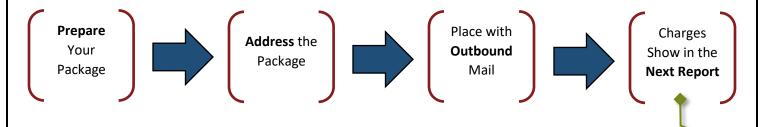


## JOB AID: UPS Shipping Via CampusShip

Mail & Distribution Services, 120 Tillson Farm Road, Amherst, MA 01003 • 413.577.9500 • www.umass.edu/mail



#### **STEP 1: PREPARE YOUR PACKAGE**

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

# NEW! 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 (le. Ground, 1 Day Air, 2 Day Air, etc.)

If it is an **international or research shipment package**, follow this link to the <u>Package Shipping Preparation Form</u> (https://forms.office.com/r/ARKLQ7B3tN) 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 NEW

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



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