

Pitney Bowes Meter/Postage Payment Process (Updated 1/18/2024)

Agencies that have a Pitney Bowes meter must pre-pay their postage. There is a "Pitney Bowes Reserve Account" set up to allow the State to do this. While the payment goes to Pitney Bowes, it is really a pass through, and the funds get passed through Pitney Bowes directly to the USPS. The process for paying into the reserve account is different than most payment processes at the State because we are pre-paying, which means there will be no invoice because we are not being "billed" for a product we have already received.

Below is the process set up with the Comptroller's Office to make postage payments directly into the Pitney Bowes Reserve Account:

1. The State agency will not create a PO for this payment. Pitney Bowes is not in need of a PO as we are not really ordering a commodity. Because there is no PO needed, the agency will start the payment process as a voucher.
2. When creating their voucher, they need to use the following information:
 - a. Supplier ID: 0000067154
 - b. Supplier: THEPITNEYB-001
 - c. Supplier Name: THE PITNEY BOWES BANK
 - d. QPA#: 31988
 - e. Address: 1
 - f. Remit to location used of payment: REMIT002
Reserve Account Postage
 - g. Please make sure you are using your account number and date in the invoice number field for Pitney Bowes- #67154, when paying RESERVE ACCOUNT POSTAGE to postage meters to ensure that the payment is applied correctly to your meter.
3. The voucher submission process should follow the normal electronic voucher process through PeopleSoft. An ACH payment will be sent to Pitney Bowes once the voucher is approved by the Comptroller's Office. The funds will be deposited into the Reserve Account, and then transferred to USPS, and postage will be loaded into the meter.
4. PITNEY BOWES PURCHASE POWER (LINE OF CREDIT) SHOULD NOT BE USED FOR POSTAGE REFILL, LEASES, OR PURCHASES ON QPA 31988.