Pitney Bowes

SendPro Enterprise Mailing System

<u>Instructions on how to reprint label or void shipment or track a package in Pitney Bowes</u>:

- **Open Pitney Bowes.**
- **Enter your username or email and password, then click sign in.**
- **SendPro Enterprise page will appear.**
- **Click My Apps.**
- **Click View App.**
- **The SendPro Enterprise search for package page will appear.**
- **Click search for shipment details.**
- **A list of shipments will appear, starting with the current date.**
- **Click on the shipment of your choice.**
- **You have 30 days from the date created to reprint documents or reprint label or void shipment or void package. You can also track a package.**
- **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.

Contact Information Below:
Karrie Patrick Ph: 352-273-3430 or Email: k.patrick@ufl.edu
Keith Gouin Ph: 352-273-3599 or Email: keithg@ufl.edu
Pitney Bowes – Customer Service Ph: 800-888-0286