Description

The Mail Barcode application is a solution to provide planning units with quick and easy mail slip delivery utilizing scanning technology. Users put in their account number which generates a mail slip. The mail barcode charge form can be found at https://webapps.ohio.edu/mailbarcode/.

Cost Center Formats (must include dashes):

GL: 00-000000-000000-0000-00

Grants: 00000-00-0000000

Grants: 00000-00.00-0000000

Enter Cost Center *

Cost center is **required**
Description:

VALIDATE COST CENTER   RESET FORM

If the cost center you are trying to use is not found, please contact Finance Customer Care at financecustomercare@ohio.edu.

Entering Costing on a New Mail Slip

As a user types in the cost center, the field will display invalid format until a valid cost center format has been entered. Use the format for GL accounts or Grants that is listed above the cost center field.

General Ledger Example:

Cost Center Formats (must include dashes):

GL: 00-000000-000000-0000-00

Grants: 00000-00-0000000

Grants: 00000-00.00-0000000

Enter Cost Center *

21-140000-770101-0000-60

Description:

VALIDATE COST CENTER   RESET FORM

If the cost center you are trying to use is not found, please contact Finance Customer Care at financecustomercare@ohio.edu.

Grants Example:

Cost Center Formats (must include dashes):

GL: 00-000000-000000-0000-00

Grants: 00000-00-0000000

Grants: 00000-00.00-0000000

Enter Cost Center *

17275-46-4700017

Description:

VALIDATE COST CENTER   RESET FORM

If the cost center you are trying to use is not found, please contact Finance Customer Care at financecustomercare@ohio.edu.

Select "Validate Cost Center" to produce a mail label. You will then be prompted to enter additional information:

Mail Label

Requestor Name (Last Name, First Name) *
Burkett, Chad

Requestor Email *
burkett@ohio.edu

Sender Name (Last Name, First Name) *
Colburn, Mindy

Sender Email *
colburnm@ohio.edu

Phone Number
999-999-9999

Description *
Certified Letter

Recipient
ABC Company

PRINT MAIL LABEL   **RESET FORM**

*Denotes a required field

Requestor Name: This is a field to enter the name of the person requesting the sending of the mailer. It can be the same or different than the Sender Name.

Requestor Email: This is the Ohio University Email of the Requester (it will appear as a drop-down option once the Requestor Name is chosen).

Sender Name and Sender Email: This defaults to the name and email address of the person logged onto the computer producing the mail slip.

Phone Number: This is an optional field. Please note that by adding a phone number, it can be helpful for tracking any issues that may arise if research is needed by the mailroom or unit.

Description: This is a free form field to add the description of what you are sending.

Recipient: This is an optional filed to add the name/company of where the mailer is being sent.

Viewing/Printing of the Mail Slip

Once the mail slip is complete you can Print or Reset the Form.

| PRINT MAIL LABEL | RESET FORM |

If the cost center you are trying to use is not found, please contact Finance Customer Care at financecustomercare@ohio.edu.

OHIO UNIVERSITY DEPARTMENTAL U.S. MAIL CHARGES

Appalachian Food And Cult - Culinary Services (770101 - Sugar Bush

17275-46-4700017-782020

	Type of Mail (circle one)	Items	Postage Charge
DATE: January 20, 2023			
REQUESTOR NAME: Burkett, Chad	CAT. 1		
REQUESTOR EMAIL: burkett@ohio.edu	1st Class		
SENDER NAME: Colburn, Mindy	Priority		
SENDER EMAIL: colburnm@ohio.edu	CAT. 2		
PHONE NUMBER: 999-999-9999	Standard A/Bulk Mail		
DESCRIPTION: Certified Letter	CAT. 3		
	Book Rate		
RECIPIENT: ABC Company	CAT. 4		
*Check for added services requested	*Foreign		
___Certified ___Insured ___Amount of Insurance	TOTAL		
___Request Receipt (Optional for Certified, Registered, NextDay & Insured)	*List Contents on Foreign Parcels		

Need Assistance?

For assistance with the Mail Barcode application, please contact University Mail Services at 740-593-1850 or mailservices@ohio.edu.