To log into the system please click on the link below and once you put in your email address, you will be sent to the Microsoft authentication. This is part of the single sign-on process, and you should be able to log in to the interface.

https://sendpro360.pitneybowes.com/sso

1. To ship a package, click Create a Shipment on the main screen

2. Box 1 Sender: Your cost center address should be populated. If you need to choose a different ship-from address because you work at more than one location:

    a. Hit the drop-down arrow, choose view all senders

    b. Click Recipient

    c. Search the cost center you need and choose it

3. Box 2 Recipient: Our FedEx central address has been populated

    a. Search the cost center or supplier in the Name space in the same manner you have on FedEx.com

    b. If shipping to a patient, enter the information and click the box below to Save Address

    c. No need to verify the address, the system does it for you

    d. You can send the tracking information and/or delivery conformation to multiple emails below by entering a comma between the email addresses

4. Box 3 Packaging: The system is defaulted to all carriers for rate shopping. Guaranteed delivery is less expensive via FedEx than USPS, there isn't a need to rate shop.

    a. Click in the filtered by box where it says all carriers and type your cost center in. This is a must for your shipment pickup

    b. Fill in length, width, height, and weight. These are all mandatory

5. Rates and Services: The Select Rates and Services button will flash at you when #4 is completed. Our FedEx contracted pricing is uploaded to the system.

    a. Click the button, choose the service you need

    b. You can choose Indirect signature at no additional cost by clicking the Show More drop down in the service you choose.

    c. Click Choose service

6. Box 5 Accounting and Reference

    a. Always leave Bill to set to sender

b. Ensure your cost center is populated in Cost Account

c. If you are in a market fab and bill the cost center you are shipping to, change this to their cost center number.

7. View your shipment on the right

   a. Click Print ship label

   b. A box will come up. The system defaults to a PDF, click print

   c. When the PDF opens, click the printer icon located above the top right corner of the label.

   d. Choose your printer and print.

      i. Please let me know if your label doesn't print correctly or if you have sticky label printer, you may need additional software from our internal software center.

         1. **DH** Pitney Bowes DeviceHub

8. Scheduling a pickup:

   a. Click schedule a pickup at the bottom of the box that shows up on the create shipping label. If you miss this you can still schedule.

      i. Click on Shipping & Mailing at the top left

      ii. Schedule a FedEx Pickup is the last option under End of Day

      iii. Close the pop-up box

      iv. The system defaults to 010100 Henderson. Do not click in the address box. Instead, type your cost center number in the Carrier Account box

         1. Change the email as needed. The name might be different than yours. No need to change that. It is the name attached to the FedEx account. You are the shipper in box 1 for the label.

      v. If you shipped ground, click Ground Service, your shipment will be below

         1. Update the pick-up window time as necessary

         2. Choose pick-up location

         3. Confirm your shipment is ready

         4. Schedule the pick-up

If you ship to patients and need transaction document showing the cost of the shipment for the patient file you will create your shipment by using Create a Request rather than Create a Shipment. The screen is the same as creating a shipment minus a few item that aren't needed.

After printing the request to create your shipping label:

1. Click Shipping & Mailing at the top

2. Under Shipping Labels, click Manage Ship Request

3. To the right of the request you will see, click Print Label

4. Let the information load, add any emails if you need to

5. Print the label.