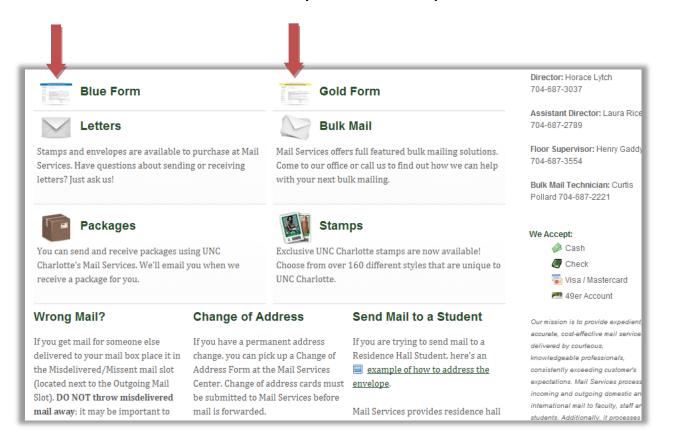
Directions on how to access and fill out new Mail Services Blue and Gold forms via Mail Services Web Site

To access Mail Services Website, type in http://aux.uncc.edu/mail/

u Mail Services Auxiliary Services at 🔶						
Auxiliary Services					49er Card Map Contact	
Home Dining Meal Plans	Bookstore	Mail Services	Copy & Print	Parking	Contact Fo	od for Flu
Mail Services					MAIL SERVICE	S
	1	- //	4		Letters	
Departments: blue & gold slips totally accurate! http://aux.uncc.edu/mail	electronic. Type acc	c # onto Jorm; barcoae al		s ago 🔊	Bulk Mail	
December Grads: make your announce	December Grads: make your announcements snazzy with UNC Charlotte custom stamps. Several designs to				Packages	
choose from, \$6.40 per 6-count sheet. 7 days ago ⊼				s ago 💌	Stamps	
			Mail Services on		Student Mail Dates	s
Mail Services is a fully operational Postal Cont We receive packages delivered through the U		-			FAQs	
processed through Central Receiving and Stor	es, 704-687-2394	·	- * *		USPS Abbreviation	ns 💌
2009 Holiday Shipping Cut Off Date	es				Current USPS Rate	es 🔹

Scroll down to the middle of the site where you will see some options to click on the Blue and Gold slips.



Next, choose the form that you need. Blue for Domestic Mail, and Gold for International Mail.

The forms will appear in a separate window or tab and you will have access to type in and print all information needed from the form itself. Please pay attention to the following:

- 1. Name of Department
- 2. Organizational Code (5 digit code can be found at <u>http://www.finance.uncc.edu/Banner/BannerLinks.html</u>)
- 3. Index/Fund Barcode: Here you will have to click in the square where the barcode is located and type in your Banner Index/Fund Number. Please use caution to make sure that all numbers contained in the sample are removed and only your <u>6 digit Index/Fund number remains</u>. This will generate a barcode for your departments Index/Fund number.
- 4. Choose the class of mail
- 5. Enter the Number of Pieces
- 6. Enter a valid phone # you can be reached
- 7. Enter the Date of the mailing
- 8. Type your name, First and Last

Once the form is printed you MUST SIGN the form on the Signature line. Any form missing a signature on the signature line will not be accepted until signed.

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	Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records.						
6							
	DOMESTIC MAIL SLIP (Blue Slip)						
	Department						
19	Organization Code						
1	Index/Fund Barcode						
	1st Class Mail. Letters, postcards, or any matter containing writing or typewriting and mail sealed against inspection. Mail over 11 ounces must be marked "Priority Mail."						
	Express Mail Express Mail is fastest service for time-sensitive letter, documents or merchandise. Guaranteed next-day and second-day delivery nationwide or money back.						
	Delivery Confirmation						
	Parcel Post Packages not sent via priority mail must go Parcel Post. Parcel Post postage is less expensive the heavier the package weighs.						
	Media Mail						
	Bulk Mail						
se							
Ø	Signature Sign Here						
Done							

******Don't forget to press "Print Form" located in the lower right hand corner**

If you are filling out the Gold International Mail Slip, please follow usual procedures in the case that it may require a customs form. Please call 704-687-2350 if you have any questions regarding customs forms.

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8	💾 🕹 • 🌾 -> 1 / 1 💿 🖲 52% • 🖶 🚱 Find •				
Ξ	Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records.				
6	INTERNATIONAL MAIL SLIP (Gold Slip)				
	Department				
6	Organization Code				
1	Index/Fund Barcode				
	CLASS OF MAIL (use separate form for each class)				
	1st Class Mail Letters and letter packages, postal cards, aerogramme, printed matter, and small packets and parcels. Only First-Class mail is available for International mail (Parcel post or surface mail NO LONGER AVAILABLE).				
	Global Expresse				
	Global Priority Airmail service for correspondence, documents, printed matter and lightweight merchandise to foreign countries. Maximum weight is four pounds. No special services (registry, return receipt, recorded delivery or insurance) are available.				
	M-Bags				
	Number of pieces Phone				
sp.	Date (dd/mm/yy)				
Ø	Signature Sign Here				

After you have completed filling out and printing either form, Please Sign the Signature space and attach to the mail that needs to be mailed out.

This form does have tabbing functions for your convenience. You may also continue to use your blue and gold slips until you run out. Mail Services will no longer be providing departments with Blue/Gold Slip pads.

For your convenience, you may save this form to your computer for easy access. The form will be updated periodically so please check for updates. To save please click on the floppy disk icon in the upper left hand corner and choose a location. You may save the form multiple times with your Org & Index/Fund codes.

If you do not know what your Org code is please refer to this page.

<u>http://www.finance.uncc.edu/Banner/BannerLinks.html</u> and find your Departments Org code located under the heading "Sub-Department (Level 5) column.

If you have additional questions about filling out or using

Gold or Blue Slips, please contact Mail Services at 704-687-2350.