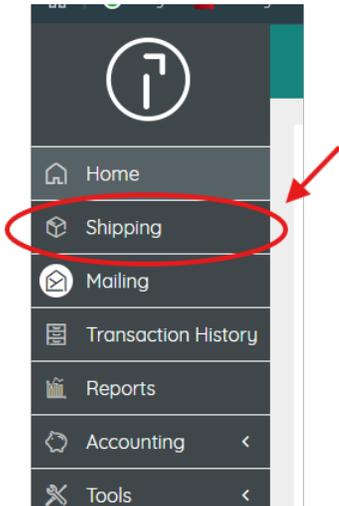


# Step by step SHIPPING guide for mailroom S.M.A.R.T System

When shipping a package in S.M.A.R.T: Click on SHIPPING (above Mailing)



Next: Type in your department account number before continuing.

A screenshot of the S.M.A.R.T web application's shipping interface. The page is divided into several sections: Package Detail, Shipment Details, Accounts, Reference Fields, and Package Charges. The 'Accounts' section has a text input field labeled 'Account' which is circled in red, with a red arrow pointing to it from above. The 'Package Detail' section includes a 'PACKAGE TYPE' dropdown, a 'Total Package Count' field with the value '1', and a 'GET WEIGHT' button. The 'Shipment Details' section shows logos for USPS and FedEx, along with 'SELECT SERVICE' and 'COMPARE CARRIERS' buttons. The 'Reference Fields' section has three input fields labeled 'Reference 1', 'Reference 2', and 'Reference 3'. The 'Package Charges' section shows a table with two rows: 'Package Base Rate' at \$0.000 and 'Services & Fees' at \$0.000.

Package Charges	
Package Base Rate:	\$0.000
Services & Fees:	\$0.000

**Next: Add the Sender name in circled area. Can be a name or a department.**

The screenshot shows the SMART MailCenter interface. The 'Ship From' section is highlighted with a red circle around the 'Sender Name' field, which contains the text 'CATHOLIC ARCHDIOCESE OF ATLANTA'. The 'Package Detail' section shows a 'PACKAGE TYPE' dropdown and a 'Total Package Count' of 1. The 'Accounts' section shows an 'Account' dropdown. The 'Reference Fields' section shows three 'Reference' dropdowns. The 'Package Charges' section shows a table with 'Package Base Rate', 'Services & Fees', and 'TOTAL CHARGES' all set to \$0.000. The 'Shipment Details' section shows 'USPS' and 'FedEx' logos, a 'SELECT SERVICE' button, a 'COMPARE CARRIERS' button, a 'Ship Date' of 3/14/2025, a 'Billing:' dropdown set to 'SENDER', and a 'MODIFY EXTRA SERVICES' button. The 'Ship To Address' section shows a dropdown for 'US - United States of America' and several empty text input fields for 'Attention', 'Company', 'Street Address', 'Apt / Suite / Other', 'Other', 'City', 'State / Provin', and 'ZIP Code'. There are also checkboxes for 'Residential Address', 'Phone Number', and 'Email' fields, and a 'CONFIGURE NOTIFICATIONS OPTIONS' button.

**Next: enter shipping address (inc. international option) and details including name of recipient, company, apt/suite/other, and on occasion you will need a phone number as well (so be prepared to have one just in case).**

The screenshot shows the SMART MailCenter interface. The 'Ship To Address' section is highlighted with a red circle around the address fields. The 'Ship From' section shows 'MAIN - CATHOLIC ARCHDIOCESE OF ATLANTA - 30080-88' and 'CATHOLIC ARCHDIOCESE OF ATLANTA'. The 'Package Detail' section shows a 'PACKAGE TYPE' dropdown and a 'Total Package Count' of 1. The 'Accounts' section shows an 'Account' dropdown. The 'Reference Fields' section shows three 'Referen' dropdowns. The 'Package Charges' section shows a table with 'Pac', 'Pac', 'Ser', and 'TOT' rows. The 'Shipment Details' section shows 'USPS' and 'FedEx' logos, a 'SELECT SERVICE' button, a 'COMPARE CARRIERS' button, a 'Ship Date' of 4/28/2025, a 'Billing:' dropdown set to 'SENDER', and a 'MODIFY EXTRA SERVICES' button. The 'Ship To Address' section shows a dropdown for 'US - United States of America' and several empty text input fields for 'Attention', 'Company', 'Street Address', 'Apt / Suite / Other', 'Other', 'City', 'State / Provin', and 'ZIP Code'. There are also checkboxes for 'Residential Address', 'Phone Number', and 'Email' fields, and a 'CONFIGURE NOTIFICATIONS OPTIONS' button.

You can also set up notifications by clicking “CONFIGURE NOTIFICATION OPTIONS” (circled below). I strongly suggest you do this as this will give you a tracking #.

SMAR.T MailCenter

Ship From: MAIN - CATHOLIC ARCHDIOCESE OF ATLANTA - 30080-8

Package Detail: GET WEIGHT, PACKAGE TYPE, Total Package Count: 1

Shipment Details: USPS, FedEx, SELECT SERVICE, COMPARE CARRIERS, Ship Date: 3/14/2025, Billing: SENDER

Accounts: Account

Reference Fields: Reference 1, Reference 2, Reference 3

Package Charges: Package Base Rate: \$0.000, Services & Fees: \$0.000, TOTAL CHARGES: \$0.000

CONFIGURE NOTIFICATION OPTIONS

You will get a pop-up message. Type in YOUR work email next to the “3rd Party” section and make sure to select each square  under the 3rd party section under notification (AS SHOWN). Then click **OK**.

Email Notification Config

Select tracking notification settings.

Shipper: avega@archat.com

Recipient:

3rd Party:

Notification	Shipper	Recipient	3rd Party
Shipment creation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery/Delivery Attempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK CANCEL

TOTAL CHARGES:

**Next: You will select your package details. You will have a few options here.**

**---You can click on "PACKAGE TYPE"**

The screenshot shows a 'Package Detail' form. A dark grey box with white text is overlaid on the top left, containing the instruction: 'Select to view available package types or create a new package type.' Below this instruction, a red circle highlights a button labeled 'PACKAGE TYPE'. An arrow points from this button to the 'GET WEIGHT' dropdown menu. The form includes fields for 'Total Package Count' (set to 1), 'Accounts' (with a search field), 'Reference Fields' (with three input fields), and 'Package Charges' (showing Package Base Rate and Services & Fees at \$0.00). At the bottom, there are logos for USPS and FedEx, and buttons for 'SELECT SERVICE' and 'COMPARE CARRIERS'.

**A POP-UP message will come up for you to select your package type. (We do have some default favorites that you can choose as well) Then **click "OK"** when done.**

**The "DEFINE NEW" is for those odd, shaped packages (Ex: cylinder/ tube) or to ship media mail.**

The screenshot shows the 'Package Types' selection screen. At the top, there are three tabs: 'USPS', 'FEDEX', and 'Define New'. A red circle highlights these tabs, with three red arrows pointing to each. Below the tabs, there is a 'Sort By' dropdown menu set to 'Name' and a search field labeled 'Search Saved Package'. The main area displays a grid of package type icons. Under the 'DEFAULT' section, there are icons for 'FedEx envelope', 'FedEx® Envelope', 'Materials', 'Medium square brown box', and 'Priority Mail® Medium Flat Rate Box - 1'. Below this, there is an icon for 'cylinder tube'.

**This is how Media Mail is to be selected:**

The screenshot shows a web form titled "Package Types" with tabs for "USPS", "FEDEX", and "Define New". The "USPS" tab is active. The form is split into "Package" and "Preview" sections. In the "Package" section, the "Carrier" is set to "USPS". The "Carrier Packaging" dropdown is set to "None". The "Service" dropdown is set to "Media Mail®", which is circled in red. Below this, there are input fields for "Dimensions" (L, W, H, G) and "Weight" (lb, oz), with a "GET WEIGHT" button. There are also "IMPORT IMAGE" and "CLEAR IMAGE" buttons. The "Description" field is empty. The "Extra Services" section is visible at the bottom.

**SIDE NOTE:** There is a possibility, depending on the USPS/ FedEx guidelines, that the package size and weight, along with the contents of the package may affect the shipping options. If this happens you can call Quadient customer service number for help.

A dark grey card with a white '@' icon. The text reads: "For Technical Support Call", "1-888-267-9381", "Select Option 1, then select Option 3", and "Agents are available Monday through Friday, 7:00 a.m. - 6:00 p.m. CST."

**You will then PLACE YOUR PACKAGE ON THE SHIPPING SCALE and click "GET WEIGHT" or type it in if you must.**

The screenshot shows a "Package Detail" form. It has input fields for weight (lb, oz) and dimensions (L, W, H, G). The "GET WEIGHT" button is circled in red, with a red arrow pointing to it. Below the form is a "PACKAGE TYPE" section with a "Total Package Count" field containing the number "1".

**---Another option would be to NOT select a package type and just add the details (lb, oz, L,W,H,G)**

**Next: Click "SELECT SERVICE" to choose your shipping time frame and selection. This will show shipping costs but keep in mind that they don't include service fees and taxes, if any. \*You also have the option to change who will be billed for this shipment.**

Shipment Details

**SELECT SERVICE** **COMPARE CARRIERS**

Ship Date  
3/14/2025 

Billing: SENDER ^

MODIFY EXTRA SERVICES

**Next: You will be able to see the package charges then click "PROCESS SHIPMENT" to complete shipping. A shipping label should print from the thermal label printer.**

Package Charges

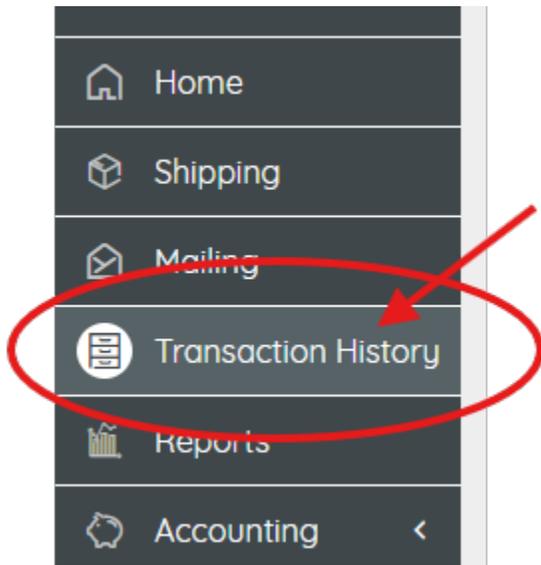
Package Base Rate:	\$0.000
Services & Fees:	\$0.000
▼	
<b>TOTAL CHARGES:</b>	<b>\$0.000</b>

CREATE CUSTOMS FORM(S)

**PROCESS SHIPMENT**

Sometimes the printer has some sort of disconnect from the computer. This may be due to a system update **BUT** you can print manually.

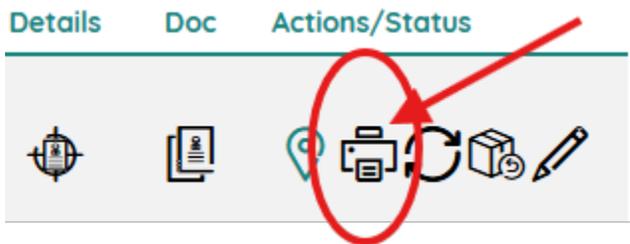
If the label doesn't print right away, click on "TRANSACTION HISTORY" here you will see your shipment info.



This is an example of how it will look like.

Created Date [↓]	Price [↓]	Accounts [↓]	Destination [↓]	Service [↓]	Tracking [↓]	Reference [↓]	Details	Doc	Actions/Status
3/18/25, 3:48 PM	\$27.440	0097	Rita St. Francis of Assisi 3717 HIGHWAY 515 E BLAIRSVILLE GA 30512-3288	FedEx FedEx Express Saver®	772808987730				

You will then click on the printer icon to print/ reprint the label.



**Once finished, PLEASE CLICK ON HOME to clear all information**

**HELP!!** If you ever need to call for help my RingCentral number is on the home page, or you can also call the customer service number that's on the "HELP" button section. They are amazing 😊 and help a ton.

My Account

 ALICIA VEGA  
Admin

Name  
Alicia Vega

Password

Email  
avega@archatt.com

Phone Number  
404.920.7426

Profiles  
admin

Group

Tools

Settings

Help

 **For Technical Support Call**  
1-888-267-9381  
Select Option 1, then select Option 3  
Agents are available Monday through Friday, 7:00 a.m. - 6:00 p.m. CST.