

SendSuite: Create a Shipping Request

The ship request is created by the sender to assist the mailroom.

This process creates a document that is attached to the package in place of an address label.

Log in Username & Password are both: **desktop**

DESKTOP MENU OPTION:

1) Highlight "AK Admin Desktop"

2) Click "Login"

3) On the first screen:

"SHIP FROM" Enter the complete agency mailing address "SHIP TO"

Enter the complete mailing address

Make sure "ATTENTION" and "PHONE NUMBER" are complete

If no phone number is available enter the number "1" IGNORE all other fields

Click NEXT to continue

4) On the second screen: "CONTENTS"

IGNORE this screen

Click NEXT to continue

5) On the third screen: "BILLING & SERVICES"

Enter the Agency Mail Account Code

Click NEXT to continue

6) On the fourth screen: "PROCESS SHIPMENT"

PRINT SHIP REQUEST FROM MY DESKTOP

Click NEXT to continue

7) On the fifth screen: "CONFIRMATION" OF SHIPMENT SUMMARY.

Click NEXT to continue

8) On the sixth screen Print Ship Request and attach to the package for the mailroom to process.