PostalAdvocate
MAIL MADE EASY

Ship™ Pro Training

UBS

PostalAdvocate
MAIL MADE EASY

What is Ship™ 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.

UBS

PostalAdvocate
MAIL MADE EASY

Table of Contents

- How to Log In to Ship™ Pro
- Internal UBS Support
- Single Sign On
- Ordering Supplies
- How to Print Stamps
  - Printing Dated Postage
- How to Align the Printer correctly to print stamps
- How to send Certified mail
- How to request a refund for shipments or stamps
- How to Ship a Package through USPS (Create a Shipping Label)
- How to See Shipping & Postage History
- How to track a shipment
- How to re-print a shipping label

UBS

PostalAdvocate
MAIL MADE EASY

How to Log In to Ship Pro

- **Link to the Application –** Goto/ShipPro or https://Shipping360.PitneyBowes.com/

You will be prompted for your e-mail, please enter your UBS e-mail address.

If you're prompted for a password, or you have no selections when you log in, please contact the UBS Workplace Services team for support: SH-COURIERS@UBS.COM

Please disregard any pop-ups.

- **Internal UBS Support –** Email your support requests to: SH-COURIERS@UBS.COM

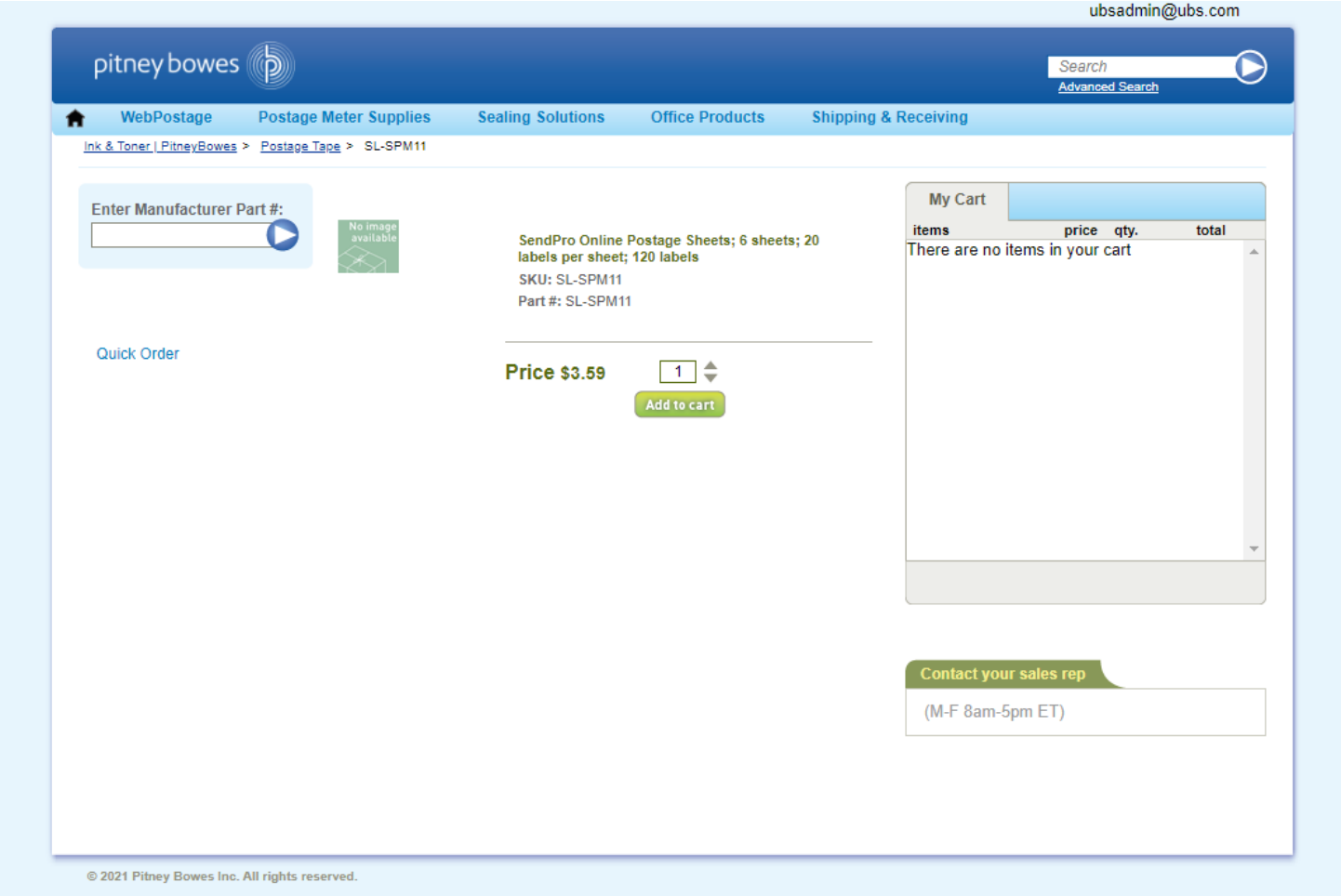
UBS

PostalAdvocate
MAIL MADE EASY

Ordering Supplies

Stamp Sheet Supplies

- Goto/myshop
- Select Real Estate & Logistics and then Pitney Bowes Catalog
- Click buy from supplier
- Postage Sheets for Stamp Printing, 6 sheets; 20 labels per sheet; 120 labels
- Item #SL-SPM11



UBS

PostalAdvocate
MAIL MADE EASY

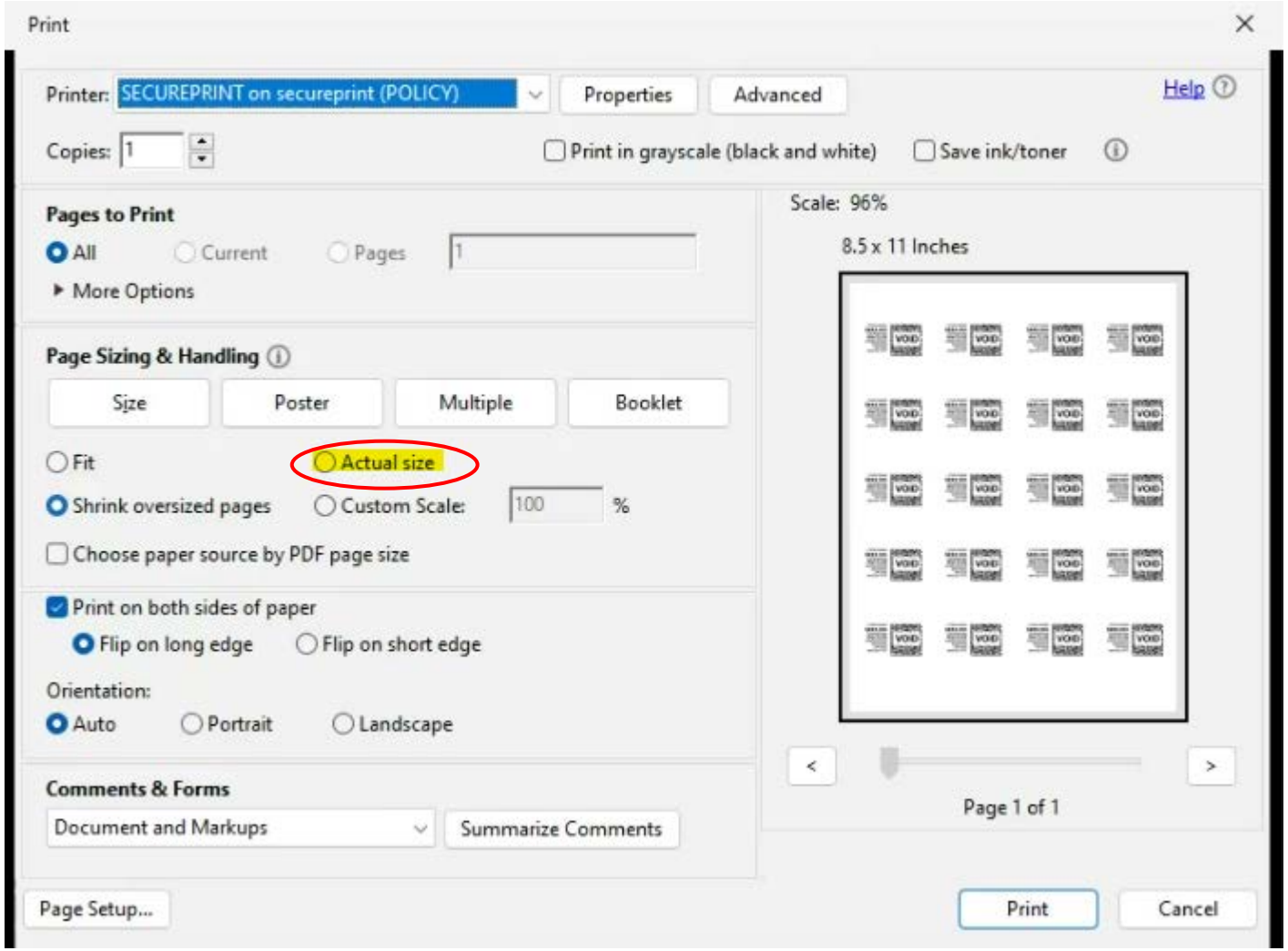
Returning Your Postage Meter

- Cancellation request to your current postage meter will be submitted to the vendor
- A return kit will be delivered to your location that includes withdrawal instructions (for any remaining funds on the meter), package and a return label.
- Remaining funds will be returned to the master postage account, and you will see a credit to your location/cost center.

UBS

PostalAdvocate
MAIL MADE EASY

How to Align the Printer Correctly to Print Stamps



Stamp Sheet Printer Alignment (Using Google Chrome – Recommended Browser)

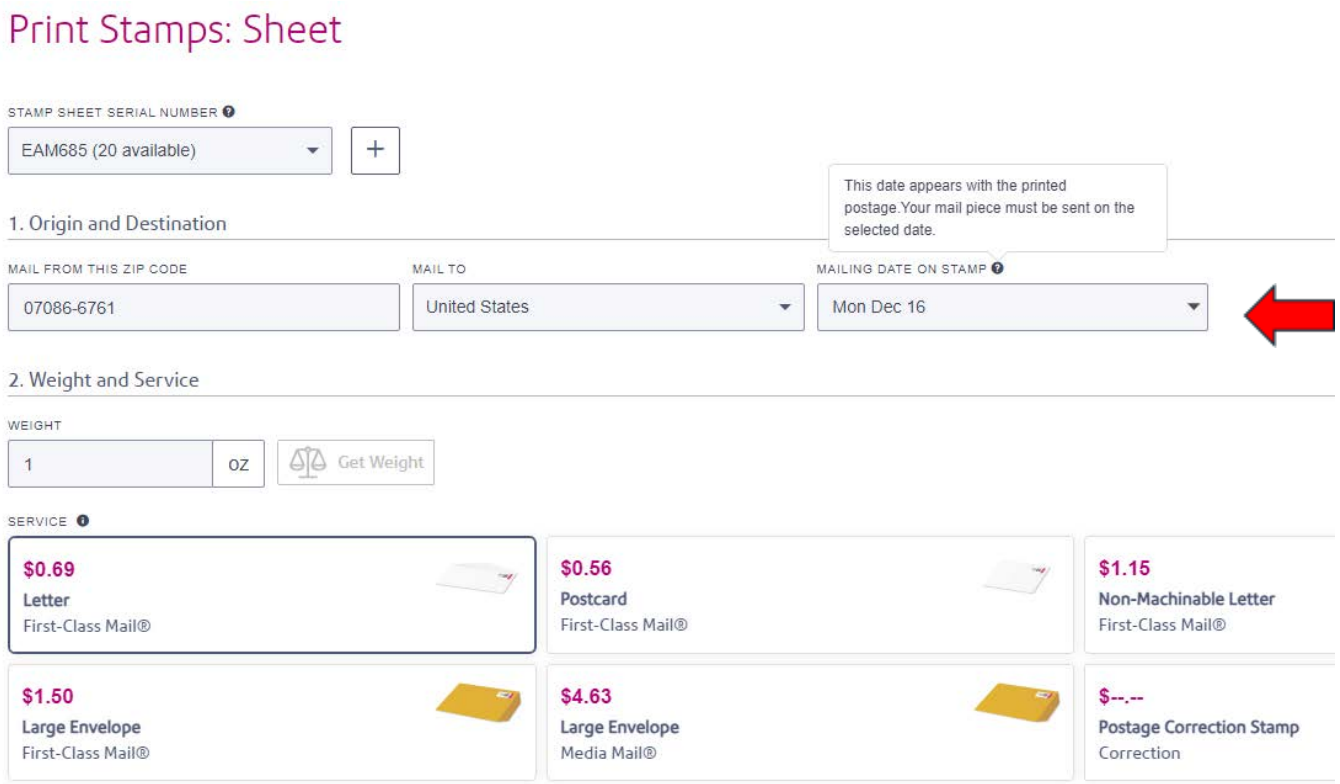
When a user is doing a test print, in the printer dialog box, go to **Page Sizing & Handling**. In that section, click on "**Actual Size**". Put the test print page into the printer and click **PRINT.** Once you get your test sheet from the printer you will be able to tell if it is aligned correctly.

UBS

PostalAdvocate
MAIL MADE EASY

ShipPro Printing Dated Postage Reminder:

For any mailings requiring a dated postmark (i.e. tax mailings), please ensure that a date is selected when printing the stamps for that mailing.



UBS

PostalAdvocate
MAIL MADE EASY

- **Link to the Application -** link

UBS

PostalAdvocate
MAIL MADE EASY

UBS