

Quick Reference Guide for Shipping in LDMS for the Web

Creating Shipments



The **Pending Shipments** option in the **Shipping** menu bar allows the user to set up new shipping batches and to view other pending shipments

Create Shipment

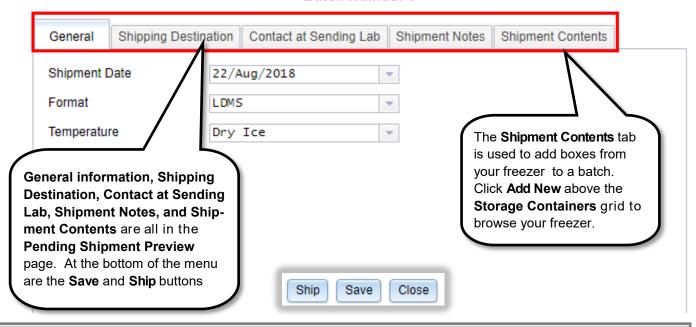
By selecting Create Shipment in the Add

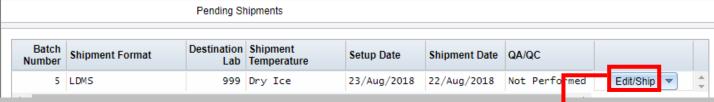
By selecting **Create Shipment** in the **Add New** box, the user is able to define information for a new batch.

Pending Shipment Preview

Pending Shipment Preview

Batch Number 5





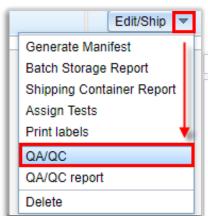
The **Edit/Ship button** opens the **Pending Shipment Preview** page and is used to setup the shipment. This page is also used to generate the shipping file (**Ship button**).





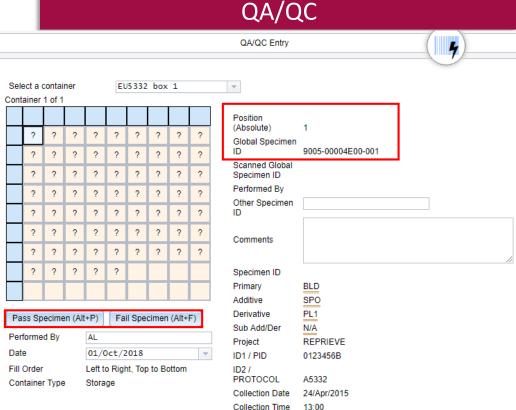
LDMS User Support

Phone: 716-834-0900 x7311 E-mail: ldmshelp@fstrf.org www.ldms.org/contact/



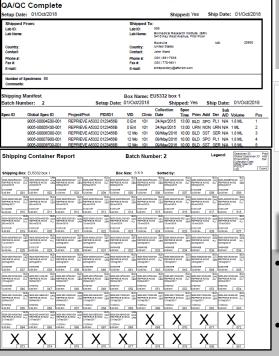
The QA/QC process verifies the physical shipping container against the manifest prior to shipping Use the Edit/Ship dropdown menu to access the QA/QC Entry window. Take the sample from the position that is displayed. If the Global specimen IDs match use the Pass button, if not use the Fail button. All aliquots must pass before creating the shipping file.

Shipping Manifest



Shipping File and Documentation

Batch Number: 2



A hard copy of the **Shipping Manifest** and **Shipping Container Report** must accompany the physical shipment to BRI After clicking the **Ship** button in the **Pending Shipment Preview** page, the **shipping file** is generated and downloaded and the shipment is moved to the **Shipment History** page. In **Shipment History**, the **View** button drop-down menu allows you to generate the **Manifest** and **Shipping Container Report**. You can also re-download the Shipping File, if a new copy is needed.

Shipment History

Shipment Shipment Destination Sending Shipment Lab Temperature Shipment Format Setup Date Shipmen Number Type 2 Sent LDMS 999 9005 Dry Ice 01/0ct/2018 01/0ct/ 1 Sent LDMS 999 9005 Dry Ice 20/Sep/201 Generate Manifest Batch Storage Report Shipping Container Report QA/QC QA/QC report Unship

Notes

Ship to BRI per assigned schedule. Please go to the FSTRF Portal in the Lab Resources Folder to see your assigned shipping schedule:

https://www.frontierscience.org/ ▶ Portal Login ▶ REPRIEVE-EU tab ▶ Lab Folder

- Shipments to BRI should be sent on Mondays, Tuesdays and Wednesdays only to assure week day delivery
- Email BRI prior to shipping to schedule the shipment or ask permission to ship another day



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