

Metered Mail at UR

Centralized out-going mail metered in the Campus Post Office provides processing by skilled and trained staff and significant postal savings for the University!

1

Prepare your mail:

The USPS prefers addresses to be typed in all CAPS and without punctuation:

ADDRESSEE NAME COMPANY NAME
PO BOX 1234 or STREET ADDRESS #102
CITY STATE ZIP
COUNTRY (if not USA)

Do not mix sealed and unsealed envelopes in the same group.

For additional tips and information on mail preparation, please visit:

<https://campusservices.richmond.edu/offices/mail.html>



2

Create a request:

There are several ways you can access the metered mail form:

- <https://campusservices.richmond.edu/offices/mail.html>
- richmond.sclintra.com/bbvs65 (if link doesn't work, please type in browser)
- Users will need to click on Pick-Up Request > Click on Single Sign On (SSO).
- Fill in all fields
- Click Submit > Print Pick-Up Request Form.

International mail pieces should be separated from Domestic mail pieces and must have a separate request form.

3

Bundle your mail pieces with a rubber band:

Each form is barcoded with a specific job ticket number. **(Photocopies of the form are not allowed)** Separate by class. A Pick-Up Request form should be generated for each group: Domestic, International, Overnight. Leave mail for pickup by the mail courier in your designated mailroom. Please contact Mail Services if you have confidential mail or if you have missed the mail pickup for the day.

4

The USPS will pick up mail daily at 4:30 pm. This will ensure expedited and accurate delivery and provide significant postal savings for the University.

Easier for you, better for UR!