

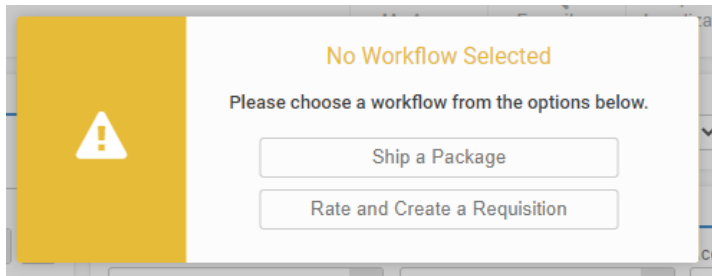
## Sendpro for Staff

### **Ship A Package**

Select this option to generate and print your own shipping label. The process is the same as creating a requisition except that you will receive a shipping label that you can affix to your package. The package can then be dropped off at the Mail Center, or any drop off location for the carrier you've selected.

### **Rate and Create a Requisition**

Select this option to enter all your shipment info, and then send your package to the Mail Center to finish processing. Think of this as a digital version of the old paper shipping form.



### **Step 1: Enter recipient info**

All fields with a red asterisk are required.

**Attention:** Name of recipient

**Company:** Name of company (if not applicable, put a ".")

**Address:** Street Address

**City:** City

**State:** State

**Zip:** 5-digit zip code

**Residential:** Check this box if you are shipping to a residential address



**Validate:** Click validate to verify the address.

**Phone:** Phone number of recipient. If you don't have their number, you can use your number or put a "."

**Email:** Not a required field, but a tracking number will be sent to emails listed in this field. Multiple emails can be listed, separated by a semi colon.

Ship To Ship From Bill To

Single Recipient  Bulk List

Attention \*  
  

Company \*

Address \*  
   
  Residential

City \* State \*

Zip \* Country \*  
 UNITED STATES

Phone \*

Email

Save as new address book entry

## **Step 2: Enter package information.**

**Weight:** Enter the weight of the package. If you don't have a scale, estimate the weight. The Mail Center will verify the weight and dimensions before processing the shipment.

**Dimensions:** Enter the dimensions of the package. If using specific carrier packaging, you can leave dimensions blank and select the package type when choosing how to ship your item (for example, a Fedex Express Envelope or USPS Flat Rate Box)

**Cost Center:** Enter your department project code. This will be used to bill your department.

**Shipping Notes:** These notes are for the Mail Center staff if you would like to include any additional information about your shipment. For example, you might say, "please insure package for \$200" or "please choose cheapest shipping option."

Accounting and References

Cost Center * <input style="width: 95%;" type="text"/>	Company Code <input style="width: 95%;" type="text"/>	Account Code <input style="width: 95%;" type="text"/>
Shipper Reference <input style="width: 95%;" type="text"/>	Reference 1 <input style="width: 95%;" type="text"/>	Reference 2 <input style="width: 95%;" type="text"/>

Package   International   Returns   History

Weight (lb) * <input type="text" value="lb"/> <input type="text" value="oz"/> WEIGH	Dimensions (in) <input type="text" value="l"/> <input type="text" value="w"/> <input type="text" value="h"/>	Carton Selection <input style="width: 95%;" type="text"/>
Delivery Confirmation <input style="width: 95%;" type="text"/>	Content Type <input style="width: 95%;" type="text"/>	<input type="button" value="SPECIAL SERVICES"/>
Shipping Notes <input style="width: 95%; height: 60px;" type="text"/>	Content Description <input style="width: 95%; height: 60px;" type="text"/>	

**Step 3: Select shipping service**
















Select the Carrier, Service, and Package Type. Next, select the “Rate” button in the bottom right corner to see the price.

Carrier <input type="text" value="FedEx Web Services"/>	Service <input type="text" value="FedEx Standard Overnight®"/>	Package Type <input type="text" value="FedEx® Envelope"/>
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To compare rates and services, select “Default” in the Carrier drop down and then click the rate button in the bottom right corner. This will give you a list of available services sorted by price. Select the service you would like to use.

Rate Shop Results ✕

Ship On:  Deliver By:   Guaranteed Only     5 DAYS

Carrier	Service	Package	Guaranteed	Est. Delivery Date	Deliver by	Price
	Parcel Select Ground	Package		10/5/2022	End of Day	8.25
	Priority Mail	Package		10/4/2022	End of Day	9.04
	UPS® Ground	Customer Package		10/4/2022	End of Day	16.38
	FedEx Home Delivery®	Customer Package		10/4/2022	End of Day	18.41
	FedEx Express Saver®	Customer Package		10/6/2022	End of Day	22.93
	UPS 2nd Day Air®	Customer Package		10/5/2022	End of Day	26.03
	UPS Next Day Air Sav...	Customer Package		10/4/2022	End of Day	26.06
	UPS Next Day Air®	Customer Package		10/4/2022	12:00	26.24
	FedEx 2Day®	Customer Package		10/5/2022	End of Day	27.45

**Step 4: Print label**

Click the print button in the bottom right corner. If the button is not green, you are missing some required information.

If you selected “Ship A Package” you will receive a label that you can print and tape on to your package.

If you selected “Rate and Create a Requisition” you will receive a barcode that you can attach to your package and send to the Mail Center to finish processing.