

# Pitney Bowes

## SendPro Enterprise Mailing System

### Instructions for transactions made in Pitney Bowes:

- Open Pitney Bowes.
- Enter your username or email and password, then click sign in.
- SendPro Enterprise page will appear.
- Click on My Apps.
- Click Reports App.
- Several boxes will appear. Leave the first box as Accounting.
- Change the second box from Account Summary to Cost Center Chargeback.  
(To do this, click on the arrow to the right).
- Enter the start date of the transaction by clicking on the box and choosing a date that appears. Then click on the same date in the calendar to confirm.
- Enter the end date of the transaction by clicking on the box and choosing a date that appears. Then click on the same date in the calendar to confirm.
- Click Run and the Cost Center Chargeback Report will appear.
- Under the Actual Ship Date, you will find the following information:
  - Requester Name (Person who made the transaction)
  - Carrier Name
  - Carrier Service
  - Total Cost
  - Shipment Date
- After looking at the transaction details you can get back to the stamps page by clicking on My Apps at the top and then click Stamps.
- Sign out 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.

#### Contact Information Below:

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Pitney Bowes – Customer Service Ph: 800-888-0286

*Saved Under: OneDrive/Documents/Pitney Bowes*

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