eShipGlobal and Shipment Approvals

All domestic, international and dangerous goods shipments related to university business must be requested online using eShipGlobal.

EHS review and approval is required for all dangerous goods shipments which includes hazardous chemicals, biological materials and dry ice.

**Important Notes**
- Plan ahead, shipment approvals may require up to four business days.
- International shipments require export control approval. Allow extra time.
- The Materials Management Distribution Center can print and apply the shipping label to the package if needed.
- eShipGlobal cannot be used for personal items.

**Create a request in eShipGlobal:**
- Login to eShipGlobal.
- Answer the questions and select options for the package contents.
- A message may appear stating you do not have the required training. This means EHS review is needed. Continue creating the request.

**After EHS review**
- You will receive an approval email.
- Print the email and tape it to the box.
- Take the box to your building's receiving area or directly to MMDC.
- If the package contains DOT regulated material, EHS will contact you to schedule a pick up time.

**Resources**

**eShipGlobal:**
https://www.purdue.edu/materials/shipping/eshipglobal.html#ship

**Shipping FAQs:**
https://www.purdue.edu/materials/shipping/faq.html

**Materials Management and Distribution Center (MMDC)**
Phone: 765-494-7103
Email: MMDCshipping@purdue.edu

**Hazardous Materials Shipping**
Phone: 765-494-0121
Email: hazmatshipping@purdue.edu

Phone 765-494-0121 • hazwaste@purdue.edu