



PitneyShip™ Pro Training





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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How to Log Into PB Ship Pro

Link to the Application – <u>https://sendpro360.pitneybowes.com</u> (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 - <u>https://www.postaladvocate.net/index.php?/landingpage/Prudential</u>

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





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).

enterprise				
Prudential Postal Advocate Shipping & Mail Case Portal PLEASE READ CAREFULLY AND FOLLOW THE PROMPTS TO AVOID DELAYS This is an electronic form Once you with a case it and details for being "Mandatory fields	contacted by Postal Advocate.			Drudential
What Kind of Support Do you Need * Please Select Please Select Location Address Change Equipment Cancel/Pick-Up Other PitneyShip TM Pro - Add User PitneyShip TM Pro - Technical Support PitneyShip TM Pro - Password Reset	General Information To Get Started Company Name Prudential			
	Request Submitted By *	Last Name	Other Field	
	Requestor Email Address *	Requestor Phone Number *	Requestor Title *	
	Cost Center *			
	Location Address*	Location City*	Location State	Location ZipCode
	Vendor Picase Select Vendor	Vendor Account Number		
	Equipment Serial # Equipment Serial #			Submit



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



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.

≡ 🎧 Prudential	iProcurement	jä ∣ 🜷 ¥ 🔅 1	Search Results from All Local Content: postage sheets	
			Hide Images View More Results 💢 🎜 🖻 🌞 🔻 🏢	
Shop Requisitions Receiving Home Shopping Lists Non-Catalog Request Search Main Store Stores	✓ Postage Sheets Go	Advanced Search	MAIL EQUIPMENT, POSTAGE TAPE SHEETS FOR DM125, DM225 Attachments None Shopping Category Mail Equipment Supplies Supplier Site 017-BOSTON Job Manufacturer N Comments Prudent	Supplier PITNEY BOWES INC~ Supplier Item 620-9 Source Agreement 90000011 fanufacturer Item iai Business Unit
Main Store Main Store	Office Supplies, Reprographics, Digitization Services and Stationery Toner, Paper, Office Supplies, Imprint Envelopes, Stationery, Business Cards, Digitization Services, Calendars and Holiday Cards	Promotional Items Inventoried and Special Order Items	Quantity 1 EA Add to Cart Postage Sheets for Stamp Printing - for SendPro Online & SendPro 360 - 20 stamps per sheet; desktop laser or inkjet printers - Exclusively for SendPro Online***** 20 stamps per sheet; 6 sheets per box = 120 stamps - All standard desktop laser or inkjet printer	Add to Favorites Add to Compare 6 sheets per box = 120 stamps - All standard ers - Exclusively for SendPro Online
Printed Material Printed Materials including marketing collateral, financial documents and other commercial applications Relocation Services - Restricted	Mail Equipment Mail Preparation and Tracking Equipment, Express Mail and Other Mail Services Contingent Worker Requests	IT Procurement IT Related Hardware and Software Translation Services	Attachments None Shopping Category Mailing Equipment Supplier Site 017-BOSTON Job Manufacturer M	Supplier PITNEY BOWES INC~ Supplier Item SL-SPM11 Source Agreement 90000011 Manufacturer Item
Relocation Services Consulting Services Consulting Services	Contingent Worker Requests Oracle Training Access Oracle iProcurement training materials and courses	Translation Services Food and Beverage Services Catering, Pantry and Beverage	Quantity 1 EA Add to Cart USD P Quantity 1 EA Add to Cart Postage Sheets for Stamp Printing - for SendProt Enterprise - 25 stamps per sheet; 5 sheets inkigt arithters - Exclusively for SendProt Enterprise"	al Business Unit referred Supplier Add to Favorites Add to Compare per box = 125 stamps - All standard desktop laser or

PostalAdvocate How to Align the Printer Correctly to Print Stamps





Link to Application





ANY QUESTIONS?