

PitneyShip™ Enterprise Training



**Mail Equipment
and Postage**



**Home and Small
Office Mail**



**USPS®
Permit Accounts**



**Outsourced
Mail Services**



**Expedited Document
and Parcel Shipping**

What is PitneyShip™ Enterprise?

PitneyShip™ Enterprise 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.

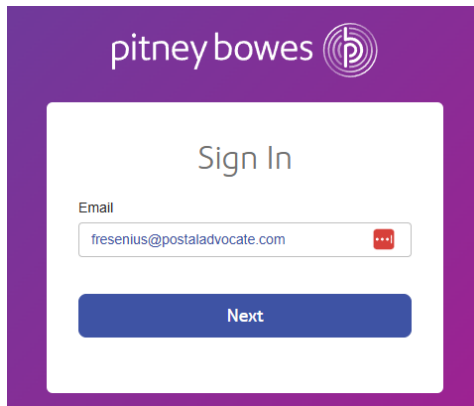
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How to Log Into PitneyShip Enterprise

- **Link to the Application**


With this [link](#), enter your email address (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.




NOTE: With stamps.com, there are some clinics that were using the clinic email. This will NO LONGER work. Each user will log-in through SSO with their own credentials/email address.

- **Internal Fresenius Support** – link to submit a case: <https://www.postaladvocate.net/index.php?/landingpage/Fresenius>
- 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 8 hours.
- If you have any questions regarding the program, please contact National Accounts at nationalaccountsteam@freseniusmedicalcare.com

Case Submission



enterprise Advocate
MULTI-LOCATION SYSTEM



Fresenius Corporation 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 *

Please Select

General Information To Get Started

Company Name
Fresenius

Request Submitted By *

First Name

Last Name

Requestor Email Address *

Requestor Phone Number *

Requestor Title *

Clinic # *

Location Address* Location City* Location State Location ZipCode

Select State

Vendor Vendor Account Number

Please Select Vendor

Equipment Serial #

Additional Resources

CampusShip Support:

- CampusShip Support
- User Guide Videos
- Administrative Tasks: [Link](#)

Stamps.com Support:

- Stamps.com Support: <https://stamps.custhelp.com/app>
- Webinars: https://stamps.custhelp.com/app/answers/detail/a_id/5834
- Blog: [Link](#)

For UPS related technical issues, please direct your questions to UPS directly

Submit

Supplies for PitneyShip Enterprise

- Stamp sheets that you have for stamps.com are not interchangeable. You will not be able to use them with PitneyShip Enterprise.
- Welcome kit that includes stamp sheets are on their way if you haven't received them already.
- If you need more stamp sheets during the pilot, please contact us through the customer service portal [link](#)

Ordering Your Scale

- If a scale is needed, this is the recommended scale for your mailing needs. Please order through Staples Advantage



Dymo Digital Postal Scale, 5 lb. Capacity (1772056)

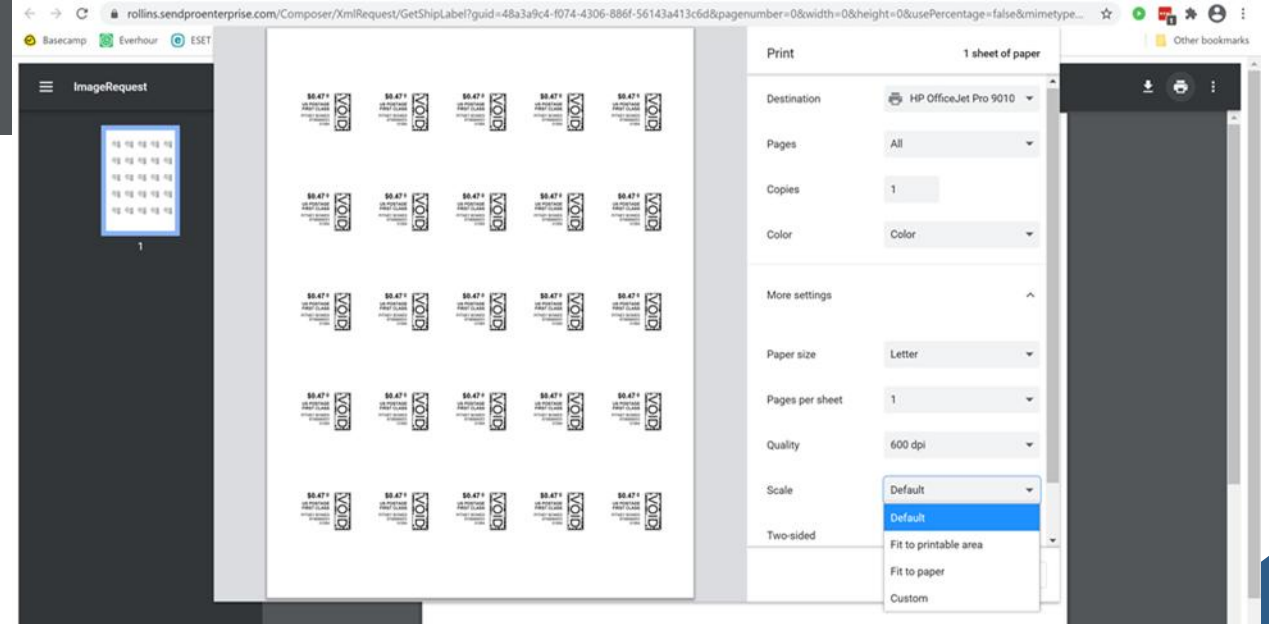
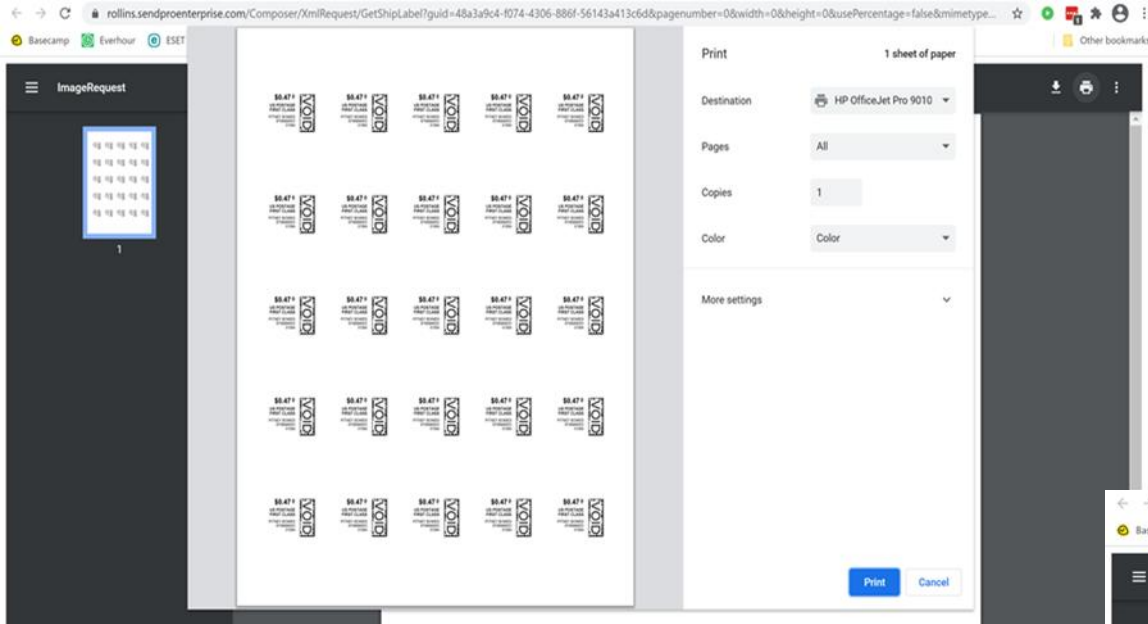
Item #: 897131 | Model #: 1772056

4.43 ★★★★★ [201 Reviews](#) |

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**.



How To Export Your UPS® Address Book

- Log Into UPS CampusShip
- To export Address Book information for either your Corporate Address Book or from your Personal Address Book, select **My Settings**.
- Select **Export Address Book** under either the Corporate Address Book section or the Personal Address Book section in the Address Books module. Selecting either link will create an export request.
- Additionally, you may select Export Corporate Address Book under Import/Export Files in the side menu of the Administer CampusShip section. Selecting the link will create your export request.
- For additional information, go to the UPS support page [link](#)

Address Books

Access and modify your address books here. Some functions may display only if the administrator has allowed that privilege.

Corporate Address Book

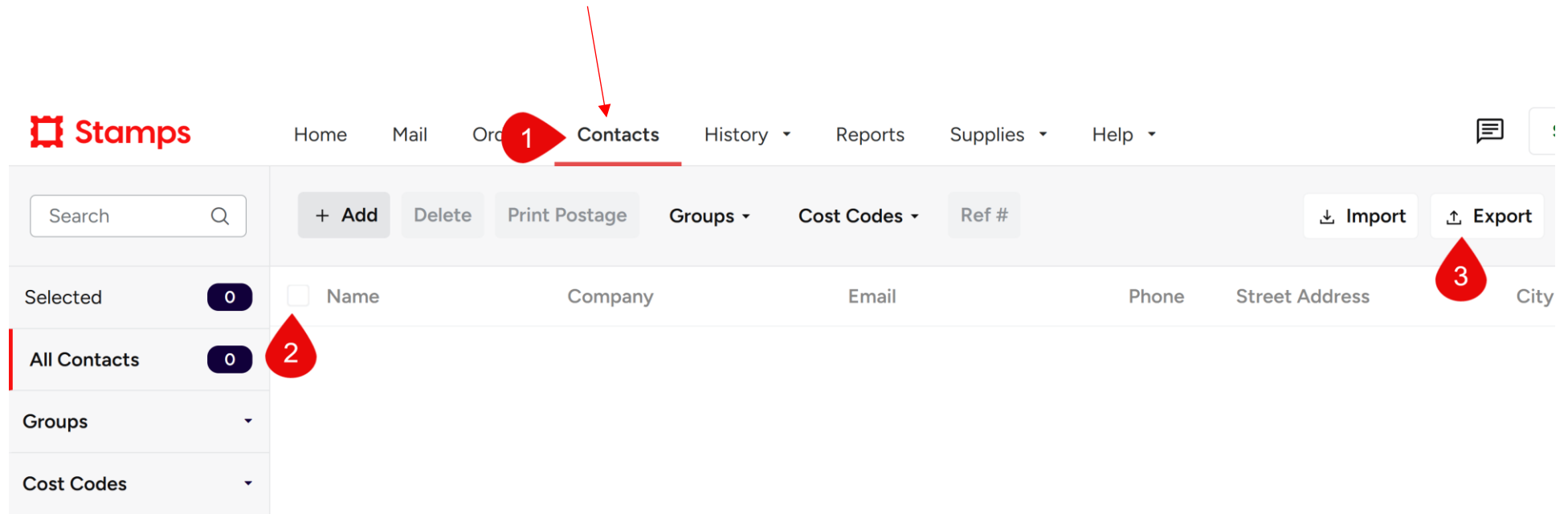
- [Search Corporate Address Book](#)
- [Create New Address](#)
- [Distribution Lists](#)
- [Import Addresses](#)
- [Export Addresses](#)
- [Manage Address Groups](#)

My UPS Address Book

- [Search My UPS Address Book](#)
- [Create New Address](#)
- [Distribution Lists](#)
- [Import Addresses](#)
- [Export Addresses](#)
- [Import / Export Status](#)

Export Stamps.com address book

1. Click on contacts at the top
2. Click on the box next to Name
3. Click on Export



The screenshot shows the Stamps.com web interface. At the top, the navigation menu includes Home, Mail, Orders, **Contacts** (highlighted with a red arrow and a red teardrop containing the number 1), History, Reports, Supplies, and Help. Below the navigation is a toolbar with buttons for + Add, Delete, Print Postage, Groups, Cost Codes, Ref #, Import, and Export. The main content area is a table with columns: Selected, Name, Company, Email, Phone, Street Address, and City. The 'All Contacts' filter is selected, indicated by a red teardrop with the number 2. The 'Export' button in the toolbar is also highlighted with a red teardrop and the number 3.

Selected	Name	Company	Email	Phone	Street Address	City
0						
0						

Importing addresses to PitneyShip Enterprise

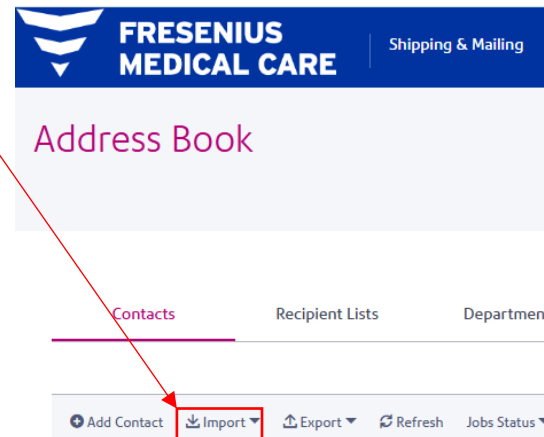
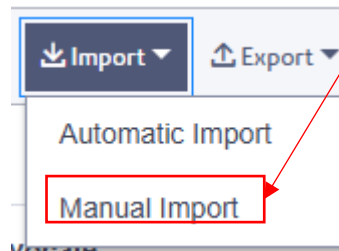
Click on the “gear” icon and select Address Book:



My Settings

Address Book

Under Address Book, click the 'Import' button and choose Manual Import:



Importing addresses to PitneyShip Enterprise

Map the Address Book fields, click Select **Import**

Import Contacts



Please map your fields with Address Book fields correctly

ADDRESS BOOK FIELDS	YOUR CSV FIELDS
Type	Ignore Field
SubscriptionID	Ignore Field
UserID	Company Name
ContactType	Nick Name
Company	Contact Name
Name	Street Address Line 1
Title	Street Address Line 2
AddressLine1	Street Address Line 3
AddressLine2	CityTownArea
	StateProvinceRegion
	Postal Cd
	Country
	Contact Phone
	Contact Tel Ext
	Contact Email
	Contact Fax
	Res Ind
	Loc ID
	Cons Ind
	Account Number
	Acc Postal Cd
	Street Address Line 2

Import

Cancel

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



ANY
QUESTIONS?

