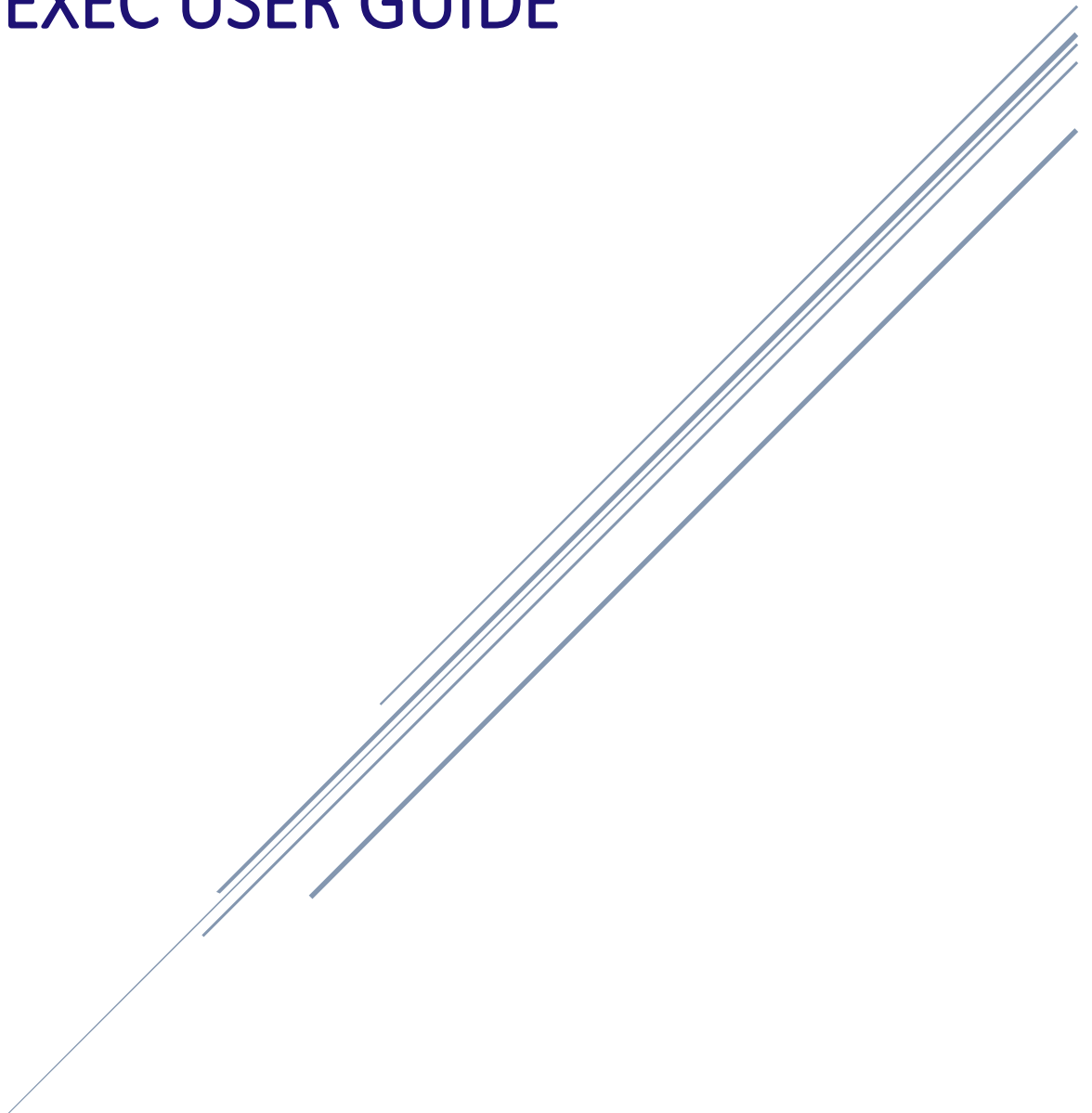


SHIPEXEC USER GUIDE



Ver150720

Getting Started

This section describes how to get started with ShipExec Thin Client.

Related Topics

[Managing User Login](#)

- [Logging on to ShipExec](#)
- [Requesting Password Reset](#)
- [Changing your Password](#)

[Managing Shipping using Standard Template](#)

- [Creating New Shipment](#)
- [History](#)

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Managing User Login

This section describes how to manage your user login experience.

Related Topics

[Logging on to ShipExec](#)

[Requesting Password Reset](#)

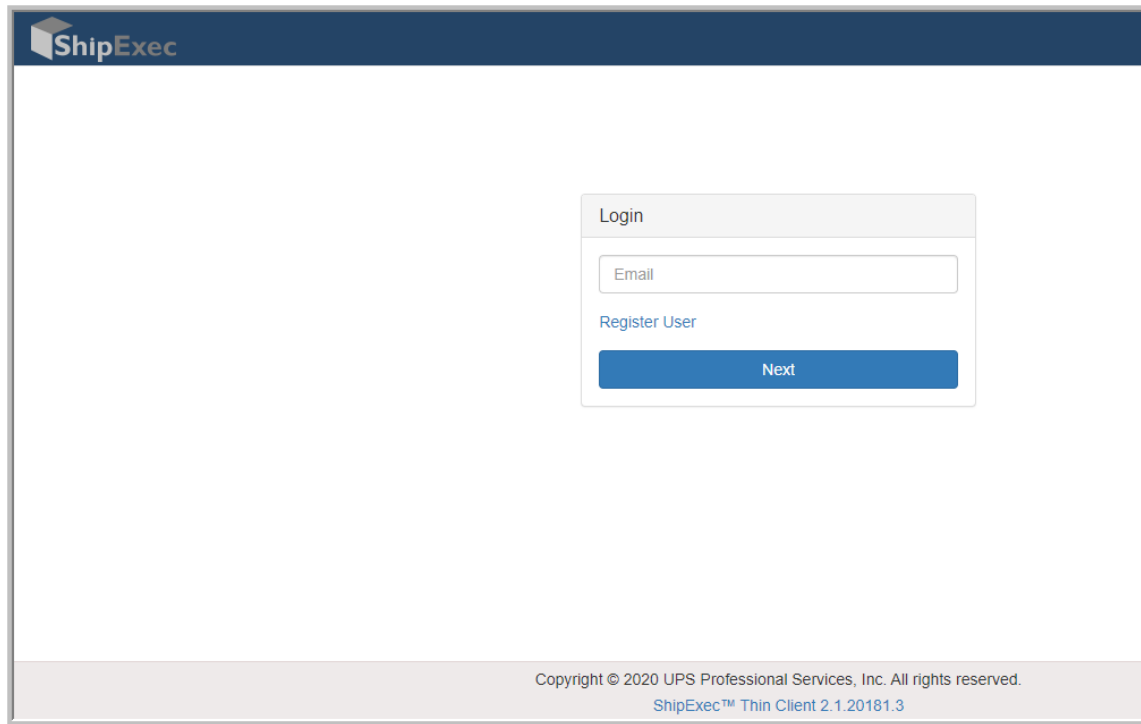
[Changing your Password](#)

[Main Page](#)

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Logging on to the Thin Client

This section describes how to log on to ShipExec : <https://thinclient.shipexec.com/Account/Login>



ShipExec

Login

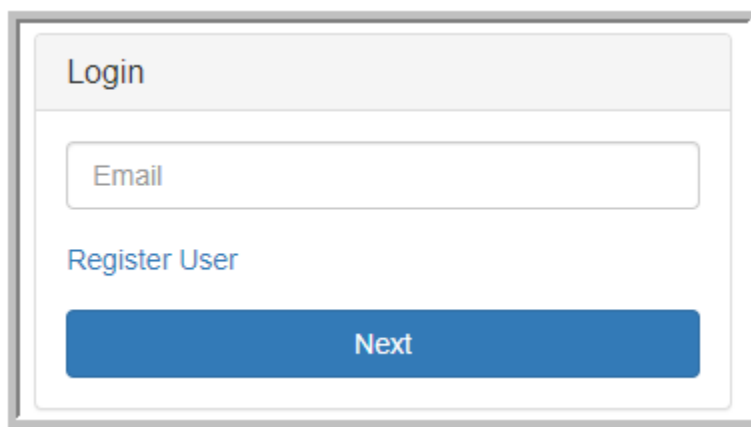
Email

Register User

Next

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ShipExec™ Thin Client 2.1.20181.3

1. Type your email ID in the **Email ID** box and click **Next**



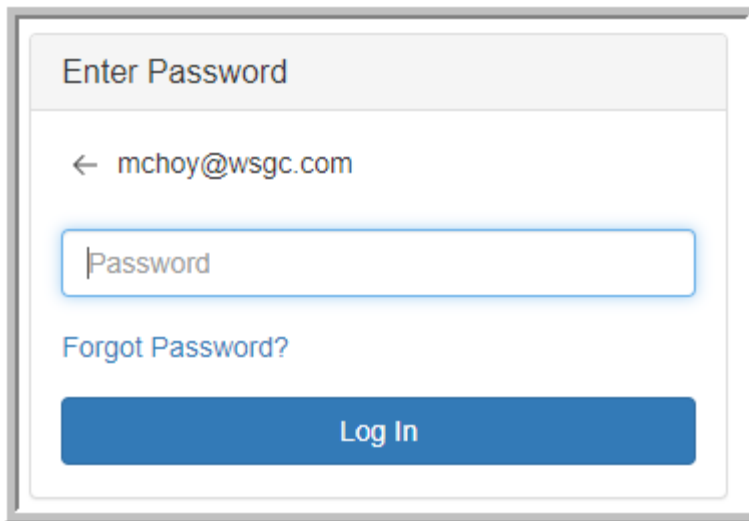
Login

Email

Register User

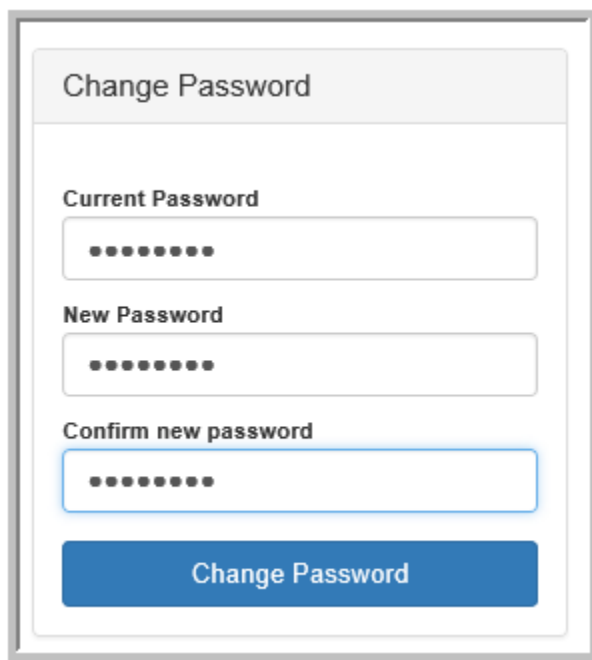
Next

2. Key in the **default password** “**Ws!@_123**” and click login



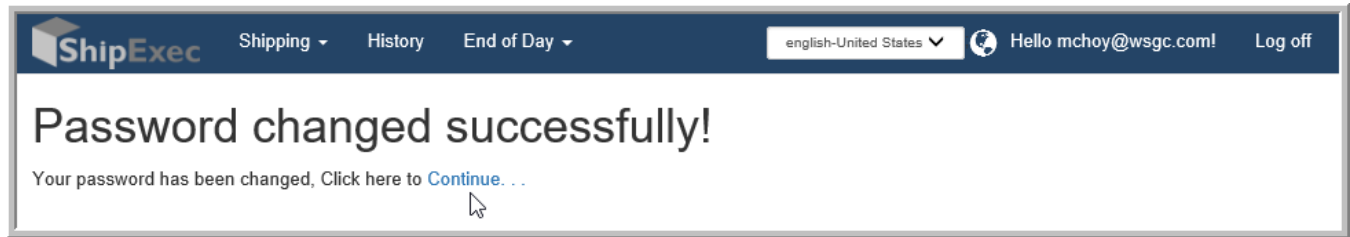
The screenshot shows a login form titled "Enter Password". At the top left, there is a back arrow icon followed by the email address "mchoy@wsgc.com". Below this is a text input field containing the word "Password". Underneath the input field is a link that says "Forgot Password?". At the bottom of the form is a blue button labeled "Log In".

3. Change the default password to one of your own choice and click **Change Password** (*Password must be at least **8 characters** long and include special characters (e.g. @, #, etc), numerals (0, 1, 2, 3....), Capital and small letters*)



The screenshot shows a form titled "Change Password". It contains three text input fields, each with a label above it: "Current Password", "New Password", and "Confirm new password". Each of these input fields is filled with eight dots, representing masked characters. At the bottom of the form is a blue button labeled "Change Password".

4. Click **Continue**. The ShipExec home page displays.



Related Topics

[Requesting Password Reset](#)

[Changing your Password](#)

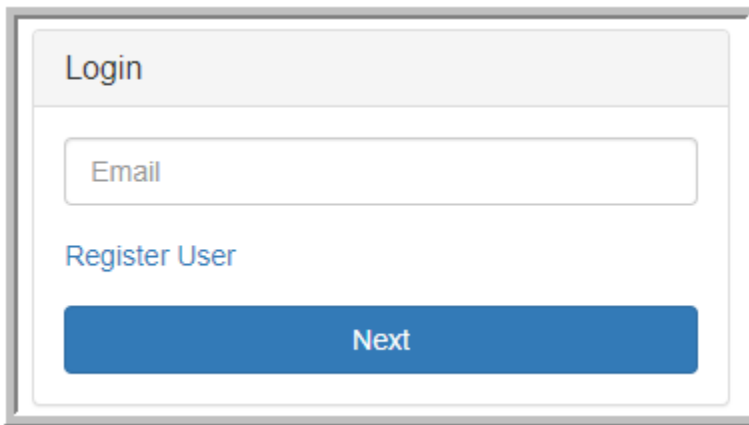
[Main Page](#)

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Requesting Password Reset

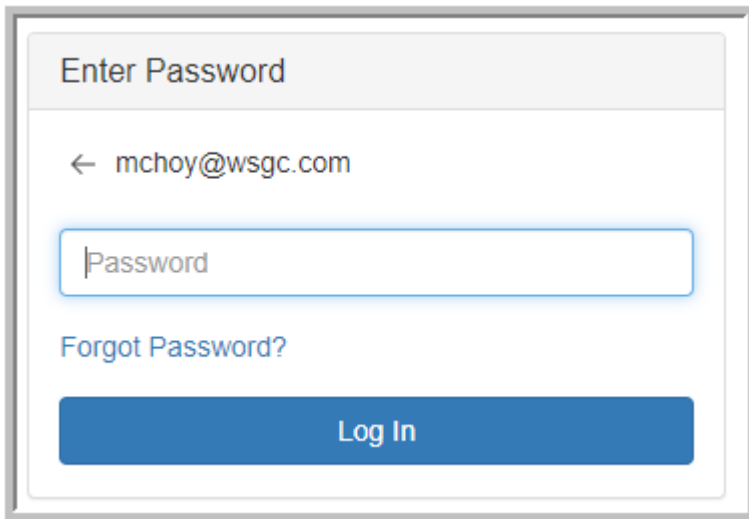
This section describes how to request a password reset in case you have forgotten your password.

1. Type your email ID in the **Email ID** box and click **Next**



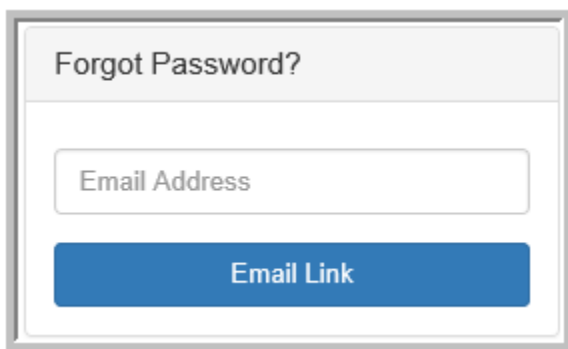
The screenshot shows a 'Login' dialog box. At the top, the title 'Login' is displayed. Below the title is a text input field labeled 'Email'. Underneath the input field is a blue link labeled 'Register User'. At the bottom of the dialog is a large blue button labeled 'Next'.

2. Click the **Forgot Password?** link.



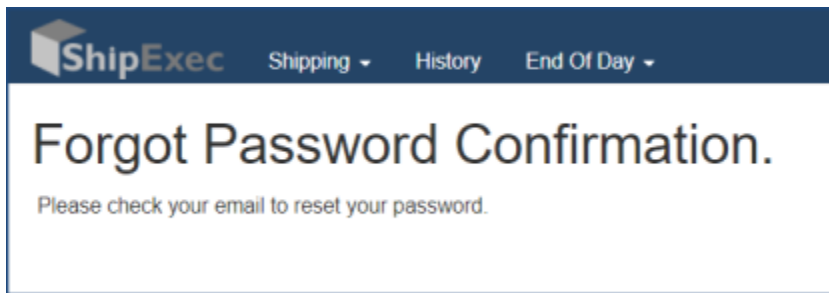
The screenshot shows an 'Enter Password' dialog box. At the top, the title 'Enter Password' is displayed. Below the title is a back arrow icon followed by the email address 'mchoy@wsgc.com'. Underneath is a text input field labeled 'Password'. Below the input field is a blue link labeled 'Forgot Password?'. At the bottom of the dialog is a large blue button labeled 'Log In'.

3. ShipExec displays the Forgot Password dialog box.



The screenshot shows a 'Forgot Password?' dialog box. At the top, the title 'Forgot Password?' is displayed. Below the title is a text input field labeled 'Email Address'. At the bottom of the dialog is a large blue button labeled 'Email Link'.

4. Type your email address in the **Email Address** box.
5. Click **Email Link**. ShipExec displays a Forgot Password Confirmation message.



6. Check your email for the temporary password. (If you do not receive the email in your Inbox, be sure to check your Junk folder.)
7. Log on again using your email address and temporary password.

*Note: it could take a while before the password reset would be sent out to your email.

Related Topics

[Logging on to ShipExec](#)

[Changing your Password](#)

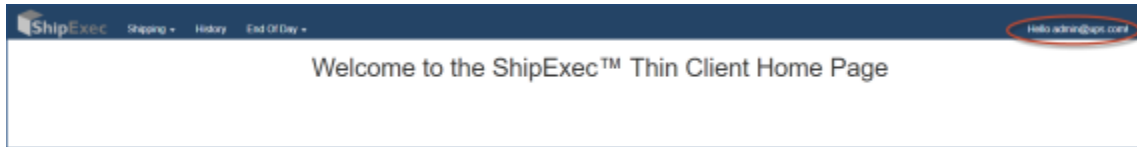
[Main Page](#)

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Changing your Password

This section describes how to change your password.

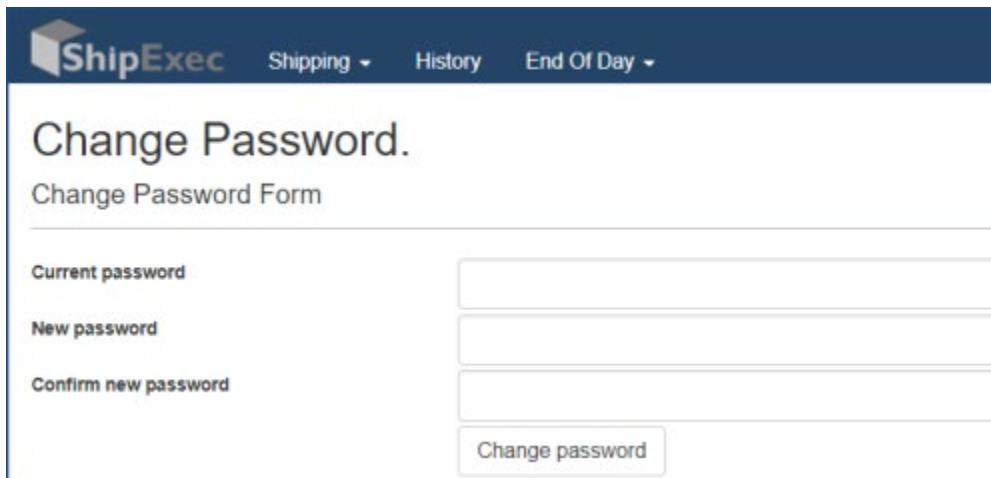
1. Log on to ShipExec.



2. On the ShipExec home page, click your username in the upper right corner. ShipExec displays the Manage page.



3. Click **Change Password**. ShipExec displays the Change Password form.



4. Type your current password in the **Current password** box.
5. Type your new password in the **New password** box.
6. Type your new password again in the **Confirm new password** box.
7. Click **Change password**.

Related Topics

[Logging on to ShipExec](#)

[Requesting Password Reset](#)

[Main Page](#)

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Managing Shipping using Standard Template

This section describes how to manage your shipments using the standard template.

Related Topics

[Creating New Shipment](#)

[History](#)

[Main Page](#)

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Creating New Shipment

1. On the Shipping tab, click Shipping **and** Rating.

The screenshot shows the 'Create a Shipment' interface in ShipExec. At the top, there are navigation tabs: 'Shipping', 'History', and 'End of Day'. The 'Shipping' tab is active, and its dropdown menu is open, with 'Shipping and Rating' selected and circled in red. Below the navigation, there are buttons for 'Ship To' and 'Pickup From', and a search icon. The 'Enter Ship To Code' field is empty. To the right, there are input fields for 'Company *', 'Attention *', 'City *', 'State *', 'Zip *', and 'Country or Territory'. Below these are 'Phone' fields. The main form area is divided into sections: 'General' (with a 'Shipment Information' sub-section containing 'Monetary Value' and 'Description Of Goods'), 'Package Information' (with 'Package Number', 'Packaging', 'Weight', and 'Dimension' fields), and 'Goods' (with an 'Add Commodity' button). At the bottom right, there are 'Reset' and 'Continue' buttons.

2. Enter Ship-to Code and click on the magnifying class (refer to the print screen).

Note: Destination/Recipient details would automatically pop up.

The image shows two side-by-side screenshots of the 'Address Information' form. The left screenshot shows the 'Enter Ship To Code' field with 'sydney-ej' entered. A red arrow points to the magnifying glass icon next to the search field. A blue arrow points to the right screenshot, which shows the form populated with details for 'sydney-E'. The details include: Company * (Williams-Sonoma Inc), Attention * (WS SYDNEY), City * (NEW SOUTH WALES), State * (AU), Zip * (2175), and Country or Territory (Australia). The 'Phone' field is also populated with '61-403-367-783'.

3. Click on the **Pickup From** tab

The screenshot shows the 'Create a Shipment' form with the 'Address Information' section. Two tabs are visible: 'Ship To' and 'Pickup From'. The 'Pickup From' tab is highlighted in yellow, and a red arrow points to it from the left.

4. Key in your User ID and click on the magnifying glass

The image shows two side-by-side screenshots of the 'Create a Shipment' form. The left screenshot shows the 'Pickup From' tab with a magnifying glass icon and a text input field containing 'djohnson'. A red arrow points to the magnifying glass icon. A blue arrow points from the left screenshot to the right screenshot. The right screenshot shows the same form with the search results populated: 'Enter Your User ID' is 'djohnson', 'Company Name' is 'Williams-Sonoma Inc', and 'Attention *' is 'Store Manager'.

5. **“General”** Column

The screenshot shows the 'Create a Shipment' form with the 'Address Information' section. A 'General' column is visible on the right side, highlighted with a red arrow pointing to it.

- Shipping Information
 - Currency defaults as “USD” only.

The screenshot shows the 'General' column of the 'Create a Shipment' form. The 'Shipment Information' section is visible. The 'Monetary Value' field is highlighted in yellow. Below it are the 'Description Of Goods' field and a checkbox for 'Documents of No Commercial Value'.

- Package Information
 - Add Package Number as necessary
 - Please select UOM “KG” for shipment to Australia or UK
 - Please select UOM “LBS” for shipment to any other countries

Package Information

Package Number 1 ▼ of 1 + ×

Packaging Customer Packaging ▼

Weight LB ▼

Dimension L X W X H In ▼

PO / comments

Goods

- Click **Add Commodity**

General

Shipment Information

Monetary Value ▼

Description Of Goods

Documents of No Commercial Value

Package Information

Package Number 1 ▼ of 1 + ×

Packaging Customer Packaging ▼

Weight LB ▼

Dimension L X W X H In ▼

PO / comments

Goods

Add Commodity ←

No commodities added

- Pop-up Window appears
 - Enter Unit Weight and select UOM
 - Enter Quantity Shipped and select UOM
 - Enter Unit Value
 - Enter Description of Goods (no limit on number of characters here; Users are required to use the auto-generated invoice and labels for shipment purpose, please key in product description here).=> refer to page for the screen shot.
 - Enter Origin Country

- Click **“Continue”**

Code	Description	Quantity	Unit Value	Action
test	test	1 PC	10.00 USD	

5 10 15 20

Reset Continue

6. Shipment Receipt appears via Pop-up Window

« Previous

Package #1

Next »

Print All Package Documents

« Previous

Document #1: Shipment Receipt

Next »

Print All Documents

Page #1

Print Document

ShipExec™ Shipment Receipt

Transaction Date: Sunday, July 8, 2009

Address Information

Ship to WE SYDNEY Williams Science Inc 8 Mills Avenue NEW SOUTH WALES AU 2116	Shipper WSI WILLIAMS SCIENCE THE EXCHANGE BUILDING, 47C OXLEY Joni Lonsdale 2362	Ship From Ship's Manager Williams Science Inc 6000 Centre Blvd Lansing, MI 48912
---	--	--

Financial Information

Service: UPS Certified (CS) Express

Package Information

Fig No	Tracking No	Packaging Type	Actual Wt	Estimate Wt	Insured Value
1	1Z3347708950000366	Customer Packaging	10.0	10	6.00

Billing Information

Payment of Transaction: Prepare aDDP
 Total: All Charges in USD\$1060.70

For detailed information, refer to the terms and conditions of the applicable base.

For delivery and guarantee information, see the UPS Service Guide. To speak to a customer service representative, call 1-800-GO-UPS for domestic services and 1-800-782-7836 for international services.


**Rate includes a fuel surcharge.

**An charge for handling duties and taxes is not included.

Response time for loss or damage:

Unless a greater value is received, if the insured value is not appropriate for the UPS shipping system used, the shipper agrees that the insured value of each package covered by this rate plan is no greater than \$100, which is non-negotiable, under the circumstances surrounding the transaction. UPS does not accept for international end-user's requested service through the internet are prohibited from shipping packages with a value of more than \$50,000. The maximum liability per package assumed by UPS will be a total \$100, regardless of the purchase of insurance. For protection in excess of \$100, The maximum liability per package assumed by the applicable insurance company shall not exceed \$20,000 less \$100. Claims not made within nine months after delivery of a package or twelve months for international shipments, shall be deemed waived. The entry of a C.O.D. amount is not a declaration of the value for insurance purposes. All checks or other negotiable instruments received in payment of C.O.D. will be accepted by UPS. Shipper's risk. UPS shall not be liable for any special, incidental, or consequential damages.

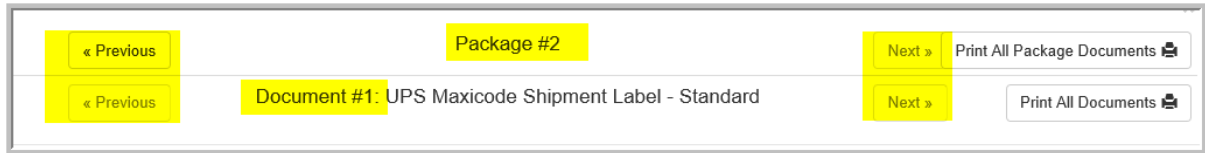
7. Click "Next" for Commercial Invoice (please check description of Good, especially if description is long).

COMMERCIAL INVOICE		Page 1																		
FROM Tax ID/VAT No.: Contact Name: ARSIF ALI DYNATECH EXPORTS 7, KM, STONE, KANTH ROAD, PREM NAGA DYNATECH EXPORTS MORADABAD, India Phone: 915912451252	Shipment ID: A0031BCM2K4  Exporting Carrier: UPS Invoice No.: 05902-013100-0058 Date: 7/14/2020 PO No.: WS Walnut Creek (104-WS-R) Terms of Sale(Incoterm): Reason for Export:																			
SHIP TO Tax ID/VAT No.: Contact Name: Store Manager Williams-Sonoma Inc 1470 Mount Diablo Blvd. Walnut Creek, CA 94596-0000 United States Phone: 19252101215	SOLD TO INFORMATION Tax ID/VAT No.: Contact Name: Same as Ship To																			
Units	U/M	Description of Goods/Part No.	Harm. Code	C/O	Unit Value	Total Value														
1		PC Précis Metro reports offer concise analysis and data on the current and expected economic conditions for all U.S. metropolitan areas. Each five-page report covers an individual metro area and includes a five-year forecast from Moody's Analytics' simultaneous econometric model, which is updated monthly. Reports may be purchased on a one-time or subscription basis.		RD	50.00	50.00														
Additional Comments:																				
Declaration Statement:				<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Invoice Line Total:</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td style="padding-left: 20px;">Discount/Rebate:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 20px;">Invoice Sub-Total:</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td style="padding-left: 20px;">Freight:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 20px;">Insurance:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 20px;">Other:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 20px;">Total Invoice Amount:</td> <td style="text-align: right;">50.00 USD</td> </tr> </table>			Invoice Line Total:	50.00	Discount/Rebate:	0.00	Invoice Sub-Total:	50.00	Freight:	0.00	Insurance:	0.00	Other:	0.00	Total Invoice Amount:	50.00 USD
Invoice Line Total:	50.00																			
Discount/Rebate:	0.00																			
Invoice Sub-Total:	50.00																			
Freight:	0.00																			
Insurance:	0.00																			
Other:	0.00																			
Total Invoice Amount:	50.00 USD																			
Shipper:	Date:			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Total Number of Packages:</td> <td style="text-align: right;">1</td> </tr> <tr> <td style="padding-left: 20px;">Total Weight:</td> <td style="text-align: right;">50.00 LBS</td> </tr> </table>	Total Number of Packages:	1	Total Weight:	50.00 LBS												
Total Number of Packages:	1																			
Total Weight:	50.00 LBS																			

8. Print All Package Documents at the top right-hand corner



9. Click Previous or Next if you want to view the shipping documents that have been generated prior to printing



Related Topics

[History](#)

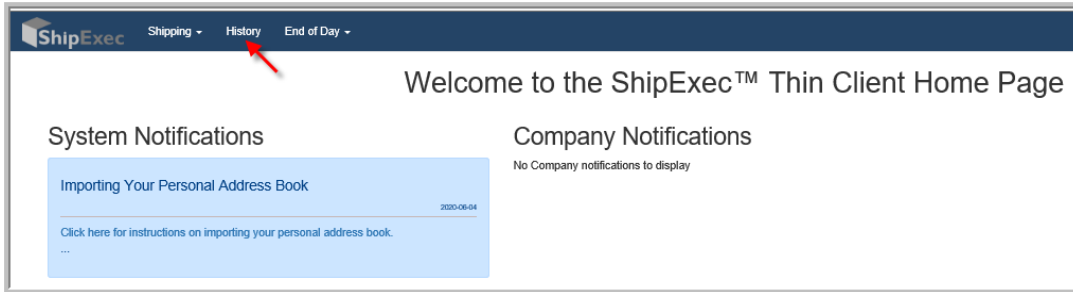
[Main Page](#)

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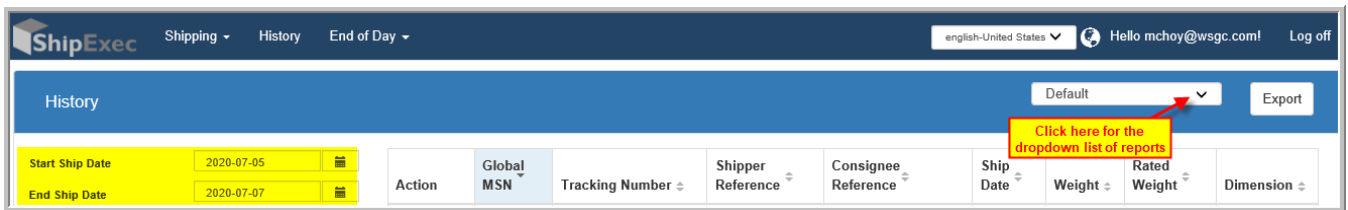
History

This topic describes how to display your shipment history, void and re-print the shipping documents created in this platform.

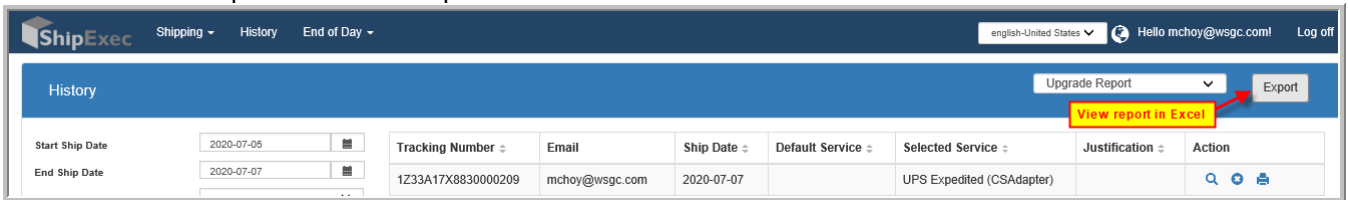
1. Click on "History" tab



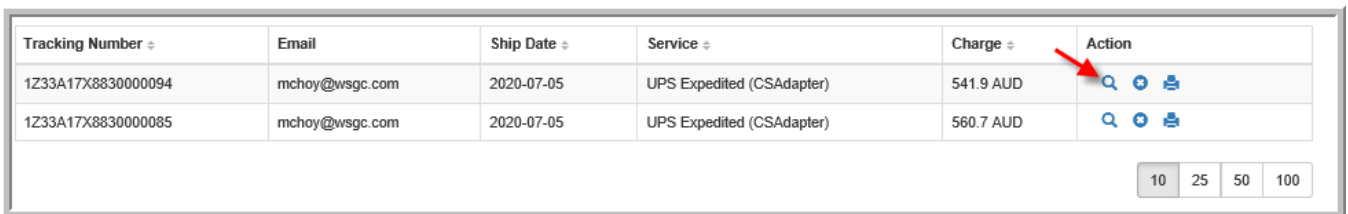
2. You can select any Date and Reports that you want to view



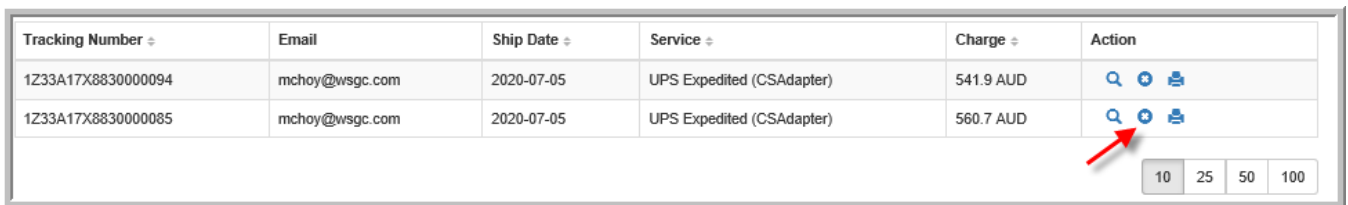
- Click on Export to view the report in Excel Format










3. Click [Search] to view the last package details.




4. Click [Delete] to delete any shipment.



5. Click  to print the shipment label

Tracking Number	Email	Ship Date	Service	Charge	Action
1Z33A17X8830000094	mchoy@wsgc.com	2020-07-05	UPS Expedited (CSAdapter)	541.9 AUD	  
1Z33A17X8830000085	mchoy@wsgc.com	2020-07-05	UPS Expedited (CSAdapter)	560.7 AUD	  



Related Topics

[Creating New Shipment](#)

[Main Page](#)

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