USPS Shipments

Customer has package to mail

Is the package going US Postal Service?

Yes → Write Billing ID on top right hand side of package along with complete address on package → Method of Disposition

No → Log onto AggieShip and print a FedEX/UPS/DHL label (see AggieShip workflows).

Leave shipment at departmental mailstop (if department is receiving mail delivery)

Use Special Messenger Request Form for package retrieval by 230PM

Drop off shipment at 615 Hopkins Road prior to 3 PM

Shipment will be processed by Mail Services, and sent to the USPS