

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 email address and click forgot your password if it is your first time logging in.



The screenshot shows the Pitney Bowes login interface. At the top is a purple banner with the 'pitney bowes' logo. Below it is the text 'Sign In'. There are two input fields: 'Email' with the value 'cvs@postaladvocate.com' and a red eye icon to toggle visibility; and 'Password' with a red eye icon and a 'Show' link. A blue 'Sign In' button is positioned below the fields. At the bottom, there is a yellow link that says 'Forgot your 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

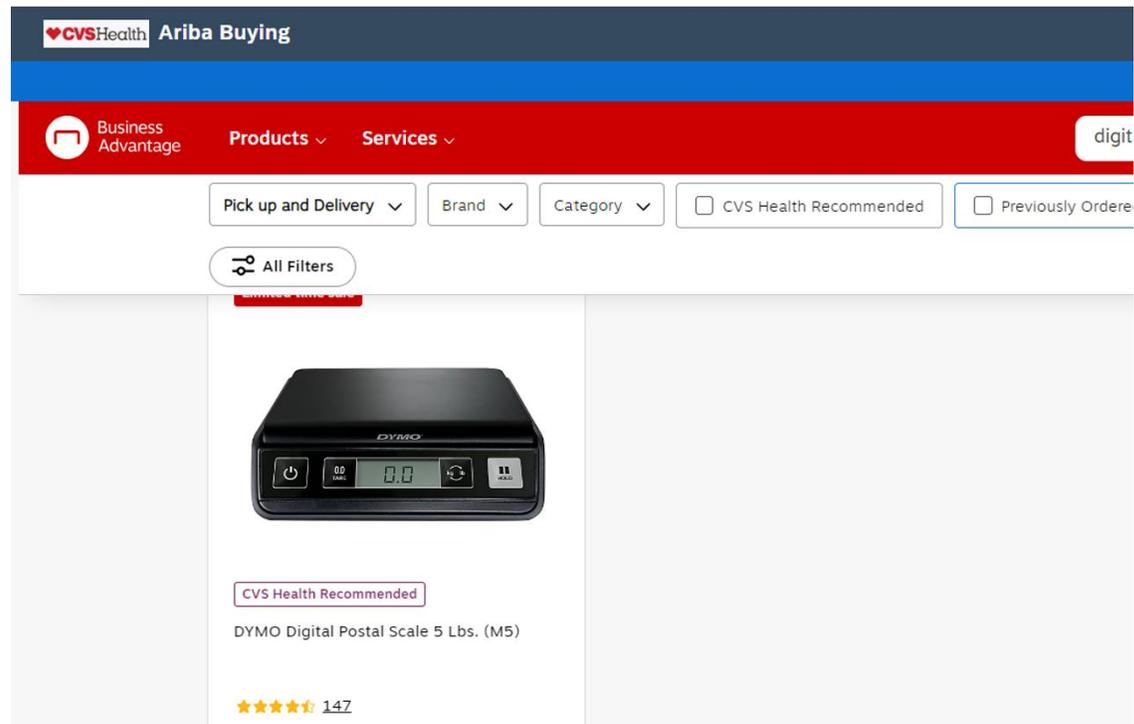
Equipment Serial #

Submit



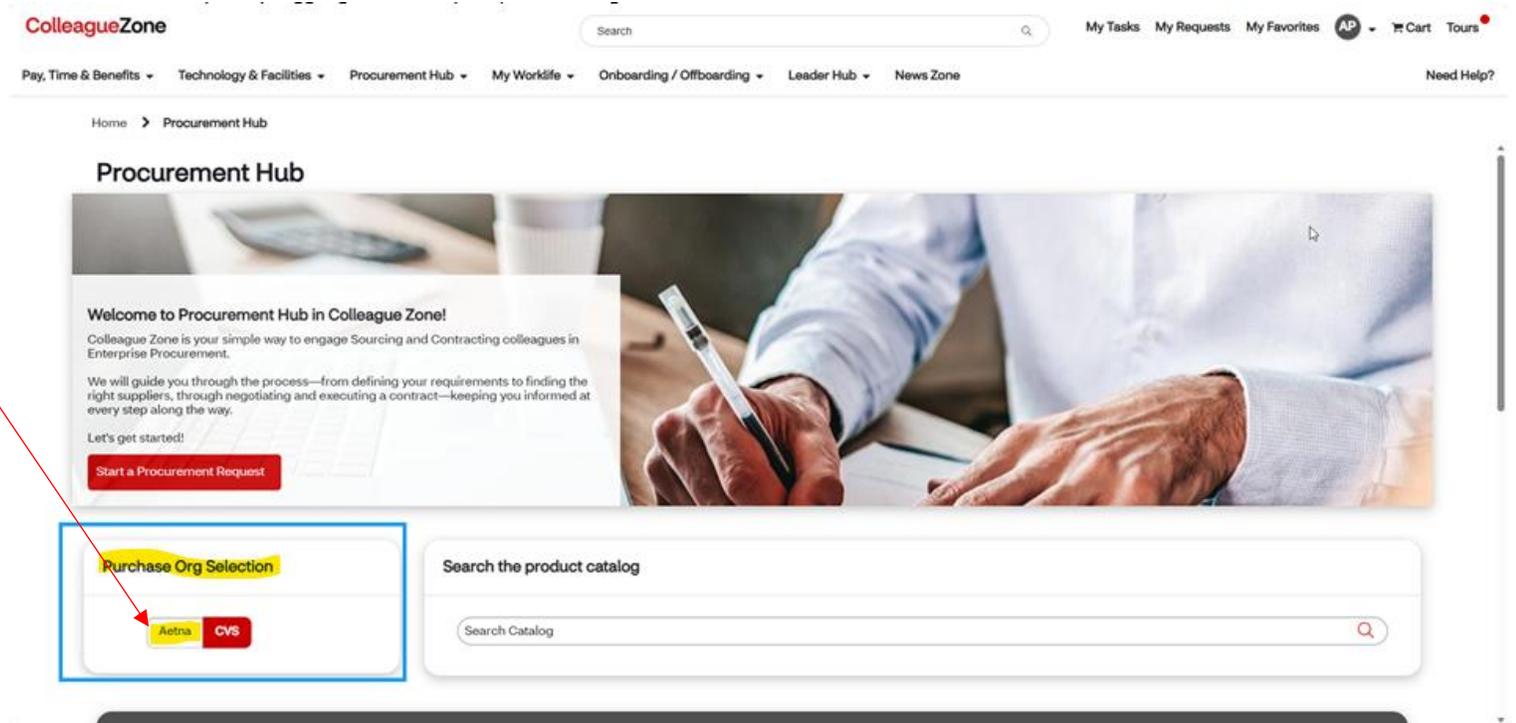
How to Order Your Scale for PitneyShip Pro

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**
- From Procurement Hub,
- Toggle Purchase Org Selection to Aetna
- Order through Ariba – Search Pitney Bowes



ColleagueZone

Search

My Tasks My Requests My Favorites AP Cart Tours

Pay, Time & Benefits Technology & Facilities Procurement Hub My Worklife Onboarding / Offboarding Leader Hub News Zone

Need Help?

Home > Procurement Hub

Procurement Hub

Welcome to Procurement Hub in Colleague Zone!
Colleague Zone is your simple way to engage Sourcing and Contracting colleagues in Enterprise Procurement.
We will guide you through the process—from defining your requirements to finding the right suppliers, through negotiating and executing a contract—keeping you informed at every step along the way.
Let's get started!

Start a Procurement Request

Purchase Org Selection

Aetna CVS

Search the product catalog

Search Catalog

Ordering Supplies

Stamp Sheet Supplies

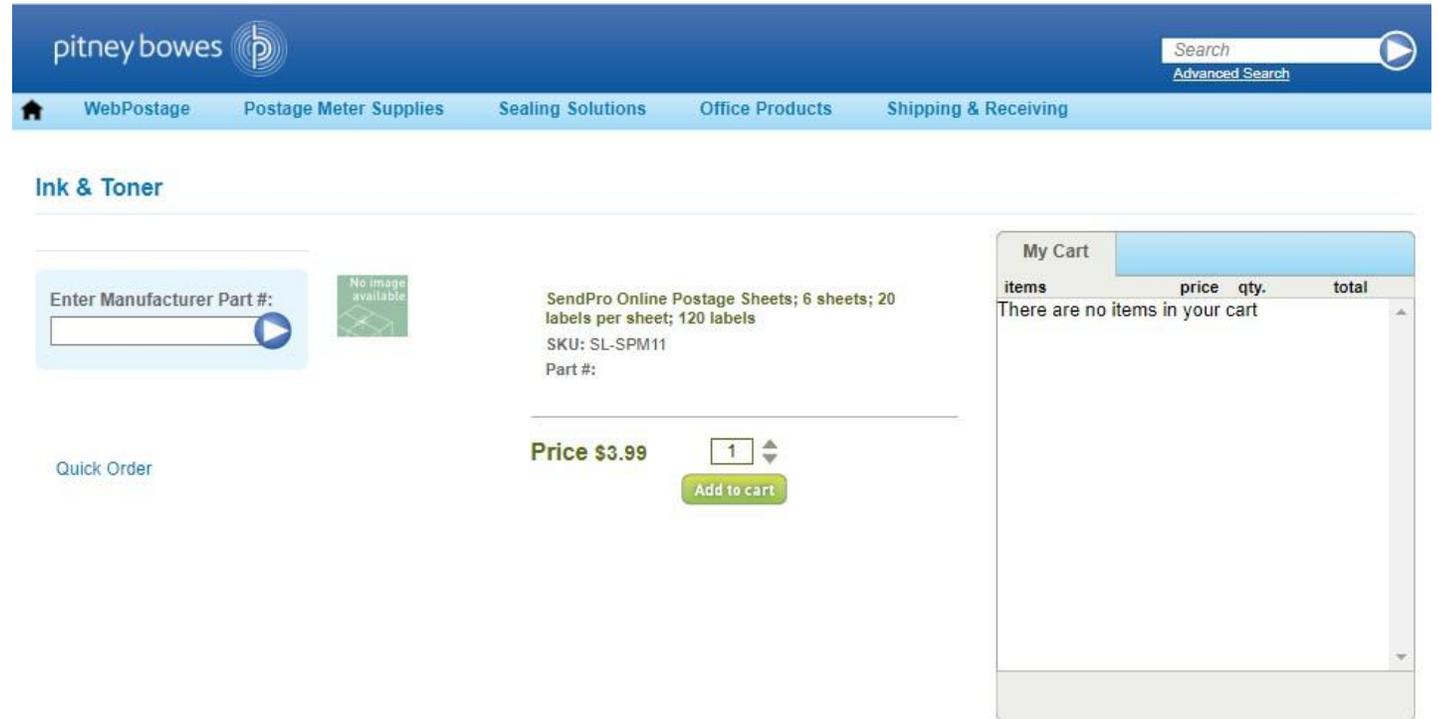
Pitney Bowes

Order through Ariba – Search Pitney Bowes

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

Item #SL-SPM11

We suggest ordering enough to last a few months.

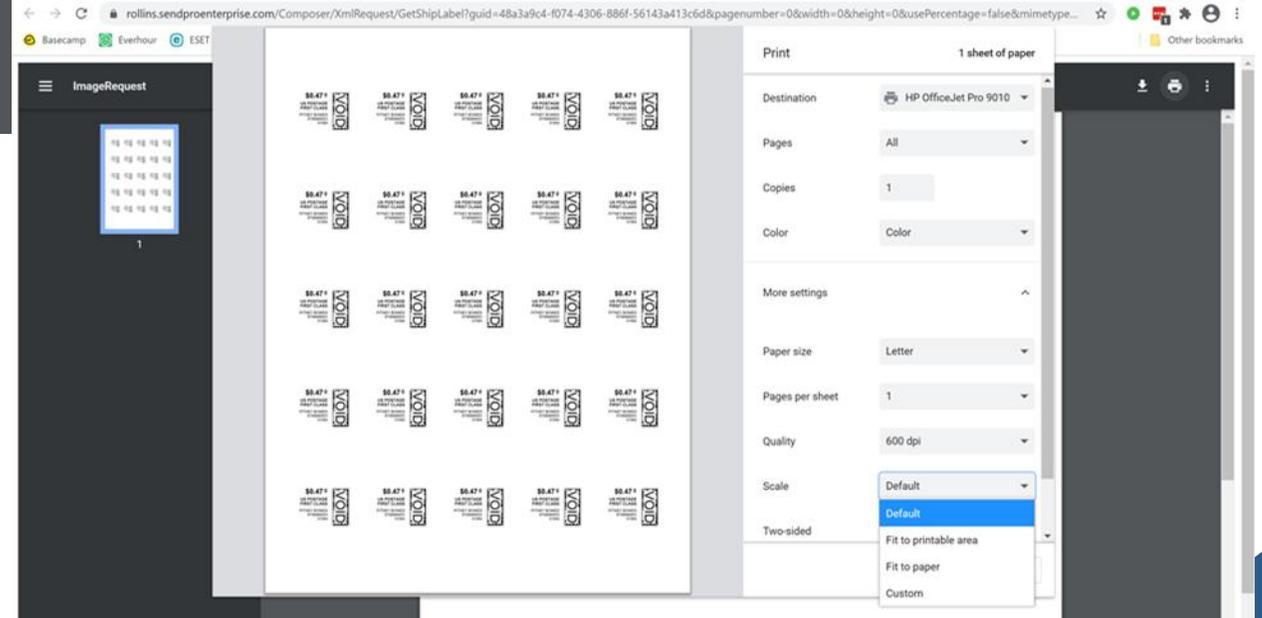
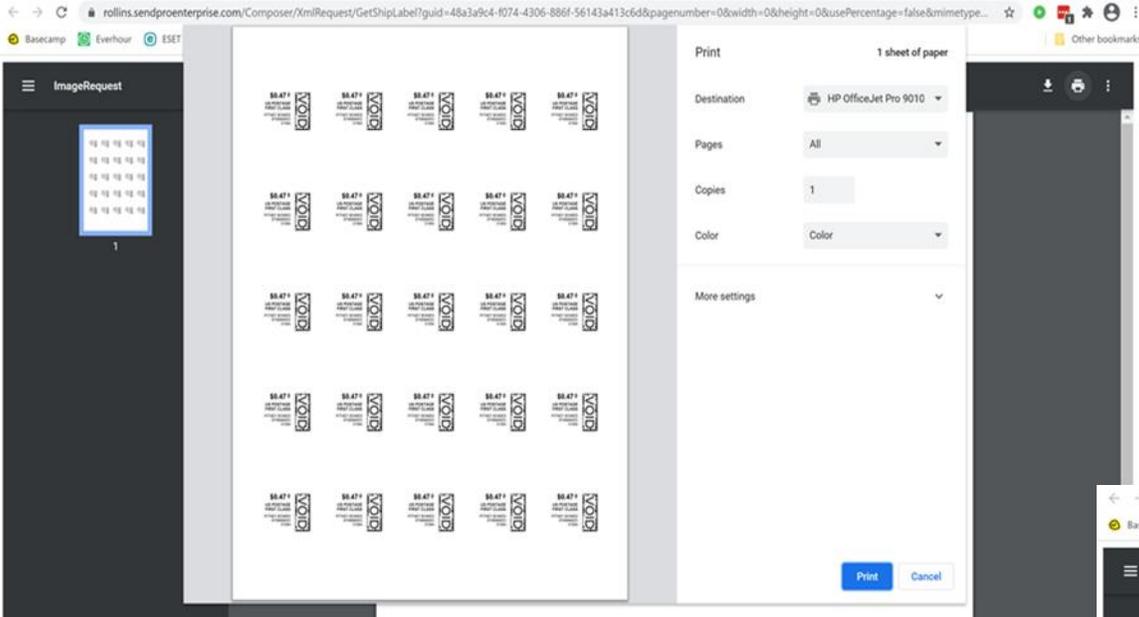


The screenshot shows the Pitney Bowes website interface. At the top is a blue navigation bar with the Pitney Bowes logo and a search bar. Below the navigation bar are several menu items: WebPostage, Postage Meter Supplies, Sealing Solutions, Office Products, and Shipping & Receiving. The main content 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 is a placeholder image with the text "No image available". The product details are displayed on the right side of the page, including the product name "SendPro Online Postage Sheets; 6 sheets; 20 labels per sheet; 120 labels", the SKU "SL-SPM11", and the part number. Below the product details is a "Quick Order" button and a price of "\$3.99". A quantity selector is set to "1" and there is an "Add to cart" button. On the right side of the page, there is a "My Cart" section with a table header showing "items", "price", "qty.", and "total". The cart is currently empty, displaying the message "There are no items in your cart".

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?

