

## Desk Top Shipping Request Form Instructions

Log in using your network user ID and password. *Works best in Chrome browser.*

<https://bloomuedu.sendproenterprise.com/Composer/Runtime/Index/desktop%20shipping%20app>

Complete the following under Ship to address:

- Attention
- Company
- Address
- City, State, Zip
- Phone number (your)
- Email address (your)

**YOU MUST CLICK THE VALIDATE ADDRESS FIELD!**

International shipping – do not click validate address.  
Place description of contents in the content box.

Add your cost center

- Shipper reference (Optional)
- Weight \*Always Default To 1 Ounce\*

- Shipping notes include preferred carrier UPS, FedEx. Preferred service Next day, 2<sup>nd</sup> day, 3<sup>rd</sup> day, Ground delivery or Rate shop for most economical. If you want insurance, please indicate amount.

## INTERNATIONAL SHIPPING REQUESTS:

Do not click validate address. Place description of contents in the contents box.

The screenshot shows the SendPro Enterprise shipping request form. The form is divided into several sections:

- Recipient Information:** Attention: Brian Sweetra, Company: Bloomsburg University, Address: 400 E 2nd St, City: Bloomsburg, State: PENNSYLVANIA, Zip: 17815-1301, Country: UNITED STATES.
- Accounting and References:** Cost Center (add cost center here), Company Code, Account Code, Shipper Reference, Reference 1, Reference 2.
- Package Information:** Weight (lb): 0, oz: 1, WEIGH, Dimensions (in): l, w, h, Carton Selection.
- Shipping Notes:** Enter a description. Example: UPS, FedEx, USPS or most economical, next day, 2nd day, 3rd day or ground. Include all detail! If insurance is required, put down the amount.
- Content Description:** A large text area for describing the contents of the package.
- Package Manager:** A sidebar on the right with buttons for + ADD, CLONE, CLEAR, DELETE, PRINT, Save Favorite, and Reset All.
- Summary:** Packages: 1, Weight: 0 lb, 1.00 oz, Cost: -- usd.
- Table:** A table with columns for Quantity, Unit of Measure, Part Number, Description, Weight (lb), and Value (USD). The table currently shows 1 row with a + ADD ROW button.

- Print
- Attach to package
- Always include address on package should request form become detached from package.

## View App

There is a View App option near the top of the window.

Click “My Apps” button

then click View App. This will allow you to view previous shipments.

