

SendSuite® Xpress Commercial Base Pricing Setup

Requirements

- A Postage Meter (interfaced or online)
NOTE: the postage meter (DM300™ and greater or Connect+®) must be interfaced to the SendSuite® 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® 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**.

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.