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 $8 \frac{1}{2} \times 11$ 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



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.



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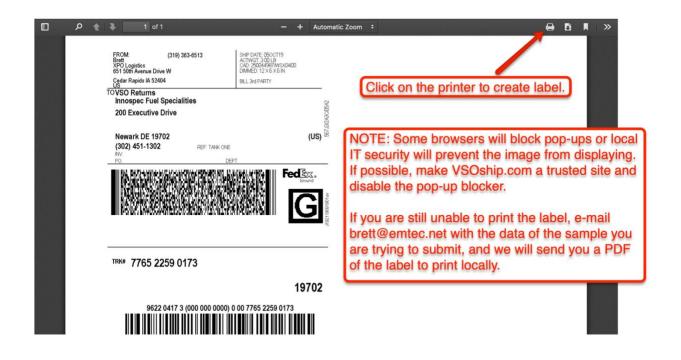
Find by Site ID or FedEx account number: XCR Search | New Search Site ID city state XCR / 02822 Cedar Rapids IA Select this Site The software will find your location or give you a list to choose from, (if more than one is found). Press "Select this Site" to load your site data into the portal.

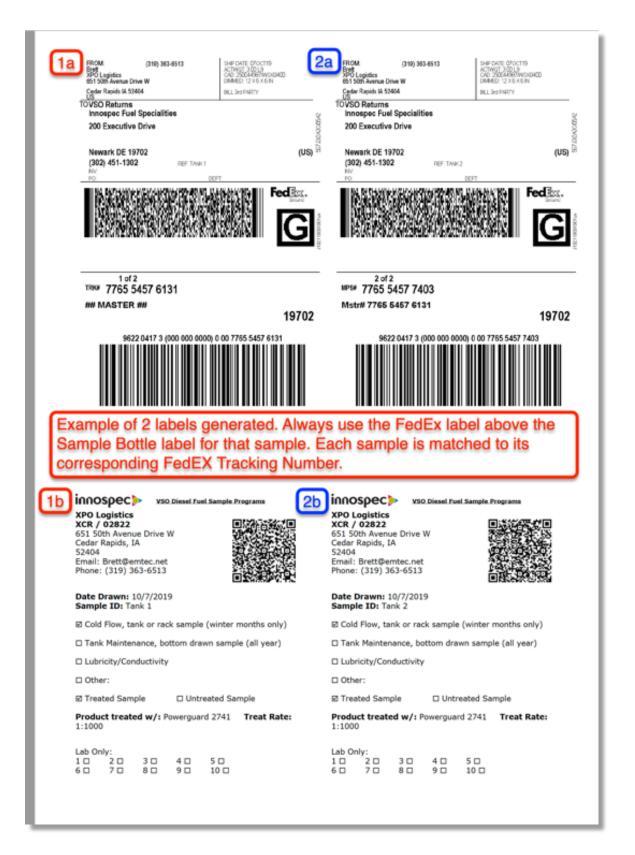
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Make sure Sample Bottle Label is affixed to the actual sample bottle and the FedEx label is placed on the shipping box.

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