Pitney Bowes

SendPro Enterprise Mailing System

Instructions for shipping a package over 13oz in Pitney Bowes:

1. Open Pitney Bowes.
2. Enter your username or email and password, then click sign in.
3. SendPro Enterprise page will appear.
4. Click My Apps.
5. Click Mail Center or select the GLOBE Icon for Mail Center.
6. Now the Mail Center Page will appear.
7. Under Service, select priority mail, under carrier leave as is PBShipping API-USPS.
8. Under Package Type, choose package
9. Under Attention, click on the address book icon and choose a contact, if one has been saved and skip down to step 20. If the contact is not in the list, continue to step 10.
10. Under attention, enter the name of business or person you are sending package to.
11. Under Company, enter the name of business or person you are sending package to.
12. Under Address, enter the address you are sending package to.
13. Under City, enter the city you are sending package to.
14. Under State, enter the state you are sending package to.
15. Under Zip, enter the zip code you are sending package to.
16. Under Country, leave as United States.
17. Under Phone, enter the phone # of the business or person you are sending the package to.
18. Under Email, enter email of business or person you are sending package to, if you have it.
19. Now you can check the box beside save as new address book entry, if you want to save as a new contact.
20. Under weight (lb.), enter the weight of package, in lbs. and oz's and click weight.
21. Under Dimensions, enter if you have them.
22. Leave COD Value (USD) Blank.
23. Leave Carton Selection Blank.
24. Leave Declared Value (USD) Blank.
25. Leave Content Description Blank.
26. Click Rate
27. It will now show shipping summary
28. Example: 1 Pkg, Weight 5 lbs. 4.10 oz., Total Cost: $8.56 USD.
29. Before clicking PRINT, make sure all information is correct.
30. Once you click PRINT, the transaction will be paid with UF Funds.
31. Now the printing options will appear.
32. Select the printer of your choice. If needed, reduce the size of the label from 100 to 30 to be able to fit on the package or box.

33. **Also, change Letter to Landscape to fit label on 1 page.**
34. **Then print the label.**
35. **Cut out the "paper" label and tape to package.**
36. **Close window when done.**

For more information about Pitney Bowes SendPro Enterprise, submit a ticket available on the Business Services website: https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/.   When completing the form, you will enter your UFID, select Extension or 4-H, and then select the appropriate fields from the dropdown menus. There is also an option to provide additional comments and to attach files.

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