HOW TO CREATE A SHIPPING REQUEST USING SENDSUITE

SENDSUITE CAN ONLY BE ACCESSED USING INTERNET EXPLORER

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:
Highlight “AK Admin Desktop”
Click “Login”

1) FIRST SCREEN “SHIP FROM” ENTER COMPLETE AGENCY MAILING ADDRESS

SHIP TO: ENTER COMPLETE MAILING ADDRESS INCLUDING “ATTENTION & PHONE NUMBER” IF NO PHONE NUMBER IS AVAILABLE ENTER THE NUMBER “1” IGNORE ALL OTHER FIELDS. CLICK NEXT TO CONTINUE

2) SECOND SCREEN “CONTENTS” IGNORE THIS SCREEN CLICK NEXT TO CONTINUE.

3) THIRD SCREEN “BILLING & SERVICES” ENTER AGENCY MAIL ACCOUNT CODE. CLICK NEXT TO CONTINUE.

4) FOURTH SCREEN “PROCESS SHIPMENT” PRINT SHIP REQUEST FROM MY DESKTOP. CLICK NEXT TO CONTINUE.

5) FIFTH SCREEN “CONFIRMATION” OF SHIPMENT SUMMARY. CLICK NEXT TO CONTINUE.

6) SIXTH SCREEN PRINT SHIP REQUEST AND ATTACH TO PACKAGE FOR MAILROOM TO PROCESS