

Special Olympics Virginia

Pitney Bowes Contact Information

PB Technical Support (800) 888-0286 Option 8

(08:00 AM thru 8:00 PM EST) **Client BPN Number:** 0011391065

PB Supply Line 888-365-3009 (08:30 AM thru 6:30 PM EST)

Stamp Sheet Supply item #SL-SPM01

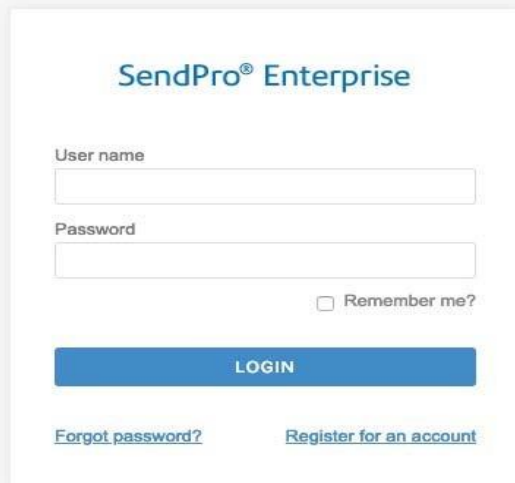
<https://www.pitneybowes.us/shop/ink-and-supplies/sendpro-postage-sheets-stamp-printing-5-sheets-125-labels-sl-spm01/en-us/storeus>

Logging into the SendPro Enterprise

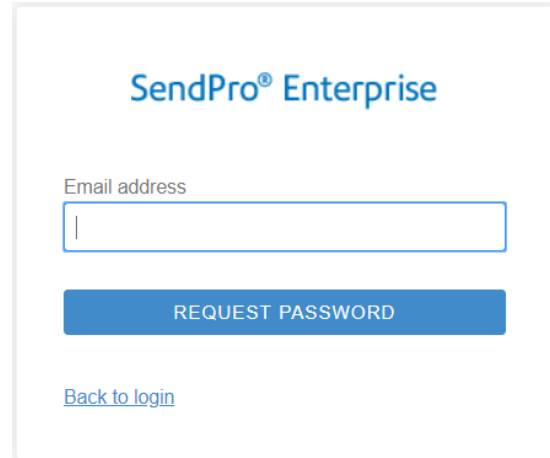
To Launch the SendPro Enterprise program, click on the URL below for the Login screen:

<https://specialolympicsvaorg.sendproenterprise.com/Composer/Runtime/Index/Desktop%20App>

- 1) Enter **Username** and **Password** login credentials.



The login screen for SendPro Enterprise. It features the "SendPro® Enterprise" logo at the top. Below the logo are two input fields: "User name" and "Password". To the right of the password field is a checkbox labeled "Remember me?". Below these fields is a blue "LOGIN" button. At the bottom, there are two links: "Forgot password?" and "Register for an account".

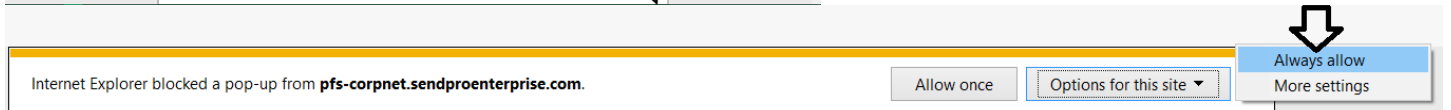
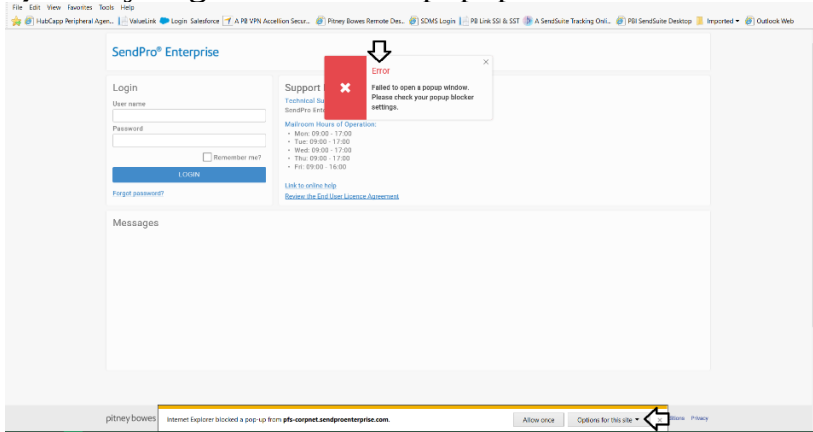


The "Request Password" screen for SendPro Enterprise. It features the "SendPro® Enterprise" logo at the top. Below the logo is an input field for "Email address". Below the email field is a blue "REQUEST PASSWORD" button. At the bottom, there is a link "Back to login".

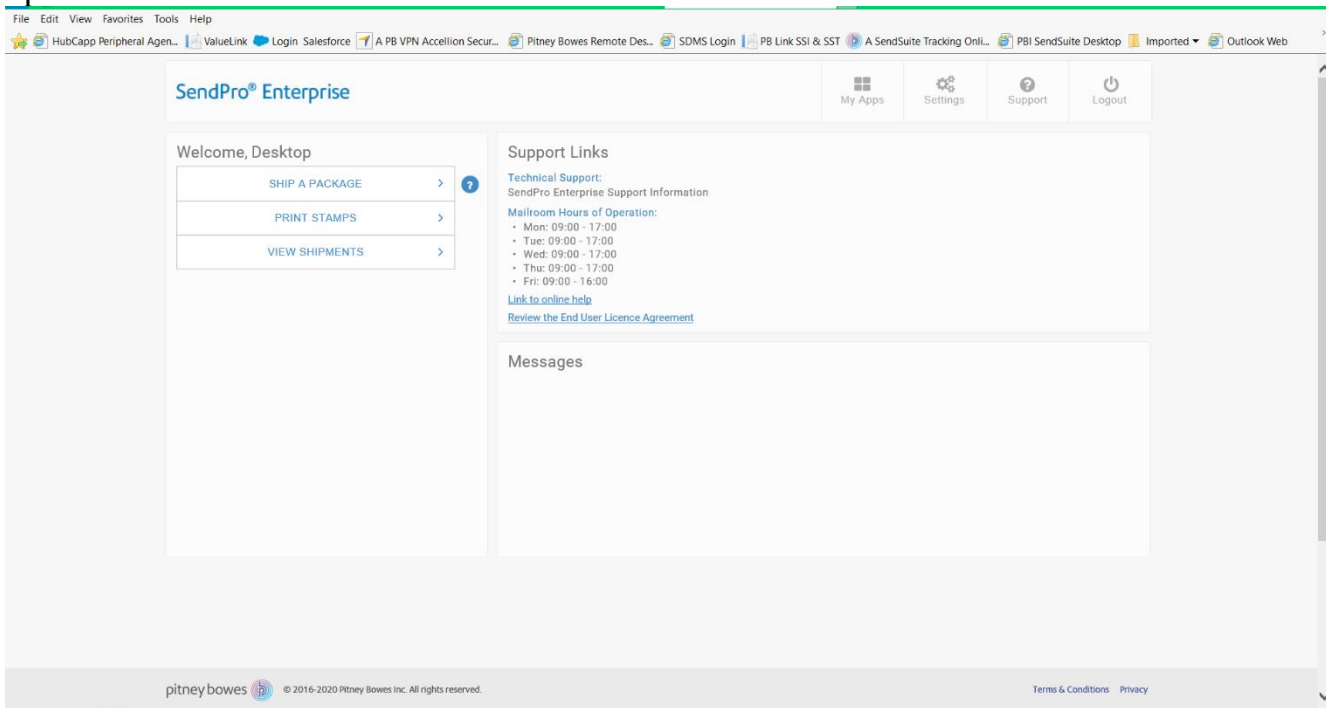
Enter Your User Name & Password. If you forgot password or haven't created your password click "[Forgot password?](#)"

Enter your Email Address and click "[REQUEST PASSWORD](#)". Check your email and click the link to reset/set your password.

2) If you get an error for popup then follow instructions in the Popup guide.



3) From the Desktop App you can access the Desktop Shipping App by clicking on the option to SHIP A PACKAGE.



4) The Ship a Package App opens, and you can begin the shipment process. Fill in all required fields, those are indicated by a red asterisk next to the field. Enter in your Ship To information.

SendPro® Enterprise

My Apps Favorites Localization Settings Support Logout

Ship To Ship From Bill To Importer of Record

Accounting and References Additional References

Package Manager

Single Recipient ☒ Bulk List

Attention *

Company *

Address *

City * State * Country *

Zip

Phone *

Email

☐ Save as new address book entry

☐ Request email notification when delivered

Cost Center Company Code Account Code

Shipper Reference Reference 1 Reference 2

Package History

Weight (lb) * Dimensions (in) Carton Selection

Delivery Confirmation Content Type SPECIAL SERVICES

Shipping Notes Content Description

Packages: 1 Weight: 0 lb, 0 oz Cost: -- USD

1 / 1

< >

+ ADD

CLONE

CLEAR

DELETE

RATE

PRINT

☆ Save Favorite

⌂ Reset All

Address Book is available for choosing an address if you have imported or saved addresses.

SendPro® Enterprise

Home My Apps Favorites Localization Settings Support Logout

Ship To Ship From Bill To Importer of Record

Accounting and References Additional References

Package Manager

Single Recipient ☒ Bulk List

Attention *

Company *

Address *

City * State * Country *

Zip

Phone *

Email

☐ Save as new address book entry

☐ Request email notification when delivered

Address Book

Search for a contact SEARCH All Addresses NEW CONTACT

Type	Attention	Company	Address	City	State	Country	
📍	Mr. Tester	Pitney Bowes I...	870 Greenbrier...	Chesapeake	VA	US	View
🏢	Mr. Test	Testing Compa...	Bldg# 4, Lane 3...	Shanghai	SH	CN	View
📞	Mr. Test	P.B.	11551 Nuckols...	Glen Allen	VA	US	View

< 1 / 1 >

IMPORT MANAGE BULK LISTS CANCEL OK

5) Enter in the **Weight** and package **Reference** information and **Cost Center** if needed. Validate the address and save to address book as a new entry.

SendPro® Enterprise

Home My Apps Favorites Localization Settings Support Logout

Ship To Ship From Bill To Importer of Record Accounting and References Additional References Package Manager

Single Recipient ☒ Bulk List

Attention * Mr. Tester

Company * Pitney Bowes Inc.

Address * 870 Greenbrier Cir

City * Chesapeake State * VIRGINIA

Zip 23320-2641 Country * UNITED STATES

Phone * 17574201537

Email Test.Test@pb.com

☐ Save as new address book entry

☐ Request email notification when delivered

Cost Center 1011

Shipper Reference My Reference Data Here

Weight (lb) * 1 lb 4 oz **WEIGH**

Dimensions (in) l w h

Delivery Confirmation

Content Type

Shipping Notes

Content Description

Package Manager

1 / 1

+ ADD

CLONE

CLEAR

DELETE

RATE

PRINT

☆ Save Favorite

⌛ Reset All

Packages: 1 Weight: 1 lb, 4.00 oz Cost: -- USD

6) Rate the shipment for rate shop results.

Rate Shop

List view of rate results

Ship On: 03/23/2020 Deliver By: MM/DD/YYYY HH:MM PM

« PREV 5 DAYS NEXT »

Carrier	Service	Package	Guaranteed	Est. Delivery Date	Deliver by	Price
	Priority Mail	Flat Rate Envelope		03/25/2020	End of Day	7.15
	Priority Mail	Small Flat Rate Box		03/25/2020	End of Day	7.65
	Priority Mail	Package		03/25/2020	End of Day	8.12
	FedEx Ground®	Customer Package		03/25/2020	End of Day	9.36
	Retail Ground	Package		03/28/2020	End of Day	9.90
	FedEx Express Saver®	Customer Package		03/26/2020	End of Day	12.47
	Priority Mail	Flat Rate Box		03/25/2020	End of Day	13.20
	FedEx 2Day®	Customer Package		03/25/2020	End of Day	14.14
	FedEx 2Day® A.M.	Customer Package		03/25/2020	10:30	14.67

1 / 2

CONFIRM RATE

Rate Shop

Calendar Grid view of rate results

Ship On:

03/23/2020

Deliver By:

MM/DD/YYYY

HH:MM PM

« PREV

5 DAYS

NEXT »

	Mon 03/23	Tue 03/24	Wed 03/25	Thu 03/26	Fri 03/27	Sat 03/28	Sun 03/29	Mon 03/30
8:30 am		 FedEx First Overnight® FedEx® Envelope 71.31 USD +1						
10:30 am		 FedEx Priority Overnight® FedEx® Envelope 15.37 USD +1	 FedEx 2Day® A.M. Customer Package 14.67 USD					
Noon								
3:00 pm		 FedEx Standard Overnight® FedEx® Envelope 15.99 USD +1						
End of Day			 Priority Mail Flat Rate Envelope 7.15 USD +6	 FedEx Express Saver® Customer Package 12.47 USD		 Retail Ground Package 9.90 USD		

CONFIRM RATE

7) Select the carrier and service rate for your shipment and then confirm the select rate.

Rate Shop

Ship On:

03/23/2020

Deliver By:

MM/DD/YYYY

HH:MM PM

« PREV

5 DAYS

NEXT »

	Mon 03/23	Tue 03/24	Wed 03/25	Thu 03/26	Fri 03/27	Sat 03/28	Sun 03/29	Mon 03/30
8:30 am		 FedEx First Overnight® FedEx® Envelope 71.31 USD +1						
10:30 am		 FedEx Priority Overnight® FedEx® Envelope 15.37 USD +1	 FedEx 2Day® A.M. Customer Package 14.67 USD					
Noon								
3:00 pm		 FedEx Standard Overnight® FedEx® Envelope 15.99 USD +1						
End of Day			 Priority Mail Flat Rate Envelope 7.15 USD +6	 FedEx Express Saver® Customer Package 12.47 USD		 Retail Ground Package 9.90 USD		

03/25/2020 End of Day

Priority Mail
Package
8.12 USD

CONFIRM RATE

8) Print your shipment label. If you get an error for popup follow the Popup Guide.

SendPro® Enterprise

Home My Apps Favorites Localization Settings Support Logout

Ship To Ship From Bill To Importer of Record

Single Recipient ☒ Bulk List

Attention *
Mr. Tester

Company *
Pitney Bowes Inc.

Address *
870 Greenbrier Cir

City *
Chesapeake

State *
VIRGINIA

Zip
23320-2641

Country *
UNITED STATES

VALIDATE

Phone *
17574201537

Email
Test.Test@pb.com

☐ Save as new address book entry
☐ Request email notification when delivered

Accounting and References

Cost Center
1011

Company Code

Account Code

Shipper Reference
My Reference Data Here

Reference 1
More Data if needed here

Reference 2
Etc..

Package History

Weight (lb) *
1 lb 1 oz 4 WEIGH

Dimensions (in)
l w h

Carton Selection

Delivery Confirmation

Content Type
SPECIAL SERVICES

Shipping Notes

Content Description

Package Manager

1 / 1

CLONE

CLEAR

DELETE

RATE

PRINT

Save Favorite

Reset All

Packages: 1 Weight: 1 lb, 4.00 oz Cost: 12.47 USD

SendPro® Enterprise

Home My Apps Favorites Localization Settings Support Logout

Ship To Ship From Bill To Importer of Record

Single Recipient ☒ Bulk List

Attention *
Mr. Tester

Company *
Pitney Bowes Inc.

Address *
870 Greenbrier Cir

City *
Chesapeake

State *
VIRGINIA

Zip
23320-2641

Country *
UNITED STATES

VALIDATE

Phone *
17574201537

Email
Test.Test@pb.com

☐ Save as new address book entry
☐ Request email notification when delivered

Accounting and References

Cost Center
1011

Company Code

Account Code

Shipper Reference
My Reference Data Here

Reference 1
More Data if needed here

Reference 2
Etc..

Package History

Tracking # Enter search term... SEARCH LABEL DOCS VOID

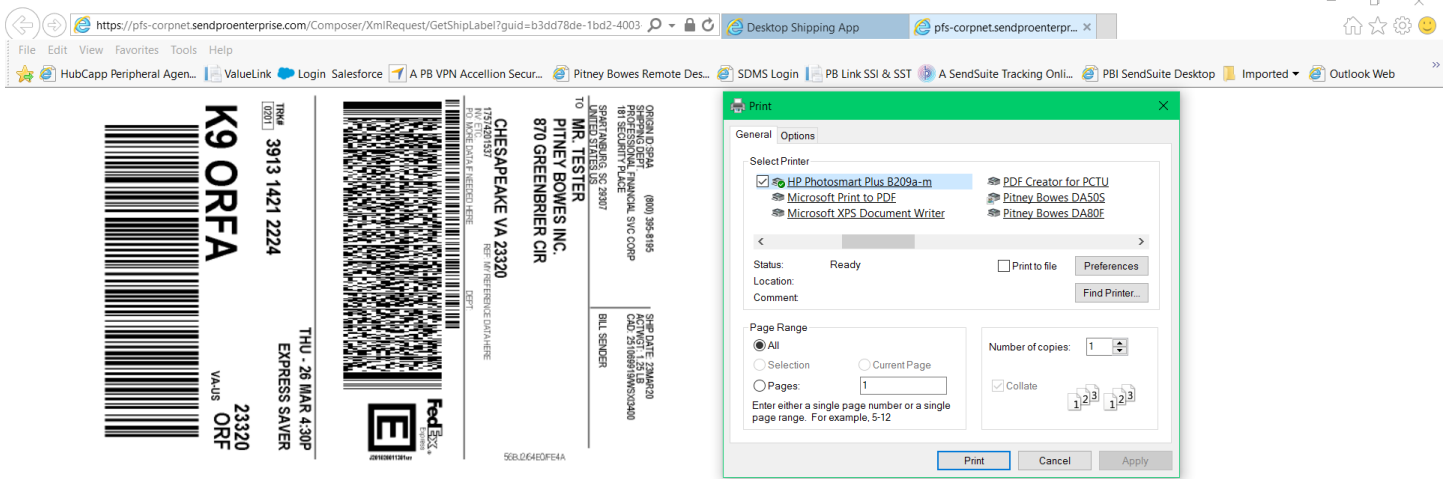
03/23/2020 12:27 391314212224 FedEx Ex... Mr. Tester Pitney B...

Packages: 1 Weight: 0 lb, 0 oz Cost: -.-- USD

Quantity Unit of Measure Part Number Description Weight (lb) Value (USD)

pitneybowes Internet Explorer blocked a pop-up from pfs-corpnet.sendproenterprise.com. Allow once Options for this site Always allow More settings

Select the printer to print the label.



If support is needed, please contact the Pitney Bowes support team.

SendPro® Enterprise

My Apps Favorites Localization Settings **Support** Logout

Ship To Ship From Bill To Importer of Record

Single Recipient ☒ Bulk List

Attention *

Company *

Address *

City * State * Country *

Zip * UNITED STATES

Phone *

Email

☐ Save as new address book entry

☐ Request email notification when delivered

Accounting and References

Cost Center Company Code Account Code

Shipper Reference Reference 1 Reference 2

Package History

Weight (lb) * Dimensions (in) Carton Selection

lb oz WEIGH l w h

Delivery Confirmation Content Type

Shipping Notes Content Description

SPECIAL SERVICES

Support

Visit Support Site

Contact Support

Tel: (800) 888-0286 Option 8

Hrs: 8:00am - 8:00pm (EST)

Client BPN Number: 0011391065

Clear Local Storage

DELETED

RATE

PRINT

☆ Save Favorite

🔄 Reset All

Packages: 1 Weight: 0 lb, 0 oz Cost: -- USD