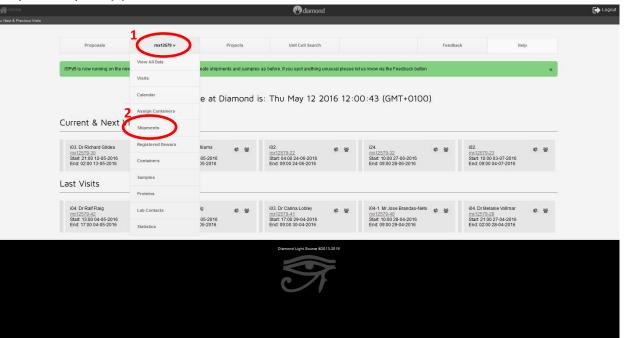
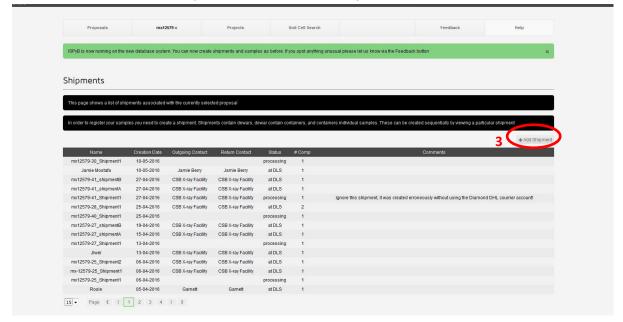
Adding a Shipment in IspyB

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).



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).



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.

A 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 The safety level of the shipment	Green ▼
9 Comments Comment for the shipment	
Outgoing Lab Contact Lab contact for outgoing transport Add	CS8 X-ray Facility ▼
Return Lab Contact Lab contact for return transport Add	CS8 X-ray Facility ▼
Shipping Date Date shipment left lab	
. 1 Delivery Date Estimated date of delivery at facility	
Courier Name Courier name for the return shipment	DHL 12 Se Diamond Account (UK ONLY)
Courier Account Number	

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.

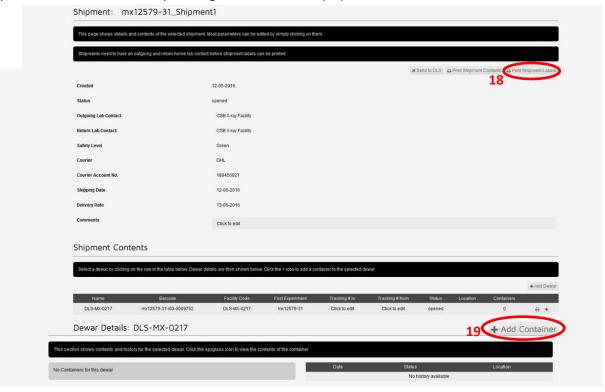
4) Always use the Diamond DHL Account (UK ONLY) (12) if shipping a Diamond registered dewar from within the UK. Diamond allow 2 dewars per 8 hour shift of beamtime to be shipped using their DHL account. Upon clicking "Use Diamond DHL Account", a pop up window opens with Terms and Conditions. Accept these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

Na Nu Fa Un	arms me for the shipment unmber of Denaria motion of Denaria motion of Denaria collip	mx12579-31_Shipment1		
Fa Un	umber of dewars to automatically create for this shipment actility Dewar Codes			
Un Fir				
		DLS-MX-0217		
	rst Experiment st experiment for the dewars in this shipment	mx12579-31 (i03: 10:00	7-05-2016) ▼	
Sa	afety Level	Croon *		
Terms & Conditions				
Terms & Conditions for Use of D	Diamond's DHL Account			
2. I will only use Diamond's DH my home lab in the United K 3. When using Diamond's DHL .4. I will only use the DHL Dome 5. I understand that DHL's liabl 6. I will use Diamond dewar ide 7. I will keep the Diamond DHL 8. I understand that use of Diat It is my responsibility to ens. 9. I hereby indemnify and hold	ingdom to the Experimental Hall Coordinator, Diamond I caccount, I will only place orders with OHL by telephone an astic Express: Find of Next Dessible Day's service and I will lift for loss and deamage is restricted under the Dhit. Expr. inflication numbers in all correspondence with Diamond account number and password confidential and will not do account number and password confidential and will not do use the service of	ight Source, Harwell Science and of I will not send more than two of ensure that the total cost for any ensure that the total cost for any estating to my dry shipping dewarn isclose either to third parties, ismond makes no representation amount that Diamond may have my failure to comply with these	shipping dewars per shipment. gge shipment does not exceed £300 (five hundred pounds), gg and that Diamond will not provide additional insurance. or warranties of any kind (express or implied) about the reliability or availability of the DHL service. Any reliance that I place on the D	DHL service is strictly at my own risk
	nipping Date	12-05-2016		15 Accept James
	ite shipment left lab elivery Date	13-05-2016 12		
Est	timated date of delivery at facility	15 05 2010		
	purier Name purier name for the return shipment	DHL	Use Diamond Account (UK ONLY)	
	ourier Account Number ourier account number for return shipment			
	Add Shipment			

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)

Name Name for the shipment	mx12579-31_Shipment		
Number of Dewars Number of dewars to automatically greate 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 (i03: 10:	0 17-05-2016) 🕶	
Safety Level The safety level of the shipment	Green ▼		
Comments Comment for the shipment			
Terms Asserted			×
14	"188456921" d PIN co ng address tal Hall Coo to DHL Domestic Express "End of N	dinator, Diamond Light Source, Hanvell Science and Innovation Campus, Didcot, OX11 ODE, UK	
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6) From the resulting page you can review your shipment and dewar details. You can print your dewar labels for sending the dewar to Diamond (18). You can also start to add your puck details to the dewar by clicking "Add Container" (19).



7) To send your dewar(s) off to Diamond, follow closely the instructions on the Diamond website (http://www.diamond.ac.uk/Beamlines/Mx/Common/Common-Manual/Shipping-Samples/Shipping to Diamond.html). Filling in the DHL Waybill correctly is important so please follow the guidelines closely. If using a facility dewar, please use the following address on the Waybill:

Chemistry Stores

Exhibition Road

London SW7 2AZ

An example of a filled-in waybill is shown below for reference:

