

How to ?

=> Track my shipment on ISPyB

Tracking your shipment & contents (Dewars, toolboxes etc) allows you to follow the progress of your shipment from your home Lab to ESRF

Procedure summary :

Creation date: Tue Feb 25 09:10:34 CET 2014

Shipment label: Test

Number of dewars: 1

Number of other components (i.e. toolbox, laser,...): 0

Beamline / Experiment: No session available

Comments:

Lab-contacts: MONACO-ESRF

Return address is identical as sending address (Y/N): ☒

If No, Lab-Contact for Return: MONACO-ESRF

Courier accounts details for return

These informations are relevant for all shipments.

Courier company (if ESRF sends a dewar back):

Courier account: undefined

Billing reference: undefined

Average Customs value of a dewar (Euro): 0

Average Transport value of a dewar (Euro): 0

Save Save and Edit

Create a Lab-contact



Creation date: Tue Feb 25 12:45:40 CET 2014

Shipment label:

Number of dewars:

Number of other components (i.e. toolbox, laser,...): 0

Beamline / Experiment: 25.02.2014 (023-1)

Lab-contacts: select a contact card

Return address is identical as sending address (Y/N): ☐

If No, Lab-Contact for Return: select a contact card

Courier accounts details for return

These informations are relevant for all shipments.

Courier company (if ESRF sends a dewar back):

Courier account:

Billing reference:

Average Customs value of a dewar (Euro):

Average Transport value of a dewar (Euro):

Save Save and Edit

Create a shipment in ISPYB



Creation date: 2014-02-25 15:07:00.0

Courier company:

Tracking number for Dewar:

Save

Warning: Once you've sent the shipment to The ESRF, you won't be able to modify the content of the shipment (dewars, containers, samples,...) and the information above. You will still be able to change sessions, add comments and modify Lab-Contacts.

Organise the departure of your shipment and fill the tracking info in ISPYB



2) OUTWARD BOUND ADDRESS LABEL: affix this to your transport container

Barcode: 6 5 8 7 0 3 0 6 5 4 5

TO: ESRF Magasin
6 rue Jules Horowitz
38042 Grenoble
FRANCE
Tel: +33 (0)4 76 88 2733
+33 (0)4 76 88 7352
Fax: +33 (0)4 76 88 2347

Frozen samples in Dry-Shipper for experiments at ESRF

Not restricted, As per IATA special provision A152

Parcel label

Shipment: 1

Number of parcels: 1

Proposal number: M215

Beamline: unknown

Experiment date: unknown

Local contact: unknown

FROM: (Lab-contact sending)

MONACO Shipphone
E.S.R.F.
6 rue Jules Horowitz
B.P. 250
F-38042 Grenoble Cedex
France
Tel: 33 (0)4 76 88 20 86 Fax:

THIS WAY UP

HANDLE WITH CARE DO NOT DROP

Print your labels

How to ?

=> Track my shipment on ISPyB

Step 1/4 : Create a Lab-contact

=> If your lab-contact already exists please go directly to step 2

Lab-contacts > Create > LabContact

Lab-contacts | Shipment | Samples | Prepare experiment

► Create

- LabContact

► View

- LabContacts

New/Edit LabContact

Scientist name

Scientist firstname

Search contact

• No match found in SMIS Database.

New/Edit LabContact

Scientist name

Scientist firstname

Search contact

Select the scientist contact

Scientist name	Scientist first name	Lab name	Action
Monaco	Stéphanie	ESRF	Select
Monaco	Stéphanie	ESRF	Select
Monaco	Stéphanie	ESRF	Select
Monaco	Stéphanie	ESRF	Select

• (The following lab-contact card already exists)

New/Edit LabContact

Lab-contact card

Card name

Contact person info

Family name

First name

Telephone

Fax

Email

Laboratory info

Lab name

Lab address (*)

(*) address must fit in the text box without scrolling

Courier accounts details for return

These informations are relevant for all shipments.

Courier company for return (if ESRF sends a dewar back)

Courier account

Billing reference

Average Customs value of a dewar (Euro)

Average Transport value of a dewar (Euro)

Save card

- 1 Fill in scientist name and search the SMIS database for that particular proposal
- 2 If not found: select one person in your group and go to (3)
- 3 If found: fill-in & save

NOTE: this needs to be done only ONCE for your proposal and for your LAB address

How to ?

=> Track my shipment on ISPyB

Step 2/4 : Create a Shipment

Shipment > Create > Shipment

Lab-contacts | Shipment | Samples | Prepare experiment | Data collection | Feedback

Create

- Shipment
- Puck
- CSV upload

View

- Shipments
- Dewars

Search

- Shipment
- Dewar

New/Edit Shipment

Details

Creation date: Tue Feb 25 12:45:46 CET 2014

Shipment label: *

Number of dewars: *

Number of other components (i.e. toolbox, laser...): 0

Beamline / Experiment: 25-02-2014 ID23-1 *

Comments:

Shipment status: opened

Lab-contacts

Lab-Contact for sending: select a contact card *

[Creation/Edition of a Lab-Contact card](#)

Return address is identical as sending adress (Y/N): ☐

If No, Lab-Contact for Return: select a contact card *

Courier accounts details for return

These informations are relevant for all shipments.

Courier company for return (if ESRF sends a dewar back):

Courier account:

Billing reference:

Average Customs value of a dewar (Euro):

Average Transport value of a dewar (Euro):

Save Save and Edit

- 1 Fill in details with components & 2 dewars
- 2 Save & edit

NOTE: if in the field Beamline/Experiment "No session available" appears, please contact deborah.davison@esrf.fr to check that your experiment is scheduled in the SMIS system – If it is already scheduled but this was done during the day of the shipment creation, update ISPYB db with SMIS db info by clicking on 'Help tab' and **update ISPYB database** link

How to ?

=> Track my shipment on ISPyB

Step 3/4 : Print your labels

Shipment > Create > Shipment

Lab-contacts | **Shipment** | Samples | Prepare experiment | Data collection | Feedback | References

Create


- Shipment
- Puck
- CSV upload

View

- Shipments
- Dewars

Search

- Shipment
- Dewar

1' 

Shipment

Name	demo
Creation date	25-02-2014
Status	opened

[Back to this Shipment](#)

Upload Shipment from Excel file

Help

Dewar1

(*) mandatory field for each sample


1) DEWAR LABEL: affix this to your DEWAR




* E S R F 0 3 0 6 3 4 9 *

Parcel label	Dewar1
Shipment name	demo
Number of parcels	1
Proposal number	MX415
Laboratory name	E.S.R.F.
Local contact	

2) OUTWARD BOUND ADDRESS LABEL: affix this to your transport container


* E S R F 0 3 0 6 3 4 9 *

TO : ESRF Magasin
6 rue Jules Horowitz
38042 Grenoble
FRANCE
Tel: +33 (0)4 76 88 2732
Fax: +33 (0)4 76 88 2347

Frozen samples in Dry-Shipper
for experiments at ESRF

Not restricted,
As per IATA special provision A152


FRAGILE
THIS WAY UP

HANDLE WITH CARE
DO NOT DROP

Parcel label	Dewar1
Shipment name	demo
Number of parcels	1
Proposal number	MX415
Beamline	ID23-2
Experiment date	25-02-2014
Local contact	

FROM : (Lab-contact sending)
MONACO Stéphanie
E.S.R.F.
6 rue Jules Horowitz
B.P. 220
F-38043 Grenoble Cedex
France
Tel: +33 (0)4 76 88 20 84 Fax:

3) RETURN BOUND ADDRESS LABEL: include in your shipment, either behind the outbound address label or in the shipment container


* E S R F 0 3 0 6 3 4 9 *

TO : (Lab-contact for return)
MONACO Stéphanie
Tel: +33 (0)4 76 88 20 84 Fax:
E.S.R.F.
6 rue Jules Horowitz
B.P. 220
F-38043 Grenoble Cedex
France


Frozen samples in Dry-Shipper
for experiments at ESRF

Not restricted,
As per IATA special provision A152

FRAGILE
THIS WAY UP

HANDLE WITH CARE
DO NOT DROP

Parcel label	Dewar1
Shipment name	demo
Number of parcels	1
Proposal number	MX415
Courier company	
Courier account	undefined
Billing reference	undefined
Customs value (€)	0
Transport value (€)	0

FROM :
ESRF Magasin Tel: +33 (0)4 76 88 2732
6 rue Jules Horowitz +33 (0)4 76 88 7352
38042 Grenoble Fax: +33 (0)4 76 88 2347
FRANCE 

1' For each component, print the labels by clicking on the printer icon
NB : This printer icon shows the attention sign until you have opened it once to print the labels

Once printed, stick label 1 and 2 to your dewar and box and put label 3 inside your dewar box for return (same action to do with any other shipment component like a backup in a box, a toolbox..)

How to ?

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Step 4/4 : Organise the departure of your shipment and Fill the tracking information

► Shipment ► View ► Shipments

Lab-contacts Shipment Samples Prepare experiment Data collection Feedback References Help

► Create

- Shipment
- Puck
- CSV upload

► View

- Shipments
- Dewars

Shipments												
Edit	Shipment Name	Creation date	Expected at ESRF	Sending details	Return details	# components (# samples)	View Dewars	View Samples	Comments	Status	History	Actions
	demo	25-02-2014		MONACO-E.S.R.F.	MONACO-E.S.R.F.	1 (0)						
	ship1	25-02-2014		MONACO-E.S.R.F.	MONACO-E.S.R.F.	3 (0)						

1

Submit Shipping : demo

Creation date 2014-02-25 15:07:00.0

Courier company

Tracking number for Dewar1

Sending Date (DD-MM-YYYY)

Expected ESRF arrival date

Shipment status sent to ESRF

Warning: Once you've sent the shipment to The ESRF, you won't be able to modify the content of the shipment (dewars, containers, samples,...) and the information above. You will still be able to change sessions, add comments and modify Lab-Contacts.

2

Shipment Information

Dewar History

Dewar1 history view

Label

Dewar1

Barcode

ESRF0306349

Average customs values (Euro)

0

Average transport values (Euro)

0

Outbound courier

Outbound tracking number

Date	Status	Location
25-02-2014 15:13	ready to go	
25-02-2014 15:13	ready to go	
25-02-2014 15:37	sent to ESRF	

Return courier

Return tracking number

Shipment

Label

Number of

Creation date

Sending date

Expected arrival date

Return date

3

Shipment Information		Dewar History	
Details			
Label	demo		
Number of components	1		
Creation date	25-02-2014		
Sending date	26-02-2014		
Expected arrival date	28-02-2014		
Return date			
Lab-contact for sending			
Name	MONACO		
Firstname	Stéphanie		
Phone	33 (0)4 76 88 20 84		
Fax			
Email	monaco@esrf.fr		
Lab name	E.S.R.F.		
Lab address	6 rue Jules Horowitz B.P 220 F-38043 Grenoble Cedex France		
Lab-contact for return			
Name	MONACO		
Firstname	Stéphanie		
Phone	33 (0)4 76 88 20 84		
Fax			
Email	monaco@esrf.fr		
Lab name	E.S.R.F.		
Lab address	6 rue Jules Horowitz B.P 220 F-38043 Grenoble Cedex France		

- 1 Send shipment to ESRF
- 2 Fill in the details of the courier transport with tracking numbers
- 3 To view the history and the information of your shipment

How to ?

=> Track my shipment on ISPyB








Step 4/4 : Organise the departure of your shipment and Fill the tracking information

► Shipment ► View ► Shipments

Lab-contacts	Shipment	Samples	Prepare experiment	Data collection	Feedback	References	Help	Log								
<div>► Create<ul style="list-style-type: none">ShipmentPuckCSV upload► View<ul style="list-style-type: none">ShipmentsDewars</div>		Shipments														
		Edit	Shipment Name	Creation date	Expected at ESRF	Sending details	Return details	# components (# samples)	View Dewars	View Samples	Comments	Status	History	Actions		
			demo	25-02-2014		MONACO-ESRF	MONACO-ESRF	1 (0)								
			ship1	25-02-2014		MONACO-ESRF	MONACO-ESRF	3 (0)								

All Components in Shipment : demo

Shipment comments :

Type	Comp. name	Comments	Barcode	Exp. date and beamline	tracking # TO Synchrotron	Tracking # FROM Synchrotron	Comp. status	ESRF Location	View Containers	View Samples	History	Comp. labels	Edit Comp. parameters	Other actions
	Dewar1		ESRF0306349	25/02/2014 ID23-2			sent to ESRF							

Dear User,

Your parcel Dewar1 (Proposal: FX##, Session date: 10-05-2013, Shipment: name date Barcode: ESRF #####) has been received by the ESRF on 06/05/2013 at 11:31 AM (GMT+0200) and will be dispatched to beamline ID14-4.

You can check its location at anytime via [ISPyB](#).

Don't hesitate to contact us at mxind@esrf.fr.

Best regards

The MXpress team

- 1 Click here to open bottom tab
- 2 Follow your shipment transport status
- 3 E-mail received when components arrive on-site