

# Express Mailing Instructions

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The University has a sole supplier for overnight and express mailing. Regardless of where you are located you should use UPS as your preferred vendor for shipping.

There is an online system on the receiving and mail site that you can use to print labels that are attached to your packages before you drop them off at a UPS box or store. This document explains how to get access to the system.

UPS Shipping Site: <http://receivingandmail.osu.edu/>

Getting access to the system:

1. Review the [Shipping ASSIST](#) pages which provide detailed information and step-by-step procedures on the use of the system.
2. Successfully complete the quiz in the "Purch9 Shipping" course in Carmen.
  - a. All training is offered in Carmen: <http://www.carmen.osu.edu>
  - b. For help with joining Carmen training courses go to:  
[https://dcm.osu.edu/content/groups/public/@.group.customer\\_readiness\\$/documents/job\\_aids/ja\\_carmen\\_self\\_registration.pdf](https://dcm.osu.edu/content/groups/public/@.group.customer_readiness$/documents/job_aids/ja_carmen_self_registration.pdf)
3. Submit the UPS Complete Shipping Access Request Form:  
[http://receivingandmail.osu.edu/docs/AccessRequestUPSCVS\\_rev20130225.pdf](http://receivingandmail.osu.edu/docs/AccessRequestUPSCVS_rev20130225.pdf) and email it to [osums@osu.edu](mailto:osums@osu.edu). If you don't have access to a scanner you may fax to 614-247-6065.

For questions regarding the UPS – CVS system, email [University Mail Services](#).

\*\*\*NOTE\*\*\* To locate courses in Carmen, click on the "Carmen (D2L) Homepage" link from the Announcements>Shortcuts section on the right side of the Carmen homepage.



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