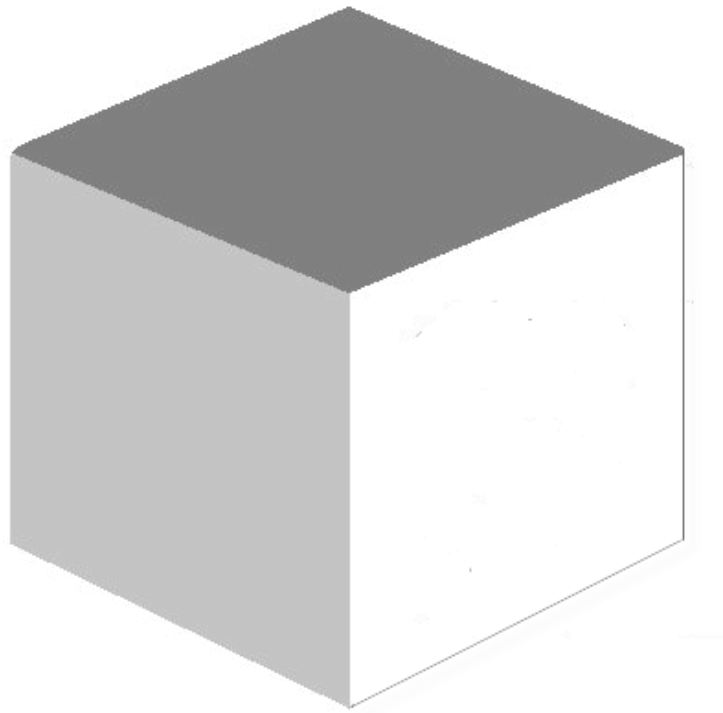


# ShipExec Mail Room Processing Guide



**September 17, 2020**

**Version 2.1**

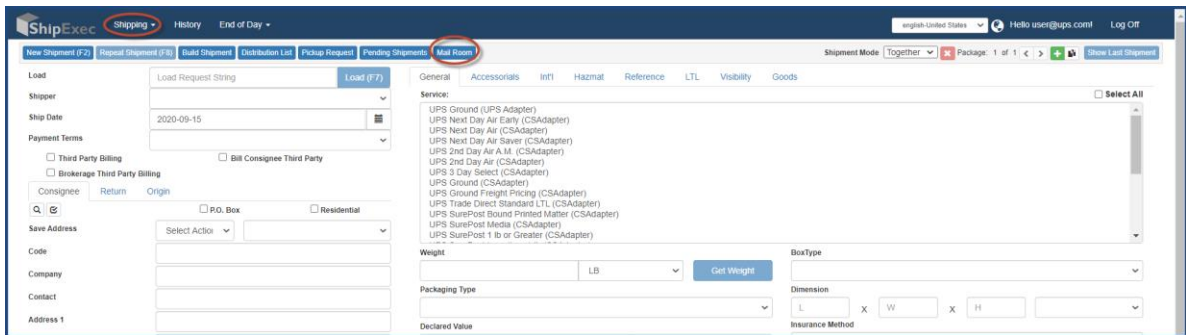
# Mail Room Processing

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

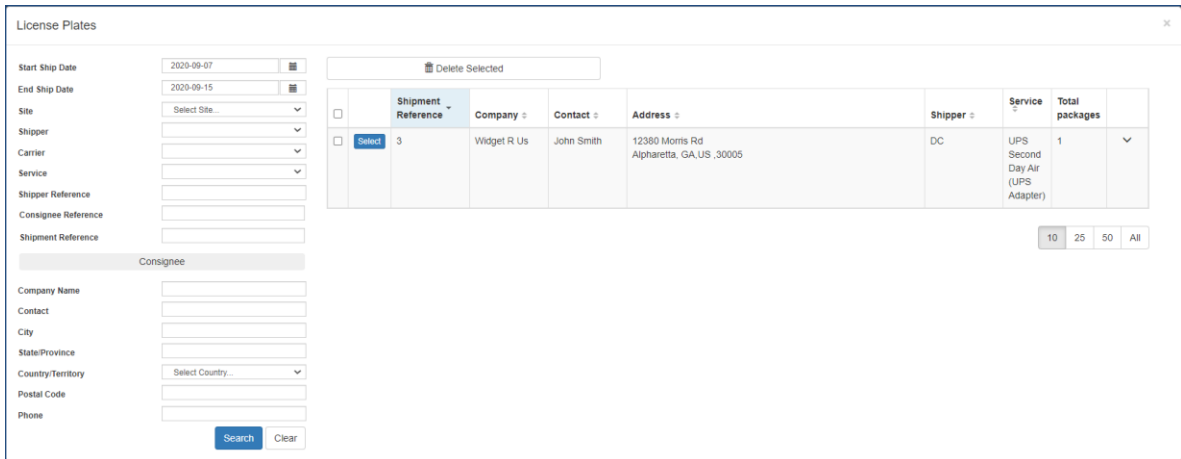
**Note:** If you do not want the *Create License Plate* button at the bottom of the *Shipping* page, you can set the **Enable License Plate** in *Management Studio* to **False**.



To process the Mail Room shipment:

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



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



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.

**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.

Service	Base	Discount	Special	Total	Arrival Date/Time
UPS Ground (UPS Adapter)	12.15 USD	-	-	12.15 USD	2020-09-11 23:00:00

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.



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.