

Guide for View Shipments

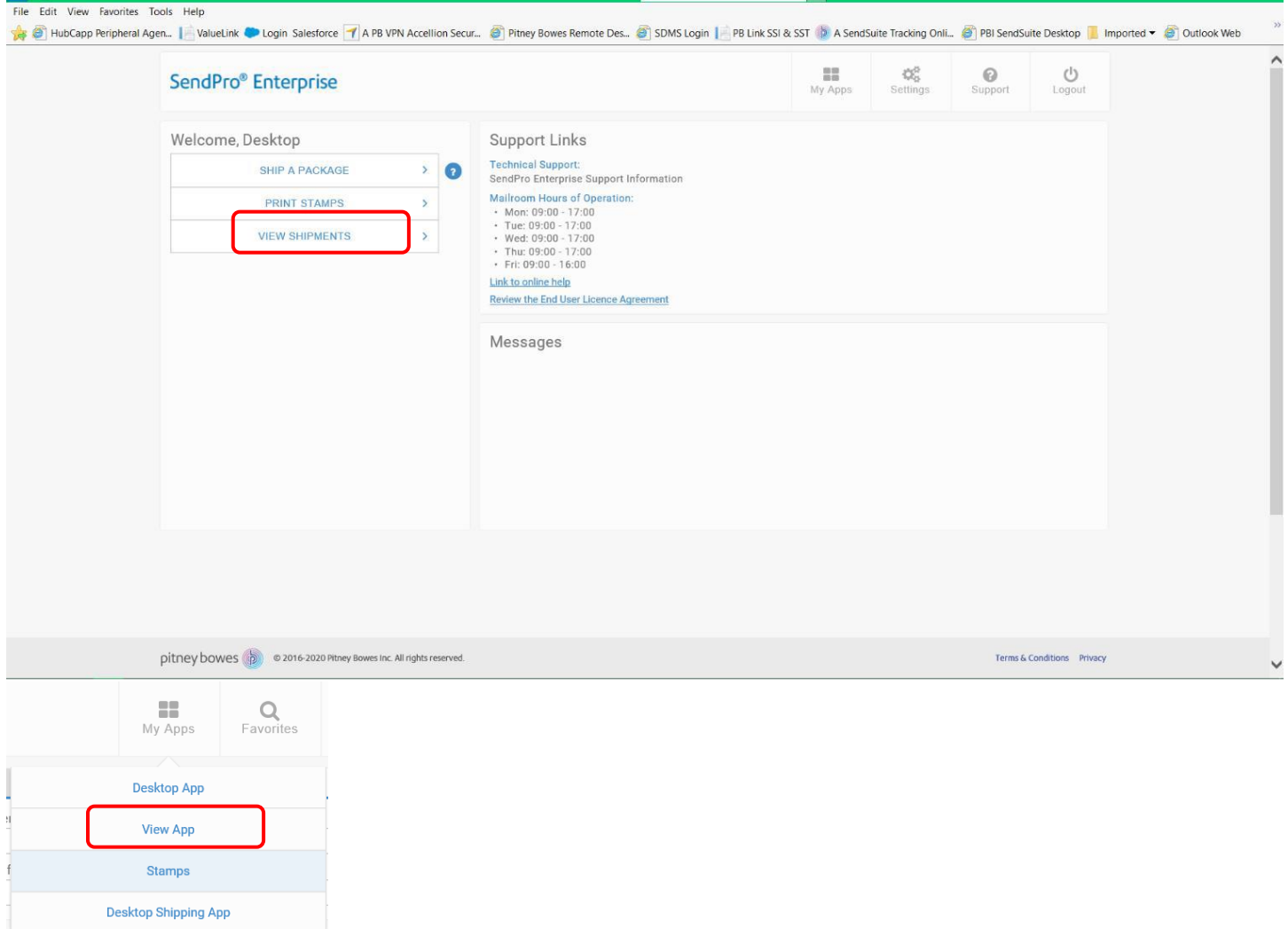
Search for shipments in the View App.

Click link below to go to the login Web Page:

<https://specialolympicsvaorg.sendproenterprise.com/Composer/Runtime/Index/View%20App>

Login with your credentials. (Username & Password)

1) From the Welcome Screen, Select View Shipments or My Apps> View App button.



- 3) Some of the options at the top of the screen are:**
- Home Button brings you back to the Welcome Screen
 - My Apps Button opens other Screens assigned to you.

SendPro® Enterprise

Home My Apps Settings Support Logout

Date From: 09/04/2019 Date To: 10/04/2019 Shipment Status: All

Search for Package: Order#, tracking# or keyword **SEARCH** [Reset All](#)

Date	Tracking/PRO #	Carrier	Service	Attention To	Shipper Reference	Address	Shipment Status
1 / 1							

- 4) To search for a shipment, enter the following information.
 - a. Enter the Date From through the Date To.
 - b. Change the Shipment Status – if required.
 - c. Enter “keyword” information about the shipment in the Search for Package.
 - d. Press SEARCH to find the shipment.

a — 09/04/2019 10/04/2019

b — Shipment Status: All

c — Search for Package: Order#, tracking# or keyword

d — **SEARCH** [Reset All](#)

Date	Tracking/PRO #	Carrier	Service
1 / 1			

- 5) List of Shipments appears base off of the criterion enter in section 4.

SendPro® Enterprise

My Apps Settings Support Logout

Date From: 09/04/2019 Date To: 10/04/2019 Shipment Status: All

Search for Package: Order#, tracking# or keyword **SEARCH** [Reset All](#)

Date	Order #	SO #	PO #	Tracking/PR...	Carrier	Service	Attention To	Shipper Refe...	Address	Shipment Status
2019-10-04				940550990256...	PB Shipping AP...	Priority Mail	41-118		PO BOX 3267	Processed ✓
2019-10-04				940550990256...	PB Shipping AP...	Priority Mail	32-068		PO BOX 29611	Processed ✓
2019-10-04				940550990256...	PB Shipping AP...	Priority Mail	32-069		PO BOX 530	Processed ✓
2019-10-04				940550990256...	PB Shipping AP...	Priority Mail	21-097		220 N DRAKE RD	Processed ✓
2019-10-04				940550990256...	PB Shipping AP...	Priority Mail	21-023		PO BOX 88	Processed ✓
2019-10-04				940550990256...	PB Shipping AP...	Priority Mail	13-775		1019 W JACKS...	Processed ✓
2019-10-04				940550990256...	PB Shipping AP...	Priority Mail	13-407		30 W 11TH ST	Processed ✓
2019-10-04				940550990256...	PB Shipping AP...	Priority Mail	47-027		1 NORTH ST	Processed ✓
2019-10-04				940550990256...	PB Shipping AP...	Priority Mail	34-148		23825 COMME...	Processed ✓
2019-10-04				940550990256...	PB Shipping AP...	Priority Mail	13-345		111 CONGRES...	Processed ✓
2019-10-04				940550990256...	PB Shipping AP...	Priority Mail	10-191		PO BOX 40	Processed ✓
2019-10-04				940550990256...	PB Shipping AP...	Priority Mail	10-174		PO BOX 8004	Processed ✓

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- 6) Select the shipment to view.

Date From
MM/DD/YYYY
Date To
MM/DD/YYYY
Shipment Status
All

+ SHOW RESULTS

Search for Package
Order#, tracking# or keyword

SEARCH
Reset All

Shipment Details
Charges
Documents
Addresses

Ship Address: UNCLAIMED PROPERTY DI...
KENTUCKY STATE TREASU...
1050 US HIGHWAY 127 S
FRANKFORT
KY
40601
US

Ship From: LINDA S BOYLES
Pitney Bowes
4720 SALISBURY ROAD
JACKSONVILLE
FL
32256
US

Order #:
PO #:
Shipment ID: 16740
Carrier: PB Shipping API -
USPS
Carrier Service: First Class Mail

Shipping Cost: 3.22 USD
Accessorial Cost: 0.00 USD
Other Cost: 0.00 USD
Total Cost: 3.22 USD

Shipment Weight: 0.375 lb
Shipment Status: Delivered

VOID SHIPMENT
RE-PRINT DOCUMENTS

Packages in Shipment:

Package ID	Attention To	Receiver Pho...	Tracking No.	Status
17281	UNCLAIMED PROPER...	800-465-4722	94001098986427719...	Delivered

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Package Details
Charges
Tracking History

Attention To: UNCLAIMED PROPERTY DIVISION
KENTUCKY STATE TREASURER
1050 US HIGHWAY 127 S
FRANKFORT
KY
40601
US

Tracking/PRO #: 9400109898642771968576
Shipping Cost: 3.22 USD

Package ID: 17281
Weight: 1 lb
Reference 1:
Reference 2:
Reference 3:

Accessorial Cost: 0.00 USD
Other Cost: 0.00 USD
Total Cost: 3.22 USD

Package Status: Delivered

VOID PACKAGE
RE-PRINT LABEL
TRACK PACKAGE

Items in Package:

Part Number	Quantity	Description	Unit Price	Total Price
There are no contents level items to view.				

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7) There are two sections, two the View App Screen.

- a. Shipment Details – Information about the whole shipment.
 - i. Shipment Details tab – Overview of the shipment.
 - ii. Charges tab – Shows the total cost of the shipment.
 - iii. Documents tab – To reprint any documents or labels for the shipment.
 - iv. Addresses tab – Displays address information for international shipments.
 - v. VOID SHIPMENT – Voids the entire shipment – Cannot have left the building
 - vi. Re-Print Documents – Re-Prints labels and documents associated with the shipment
 - vii. Packages in Shipment – List all the packages for that shipment.

Shipment Details
Charges
Documents
Addresses

Ship Address: UNCLAIMED PROPERTY DI...
KENTUCKY STATE TREASU...
1050 US HIGHWAY 127 S
FRANKFORT
KY
40601
US

Ship From: LINDA S BOYLES
Pitney Bowes
4720 SALISBURY ROAD
JACKSONVILLE
FL
32256
US

Order #:
PO #:
Shipment ID: 16740
Carrier: PB Shipping API -
USPS
Carrier Service: First Class Mail
Shipment Weight: 0.375 lb

Shipping Cost: 3.22 USD
Accessorial Cost: 0.00 USD
Other Cost: 0.00 USD
Total Cost: 3.22 USD
Shipment Status: **Delivered**

VOID SHIPMENT

RE-PRINT DOCUMENTS

Packages in Shipment:

Package ID	Attention To	Receiver Pho...	Tracking No.	Status
17281	UNCLAIMED PROPER...	800-465-4722	94001098986427719...	Delivered

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- b. Package Details – Information about the individual package.
 - i. Package Details tab – information about the package shipped
 1. Package Status – Status of the package
 2. Void Package – To void must be the same day
 3. Re-Print Label – Reprint carrier label for the package

Package Details
Charges
Tracking History

Attention To: UNCLAIMED PROPERTY DIVISION
KENTUCKY STATE TREASURER
1050 US HIGHWAY 127 S
FRANKFORT
KY
40601
US

Tracking/PRO #: 9400109898642771968576 Shipping Cost: 3.22 USD
Package ID: 17281 Accessorial Cost: 0.00 USD
Weight: 1 lb Other Cost: 0.00 USD
Reference 1: Total Cost: 3.22 USD
Reference 2:
Reference 3: Package Status: **Delivered**

VOID PACKAGE
RE-PRINT LABEL
TRACK PACKAGE

Items in Package:

Part Number	Quantity	Description	Unit Price	Total Price
There are no contents level items to view.				

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4. Track Package – View the status of the package
 - a. Press the Track Package and see up to date status
 - b. Click on the tracking number, and the carrier web page appears with the tracking number information.

USPS Tracking Number: [9400109898642771968576](#)

Date	Time	Description	Location
9/30/2019	10:43 AM	Delivered, Left with Individual	FRANKFORT, KY 40601
9/30/2019	9:14 AM	Out for Delivery	FRANKFORT, KY 40601
9/30/2019	5:35 AM	Arrived at Post Office	FRANKFORT, KY 40601
9/29/2019	2:40 PM	Arrived at USPS Regional Destination Facility	LOUISVILLE KY DISTRIBUTION CENTER
9/29/2019	12:00 AM	In Transit to Next Facility	
9/28/2019	8:30 PM	Departed USPS Facility	SOUTHAVEN, MS 38671
9/28/2019	6:20 PM	Arrived at USPS Facility	SOUTHAVEN, MS 38671
9/28/2019	5:44 AM	Departed USPS Regional Facility	JACKSONVILLE FL NETWORK DISTRIBUTION CENTER
9/28/2019	12:22 AM	Arrived at USPS Regional Origin Facility	JACKSONVILLE FL NETWORK DISTRIBUTION CENTER
9/27/2019	11:07 PM	Accepted at USPS Origin Facility	JACKSONVILLE, FL 32256
9/26/2019	3:42 PM	Shipping Label Created, USPS Awaiting Item	JACKSONVILLE, FL 32256

- ii. Charges tab provides a breakdown of the carrier and discount charges.

Package Details Charges Tracking History				
Rate	Charge Type	Published Rate	Currency	
Carrier Default Rate	Service Charge	3.22	USD	
Carrier Default Rate	Total Shipping Charge	3.22	USD	
Carrier Default Rate	Total Charge	3.22	USD	

- iii. Track History shows the history of the package

Package Details Charges Tracking History

⌚ Expected Delivery Date 9/30/2019

⌚ Delivered 09/30/2019 10:43 AM

Delivered, Left with Individual

Location: FRANKFORT, KY 40601 Signed for by: No Data

⌚ In Transit 09/30/2019 9:14 AM

Out for Delivery

Location: FRANKFORT, KY 40601 Signed for by: No Data

⌚ In Transit 09/30/2019 5:35 AM

Arrived at Post Office

Location: FRANKFORT, KY 40601 Signed for by: No Data

⌚ In Transit 09/29/2019 2:40 PM

Arrived at USPS Regional Destination Facility

Location: LOUISVILLE KY DISTRIBUTION CENTER Signed for by: No Data

⌚ In Transit 09/29/2019 12:00 AM

In Transit to Next Facility

Location: No Data Signed for by: No Data