FedEx Sample Shipping Web Portal

Access to the Web Portal

   https://www.vsoship.com

   1. Click on the "FedEx" button
   2. Password = vs!2017

This takes you to a screen with the information required to generate a sample label (up to 4 samples per session).

It is required that the user enter their e-mail and phone number each time to identify who generated the sample and for the email containing shipping conformation and tracking links.

Sample Label Entry

- Select the number of samples being sent it (1 – 4)
- Name the storage tank that the sample is being pulled from
- Select the type of test being requested (Nozzle, Bottom Tank, Lubricity or other).
- Check if the sample is treated with additive or not.
- If "Treated" is selected, another drop-down list will appear with the additive/s that your location should be using.
- The treat rate is also a drop-down list containing the location's known treat rate.

Once all fields are completed, click the "Create" button

Printing

A PDF document of the FedEx label and below, its corresponding Sample Bottle label will display. Click on the printer Icon to print labels.
The print layout is configured to print 2 sets of labels per page. These can either be printed on standard 8 ½ x 11 paper or a standard 4-up Avery label sheet with adhesive backing.

Make sure that the FedEx label above the sample label is used for that sample. Each FedEx number is associated with only one sample and tracked accordingly.

Note: Some printer settings may save the PDF in a downloads folder or alternative file path set by your browser. You may need to open the file from there to preview and print the labels. You will also receive an e-mail confirmation which includes a link to reprint the labels if necessary.

For assistance, please call:
- Phil Bartlett at (503) 450-6385 or Brett Davies at EMTEC (303) 883-3180

emtec
ENERGY AND MAINTENANCE TECHNOLOGIES

Home Shipping Instructions Winter – Best Practices Cold Flow Testing Microbial and Water Testing

Keep Your Fuel Clean & The Bugs Out!

Microbial and Water Testing

To create a shipment, click on the FedEx Button.
This takes you to the Password Protected page
for FedEX.
Password: vs!2017

Ship Sample

FedEX and Sample Label Generating Portal

Shipping Instructions

Instructions on packaging and shipping samples

Winter Best Practices

FAQ's on preparing fuel for cold weather operability

Client Portal

Enter Client Portal for laboratory test results

Protected: Ship Sample

NOTE: SOME BROWSERS PREVENT POP-UPS: PLEASE TEMPORARILY DISABLE THE BLOCKER OR SELECT SETTINGS AND ADD HTTPS://VSOSHIP.COM TO ALLOWED SITES.

Use the search box and enter your Site ID or Account Number to locate your site. Most fields will auto-populate. Enter your name and e-mail (mandatory) and select the number of samples you are returning back to the Lab. Additive data and treat-rates available to you in the drop-down list are only the values specific to your location.

Find and select your Site

Find by Site ID or FedEx account number: [   ] [Search] | New Search

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Enter your SIC and Press search button

Protected: Ship Sample

Use the search box and enter your Site ID or Account Number to locate your site. Most fields will auto-populate. Enter your name and e-mail (mandatory) and select the number of samples you are returning back to the Lab. Additive data and treat-rates available to you in the drop-down list are only the values specific to your location.

Find and select your Site

Find by Site ID or FedEx account number: [XCR]   [Search] | New Search

Site ID	city	state	
XCR / 02822	Cedar Rapids	IA	Select this Site

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The software will find your location or give you a list to choose from, (if more than one is found).
Press "Select this Site" to load your site data into the portal.

Protected: Ship Sample

Use the search box and enter your Site ID or Account Number to locate your site. Most fields will auto-populate. Enter your name and e-mail (mandatory) and select the number of samples you are returning back to the Lab. Additive data and treat-rates available to you in the drop-down list are only the values specific to your location.

New Return

Site ID
XCR / 02822

Company Name
[XPO Logistics]

Your FedEx Account
449834380

Location Name
[XCR- CEDAR RAPIDS]

Address 1
[651 50th Avenue Drive V]

Address 2
[ ]

City
[Cedar Rapids]

State
[IA]

All your site Data will auto-populate.
You are required to enter your name and e-mail in order to complete the process.

Scroll down to see other fields relating to the sample you are submitting.

FROM: (319) 363-6513
Brett
XPO Logistics
651 50th Avenue Drive W

Cedar Rapids IA 52404
US

SHIP DATE: 05OCT19
ACTWGT: 3.00 LB
CAD: 250044587/WSXI3400
DIMMED: 12 X 6 X 6 IN

BILL 3rd PARTY

TO VSO Returns
Innospec Fuel Specialities

200 Executive Drive

Newark DE 19702   (US)
(302) 451-1302   REF: TANK ONE
INV:
PO: DEPT:

FedEx Ground

G

TRK# 7765 2259 0173

19702

9622 0417 3 (000 000 0000) 0 00 7765 2259 0173

Click on the printer to create label.

NOTE: Some browsers will block pop-ups or local IT security will prevent the image from displaying. If possible, make VSOship.com a trusted site and disable the pop-up blocker.

If you are still unable to print the label, e-mail brett@emtec.net with the data of the sample you are trying to submit, and we will send you a PDF of the label to print locally.

1a FROM: (319) 363-6513
Brett
XPO Logistics
651 50th Avenue Drive W
Cedar Rapids IA 52404
US

SHIP DATE: 07OCT19
ACTWGT: 3.00 LB
CAD: 250044967/WDX0400
DIMMED: 12 X 6 X 6 IN
BILL 3rd PARTY

TO VSO Returns
Innospec Fuel Specialities
200 Executive Drive

Newark DE 19702 (US)
(302) 451-1302   REF: TANK 1
NV
PO: DEPT:

FedEx. Ground
G

1 of 2
TRK# 7765 5457 6131
MASTER
19702

9622 0417 3 (000 000 0000) 0 00 7765 5457 6131

2a FROM: (319) 363-6513
Brett
XPO Logistics
651 50th Avenue Drive W
Cedar Rapids IA 52404
US

SHIP DATE: 07OCT19
ACTWGT: 3.00 LB
CAD: 250044967/WDX0400
DIMMED: 12 X 6 X 6 IN
BILL 3rd PARTY

TO VSO Returns
Innospec Fuel Specialities
200 Executive Drive

Newark DE 19702 (US)
(302) 451-1302   REF: TANK 2
NV
PO: DEPT:

FedEx. Ground
G

2 of 2
MPS# 7765 5457 7403
Mstr# 7765 5457 6131
19702

9622 0417 3 (000 000 0000) 0 00 7765 5457 7403

Example of 2 labels generated. Always use the FedEx label above the Sample Bottle label for that sample. Each sample is matched to its corresponding FedEX Tracking Number.

1b innospec▶ VSO Diesel Fuel Sample Programs

XPO Logistics
XCR / 02822
651 50th Avenue Drive W
Cedar Rapids, IA
52404
Email: Brett@emtec.net
Phone: (319) 363-6513

Date Drawn: 10/7/2019
Sample ID: Tank 1

☒ Cold Flow, tank or rack sample (winter months only)

☐ Tank Maintenance, bottom drawn sample (all year)

☐ Lubricity/Conductivity

☐ Other:

☒ Treated Sample   ☐ Untreated Sample

Product treated w/: Powerguard 2741   Treat Rate:
1:1000

Lab Only:
1☐   2☐   3☐   4☐   5☐
6☐   7☐   8☐   9☐   10☐

2b innospec▶ VSO Diesel Fuel Sample Programs

XPO Logistics
XCR / 02822
651 50th Avenue Drive W
Cedar Rapids, IA
52404
Email: Brett@emtec.net
Phone: (319) 363-6513

Date Drawn: 10/7/2019
Sample ID: Tank 2

☒ Cold Flow, tank or rack sample (winter months only)

☐ Tank Maintenance, bottom drawn sample (all year)

☐ Lubricity/Conductivity

☐ Other:

☒ Treated Sample   ☐ Untreated Sample

Product treated w/: Powerguard 2741   Treat Rate:
1:1000

Lab Only:
1☐   2☐   3☐   4☐   5☐
6☐   7☐   8☐   9☐   10☐

Make sure Sample Bottle Label is affixed to the actual sample bottle and the FedEx label is placed on the shipping box.

NB: Call FedEx to schedule a pick-up. The program will not schedule a pick-up by just creating the labels.