

Adding a Shipment in IspyB

- 1) Log into IspyB (ispyb.diamond.ac.uk) using your Diamond ID and password. After login, your Homepage should have the current Imperial BAG identifier selected (mx12345 for example) from the top row of drop down menus **(1)**. Click to activate the drop down menu and select the Shipments option **(2)**.

The screenshot shows the IspyB homepage. At the top, there is a navigation bar with a dropdown menu currently set to 'mx12579 v'. A red circle labeled '1' highlights this dropdown. On the left sidebar, under the 'Current & Next' section, there is a link for 'Shipments' which is highlighted with a red circle labeled '2'. The main content area shows a grid of shipment cards, each representing a different user and their scheduled session dates.

- 2) All Shipments for the current BAG are listed. You can use this page to check whether shipments for your upcoming Diamond session have already been created. Typically, shipment names are indicative of which session they are for; for example shipment name mx12345-67_Shipment1 corresponds to the first shipment created for session mx12345-67. If you are unsure whether to use an existing shipment, please contact the Facility Manager for advice. To create a new shipment, click on the Add Shipment **(3)**.

The screenshot shows the 'Shipments' page. At the top, there is a navigation bar with a dropdown menu set to 'mx12579 v'. Below the navigation bar, there is a green banner with a message: 'ISPYB is now running on the new database system. You can now create shipments and samples as before. If you spot anything unusual please let us know via the Feedback button'. Below this, the page title is 'Shipments'. Underneath the title, there is a black box with white text: 'This page shows a list of shipments associated with the currently selected proposal'. Below this, there is another black box with white text: 'In order to register your samples you need to create a shipment. Shipments contain dewars, dewar contain containers, and containers individual samples. These can be created sequentially by viewing a particular shipment'. In the top right corner, there is a red circle labeled '3' highlighting the '+ Add Shipment' button. Below the messages, there is a table listing shipments.

Name	Creation Date	Outgoing Contact	Return Contact	Status	# Comp	Comments
mx12579-30_Shipment1	10-05-2016			processing	1	
Jamie Mostafa	10-05-2016	Jamie Berry	Jamie Berry	at DLS	1	
mx12579-41_shipmentB	27-04-2016	CSB X-ray Facility	CSB X-ray Facility	at DLS	1	
mx12579-41_shipmentA	27-04-2016	CSB X-ray Facility	CSB X-ray Facility	at DLS	1	
mx12579-41_Shipment1	27-04-2016	CSB X-ray Facility	CSB X-ray Facility	processing	1	Ignore this shipment, it was created erroneously without using the Diamond DHL courier account!
mx12579-28_Shipment1	25-04-2016	CSB X-ray Facility	CSB X-ray Facility	at DLS	2	
mx12579-40_Shipment1	25-04-2016			processing	1	
mx12579-27_shipmentB	19-04-2016	CSB X-ray Facility	CSB X-ray Facility	at DLS	1	
mx12579-27_shipmentA	15-04-2016	CSB X-ray Facility	CSB X-ray Facility	at DLS	1	
mx12579-27_Shipment1	13-04-2016			processing	1	
Jiwei	13-04-2016	CSB X-ray Facility	CSB X-ray Facility	at DLS	1	
mx12579-25_Shipment2	06-04-2016	CSB X-ray Facility	CSB X-ray Facility	at DLS	1	
mx-12579-25_Shipment1	06-04-2016	CSB X-ray Facility	CSB X-ray Facility	at DLS	1	
mx12579-25_Shipment1	06-04-2016			processing	1	
Rosie	05-04-2016	Garrett	Garrett	at DLS	1	

At the bottom of the page, there is a pagination bar showing 'Page 1 of 1'.

- 3) Start inputting your shipment details. **(4) Name:** I would advise choosing a name that others will identify with, such as mx#####-##_Shipment#. This is also useful for staff at Diamond to be able to track how many shipments we have for a session. **(5) Number of dewars;** **(6) Facility Dewar Codes:** **IMPORTANT!** use the dewar code DLS-MX-#### printed on your dewar sticker. **DO NOT** give your dewar a random name. the DLS-MX-#### code is the main identifier for staff at Diamond. **(7) First experiment:** from the drop down menu select the Diamond session this dewar is for. **(8) Safety level:** always keep Green. **(9) Comments:** unless you have specific requirements for your shipment, leave this blank. **(10) Outgoing/Return Lab Contact:** if using one of the facility dewars (DLS-MX-0217 or DLS-MX-0578), please select CSB X-ray Facility as both Outgoing and Return Lab contacts. If using a dewar registered to a specific group, please use their details from the drop down menu. **(11) Shipping/Delivery date:** input the dates accordingly. Please check below and the Diamond website (<http://www.diamond.ac.uk/Beamlines/Mx/Common/Common-Manual/Shipping-Samples.html>) for guidance on when to ship your dewar for an upcoming session.

Add New Shipment

4 Name
Name for the shipment: mx12579-31_Shipment1

5 Number of Dewars
Number of dewars to automatically create for this shipment: 1

6 Facility Dewar Codes
Unique code for each dewar of the shipment: DLS-MX-0217

7 First Experiment
First experiment for the dewars in this shipment: mx12579-31 (03: 10:00 17-05-2016)

8 Safety Level
The safety level of the shipment: Green

9 Comments
Comment for the shipment:

10 Outgoing Lab Contact
Lab contact for outgoing transport | [Add](#): CSB X-ray Facility

10 Return Lab Contact
Lab contact for return transport | [Add](#): CSB X-ray Facility

11 Shipping Date
Date shipment left lab:

11 Delivery Date
Estimated date of delivery at facility:

Courier Name
Courier name for the return shipment: DHL

Courier Account Number
Courier account number for return shipment:

12 ☒ Use Diamond Account (UK ONLY)

Add Shipment

Suggested latest day for dewar shipping*:

Beamtime	Ship by*
Monday	Wednesday (previous week)
Tuesday	Thursday (previous week)
Wednesday	Friday (previous week)
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday
Sunday	Wednesday

*Suggested shipping days are for guidance only for UK shipment and not guaranteed by DLS - it is your responsibility to ship early enough - when dewars are delivered late for an experiment we will try to accommodate but this is not always feasible. For international shipment please allow more time, shipment can be delayed at the customs.

- 4) Always use the Diamond DHL Account (UK ONLY) **(12)** if shipping a Diamond registered dewar from within the UK. Diamond allow 2 dewars per 8 hour shift of beamtime to be shipped using their DHL account. Upon clicking “Use Diamond DHL Account”, a pop up window opens with Terms and Conditions. Accept these **(13)**.

Add New Shipment

Name
Name for the shipment: mx12579-31_Shipment1

Number of Dewars
Number of dewars to automatically create for this shipment: 1

Facility Dewar Codes
Unique code for each dewar of the shipment: DLS-MX-0217

First Experiment
First experiment for the dewars in this shipment: mx12579-31 (03: 10:00 17-05-2016)

Safety Level
Green

Terms & Conditions

Terms & Conditions for Use of Diamond's DHL Account

1. I confirm that by using Diamond's DHL account, I will comply with the DHL Express Terms and Conditions of Carriage and all obligations placed on the Shipper under those terms and conditions. Specifically, I warrant that in using Diamond's DHL account:

i. I will ensure that all samples, hard disks or toolboxes shipped to Diamond are acceptable for transportation and are not deemed "unacceptable shipments" by DHL under clause 2 of the DHL Express Terms and Conditions of Carriage;

ii. All information provided by me to DHL or to Diamond will be complete and accurate;

iii. I will prepare the shipment in secure premises and I will protect the shipment against unauthorised interference during preparation, storage and where applicable, transportation to DHL;

iv. The shipment will be properly marked and addressed to Diamond and packed to ensure safe transportation with ordinary care in handling;

v. I will comply with all applicable laws and regulations.

2. I will only use Diamond's DHL account for shipping hard disks (with maximum dimensions of 300mm x 200mm x 100mm), cryogenically frozen samples in dry shipping dewars (with maximum dimensions of 700mm x 500mm x 500mm) and/or a related and reasonably sized toolbox from my home lab in the United Kingdom to the Experimental Hall Coordinator, Diamond Light Source, Harwell Science and Innovation Campus, Didcot, Oxfordshire, OX11 0DE.

3. When using Diamond's DHL account, I will only place orders with DHL by telephone and I will not send more than two dry shipping dewars per shipment.

4. I will only use the DHL Domestic Express "End of Next Possible Day" service and I will ensure that the total cost for any single shipment does not exceed £500 (five hundred pounds).

5. I understand that DHL's liability for loss and damage is restricted under the DHL Express Terms and Conditions of Carriage and that Diamond will not provide additional insurance.

6. I will use Diamond dewar identification numbers in all correspondence with Diamond relating to my dry shipping dewars.

7. I will keep the Diamond DHL account number and password confidential and will not disclose either to third parties.

8. I understand that use of Diamond's DHL account is entirely at my own risk and that Diamond makes no representations or warranties of any kind (express or implied) about the reliability or availability of the DHL service. Any reliance that I place on the DHL service is strictly at my own risk. It is my responsibility to ensure that samples arrive at Diamond in advance of any beamtime that Diamond may have awarded me.

9. I hereby indemnify and hold Diamond harmless for any loss or damage arising out of my failure to comply with these terms and conditions, the DHL Express Terms and Conditions of Carriage or any applicable laws or regulations related to the use of Diamond's DHL account.

10. I understand that failure to comply with these terms and conditions may result in Diamond terminating my use of Diamond's DHL account and I will be liable for any expense, loss or damage (including without limitation, indirect or consequential loss or damage) which may arise from such failure.

Shipping Date
Date shipment left lab: 12-05-2016

Delivery Date
Estimated date of delivery at facility: 13-05-2016

Courier Name
Courier name for the return shipment: DHL

Courier Account Number
Courier account number for return shipment:

Add Shipment

Diamond Light Source 60213-2016

- 5) Upon accepting the Terms and Conditions, another Terms Accepted pop up window opens. Take a note of the PIN Code **(14)** and the Diamond DHL account number **(15)** as you will need these to book the shipment on the phone with DHL. The Courier Account Number **(16)** is automatically inputted by IspyB. To finish click on Add Shipment **(17)**

Add New Shipment

Name
Name for the shipment: mx12579-31_Shipment1

Number of Dewars
Number of dewars to automatically create for this shipment: 1

Facility Dewar Codes
Unique code for each dewar of the shipment: DLS-MX-0217

First Experiment
First experiment for the dewars in this shipment: mx12579-31 (03: 10:00 17-05-2016)

Safety Level
Green

Comments
Comment for the shipment:

Terms Accepted

Pin Code: 89268164

1. Call DHL on 0844 248 0844

2. Use Diamond's DHL account number: 188456921 and PIN code (see above)

3. Only use the following shipping address: Experimental Hall Coordinator, Diamond Light Source, Harwell Science and Innovation Campus, Didcot, OX11 0DE, UK

4. Only use the following service: DHL Domestic Express "End of Next Possible Day"

5. Do not send more than 2 dewars per shift

Close

Outgoing Lab Contact
Lab contact for outgoing transport: CSB X-ray Facility

Return Lab Contact
Lab contact for return transport: CSB X-ray Facility

Shipping Date
Date shipment left lab: 12-05-2016

Delivery Date
Estimated date of delivery at facility: 13-05-2016

Courier Name
Courier name for the return shipment: DHL

Courier Account Number
Courier account number for return shipment: 188456921

Add Shipment

- Shipment:** mx12579-31_Shipment1

This page shows details and contents of the selected shipment. Most parameters can be edited by simply clicking on them.

Shipments need to have an outgoing and return home lab contact before shipment labels can be printed

[Send to DLS](#) |
 [Print Shipment Contents](#) |
 [Print Shipment Labels](#)
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Created	12-05-2016
Status	opened
Outgoing Lab Contact	CSB X-ray Facility
Return Lab Contact	CSB X-ray Facility
Safety Level	Green
Courier	DHL
Courier Account No.	188456921
Shipping Date	12-05-2016
Delivery Date	13-05-2016
Comments	Click to edit

Shipment Contents

Select a dewar by clicking on the row in the table below. Dewar details are then shown below. Click the + icon to add a container to the selected dewar

+ Add Dewar

Name	Barcode	Facility Code	First Experiment	Tracking # to	Tracking # from	Status	Location	Containers	
DLS-MX-0217	mx12579-31-03-0009752	DLS-MX-0217	mx12579-31	Click to edit	Click to edit	opened		0	+ -


Dewar Details: DLS-MX-0217
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+ Add Container

This section shows contents and history for the selected dewar. Click the spyglass icon to view the contents of the container

No Containers for this dewar

Date	Status	Location
No history available		

- Chemistry Stores
Exhibition Road
London SW7 2AZ

		Track this shipment: http://www.dhl.com		1018											
Shipment Waybill		69 4351 4454		DHL EXCLUSIVE ORIGIN DESTINATION CODE											
1. Payee account number and insurance details Charge to <input type="checkbox"/> Shipper <input checked="" type="checkbox"/> Receiver <input type="checkbox"/> 3rd party <input type="checkbox"/> Cash Payee Account No: 188456921 <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card Shipment Insurance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Insured value not available in all countries <input type="checkbox"/> See reverse <input type="checkbox"/> Not all payment values are available in all countries <input type="checkbox"/> See reverse table															
2. From (Shipper) Shipper's account number Harce Hanna Shipper's reference (up to 32 characters - first 12 will be shown on invoice) HX-12345-67 Company name Imperial College London Address Chemistry Stores Exhibition Road London Postcode/City Code (required) SW7 2BZ Phone, Fax or E-mail (required) 0207 59...															
3. To (Receiver) Company name Diamond Light Source Ltd Delivery address (DHL cannot deliver to a PO Box) Harwell Science and Innovation Campus Didcot Postcode/City Code (required) OX11 0BE Country															
4. Shipments details <small>Rated weight is calculated from total weight and dimensions</small> <table border="1"> <thead> <tr> <th>Total number of packages</th> <th>Total Weight</th> <th>Length</th> <th>Width</th> <th>Height</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>16.00 kg</td> <td>16</td> <td>33</td> <td>38 cm</td> </tr> </tbody> </table>						Total number of packages	Total Weight	Length	Width	Height	1	16.00 kg	16	33	38 cm
Total number of packages	Total Weight	Length	Width	Height											
1	16.00 kg	16	33	38 cm											
5. Full description of contents Give contents and quantity. DRY SAMPLE CONTAINING FROZEN WEIGHTS															
6. Non-Document Shipments Only (Customs Requirement) Attach the original and two copies of a proforma or Commercial Invoice Shipper's VAT/GST number _____ Receiver's VAT/GST or Shipper's EIN/SSN _____ Declared Value for Customs (as on commercial proforma invoice) _____ Harmonised Commodity Code if applicable _____ TYPE OF EXPORT <input type="checkbox"/> Permanent <input type="checkbox"/> Repair/Return <input type="checkbox"/> Temporary Destination duties/taxes if tax bank receiver pays duties/taxes <input type="checkbox"/> Permanent <input type="checkbox"/> Repair/Return <input type="checkbox"/> Temporary <input type="checkbox"/> Receiver <input type="checkbox"/> Shipper <input type="checkbox"/> Other <small>specify approved number</small>															
7. Shipper's agreement (Signature required) I/We, the undersigned, agree in writing, I/we agree that DHL's Terms and Conditions of Carriage are all the terms of the contract between me and DHL and I/We (both Terms and Conditions) and, where applicable, the Warsaw Convention limits and excludes DHL's liability for loss, damage or delay and I/We that shipment does not contain cash or dangerous goods (see reverse)															
Signature X		Date 02.02.16		DIMENSIONAL CHARACTER WEIGHT kg * cm * cm g											
CHARGES Services _____ Insurance _____ VAT _____ CURRENCY TOTAL _____ PAYMENT DETAILS (Cheque, Card No.) _____ No. _____ Type _____ Expires _____ Picked up by _____ Route No. _____ Time _____ Date _____		Products & Services <input checked="" type="checkbox"/> General <input type="checkbox"/> International Documents <input type="checkbox"/> Insurance <input type="checkbox"/> International Non-Document <input type="checkbox"/> EXPRESS 9000 <input type="checkbox"/> EXPRESS 1000 <input type="checkbox"/> EXPRESS 1200 <input type="checkbox"/> EXPRESS 1000/2000 <input type="checkbox"/> EXPRESS WORLDWIDE <input type="checkbox"/> EXPRESS EXCLUSIVE <input type="checkbox"/> ECONOMY SELECT <input type="checkbox"/> OTHER _____ Special Services (see charges list on back) <input type="checkbox"/> Monday Delivery <input type="checkbox"/> Next Day Collection <input type="checkbox"/> Saturday Delivery <input type="checkbox"/> Private Packaging <input type="checkbox"/> Other _____ Operational Remarks <input type="checkbox"/> Priority <input type="checkbox"/> Standard <input type="checkbox"/> Other _____													