

Ship™ Pro Training

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.

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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

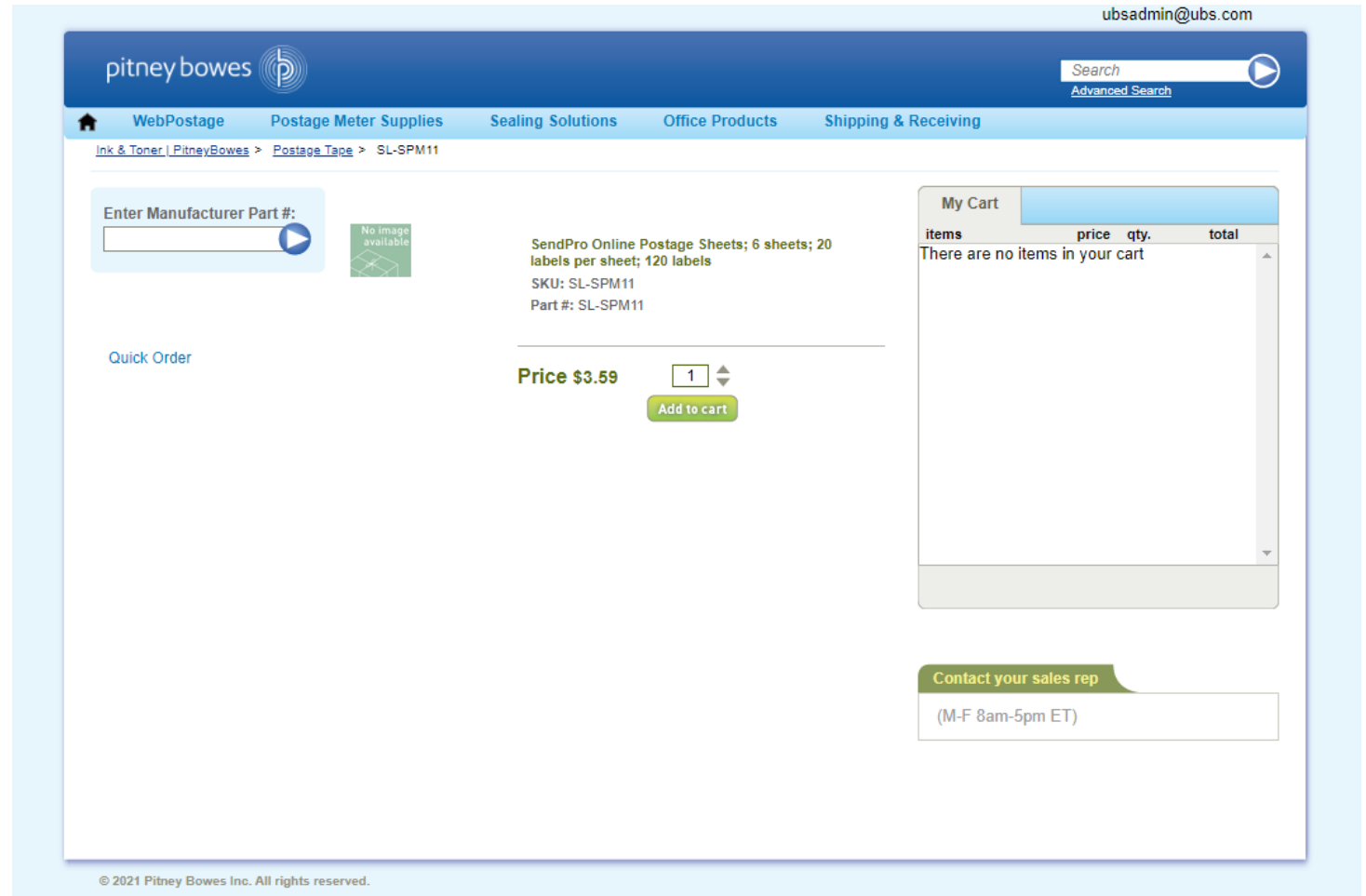
Please disregard any pop-ups.

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

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



ubsadmin@ubs.com

pitney bowes

Search
Advanced Search

WebPostage Postage Meter Supplies Sealing Solutions Office Products Shipping & Receiving

Ink & Toner | PitneyBowes > Postage_Tape > SL-SPM11

Enter Manufacturer Part #:

No image available

SendPro Online Postage Sheets; 6 sheets; 20 labels per sheet; 120 labels
SKU: SL-SPM11
Part #: SL-SPM11

Quick Order

Price \$3.59

My Cart

items	price	qty.	total
There are no items in your cart			

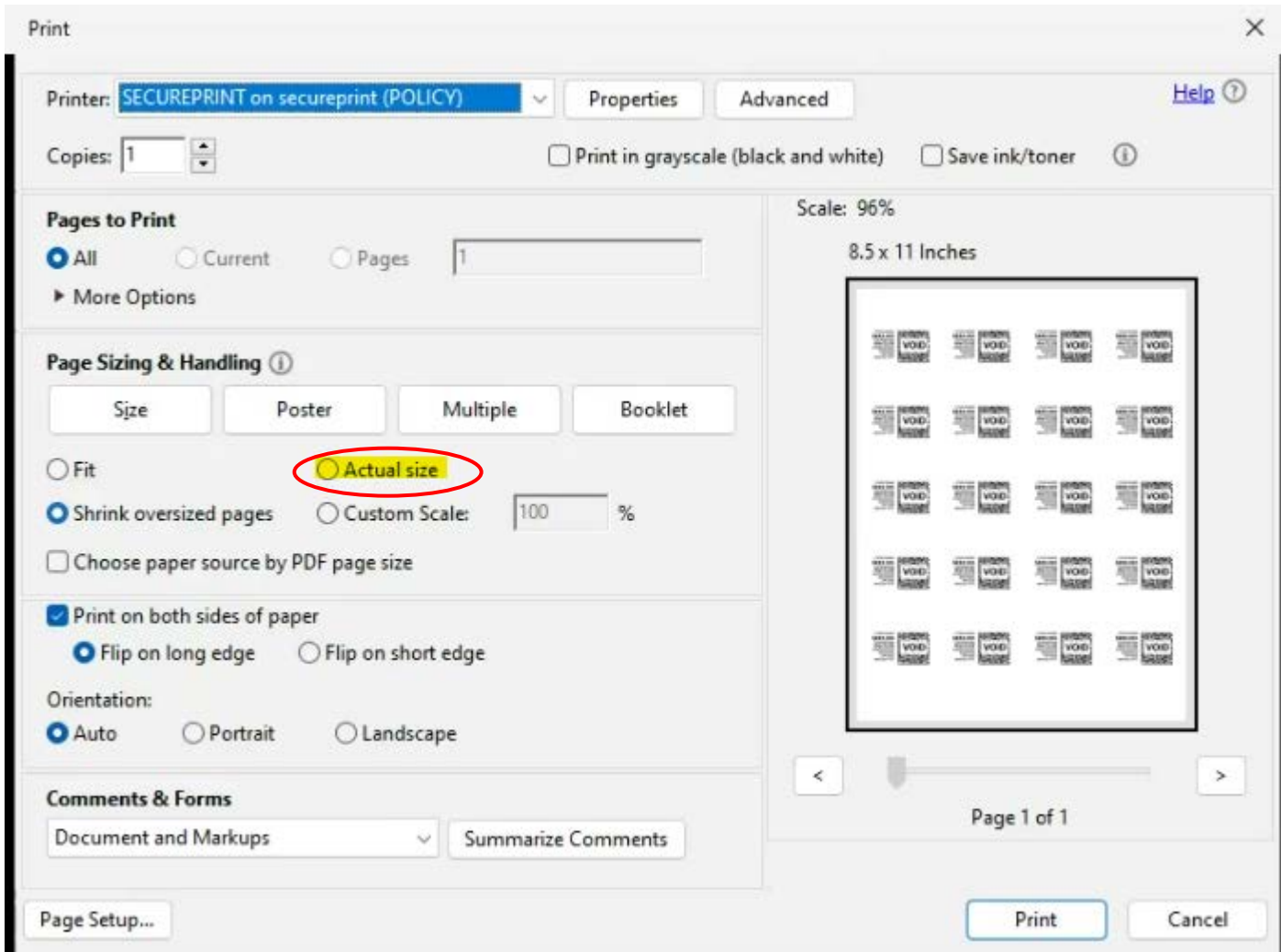
Contact your sales rep
(M-F 8am-5pm ET)

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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.

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.

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.

Print Stamps: Sheet


STAMP SHEET SERIAL NUMBER ⓘ
EAM685 (20 available) +

1. Origin and Destination





MAIL FROM THIS ZIP CODE: 07086-6761
MAIL TO: United States
MAILING DATE ON STAMP ⓘ: Mon Dec 16

This date appears with the printed postage. Your mail piece must be sent on the selected date.

2. Weight and Service

WEIGHT: 1 oz  Get Weight

SERVICE ⓘ

\$0.69 Letter First-Class Mail®		\$0.56 Postcard First-Class Mail®		\$1.15 Non-Machinable Letter First-Class Mail®
\$1.50 Large Envelope First-Class Mail®		\$4.63 Large Envelope Media Mail®		\$--.-- Postage Correction Stamp Correction

- **Link to the Application - [link](#)**



ANY
QUESTIONS?

