



POSTMASTERS

FROM DATASTREAM TO MAILSTREAM

System Training
for Enhanced Mailing & Shipping (EMS)

GETTING STARTED

Enhanced Mailing & Shipping

- Log In
- Shipping Selection
- Checkout



Enhanced Mailing & Shipping (EMS)

- Browser-based solution for shipping and mailing from your desktop
- Rate/delivery shopping for optimal shipping
- Prints a “Request To Send” form (RTS) from the user’s desktop printer that accompanies your package throughout the shipping process

EMS LOGIN PAGE

- The EMS User Names and Passwords are created using the EMS Password Maintenance feature.
- Only Administrator level users will have access to the EMS Configuration page.
- The user may choose their user name from the drop-down list and enter their password.

EMS WebView

LOGIN

User Name:

Password:

NEOPOST USA | 06461 CT

Login

EMS WebView Version 3.1.4.0
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SHIPMENT INFORMATION

The screenshot displays the EMS WebView interface. At the top, it says "EMS WebView" and "Welcome, ADMIN | Logout". Below that, it shows "Logged in at 10/6/2016 8:17:26 AM" and "IMPAC 46808 IN". The main navigation bar includes "Request To Send", "Edit Address Book", and "Tracking and Inquiry".

The "ENTER SHIPMENT INFORMATION" section contains:

- Ship Date: 10/6/2016
- Shipment Type: Package, Carrier Envelope, Batch of Mail
- Weight: 1 lbs, 0 ozs

The "ENTER SHIP TO ADDRESS INFORMATION" section contains:

- Close Search, ADD NEW, Clear Address
- Find: [Search Box]
- Search By: Name
- Match By: Start of Field

The "SELECT CARRIER INFORMATION" section contains:

- Carrier: Select a Carrier...
- Class of Service: Select a Class of Service...
- OR --
- BestWay logo
- Clear Carrier

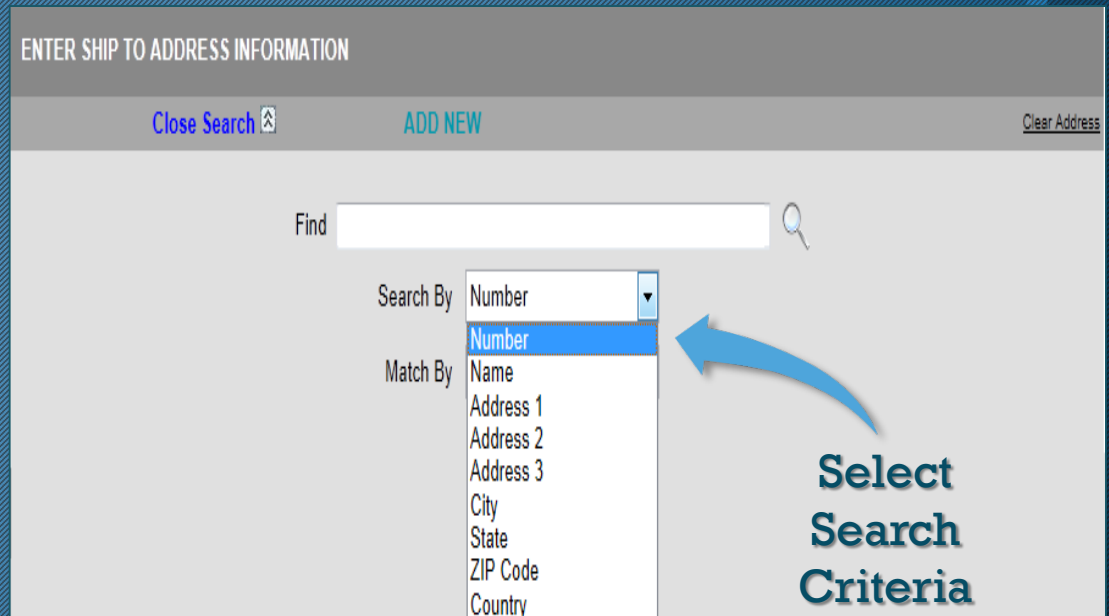
Select Shipping Details

Select Search Address Book

TIP: If you are trying to send multiple certified pieces, simply check "batch of mail" and the box for certified mail (on slide 7).

ADDRESS SELECTION

- Addresses may be newly created or selected from EMS Address Book
- Addresses can be suppressed based on the needs of the agency




The screenshot shows a web form titled "ENTER SHIP TO ADDRESS INFORMATION". At the top, there are links for "Close Search" and "ADD NEW", and a "Clear Address" link on the right. Below the title is a search interface with a "Find" label, a text input field, and a magnifying glass icon. Underneath the input field are two dropdown menus: "Search By" and "Match By". The "Search By" dropdown is currently open, showing a list of options: "Number" (which is highlighted in blue), "Name", "Address 1", "Address 2", "Address 3", "City", "State", "ZIP Code", and "Country". A blue arrow points from the text "Select Search Criteria" to the "Number" option in the dropdown menu.

CARRIERS SELECTION

SELECT CARRIER INFORMATION

Carrier

Class of Service

-- OR -- 

Special Services

Certified Mail

Return Receipt

Check box to send mail certified

Base Rate	<input type="text" value="5.35"/>
Special Services	<input type="text" value="5.30"/>
Fuel Surcharge	<input type="text" value="0.00"/>
Total Charges	<input type="text" value="10.65"/>

Select Carrier

Best Way
takes you to next slide

TIP: Make sure you use a certified envelope when sending certified mail.

BEST WAY CALENDAR

- Best Way Calendar appears when selected
- The user may click on the desired service to select it.

Best Way

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	Dec 31	Jan 1	2	3	4		6
			SHIP DATE	UPS Nxt Saver 33.85 FedEx Std 34.90 UPS Nxt Day 37.20 FedEx Prior 38.75 FedEx First 64.75	USPS Flat Env. 5.15 USPS Prior 5.35 UPS Ground 5.94 FedEx Ground 5.94 USPS Flat Box 11.35 UPS 2 Day 12.35 FedEx 2 Day 12.85 UPS 2 Day AM 14.20 FedEx 2DayAM USPS Lrg Flat 15.45		
		7	8	9	10	11	12
		UPS 3 Day 8.60 FedEx Saver 11.45	USPS Parcel 5.35				
		14	15	16	17	18	19
							20

USPS Parcel Post
 Est. Delivery By End of Day
 Weight Limit 70 lbs.
 Base Rate 5.35
 Fuel Surcharge 0.00
 Total Charge 5.35
[\[Close Calendar \]](#)

Choose from Options

ACCOUNT SELECTION

SELECT ACCOUNT INFORMATION

Account 1	Search Accounts <input type="checkbox"/>	Clear Account 1
Number	<input type="text"/>	
Name	<input type="text"/>	
Account 2	Search Accounts <input type="checkbox"/>	Clear Account 2
Number	<input type="text"/>	
Name	<input type="text"/>	



Enter
Agency
Account
Information

Account Information Must Include: Business Unit, Department Code

SHIPPING NOTES

- Agency Users can add notes or special instructions to the RTS
- Notes will be printed on the RTS form & will also appear on the EMS screen when scanned

ENTER SPECIAL SHIPPING NOTES

Notes

Clear Notes

Clear Form After Submission

Submit >>

Enter Notes
or Special
Requirements

Check the “Clear Form After
Submission” box to clear the
form after printing.

SHIPPING NOTES

- The user may choose to not check the “Clear Form After Submission” check box which will retain the User’s selections for the next item to be processed.
- The Submit button will print out the RTS form on the user’s printer and send the electronic request to the EMS database.
- Attach the Request To Send (RTS) form to your to the letter, package, or batch of mail and place in your outgoing mail box.

ENTER SPECIAL SHIPPING NOTES

Notes

Clear notes

Clear Form After Submission

Submit >>

EMS WebView
Version 3.1.4.0
[Contact Us](#)


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Click
Submit

SHIPPING NOTES


- Mailroom Operation scans barcode upon receipt
- All original selections populate the EMS screen including:
 - Ship To address
 - Selected Carrier and Service
 - Selected Account for chargeback
 - Shipping notes

Request To Send Form Page 1 of 1

 [Print](#)

REQUEST TO SEND

Ship Item On: 1/2/2013
Sender: ADMIN
 NEOPOST USA 06461 CT
Sender Instructions: Attach form to item & forward to Mailing/Shipping area


RTS2

Account 1: 100 - Marketing
Account 2:
Account 3:

Send To: NEOPOST
 5700 PERIMETER
 DUBLIN OH 43017

Class of Service: **USPS Priority Mail**
Shipper Instructions: Place item on scale and scan barcode to print Shipping Label

Notes:

http://localhost/EMSWebView/RTSForm.aspx 1/2/2013

QUESTIONS?

You can contact:

Post Masters' Project Manager, Marmiko DeCeita, at mdeceita@awrcusa.com

IDOA's Vendor Manager at Printmailservices@idoa.in.gov



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