PitneyShip™ Pro Training

PostalAdvocate — MAIL MADE EASY

Prudential

Mail Equipment and Postage

Home and Small Office Mail

USPS® Permit Accounts

Outsourced Mail Services

Expedited Document and Parcel Shipping

What is PitneyShip™ Pro?

PitneyShip™ Pro is a cloud-based solution that scales easily across your organization, allowing employees to create shipping labels and print postage regardless of location. Real-time data provides better insights and visibility into your shipping activity, helping you save time and money on every package you send.
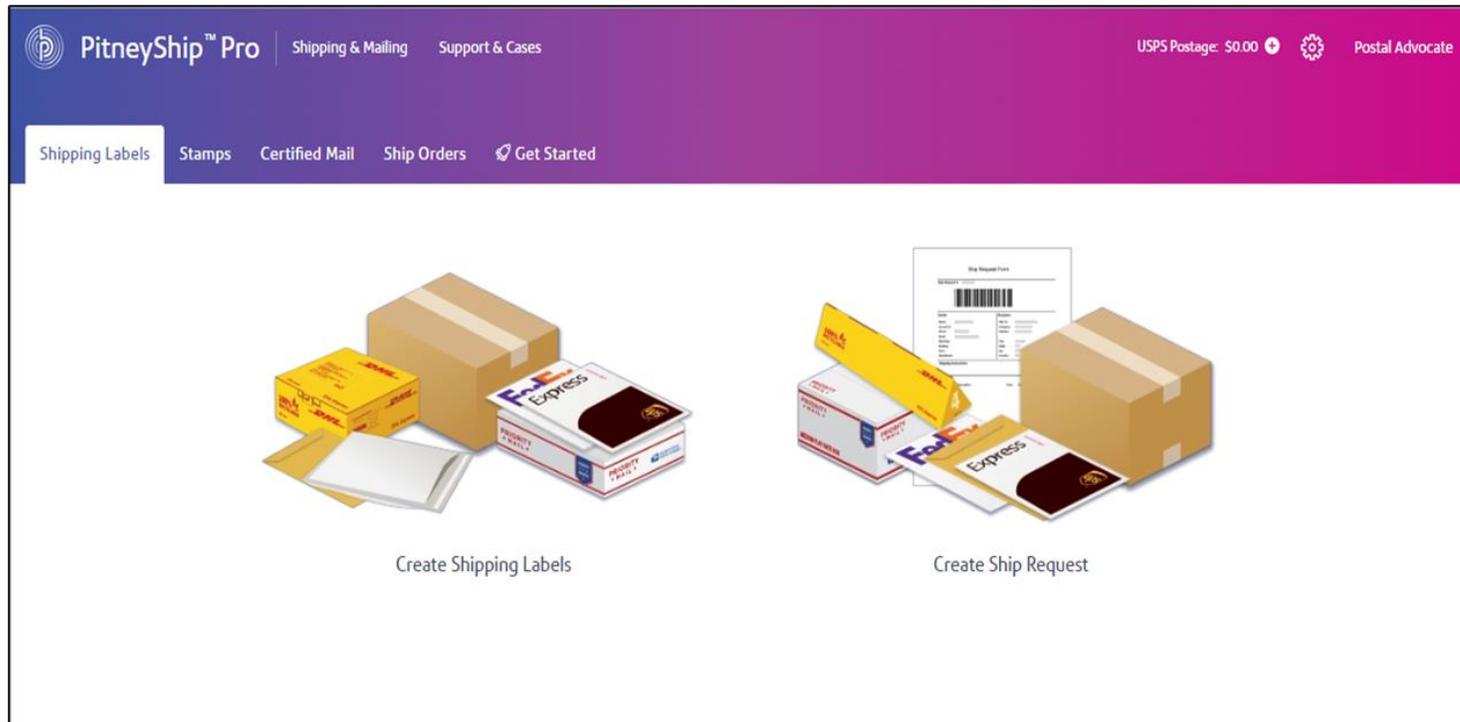
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![PostalAdvocate - Mail Made Easy]

How to Log Into PB Ship Pro

Link to the Application – https://sendpro360.pitneybowes.com (This should work with Single Sign-On) – If it asks you for a username and password, you may not be set up properly.   Please submit a case through our portal below to make sure your credentials are entered properly.
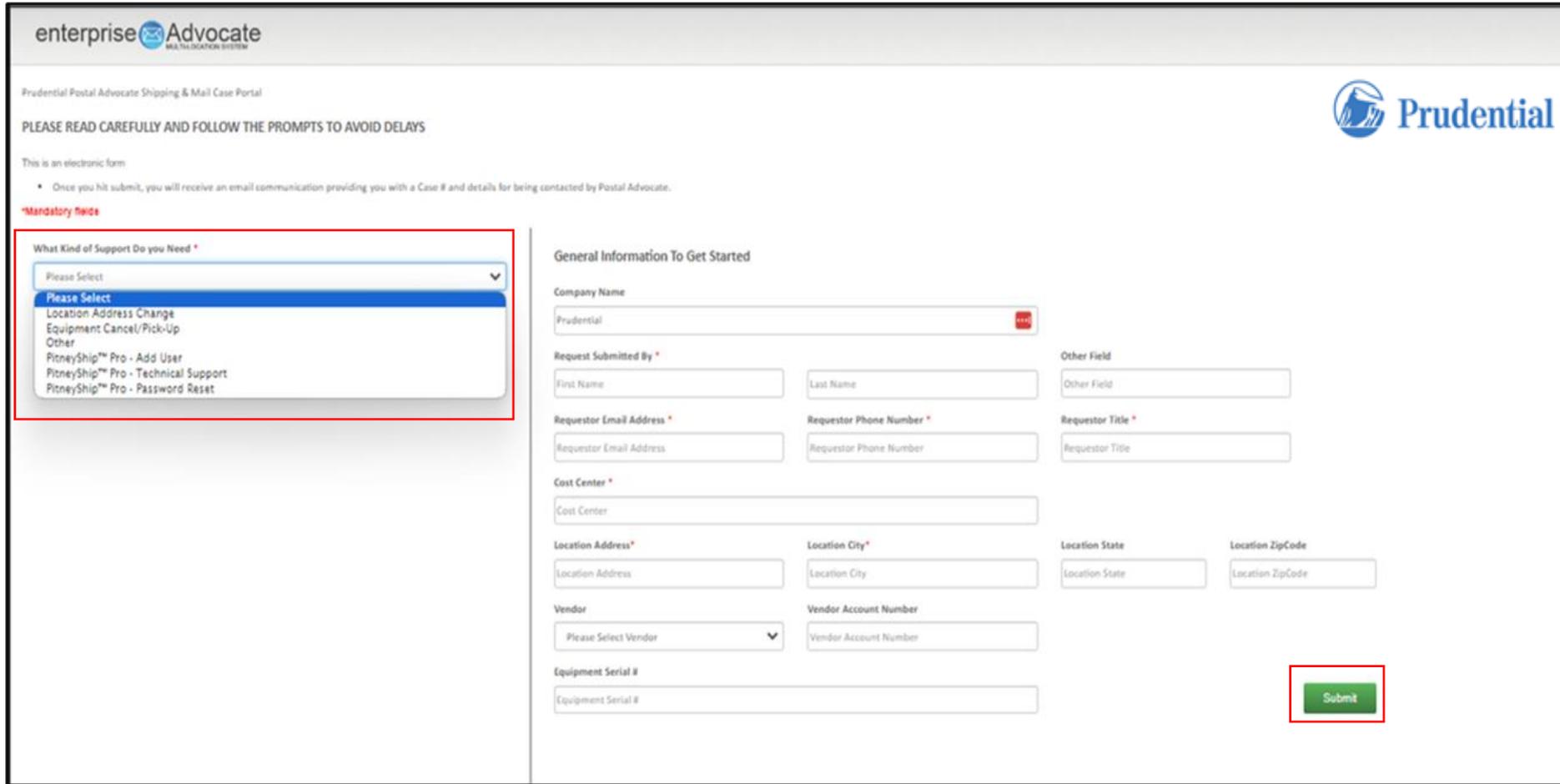
Case Submission - https://www.postaladvocate.net/index.php?/landingpage/Prudential

Once you have logged in, you will then be directed to the PitneyShip Pro application the looks like this:

![PostalAdvocate - MAIL MADE EASY]

Case Submission Portal

Prudential Support –Select the kind of support you need, enter the required information on the right and then hit next. A case will be created, you will get an email confirming the case number, and Postal Advocate will reach back within 8 business hours to help resolve the issue. (Hours of operation 8am – 5pm EST).

Ordering Supplies

Digital Scale: The recommended digital scale to order is: DYMO Digital Postal Scale 5Lbs. (M5) – Item #780117
In BuyIt/iProcurement - Through Guy Brown Link

DYMO Digital Postal Scale 5 Lbs. (M5)

Item #: 897131 | Model #: 1772056

4.4 ★★★★☆ 147 Reviews | 3 Questions

$35.79

O Delivered tomorrow
⊿Next-Day delivery
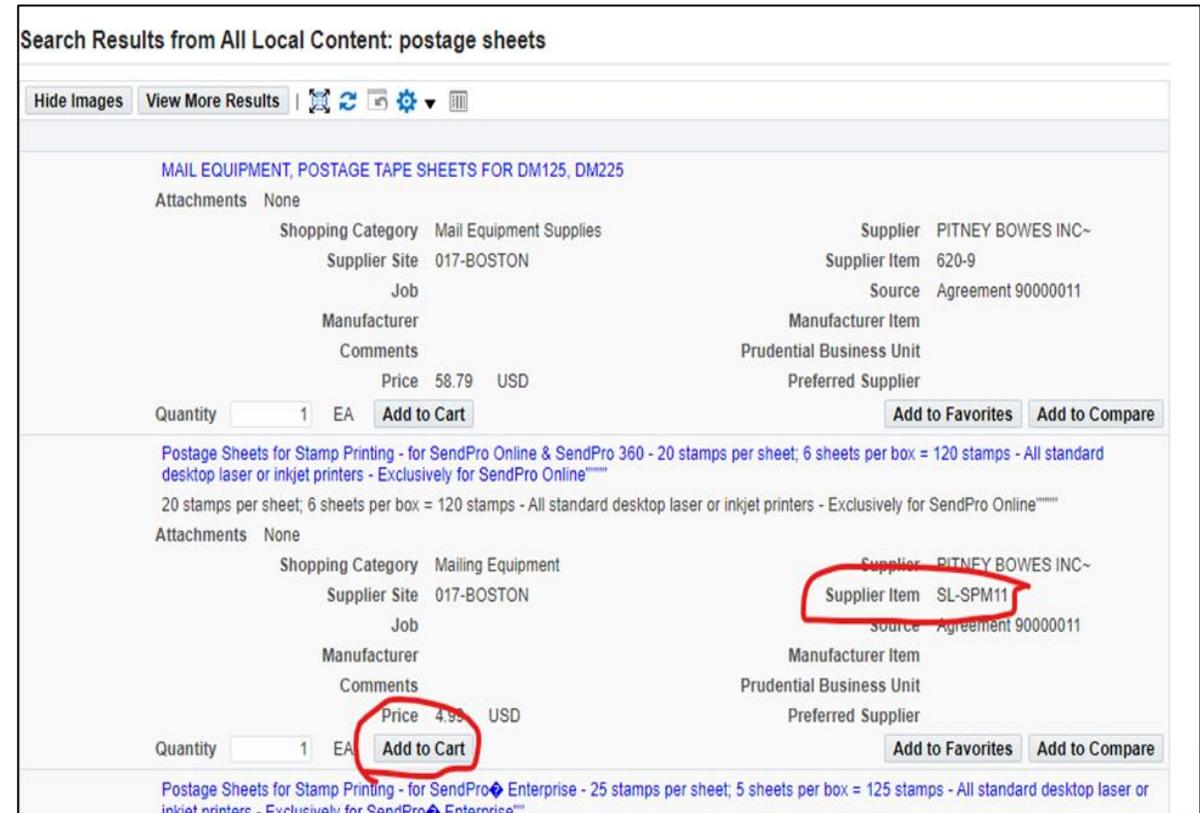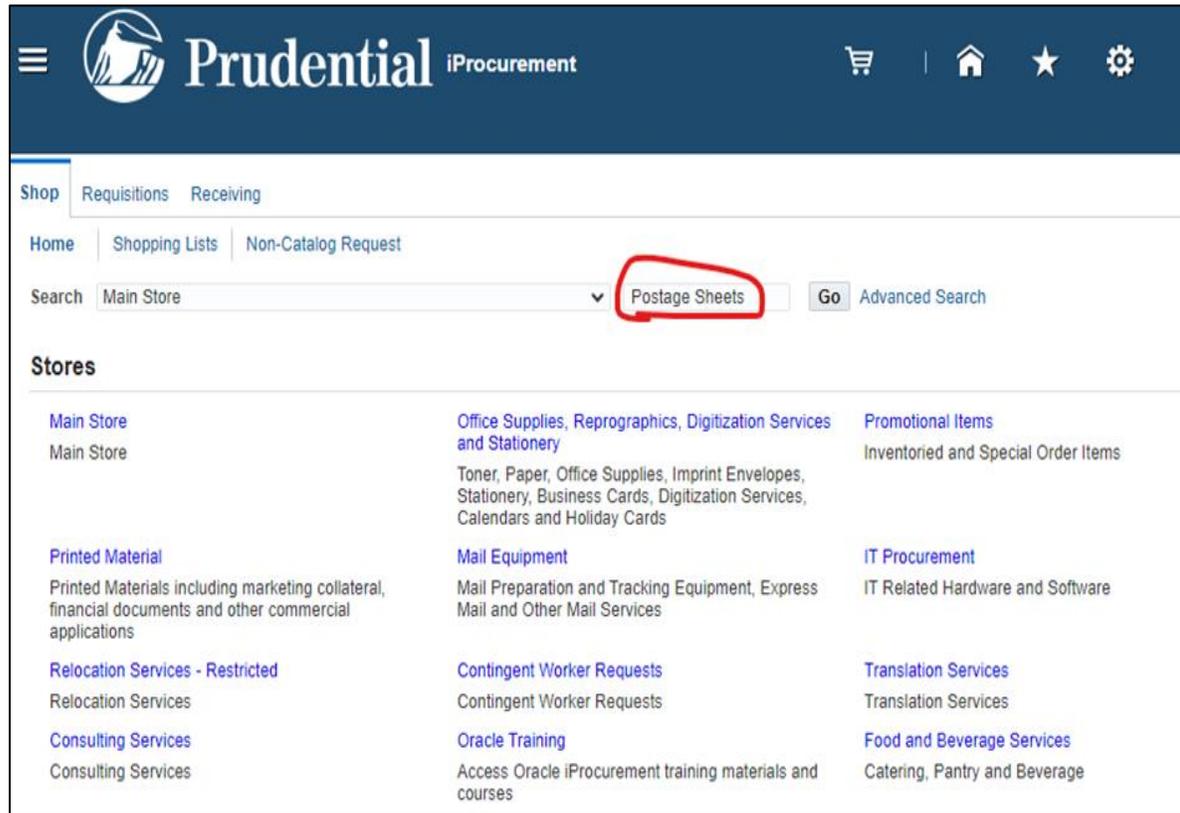Order within 8 hrs 5 mins

Quantity
1 ⌄   Add to cart

To order stamp sheets : Ordered through the Pitney Bowes catalog in Oracle (via BuyIt/iProcurement):
Supply Part Item #SL-SPM11 - Cost $4.99 for 120 Stamps (6 sheets). We recommend ordering enough to last you 1-2 months.
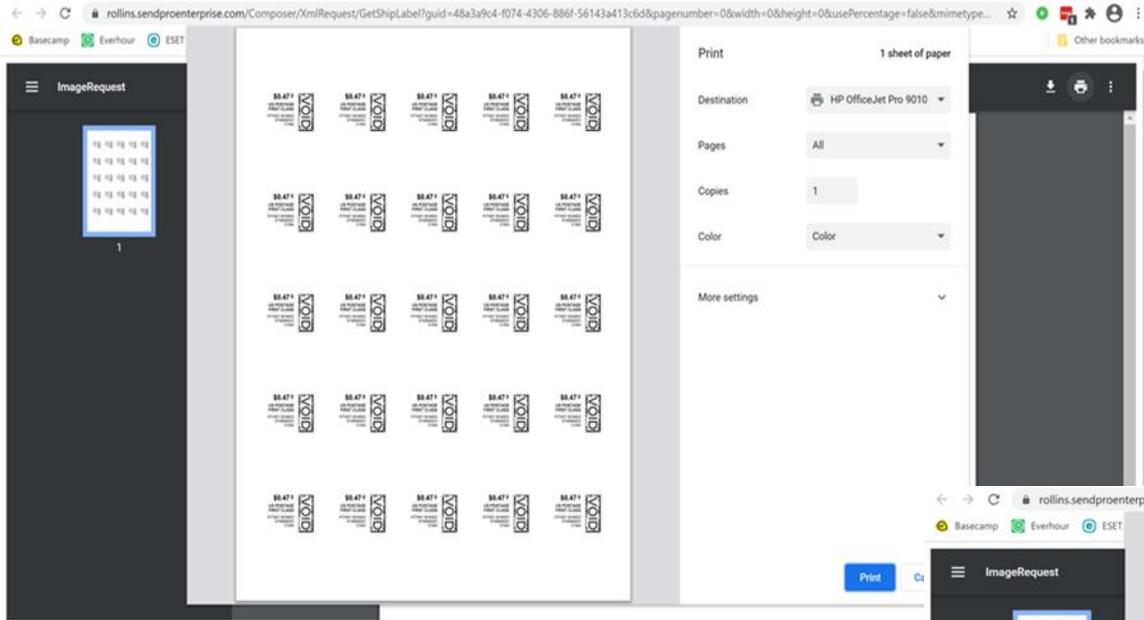
Ordering Supplies

Once you get into iProcurement (buyit) you should search for "Postage Sheets" or "stamp sheets" and the item will display.

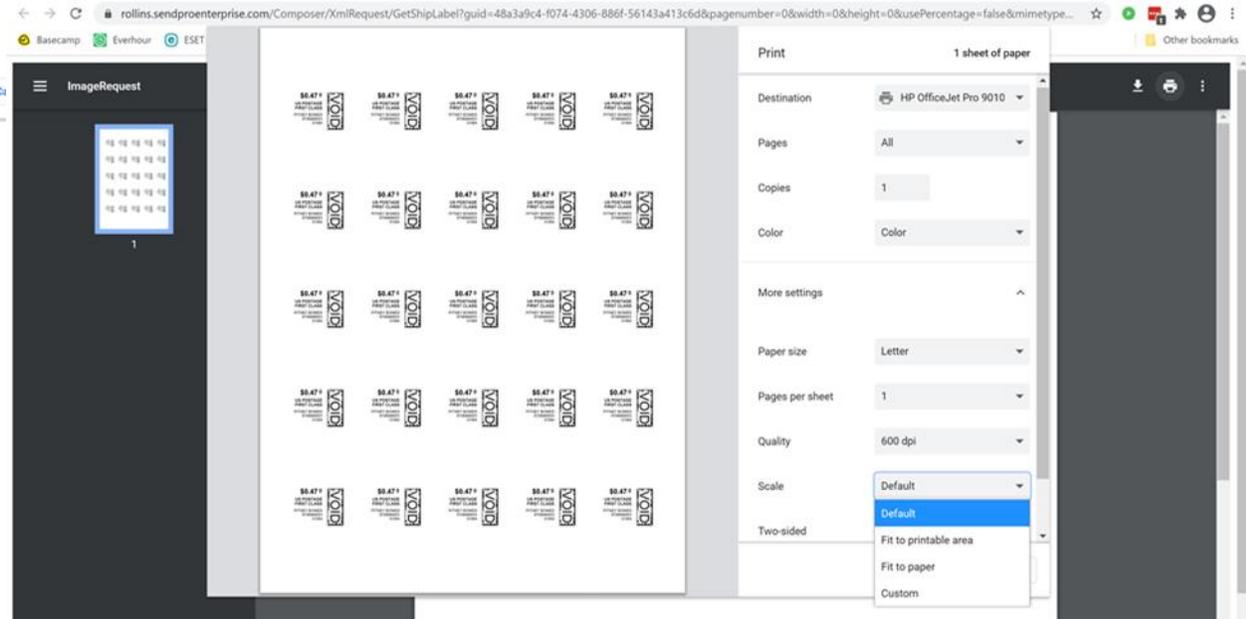This second screen shot shows what the search for "Postage Sheets" displays.

- **Stamp Sheet Printer Alignment (Using Google Chrome – Recommended Browser)**
- When a user is doing a test print, in the printer dialog box, click the **MORE SETTINGS** down arrow. In the **SCALE** section in image 2, select "**Default**". Put the test print page in and make sure the print lines up. Then hit **PRINT**.