**STEP 1: PREPARE YOUR PACKAGE**

Prepare your package as you normally would for a UPS shipment.

**NO PROCARD NEEDED!**

**STEP 2: ADDRESS THE PACKAGE**

Be sure the following is on the package:
- Recipient Name & Address
- Your Return Address
- Speedtype Number
- Securely Affix a Sticky Note Stating the Package Contents and Your Contact Number
- Class of Service (i.e. Ground, 1 Day Air, 2 Day Air, etc.)

If it is an international package, follow this link to the Package Shipping Preparation Form. This will collect necessary information to assist with preparing your shipment.

**STEP 3: PLACE WITH OUTBOUND MAIL**

Place the prepared package in your regular outgoing mail location for pickup by Mail Services on the next scheduled rotation or click this link to arrange for pickup. (https://www.umass.edu/mail/campus-mail-pickup-request)

**STEP 4: CHARGES SHOW IN NEXT REPORT**

No invoice or Procard is needed. Your shipping charges for the package will appear on your next PeopleSoft report.

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**NOTE:** If Research Compliance review is required, someone from Mail Services will contact you with further instructions before the package is shipped.