

Purchasing, Using, and Reporting Postage and Supplies (Stamps.com)

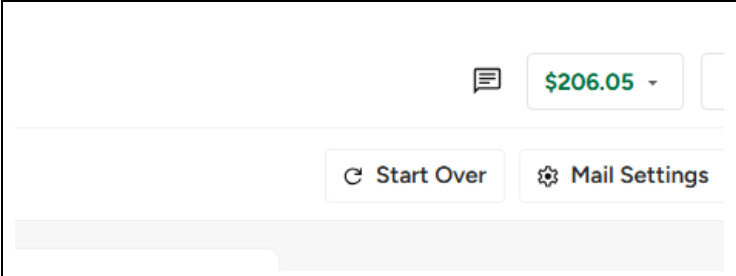
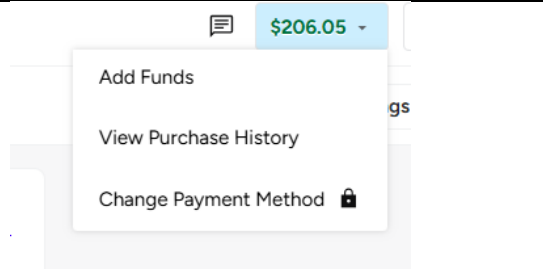
Version Date	October 2026
Policies & Resources	C.E.S.P. 11-6: Postage Guidelines C.E.S.P. 11-7: County Office Bulk Rate Mail Usage C.E.S.P. 11-9: Mailing List Revision Postal Application - Intellistack Stamps.com Login
Forms	No Official Forms
Contacts	For access to the UADA Stamps.com account, contact Purchasing@uada.edu For questions, issues, or to update cost codes, contact Postage@uada.edu or Purchasing@uada.edu
Related Guides	No Official Related Guides

Introduction

UADA made the decision to move to Stamps.com in about 2022. This service offers more flexibility for multiple locations and is more streamlined from an administrative standpoint. Stamps.com is also very user-friendly. The remainder of this guide explains the steps for adding and using postage as well as ordering supplies through Stamps.com.

Adding (Purchasing) Postage

1. Log in to Stamps.com with your credentials (If you need access/credentials, contact Purchasing@uada.edu).
2. Go to the top right side of the screen where the amount of current postage available is listed as shown below and hover your mouse over the amount to generate a list of options and select “Add Funds.”

Available Postage	Option List
	

3. Choose the amount you want to add from the list or enter the desired amount in the Other option space and select Purchase.

Add Funds

×

☐ \$10.00

☐ \$25.00

☐ \$50.00

☐ \$100.00

☐ Other:

\$

Edit Payment Method

Auto-fund Account

[Earn Free Account Credit](#)

Purchase

4. You should then receive a “Transaction Complete” message. Click **OK**.

Using Postage

1. Stamps.com allows you to print stamps to place on letters or small envelope as well as labels for shipping packages. To generate stamps or labels, log in to Stamps.com with your credentials and select the Mail option from the top menu.
2. To print stamps/postage to mail a letter or envelopes between 3 ½' x 5' x .007" thick and 6 1/8" x 11 ½" x ¼" thick, complete the required fields as shown and discussed below.

Required Fields for Mailing Letters

The screenshot shows the USPS NetStamps web application. At the top, there's a navigation bar with links like Home, Mail, Orders, Products, Contacts, History, Reports, Supplies, and Help. A user is logged in as 'cittiefield,1' with a balance of '\$104.39'. Below the navigation bar, there's a 'Favorites' section. The main content area is divided into two columns. The left column contains form fields for 'Print On' (set to NetStamps®), 'Serial #' (591844), 'Mail From' (Casey Ford - OZARK, AR), 'Destination Country' (United States), a 'Postage Amount' toggle, 'Weight' (0 lbs, 1 oz), 'Carrier' (USPS), 'Service' (FCM Letter (2 Days) for \$0.74), and 'Additional Options' (\$0.00). The right column is titled 'NetStamps Settings' and includes a 'Quantity' selector (set to 1), a note 'Will print on 1 sheet', a 'Preview & Position' section with a visual guide for placing the stamp on a sheet, and a 'Cost Code' (GR024612 FFY22 FSL). At the bottom, a dark blue bar displays the 'Total: \$0.74' and two buttons: 'Print Sample' and 'Print Stamps'.

Field	Response
Print On	Select what print media you want such as NetStamps (Roll) for stamps to mail a letter.
Serial #	If you select NetStamps, you will need to supply the Serial # from the roll of stamps you will use in the printer. This will ensure the stamps print correctly on your Onyx stamp printer.
Mail From	Select your Staff Chair's name from the options list.
Destination Country	United States will default.

Weight	Weigh your item and enter the amount in pounds and ounces. Note;Use.Auto.only.if.you.have.scales.connected.to.your.computer;
Carrier	USPS will default.
Service	Select what you are mailing from the drop down list. For example, to mail a letter, select FCM Letter-1Day. If mailing anything other than an envelope, the package dimensions will be required.
NetStamps Settings	Enter the number of stamps you want to print. (NetStamps labels come on a pre-printed sheet of 25 per page.)
Preview & Position	This shows you where the stamp will print on the page and allows you to change the position.
Cost Code	Select the appropriate Fund/Worktag from the options presented. If the needed choice is not listed, contact Postage@uada.edu or Purchasing@uada.edu to have it added.
Reference #	Entering anything here is optional. However, you may want to enter such information as the club name, if applicable to help identify the charge later.

3. To print shipping labels for packages, complete the required fields as shown and discussed below.

Print On ?

Shipping Label - 8 1/2" x 11" Paper

Ship From ?

Casey Ford - OZARK, AR

Destination Country ?

United States

Delivery Address

Plant Health Clinic
Cralley Warren Building
2601 N Young Ave
Fayetteville, AR 72704-5688

Contacts

+ Add more

Email Tracking ?

Email

Weight ?

1 lbs

7 oz

Weigh

☐ Auto

Carrier ?

 USPS

Service ?

GA Package/Flat/Thick Envelope (3 Days)

\$7.33

Dimensions (L x W x H) ?

8 in

4 in

6 in

Label Settings

[Buy Labels](#)

Select the label print position.

	VOID SAMPLE SAMPLE  SAMPLE	SAMPLE SAMPLE
USPS Ground Advantage™		
Casey Ford University of AR Division of Agriculture 350 AIRPORT RD STE B OZARK AR 72449		
		0001
SHIP TO  Plant Health Clinic Crutcher Building 350 Airport Road Ave OZARK AR 72449	VOID DO NOT MAIL	
USPS TRACKING #  9400 1119 6900 9940 0000 11		
		

Shipping Label Receipt

Delivery Confirmation™ Service Number: 99999999999999999999

Priority Mail with Delivery Confirmation™
 Declaration: Domestic Mail \$10.00
 Additional Declaration: Return to Sender
 Total Postage and Fees: \$16.35
 Weight: 1 lb 10.00 oz
 Date: 03/04/2011 Mailing Date: 03/04/2011

From: **JANE SENDER**
 5555 MAPLE DRIVE
 HOMETOWN, ZZ 01234

To: **John Recipient**
 123 Main Street
 Anytown, ZZ 12345

USPS
 Postmark
 Date

*Regulated Priority Mail domestic postage only. There is no fee for this delivery Confirmation® service and no extra postage is required. International registered mail requires additional postage and a separate label. (Domestic or international postage is required for all registered mail.)

Instructions:

- Adhere shipping label in package with tape or glue. DO NOT TAP, TEAR, BEND, OR CUT. Use of staples or other fasteners is prohibited.
- Place label on a clean, flat, non-reflective surface.
- This package may be damaged on the edge of the package.
- This package may be damaged in any condition box, transfer to other container, or presented in a state of any other mail class.
- Each confirmation number is unique and can be used only once - DO NOT REUSE IT.
- This mail label is carriage on the "flat" label that is specified on this label.

Additional Settings

Include on label

- ☐ Hide Label Value ?
- ☒ Print Receipt ?
- ☐ Reference Number ?

Total: \$7.33 ⓘ

[Print Sample](#) [Print Label](#)

Field	Response
Print On	Select Shipping Label for boxes or large envelopes.
Ship From	Select your Staff Chair's name from the options list.
Destination Country	United States will default.
Delivery Address	Enter recipient's address.
Email Tracking	Enter your email address to receive an email tracking link.
Weight	Weigh your item and enter the amount in pounds and ounces. Note; Use Auto only if you have scales connected to your computer;
Carrier	USPS will default.
Service	Select Ground Advantage (3-day delivery and about ½ the cost of Priority) or Priority Mail (1-3 day delivery)
Dimensions	Enter dimensions in inches as follows: L x W x H
Label Settings	An image of the label will appear, and you have the option of repositioning it.
Additional Settings	There are several options for information to include on the label. If you need a receipt for shipping cost, select Print Receipt. You

	will need to load the correct label (Avery 27900 – Shipping Label with Paper Receipt). This is a full-sheet form. It will print the label on ½ sheet and receipt on other ½ sheet. The receipt will contain all tracking information as well as postage cost. If you do not need the Receipt portion, you might use a half-sheet label which will only include the Ship.To and Sender info as well as the cost.
Print Sample/Label	When ready, select Print Label.
Cost Code	Select the appropriate cost code from the options provided.

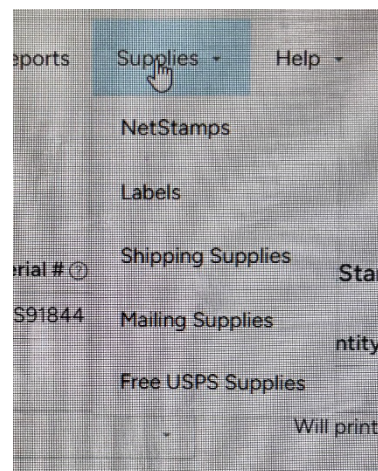
4. Reprinting: If you get an error or forget to load the correct media (envelope, label, etc), you can reprint the postage without being charged twice. Once the first print process has been completed, an option will appear at the top of the page to “Reprint Postage.” Load the media, then click that button (Reprint Postage) to print again. **DO NOT** click. Print.Stamp–Label.again*.This will result in a second billing.

Ordering Supplies

1. After you log in to Stamps.com, from the menu across the top of the home page, hover over Supplies and a drop down menu appears.



2. Click on the item(s) you need to order from the list. When all items have been selected and your cart reviewed, click Checkout.



3. After selecting Checkout, a screen will appear with all your delivery information and an order summary, as well as payment information. First, confirm your shipping address as shown below then select Continue to Shipping.

Stamps Store

Cart > Information > Shipping > Payment method

Express checkout

shop 

OR

Why does my email look different?

There is now a unique code added to your email address which ensures you will continue to have a seamless and secure shopping experience with us. This will not affect how you receive order confirmations or other emails from us.

[Read More](#)

Contact

Christa Littlefield (clittlefield+19427481@uada.edu)

[Sign out](#)

☐ Email me with news and offers

Shipping address

Saved addresses
300 AIRPORT RD STE B, OZARK AR 72949, United States (Christa Little...)

Country/Region
United States

First name
Christa

Last name
Littlefield

Company (optional)
University of AR Division of Agriculture

Address
300 AIRPORT RD STE B

Apartment, suite, etc. (optional)

City
OZARK

State
Arkansas

ZIP code
72949

Phone (optional)
(479) 667-3720

[Return to cart](#) **CONTINUE TO SHIPPING**

Original NetStamps Sheets \$6.99
125 Labels (5 Sheets)

Discount code **APPLY**

Subtotal \$6.99
Shipping \$6.02
Total USD **\$13.01**

Secure Checkout

- Select a shipping method from the options presented and click Continue to Payment as shown below.



Cart > Information > **Shipping** > Payment method

Contact **clittlefield+19427481@uada.edu** [Change](#)

Ship to **University of AR Division of Agriculture, 300
AIRPORT RD STE B, OZARK AR 72949, United
States** [Change](#)

Shipping method

- | | |
|---|----------------|
| ☒ USPS Standard Shipping (Delivers in 3-7 business days) | \$6.02 |
| ☐ Expedited Shipping (Delivers in 2-4 business days) | \$11.21 |
| ☐ USPS Rush Shipping (Delivers in 1-3 business days) | \$32.48 |

< Return to information

CONTINUE TO PAYMENT



Original NetStamps Sheets
125 Labels (5 Sheets)

\$6.99

Discount code

APPLY

Subtotal **\$6.99**

Shipping **\$6.02**

Total USD **\$13.01**

Secure Checkout



5. Select Payment Method / Saved Payment Method / Invoice as well as Billing Address: Same as shipping address and click on Pay Now.



Cart > Information > Shipping > Payment method

Contact	clittlefield-19427481@uads.edu	Change
Ship to	University of AR Division of Agriculture, 300 AIRPORT RD STE B, OZARK AR 72949, United States	Change
Shipping method	Standard Shipping (Delivers in 3-7 business days) \$6.02	Change

Payment method

All transactions are secure and encrypted

☐ Credit card

☒ Payment method

☒ Saved payment method

Payment method
Invoice

☐ New payment method

Billing address

Select the address that matches your card or payment method.

☒ Same as shipping address

☐ Use a different billing address

< Return to shipping

PAY NOW



Original NetStamps Sheets
125 Labels 15 Sheets

\$6.99

Discount code

APPLY

Subtotal

\$6.99

Shipping

\$6.02

Total

USD \$13.01

Secure Checkout



If standard shipping was selected, you should receive your order in 3-7 business days.

Reporting Postage

County personnel are not required to report postage purchases and/or usage. The Business Office will download reports from Stamps.com monthly and post the information in Workday by cost center. No further action is required by county staff.