XCARRIER ECS Preview
2018 PDI Session

Richard Thibault - Information Technology Manager
Dan Kelso - Logistics Manager
Welcome to Today’s Session!

• Introduction
• Where We Are Currently
• Where We Are Headed
• Timeline
• Questions
Richard Thibault
Information Technology Manager

Manage All Technology for the Departments of Central Receiving, Including Our Website

Originally Implemented iShip in 2011

Project Manager for xCarrier Implementation

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Dan Kelso
Logistics Manager

Manage All Aspects of Shipping & Receiving for the Campus

Key Player in iShip Implementation

Key Player for xCarrier Implementation

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Departments of Central Receiving
Departments of Central Receiving

• Mail Services
• Shipping & Receiving
• Surplus Property
• Lab Alcohol Services
• Shredding Services
• Document Services

• Bike Rentals
• Event Rentals
• The Spoke
• Warehouse & Storage Services

www.cr.colostate.edu
Shipping Supplies & Services

- Boxes (All Sizes)
- Carrier Boxes (FREE!)
- Packing Peanuts
- Bubble Wrap
- Gel Packs
- Insulated Boxes
- Dry Ice Shippers

- We Can Pack For You!
- We Can Crate For You!
- We Ship Freight Also!

www.shipping.colostate.edu
Where Are We Now?
Where Are We Now?

- iShip
- Multiple Online Forms
- Pre-Paid Waybill
Where Are We Headed?
Where We Are Headed?

Single Online Web Based Platform for Multi-Carrier Shipping!
What About My Addresses?
Address Book Export

- 6+ Years of iShip
- 2600+ Registered Users
- Everyone Has an Address Book
- An Online Process Will Be Announced to Retrieve Your Addresses
- Address Information Will Be Provided in Excel Format
xCARRIER ECS
Enterprise Carrier Shipping
How Did We Choose xCarrier?

• Identified Requirements Based on 6+ Years of Experience With Web Based Shipping System Including Feedback From Users Over The Years

• Required Multiple Carrier Capability

• Formal CSU Documented Quote Bid Process Was Initiated and Responses Reviewed

• ProcessWeaver’s xCarrier Product Was The Most Cost Effective All-In-One Solution Available

• ProcessWeaver Awarded the DQ Process and Development Began Swiftly
xCARRIER ECS
User Interface
Single Sign-On

- Will Continue to Use CSU eID to Login to xCarrier
- Secondary eID’s Will Need Special Authorization
  - An Online Form Will Be Available to Request Authorization
Dashboard

- Quick View of Shipments Made By Carrier
- Shipping Activity By Status
- Module Selection on the Left
Ship Request

- Ship To Address Entry
- Payment Type (Sender, Recipient, etc)
- Kuali Account # Entry (Validated)
- Adding Packages, Entering Weight
- Selecting Additional Options (Signature, Insurance, etc.)
- Entering International Details
Address Validation

- Check Address Against Zip Code
- Residential / Commercial Classification
Rate Shopping

• Choose the Carrier and Service Level
• Pricing is based on address, weight, and dimensions entered. **ALL WEIGHTS/DIMENSIONS ARE CONFIRMED BY THE SHIPPING DESK AND BY THE CARRIER.**
• Total Rate Includes All Accessorials (Insurance, Signatures, etc.)
Ship Request Form

- Required for each package that is shipped.
- Attach firmly to each package.
- DO NOT hand this to a UPS/FedEx/USPS Driver, this is not a carrier label.
- Final processing is completed at the Shipping Desk. The package will be weighed and dimensioned to confirm and will be adjusted appropriately. Final charges are based on carrier confirmation and final billing.
E-mail Notifications

• E-mail notification to your recipient (now excluding shipment cost)
• E-mail notification to you confirming final processing (including shipment cost)
• Additional package tracking and notifications can be set through the carrier’s website.
Automated Kuali Billing

- Billing is run nightly for all shipments processed that day.
- Kuali transactions will show details for searching and retrieving a “receipt” using our new Charge Research Tool.
- Additional after shipment charges will be processed separately by our Accounting Department (based on final Carrier billing statements).
Accounting Reconciliation
Charge Research Tool

- Billing is run nightly for all shipments processed that day.
- Kuali transactions will show details for searching and retrieving a “receipt” using our new Charge Research Tool.
- Additional after shipment charges will be processed separately by our Accounting Department (based on final Carrier billing statements).

www.cr.colostate.edu/charges
Address Book Import

- Address book import from an Excel spreadsheet is working on being enabled in xCarrier.
- Further details will be provided at a later date.
Implementation Timeline
1. Finalize Development
   Middle January 2018

2. User Group Testing
   End of January 2018

3. Go Live!
   Targeting February 2018

Volunteers Needed!
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www.cr.colostate.edu/subscribe
Question & Answer Time

Didn’t Get To Ask Your Question? Send An E-mail To shipping@colostate.edu
Session Evaluations are Available at https://tilt.colostate.edu/proDev/pdi
As a Measure of Our Thanks!

- Thank you for your time today.
- Thank you for your patience as we transition and hopefully make it better for everyone involved.
- Thank you for your constructive feedback.

Supplies are Limited!
Please only take one per person.
Thank you