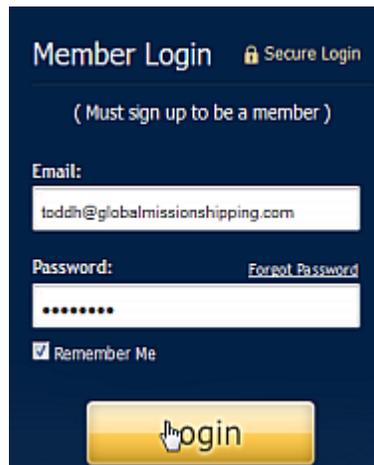


# Send a Shipment Tutorial

Now you are ready to process your shipment. Sign into your account with your email address and password you used to sign up for your account.



Member Login Secure Login

( Must sign up to be a member )

Email:  
toddh@globalmissionshipping.com

Password: [Forgot Password](#)  
\*\*\*\*\*

Remember Me

Login

Click on the “Login” button.

Your GMS Dashboard will appear. If this is your first time to process a shipment it will look something like this.



SHIPPING

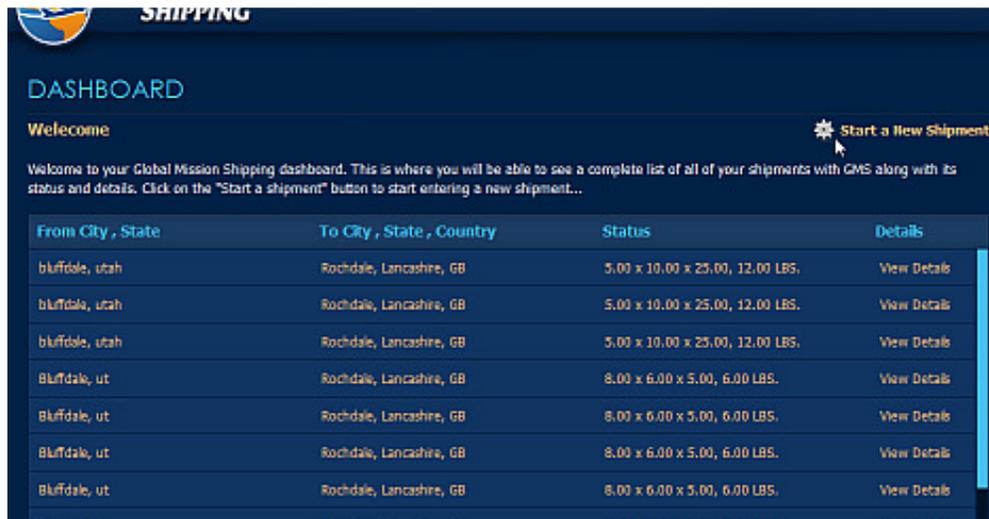
DASHBOARD

Welcome Todd Hebdon [Start a New Shipment](#) [help](#)

Welcome to your Global Mission Shipping dashboard. This is where you will be able to see a complete list of all of your shipments with GMS along with its status and details. Click on the "Start a shipment" button to start entering a new shipment..

From City , State	To City , State , Country	Status	Details
Create a shipment to continue			

Once you have processed and sent out a few shipments it will look something like this, with a record of your past shipments.

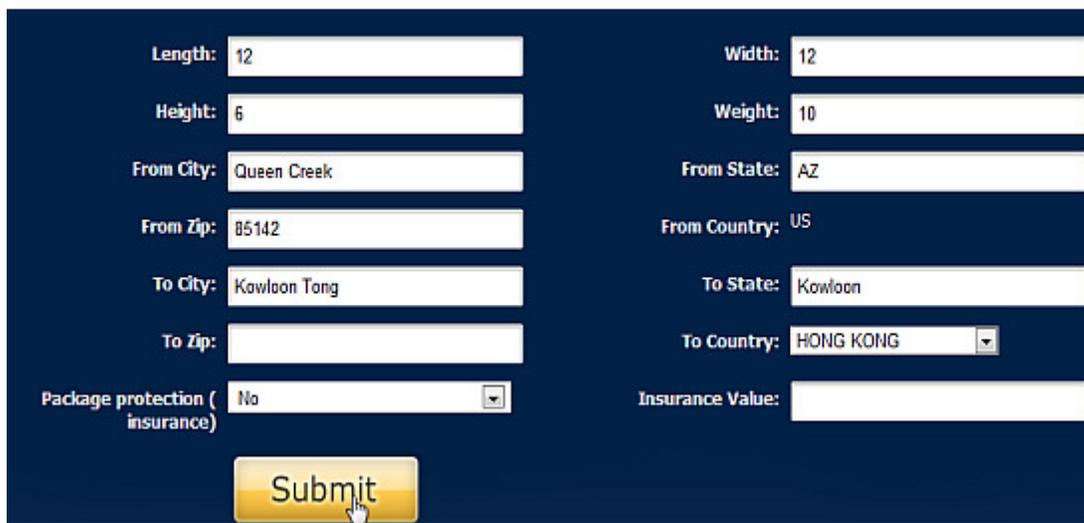


The screenshot shows a shipping dashboard with a dark blue background. At the top left is a logo with a globe and the word "SHIPPING". Below it is the word "DASHBOARD". A "Welcome" message is followed by a "Start a New Shipment" button with a gear icon. A table lists several shipments with columns for "From City, State", "To City, State, Country", "Status", and "Details".

From City, State	To City, State, Country	Status	Details
bluffdale, utah	Rochdale, Lancashire, GB	5.00 x 10.00 x 25.00, 12.00 LBS.	<a href="#">View Details</a>
bluffdale, utah	Rochdale, Lancashire, GB	5.00 x 10.00 x 25.00, 12.00 LBS.	<a href="#">View Details</a>
bluffdale, utah	Rochdale, Lancashire, GB	5.00 x 10.00 x 25.00, 12.00 LBS.	<a href="#">View Details</a>
Bluffdale, ut	Rochdale, Lancashire, GB	8.00 x 6.00 x 5.00, 6.00 LBS.	<a href="#">View Details</a>
Bluffdale, ut	Rochdale, Lancashire, GB	8.00 x 6.00 x 5.00, 6.00 LBS.	<a href="#">View Details</a>
Bluffdale, ut	Rochdale, Lancashire, GB	8.00 x 6.00 x 5.00, 6.00 LBS.	<a href="#">View Details</a>
Bluffdale, ut	Rochdale, Lancashire, GB	8.00 x 6.00 x 5.00, 6.00 LBS.	<a href="#">View Details</a>

Either way, when you want to start processing a new package you will click on the “Start a New Shipment” link with the little spoked wheel or gear icon on the upper right of the page.

This is the first page where you are actually processing your package for shipment.



The screenshot shows a shipping form with a dark blue background. It contains several input fields for package details: Length (12), Width (12), Height (6), Weight (10), From City (Queen Creek), From State (AZ), From Zip (85142), From Country (US), To City (Kowloon Tong), To State (Kowloon), To Zip (empty), To Country (HONG KONG), Package protection (insurance) (No), and Insurance Value (empty). A yellow "Submit" button is at the bottom.

Length:	<input type="text" value="12"/>	Width:	<input type="text" value="12"/>
Height:	<input type="text" value="6"/>	Weight:	<input type="text" value="10"/>
From City:	<input type="text" value="Queen Creek"/>	From State:	<input type="text" value="AZ"/>
From Zip:	<input type="text" value="85142"/>	From Country:	<input type="text" value="US"/>
To City:	<input type="text" value="Kowloon Tong"/>	To State:	<input type="text" value="Kowloon"/>
To Zip:	<input type="text"/>	To Country:	<input type="text" value="HONG KONG"/>
Package protection (insurance):	<input type="text" value="No"/>	Insurance Value:	<input type="text"/>

Fill in your dimensions, weight, origin city & State &, Zip, Destination City & State & Zip (or Postal Code) and destination Country. It then asks you if you are interested in Package Protection or Insurance – Yes or NO.

The next field is “Insured Value” field. If you did want it insured this is where you would enter in the amount you want it insured for. (Note, the insured amount can’t exceed the duty or declared amount, and it will add to the total shipping cost.)

When done with all that information click the “Submit” button.

This next page will show you the cost of your shipment next to the “Total GMS Shipping Charge” toward the bottom of the screen. *You will also again see UPS, FedEx and USPS charges for the same package with their published rates.*

**Very Important: “Total GMS Shipping Charges”** It should show a dollar amount in this field at this time (the example below shows \$60.28). If it does not, then more information was needed in the previous screen so you will need to click on the back button on your browser and recheck your information.

Length: 12	Width: 12
Height: 6	Weight: 10
Description of Contents: Missionary Supplies	Ship Date: 2010-12-10
From Name: Todd Hebdon	
From Email: toddh@globalmissionshipping.com	From Phone: 866-848-4050
From Address: 24810 South Rittenhouse Road	From City: Queen Creek
From State: AZ	From Zip: 85142
From Country: us	To Company: Hong Kong Mission
To Name: Elder Thomas S. Monson	To Phone: 12-345-6789-0123
To Address: #2	To City: Kowloon Tong
To State: Kowloon	To Zip:
To Country: HK	
Package protection ( No insurance)	Insured Value:
Total GMS Shipping Charges: \$ 60.28	
UPS Charge: \$ 164.67	Fedex Charge: 157.16
USPS Express Charge: \$ 75.75	

Continue to fill in all of the information as shown in the sample above. (With your own information though of course!) The description of Contents, (Note: legally we can't tell you how to fill in your description of contents but we highly recommend filling it in with a nondescript description such as Missionary Supplies, or Personal Effects, or Gift or something along those lines.) The shipping date, From Name, (your name) From email address, From Phone number, and From address. Then the To Company (Once again this is a required field, for missionaries it's usually going to be the mission name. For an individual just enter the individual's name in this field as well as the "to name" field.) To Name (Contact or recipients name) To Phone (A required Field, we have to have a good phone number to contact them at.) To Address (NOTE. DHL's system will only accept information in any field totaling 30

characters long including spaces, periods, commas, etc. If any of the fields you are entering are longer than that fill in as much as you can, but don't exceed 30 characters. Once your shipment is processed and you print out your shipping documents you will need to hand write the remainder of the information on ALL your documents.) Now scroll down the page to the second half of the page.

Total GMS Shipping \$ 60.28  
Charges:

UPS Charge: \$ 164.67                      FedEx Charge: 157.16

USPS Express Charge: \$ 75.75

The below HTS# / B# is required by customs to specifically identify all goods. Click on the "Lookup" link next to HTS# / B# below to find the number assigned to each item. After you find the item number copy and paste it into the "HTS# / B#" field.

Items	HTS# / B# (Lookup)	Country of Origin	Qty	Unit Value	Total
Missionary Supplies		USA	4	\$ 5	\$ 20
			0	0	\$ 0
			0	0	\$ 0
Total Duty Value:					\$ 20

Press the Submit button below to continue with this shipment.

**Items fields.** (The easy way to do this is to simply state "Missionary Supplies" and how many different items in the QTY field as shown with a uniform dollar amount. (Note, legally we cannot tell you how to enter in your information; however it is our very strong suggestion to keep the Total Duty Value as low as you possibly can. Say \$20.00 or lower regardless of the actual value of the items in your care package. We also want to make it clear not to send high valued items in your care packages either. Cash is strictly prohibited as well! If you have a question of what items you can and can't send to a certain country please feel free to call DHL's customer service phone line at (800) CALL-DHL to ask them. Loss from theft will not be reimbursed from GMS. The reason for entering a low value is, Customs officials in other countries tend to not be as interested in low value "Care Packages" or "Personal Effects" of low value that are not meant to be sold or repackaged and resold in the destination country.) You will not need an HTS# for this method.))

Or you can list out different items such as books, candy, shirts etc. in this field. However, if you do list them out than you should also fill in the HTS# or another name for this number is a Schedule B number.)Click on the "Lookup" button to determine this number.)

Total GMS Shipping \$ 60.28  
Charges:

UPS Charge: \$ 164.67                      Fedex Charge: 157.16

USPS Express Charge: \$ 75.75

The below HTS# / B# is required by customs to specifically identify all goods. Click on the "Lookup" link next to HTS# / B# below to find the number assigned to each item. After you find the item number copy and paste it into the "HTS# / B#" field.

Items	HTS# / B# (Lookup)	Country of Origin	Qty	Unit Value	Total
Shirts	6205.20.2022	USA	2	\$ 5	\$ 10
Snacks	0210.20.0000	USA	5	2	\$ 10
			0	0	\$ 0
Total Duty Value:					\$ 20

Press the Submit button below to continue with this shipment.

[Submit](#)                      [Get Another Quote](#)

The above is an example of listing each item individually. Click on the (Lookup) link to look up the specific HTS#. The below example is what will pull up after you click on the "Help" or Lookup link:

## Schedule B Search Engine

My product is:       [SEARCH](#)       Use Spell Checker?

The more you tell us about your product, the easier it will be for 3CE to find its HS code.

---

Here is what we know about your **shirt**

[ assumed ch

---

Tell us more about the **construction**

---

knitted or crocheted  
other

(it typically will ask you to dig deeper so you need to know in this case what type of shirt. Click on Other.)

Tell us more about the **gender**

babies' 

men's or boys' 

women's or girls'

other

(And deeper still what gender is this shirt intended for? Click on the correct one.)

Tell us more about the **content**

% cotton

% man-made fibre

% other textile material



(Even deeper, what is the content or what is it made from and the percentages.)

**Harmonized System Commodity Description**

Chapter 62

**ARTICLES OF APPAREL AND CLOTHING ACCESSORIES, NOT KNITTED OR CROCHETED**

62.05 Men's or boys' shirts

6205.20 - Of cotton



(Finally it can find your Schedule B Number.)

Please read all 10 digit descriptions to find the one that best matches your product

Schedule B Code	Description
62.05	Men's or boys' shirts:
6205.20	Of cotton:
6205.20.2022	Dress
6205.20.3000	Other

(Choose the highest digit number that best describes your item. This is the number you can copy and paste into the HTS#/B# field. You will need to repeat these steps for each of the items you have listed. This is another reason why we recommend just entering a nondescript description such as Missionary supplies and the low dollar amount to avoid having to do this for every item in your care package.)

Once you have all this information entered in make sure one more time there is a dollar amount by the "Total GMS Shipping Charges" line.

**Total GMS Shipping** \$ 60.28  
**Charges:**

**UPS Charge:** \$ 164.67                      **Fedex Charge:** 157.16

**USPS Express Charge:** \$ 75.75

The below HTS# / B# is required by customs to specifically identify all goods. Click on the "Lookup" link next to HTS# / B# below to find the number assigned to each item. After you find the item number copy and paste it into the "HTS# / B#" field.

Items	HTS# / B# (Lookup)	Country of Origin	Qty	Unit Value	Total
Missionary Supplies		USA	4	\$ 5	\$ 20
			0	0	\$ 0
			0	0	\$ 0
<b>Total Duty Value:</b>					\$ 20

Press the Submit button below to continue with this shipment.

**Submit**                      **Get Another Quote**

Then click on the "Submit" button.

This will now take you to the Shipment Payment Screen. This is where you will enter in your credit card information. (Note, for security reasons we have made it so that the credit card you choose to purchase your shipment with, the card holder's last name at least has to match the last name of the person who signed up for the account with GMS.) Once everything is filled in correctly, agree to the Terms of Service. (Note, it is very important that you really do read through and understand the terms of service before you click submit. There is a lot of really good information you really should know and understand before you finalize your shipment.)

Now you are ready to click the "Submit" button to finalize the processing/payment of your package for shipment.

The screenshot shows a payment form with the following fields and values:

First Name:	Todd	Last Name:	Hebbon
Address:	24810 South Rittenhouse Road	City:	Queen Creek
State:	AZ	Zip:	85142
Country:	USA	Phone:	866-848-4050
Amount:	60.20	Card Number:	123456789123
Ex Month:	June	Ex Year:	2011
Agree:	<input checked="" type="checkbox"/> I have read and I agree with the Terms and Conditions and give permission to charge my credit card for the costs of this shipment.		
Code: 000			

Press the Submit button below to process your shipment.

[Submit](#)

This will then take you to the View Shipment page where you will be able to print out your shipping documents, track your shipment and schedule a pickup.

The screenshot shows the following shipping details:

Label Label:	<a href="#">Download</a>
Service Charge:	70.55
Service Airbill:	8949918482
Services Tracking URL:	<a href="#">Track Shipment</a>
Package Length:	5.00
Package Width:	10.00

Click on the “Download” link next to the “Label Label” line to download your shipping documents. The first page will be your instruction sheet that will give you all the information you need to know in order to give the correct documentation to the DHL Driver along with your package and instructions on how to schedule your pickup. After your package has been picked up and is in transit you will be able to come back to this page through your dashboard page and click on the “Track Shipment” link to follow your package all along its journey to its destination.