18th WING

Integrity - Service - Excellence

Visual How To Make USPS Custom Form on Tablet

Online Customs Form
Receipt Record

Instructions

1) Print out this receipt record
2) Bring the receipt record and your package to a Military Post Office™ facility
3) At the Military Post Office facility, you will select your desired service, package type, and receive your printed label/customs form

Notes

- This receipt record will not be valid after the specified expiration date
- The Customs Form Receipt # cannot be used to track your package. Please use the Tracking # provided by the Military Post Office facility to track your package

Customs Form Information

From:

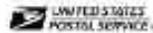To:

Creation Date:
11/09/2022

Expiration Date:
11/16/2022

Customs Form Receipt

9969930096367336170007011170

Note: This is not a shipping label

UNITED STATES POSTAL SERVICE

Thank you for shipping with the United States Postal Service!

Correct Form For Tablet Use Only

Step 1

- www.usps.com

- Please Ensure Parcel Is Less Than 70lbs.

Step 2

Shop **Business** **International** **Help**

• Hover Mouse Over International

Learn About

International Sending

How to Send a Letter Internationally

How to Send a Package Internationally

International Shipping Restrictions

Shipping Internationally Online

International Insurance & Extra Services

Completing Customs Forms

Military & Diplomatic Mail

Sending Money Abroad

Calculate International Prices

Print International Labels

Print Customs Forms

Use our online scheduler to make a

Comparing International Shipping Ser

Global Express Guaranteed

Priority Mail Express International

Priority Mail International

First-Class Package International Ser

First-Class Mail International

Filing an International Claim

Requesting an International Refund

Step 3

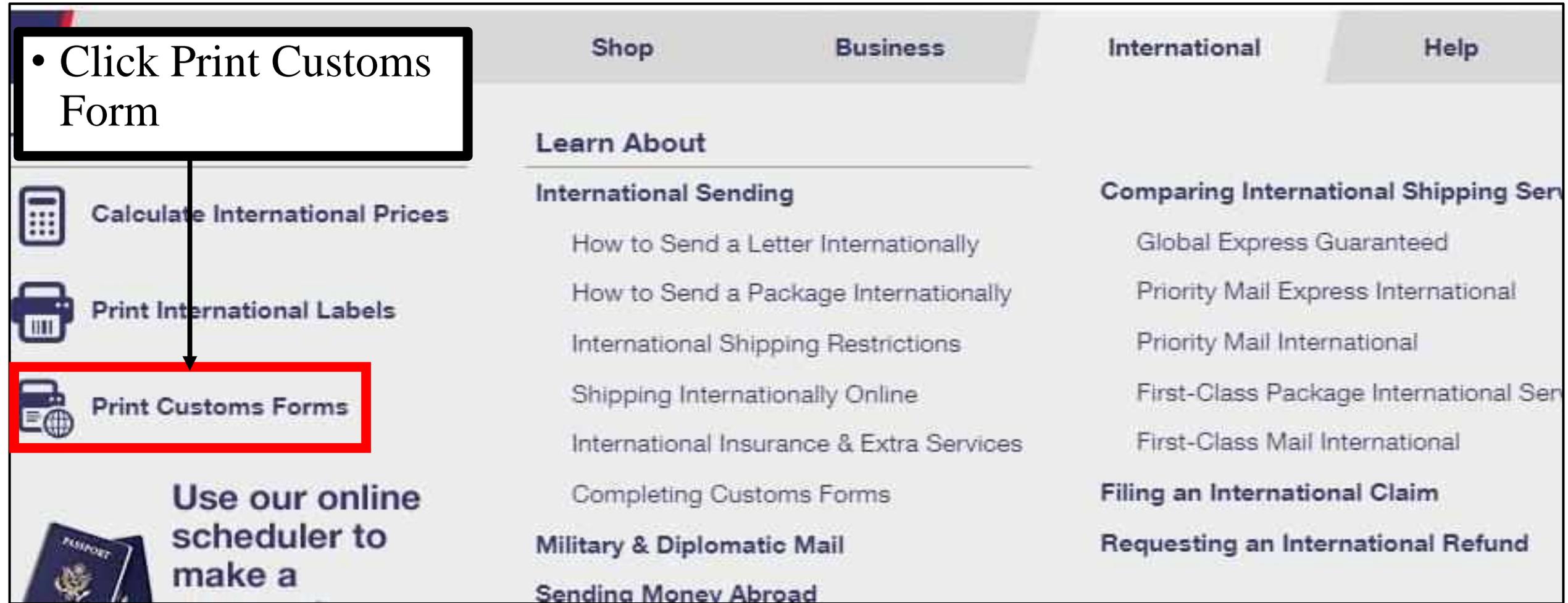- Click Print Customs Form

Shop   **Business**   **International**   **Help**

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Use our online scheduler to make a

Comparing International Shipping Serv

Global Express Guaranteed

Priority Mail Express International

Priority Mail International

First-Class Package International Ser

First-Class Mail International

Filing an International Claim

Requesting an International Refund

Step 4

- Scroll Down Click <u>Create a Customs Form</u>

Total Package Weight

The total weight of your package so we can provide you with accurate pricing.

Package Dimensions (optional)

If you know the measurements of your package (length, width, height), we can provide you with lowest cost and fastest delivery shipping recommendations.

$

Value of Each Item in Package

The value (in US $) of each individual item in your package to calculate total value and populate the appropriate customs form.

Sender & Recipient Address

Your full name and address along with the full name and address for the person or business to whom the shipment will be sent.

Create a Customs Form

Step 5

- Select The Radio Button For Desired Location Ex.

○ Military and Diplomatic
   (APO, FPO, DPO)

○ U.S. Territories and Freely Associated States
   (American Samoa, Federated States of Micronesia, Guam, North Mariana Islands, Puerto Rico, Republic of Palau and U.S. Virgin Islands)

○ United States
   (For shipments coming from the U.S. Military or U.S. Territories to the 50 United States)

Back

Step 6

- Select No and Continue

Customs Form

* indicates a required field

Are you shipping only documents that weigh under a pound using Priority Mail, First Class, or Retail Ground?

*Please indicate if you are shipping only documents that weigh under a pound using Priority Mail, First Class, or Retail Ground.

○ Yes

◉ No

Back   **Continue**

Step 7

- Input Desired Zip Codes
- Please Note:
- If TDY or Deployed Less Than 6 Months Please See Clerk.

Enter Recipient ZIP Code™

Please enter the recipient ZIP Code™.

*Sender ZIP Code™

96367

*Recipient ZIP Code™

e.g. 00939

Back

Step 8

- Acknowledge Below and Continue

Domestically Prohibited Items and Restrictions

Prohibitions: United States >
These items may not be sent to the United States.

Restrictions: United States >
These restrictions apply when shipping to the United States.

It's important that you avoid these items to ensure fast, safe and legal shipments and avoid delays in customs offices.

- Air Bags
- Ammunition
- Explosives
- Gasoline
- Marijuana (medical or otherwise)

Back   Continue

Step 9

• FOR TABLET USE ONLY PLEASE SKIP WEIGHT AND DIMENSIONS.

like to see all available shipping options, along with lowest price and fastest delivery, please enter the weight of your package below.

The maximum package weight permitted by USPS is 70 lbs.

Package Weight

| 0 | lbs | 0 | oz |

If you know your package dimensions, please tell us so we can provide shipping recommendations for lowest price and fastest delivery.

Length

| 0 | in |

Width

| 0 | in |

Height

| 0 | in |

Back   Continue

Step 10

- Select The Corresponding Box Size Such As A Priority Box

- If You Brought In Your Own Box, Select (***Choose Your Own Box***).

- Continue

Package Type ⇕	Scheduled Delivery	Price ⇕
⦿ Priority Mail ⓘ (Choose your own box)		$19.50
○ Priority Mail ⓘ Large Flat Rate Box 23-11/16" x 11-3/4" x 3" 12 1/4" x 12 1/4" x 6"		$22.45
○ Priority Mail ⓘ APO/FPO Large Flat Rate Box 12" x 12" x 5-1/2		$22.45
○ Priority Mail ⓘ Medium Flat Rate Box 11" x 8-1/2" x 5-1/2 13-5/8" x 11-7/8" x 3-3/8"		$17.05
○ Priority Mail ⓘ Small Flat Rate Box 5-3/8" x 8-5/8" x 1-5/8"		$10.40
○ Priority Mail ⓘ Flat Rate Envelope 12-1/2" x 9-1/2"		$9.90
○ Priority Mail ⓘ Legal Flat Rate Envelope 15" x 9-1/2"		$10.20
○ Priority Mail ⓘ Padded Flat Rate Envelope 9-1/2" x 12-1/2"		$10.60
○ Priority Mail ⓘ Gift Card Flat Rate Envelope 10" x 7"		$9.90
○ Priority Mail ⓘ Small Flat Rate Envelope 6" x 10"		$9.90
○ Priority Mail ⓘ Window Flat Rate Envelope 10" x 5"		$9.90

Back   Continue

Step 11

- Input ex. <u>PSC 80 BOX (Your Box Number)</u>
- **IF DEPLOYED, TDY, OR NAVY, A U.S. ADDRESS CANNOT BE USED TO SEND OUT A PARCEL FROM ANY BASE ON OKINAWA. PLEASE OBTAIN AND USE YOUR DEPLOYED UNIT ADDRESS**

- Input ex. APO, FPO For City

Select AP – American Forces Pacific

Sender Information

*First Name

M.I.

*Last Name

Company (Only required if first and last name are not provided)

*Street Address

Apt/Suite/Other

*City

*State
Select One

*ZIP Code**
96367

*Phone Number

Email

Reference Number (if applicable) ⓘ
You may enter up to 10 characters

Back   Continue

TIP:

- Input Your Phone Number No Dashes
- For Japanese Numbers Leave Out +81 and the First 0 in the Number

Step 12

Input Desired Recipient Information

Recipient Information

Destination: UNITED STATES

*First Name

SMARTPOST

M.I.

*Last Name

RETURNS PARCEL RTN SVC 56950

Company (Only required if first and last name are not provided)

☐ Ship to PO Box

*Address 1

100 W THOMAS P ECHOLS LANE

Address 2
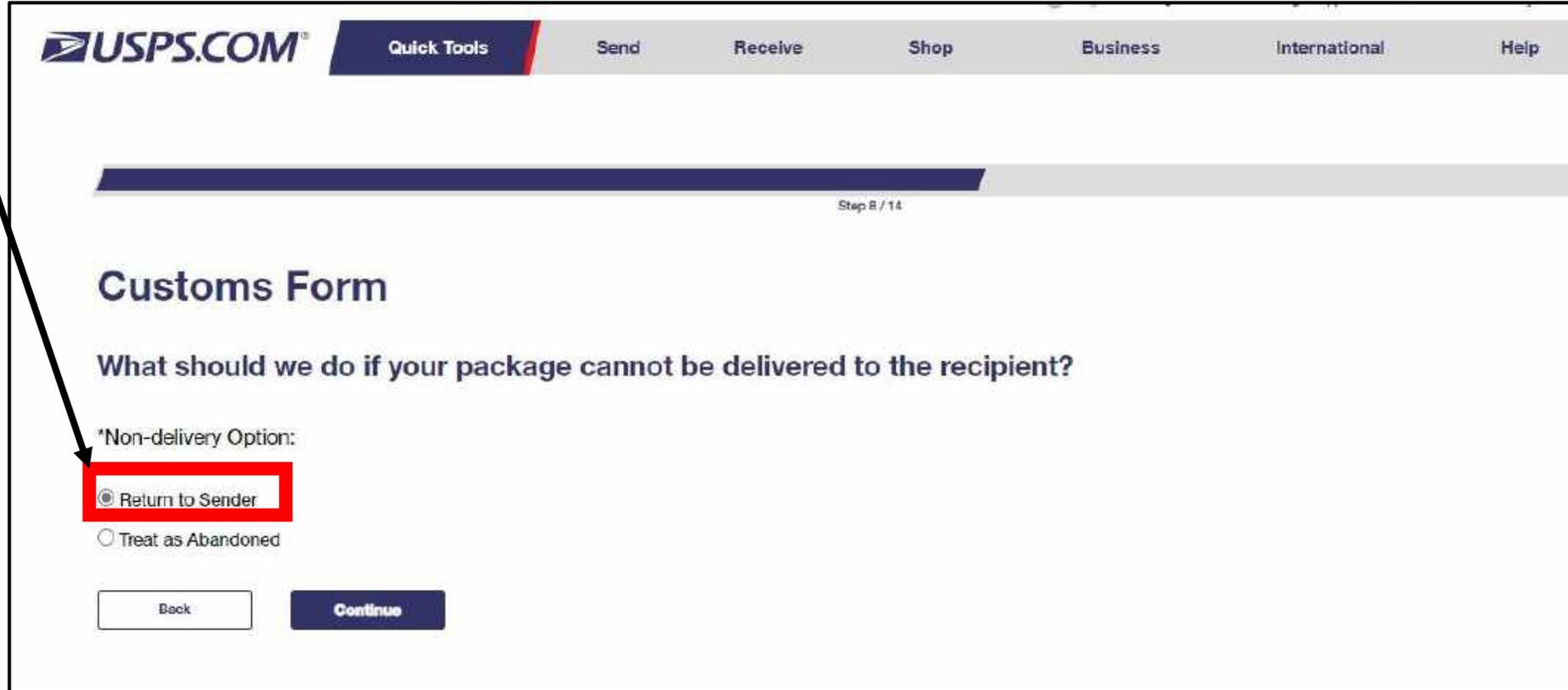
*City

SHEPERDSVILLE

*State

KY - KENTUCKY

*ZIP Code™

40165

Step 13

Select <u>Return To Sender</u>

USPS.COM®

Quick Tools | Send | Receive | Shop | Business | International | Help

Step 8 / 14

Customs Form

What should we do if your package cannot be delivered to the recipient?

*Non-delivery Option:

○ Return to Sender

○ Treat as Abandoned

Back | Continue

Step 14

Select Indented Category Ex. Gifts Then <u>Continue</u>

No Additional Comment Necessary Unless Selecting <u>Other</u>

What category is the contents of your package?

*Package Contents:

○ Documents

◉ Gifts

○ Merchandise

○ Returned Goods

○ Humanitarian Donation

○ Commercial Sample

○ Dangerous Goods
(Select this option if you are shipping lithium batteries)

○ Other

Additional Comments

> max 125 characters

| Back | Continue |

Step 15

Select <u>No</u> Then <u>Continue</u>

Are you a commercial sender?

○ Yes

◉ No

Select yes if your package contents require an HS Tariff, certificate, license, or invoice number.

Back   Continue

Step 16

Input Description (***Be Specific***), Quantity, Value, and Weight.

***NOTE: Quantity Will Multiply Value. Therefore, Divide The Value and Weight By Each Item.

Add items to your package.

Must add at least one item with a maximum of 30.

Please note, the sum of all item weight entered will be validated against the total package weight, and must be less than or equal to that amount in pounds and ounces.

Item #	* Description	* Qty	* Value	* Weight	
1	CoCo's Kurry Packet	1	$ 10	1 lbs	0 oz

Total Items Value ⓘ
$10

Total Items Weight ⓘ
1 lbs. 0 oz.

Total Package Weight
1 lbs. 0 oz.

⚠ You have met the maximum for Total Package Weight. If you would like to add another item, you must edit or remove an item.

Prohibitions and Shipping Restrictions

Back   **Continue**

PRO TIP

Item #	* Description	* Qty	* Value		* Weight			
1	CoCo's Kurry Packet	5	$		1	oz	✏ Edit	🗑 Remove
2	Packs of Kit Kats	5	$	0 lbs	1	oz	+Add	🗑 Remove
3	Packets of Pokemon Cards	5	$		1	oz	✏ Edit	🗑 Remove
4	Family Mart Cookies	5	$		1	oz	✏ Edit	🗑 Remove
5			$	0 lbs	0	oz		🗑 Remove

Total Items Value ⓘ
$0

Total Items Weight ⓘ
1 lbs. 4 oz.

Total Package Weight
5 lbs. 0 oz.

If You Are Not Seeing A Continue Button:
- Ensure All Add Options Are Selected To Show The Edit Option
- Ensure Description, Quantity, And Weight Have Been Filled In
- The Value Section Can Be Skipped As The Quantity Will Multiply It Out
- For The Weight Section, Input 1 oz As The Quantity Will Multiply It Out
- The Amount Being Charged Is Initial Weight From Step 9

Step 17

Select <u>Continue</u> Unless Item Is Valued More than $2500.

Please confirm export information for your package.

An AES Exemption has been pre-selected for you based on your package information.
If you agree with the pre-selected option, please continue. To change the selection, choose a different option from the dropdown.

AES Export Options: ⓘ

NOEEI 30.37(a): Each type of goods in the shipment is less than $2500 ⌄

Back   **Continue**

Step 18

- Double Check The Sender and Recipient Addresses Are Correct

- Leave Print Option As <u>Standard</u>

- Select <u>Print Military Receipt</u>

- A Barcode Will Appear

- There is A Section to Input Email Address to Have Barcode Sent to Email

Customs Form

Customs Form 2976A-Summary

Please confirm the information you have entered. To edit your information, click the appropriate 'Edit' link to make changes. Then click on the "Print Customs Form" button to create your completed Customs Form.

Package Details	Shipping & Pricing	Sender Address	Recipient Address
Package weight: 1 lb.	Priority Mail®		
Package value: $10	(Choose your own box)		
Edit	$10.85		
	Edit	Edit	Edit

Non-delivery Option	Package Contents	Export Information
Return to Sender	Gifts	AES Exemption: NOEEI 30.37(a)
Edit	Edit	Edit

Items in Your Package Edit

Item #	* Description	* Qty	* Value	Weight
1	CoCos Kurry Packet	1	$10	1 lbs. 0 oz.
			Total Value (i) $10	Total Items Weight (i) 1 lbs. 0 oz.
			Total Package Value $	Total Package Weight 1 lbs. oz.

Print Options

- Standard (8.5" X 11")
  2 pages sheet

- Label Printer Compatible (4" X 6")
  1 page sheet

[Back] [Print Customs Form]