

**PMC Shipping Code Guide**  
Produced by the Print & Mail Center

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## PMC HOW TO: SHIPPING CODES

### Glossary

PMC	Print & Mail Center
PMC Shipping Code	A 5-digit code used with 3 <sup>rd</sup> party vendors to allocate the correct Peoplesoft chartstring to an expense, such as USPS, Fedex, and UPS shipping charges. These were previously used for print work as well. However, in 2018 these were phased out with the ability to directly enter Peoplesoft chartstrings into PMC print software. Shipping Codes are no longer compatible with the print software.
PS	Peoplesoft
CMS	Shipping Code Management System
SPA	Sponsored Project Administration
Shipping Code Manager	This person is a department designated person responsible for the upkeep of Shipping Codes for that department. This person may approve the creation of any shipping code created by an employee in that department, and can create, update, and inactivate any shipping code for that department.
UVM	University of Vermont
UVMCC	UVM Medical Center

## **GETTING STARTED**

### **What is a PMC Shipping Code?**

A PMC Shipping Code is a 5-digit representation of a Peoplesoft chartstring. A PMC Shipping Code provides UVM Departments with an automated process for mail and shipping needs while accurately allocating charges to the appropriate Peoplesoft chart string account number. The PMC Shipping Code was created to interact with 3rd party software that do not support Peoplesoft's 50-character alpha-numeric chartstring. This means that if you are a UVM Department/Employee and want to use a PeopleSoft Chartstring to send mail through USPS, UPS, or Fedex, you will need a PMC Shipping Code (to create shipping labels, you will also need a PMC assigned Fedex/UPS userid).

### **What is the PMC Code Management System (CMS)?**

The web-based PMC Code Management System (CMS) allows users to create, edit, inactivate, and print new cards anywhere they have a computer and internet access. The CMS allows users to get a usable code in hand, in under two minutes.

### **How do I manage a PMC Shipping Code?**

The process for managing your PMC Shipping Codes is similar for both general employees and that of Department Shipping Code Managers, with the exception that general employees will need approval from their Department Shipping Code Manager for their requests. The Department Shipping Code Manager may also have access to additional features not available to general employees.

Each Department will have one designated person assigned to be their Department's Shipping Code Manager. This person will often be someone familiar with Peoplesoft and have access to approve and open budgets, which may involve contacting Sponsored Project Administration (SPA).

Login Instructions and answers to many common questions can also be found on our website at: [uvm.edu/printandmail/mail-services-uvm-departments](http://uvm.edu/printandmail/mail-services-uvm-departments).

#### **Step 1: Sign in using your UVM netid login credentials (Figure 1).**

- a. Open a new private/incognito browser window
- b. Enter the following URL address: <https://go.uvm.edu/cms>
- c. Type your short UVM email address (Figure 1)
- d. Use your UVM netid credentials to login (Figure 2), UVMMC credentials will NOT work. If successful you will see the welcome screen (Figure 4).
  - You may be asked if you would like to stay signed-in (figure 3)
  - This is up to you, but we normally just click, no.
- e. Click the green 'start' button to get started. This will bring you to the PMC Shipping Code Dashboard (Figure 5).

TIP: For those affiliated with the UVM Medical Center (UVMMC), please use your UVM credentials and not your UVMMC credentials. If you have your UVMMC credentials saved in your browser that keeps you always logged in, you may need to open a new browser in a special session called 'new private window' (Firefox), 'incognito mode' (Chromium), or 'inprivate mode' (Edge). This will allow you to login using your UVM credentials and will not affect other pages that you may be logged into with your UVMMC credentials.

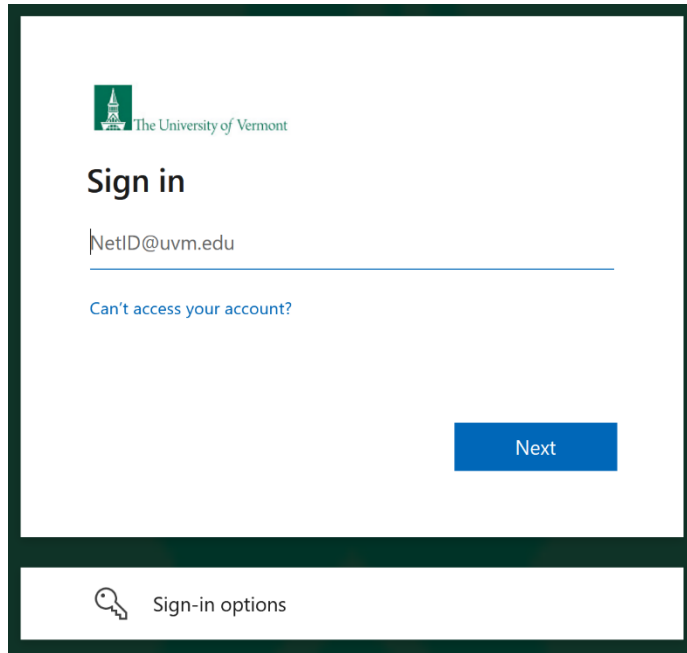


Figure 1: Sign in page

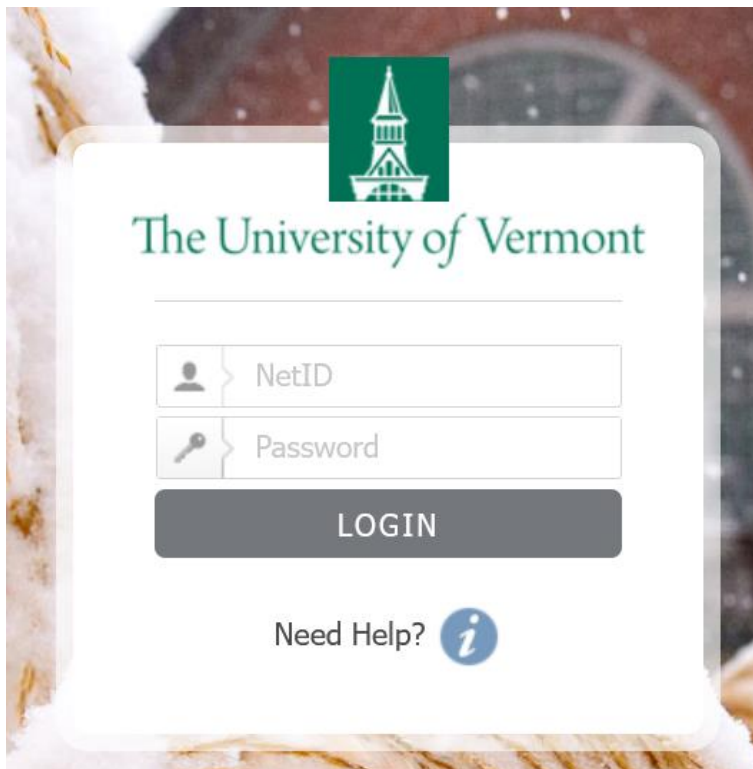


Figure 2 UVM Netid Login



pmc@uvm.edu

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

Figure 3 Option to stay signed-in

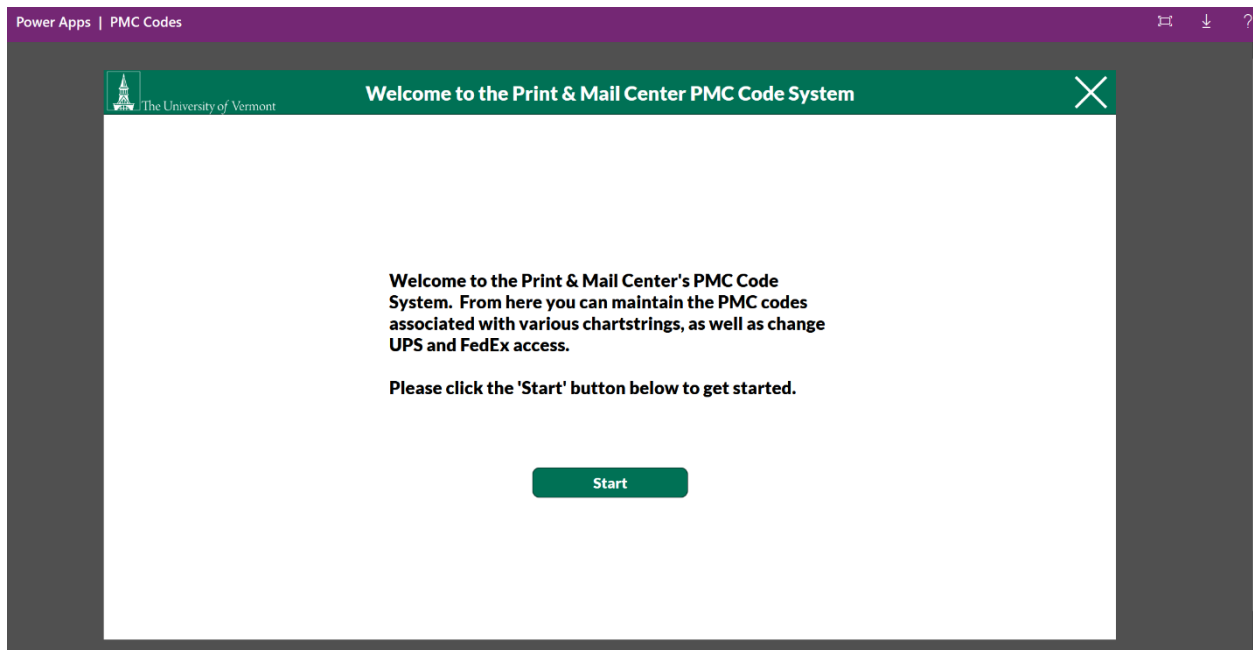


Figure 4: Welcome Screen

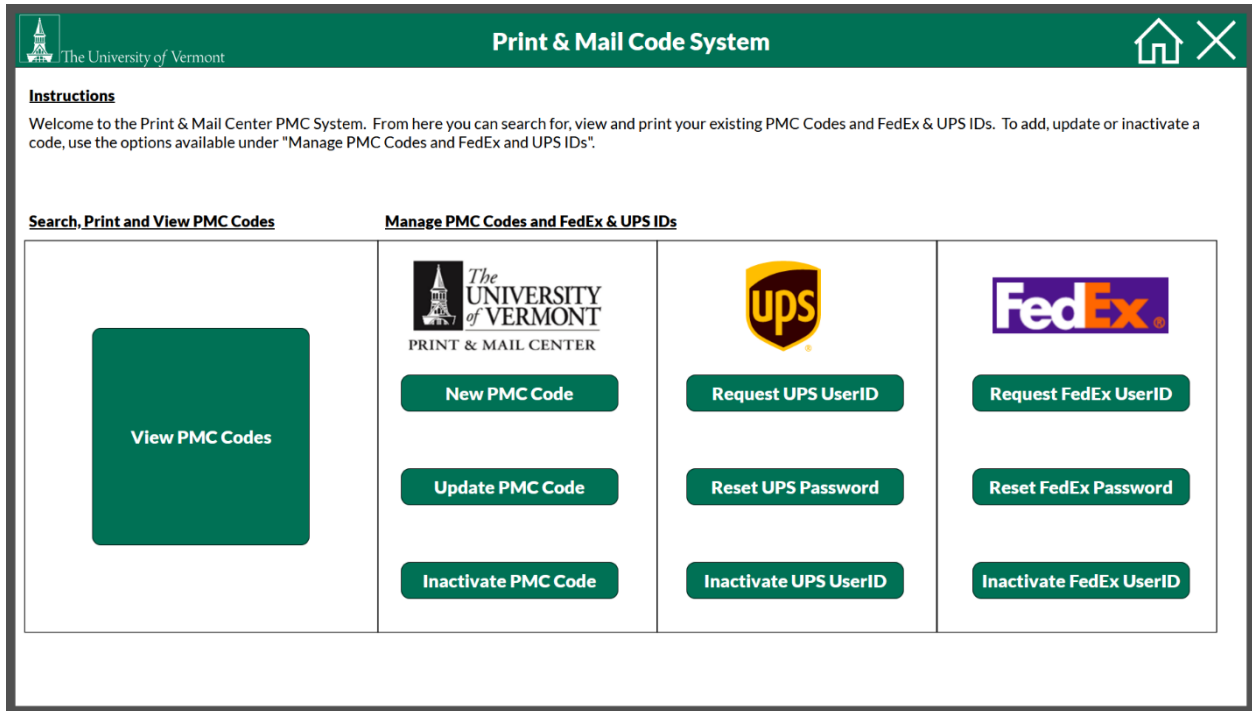


Figure 5 PMC Shipping Code Dashboard

## Step 2: Creating a new PMC Shipping Code

a. BEFORE creating or using a Shipping Code, please verify the PMC Code you wish to use is valid with your PMC Shipping Code manager and will VV in Peoplesoft against 80025 and 80033, without errors.

b. At the Dashboard screen (see Figure 5), click on 'New PMC Code.'

c. Fill in the info on the next screen (see figure 6), and then select 'Request PMC Code.'

...Contact: The person that will be using the code. You can enter in the UVM netid or type in the name. You can also search by typing the first three letters of the first or last name.

...Department: The department that corresponds to the chartstring that will be used for the code. You can type the department number or name.

...Manager: The person responsible for all codes associated with the department.

...Account Description A department defined field

...Campus Phone The phone number associated with the contact person

...Campus Address The campus address associated with the contact person

...References A department defined field, and can also be used to include non-UVM phone numbers

...End Date The date the code will be good through. You can type in the date using the MM/DD/YYYY format or click the calendar icon to the right of the field and click on the date you wish to set.

...PMC Comments This field is used by PMC and cannot be edited.



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...Chartstring Fields A full Peoplesoft chartstring you wish to have the charges expensed to in a journal. If you enter in a project number, you will be asked to provide an alternate chartstring that will be used in the event there is a Peoplesoft error when journaling (see figure 7). You will be given the option to choose an existing alternate chartstring or to provide a new one.

...Allowed Services Departments may define whether this code will be available for Mail (metered Post), UPS, or Fedex. A minimum of 1 service must be selected to complete the request. REMINDER: the services allowed corresponds directly with the Peoplesoft Accounts 80025 and 80033, please verify the chartstring will VV in Peoplesoft without errors against these PS accounts before creating your code, as you will not be able to meter or ship anything until this is completed.

d. As a Department Shipping Code Manager, your code is ready to use and does not need further approval. If you are not the Department Shipping Code Manager, an email will be sent to this person notifying them of your request. Please verify the PMC Code you wish to use is valid with your Shipping Code Manager and will VV in Peoplesoft against 80025 and 80033.

**Request New PMC Code**

**Contact \***

**Account Description \***

**Department \***

**Campus Phone \***  **Campus Address \***

**Manager \***

**References**  **End Date \***

**Description**

**Chartstring Information \***

OU	Dept	Fund	Source	Func.	PC Bus Unit	Project	Activity	Program	Purpose	Property

**Allowed Services \***

Mail  UPS  FedEx

Please complete all required (\*) fields to submit your request.

Figure 6 Create New Code Screen

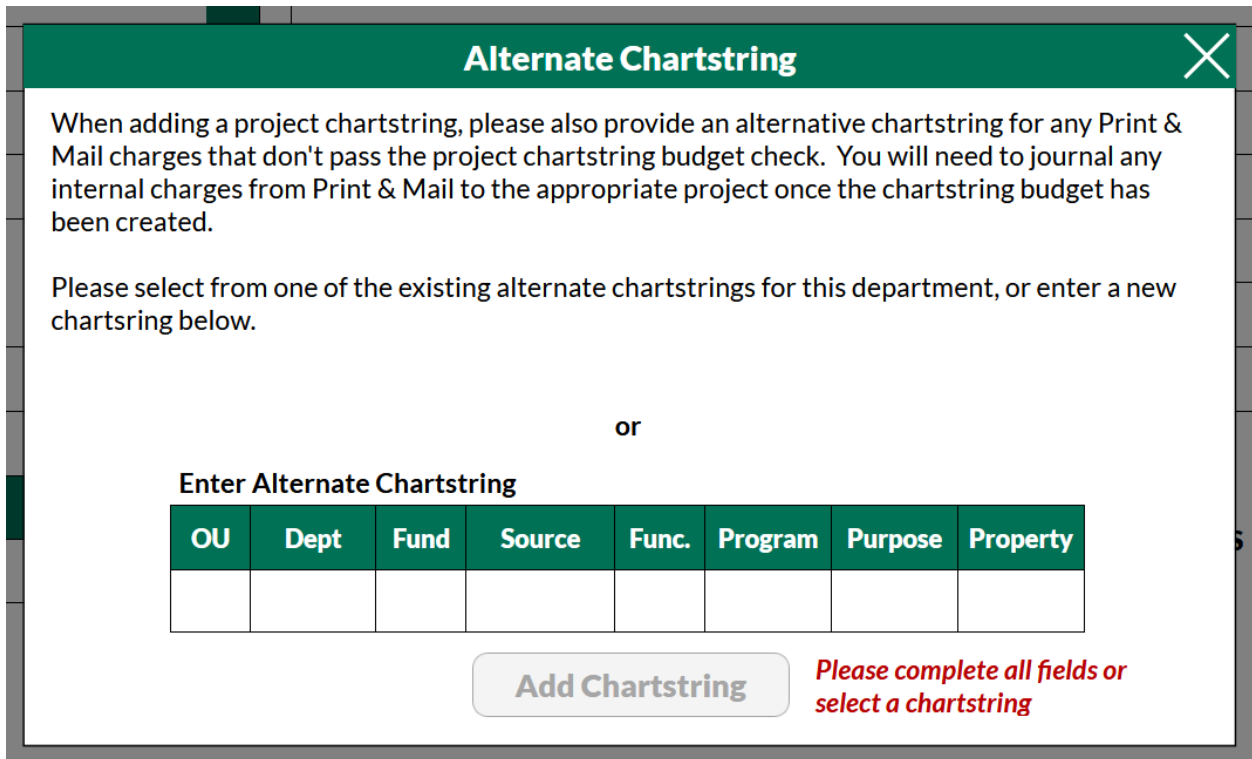


Figure 7 Alternate Chartstring Screen

**Step 3: Make changes to an existing PMC Shipping Code?**

- a. At the Dashboard screen (see figure 5), click on 'Update PMC Code.'
- b. At the 'Update PMC Codes' screen (see figure 8), select the code you would like to edit by clicking on the check mark [cog wheel]. This can be found to the right side of the screen. You can sort the visible list by the department number or name, or whether the code has been marked for use with USPS mail, UPS, or Fedex. Unclicking the checkboxes will remove that filter.
- c. At the 'Detail for PMC Code: xxxxx' screen (see figure 9), make any necessary changes directly in the field. When you are done making changes, click 'Update PMC Code,' to complete the update. As a Department Shipping Code Manager, your code is ready to use and does not need further approval. If you are not the Department Shipping Code Manager, an email will be sent to this person notifying them of your request. Once a decision is made, you will receive an email confirmation that your request is approved or instructions on what to do next.

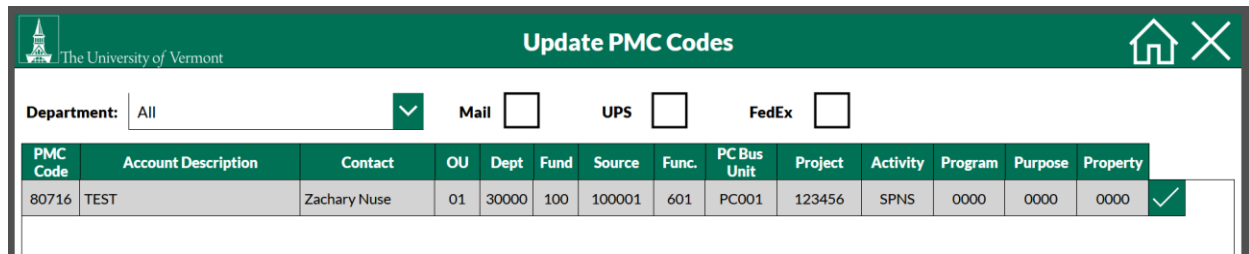


Figure 8 Update PMC Codes Screen

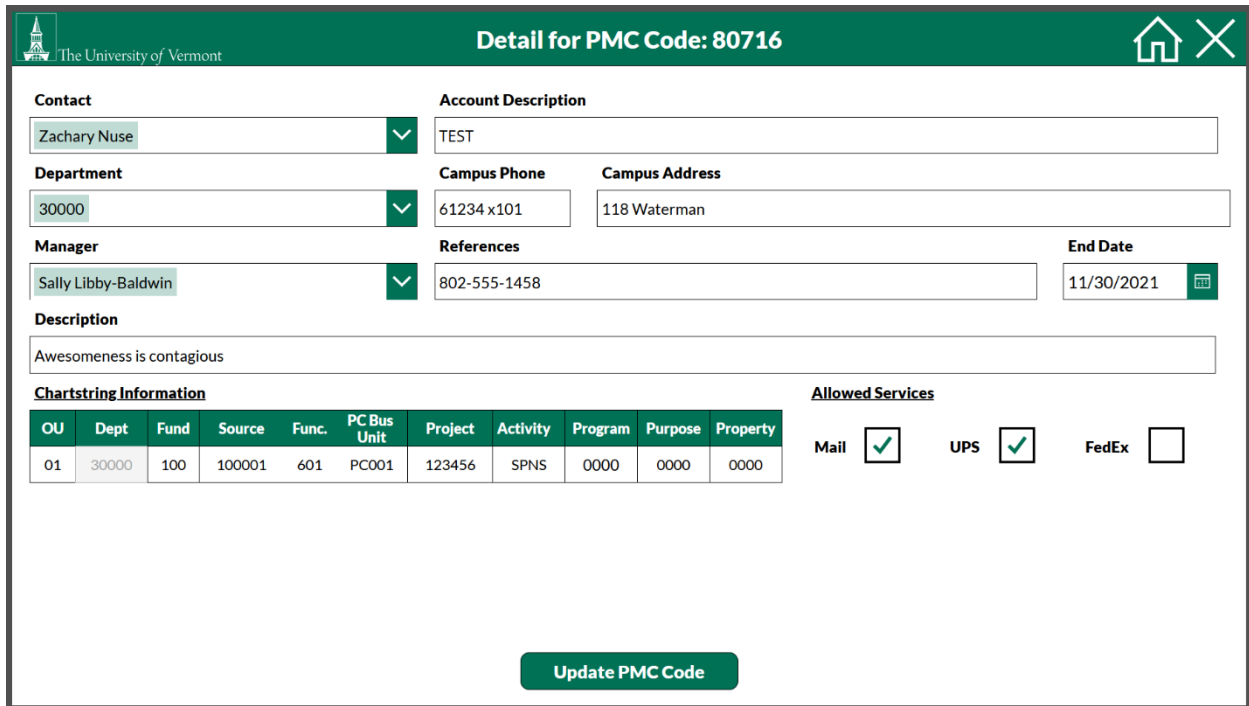


Figure 9 Detail for PMC Code: xxxxx Update Screen

**Step 4: How to inactivate a PMC Shipping Code?**

Follow these steps to inactivate your codes. You may want to do this if the code will no longer be used, a grant has expired or is passed its budget window. Department’s remain responsible for all charges to their Shipping Codes.

CAUTION: inactivating a code is permanent and cannot be undone. Please use care when inactivating codes. In the event a code is accidentally inactivated, the only option is to create a new code.

- a. At the Dashboard screen (see figure 5), click on ‘Inactivate PMC Code.’
- b. At the ‘Inactivate PMC Codes screen (see figure 10), select the code you would like to inactivate by clicking on the check mark [cog wheel]. This can be found to the right side of the screen. You can sort the visible list by the department number or name, or whether the code has been marked for use with USPS mail, UPS, or Fedex. Unclicking the checkboxes will remove that filter.

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c. At the ‘Detail for PMC Code: xxxxx’ inactivation screen (see figure 11), review the information and confirm this is a code you would like to inactivate.

REMINDER: inactivating a code is permanent and cannot be undone.

Please use care when inactivating codes. In the event a code is accidentally inactivated, the only option is to create a new code.

If yes, click on ‘Inactivate PMC Code.’ If no, and you do not wish to inactivate the code, select the home button. This is shaped as a house and can be found to the top right of your screen. This will take you back to the main dashboard (see figure 5). As a Department Shipping Code Manager, your code will be inactivated immediately and does not need further approval. If you are not the Department Shipping Code Manager, an email will be sent to this person notifying them of your request. Once a decision is made, you will receive an email confirmation that your request is approved or instructions on what to do next.

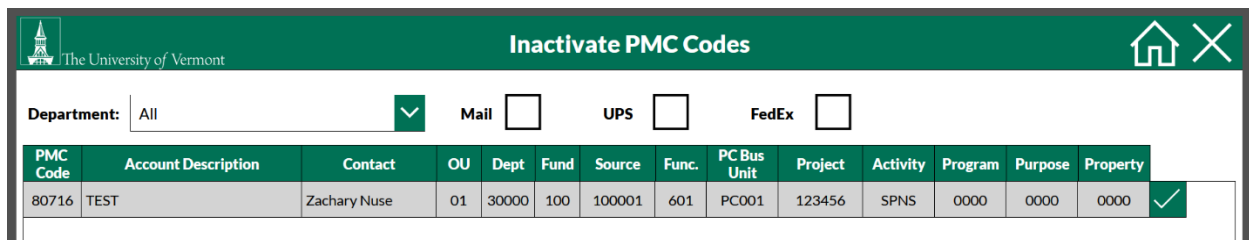


Figure 10 Inactivate PMC Codes Screen

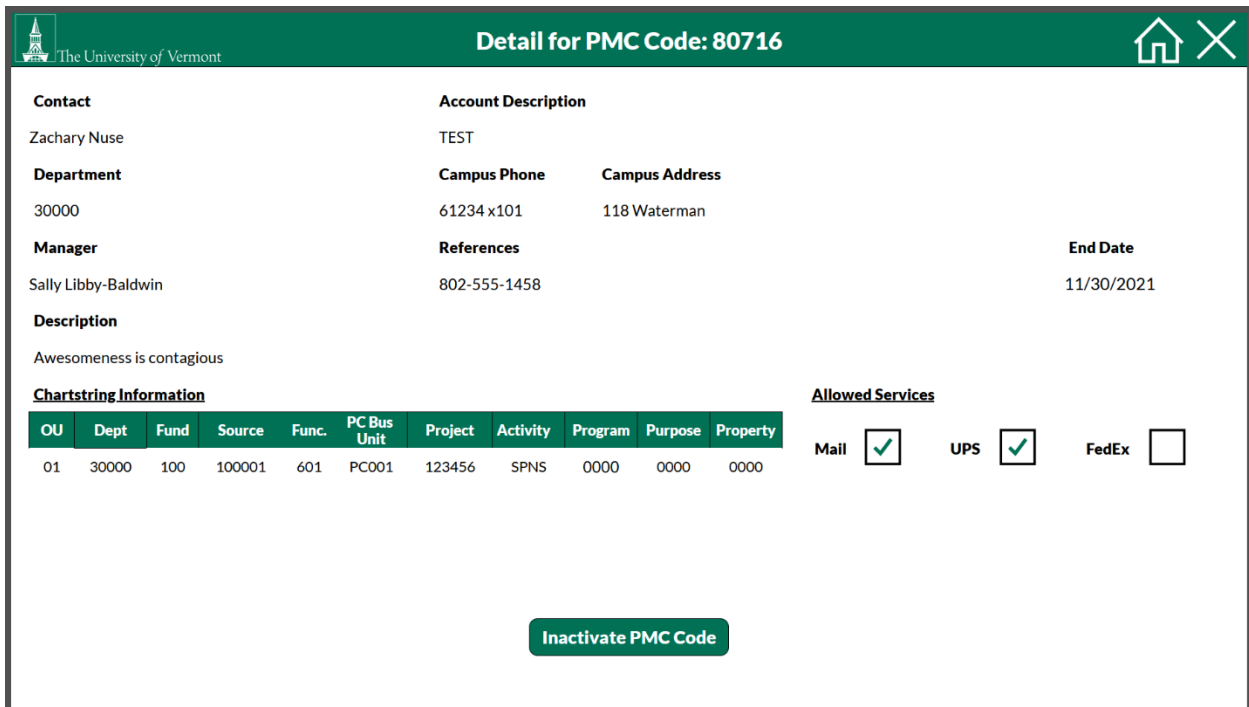


Figure 11 Detail for PMC Code: xxxxx Inactivation Screen

**Step 5: How to view all Shipping Codes?**

This will explain how to view all your codes. This is particularly helpful for Department Shipping Code Managers because this will provide a list of all codes that have been created using a chartstring that includes their department. All other non-CMS Managers, will be able to see all codes where they are listed as the Contact.

- a. At the Dashboard screen (see figure 5), click on ‘View PMC Codes.’
- b. At the ‘View PMC Codes’ screen (see figure 12), you can sort the visible list by the department number or name, or whether the code has been marked for use with USPS mail, UPS, or Fedex. Unclicking the checkboxes will remove that filter.
- c. You can get detailed information for a specific code by clicking on the magnifying glass. This can be found to the right side of the screen.

PMC Code	Account Description	Contact	OU	Dept	Fund	Source	Func.	PC Bus Unit	Project	Activity	Program	Purpose	Property
80716	TEST	Zachary Nuse	01	30000	100	100001	601	PC001	123456	SPNS	0000	0000	0000
80717	Testing Codes	Zachary Nuse	11	30000	100	100001	461				0000	0000	0000
80718	Use this to create a guide	Zachary Nuse	12	30000	100	100001	201	GCA01	654987	SPNS	0000	0000	0000

Figure 12 View PMC Codes Screen

**Step 6: How to print new/additional cards?**

This will allow you to create a PDF file that can printed to create your own PMC Shipping Cards or you can submit to print.mail@uvm.edu to have cards created for a small fee.

- a. At the Dashboard screen (see figure 5), click on ‘View PMC Codes.’
- b. At the ‘View PMC Codes’ screen (see figure 13), you can sort the visible list by the department dropdown list, or whether the code has been marked for use with USPS mail, UPS, or Fedex. Unclicking the checkboxes will remove that filter.
- c. You can create a pdf file and print a PMC Shipping Card for a specific code by clicking on the printer icon (see figure 13). This can be found to the right side of the screen.
- c. A ‘Print Options’ screen will pop up (see figure 14), giving you the option to ‘Print,’ and follow the online instructions below:
  - To print your PMC Card, you will need to print both the front and back of the card. Method 1: print both sides to PDF, combine and print 2 sided. Method 2: print the first page, and then feed the printed page back through upside down to print the reverse. Adjust your printer settings to capture all 3 cards. Click the 'Go to Back of Card' button to bring up the reverse page. The print button will appear on the bottom of the page. Select the Return Home, button to go back to the Dashboard (figure 5).

## Print Options ✕

To print your PMC Card, you will need to print both the front and back of the card. Method 1: print both sides to PDF, combine and print 2 sided. Method 2: print the first page, and then feed the printed page back through upside down to print the reverse. Adjust your printer settings to capture all 3 cards. Click 'Print' to get started.

**Print**

Figure 13 Print Options Screen

PROPERTY OF THE PRINT & MAIL CENTER

DO NOT DISCARD

RETURN TO ADDRESS  
On Front of Card

*Please return all expired cards to the Print & Mail Center  
If you need new cards printed, please go to [go.uvm.edu/cms](http://go.uvm.edu/cms)*

**Print** **Return Home**

Figure 14 Print Reverse side Screen

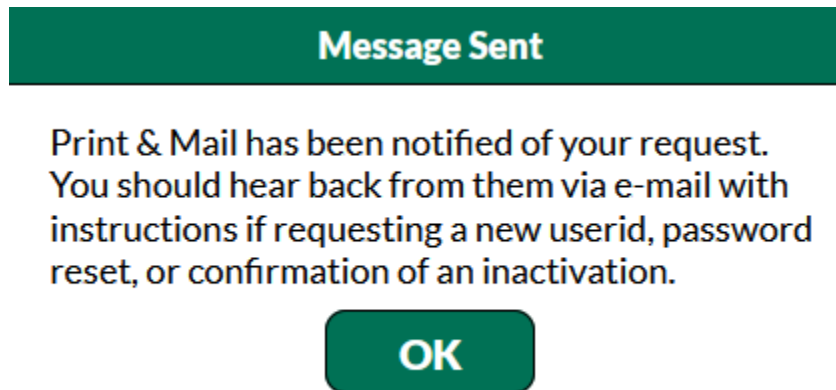
**How to manage a Fedex/UPS userid?**

To create shipping labels, you will need two things: a valid PMC Shipping Code that will VV in Peoplesoft without errors, and a PMC assigned UPS/Fedex userid. See instructions for How do I manage a PMC Shipping Code, for more information. UVM Departments will need to sign up for a PMC created Fedex and UPS userid to receive steep discount prices, and be able to process their own packages from the convenience of your own desk 24/7/365.

To start this process, please check with your department’s shipping code manager to see if your department uses a department login. Your shipping code manager is often the business manager or a financial manager able to open and close budgets for your department. If you’re department needs a user specific login, in addition to their Department login, you can use the CMS to make this request. Follow the steps below to get the process started.

**Request a new Fedex/UPS userid**

- a. At the Dashboard screen (see figure 5), click on ‘Request UserID.’ We provide access to both UPS and Fedex for either request, so it does not matter which you select.
- b. Selecting the request button, you will notify PMC of your request and PMC will reach out to you via email.



*Figure 15 Request Confirmation*

**How to reset your UPS or FedEx password**

***FedEx Password Reset:***

Step 1: go to [fedex.com/en-us/home.html](https://fedex.com/en-us/home.html)

Step 2: select, Forgot/Reset your password or user ID? (see Figure 16)

Step 3: follow instructions.

Enter your user ID and password to log in

CREATE A USER ID

USER ID

PASSWORD

Remember my user ID.

LOG IN

FORGOT YOUR USER ID OR PASSWORD?

Figure 16 FedEx Login Screen

***UPS Password Reset:***

Step 1: go to [campusship.ups.com/login?reasonCode=-1](https://campusship.ups.com/login?reasonCode=-1)

Step 2: select, Forgot Username/Password (see Figure 17)



# Log In

By logging in, I agree to the [UPS Technology Agreement](#). 

Figure 17 UPS Login Screen

### ...For UVM Students/other

Non-employees have a shipping code provided to them by their Department's PMC Shipping Code manager. Please contact your Department's Shipping Code Manager.

### Frequently Asked Questions

#### **What Peoplesoft accounts need to be opened to use a charstring with the Print & Mail Center?**

Please note that this may involve contacting your financial/budget manager or SPA. If you don't understand what these numbers are, its okay, they will.

Print - 80023 (E6000, E6010, F6011)

Mail - 80025/80033 (E6000, E6012, F6002)

#### **Who can create a PMC Shipping Code?**

Any full-time employee of UVM is able to create a PMC Shipping Code. Students and labs will need to use their Department's PMC assigned userid, or contact their Department's CMS Manager to request one be created. If you are not the Department's PMC Shipping Code Manager, you may need to wait until your request is approved by this person.

#### **Who is my Department's CMS Manager? I don't know who this would be.**

The CMS manager is often your financial/budget manager or your Business Manager. But there is another way to find out. You can also find out who your CMS manager is by logging into CMS and looking at the manager drop down list, like you would when creating a new PMC Shipping Code. See the instructions below to see how to do this.

1. Log in to the CMS (see instructions, Step 1: Sign in)
2. Select New PMC Code
3. Enter the Department name or number.

...Department:           The department that corresponds to the chartstring that will be used for the code. You can type the department number or name.

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4. A new drop-down arrow will appear and the manager field should no longer be greyed-out. You should now be able click on the drop-down arrow and see who has been assigned to your department as the CMS Manager.