

Stamp Roll Printing with SendPro Enterprise Job Aid

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Pitney Bowes Contact Information

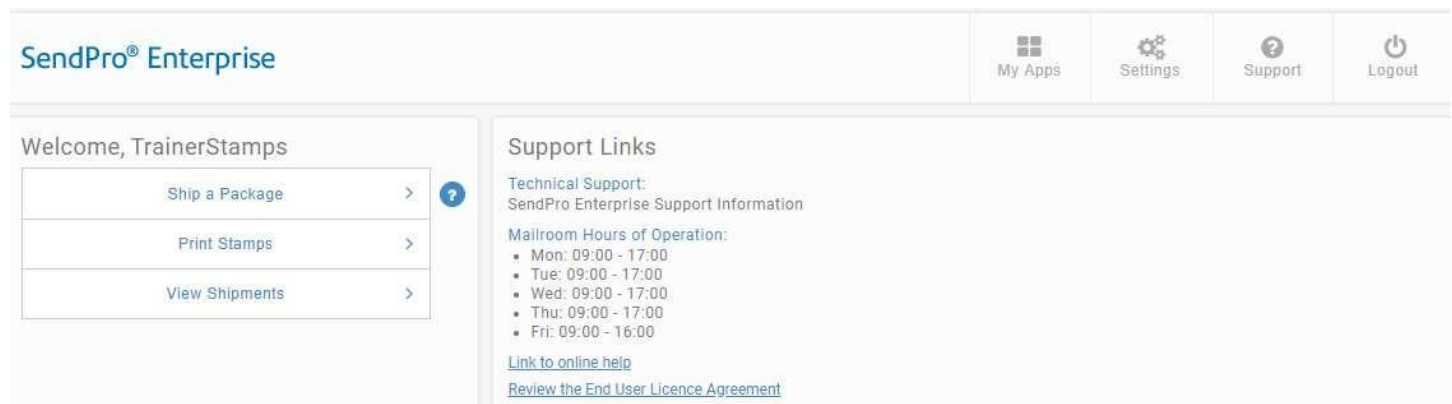
PB Premier Technical Support (800) 888-0286 Option 8
(08:00 AM thru 8:00 PM EST)
BPN: 0013059494
PB Supply Line 888-365-3009
(08:30 AM thru 6:30 PM EST)

SendPro Enterprise (SSL v8) QL-800 Stamps Roll Printer



With the Desktop screen opens.

*** This screen shows access to Desktop Shipping, Print Stamps, and View Application.



Print Stamps

Processing individual stamps on a roll of labels

- 1) From the Welcome Screen, Select the Print Stamps button



- 2) The Stamp Screen opens

- 3) Some of the options at the top of the screen are:
 - a. Home Button brings you back to the Welcome Screen
 - b. My Apps Button opens other Screens assigned to you
 - c. Logout Button used for logging out of the software
 - d. Order Stamp Rolls links you to the PB website to order new rolls of stamps.

From the Stamps screen click Roll Tab

SendPro® Enterprise

Home My Apps Settings Support Logout

Sheet **Roll** Envelope

Stamp Details History

Quantity: 1 Weight: 1 lb 1 oz Service: First Class Mail Package: Letter Extra Services: ADD Stamp Cost: --- USD

+ ADD STAMPS

Accounting and References

Cost Center: Company Code: Account Code:

Carrier Accounts: PB Shipping API Shipper Reference: Additional Reference:

TEST PRINT

RESET Total Cost: --- USD RATE PRINT

SendPro® Enterprise

Home My Apps Settings Support Logout

Sheet **Roll** Envelope

Stamp Details History

Quantity: 1 Weight: 1 lb 1 oz Service: First Class Mail Package: Letter Extra Services: ADD Stamp Cost: --- USD

+ ADD STAMPS

Accounting and References

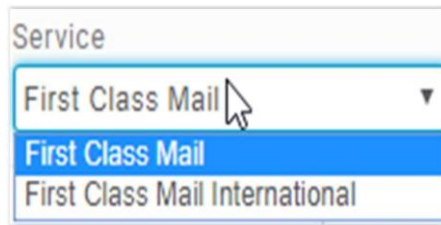
Cost Center: Company Code: Account Code:

Carrier Accounts: PB Shipping API Shipper Reference: Additional Reference:

TEST PRINT

RESET Total Cost: --- USD RATE PRINT

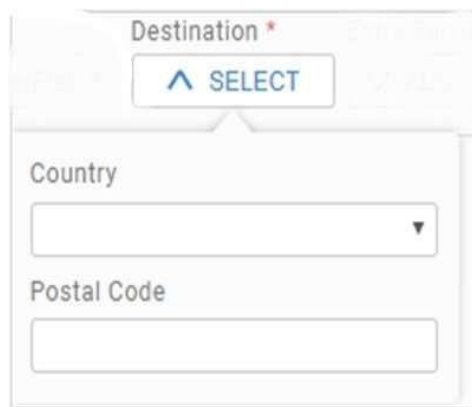
- 5) Enter the number of stamps printed and weight.
 - a. Enter the number of stamps to print.
 - b. Enter the weight of the letter or flat.
 - i. The maximum weight for a letter is 3.5 oz.
 - ii. The maximum weight for a flat is 13 oz.

A dropdown menu titled "Service" with three options: "First Class Mail", "First Class Mail", and "First Class Mail International". The first two options are highlighted in blue, and a mouse cursor is pointing at the first "First Class Mail" option.

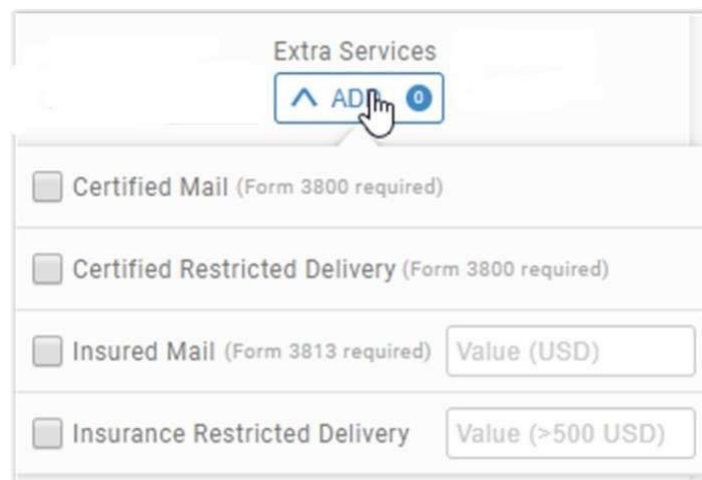
6) Select First Class Mail or First Class Mail International for the service type.

A dropdown menu titled "Package" with three options: "Large Envelope/Flat", "Letter", and "Large Envelope/Flat". The "Letter" option is highlighted in blue.

7) Choose Letter or Large Envelope/Flat for the package type.

A form titled "Destination *" with a "SELECT" button. Below the button are two input fields: "Country" and "Postal Code".

8) Select the Country from the drop-down arrow and enter the Postal Code for that country.

A form titled "Extra Services" with a button labeled "AD" and a counter "0". Below the button are four checkboxes: "Certified Mail (Form 3800 required)", "Certified Restricted Delivery (Form 3800 required)", "Insured Mail (Form 3813 required)", and "Insurance Restricted Delivery". To the right of the last two checkboxes are input fields for "Value (USD)" and "Value (>500 USD)".

9) Select the Extra Services for the letter or flat.

Stamp Details History

Quantity	Weight *	Service	Package	Extra Services	Stamp Cost
1	1 lb 1 oz	First Class Mail	Letter	ADD	0.50 USD

+ ADD STAMPS

Accounting and References

Cost Center	Company Code	Account Code
Carrier Accounts	Shipper Reference	Additional Reference
PB Shipping API		

Total Cost: 0.50 USD RATE PRINT

- 10) Press the Rate button to rate your selection.
- Stamp Cost shows the cost of that row.
 - Total Cost shows the total cost of all the stamps.
 - Press the ADD STAMPS button to add another row for stamps.

Stamp Details History

Quantity	Weight *	Service	Package	Extra Services	Stamp Cost
1	1 lb 1 oz	First Class Mail	Letter	ADD	0.50 USD
7	4 lb 4 oz	First Class Mail	Large Envelope/Flat	ADD	1.45 USD

+ ADD STAMPS

Accounting and References

Cost Center	Company Code	Account Code
Carrier Accounts	Shipper Reference	Additional Reference
PB Shipping API		

- 11) An example of two lines of stamps above.

Accounting and References

Cost Center 	Company Code 	Account Code
Carrier Accounts PB Shipping API Account- UB	Shipper Reference 	Additional Reference

- 1 Enter in Cost Center, Shipper Reference, or Additional Reference to help identify the process.

Cost Center

SEARCH

ATF

Division

Washington DC

< 1 to 3 of 3 >

SELECT

CLOSE

Sheet Roll Envelope

Roll Preview

Total Stamps Selected: 8

\$0.50
US POSTAGE
FIRST CLASS
PITNEY BOWES
6706999553
01564

\$1.45
US POSTAGE
FIRST CLASS
PITNEY BOWES
6706999553

Order Stamp Rolls

TEST PRINT

RESET

- 13) Before press Print, Press TEST PRINT to make sure the single labels line up. 14) Press the RESET button to reset your selections.

SendPro® Enterprise

Home

My Apps

Settings

Support

Logout

Sheet

Roll

Envelope

Stamp DetailsHistory

Roll Preview

Total Stamps Selected: 8

\$0.50

US POSTAGE
FIRST CLASS

PITNEY BOWES
6706999553
01564

VOID

\$1.45

US POSTAGE
FIRST CLASS

PITNEY BOWES
6706999553

VOID

Order Stamp Rolls

TEST PRINT

Quantity	Weight *	Service	Package	Extra Services	Stamp Cost
1	1 lb 1 oz	First Class Mail	Letter	ADD	0.50 USD
7	4 oz	First Class Mail	Large Envelope/Flat	ADD	1.45 USD

+ ADD STAMPS

Accounting and References

Cost Center	Company Code	Account Code
Washington DC		
Carrier Accounts	Shipper Reference	Additional Reference
PB Shipping API	Stamps	

RESET

Total Cost: 10.65 USD

RATE

PRINT

15) After testing the print -> Press Print to print the stamps.