BRYNKA SHIP REQUEST INSTRUCTIONS

REQUESTING ACCESS (LOG IN)

• Email the Mail Center at mailctr@pratt.edu to request your login. Please include your department’s budget number with request.
• Once activated, you will receive an email with a temporary password, your username is your OneKey without @pratt.edu.

LOGGING IN

• Follow this link to access the Brynka webpage.
• Log in using your temporary password.
• Once you log in successful, you should be automatically taken to the Ship Request page.

CREATING A SHIP REQUEST

1. Click on the ship from tab to make sure your information is correct.
2. Fill out the ship to: address information. (International requests require a phone number & email address).
3. If shipping to a domestic address, click on VERIFY ADDRESS button (this will confirm address destination is correct or give you options)
4. Select Service Level this where you let know how soon you want the shipment to arrive at the destination.
   a. Note: Next Day Air Early A.M. shipments should be noted in the Shipping Instructions.
5. Description is used for International ship requests. This is where you describe the package contents.
6. Shipping Instructions – This is where you give the mail center any necessary and or special instructions e.g. – Must mail via a specific carrier, ship a later date, Next Day Air Early A.M. shipments, etc..
7. Print Ship Request (a new window will open). Must print the completed ship request form and attach it to your package.
   a. Note: If your pop-up blocker is activated it might block you from printing. You will need to unblock it if activated.
      To see if your ship request has been processed, you may go to the History tab to see if it’s there, if it is you can reprint it from there (do not create a new one).

THE HISTORY TAB

Under the History tab, you may:

• View if ship request went through
• View if ship request was processed by Mail Center
• Once processed by the Mail Center you can view the tracking number
• You can also delete/cancel a request in the event of an error.
• View all previous ship request (processed or unprocessed)