

# IB & Cambridge Exam Shipments

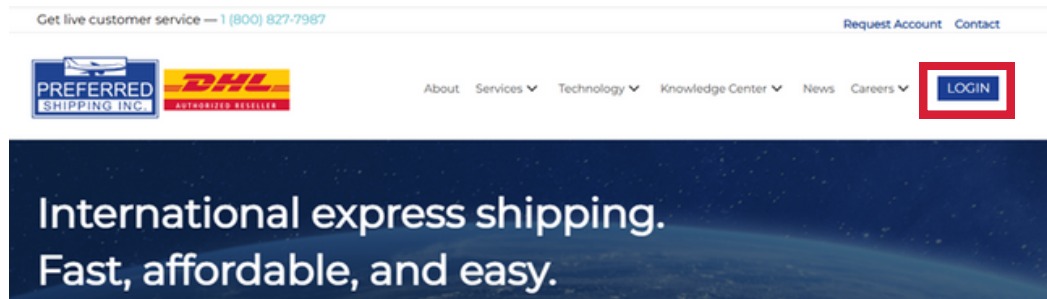


## Introduction

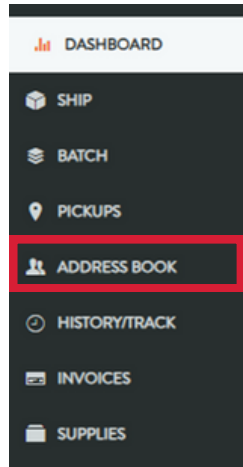
For 15 years, Preferred Shipping is trusted by more than 550 other IB/Cambridge schools for both international and domestic shipping. We understand that your exams are highly sensitive documents that need to reach the IB/Cambridge Administration Department in a timely and secure manner and are here to ensure the shipment process runs smoothly.

## How to Ship International IB & Cambridge Exams?

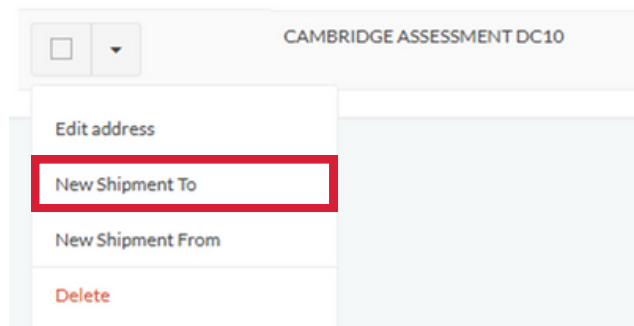
**1:** Go to Preferred Shipping’s website: <https://preferredship.com/> and click **LOGIN** at the upper right-hand corner of your screen, then login using your credentials under the PSCSHIP Login area.



**2:** Once logged in, select **Address Book** on the left-hand side



**3:** Find the address that you are sending to and click on the drop-down arrow, then click on **New Shipment To**



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4: Select **DHL Intl Express Service** underneath the DHL logo

Select Service ▾



DHL Intl Express

5: Select the packaging being used to ship the exams

- DHL Express Envelope
- Other DHL Packaging
- Customer Packaging
- DHL Jr Box
- DHL Cube Box
- DHL Small Box
- DHL Medium Box
- DHL Large Box
- DHL Small Tube
- DHL Large Tube
- DHL Small Pak
- DHL Large Pak

6: If using any packaging that is not a DHL Envelope, enter the weight, put \$1 for the customs amount, and enter Documents for the content description. Then click on the drop-down arrow for content type and change to Document.

UNITS ▾  
in / lb / oz

LENGTH	WIDTH	HEIGHT	WEIGHT	OUNCES	INSURE AMT	CUSTOMS AMT
13 in	16 in	1 in	4 lb	0 oz	USD \$ 0.00	USD \$ 1

TOTAL QUANTITY: 1    TOTAL WEIGHT: 4 lb    OUNCES: 0 oz    TOTAL CUSTOMS AMT: \$ 1.00

CONTENT DESCRIPTION (9/80)  
Documents

CONTENT TYPE ▾  
Document

FTR    ITN    AES EIN    FTR CODE ▾  
30.37(a) ?

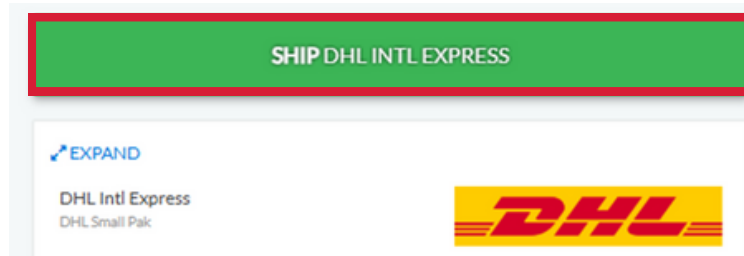
7: Scroll down and deselect the box that says **Include commercial invoice**; your total rate will then appear at the top right-hand side of your screen.

Include commercial invoice

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**8:** To create the shipping label, click on the green bar that says **SHIP DHL INTL Express** located above your rate and the DHL logo. Your label will automatically populate, and you can print it out and attach the document with the three bar codes to the shipment.



**9:** Once you have printed your label, select **SCHEDULE A PICKUP**, located in blue at the top right of your screen.



**10:** After you've scheduled the pickup, a confirmation number will appear—and you're all set!

## Contact Us

We are here to help you with your exam shipments! Contact us with any questions.

**Ken-Erik Nelson** - Director, IB/Cambridge Discounted International Shipping Program

- Email: [kenelson@preferredship.com](mailto:kenelson@preferredship.com)
- Phone: [704-577-0487](tel:704-577-0487)

## Preferred Shipping Customer Service

- Email: [customerservice@preferredship.com](mailto:customerservice@preferredship.com)
- Phone: [\(713\) 779-7447](tel:713-779-7447)