

PitneyShip™ Pro Training



**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 carrier 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 In to PB Ship Pro

- **Link to the Application -**

With this [link](#), enter your username and password

- **Internal CVS Support** – link to submit a case is:

<https://www.postaladvocate.net/index.php?/landingpage/CVS>

- Select the kind of support you need, enter the information on the right and then hit submit. A case will be created, you will get an email confirming the case number, and Postal Advocate will get back to you within 4 hours.

Case Submission

CVS Caremark Postal Advocate Shipping & Mail Case Portal.

PLEASE READ CAREFULLY AND FOLLOW THE PROMPTS TO AVOID DELAYS

This is an electronic form

- Once you hit submit, you will receive an email communication providing you with a Case # and details for being contacted by Postal Advocate.

***Mandatory fields**

What Kind of Support Do you Need *



General Information To Get Started

Company Name

Request Submitted By *

Other Field

Requestor Email Address *

Requestor Phone Number *

Requestor Title *

Cost Center *

Location Address *

Location City *

Location State

Location ZipCode

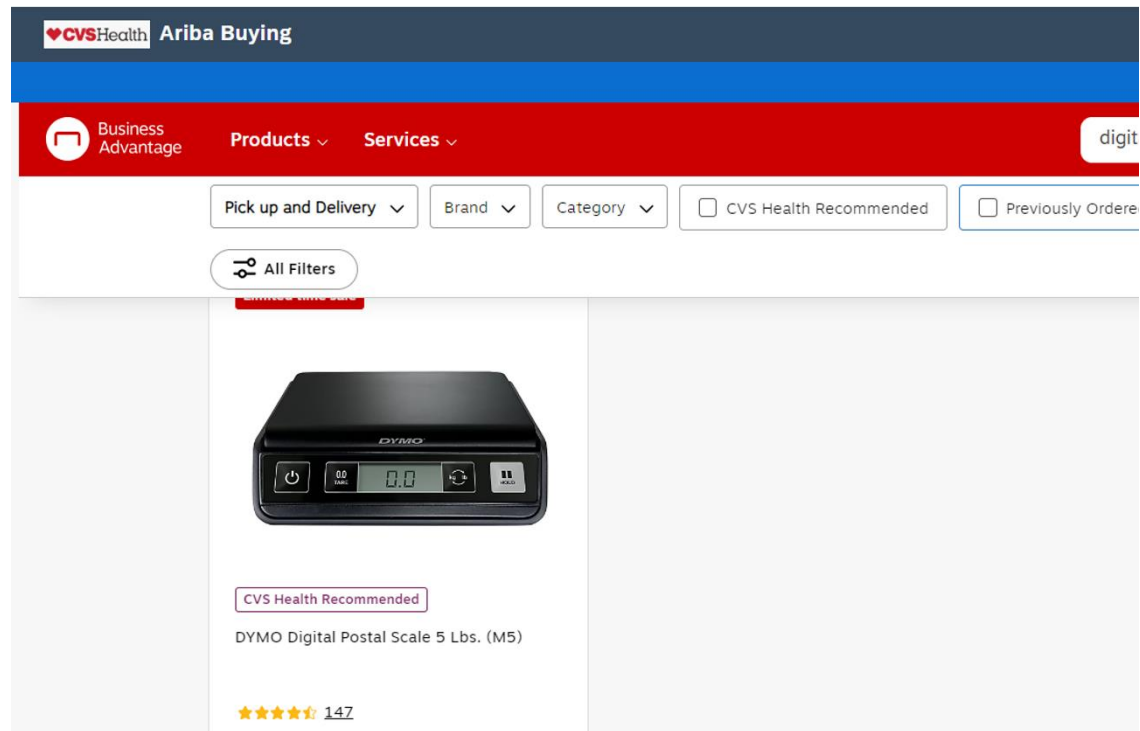
Vendor

Vendor Account Number

Equipment Serial #

How to Order Your Scale for PitneyShip Pro

From Heartbeat go to Apps and Tools, select ProcurementHub, Office Supplies, continue to start a Procurement Request, Buy from Supplier (Staples).



Ordering Supplies

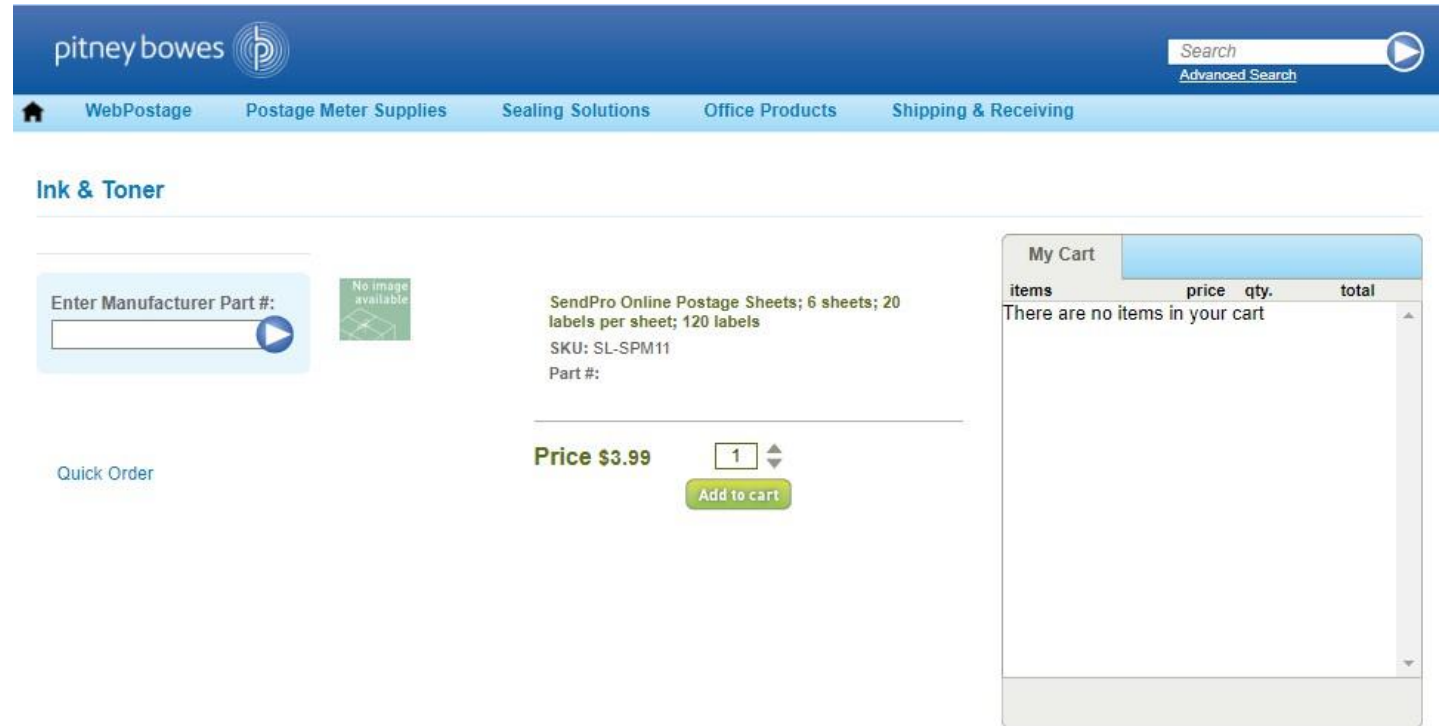
Stamp Sheet Supplies

Pitney Bowes

Order through Ariba – Search Pitney Bowes

SendPro Online Postage Sheets; 6 sheets; 20 labels per sheet; 120 labels

Item #SL-SPM11



The screenshot shows the Pitney Bowes website interface. At the top, there is a navigation bar with the Pitney Bowes logo and a search bar. Below the navigation bar, there are several menu items: WebPostage, Postage Meter Supplies, Sealing Solutions, Office Products, and Shipping & Receiving. The main content area is titled 'Ink & Toner'. On the left, there is a search box labeled 'Enter Manufacturer Part #' with a search button. To the right of the search box, there is a placeholder image with the text 'No image available'. The product details are as follows:

- Product Name: SendPro Online Postage Sheets; 6 sheets; 20 labels per sheet; 120 labels
- SKU: SL-SPM11
- Part #:

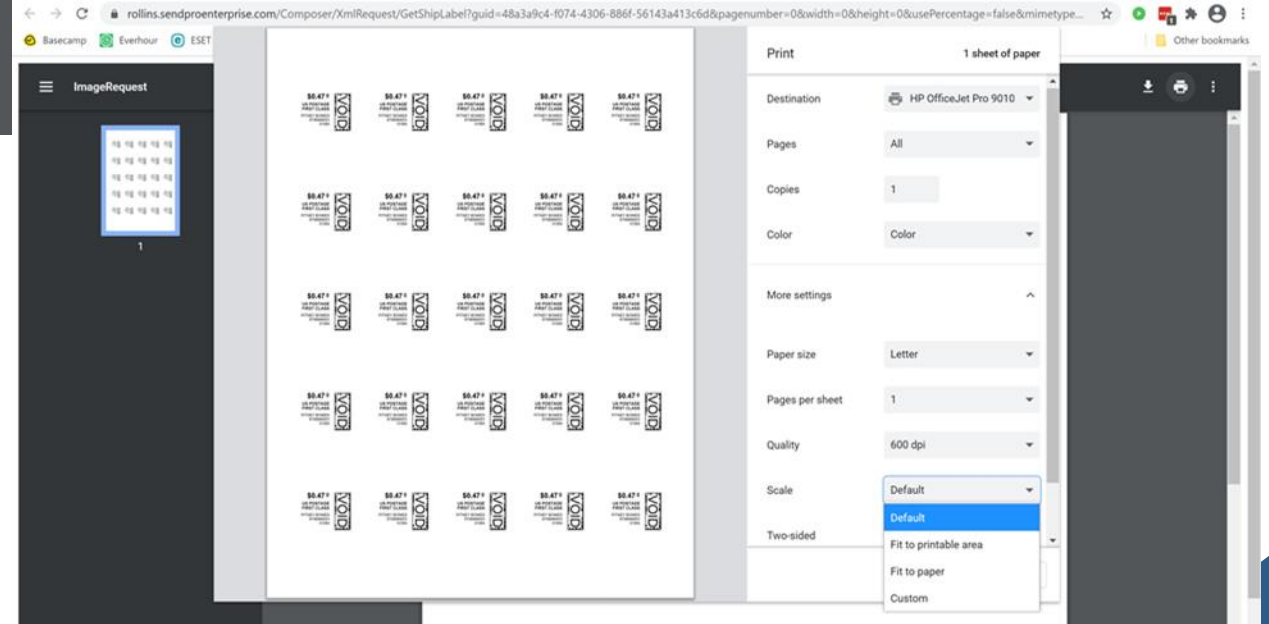
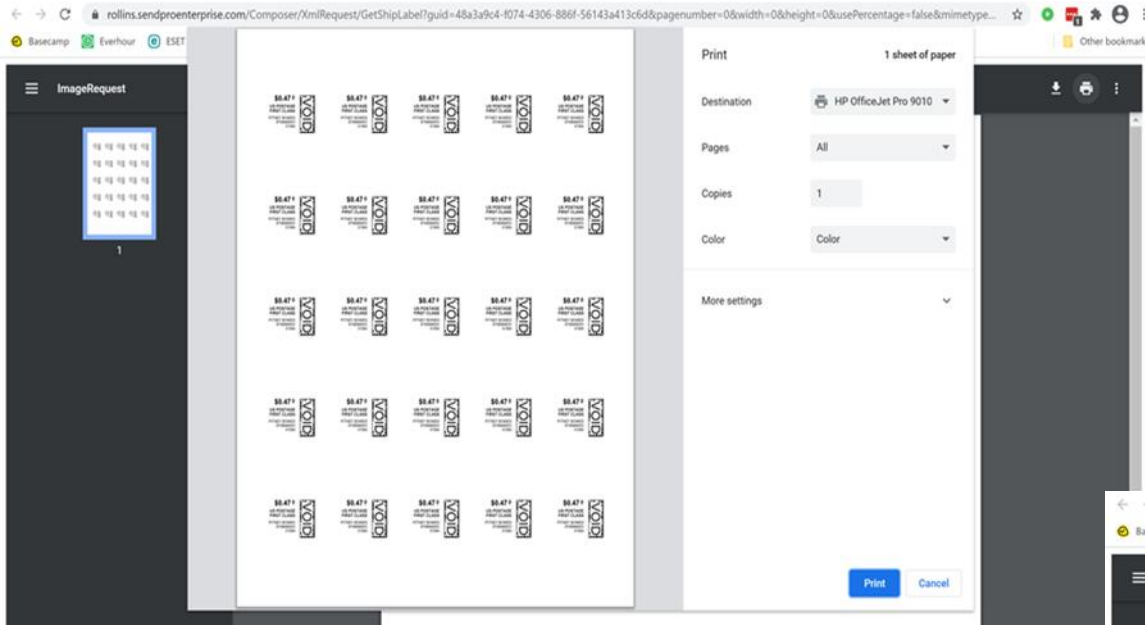
Below the product details, there is a 'Quick Order' button and a price of \$3.99. A quantity selector shows '1' and an 'Add to cart' button.

On the right side of the page, there is a 'My Cart' sidebar. The sidebar has a table with the following columns: items, price, qty., and total. The table is currently empty, with the text 'There are no items in your cart' displayed below the header.

How to Align the Printer Correctly to Print Stamps

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**.



- **Link to the Application - [link](#)**



ANY
QUESTIONS?

