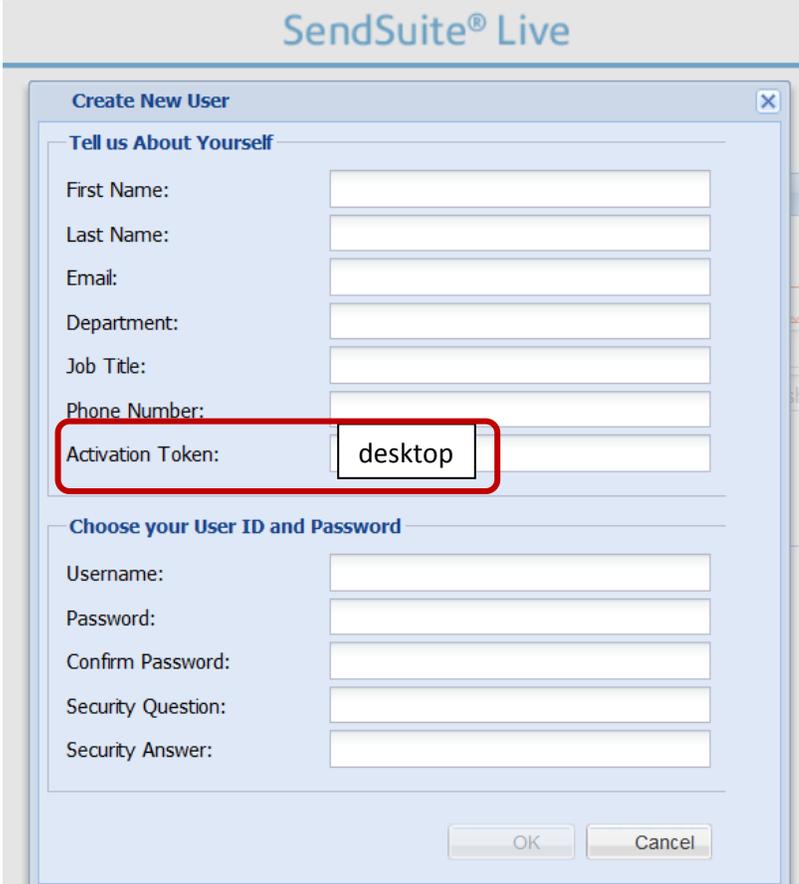
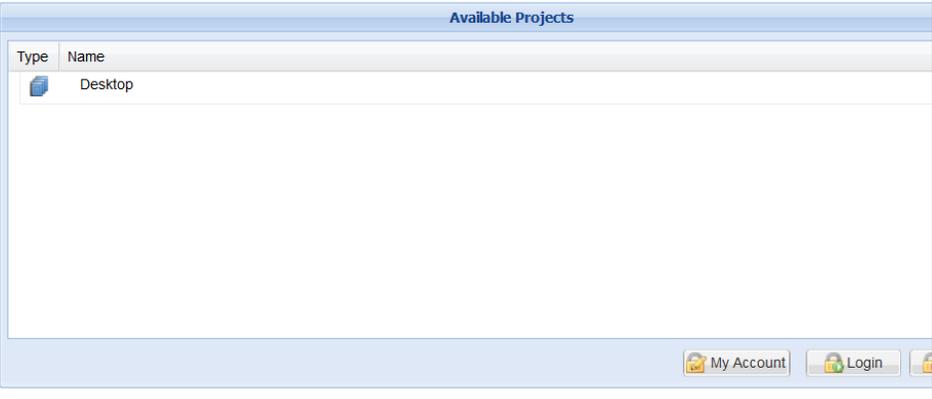
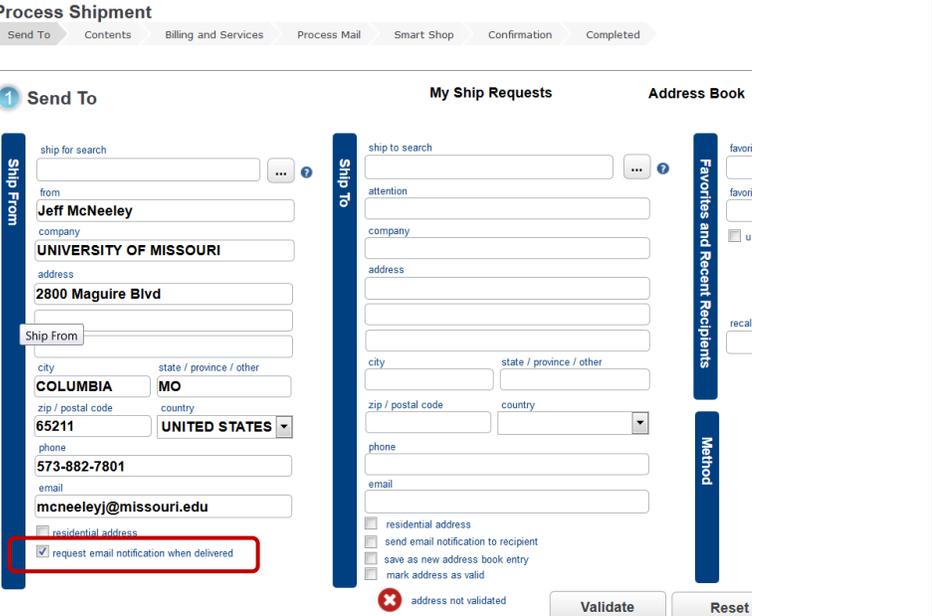
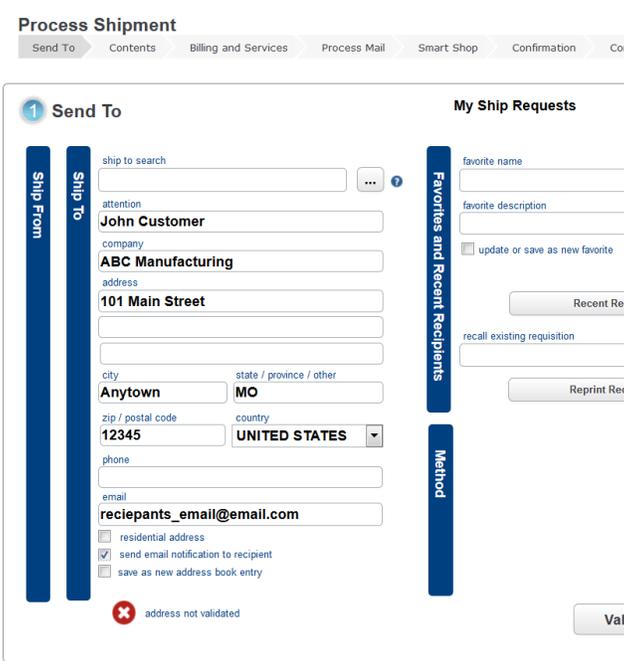
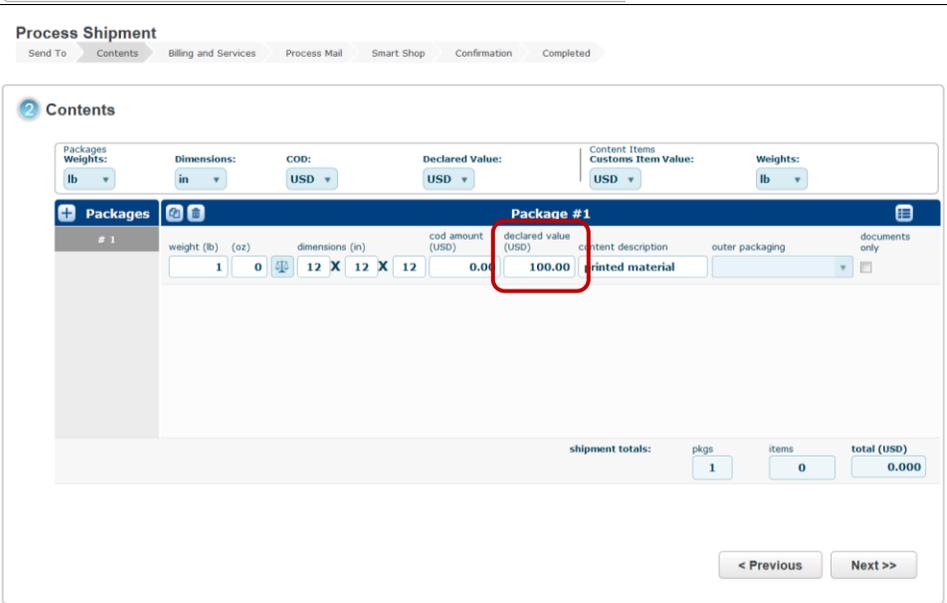
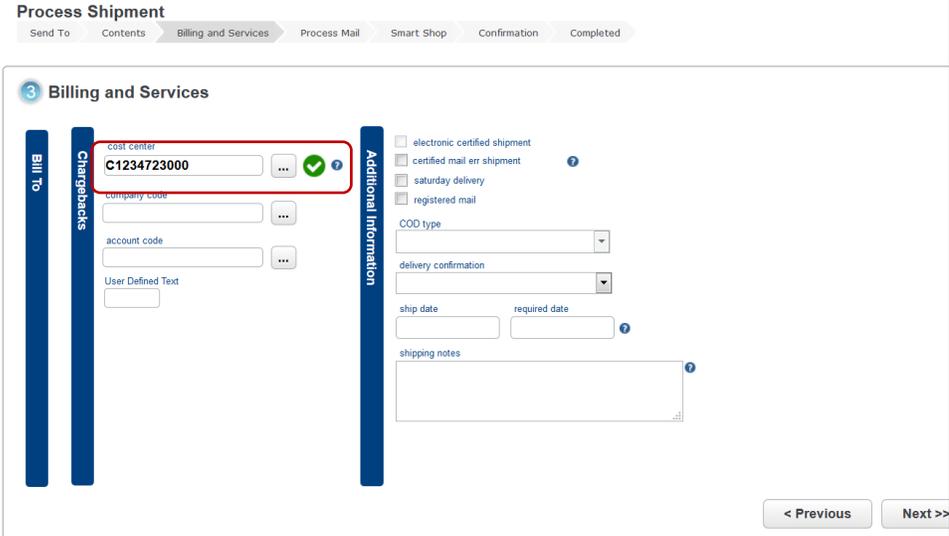
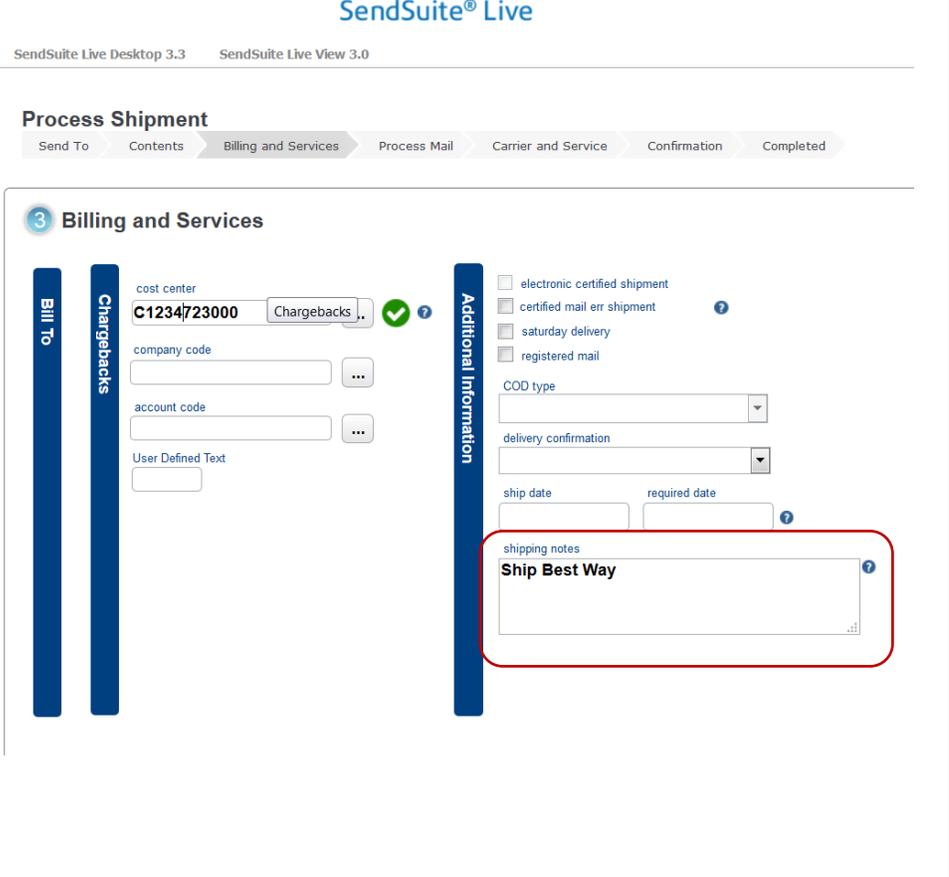


Create a Shipment for mailing Parcels (boxes) with Campus Mail.

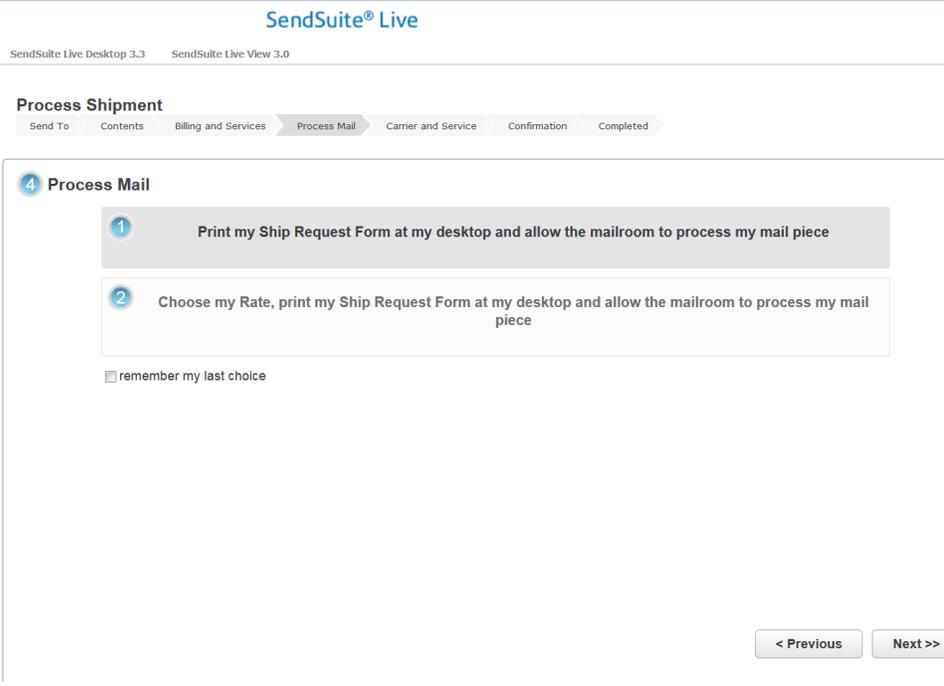
1	Open a web browser and goto this link	http://muop-mail-pb1.missouri.edu/SendSuite%20Live/projects/login.aspx *Be sure to turn off Popup Blockers
2	Create a new user	<p>SendSuite® Live</p> 
3	Fill out the registration info Note: the Activation Token is "desktop"	

<p>4</p>	<p>Once a profile is created, login. Then double click on the "Desktop" link.</p>	 <p>The screenshot shows a window titled "Available Projects". It contains a table with two columns: "Type" and "Name". There is one row with a desktop icon in the "Type" column and the text "Desktop" in the "Name" column. At the bottom right of the window, there are buttons for "My Account" and "Login".</p>
<p>5</p>	<p>Click on the "Ship From" blue tab, if collapsed. Make sure to check the "request email notification when delivered" box.</p>	 <p>The screenshot shows the "Process Shipment" interface. At the top, there are navigation tabs: "Send To", "Contents", "Billing and Services", "Process Mail", "Smart Ship", "Confirmation", and "Completed". The "Send To" tab is active and numbered "1". Below this, there are three main sections: "Ship From", "My Ship Requests", and "Address Book". The "Ship From" section is expanded and contains the following fields: "ship for search" (empty), "from" (Jeff McNealey), "company" (UNIVERSITY OF MISSOURI), "address" (2800 Maguire Blvd), "Ship From" (empty), "city" (COLUMBIA), "state / province / other" (MO), "zip / postal code" (65211), "country" (UNITED STATES), "phone" (573-882-7801), and "email" (mcnealeyj@missouri.edu). A red box highlights the checkbox "request email notification when delivered", which is checked. Below these fields are checkboxes for "residential address", "send email notification to recipient", "save as new address book entry", and "mark address as valid". At the bottom right, there is a red "X" icon with the text "address not validated", and buttons for "Validate" and "Reset".</p>

<p>6</p> <p>Fill out the recipient's information in the "Ship To" blue tab area.</p> <p>Click "Validate" to check the address for deliverability</p> <p>Click "Next" in lower right.</p>																																																																
<p>7</p> <p>If known, Fill out the weight, size, value, and contents info.</p> <p>This can be left blank.</p> <p>Declared Value = Insured value</p> <p>Click "Next" in lower right</p>	 <table border="1" data-bbox="535 997 1421 1344"> <thead> <tr> <th colspan="2">Packages</th> <th>Weights:</th> <th>Dimensions:</th> <th>COD:</th> <th>Declared Value:</th> <th>Content Items</th> <th>Custom Item Value:</th> <th>Weights:</th> </tr> <tr> <td colspan="2">lb</td> <td></td> <td>in</td> <td>USD</td> <td>USD</td> <td>USD</td> <td></td> <td>lb</td> </tr> </thead> <tbody> <tr> <th colspan="9">Package #1</th> </tr> <tr> <th>#</th> <th>weight (lb)</th> <th>(oz)</th> <th>dimensions (in)</th> <th>cod amount (USD)</th> <th>declared value (USD)</th> <th>content description</th> <th>outer packaging</th> <th>documents only</th> </tr> <tr> <td>1</td> <td>1</td> <td>0</td> <td>12 X 12 X 12</td> <td>0.00</td> <td>100.00</td> <td>printed material</td> <td></td> <td></td> </tr> <tr> <th colspan="6">shipment totals:</th> <td>pkgs</td> <td>items</td> <td>total (USD)</td> </tr> <tr> <td colspan="6"></td> <td>1</td> <td>0</td> <td>0.000</td> </tr> </tbody> </table>	Packages		Weights:	Dimensions:	COD:	Declared Value:	Content Items	Custom Item Value:	Weights:	lb			in	USD	USD	USD		lb	Package #1									#	weight (lb)	(oz)	dimensions (in)	cod amount (USD)	declared value (USD)	content description	outer packaging	documents only	1	1	0	12 X 12 X 12	0.00	100.00	printed material			shipment totals:						pkgs	items	total (USD)							1	0	0.000
Packages		Weights:	Dimensions:	COD:	Declared Value:	Content Items	Custom Item Value:	Weights:																																																								
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<p>8</p>	<p>Fill out the billing information.</p> <p>The cost center is your MO Code and PS Account</p>	 <p>Process Shipment</p> <p>Send To Contents Billing and Services Process Mail Smart Shop Confirmation Completed</p> <p>3 Billing and Services</p> <p>Bill To Chargebacks Additional Information</p> <p>cost center: C1234723000 ✓</p> <p>company code: ...</p> <p>account code: ...</p> <p>User Defined Text: ...</p> <p>Additional Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> electronic certified shipment <input type="checkbox"/> certified mail err shipment <input type="checkbox"/> saturday delivery <input type="checkbox"/> registered mail <p>COD type: ...</p> <p>delivery confirmation: ...</p> <p>ship date: ... required date: ...</p> <p>shipping notes: ...</p> <p>< Previous Next >></p>
<p>9</p>	<p>If you would like the Mail Room to ship your parcel by the most economical way, please enter a note in the Shipping Notes field stating:</p> <p>“Ship Best Way”</p> <p>You could also add any insurance needs. For example: “Insure for \$100”</p>	 <p>SendSuite® Live</p> <p>SendSuite Live Desktop 3.3 SendSuite Live View 3.0</p> <p>Process Shipment</p> <p>Send To Contents Billing and Services Process Mail Carrier and Service Confirmation Completed</p> <p>3 Billing and Services</p> <p>Bill To Chargebacks Additional Information</p> <p>cost center: C1234723000 Chargebacks ✓</p> <p>company code: ...</p> <p>account code: ...</p> <p>User Defined Text: ...</p> <p>Additional Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> electronic certified shipment <input type="checkbox"/> certified mail err shipment <input type="checkbox"/> saturday delivery <input type="checkbox"/> registered mail <p>COD type: ...</p> <p>delivery confirmation: ...</p> <p>ship date: ... required date: ...</p> <p>shipping notes: Ship Best Way</p>
<p>10</p>	<p>Turn off “Pop-up Blockers”</p>	<p>Make sure “Pop-up Blockers” are turned off. Otherwise, you will not be able print successfully.</p>

Print & Mail Services

<p>11</p>	<p>Choose the desired Process:</p> <p>Option 1 allows mailroom to choose the best rate/shipper.</p> <p>Option 2 allows you to choose the shipping method and shipper.</p>	 <p>The screenshot shows the 'SendSuite® Live' interface. At the top, it says 'SendSuite Live Desktop 3.3' and 'SendSuite Live View 3.0'. Below that is a 'Process Shipment' header with a progress bar containing steps: 'Send To', 'Contents', 'Billing and Services', 'Process Mail' (which is highlighted), 'Carrier and Service', 'Confirmation', and 'Completed'. The main content area is titled '4 Process Mail' and contains two numbered instructions: <ol style="list-style-type: none"> 1 Print my Ship Request Form at my desktop and allow the mailroom to process my mail piece 2 Choose my Rate, print my Ship Request Form at my desktop and allow the mailroom to process my mail piece There is a checkbox labeled 'remember my last choice' below the instructions. At the bottom right, there are two buttons: '< Previous' and 'Next >'. </p>
<p>12</p>	<p>Make sure "Pop-up Blockers" are turned off.</p>	<p>Print out your barcoded package label and affix loosely to your package. This will be removed by Campus Mail.</p>
<p>13</p>	<p>Drop package off at your buildings mailroom.</p>	<p>For large parcel quantities, more than 3 boxes, call Brian at 882-9639 to schedule a free pickup.</p> <p>Packages can always be dropped off during normal office hours 7:30-4pm M-F directly at:</p> <p>Print & Mail Services 2800 Maguire Blvd Columbia, MO 65211</p>