

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, 2nd day, 3rd 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.

SendPro® Enterprise

My Apps Favorites Localization Settings Support Logout

Ship To Ship From Bill To Importer of Record

Single Recipient ☒ Bulk List

Attention *
Brian Sweetra

Company *
Bloomsburg University

Address *
400 E 2nd St

☐ Residential

City *
Bloomsburg

State *
PENNSYLVANIA

Zip
17815-1301

Country *
UNITED STATES

VALIDATE

Phone *
5703895000

Email
bsweetra@bloomu.edu

☐ Save as new address book entry
☐ Request email notification when delivered

Accounting and References

Cost Center *
add cost center here

Company Code
Account Code

Shipper Reference
Reference 1
Reference 2

Package History

Weight (lb) *
lb oz 1 WEIGH

Dimensions (in)
l w h

Carton Selection

Delivery Confirmation

Content Type
SPECIAL SERVICES

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

1 / 1
CLONE
CLEAR
DELETE
PRINT
Save Favorite
Reset All

Packages: 1 Weight: 0 lb, 1.00 oz Cost: -- USD

Quantity	Unit of Measure	Part Number	Description	Weight (lb)	Value (USD)
1					

+ ADD ROW

- 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.**

