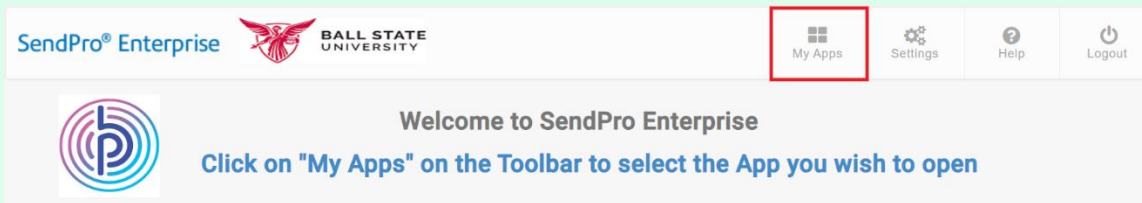


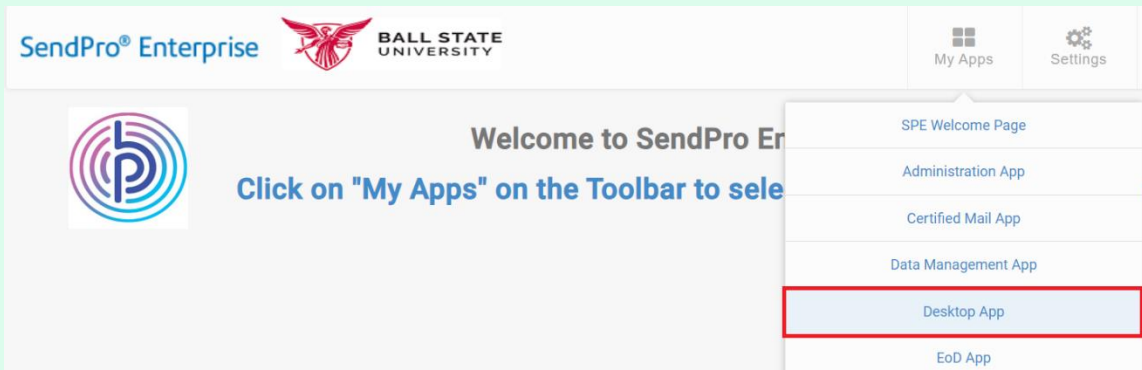
Creating a Shipment Requisition in SendPro Enterprise

This Job Aid has been created solely for Ball State University

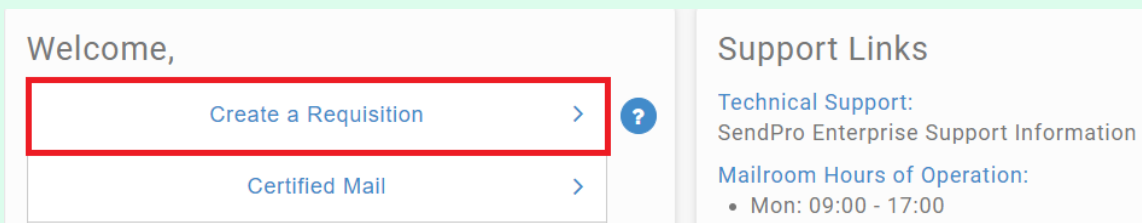
1. Upon logging into SendPro Enterprise, you'll be automatically launched into a Welcome Page. Click on the "My Apps" button to view the list of apps you have access to. Please note: the list of apps you see within the list will vary from what is visible in this document.



2. Locate and click on the "Desktop App" option within the list of available apps.



3. You'll be directed to a Desktop App Landing Page. Click on the "Create a Requisition" button.



- 4. All required fields are denoted by a red asterisk. Each required field will need to be filled out before a requisition can be generated.

The screenshot shows a web interface with three main sections: 'Ship To', 'Accounting and References', and 'Package Manager'. The 'Ship To' section includes fields for Attention, Company, Address, City, State, Zip, Country, Phone, and Email, with a 'VALIDATE' button. The 'Accounting and References' section has fields for Cost Center, Company Code, Account Code, Shipper Reference, Reference 1, and Reference 2. The 'Package' section includes Weight (lb), Dimensions (in), Carton Selection, Delivery Confirmation, Content Type, Declared Value (USD), Shipping Notes, and Content Description. The 'Package Manager' section on the right shows '1 / 1' packages with buttons for '+ ADD', 'CLONE', 'CLEAR', 'DELETE', and 'PRINT', along with 'Save Favorite' and 'Reset All' options.

- 5. Fill out the Ship-To information.


This screenshot is similar to the previous one but highlights the 'Ship To' section with a red border. The 'Ship To' section is now populated with the following information: Attention: Test Attn; Company: Test Co; Address: 2225 American Dr; City: Neenah; State: WISCONSIN; Zip: 54956; Country: UNITED STATES; Phone: 555-555-5555. The 'Accounting and References' section shows 'Cost Center *' with a search icon. The 'Package' section shows 'Weight (lb) *' with 'lb' selected and a 'WEIGH' button. The 'Package Manager' section is partially visible on the right.

6. Search for the appropriate Cost Center by clicking on the magnifying glass to the right of the Cost Center field.



Ship To Ship From Bill To Importer of Record

Accounting and References

Single Recipient Bulk List

Cost Center * 

Shipper Reference

Attention *
Test Attn  

7. A new popup is shown containing the list of Cost Centers currently enabled in your tenant. You can browse **(green)** or use the search functionality **(yellow)** to select the appropriate Cost Center. To select, you can either double click on the desired Cost Center or single click the Cost Center and then clicking the “Select” button **(red)**.

Cost Center

test

SEARCH

Fobletest12345
description

< 1 to 1 of 1 >

SELECT

CLOSE

8. Once selected, the chosen Cost Center will appear in the Cost Center field along with a green border to indicate a valid Cost Center.

Accounting and References

Cost Center *
Fobletest12345

Company Code

Account Code

Shipper Reference

Reference 1

Reference 2

9. Enter the weight of the package into the weight fields. Please note that the weight is divided into two fields – lbs and oz.

Package History

Weight (lb) *
lb 1 oz 3 WEIGH

Dimensions (in)
l w h

Carton Selection

10. Upon completion of the required fields, the “Print” button will become enabled and turn green. Click the “Print” button in order to generate the Shipment Requisition.

Ship To Ship From Bill To Importer of Record

Accounting and References

Package Manager

Single Recipient Bulk List

Attention *
Test Attn

Company *
Test Co

Address *
2225 AMERICAN DR

City *
NEENAH

Zip *
54956-1005

Residential State *
WISCONSIN

Country *
UNITED STATES

Cost Center *
Fobletest12345

Company Code

Account Code

Shipper Reference

Reference 1

Reference 2

Weight (lb) *
lb 1 oz 3 WEIGH

Dimensions (in)
l w h

Carton Selection

Delivery Confirmation

Content Type

Declared Value (USD)

SPECIAL SERVICES

Shipping Notes

Content Description

1 / 1

+ ADD

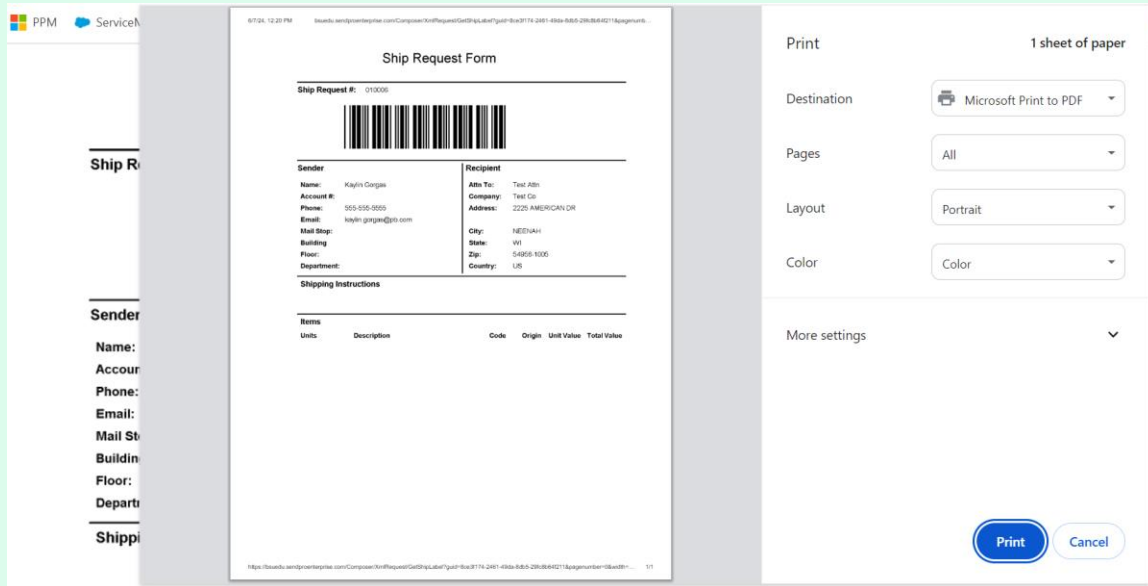
CLONE

CLEAR

DELETE

PRINT

11. Upon clicking the “Print” button, another tab will be displayed in your browser. Depending on the browser you’re utilizing, the following may appear different.



12. You can now print the document and proceed with the next requisition.

