

PitneyShip™ Pro Training

Transitioning from SendPro Enterprise to PitneyShip Pro



**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 PitneyShip Pro

- **Link to the Application** - [PitneyShip Pro](#) 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 using the link below.



- **Internal Rollins Support** – link to submit a case is:
<https://www.postaladvocate.net/index.php?/landingpage/Rollins>
- 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 Page

Rollins 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

Rollins

Request Submitted By *

First Name

Last Name

Employee Number *

Employee Number

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

Additional Resources

Pitney Bowes/Send-Pro Enterprise Support [Link](#)

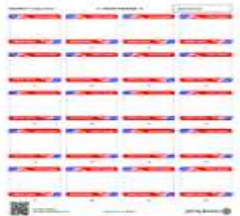
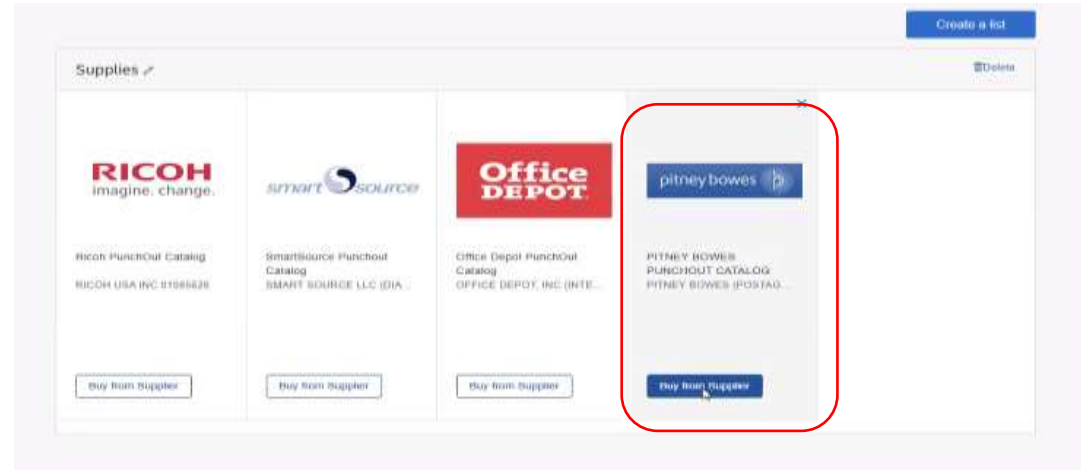
Pitney Bowes/Send Pro Enterprise Support Phone Number: 1-800-888-0286 Option 8



Ordering Stamp Sheets

This can be done through Ariba.

You can Search for Pitney Bowes in the search box or scroll until you see, Pitney Bowes Punchout Catalog



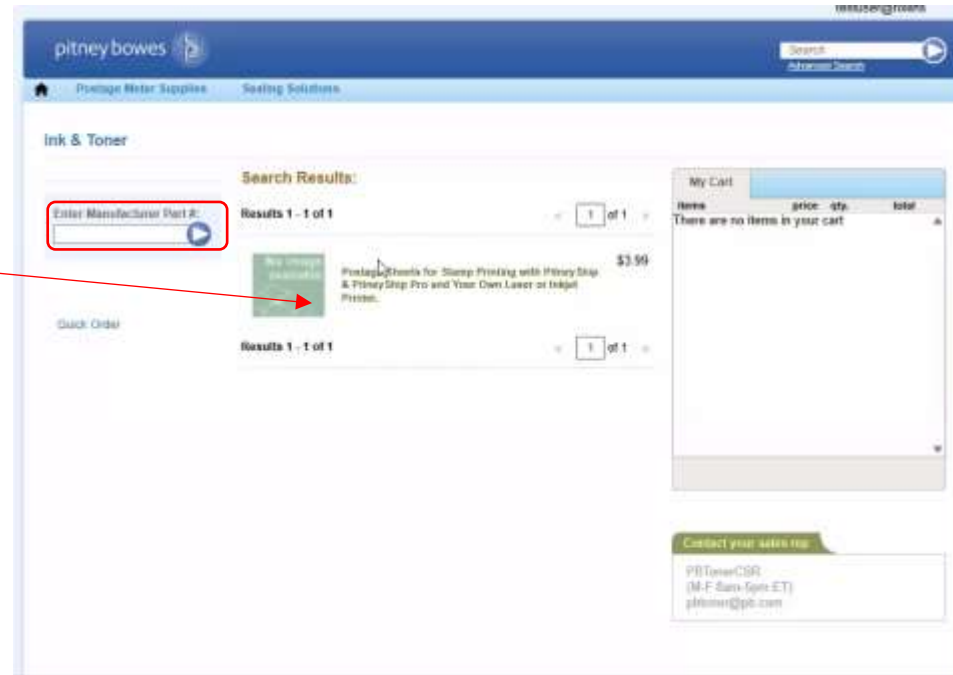
Item #SL-SPM11

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

~~\$4.99~~ **\$4.24**

QTY **Add to Cart**

In the Search field type SL-SPM11 and select the label



Ordering Supplies

Update quantity and press next.



pitney bowes

Postage Meter Supplies Sealing Solutions

Ink & Toner / PitneyShip Pro - SL-SPM11

Ink & Toner

Enter Manufacturer Part #:

Quick Order

Postage Sheets for Stamp Printing with PitneyShip & PitneyShip Pro using your own laser or inkjet printer. Includes 6 (8.5 x 11) stamp sheets of 20 labels each for a total of 120 stamps.
SKU: SL-SPM11
Part #: SL-SPM11

Price \$3.99

1

Add to cart

My Cart

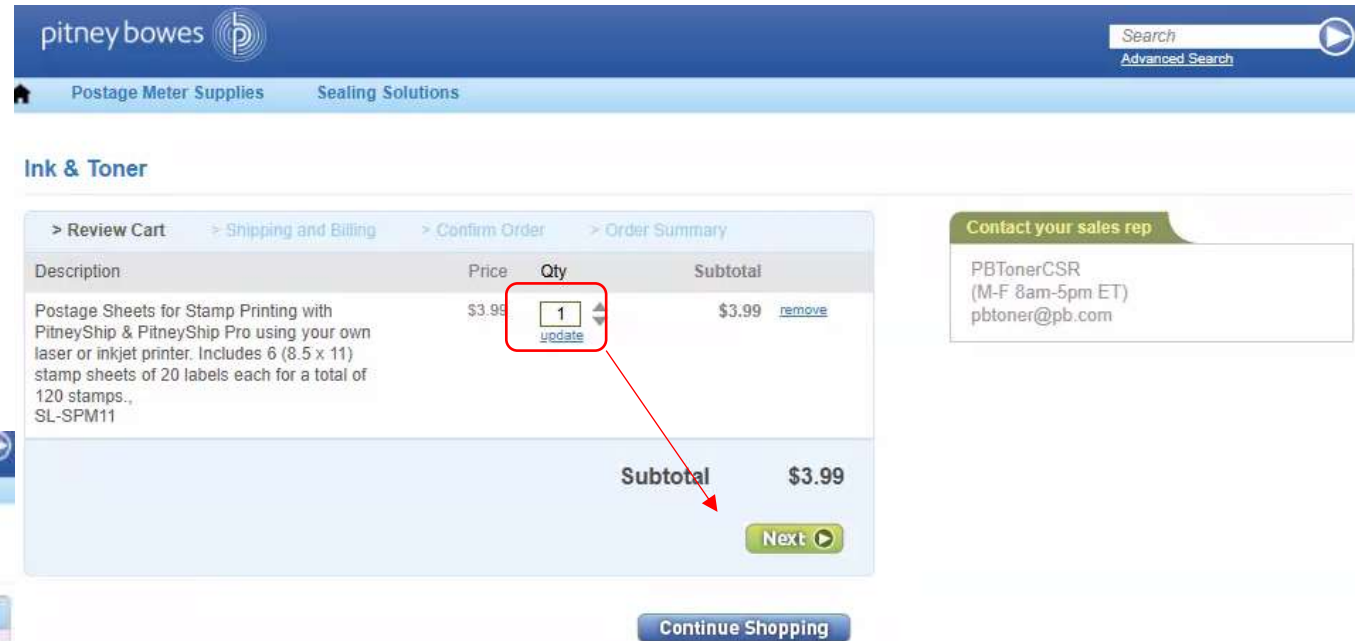
Items	price	qty	total
Postage Sheets for Stamp Printing with PitneyShip & PitneyShip Pro using your own laser or inkjet printer. Includes 6 (8.5 x 11) stamp sheets of 20 labels each for a total of 120 stamps.	\$3.99	1	\$3.99

subtotal \$3.99

CHECKOUT

Contact your sales rep

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



pitney bowes

Postage Meter Supplies Sealing Solutions

Ink & Toner

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

Description	Price	Qty	Subtotal
Postage Sheets for Stamp Printing with PitneyShip & PitneyShip Pro using your own laser or inkjet printer. Includes 6 (8.5 x 11) stamp sheets of 20 labels each for a total of 120 stamps., SL-SPM11	\$3.99	1 update	\$3.99 remove

Subtotal \$3.99

Next

Continue Shopping

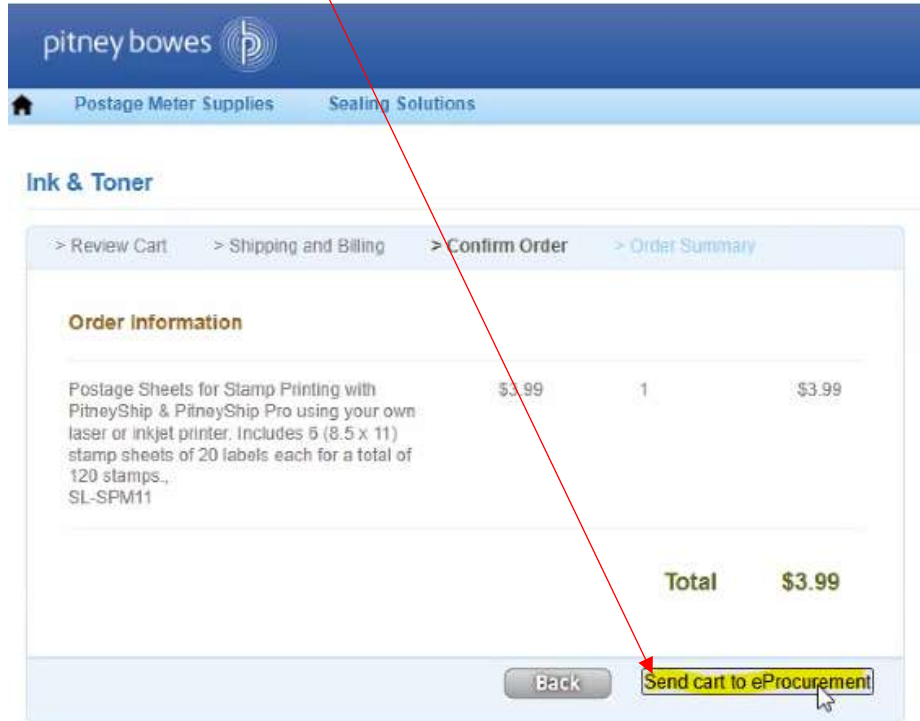
Contact your sales rep

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

Confirm the amount you wish to order and press checkout

Ordering Supplies

Click on Send cart to eProcurement



pitney bowes

Postage Meter Supplies Sealing Solutions

Ink & Toner

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

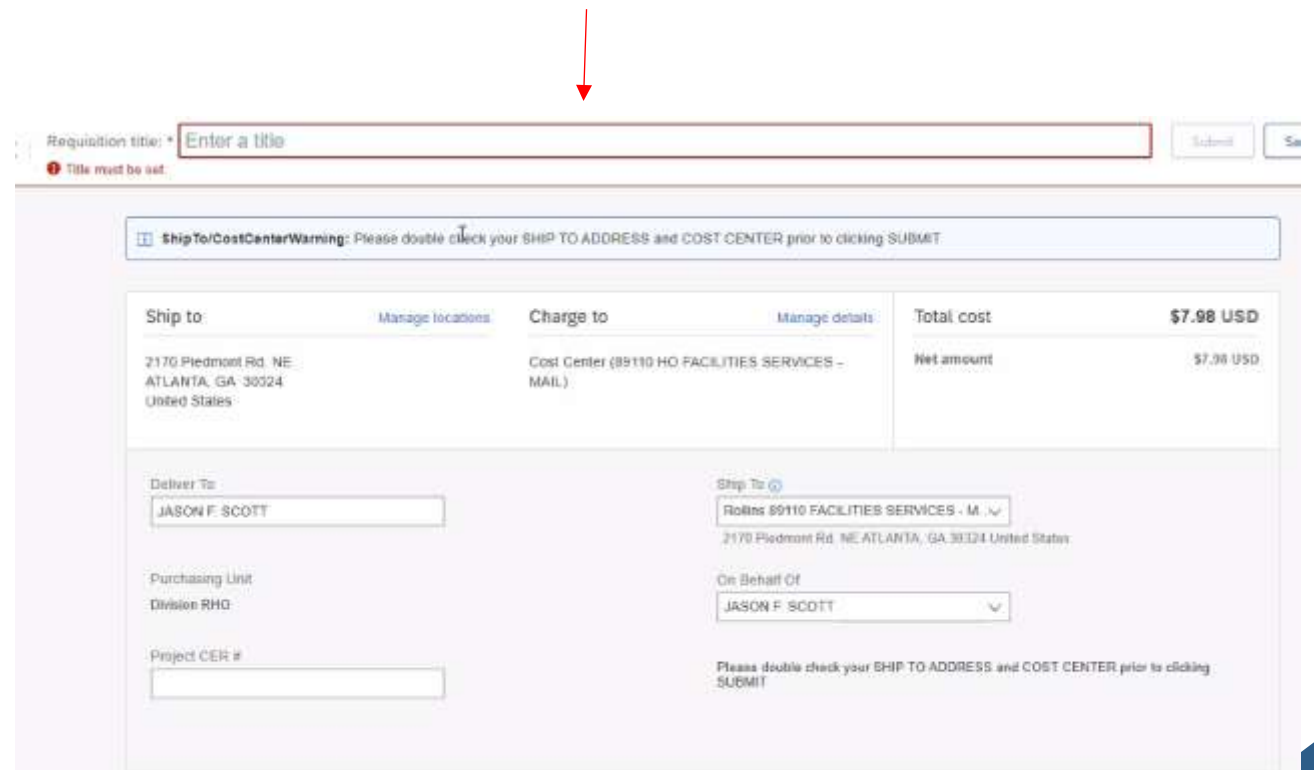
Order Information

Postage Sheets for Stamp Printing with PitneyShip & PitneyShip Pro using your own laser or inkjet printer. Includes 5 (8.5 x 11) stamp sheets of 20 labels each for a total of 120 stamps., SL-SPM11	\$3.99	1	\$3.99
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Total \$3.99

[Back](#) [Send cart to eProcurement](#)

Confirm ship to address is correct and finish order.



Requisition title: [Submit](#) [Save](#)

Ship To/CostCenterWarning: Please double check your SHIP TO ADDRESS and COST CENTER prior to clicking SUBMIT

Ship to: Manage locations	Charge to: Manage details	Total cost: \$7.98 USD
2170 Piedmont Rd. NE ATLANTA, GA 30324 United States	Cost Center (89110 HO FACILITIES SERVICES - MAIL)	Net amount: \$7.98 USD

Deliver To:

Ship To:
2170 Piedmont Rd. NE ATLANTA, GA 30324 United States

Purchasing Unit:

On Behalf Of:

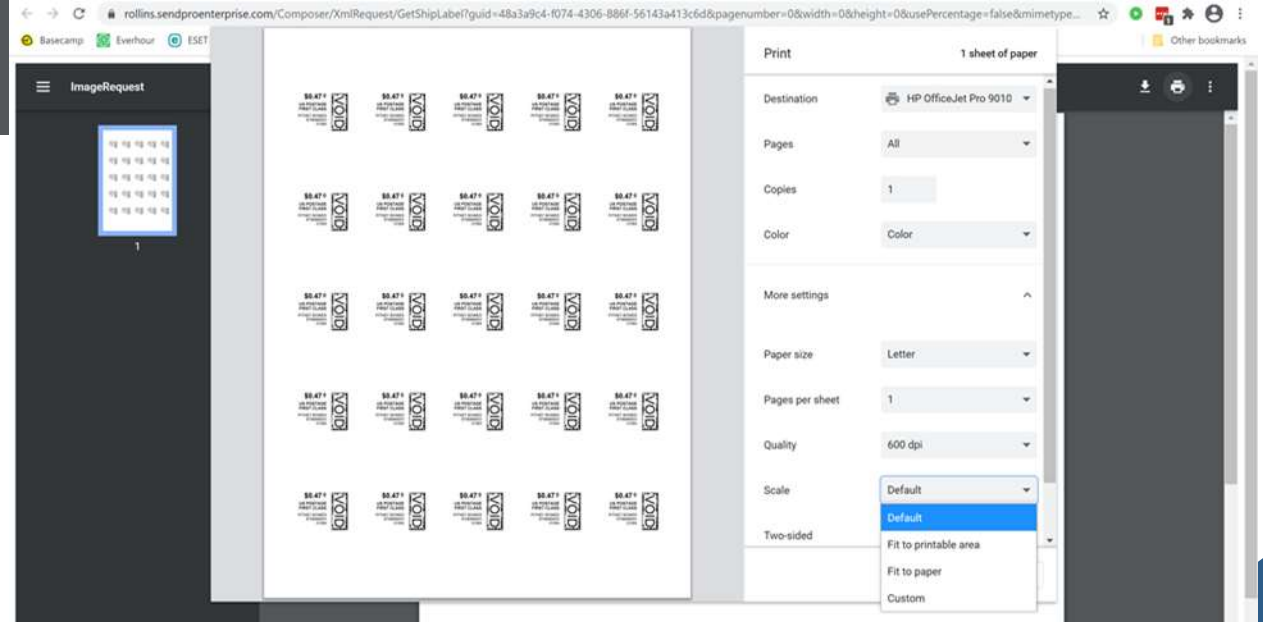
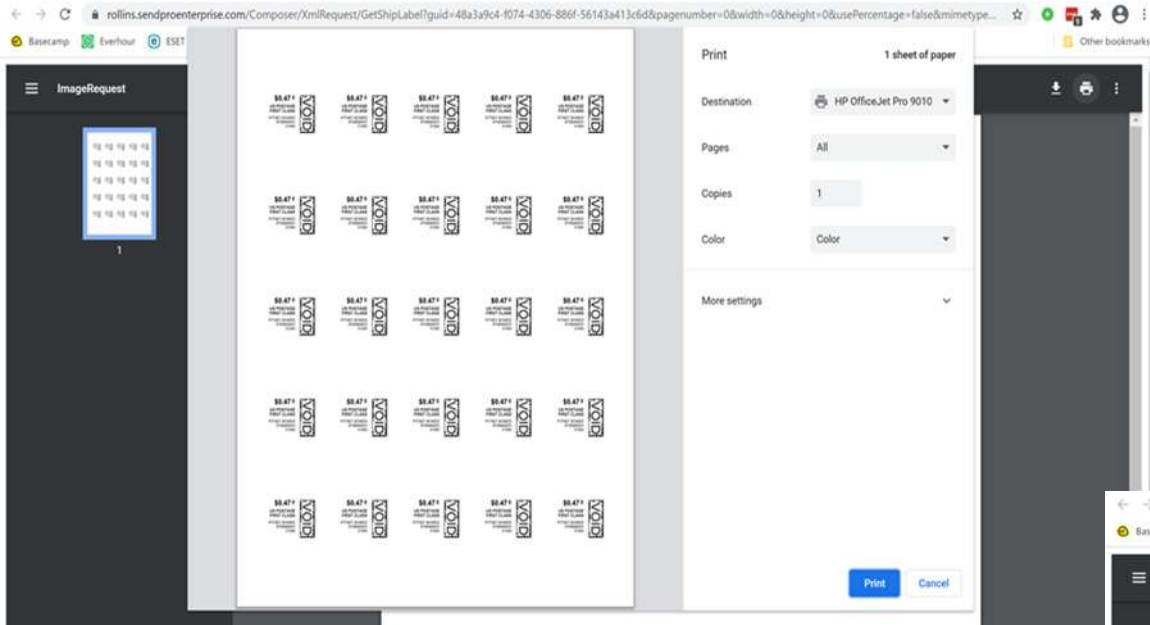
Project CER #:

Please double check your SHIP TO ADDRESS and COST CENTER prior to clicking SUBMIT

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?

