



Shipping & Mailing

Parcel Management System

Efficiency and savings for higher education.

# Ship, track and deliver with precision.



# Get parcels into the right hands, for less.



*"Institutions compete for students the same way Lexus and Mercedes compete for car buyers."*

– Wall Street Journal, 2014

Colleges and universities send and receive more shipments than ever. Care packages and gifts. Online purchases. Laptops and equipment. Research, books and critical documents.

Mail centres may ship and process hundreds, or even thousands of deliveries in a single day. Paper-based and manual processes simply can't keep pace. Errors and delays caused by misplaced or misdirected packages prompt complaints. But that's just part of your challenge.

Delivery is also more complex. Security concerns have prompted many colleges to limit access to campus facilities and residential halls. Recipients are rarely available to sign for packages. Mail centres are short on staff and even shorter on space. Student safety and satisfaction is a focus. Waiting lines are long. Budgets are tight and shipping rates are rising. What's a mail centre manager to do?

## **Take control and save.**

Improve your inbound and outbound parcel services. Process and track everything more efficiently with our suite of parcel management solutions designed for any-sized college or university.

### • **SendSuite® Live:**

Multi-carrier outbound carrier management solution

### • **SendSuite™ Tracking:**

On-campus parcel tracking and delivery

Our modular platform lets you select the precise capabilities you need today, with the flexibility to adapt as requirements change. Our secure, web-enabled technology connects seamlessly with existing internal systems, so you'll be up and running in no time.



### **Satisfy heightened expectations.**

Students, parents and faculty demand fast, error-free delivery. Let them know where their package is and when it will arrive.

### **Get a handle on shipping costs.**

Quickly identify the optimal shipping method and carrier for each package based on delivery objectives. Take advantage of discounted rates. Eliminate carrier surcharges, verify addresses and enforce business rules.

### **Ramp up productivity.**

Stop wasting time searching for packages. Get the answers you need in an instant. Speed internal delivery times by hours or even days.

### **Boost your bottom line.**

Save more by automating package handling at every step. Reduce losses due to damaged or misplaced items. And deliver services that help attract and retain students and faculty.

### **One simple platform does it all.**

- Centralised carrier management
- Instant rate comparisons
- Address verification
- Scalability to meet changing needs
- Consolidated reporting
- Automated inbound parcel and asset tracking
- Seamless integration with internal systems

## Provide best-in-class shipping services.

Faced with constant budget pressures and rising shipping rates, colleges and universities need to manage expense. Students demand low costs and a variety of options to ship packages. Faculty and administrators need to allocate costs and reduce spending.

SendSuite Live brings a new level of efficiency, accountability and control to your operations. It replaces multiple carrier-provided systems with a single, user-friendly platform that reduces costs, streamlines operations and improves customer service.

### Offer self-service convenience.

Let faculty and staff initiate shipping from their desktop.

- Drive down costs with integrated ship requests.
- Eliminate errors due to manual entry.
- Enable package tracking from the desktop.
- Account for all carrier spend throughout the campus.
- Eliminate costly carrier air bills and unaccounted for carrier usage.

### Ship smarter.

View the latest rates and services from multiple carriers.

- Quickly find the optimal delivery option for any shipment.
- Easily identify the most competitive rates.
- See upfront what your actual shipping costs will be for accurate chargeback to students and faculty.

### Track precisely.

Monitor shipment status 24 hours a day.

- Predict exactly how and when a package will arrive.
- Provide fast, accurate response to student and staff inquiries.

### Control costs.

Save up to 40 percent on parcel carrier costs.

- Negotiate more favorable terms with your preferred carriers.
- Identify opportunities to reduce costs.
- Gain upfront visibility to avoid carrier surcharges.
- Enforce compliance with business rules.
- Easily allocate and electronically automate billing to the appropriate cost centre.

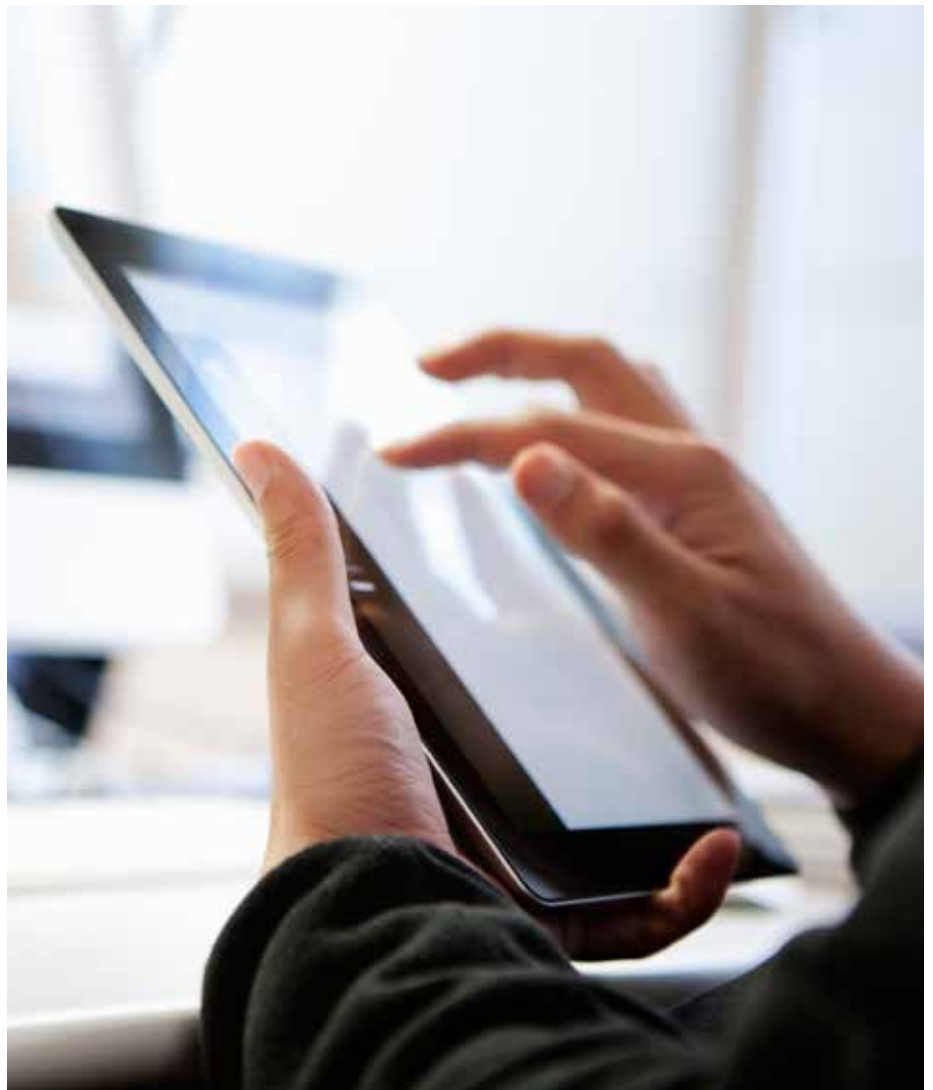


Save up to **40%** on  
shipping with our systematic,  
multi-carrier approach.

## Precisely track valuable incoming parcels.

College students don't just spend time online, they also spend a lot of money there. Most of their purchases are for tangible goods that are shipped to campus.

SendSuite Tracking makes it easy to monitor and control the flow of parcels throughout your campus (or multiple campuses) in real time. Track any object that you can put a barcode on: packages, envelopes, critical documents or even local flower deliveries. Use the carrier's barcode or your own. Send an email or text alert to notify students and faculty that packages have arrived, and dramatically reduce your delivery and pickup times with improvement in mail centre workflow.





---

## SendSuite® Tracking

### See what you're missing.

SendSuite Tracking picks up where carriers leave off, so you can account for every parcel at all times. Now you will always have a comprehensive view of:

- what you received, including condition.
- what time it was received.
- who sent and signed for each package.
- where the package is at any time.
- when the item reached its intended recipient.

You'll spend less time searching for packages and going through manual records.

### Improve service, satisfaction and security.

Students want to know that their purchases are safe. If a package goes astray, they expect it to be paid for.

SendSuite Tracking simplifies parcel processing. It can automatically notify the addressee that a package is en route or ready for pickup, and provides real-time visibility so you can respond to any inquiry. Electronic logging at every step documents the complete chain of custody, and ensures that packages always reach the right recipient.

---

Smart shipping services can help you attract students, satisfy parents and make your entire team more productive.

### It's not just for packages.

Running a university requires a large number of laptops, computers, scientific instrumentation, and equipment for communications, sound and lighting. These assets are more widely dispersed and more portable than ever.

Administrators need an easier way to manage assets and hold users accountable. SendSuite Tracking keeps you in control.

- Know the exact location and status of assets.
- Identify the current user, when and where the asset was signed out or delivered.
- Enforce timely return of assets.
- Eliminate disruptions due to unavailability.
- Quickly generate reports for managing assets and their associated costs.

Because it's designed for multi-location deployment, you can consolidate and standardise records from every campus.

**United Kingdom**

Building 5, Trident Place  
Hatfield Business Park  
Mosquito Way  
Hatfield  
Hertfordshire AL10 9UJ  
[ukenquiries@pb.com](mailto:ukenquiries@pb.com)

**For more information, call 08444 992 992  
or visit us online: [pitneybowes.com/uk](http://pitneybowes.com/uk)**