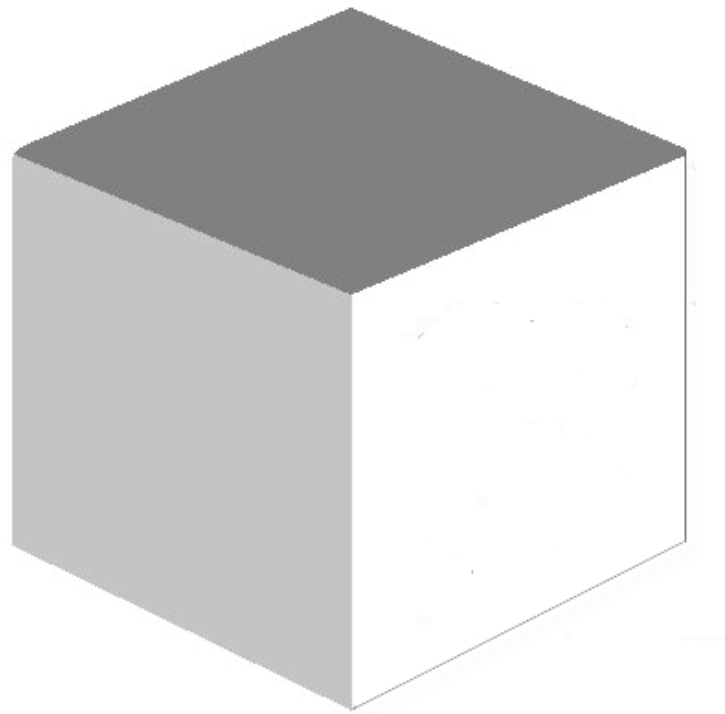


ShipExec Desktop Request for Mailroom Guide



September 11, 2020

Version 2.1

Creating a License Plate


A desktop user creates a license plate and takes the package to the mailroom clerk. The mailroom clerk scans the license plate and pulls up the shipment in the system. The clerk generates a new label, prints it, and attaches it to the package for shipment.

Note: The steps in this illustration are for a basic domestic shipment. Your configuration may vary. For advanced shipments, refer to your Mailroom.

To create a license plate:

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

The screenshot shows the ShipExec Thin Client interface. The 'Shipping' tab is active, and the 'New Shipment (P)' button is highlighted with a red circle. The interface is divided into several sections: 'Load' (with 'Load Request String' and 'Load (F7)' buttons), 'Shipper' (a dropdown menu), 'Ship Date' (2020-09-10), 'Payment Terms' (a dropdown menu), 'Consignee' (with 'Return' and 'Origin' options), 'Save Address' (with 'P.O. Box' and 'Residential' checkboxes), 'Code', 'Company', 'Contact', 'Address 1', 'Address 2', 'Address 3', 'City', 'State/Province', 'Postal Code', and 'Country/Territory'. There are also fields for 'Email', 'Phone Fax', 'Account / Tax', 'Phone', and 'Fax'. On the right side, there are tabs for 'General', 'Accessories', 'IWT', 'Hazmat', 'Reference', 'LTL', 'Visibility', and 'Goods'. The 'Service' section lists various shipping options like 'UPS Ground (UPS Adapter)', 'UPS Next Day Air (UPS Adapter)', etc. There are also fields for 'Weight', 'Packaging Type', 'Declared Value', 'ORD #', 'Description', and 'Carrier Instructions'. At the bottom right, there are buttons for 'Rate (F8)' and 'Create License Plate'.

3. Click **New Shipment**.
4. Select the shipper from the **Shipper** drop-down list.
5. Select the payment terms from the **Payment Terms** drop-down list.
6. Click the  icon to select the consignee address.

Search Address

Select address book

Address Book	Type
John Smith Inc. Address Book	Company
Sample Company	Company

Group:

Code:

Company:

Contact:

Address 1:

Address 2:

Address 3:

City:

State/Province:

Postal Code:

Country/Territory:

Email: Phone/Fax: Account/Tax:

Email:


Action	Code	Company	Contact	Address	Phone	Email
<input type="button" value="Select"/>	1111	Widget R Us	John Smith	12380 Morris Rd., Alpharetta, GA, 30005		
<input type="button" value="Select"/>	1001	SAMPLE COMPANY	RECEIVING DOCK	2125 S. TELEGRAPH ROAD, BLOOMFIELD HILLS, MI, 48302	800-555-1212	
<input type="button" value="Select"/>	1000	SAMPLE COMPANY	RECEIVING DOCK	29855 SCHOOLCRAFT RD., LIVONIA, MI, 48843	800-555-1212	
<input type="button" value="Select"/>	1002	SAMPLE COMPANY	RECEIVING DOCK	2100 PITTS SCHOOL ROAD, CONCORD, NC, 28027	800-555-1212	
<input type="button" value="Select"/>	1003	SAMPLE COMPANY	RECEIVING DOCK	2367 WALTON BLVD., AUBURN HILLS, MI, 48326	800-555-1212	
<input type="button" value="Select"/>	1004	SAMPLE COMPANY	RECEIVING DOCK	6039 INTERNATIONAL DRIVE, CHATTANOOGA, TN, 37421-5705	800-555-1212	
<input type="button" value="Select"/>	1005	SAMPLE COMPANY	RECEIVING DOCK	1004 SOUTH MIDKIFF, MIDLAND, TX, 79701	800-555-1212	
<input type="button" value="Select"/>	1006	SAMPLE COMPANY	RECEIVING DOCK	815 LANCASTER AVE., READING, PA, 19607	800-555-1212	
<input type="button" value="Select"/>	1007	SAMPLE COMPANY	RECEIVING DOCK	#1 AUTO ROAD SOUTH, LAREDO, TX, 78041	800-555-1212	
<input type="button" value="Select"/>	1008	SAMPLE COMPANY	RECEIVING DOCK	150 MOTORWORLD DRIVE, WILKES BARRE, PA, 18702	800-555-1212	


< 1 2 3 4 5 6 7 ... 414 >

5 10 15 20

7. Click **Select** for the consignee address you want.
8. Select the service you want from the list of Services.
9. Enter the weight in the **Weight** box.
10. Select the packaging type from the **Packaging Type** drop-down list.
11. Complete any additional optional boxes.
12. Click **Create License Plate**. The License Plate displays.

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

« Previous Document #1: License Plate Next » Print All Documents 


Print Document 

ShipExec™ License Plate

Please print and attach this receipt to your package

Transaction Date: Friday, September 1, 2020

Transaction ID:



0000000004

Package 1 of 2

Service Level: UPS Ground (UPS Adapter)

Reference 1:

Reference 2:

Shipper Name: John Doe

Shipper Phone: 4045551212

Ship-To Name: John Smith

Ship-To Phone:

13. Do *one* of the following:

- Click **Print Document** to print your license plate, then click **Next** to print the next document.
- Click **Print All Documents** to print all your license plates.

14. Attach the license plate(s) to your package(s).