SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Using ShipTicket to Prepare Outgoing Parcels and Packages
Southern Illinois University Edwardsville- University Mailing Services

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**What is ShipTicket?**

ShipTicket is a web-based solution used to create Intelligent Mail Package barcode (IMpb) compliant labels for your parcels and packages (See pg. 4). IMpb labels allow for the USPS, the sender, and the recipient to track packages and as such they ship at a cheaper rate than handwritten or typed labels.

The online platform allows you, the user, to directly input the return and delivery addresses, generating a shipping request ticket that will automatically populate into our shipping software.

ShipTicket also allows you to verify the address for accuracy. Once you are confident that all the details of the label are correct, simply write the number generated on your Shipping Request Ticket on your Postage Charge Slip and we will do the rest.
What are the Benefits of Using ShipTicket?

ShipTicket provides several benefits for the University community, most notably:

- **Increased efficiency**
  - ShipTicket frees up time you would otherwise use to create your own labels
  - Minimizes human error since the software verifies each address

- **Reduced Shipping Costs**
  - ShipTicket is used to generate IMpb compliant labels (See pg. 4). These labels allow us to ship on average **15% - 20% cheaper using Commercial Plus Rates**

- **Fewer Returned Packages**
  - Addresses that are not verifiable will not generate a printable label. Errors are caught up front before money is spent
  - Response or feedback on time sensitive mailings is likely to improve since packages are more likely to get where they need to be on the first attempt

- **Improved Tracking Capability**
  - You have the ability to input email addresses for the sender and the recipient so that both parties are able to receive tracking updates electronically

- **Professional Look**
  - The IMpb labels meet specific USPS mailing guidelines, and their uniformity provides a professional and clean look for your packages.
How is Mail Preparation Different with ShipTicket?

You currently use hand-written labels, or you may prepare them using a Microsoft Word (or similar) software. ShipTicket streamlines that process for you. Instead of spending money for labels and inkjet printers, we will centralize label printing in University Mailing Services. Simply input the return and delivery addresses, click “Process” and we will generate an IMpb label (See Figure 1) that will reduce your shipping costs.

Figure 1
How Do I Use ShipTicket?

Using ShipTicket is similar to filling out an online form. Please follow the steps below.

1. Go to http://www.endicia.com/Shipticket to access ShipTicket. The link will take you to the homepage referenced in Figure 2 below.

Figure 2

2. The header of the page has four options (See Figure 3):

   a. Bookmark This Page- You can use this link to save the page to your favorites

   b. Shipping Request- This link takes you to the input form to enter return and delivery address, along with other details.
c. **Sign Up**- This option is recommended if you will frequently use ShipTicket. This link allows you to set up an account that will remember and auto-populate all your information on any PC that you use to access the web application.

d. **Sign In**- If you have previously signed up and have an account, you will use this link to access your account.

**Figure 3**

![Image of the main input page accessed through the Shipping Request Tab (See Figure 4)](image)

**Options Available**
- Bookmark this page
- Shipping Request
- Sign Up
- Sign In

3. The main input page is accessed through the Shipping Request Tab (See Figure 4):

   a. Enter the Departmental information under the sender information (left-side) section.

      The organizational ID is **7004**. The Cost Center is the **budget purpose** you want the charges to be billed to on your AIS reports.
b. Enter the Recipients’ information on the right side of the form. Make sure you use the “Verify Address” button to query the address. If there are any conflicts, we suggest that you contact the person you are sending the package to and ask for further verification.

Figure 4

4. Special Instructions

a. The Service Request Section allows you to select only 2-3 day Priority Service or 1 day Express Service. If you want First Class Package Service or Library Rate simply put that information in the Special Instructions box at the end of the form.
b. ShipTicket does not facilitate International Packages, since those addresses are harder to verify, but we can still process international packages at discounted rates. We will electronically generate the requisite Customs Forms. You will need to prepare the package as usual (you do not need to print labels) ensuring that both the sender’s and the recipient’s address are in the center of the package.

5. Once the form has been completed, use the “Process” button to generate a Shipping Request Ticket (See Figure 5a). You have the choice to print or save the ticket as a pdf file. We (University Mailing Services) do NOT require a printed copy so we suggest that you do not print hard copies. **We require that you:**

   a. Write the number generated under the barcode on the ShipTicket on the Postage Charge Slip (See Figure 5b) as well as the package you are mailing out

   b. Email a pdf version of the mailing slip to dhoward@siue.edu (optional)

**Figure 5a**
6. Email addresses and phone numbers should be included as necessary, since it will provide us with multiple ways of contacting you if we have any follow up questions. Email addresses also ensure that you and the person you are sending the package to can track its movement.

**Good Luck ShipTicketing!**
For Further Assistance

We can be reached via Telephone at:
University Mailing Services: 618-650-2028

We are located at:
Rendleman Hall, Basement Level, Room 0232
Southern IL University Edwardsville
Campus Box 1015
Edwardsville, Illinois 62026-1015

Website:
www.siue.edu/postal

Hours:
Monday thru Friday: 7:30 am - 4:00 pm