

Desk Top Shipping Request Form Instructions

Log in using your network user ID and password. *Works best in Chrome browser.*

<https://bloomuedu.sendproenterprise.com/Composer/Runtime/Index/desktop%20shipping%20app>

Complete the following under Ship to address:

- Attention
- Company
- Address
- City, State, Zip
- Phone number (your)
- Email address (your)

YOU MUST CLICK THE VALIDATE ADDRESS FIELD!

International shipping – do not click validate address.
Place description of contents in the content box.

Add your cost center

- Shipper reference (Optional)
- Weight *Always Default To 1 Ounce*

- Shipping notes include preferred carrier UPS, FedEx, USPS. Preferred service Next day, 2nd day, 3rd day, Ground delivery or Rate shop for most economical. If you want insurance, please indicate amount.

INTERNATIONAL SHIPPING REQUESTS:

Do not click validate address. Place description of contents in the contents box.

- Print
- Attach to package
- Always include address on package should request form become detached from package.

View App

There is a View App option near the top of the window. Click “My Apps” button then click View App. This will allow you to view previous shipments.

