## SendSuite<sup>®</sup> Xpress Commercial Base Pricing Setup

## **Requirements**

- A Postage Meter (interfaced or online)
  NOTE: the postage meter (DM300<sup>™</sup> and greater or Connect+<sup>®</sup>) must be interfaced to the SendSuite<sup>®</sup> Xpress system for an automatic tape trip.
- SendSuite Xpress version 2.25 or higher.
- Label printer for producing IMpb labels
- A valid Mailer Identification Number (MID) approved by the USPS<sup>®</sup> for Delivery Confirmation.
- The SendSuite Xpress system must have a connection to the internet.
- The Tracking/Confirmation Services Communication Parameters must be set up with the customer's USPS User ID, Password, FTP information, and Meter Serial Number (Shipper Meter Number field).
- The Shipping Services File (SSF) must be transmitted to the USPS on every shipping day by closing and printing the manifest for the POS-USPS carrier.
- The client must be set up to use the Intellilink Desktop tool to download and install regular updates to their SendSuite Xpress system from Pitney Bowes.

## **Enabling CBP Services**

**NOTE:** USPS Communication Parameters must be set up in order to use this service. Please refer to Pitney Bowes documentation for additional information.

- 1. Close SendSuite Xpress Processing and open SendSuite Xpress Setup.
- 2. Enter the operator or service password to access SendSuite Setup.
- 3. Select **Carriers > Definition**.
- 4. Use the list button or the arrow buttons to navigate to the **POS Carrier**.



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- 5. Select the **Services** tab.
- 6. Use the list button or the arrow buttons to navigate to the first **Commercial Base Service** the customer wants to enable.
- 7. Use the **ON/OFF** button to enable the service. A confirmation dialog box opens.
- 8. Select **YES** to enable the service. Select Edit to display the Use Postal Meter with this Service dialog box
- 9. Select Edit to display the Use Postal Meter with this Service dialog box.
- 10. Set the desired value for the "Use Postal Meter with this Service?" checkbox.
  - a. Meter not interfaced: Clear this box. SendSuite Xpress will not set and trip a meter tape.
  - b. Meter is interfaced: Check this box. SendSuite Xpress will set and trip a meter tape.
- 11. Repeat steps 6-10 for each service the customer wants enabled.
- 12. After all services required have been enabled, exit Carrier Definition by selecting the door icon.
- 13. Navigate to Carriers > Mail Manifest \ Tracking/Confirmation Setup
- 14. Select the Track/Conf tab.
- 15. Select the **Tracking/Confirmation** button.
- 16. Make sure Shipper Meter Number contains the meter serial number.
- 17. Select **OK**, then select **OK** again.
- 18. Select **File > Exit**, then select **Yes** to exit Setup.