



SendPro® Enterprise

USER GUIDE



Table of Contents

- How to Log In to Send Pro Enterprise
- How to Ship a Package
- How to See Shipping History, Track and Void a Shipment
- How to Print Stamps
- How to Send Certified Mail/Proof of Mailing
- How to Re-Print Stamps
- How to view stamp print history
- How to Align the Printer correctly to print stamps
- Rollins – Ordering Supplies
- Internal Rollins Support

How to Log Using the Single Sign On Feature

- **Link to the Application -**

<https://rollins.sendproenterprise.com/Composer/Runtime/Index/Desktop%20App>

(This should work with Single Sign On) – If it asks you for a username and password, you may not be set up properly. Have your RAA submit a case through our portal to make sure your credentials are entered properly

NOTE: If you do not have access to the application postal advocate will need authorization from your RAA to be added.

Information needed to add a user is:

- Full Name
- Phone Number
- Email
- Employee Number
- Branch Number

How to Ship a Package

The screenshot displays the SendPro Enterprise dashboard for user Melisa Rodriguez. The top navigation bar includes 'SendPro® Enterprise' on the left and 'My Apps', 'Settings', 'Help', and 'Logout' on the right. A sidebar menu on the left contains four items: 'Ship a Package', 'Print Stamps', 'View Shipments', and an unlabeled blue bar. A red arrow points to the 'Ship a Package' option. The main content area is divided into two sections: 'Support Links' and 'Messages'. The 'Support Links' section contains links for 'Technical Support: SendPro Enterprise Support Information', 'Mailroom Hours of Operation', 'Link to online help', and 'Review the End User Licence Agreement'. The 'Messages' section is currently empty.

How to Ship a Package

SendPro® Enterprise

Ship To Ship From Bill To Importer of Record

Accounting and References Additional References

Package Manager

Single Recipient Bulk List

Attention *

Company *

Address *

City *

Zip *

Country * UNITED STATES

Phone *

Email *

Save as new address book entry

Request email notification when delivered

Package History

Weight (lb) * Dimensions (in) Carton Selection

Delivery Confirmation Content Type SPECIAL SERVICES

Shipping Notes Content Description

Quantity Unit of Measure Part Number Description Weight (lb) Value (USD)

+ ADD ROW

To select an address that is saved in the address book.

To save a new address into the address book.

Enter emails to notify of package delivery.

SendPro® Enterprise

Ship To Ship From Bill To Importer of Record

Accounting and References Additional References

Package Manager

Single Recipient Bulk List

Attention *

Company *

Address *

City *

Zip *

Country * UNITED STATES

Phone *

Email *

Save as new address book entry

Request email notification when delivered

Quantity Unit of Measure Part Number Description Weight (lb) Value (USD)

+ ADD ROW

Address Book

Search for a contact SEARCH All Addresses NEW CONTACT

Type	Attention	Company	Address	City	State	Country	
Att Branch Manager OR...	Rollins Inc	7034 CORPORATE DRIVE	INDIANAPOLIS	IN	US	View	
Att Branch Manager OR...	Rollins Inc	790 ENTERPRISE DRIVE	LEXINGTON	KY	US	View	
Att Branch Manager OR...	Rollins Inc	185 BLUE ANGEL LANE	BEAVER	WV	US	View	
Att Branch Manager OR...	Rollins Inc	5251 COMMERCE PAR...	PARMA	OH	US	View	
Att Branch Manager OR...	Rollins Inc	6940 W SNOWVILLE RD	BRECKSVILLE	OH	US	View	
Att Branch Manager OR...	Rollins Inc	971 BUSSE ROAD	ELK GROVE VI...	IL	US	View	
Att Branch Manager OR...	Rollins Inc	2260 CORNELL AVENUE	AURORA	IL	US	View	
Att Branch Manager OR...	Rollins Inc	5840 N LINCOLN AVE	CHICAGO	IL	US	View	
Att Branch Manager OR...	Rollins Inc	46413 CONTINENTAL D...	CHESTERFIELD	MI	US	View	
Att Branch Manager OR...	Rollins Inc	3769 COMMERCE COU...	WAYNE	MI	US	View	

IMPORT MANAGE BULK LISTS CANCEL OK

Select an address and click ok.

How to Ship a Package

Allows to manually select a carrier or service. Within this list is an alternate rate group titled "Your Brown Box." This rate group includes options for rate shopping large or heavy items which are not included in the default "Envelope or Pack" option.

Cost center is predefined by user. Cost Center = Branch Number

The screenshot shows the SendPro Enterprise shipping interface. Key elements include:

- Carrier Selection:** A dropdown menu for "Carrier" is highlighted with a red box, showing "Envelope or Pack" selected.
- Cost Center:** A text input field for "Cost Center Required" is highlighted with a red box, containing the value "3390".
- Address Validation:** A green box with a checkmark and the word "VALID" is highlighted with a red box, indicating the address is correct.
- Weight Entry:** A "WEIGH" button is highlighted with a red box, and the text "Enter Weight" is overlaid on the weight input field.
- Residential Address:** A red box highlights the "Residential" checkbox, with a blue arrow pointing to it and the text "Select if it's a residential address".
- Rate Selection:** A "RATE" button in the Package Manager sidebar is highlighted with a red box.
- Address Confirmation:** A modal window shows the address "7034 CORPORATE DR INDIANAPOLIS IN 46278-1937 US" with an "UPDATE ADDRESS" button.

When entering the ship to address, make sure to click "validate", this will allow the address to be validated by the postal office database to make sure it's the correct address. If you do not validate and the address is incorrect you will get charged a correction fee by the carrier.

How to Ship a Package

Rate Shop

Ship On: 03/09/2021 Deliver By: MM/DD/YYYY HH:MM PM

Carrier	Service	Package	Guaranteed	Est. Delivery Date	Delivery by	Price
	Priority Mail	Flat Rate Envelope		3/11/2021	End of Day	7.40
	Priority Mail	Legal Flat Rate Envelope		3/11/2021	End of Day	7.70
	Priority Mail	Padded Flat Rate Envelope		3/11/2021	End of Day	8.00
	Priority Mail	Large Envelope		3/11/2021	End of Day	9.53
	FedEx Standard Overnight®	FedEx® Envelope		3/10/2021	End of Day	15.14
	FedEx Express Saver®	FedEx® Pak		3/12/2021	End of Day	16.76
	FedEx 2Day®	FedEx® Pak		3/11/2021	End of Day	17.69
	FedEx Priority Overnight®	FedEx® Envelope		3/10/2021	12:00	18.02
	FedEx 2Day® A.M.	FedEx® Pak		3/11/2021	12:00	19.31

CONFIRM RATE

There 2 views to see rates depending on the one you select.

Rate Shop

Ship On: 03/09/2021 Deliver By: MM/DD/YYYY HH:MM PM

	Tue 03/09	Wed 03/10	Thu 03/11	Fri 03/12	Sat 03/13	Sun 03/14	Mon 03/15	Tue 03/16
8:30 am								
10:30 am								
Noon		FedEx Priority Overnight® FedEx® Envelope 18.02 USD	FedEx 2Day® A.M. FedEx® Pak 19.31 USD					
3:00 pm		FedEx Standard Overnight® FedEx® Envelope 15.14 USD	Priority Mail Express Flat Rate Envelope 22.75 USD					

CONFIRM RATE

The + sign in the calendar view means there are more than 1 service for the same carrier for the same day.

How to Ship a Package

Rate Shop

Ship On: 03/09/2021 Deliver By: MM/DD/YYYY HH:MM PM

< PREV 5 DAYS NEXT >

	Tue 03/09	Wed 03/10	Thu 03/11	Fri 03/12	Sat 03/13	Sun 03/14	Mon 03/15	Tue 03/16
8:30 am								
10:30 am								
Noon		FedEx Express FedEx Priority Overnight® FedEx® Envelope 18.02 USD	FedEx Express FedEx 2Day® A.M. FedEx® Pak 19.31 USD					
3:00 pm			Priority Mail Express Flat Rate Envelope 22.75 USD +3 >					
End of Day		FedEx Express FedEx Standard Overnight® FedEx® Envelope 15.14 USD +1 >	Priority Mail Flat Rate Envelope 7.40 USD +4 >	FedEx Express FedEx Express Saver® FedEx® Pak 16.76 USD				

Guaranteed delivery on 3/10/2021 Noon

FedEx Express FedEx Priority Overnight® FedEx® Envelope **18.02 USD**

CONFIRM RATE

Click

Rate selected

How to Ship a Package

SendPro® Enterprise Home My Apps Favorites Localization Settings Help Logout

Ship To Ship From Bill To Importer of Record

Single Recipient Bulk List

Attention *
Att Branch Manager ORKIN484

Company *
Rollins Inc

Address *
185 BLUE ANGEL LANE
 Residential

City *
BEAVER

State *
WEST VIRGINIA

Zip
25813

Country *
UNITED STATES

VALIDATE

Phone *
4048882586

Email
branch484@rollins.com

Save as new address book entry
 Request email notification when delivered

Accounting and References
Cost Center Required * 3390 Company Code Account Code
Shipper Reference Reference 1 Reference 2

Package History
Weight (lb) * lb 5 oz WEIGH Dimensions (in) l w h Carton Selection
Delivery Confirmation Content Type SPECIAL SERVICES

Shipping Notes Content Description

Package Manager
1 / 1
< >
+ ADD
CLONE
CLEAR
DELETE
RATE
PRINT
☆ Save Favorite
🔄 Reset All

Click to Print Label

Packages: 1 Weight: 5 lb, 0 oz Cost: 18.02 USD

Quantity	Unit of Measure	Part Number	Description	Weight (lb)	Value (USD)
1					

< 1 / 1 > + ADD ROW

How to Ship a Package

- If the “RATE” button is greyed out when you are shipping a package, please make sure all the red flagged required fields are completed. If not, it will not allow you to rate a package.

Incomplete required field.

SendPro® Enterprise

Home My Apps Favorites Localization Settings Help Logout

Ship To Ship From Bill To Importer of Record

Single Recipient Bulk List

Attention •
Alt Branch Manager ORKINS76

Company •
[Red Circle] [Incomplete required field.]

Address •
7034 CORPORATE DRIVE
[Red Flag] Residential
City • INDIANAPOLIS State • INDIANA
Zip 46278 Country • UNITED STATES

VALIDATE

Phone • 4048882586
Email branch576@rollins.com

Save as new address book entry
 Request email notification when delivered

Accounting and References Additional References

Cost Center Required • 3390 Company Code Account Code
Shipper Reference Reference 1 Reference 2

Package History

Weight (lb) • lb 1 oz WEIGH Dimensions (in) l w h Carton Selection
Delivery Confirmation Content Type SPECIAL SERVICES

Shipping Notes Content Description

Package Manager

1 / 1
< >
+ ADD
CLONE
CLEAR
DELETE
RATE
PRINT
☆ Save Favorite
⌂ Reset All

Packages: 1 Weight: 1 lb, 0 oz Cost: -- USD

Quantity	Unit of Measure	Part Number	Description	Weight (lb)	Value (USD)
1					

< 1 / 1 > + ADD ROW

How to See Shipping History and Void a Shipment

SendPro® Enterprise

Welcome, Melisa Rodriguez

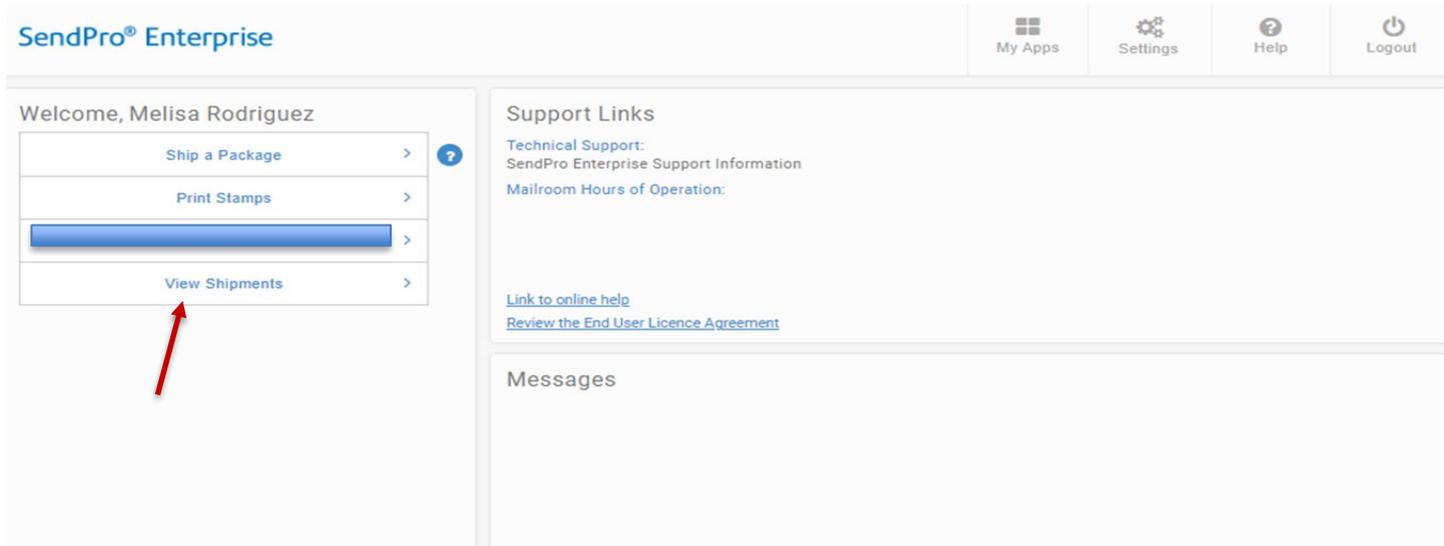
- Ship a Package
- Print Stamps
- View Shipments**

Support Links

Technical Support:
SendPro Enterprise Support Information
Mailroom Hours of Operation:

[Link to online help](#)
[Review the End User Licence Agreement](#)

Messages



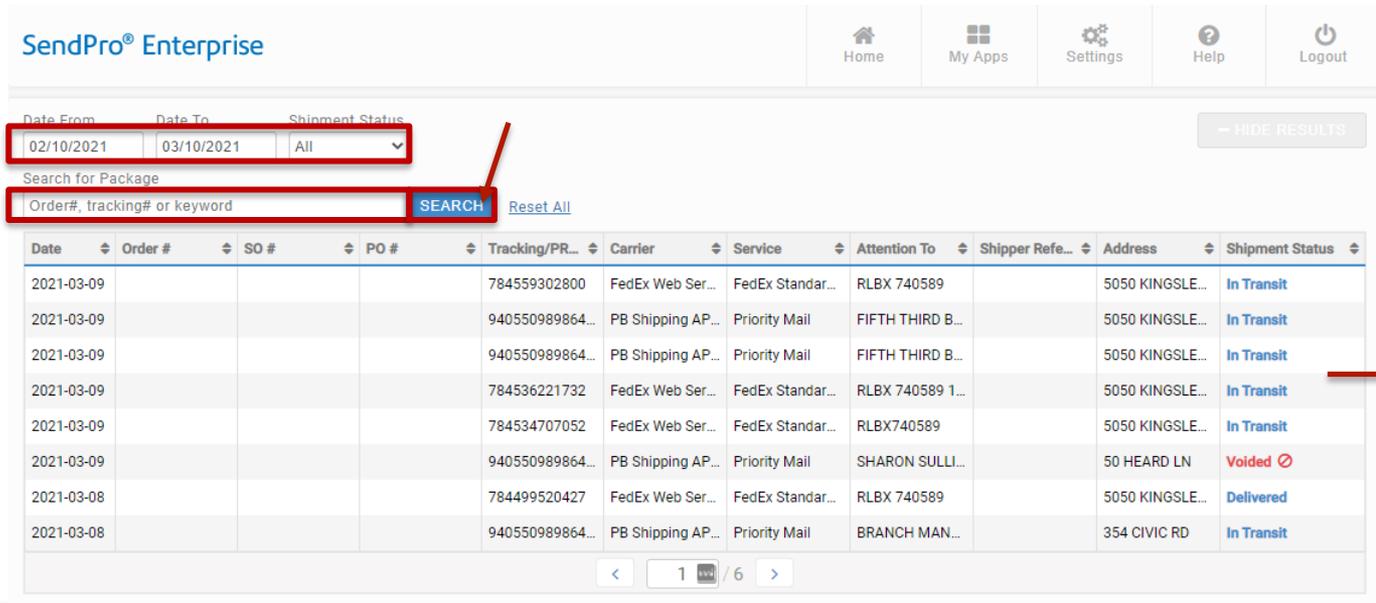
SendPro® Enterprise

Date From: 02/10/2021 Date To: 03/10/2021 Shipment Status: All

Search for Package: Order#, tracking# or keyword **SEARCH** [Reset All](#)

Date	Order #	SO #	PO #	Tracking/PR...	Carrier	Service	Attention To	Shipper Refe...	Address	Shipment Status
2021-03-09				784559302800	FedEx Web Ser...	FedEx Standar...	RLBX 740589		5050 KINGSLE...	In Transit
2021-03-09				940550989864...	PB Shipping AP...	Priority Mail	FIFTH THIRD B...		5050 KINGSLE...	In Transit
2021-03-09				940550989864...	PB Shipping AP...	Priority Mail	FIFTH THIRD B...		5050 KINGSLE...	In Transit
2021-03-09				784536221732	FedEx Web Ser...	FedEx Standar...	RLBX 740589 1...		5050 KINGSLE...	In Transit
2021-03-09				784534707052	FedEx Web Ser...	FedEx Standar...	RLBX740589		5050 KINGSLE...	In Transit
2021-03-09				940550989864...	PB Shipping AP...	Priority Mail	SHARON SULLI...		50 HEARD LN	Voided
2021-03-08				784499520427	FedEx Web Ser...	FedEx Standar...	RLBX 740589		5050 KINGSLE...	Delivered
2021-03-08				940550989864...	PB Shipping AP...	Priority Mail	BRANCH MAN...		354 CIVIC RD	In Transit

1 / 6



Select shipment you want to void

How to See Shipping History, Track and Void a Shipment

SendPro® Enterprise Home My Apps Settings Help Logout

Date From: 02/10/2021 Date To: 03/10/2021 Shipment Status: All + SHOW RESULTS

Search for Package: Order#, tracking# or keyword SEARCH Reset All

Shipment Details | Charges | Documents | Addresses | **Package Details** | Charges | Tracking History | Proof of Delivery

Ship Address: RLBX 740589
Fifth Third Bank
5050 KINGSLEY DR
1MOC1N
CINCINNATI
OH 45227-1115 US

Ship From: Rich Cole
Rollins Inc
4114 FIELDSTONE RD SUIT...
CHAMPAIGN
IL 61822-8801 US

Attention To: RLBX 740589
Fifth Third Bank
5050 KINGSLEY DR
1MOC1N
CINCINNATI
OH 45227-1115 US

Order #: Shipping Cost: 9.87 USD
PO #: Accessorial Cost: 0.69 USD
Shipment ID: 158 Other Cost: 0.00 USD
Carrier: FedEx Web Services Total Cost: 10.56 USD
Carrier Service: FedEx Standard Overnight®
Shipment Weight: 0.20624999701976773 LB **Shipment Status:** In Transit

Tracking/PRO #: 784559302800 Shipping Cost: 9.87 USD
Package ID: 159 Accessorial Cost: 0.69 USD
Weight: 0.20625 LB Other Cost: 0.00 USD
Reference 1: Total Cost: 10.56 USD
Reference 2: Package Status: In Transit
Reference 3:

VOID SHIPMENT RE-PRINT DOCUMENTS **VOID PACKAGE** RE-PRINT LABEL **TRACK PACKAGE**

Packages in Shipment:

Package ID	Attention To	Receiver Phone	Tracking No.	Status
159	RLBX 740589	2196604704	784559302800	In Transit

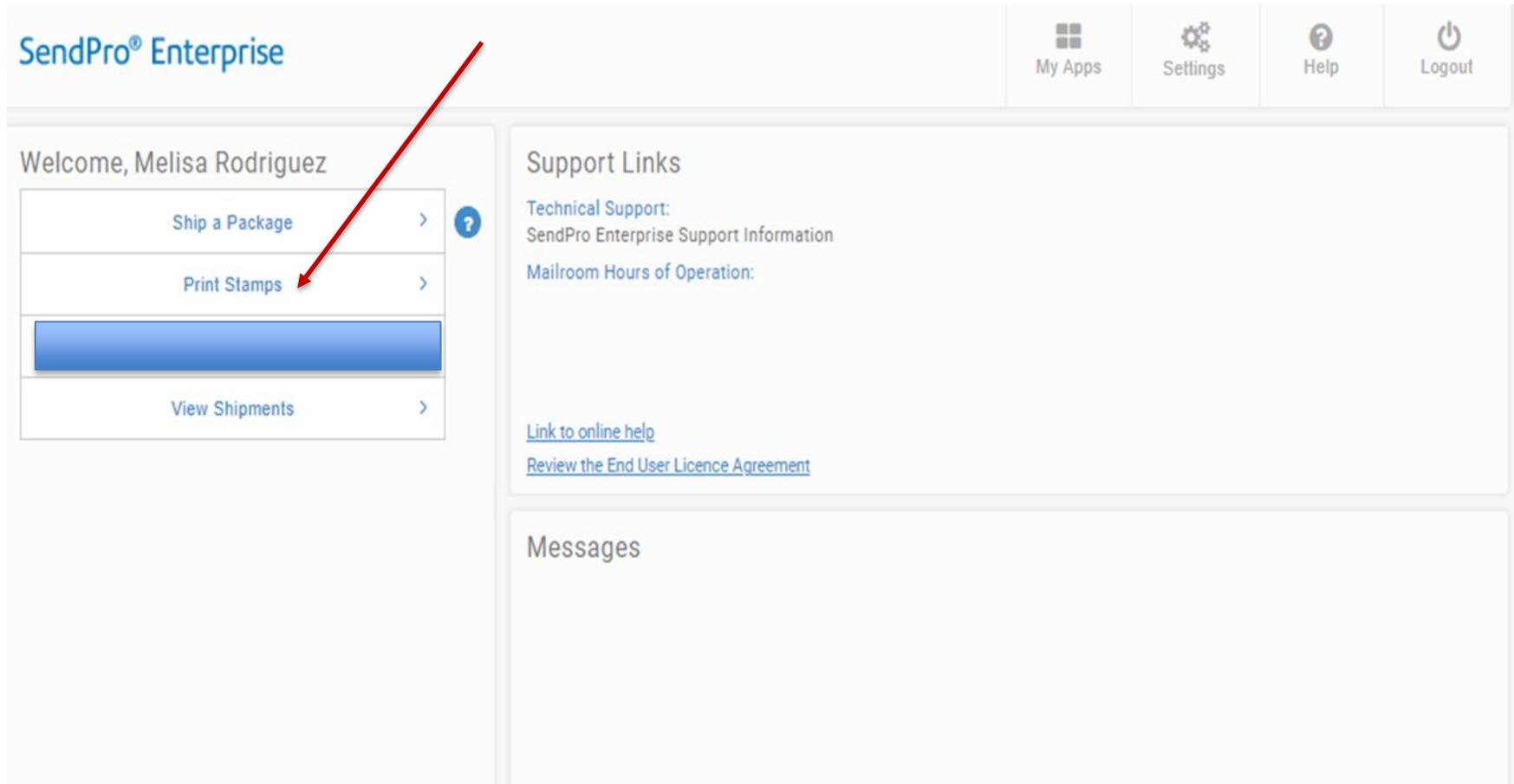
< 1 / 1 >

Items in Package:

Part Number	Quantity	Description	Unit Price	Total Price
There are no contents level items to view.				

< 1 / 1 >

How to Print Stamps



The screenshot displays the SendPro Enterprise web application interface. At the top left, the logo 'SendPro® Enterprise' is visible. The top right navigation bar includes icons for 'My Apps', 'Settings', 'Help', and 'Logout'. A sidebar menu on the left contains the following items: 'Ship a Package', 'Print Stamps', a blue highlighted bar, and 'View Shipments'. A red arrow points to the 'Print Stamps' option. The main content area is divided into two sections: 'Support Links' and 'Messages'. The 'Support Links' section contains the following text: 'Technical Support: SendPro Enterprise Support Information', 'Mailroom Hours of Operation:', and two hyperlinks: 'Link to online help' and 'Review the End User Licence Agreement'.

How to Print Stamps

Serial # from the stamp sheet located in the upper right corner.

SendPro® Enterprise

- Home
- My Apps
- Settings
- Help
- Logout

Sheet Roll Envelope

Stamp Details History

Sheet Preview

Serial Number *

AYU566



Order Stamp Sheets

TEST PRINT

RESET

Quantity	Weight *	Service	Package	Extra Services	Stamp Cost
5	1 lb 1 oz	First Class Mail	Letter	ADD 0	0.51 USD
4	2 lb 2 oz	First Class Mail	Letter	ADD 0	0.71 USD

+ ADD STAMPS

Accounting and References

Cost Center Required * 3390 Company Code Account Code

Carrier Accounts Shipper Reference Additional Reference
PB Shipping API - USPS

Total Cost: 5.39 USD

RATE

PRINT

Note: The next time the same serial # is used to print additional stamps the system will know to print on the 10th position.

Predetermined

Recommend to do a test print first on a white sheet of paper so that you align your printer correctly to the stamp sheet.

Provides the sum of the stamps to print.

Print stamp sheet

What to do if you get a blank screen when trying to print stamps?

Below is the directions in the setting that need to be changed:

- Go into settings on Chrome.
- Privacy- security- site settings- scroll down to additional content settings- option for PDF documents- select open PDF in chrome instead of downloading it.
- Once you change the PDF selection, please close, and reopen browser and try again.

How to Send Certified Mail/Proof of Mailing

The screenshot shows the SendPro Enterprise dashboard. At the top left, the text "SendPro® Enterprise" is displayed. On the top right, there are four navigation buttons: "My Apps", "Settings", "Help", and "Logout". Below the header, the dashboard is divided into three main sections. The left section, titled "Welcome, Melisa Rodriguez", contains a vertical menu with five items: "Ship a Package", "Print Stamps", "Certified Mail", "View Shipments", and "View Reports". A red arrow points to the "Print Stamps" item. To the right of this menu is a blue circular icon with a white question mark. The middle section, titled "Support Links", contains the text "Technical Support: SendPro Enterprise Support Information" and "Mailroom Hours of Operation:". Below this are two blue hyperlinks: "Link to online help" and "Review the End User Licence Agreement". The bottom section is titled "Messages" and is currently empty.

How to Send Certified Mail/Proof of Mailing

The screenshot displays the SendPro Enterprise interface for configuring a stamp order. The main form includes the following elements:

- Navigation:** Home, My Apps, Settings, Help, Logout.
- Sheet Selection:** Sheet, Roll, Envelope. A red box highlights the "Sheet" tab.
- Stamp Details:**
 - Quantity: 5
 - Weight: 1 lb 1 oz
 - Service: First Class Mail
 - Package: Letter
 - Stamp Cost: 7.33 USD
- Serial Number:** A red box highlights the input field containing "AAA123".
- Extra Services:** A red box highlights the "Extra Services" dropdown menu, which is expanded to show:
 - Certified Mail (Form 3800 required)
 - Return Receipt (Form 3811 required)
- Accounting and References:**
 - Cost Center Required: 3390
 - Carrier Accounts: PB Shipping API - USPS
 - Company Code, Account Code, Shipper Reference, and Additional Reference fields are present.
- Buttons:** TEST PRINT, RESET, RATE, and PRINT. The RATE and PRINT buttons are highlighted with red boxes.

Annotations with red arrows and text provide instructions:

- "Enter Stamp Sheet Serial Number" points to the serial number input field.
- "Click 'Extra Services' Dropdown" points to the Extra Services dropdown menu.
- "Check 'Certified Mail' and 'Return Receipt'" points to the checked checkboxes in the Extra Services list.
- "Click Rate" points to the RATE button.
- "Print Stamps for Certified Mail" points to the PRINT button.

Notes:

- You still need complete the same forms as you do today.
- This function pays for the postage for the Certified Mail/Proof of Mail

How to re-print stamps

Open the Stamps app. If using the Desktop App, click Print Stamps from the landing page.

The screenshot displays the SendPro Enterprise desktop application interface. At the top left, the logo 'SendPro® Enterprise' is visible. The top right navigation bar contains four icons: 'My Apps', 'Settings', 'Help', and 'Logout'. Below the logo, a welcome message reads 'Welcome, Melisa Rodriguez'. A vertical navigation menu on the left lists four options: 'Ship a Package', 'Print Stamps', a blue highlighted bar, and 'View Shipments'. A red arrow points to the 'Print Stamps' option. To the right of the navigation menu is a 'Support Links' section with the following text: 'Technical Support: SendPro Enterprise Support Information', 'Mailroom Hours of Operation:', and two links: 'Link to online help' and 'Review the End User Licence Agreement'. Below the support links is a 'Messages' section.

How to re-print stamps

Enter the stamp sheet page serial number into the Serial Number field. If the serial number is correct, the stamp sheet image will display the used stamps with a USED watermark.

NOTE: Only one reprint of a stamp sheet is permitted by USPS regulations and must be done within 24 hours of the original print. The original sheet must be destroyed. Read and acknowledge the reprint disclaimer by clicking **Confirm**.

REPRINT SHEET.

The screenshot displays the SendPro Enterprise interface. On the left, the 'Sheet' tab is active, showing a 'Sheet Preview' section with a 'Serial Number' input field and a grid of stamp images. A red arrow points from the text above to this input field. On the right, the 'Stamp Details' section contains a table of stamp records. A red arrow points from the text above to the 'Reprint' button in the first row of the table, which is highlighted with a red box. Below the table is an 'Accounting and References' section with various input fields.

Date	Qty	Type	Sheet #	Cost Center	Acc Code	Co. Code	Total Cost	Reprint	Details
03/09/2021 12:53	1	Sheet	AYE604	5900			0.91	Reprint	Details
03/09/2021 12:45	25	Sheet	ayu574	5480			12.75	Reprint	Details
03/09/2021 12:01	25	Sheet	AYU791	5570			12.75	Reprint	Details
03/09/2021 11:46	24	Sheet	AYX488	5550			12.24	Reprint	Details
03/09/2021 11:07	1	Sheet	AYX488	5550			0.51	Reprint	Details

Accounting and References

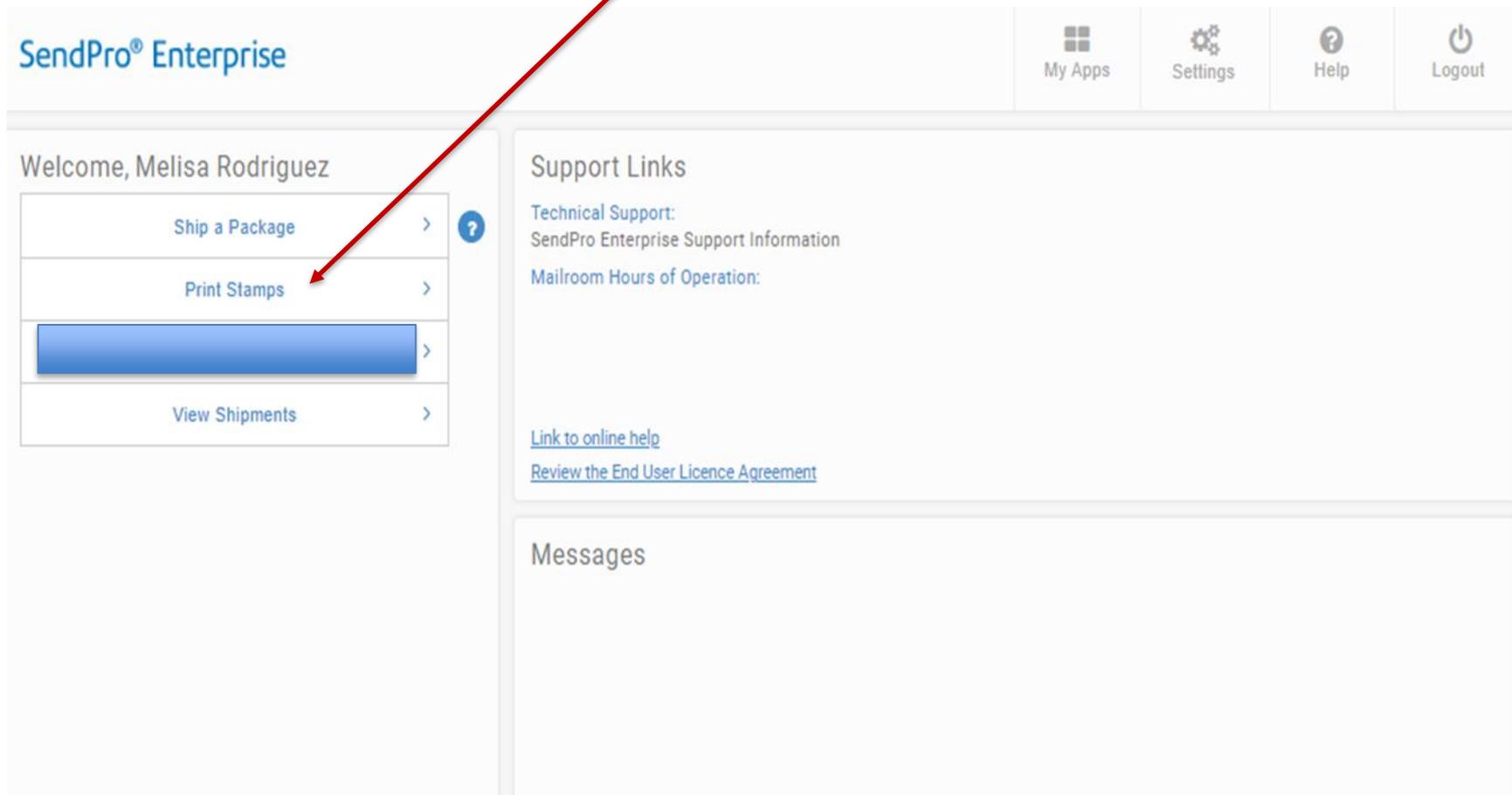
Cost Center Required * 3390 Company Code Account Code

Carrier Accounts PB Shipping API - USPS Shipper Reference Additional Reference



How to view stamp print history

Open the Stamps app. If using the Desktop App, click Print Stamps from the landing page.



The screenshot shows the SendPro Enterprise desktop application interface. The top navigation bar includes the 'SendPro® Enterprise' logo on the left and four utility icons on the right: 'My Apps', 'Settings', 'Help', and 'Logout'. Below the navigation bar, the main content area is divided into three sections. The left section, titled 'Welcome, Melisa Rodriguez', contains a vertical menu with four items: 'Ship a Package', 'Print Stamps', a blue highlighted bar, and 'View Shipments'. A red arrow points from the text above to the 'Print Stamps' menu item. The middle section, titled 'Support Links', contains links for 'Technical Support: SendPro Enterprise Support Information' and 'Mailroom Hours of Operation', along with two additional links: 'Link to online help' and 'Review the End User Licence Agreement'. The bottom section is titled 'Messages' and is currently empty.

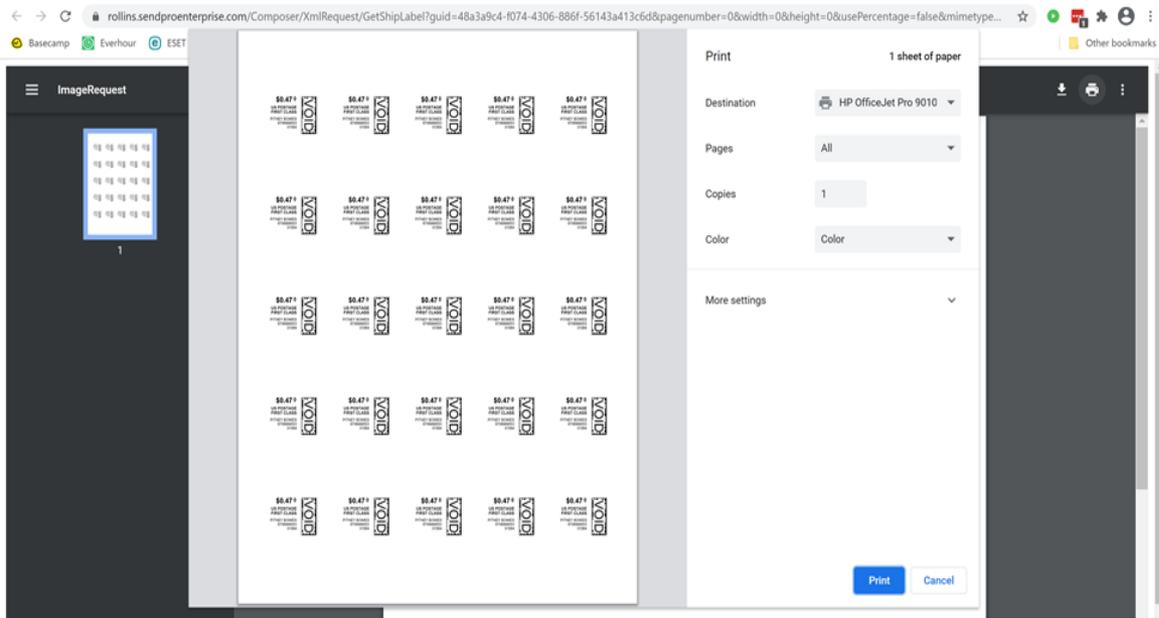
How to view stamp print history

Click on History and you will see the list of printed stamps.

The screenshot displays the SendPro Enterprise interface. At the top, there are navigation icons for Home, My Apps, Settings, Help, and Logout. Below this, the 'Stamp Details' section has two tabs: 'Stamp Details' and 'History', with 'History' selected and highlighted by a red box. A red arrow points from the text above to this tab. The main area shows a table of stamp print history, which is circled in red. The table has columns for Date, Qty, Type, Sheet #, Cost Center, Acc Code, Co. Code, and Total Cost. Below the table is a pagination control showing '1 / 7'. At the bottom of the interface, there are sections for 'Accounting and References' with input fields for Cost Center Required (3390), Company Code, Account Code, Carrier Accounts (PB Shipping API - USPS), Shipper Reference, and Additional Reference. A 'TEST PRINT' button is visible on the left, and a 'RESET' button is at the bottom left. The total cost is displayed as '--:-- USD' with 'RATE' and 'PRINT' buttons next to it.

Date	Qty	Type	Sheet #	Cost Center	Acc Code	Co. Code	Total Cost	
03/09/2021 12:53	1	Sheet	AYE604	5900			0.91	Reprint Details
03/09/2021 12:45	25	Sheet	ayu574	5480			12.75	Reprint Details
03/09/2021 12:01	25	Sheet	AYU791	5570			12.75	Reprint Details
03/09/2021 11:46	24	Sheet	AYX488	5550			12.24	Reprint Details
03/09/2021 11:07	1	Sheet	AYX488	5550			0.51	Reprint Details

How to Align the Printer correctly to print stamps

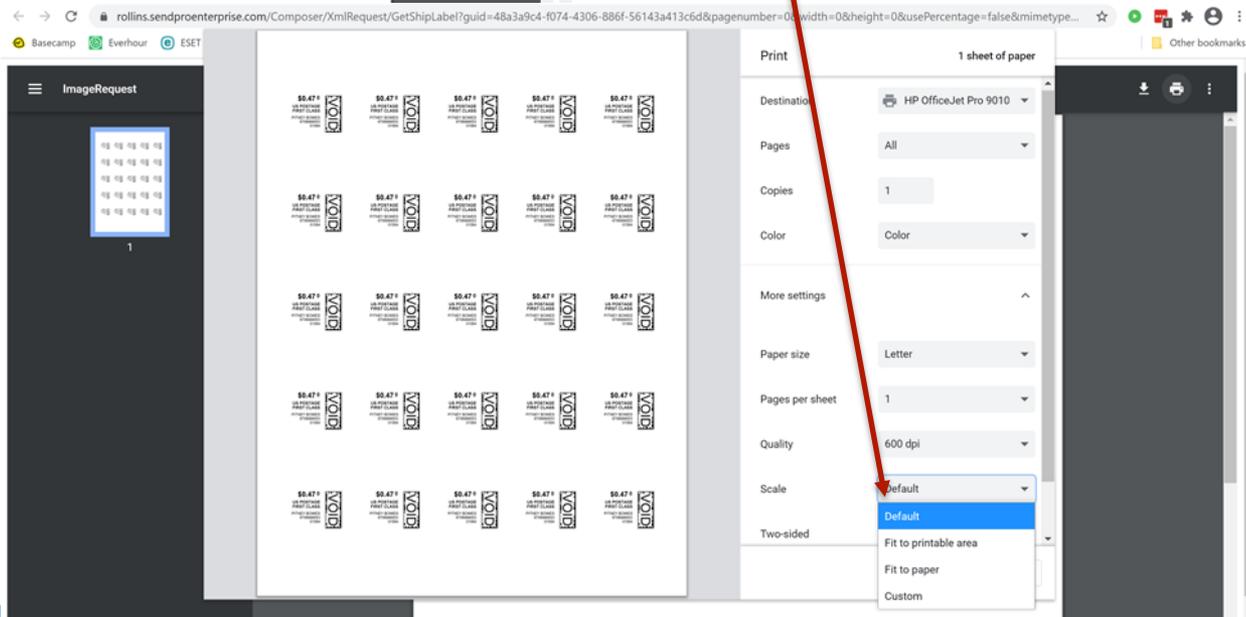


- **Stamp Sheet Printer Alignment (Using Google Chrome – Recommended Browser)**

- 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**.

If the user is having a difficult time controlling what print tray their printer feeds from, they need to do the following:

Right click on **START** and then go to **SETTINGS>PRINTERS AND SCANNERS>** Select your printer> **MANAGE>PRINTER PROPERTIES>DEVICE SETTINGS>OUTPUT SETTINGS>** Choose the tray you put paper in.



Rollins- Ordering Stamp Sheets



Stamp Sheets – ONLY ORDER STAMP SHEETS THROUGH PITNEY BOWES MARKETPLACE. Part number Item #SL-SPM11 and cost \$3.99 for 120 Stamps (6 sheets of 20 stamps). We recommend ordering enough to last you at least 1 month. From the marketplace, search Pitney Bowes (in search field) > Buy From Supplier > Postage Meter Supplies > Scroll down to Postage Tape > SendPro Online Postage Sheets > Update Quantity and Add to Cart and Check out

pitney bowes

Search Advanced Search

Hardware Ink&Toner Postage Meter Supplies Sealing Solutions

Ink & Toner

> Review Cart > Shipping and Billing > Confirm Order > Order Summary

Description	Price	Qty	Subtotal
SendPro Online Postage Sheets; 6 sheets; 20 labels per sheet; 120 labels, SL-SPM11	\$3.99	1	\$3.99
Subtotal			\$3.99

Contact your sales rep

PBTonerCSR
(M-F 8am-5pm ET)
pbtoner@pb.com

Next

Continue Shopping

Postage Tape

Postage Tape Sheets \$40.79

United We Stand Tape Sheets, Ad Patrotic Tape Strips \$44.79

SendPro Online Postage Sheets, 6 sheets; 20 labels per sheet; 120 labels \$3.99

pitney bowes

SL-SPM11 Advanced Search

Hardware Ink&Toner Postage Meter Supplies Sealing Solutions

Ink & Toner

Select Brand: Please Select

Select Printer Family: Please Select

Select Model: Please Select

Go

Enter Manufacturer Part #: Quick Order

Search Results:

Results 1 - 1 of 1

No image available

SendPro Online Postage Sheets; 6 sheets; 20 labels per sheet; 120 labels \$3.99

Results 1 - 1 of 1

My Cart

items	price	qty.	total
There are no items in your cart			

Or by going to Rollins MarketPlace > Pitney Bowes (in search field) > Buy From Supplier > In Search field type SL-SPM11 > Search > Select the label > Update Quantity and Add to Cart and Check Out

Rollins – Ordering Supplies- Labels, Boxes, & Scales



Ordering Supplies – This can be done through Rollins Marketplace. These are the most common supply items:

Shipping Labels – These are from Office Depot - You can print 4X6 shipping labels for FedEx and Priority Mail on regular white paper and either slide it into a clear pouch or tape it to the item. If you want self-adhesive shipping labels these are your best bet.

- Avery® TrueBlock® White Laser Shipping Labels, Internet, 5126, 5 1/2" x 8 1/2", Pack Of 200

Scales – These are from Office Depot - These are being sent as a batch when new divisions are being set up but if you need an additional scale or are a new user, they can be ordered direct from Office Depot. These are the scales that we recommend:

- DYMO® M5 Digital Postal Scale Item # 780117 – 5 LB

- DYMO® M25 Digital Postal Scale Item # 780153 – 25 LB

Boxes - order supplies for FedEx and USPS through PB.com

Internal Rollins Support

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

Select the kind of support you need, enter the 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 24 hours to help resolve the issue.

Rollins - Carrier Management & Mail Self-Serve 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#.

***Mandatory fields**

What Kind of Support Do you Need *

- Other
- Please Select
- Vendor Password Reset Request
- FedEx Account Set-Up
- SendPro Enterprise Set-Up
- Location Address Change
- Equipment Cancel/Pick-Up
- SendPro Enterprise Support
- Assistance ordering Supplies - Labels, Envelopes, Boxes Etc.
- Other

General Information To Get Started

Company Name
Rollins

Request Submitted By *

First Name Last Name

Requestor Email Address * Requestor Phone Number * Requestor Title *

Requestor Email Address Requestor Phone Number Requestor Title

Cost Center
Cost Center

Location Address Location City Location State Location ZipCode

Location Address Location City Location State Location ZipCode

Vendor Vendor Account Number

Please Select Vendor Vendor Account Number

Equipment Serial #

Help

- Pitney Bowes/Send-Pro Enterprise Support, They have a very helpful series of screen shots and web tutorials. :

<https://www.pitneybowes.com/us/support/products/sendpro-enterprise-support.html>

- Pitney Bowes/Send Pro Enterprise Support Phone Number: 1-800-888-0286 Option 8