

## 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**