

## IST Mail & Package Information

(Beginning 4-1-2019)

### IST, Campus & USPS

Picked up and delivered once a day in mailrooms E140, E159, E307, E339 and E397.

#### Preparing First Class

- Go to <http://multimediaprint.psu.edu/metering-and-ups-services>
- Scroll down and select “mail meter slip”
  - Log in with your PSU credentials
  - Double click on “Desktop”
  - Enter your accounting information (ex. budget 0202508 UP, fund 10010)
  - Select “Next”
  - Select “First Class Mail”
  - Select “Print”
- Attached printed slip to mailing

### Courier

It is the responsibility of all work units (located on 1<sup>st</sup> and 3<sup>rd</sup> floors Westgate Building) to take their courier mail to the 1<sup>st</sup> floor mail room (E140 Westgate, kitchen area) daily by 10:00 a.m. to ensure same-day delivery to:

Shields Building  
Technology Center  
Old Main  
Elliot Building  
Kern Building  
Innovation Park  
Procurement Building  
Business Services  
331 Building (room 316)  
329 Building  
103 Building (rooms 205, 212 & 214)

### Packages

Delivered once a day in mailrooms E140, E159, E307, E339 and E397. If you receive a package too large for your mailbox, a “package” tag will be placed on your mailbox. The package can be retrieved from the surrounding area.

Please do not have personal mail and/or packages delivered to the Westgate Building.

Prepared-to-ship packages need to be taken to the loading dock (WF130 Westgate) and placed in the designated area for pick up, a desk on other side of the cage you will see). Signs inside the loading dock are be posted for ease of locating. UPS is the only company contracted by PSU.  
Preparing a UPS Package

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- Go to <http://www.multimediaprint.psu.edu/addressing/metering.shtml>
- Scroll down and select “UPS shipment form”
  - Log in with your PSU credentials
  - Complete the form as directed
  - Select “Generate Form”
  - Print the generated form
  - Attached form to the package(s)

### Other Shipping Companies

- Prepare the package with prepaid shipping information
- Call the company of choice to schedule a pick-up
  - FedEx Ground 800-463-3339
  - FedEx Express 800-238-5355
  - DHL 800-225-5345

If you have any comments or concerns pertaining to the mailroom, please email [facilities@ist.psu.edu](mailto:facilities@ist.psu.edu).