

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?

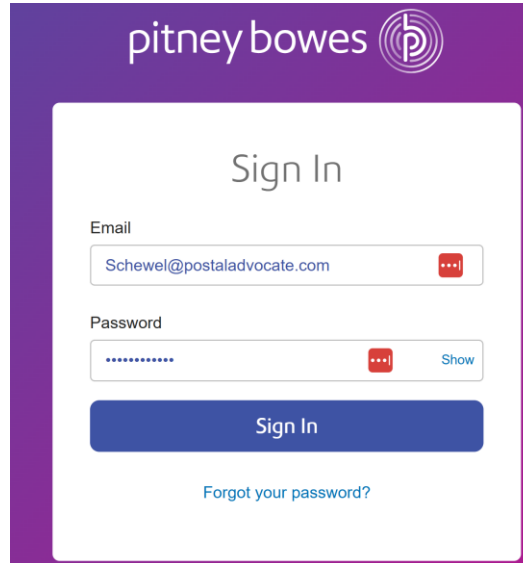
PitneyShip™ Pro is a cloud-based solution that scales easily across your organization, allowing employees to create carrier shipping labels and print postage regardless of location. Real-time data provides better insights and visibility into your shipping activity, helping you save time and money on every package you send.

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How to Log In to PB Ship Pro


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



The screenshot shows the Pitney Bowes Sign In page. At the top, the Pitney Bowes logo is displayed. Below it, the text "Sign In" is centered. There are two input fields: "Email" with the value "Schewel@postaladvocate.com" and "Password" with a masked password ".....". A "Show" button is next to the password field. Below the input fields is a blue "Sign In" button. At the bottom, there is a link for "Forgot your password?".

- **Internal Schewel Furniture Support** – link to submit a case is:
<https://www.postaladvocate.net/index.php?/landingpage/schewel>
- 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 6 hours.

- **Internal Schewel Furniture Bank Support** – link to submit a case is:
<https://www.postaladvocate.net/index.php?/landingpage/schewel>
- 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 6 hours.

enterprise  Advocate
MULTI-LOCATION SYSTEM

Schewel Furniture Company 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
schewel

Request Submitted By *

First Name Last Name

Requestor Email Address *

Requestor Email Address Requestor Phone Number *

Requestor Phone Number

Requestor Title *

Requestor Title

Cost Center

Cost Center

Location Address

Location Address Location City

Location City

Location State

Select State

Location ZipCode

Location ZipCode

Vendor

Please Select Vendor

Vendor Account Number

Vendor Account Number

Equipment Serial #

Equipment Serial #

Submit

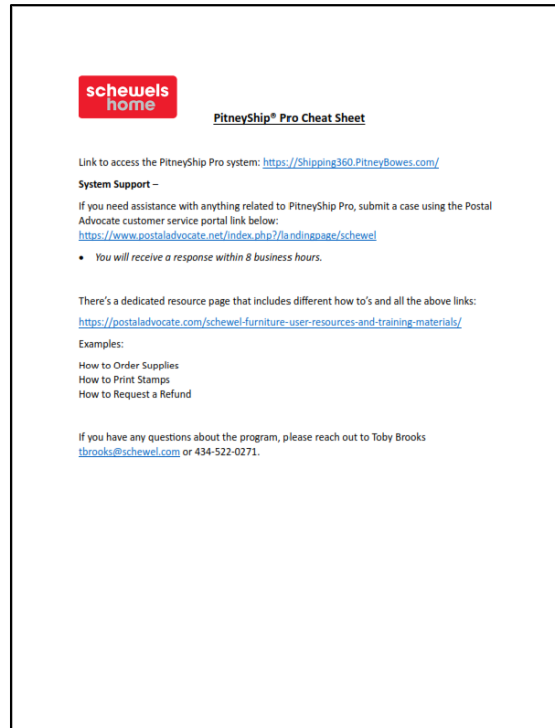
schewels home

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Stamps.com stamp sheets cannot be used with this system.

How to order your stamp sheets for PitneyShip Pro

Each location will be receiving a welcome kit that includes stamp sheets, cover letter and a convenient cheat sheet that you can put up in your store



schewels home

PitneyShip® Pro Cheat Sheet

Link to access the PitneyShip Pro system: <https://Shipping360.PitneyBowes.com/>

System Support –

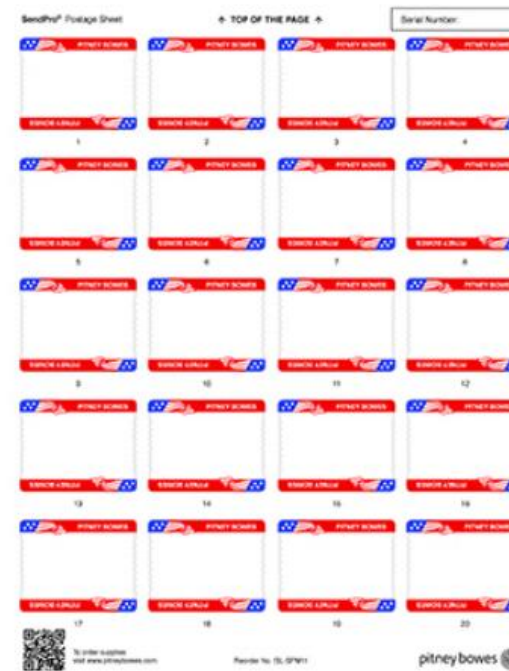
If you need assistance with anything related to PitneyShip Pro, submit a case using the Postal Advocate customer service portal link below:
<https://www.postaladvocate.net/index.php?language/schewel>

- You will receive a response within 8 business hours.

There's a dedicated resource page that includes different how to's and all the above links:
<https://postaladvocate.com/schewel-furniture-user-resources-and-training-materials/>

Examples:
How to Order Supplies
How to Print Stamps
How to Request a Refund

If you have any questions about the program, please reach out to Toby Brooks
tbrooks@schewel.com or 434-522-0271.



How to Order Additional Stamp Sheets

- To order additional stamp sheets, please do the following:
- Click the following link: <https://www.pitneybowes.us/shop/home/en-us/storeus>
- Click on PitneyShip Pro

Each store will be receiving a welcome kit that includes stamp sheets to get you started!

This includes 6 sheets (20 stamps per sheet) per pack.

Shop for Supplies by Meter & Software

[View More >](#)



SendPro®
C/SendPro®+



SendPro®
Mailstation



SendPro®
P/Connect®+



SendPro®
MailCenter



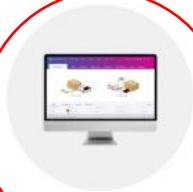
SendPro®
C Auto



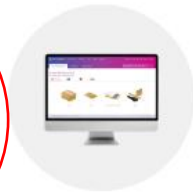
DM Infinity



PitneyShip® Cube



PitneyShip Pro®



PitneyShip®



ShipAccel

How to Order Additional Stamp Sheets

- Find Item #SL-SPM11 put in the amount you wish to order (6 sheets; 120 labels per 1 order) and “add to cart”.
- Confirm Shipping Address and Choose Shipping Method, and click on “enter billing”

* Required information.

Choose Shipping Address*


Schewel Furniture Corp, 915 Main St, Ste 101, Lynchburg, VA, 24504-1628

[Add New Shipping Address](#)

Choose Shipping Method*

<input checked="" type="radio"/> Ground: 3-7 business days (est.)	FREE
<input type="radio"/> 2nd Day	\$22.99
<input type="radio"/> Overnight	\$27.99

CART

ENTER BILLING 



Item #SL-SPM11

Postage Sheets for Stamp
Printing (6 sheets; 120 labels)

\$4.99

QTY 1

Add to Cart

How to Order Additional Stamp Sheets

- Confirm Billing Address
- Choose PB Invoice for the Payment Method
- Click Review Order

Choose Billing Address*

Schewel Furniture Corp, 915 Main St, Ste 101, Lynchburg, VA, 24504-1628

SCHEWEL FURNITURE COMPANY INC, PO BOX 6120, LYNCHBURG, VA, 24505-6120

Choose Payment Method*

[Add Credit Card](#)

[Add Bank Account](#) New

PB Invoice [Edit](#)

Purchase Power [View](#)

[BACK TO SHIPPING](#)

[REVIEW ORDER](#)

How to Order Additional Stamp Sheets

- Review all information is correct and click “Place Your Order”. You will then receive an email confirmation of the order from Pitney Bowes.

Review Your Order

Account Summary

Shipping Address [Edit](#)

Schewel Furniture Corp
Admin Postal Advocate
915 Main St
Ste 101
Lynchburg, VA 24504-1628
United States

Payment Method [Edit](#)

PB Invoice

Billing Address

Schewel Furniture Corp
Admin Postal Advocate
915 Main St
Ste 101
Lynchburg, VA 24504-1628
United States

Order Summary

Subtotal	\$4.99
Shipping: Ground 3-7 business days (est.)* Edit	\$0.00
Estimated Tax**	\$0.26
Order Total	\$5.25

Free shipping on stamp sheets

* After 4pm EST, it will ship the next business day (M-F). Exceptions apply for third-party products.

** Your exact tax will appear on your invoice.

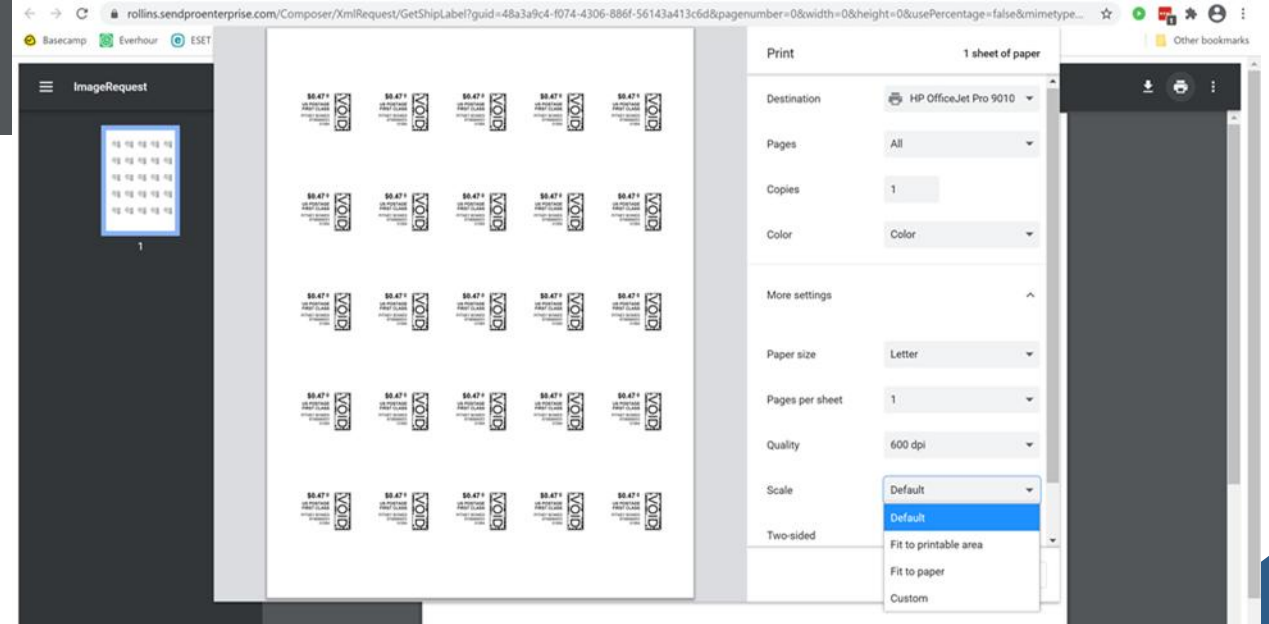
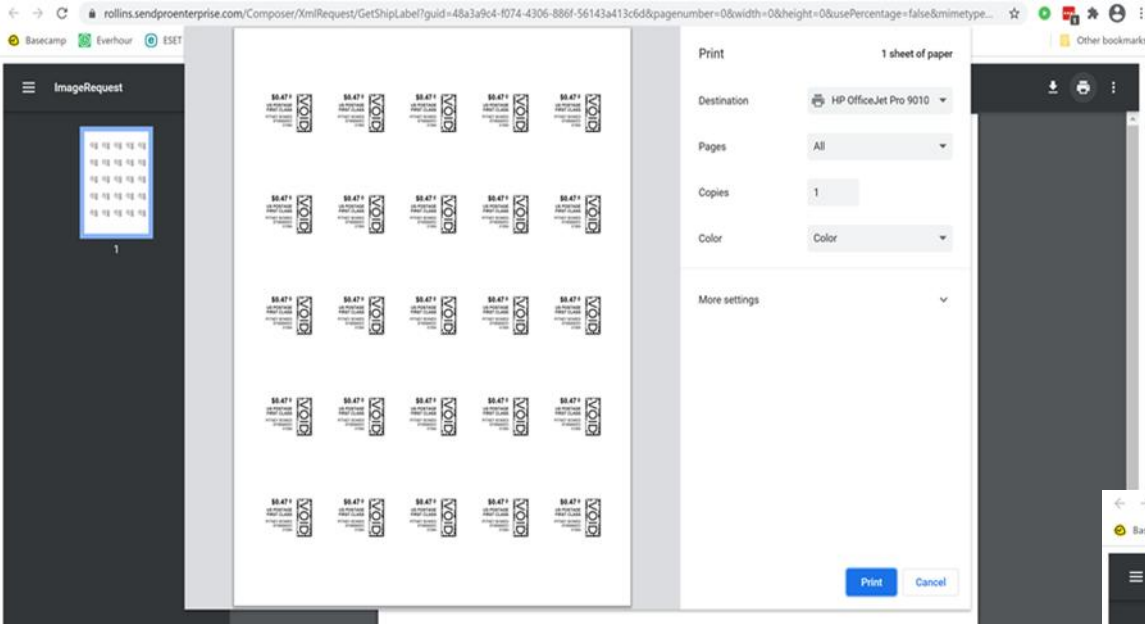
Item	Quantity	Price per Item	Total
<p>Postage Sheets for Stamp Printing (6 sheets; 120 labels) Item # SL-SPM11</p>	1	\$4.99	\$4.99

By placing your order, you agree to the Pitney Bowes Return Policy.

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?

