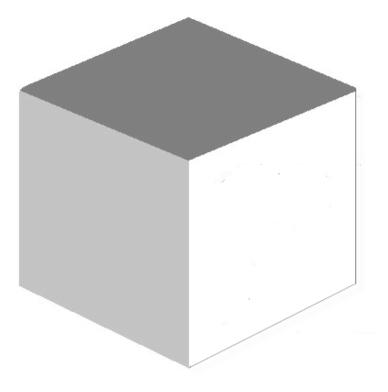


ShipExec Mail Room Processing Guide



September 17, 2020

Version 2.1

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Mail Room Processing

To process Mail Room shipments, you must set **Enable Mail Room Processing** settings in *ShipExec Management Studio* to **True**.

Note: If you do not want the Create License Plate button at the bottom of the Shipping page, you can set the **Enable License Plate** in Management Studio to **False**.

To process the Mail Room shipment:

- 1. Log on to the ShipExec Thin Client.
- 2. From the Shipping tab, select Shipping and Rating.

Subryer -	ing History End of Day -		englah-bindud States V 💽 Hello user@ups.comt Log Off
New Shipment (F2) Repeat Shi	pment (F8) Build Shipment Distribution List F	holup Request Pendi	ding Shipment Mode Together 👻 🔀 Package: 1 of 1 c > 🛊 👪 Shipment
Load	Load Request String	Load (F7)	7) General Accessorials Int'l Hazmat Reference LTL Visibility Goods
Shipper			Service:
Ship Date	2020-09-15		UPS forund (UPS Adapter) * UPS Next Day Air Candapter) UPS Next Day Air Candapter) UPS Next Day Air (CsAdapter)
Payment Terms			UPS Next Day Air Saver (CSAdapter) UPS 2nd Day Air A.M. (CSAdapter)
Third Party Billing Brokerage Third Party Consignee Return	Bill Consignee Third Billing Origin	Party	UPS 2md Day Arr (25Adapter) UPS 3 Day Select (25Adapter) UPS Ground (25Adapter) UPS Ground (25Adapter)
d G	P.O. Box	Residential	UPS Trade Direct Standard (TL (CSAdapter) UPS Trade Direct Standard (TL (CSAdapter)
Save Address	Select Action 🐱		Y UPS SurePost Media (CSAdapter) UPS SurePost 1 lb or Greater (CSAdapter) ✓
ode			Weight BoxType
Company			LB 🗸 Get Weight
ontact			Packaging Type Dimension
			✓ L X W X H ✓
Address 1			Declared Value Insurance Method

3. Click Mail Room. The License Plates page displays.

	2020-09-07			🏛 Delete	Selected						
End Ship Date	2020-09-15	i		Shipment _					Service	Total	
Site	Select Site	~		Reference	Company ¢	Contact ¢	Address 0	Shipper 🗢	÷	packages	
Shipper		~	Selec	3	Widget R Us	John Smith	12380 Morris Rd	DC	UPS	1	~
Carrier		~		-			Alpharetta, GA,US ,30005		Second		
Service		~							Day Air (UPS		
Shipper Reference									Adapter)		
Consignee Reference											
Shipment Reference										10 25 5	0 A
	Consignee										
Company Name											
Company Name Contact											
Contact											
Contact											
Contact City State/Province	Select Country	~									
	Select Country	~									

- 4. Click the icon to select your **Start Ship Date**.
- 5. Click the icon to select your End Ship Date.
- 6. Select any optional choices you want. **Note**: If you already created a license plate, click in the **Shipment Reference** box, then scan the license plate barcode using a scanner.
- 7. Click Search. The consignee address displays.
- 8. Click Select to choose the consignee address you want.

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	g ≠ History End of Day ≠	unglisi-United Status 👻 🚱 Helio usergipups comt 🛛 Log Off					
New Shipment (F2) Repeat Shipn	sent (F8) Build Shipment Distribution List Pickup Request Pendin	Shipments Mail Room Shipment Mode Together 💙 🔀 Package: 1 of 1 < > 🕂 🚯 Show Last Shipme					
Load	Load Request String Load (F7)	General Accessorials Intl Hazmat Reference LTL Visibility Goods					
Shipper		Service:					
Ship Date	2020-09-15	UPS Ground (UPS Adapter) UPS Next Day Air Early (CSAdapter)					
Payment Terms	Prepaid (DDP)	UPS Next Day Air (CSAdapter) UPS Next Day Air Saver (CSAdapter)					
Third Party Billing Brokerage Third Party B Consignee Return	Bill Consignee Third Party Illing Origin	UPB 2nd Day Air AM. (CSAagden) UPB 2nd Day Air (CSAagden) UPB concept Air (CSAagden) UPB concept CSAagden) UPB concept CSAagden) UPB concept CSAagden)					
Q	P.O. Box Residential	UPS Trade Direct Standard LTL (CSAdapter) UPS SurePost Bound Printed Matter (CSAdapter)					
Save Address	Select Action	UPS SurePost Media (CSAdapter) UPS SurePost 1 to or Greater (CSAdapter)					
Code	1111	Weight BoxType					
Company	Widget R Us	10 LB V Cet Weight V					
Contact	John Smith	Packaging Type Dimension					
Address 1	12380 Morris Rd	Customer Packaging 1 X 1 X 2 In Declared Method Insurrance Method					
Address 2		Declared Value Insurance Method					
Address 3		ORD # Consignee Reference					
		654321					
City	Alpharetta	Description Tracking Number / Pro Number					
State/Province	GA						
Postal Code	30005	Carrier Instructions					
Country/Territory	United States	1					
Email Phone Fax	Account / Tax						
Phone							
Fax							
		Save Rate (F9) Ship (F12) Create License Plate					

Note: All the information that was previously created in the license plate is automatically populated in the Shipping page. Validate any additional information needed to ship your package.
9. Click the Rate button. The Rate Result window displays.

Rate Result - Ship by Service						×
Service	Base	Discount	Special	Total	Arrival Date/Time	A
UPS Ground (UPS Adapter)	12.15 USD			12.15 USD	2020-09-11 23:00:00	~
						~
						Close

- 10. Do one of the following:
 - Click the service to mark it as the service for this shipment.
 - Click **Close** to exit the Rate Result window and keep the current service.

Note: If you selected multiple services, you will not be able to ship until you select a single service.

- 11. Click the **Ship** button. The Package Label prints or displays depending on your configuration.
- 12. Do one of the following:
 - If your label(s) print, proceed to step 16.
 - If your label(s) display, proceed to step 13.

Note: For a multi-piece shipment, you will have a label for each package.

« Previous	Package #1	Next »	Print All Package Documents 🚔
« Previous	Document #1: UPS Maxicode Package Label - Standard	Next »	Print All Documents 🚔
	Page #1 SHIPPING DEPARTMENT 10 LBS 1 OF 1 1881 505-1212 10 LBS 1 OF 1 1583 F00LAND RD MAUMEE OH 43537 SHIP JOHN SMITH WIDGET R US TO: 12380 MORRIS RD ALPHARETTA GA 30005		Print Document 🛔
	GA 301 9-01		
	UPS GROUND TRACKING #. 12 123 466 03 2437 0586		
	BILLINC: P/P REF1: 654321 CWU 13.7 Winimage 31.5V 07/2020		

- 13. If you have more than one package, you can navigate between packages by clicking **Previous** or **Next** on the top line.
- 14. If you have more than one document, you can navigate between documents by clicking **Previous** or **Next** on the second line.
- 15. Do one of the following:
 - Click **Print Document** to print your label, then click **Next** to print the next document.
 - Click **Print All Documents** to print all documents for the entire shipment.
 - Click **Print All Package Documents** to print all the different documents associated with the current package.
- 16. Attach the label(s) to your package(s).

Note: Once you have successfully shipped the packages in the Mail Room, they will no longer appear in the License Plate search results.