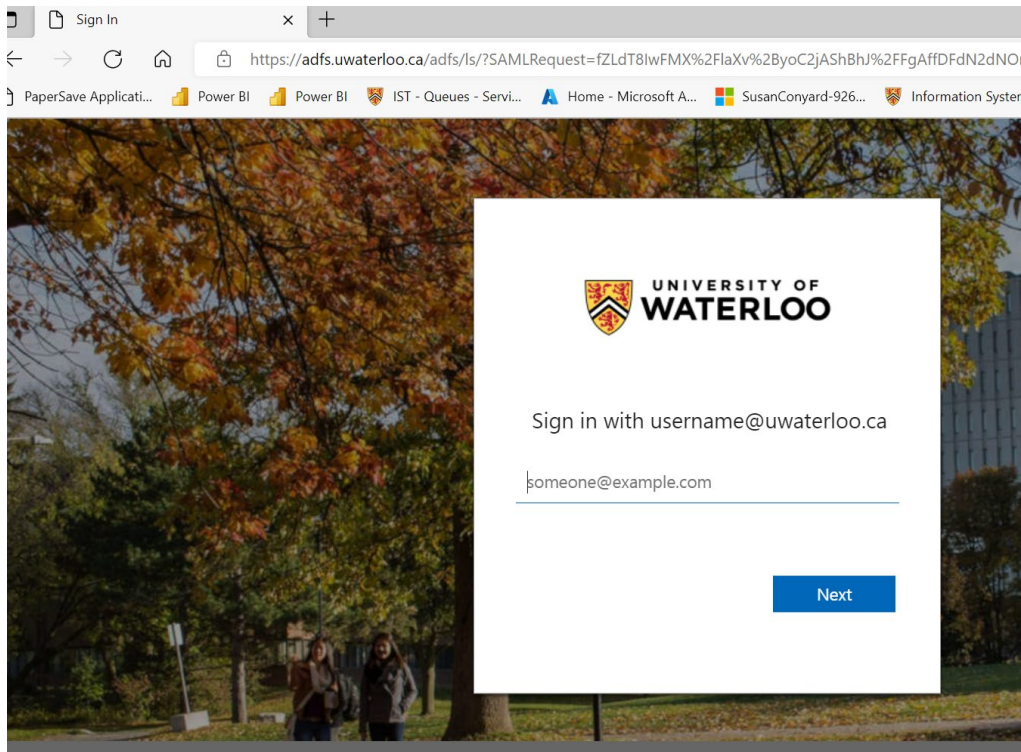
The University of Waterloo's Central Stores department provides courier shipping services for the University. The 2Ship system supports the service. 2Ship enables authorized users to create a shipment request, view the shipment request and finally track the shipment. For authorized access to the system, complete the registration form posted on the Central Stores website:

https://uwaterloo.ca/central-stores/sites/ca.central-stores/files/uploads/files/agile-access_application_form-2017-2-unit4.pdf

Access to the system is, via any browser, at

<https://ship2.2ship.com/uwaterloo>

Please note that the system access requires 2FA.





cstores1@uwaterloo.ca

Enter password

Password

[Forgot your password?](#)


Back

Sign in



For security reasons, we require additional information to verify your account (cstores1@uwaterloo.ca)

A screenshot of a mobile application interface for account verification. It features a header with the University of Waterloo logo on the left and a "Settings" button on the right. Below the header are three large green buttons: "Send Me a Push", "Call Me", and "Enter a Passcode". At the bottom, there is a checkbox labeled "Remember me for 30 days".

 ☰ Settings

Send Me a Push

Call Me

Enter a Passcode

Remember me for 30 days

Please note: if you have selected “remember me for 30 days” you won’t see “2FA push”.

Create a Ship Request

Upon entry into the system you will see the ship request screen.

The screenshot shows the 'Create a Ship Request' form. At the top, there is a navigation bar with the University of Waterloo logo, 'ADDRESSBOOK - LISTS - SHIP - MY REQUESTS', and user information: 'UNIVERSITY OF WATERLOO - 7894 / CSTORES1@UWATER...' and 'Support: 1 - 855 - 55 - 2SHIP'. The form is divided into several sections, each with a header that can be clicked to open or close the section. The 'Sender' section (S) is currently open, showing fields for Country (CANADA), Street Address (200 University Avenue West), Company (University of Waterloo), Contact Person (Central Stores), Tel # (5198884567), Email (cslores1@uwaterloo.ca), and State / Province (ONTARIO). The 'Packages' section (P) is also open, showing Packages (1) and Packaging (Your Packaging (customer su...)). The 'Additional Info' section (I) is open, showing Org Unit (5170), Fund Code (100), Work Order (10000-10134), Activity Code (100), Validated Segment (5170 100 10000-10134 100), Shipment Reference, PO # / Reference 2, Shipment Reason (Other), and Special Instructions. At the bottom, there are two buttons: 'Create Ship Request' (green) and 'Reset Ship Request' (red). A vertical green bar on the right side of the form contains the text 'live help online'.

The page is divided into sections, each section can open/close by clicking on the header of the section. For example, clicking on the word Sender, closes the sender section.

This close-up shows the 'Sender' and 'Recipient' sections of the form. The 'Sender' section (S) has a header with a blue icon and the text 'Sender', followed by a 'Default' dropdown menu and a blue icon. The 'Recipient' section (R) has a header with a blue icon and the text 'Recipient', followed by a 'Recipient Id' dropdown menu and a blue icon. Below these sections, the 'Country' field is shown with a dropdown menu set to 'CANADA' and a blue icon. The 'Street Address' field is shown as an empty text input box.

To fill out the request form.

- 1) Sender Section- This section cannot be changed. If you are creating a request on behalf of someone else in your department and would like to keep track of this, enter their name in the Shipment Reference field in the Additional Info Section

I Additional Info

Org Unit

Work Order

Shipment Reference

2) Recipient Section – All fields are required except Address2, Address3
 You can create your own address book by clicking on the blue button of the section.

Here you can see previously created recipients.

The screenshot shows the 'Recipient' management interface. At the top, there is a header with a green circle containing 'R' and the word 'Recipient'. To the right is a search box labeled 'Recipient Id' with a blue button containing a list icon. Below the header is a table titled 'Recipients' with a search bar and a list of entries. Each entry has a 'Select' button to its right.

Id	Contact Person	Company	Country	State / Province	City	Zip / Postal	Street Address	Address 2	Address 3	Email	Tel #	
Carleton	Dr Eng	Carleton University Engineering	CA	ON	Ottawa	K1S5B6	1125 COLONEL BY DR	Science Stores, Room 118, SC		sconyard@uwaterloo.ca	613-123-1234	Select
DR TEST	Dr Test	University of Toronto	CA	ON	Toronto	M5S 1A1	27 King's College Circle			drtest@mie.utoronto.ca	416-987-5435	Select
US1	Gina Allen (Sauer)	AIR CONCEPTS USA	US	FL	Stuart	34994	645 SE Central Parkway			sconyard@uwaterloo.ca	8004689873	Select

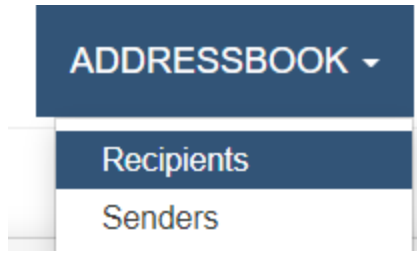
There are multiple ways to create the address book.

First, while entering the address in the recipient area, if you enter a Recipient ID in the header section, it will create the address in your book.

The screenshot shows the 'Recipient' form. The header has a green circle with 'R' and 'Recipient'. The search box contains 'Dr Vet' and has a blue button with a list icon and a green plus sign. The form fields are arranged in two columns:

- Country:** CANADA (dropdown)
- Street Address:** 50 Stone Road East
- Company:** University of Guelph
- Address 2:** UC Level 3
- Contact Person:** Dr Vet
- Address 3:** (empty)
- Tel #:** 5191231234
- City:** Guelph
- Email:** drvet@ugueph.ca
- State / Province:** ONTARIO
- Residential:** No (checkbox)
- Save / Update in Address Book:** Yes (checkbox)
- Zip / Postal:** N1G2W1 (dropdown)

Or before you start entering your Ship Request, you can click on AddressBook→Recipient



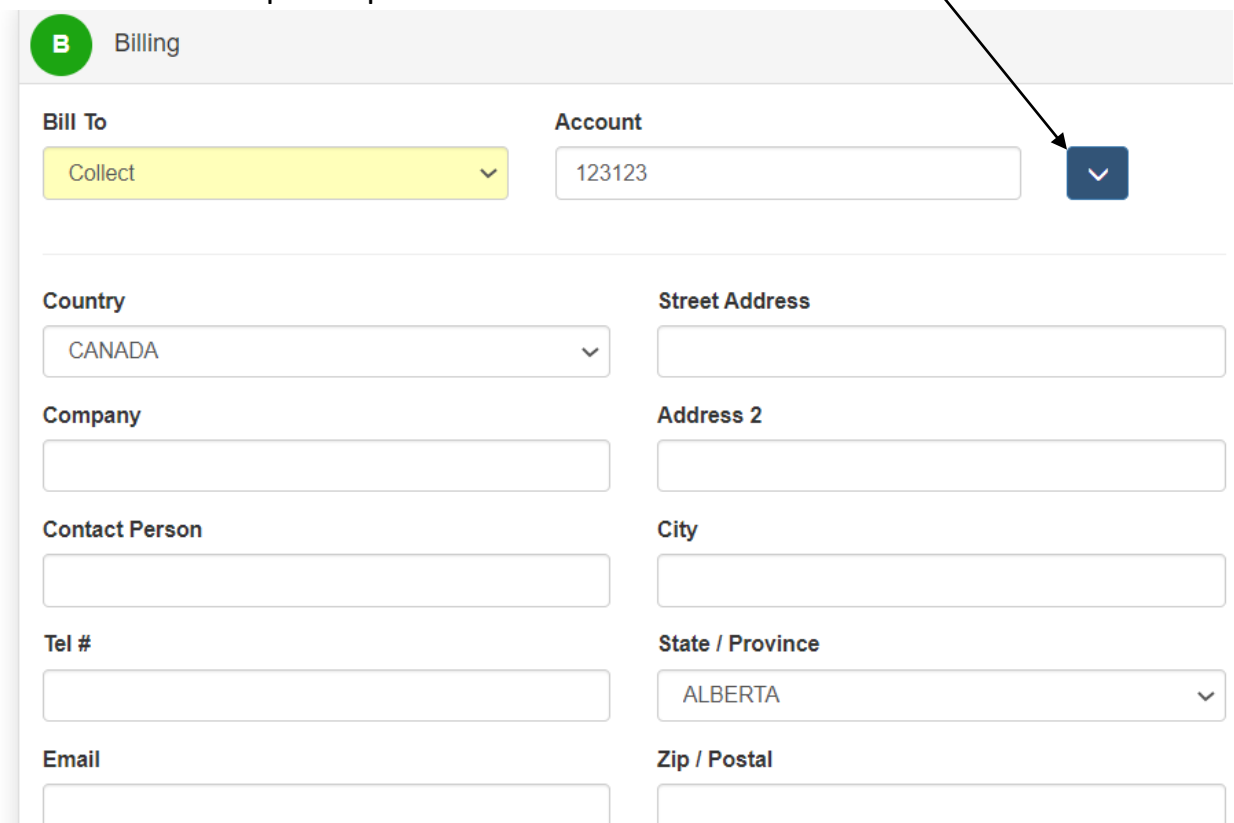
And add the user there

- 3) Billing Section – This section is for Collect/Third Party Shipments. To open the section, click on the Billing Title. Clicking on the drop down arrow, opens the selection.



The image shows a header bar with a green circle containing the letter 'B' and the word 'Billing'. Below this is a section titled 'Bill To' with a dropdown menu. The dropdown menu is open, showing four options: 'Sender', 'Recipient', 'Third Party', and 'Collect'. The 'Sender' option is highlighted in a dark grey bar, and the other options are in a light yellow bar.

After selecting the bill to option, enter the Account number, and the matching Address with the account. By clicking the blue drop down arrow, the address area opens up.



The image shows a form titled 'Billing' with a green circle containing the letter 'B'. The form has several fields: 'Bill To' (dropdown menu with 'Collect' selected), 'Account' (text input with '123123'), 'Country' (dropdown menu with 'CANADA' selected), 'Street Address' (text input), 'Company' (text input), 'Address 2' (text input), 'Contact Person' (text input), 'City' (text input), 'Tel #' (text input), 'State / Province' (dropdown menu with 'ALBERTA' selected), and 'Email' (text input). A blue drop down arrow is visible next to the 'Account' field, and an arrow points to it from the text above.

4) Packages Section

If your package has more than one box, enter it here. Do not change the Packaging type. It is always, Your Packaging (the default value)

P Packages

Packages	Packaging
<input type="text" value="1"/>	<input type="text" value="Your Packaging (customer su"/> ▼

5) Additional Info Section

Your default account is presented to you. You can change from your default account by clicking the drop down arrows.

Shipment Reference is optional, but as indicated, this where you can enter a name of someone for whom you are shipping.

PO#/Reference 2 – enter Waterloo PO number.

Shipment Reason – there is a drop down arrow for selection. If you select Other, then Shipment Reason is mandatory.

Special Instructions: anything you wish to tell the Central Stores Shipper.

For example, ship 9am, return waybill required.

Insurance Amount: if you require insurance on the shipment.

Currency: do not change. Always Canadian

Attached Documents: Do not use. Please use the next section, Order Documents, to attach documents to the shipments.

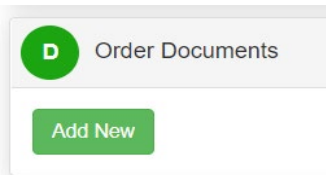
I Additional Info

Org Unit	<input type="text" value="5170"/>	Fund Code	<input type="text" value="100"/>		
Work Order	<input type="text" value="10000-10134"/>	Activity Code	<input type="text" value="100"/>	Validated Segment	<input type="text" value="5170 100 10000-10134 100"/>
Shipment Reference	<input type="text" value="Bob Smith"/>	PO # / Reference 2	<input type="text"/>		
Shipment Reason	<input type="text" value="Other"/>	Shipment Reason	<input type="text"/>		
Special Instructions					
<input type="text"/>					
Insurance Amount	<input type="text"/>	Currency	<input type="text" value="CAD"/>		
Attached Documents					
<input type="button" value="Choose Files"/> No file chosen					

6) Order Documents

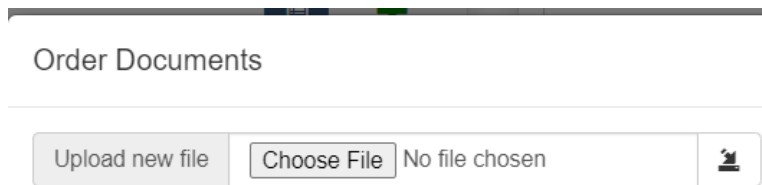
Please attach any documents that are required with the shipment.

Examples would include, Customs Letters, Manufactures Declarations, RMA

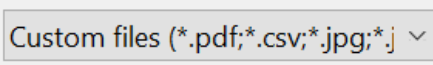


Click Add New to attach

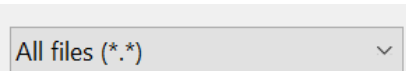
Click Choose File:



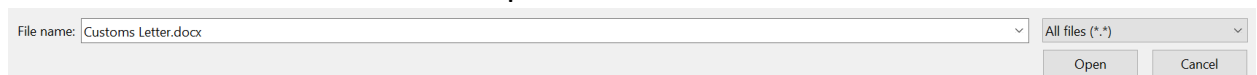
Note: in the popup to select the file, it defaults as



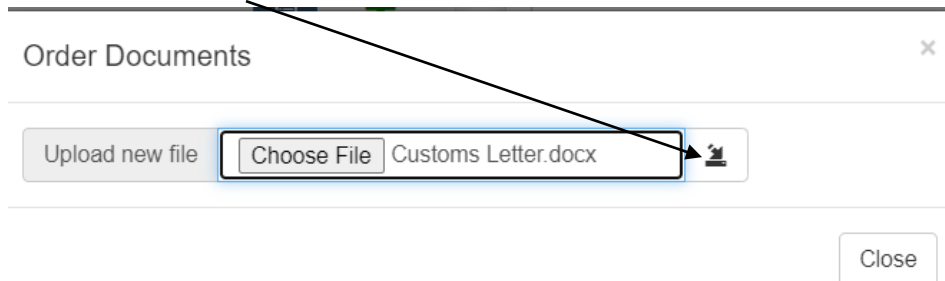
If the attachment is not this type, from the drop down arrow, select All Files



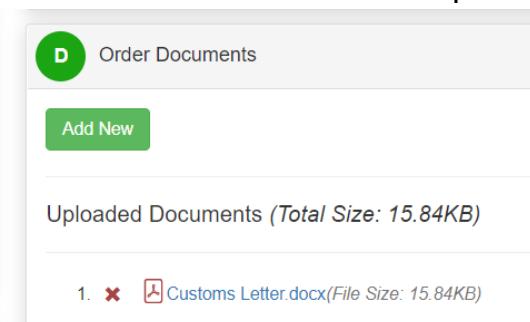
Choose the attachment. Select Open



Select the "attach" button. Then the "Close" button.



Your file is attached to the shipment. Repeat with any other files



7) Contents Section

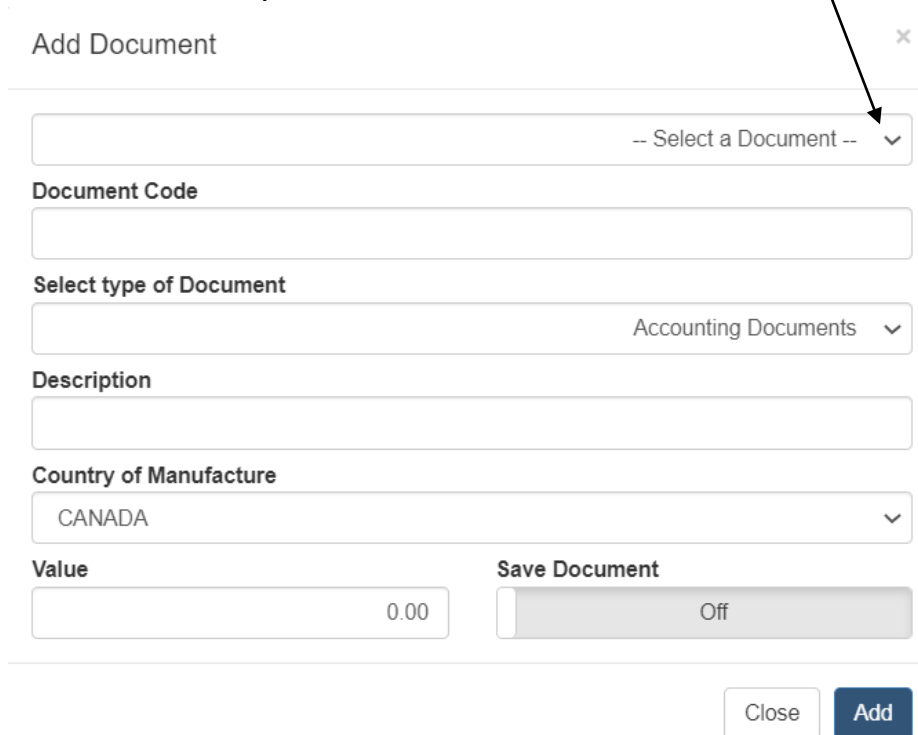
Click on Contents to open the section. Note: a shipment is either “Documents” or “Commodities” and cannot include both types.

If your shipment is “documents” only. Click “Add New”.



The screenshot shows the top navigation bar of the system. On the left, there is a green circular icon with the letter 'C' followed by the text 'Contents'. On the right, there are two tabs: 'Documents' (which is active and highlighted in dark blue) and 'Commodities'. Below the navigation bar, there is a table header with two columns: 'Nr' and 'Description'. A green button labeled 'Add New' is positioned below the 'Nr' column. A black arrow originates from the text 'Click “Add New”.' and points directly to the 'Add New' button.

Click on the drop down arrow “Select a Document” to choose the default of “Documents Only-Business Documents”



The screenshot shows the 'Add Document' form. At the top left is the title 'Add Document' with a close 'x' icon on the right. Below the title is a dropdown menu with the text '-- Select a Document --' and a downward arrow. Below this is a text input field labeled 'Document Code'. Next is another dropdown menu labeled 'Select type of Document' with the text 'Accounting Documents' and a downward arrow. Below that is a text input field labeled 'Description'. Then is a dropdown menu labeled 'Country of Manufacture' with the text 'CANADA' and a downward arrow. At the bottom left is a text input field labeled 'Value' with the number '0.00'. At the bottom right is a toggle switch labeled 'Save Document' with the text 'Off'. At the very bottom right are two buttons: 'Close' and 'Add'.

If desired, you can also click on the drop down arrow of the “Select type of Document” and choose from the pick list.

Add Document ×

Documents Only - Business Correspondence (NCV) ▼

Document Code
Documents Only

Select type of Document
Business Correspondence (NCV) ▼

Description
Business Correspondence (NCV)

Country of Manufacture
CANADA ▼

Value 1.00 **Save Document** Off

Close Add

The description can be updated as well. Click Add

Add Document ×

Documents Only - Business Correspondence (NCV) ▼

Document Code
Documents Only

Select type of Document
Business Correspondence (NCV) ▼

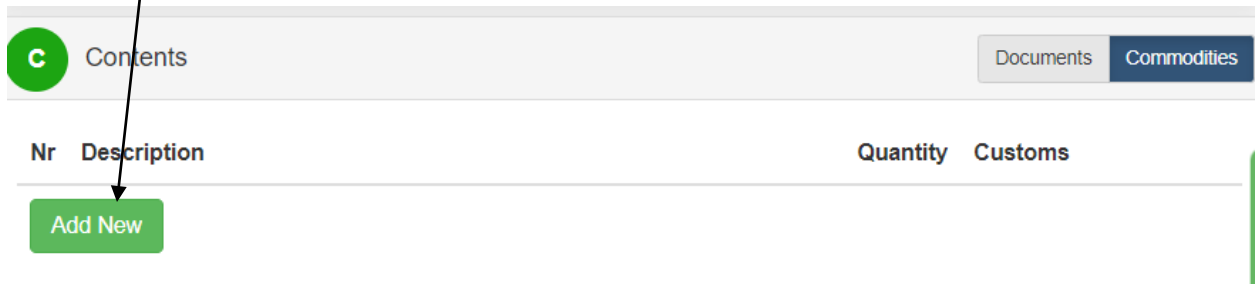
Description
Course Notes

Country of Manufacture
CANADA ▼

Value 1.00 **Save Document** Off

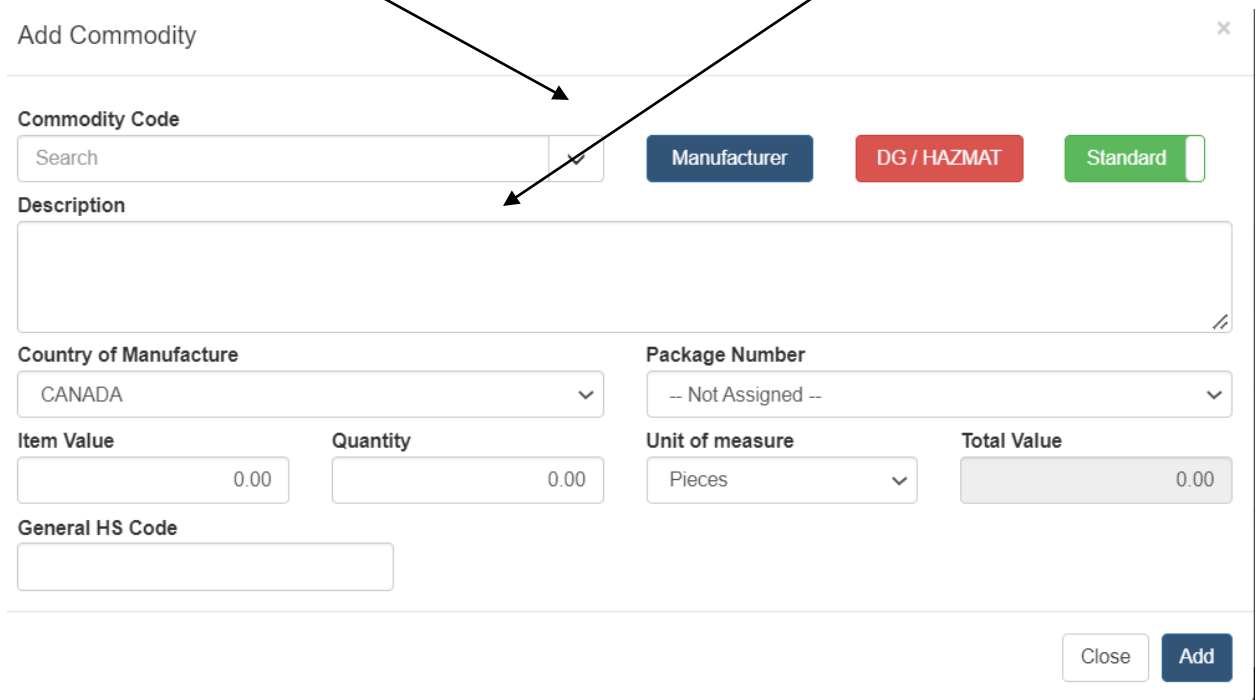
Close Add

If the shipment is "Commodities". Select the "commodities" button and Add New



The screenshot shows a web interface with a top navigation bar. On the left, there is a green circular icon with the letter 'C' and the text 'Contents'. On the right, there are two tabs: 'Documents' and 'Commodities', with 'Commodities' being the active tab. Below the navigation bar is a table header with columns 'Nr', 'Description', 'Quantity', and 'Customs'. A green 'Add New' button is positioned below the 'Description' column header. An arrow points from the text above to this button.

You can select from the drop down box. Or add your own description of the commodity



The screenshot shows a modal window titled 'Add Commodity' with a close button in the top right corner. The form contains several fields: 'Commodity Code' with a search input and a dropdown arrow; three buttons labeled 'Manufacturer', 'DG / HAZMAT', and 'Standard'; a large 'Description' text area; 'Country of Manufacture' with a dropdown menu showing 'CANADA'; 'Package Number' with a dropdown menu showing '-- Not Assigned --'; 'Item Value' and 'Quantity' input fields both showing '0.00'; 'Unit of measure' with a dropdown menu showing 'Pieces'; and 'Total Value' input field showing '0.00'. At the bottom, there is a 'General HS Code' input field and two buttons: 'Close' and 'Add'.

Each commodity must have their own line. Enter the “Item Value” and the “Quantity”

Add Commodity ✕

Commodity Code
 ▼ Manufacturer DG / HAZMAT Standard

Description

Country of Manufacture ▼ **Package Number** ▼

Item Value **Quantity** **Unit of measure** ▼ **Total Value**

General HS Code

Close Add

Repeat as necessary

C Contents Documents Commodities

Nr	Description	Quantity	Customs	
1	Test tubes	20.00	40.00	✎ ✕

Add New



When finished adding the Contents, click “Create Ship Request”

Create Ship Request Reset Ship Request

Click on the "Laser Document" to print the ship request. Please attach to your package for Central Stores

Create Ship Request...


Order #: 19830168

[Laser Document Customs Letter.docx](#)

Close

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Ship Request	
	
Ship to	
Company: University of Guelph	
Contact: Dr Vet	
Address1: 50 Stone Road East	
Address2: UC Level 3	
City: Guelph	
State: ON	
Zip / Postal Code: N1G2W1	
Tel# : 5191231234	
Country: CA	

