

SendPro Enterprise Desktop

The URL for the Login screen is:

<https://greenvilleedu.sendproenterprise.com/Composer/Runtime/Index/Desktop%20App>

SendPro® Enterprise

Login

User name

Password

Remember me?

LOGIN

[Forgot password?](#)

Support Links

Technical Support:
SendPro Enterprise Support Information

Mailroom Hours of Operation:

- Mon: 09:00 - 17:00
- Tue: 09:00 - 17:00
- Wed: 09:00 - 17:00
- Thu: 09:00 - 17:00
- Fri: 09:00 - 16:00

[Link to online help](#)

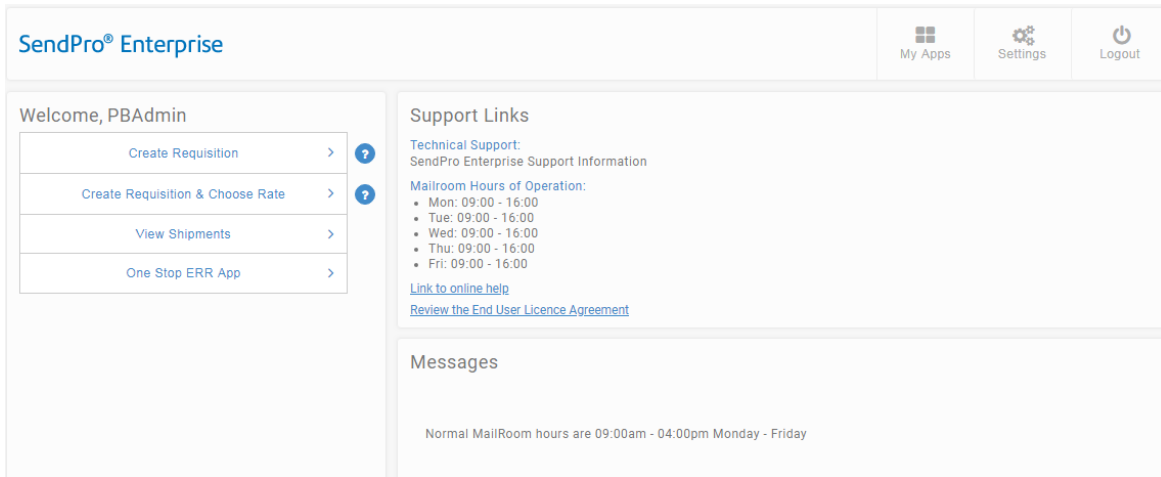
[Review the End User Licence Agreement](#)

For **Desktop Users** that do not have a Printer or Scale attached and need to create Shipping Labels for FedEx, UPS or PB Shipping API – USPS. This login will print the Shipping Labels to the Screen so you can print to your Laser Printer.

To Create a Ship Request and choose rate

Use link provided above and user ID and password provided and log in

1) The Desktop home Screen opens.



2) Click on "Create Requisition & Choose Rate" will open form

The screenshot shows the "Create Requisition & Choose Rate" form. At the top, there is a navigation bar with "SendPro® Enterprise" and icons for "Home", "My Apps", "Favorites", "Requisitions", "Localization", "Settings", and "Logout". Below this is a breadcrumb trail: "Address Details" (active), "Contents", "Billing", "Choose Rate", and "Confirmation". The form is divided into three main sections: "Ship From", "Ship To", and "Ultimate Consignee".
The "Ship From" section includes fields for "From" (PAdmin), "Company" (Greenville college), "Address" (315 E College Ave.), "City" (Greenville), "State" (ILLINOIS), "Zip" (62246), "Country" (UNITED STATES), "Phone" (1234567890), and "Email" (PAdmin@mail.com). It also has a "Carrier Accounts" dropdown (UPS Account - Greenville) and a "Single Recipient" toggle (checked) with a "Bulk List" option.
The "Ship To" section includes fields for "Attention", "Company", "Address", "City", "State", "Zip", and "Country". It has a "VALIDATE" button and checkboxes for "Save as new address book entry" and "Request email notification when delivered".
The "Ultimate Consignee" section includes fields for "Consignee", "Company", "Address", "City", "State/Province/Other", "Zip", "Country", and "Phone".
At the bottom left is a "RESET ALL" button, and at the bottom right is a "NEXT" button.

3) Fill in "Ship to" info.

SendPro® Enterprise

Home My Apps Favorites Requisitions Localization Settings Logout

Address Details Contents Billing Choose Rate Confirmation

Ship From

From *
PBAdmin

Company *
Greenville college

Address *
315 E College Ave.

City *
Greenville

State *
ILLINOIS

Zip *
62246

Country *
UNITED STATES

Phone *
1234567890

Email *
PBAdmin@mail.com

Carrier Accounts
UPS Account - Greenville

Single Recipient Bulk List

Bulk list of recipients

Ship To

Attention *

Company *

Address *

City *

State *

Zip

Country *

UNITED STATES

VALIDATE

Phone *

Email *

Save as new address book entry

Request email notification when delivered

Ultimate Consignee Alt Return Address

Consignee

Company

Address

City

State/Province/Other

Zip

Country

UNITED STATES

Phone

RESET ALL

NEXT

4) Click on Validate and update address info

5) Verify Ship from and Ship To info is correct

6) Click on "Next"

7) Enter Weight if need Shipper Reference data

(Please note weight is required and Reference data is not a required field)

SendPro® Enterprise

Home My Apps Favorites Requisitions Localization Settings Logout

Address Details Contents Billing Choose Rate Confirmation

Weight (lb) *

lb oz WEIGH

Dimensions (in)

l w h

Carton Selection

Documents Only

Shipper Reference

Transportation Reference

Reference One

Reference Two

Reference Three

Reference Four

Reference Five

Reference Six

Package Number:

1 / 1

+ ADD

CLONE

CLEAR

DELETE

Package Contents

Quantity	Units of Measure	Part Number	Description	Weight (lb)	Value (USD)	Product Lookup
----------	------------------	-------------	-------------	-------------	-------------	----------------

1 / 1

+ ADD ROW

RESET ALL

PREVIOUS

NEXT

8) Click on "Next"

9) The billing screen will open enter in “Cost Center” if needed by clicking on magnify glass then search for cost center.

SendPro® Enterprise

Home My Apps Favorites Requisitions Localization Settings Logout

Address Details Contents **Billing** Choose Rate Confirmation

Bill To

Bill To [magnifying glass]

Company [magnifying glass]

Address [magnifying glass]

City [magnifying glass] State [magnifying glass]

Zip [magnifying glass] Country [magnifying glass] UNITED STATES

Phone [magnifying glass]

Email [magnifying glass]

Payer Type [magnifying glass] Account Number [magnifying glass]

Prepaid/Sender

Chargebacks

Cost Center [magnifying glass]

Company Code [magnifying glass]

Account Code [magnifying glass]

Additional Information

Saturday Delivery

COD Type [magnifying glass]

Delivery Confirmation [magnifying glass]

Ship Date [magnifying glass] Required Date [magnifying glass]

01/14/2019 MM/DD/YYYY

Shipping Instructions

RESET ALL PREVIOUS NEXT

10) Click on “Next”

11) This will bring up the Choose Rate screen

SendPro® Enterprise

Home My Apps Favorites Requisitions Localization Settings Logout

Address Details Contents Billing **Choose Rate** Confirmation

	Mon 01/14	Tue 01/15	Wed 01/16	Thu 01/17	Fri 01/18	Sat 01/19	Sun 01/20	Mon 01/21
8:30 am		UPS Next Day ... 98.91 USD						
10:30 am		UPS Next Day ... 50.33 USD	UPS 2nd Day ... 21.89 USD					
Noon								
3:00 pm		FedEx Standard ... 41.63 USD						
End of Day			Priority Mail 12.45 USD	UPS Ground 8.63 USD				

Ship On: 01/14/2019

Deliver By: MM/DD/YYYY

HH:MM PM

PREV 5 DAYS NEXT

CONFIRM RATE

RESET ALL REFRESH PREVIOUS NEXT

12) Choose rate and click on "Confirm Rate"

SendPro® Enterprise

Home My Apps Favorites Requisitions Localization Settings Logout

Address Details Contents Billing Choose Rate Confirmation

	Mon 01/14	Tue 01/15	Wed 01/16	Thu 01/17	Fri 01/18	Sat 01/19	Sun 01/20	Mon 01/21
8:30 am		UPS Next Day ... 98.91 USD						
10:30 am		UPS Next Day ... 50.33 USD	UPS 2nd Day ... 21.89 USD					
Noon								
3:00 pm		FedEx Standard ... 41.63 USD						
End of Day			Priority Mail 12.45 USD	UPS® Ground 8.63 USD				

Ship On: 01/14/2019
Deliver By: MM/DD/YYYY
HH:MM PM

5 DAYS

1/17/2019 End of Day

UPS® Ground

8.63 USD

CONFIRM RATE

RESET ALL REFRESH PREVIOUS NEXT

13) Click on "Next" the confirmation screen will open

SendPro® Enterprise

Home My Apps Favorites Requisitions Localization Settings Logout

Address Details Contents Billing Choose Rate Confirmation

Ship From
PBAdmin
Greenville college
315 E College Ave.
Greenville
IL
62246
1234567890
PBAdmin@mail.com

Ship To
Test donotuse
Test do not use
105 W Main Plz
San Antonio
TX
78205-2718
123-456-7890
doNot@DONOT.USE

Bill To

Shipping Summary

UPS® Ground
Carrier Account: UPS Account - Greenville

Deliver by: 1/17/2019, End of Day
Total Cost: 8.63 USD

Number of packages: 1
Weight: 1 lb 0 oz

Favorite Name Favorite Description Save favorite

Process another shipment of the same type

RESET ALL PREVIOUS PRINT

14) Confirm correct then click on "Print"

15) The Ship Request form will open print and close when done

16) Once ship request has been made then screen will go back to Desktop home page

17) Repeat steps as need

18) When done click on "Logout" in upper right corner of web page