PitneyShip Pro – UBS Support Guide

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.

Add user or update location or cost center information

Contact SH-COURIERS@UBS.COM, Kim Ronzo (kim.ronzo@ubs.com),
or Elder Castano (elder.castano@ubs.com)

Online Tutorials

Pitney Bowes - 		https://sendpro360.pitneybowes.com/support
Helpful series of screenshots and web tutorials.

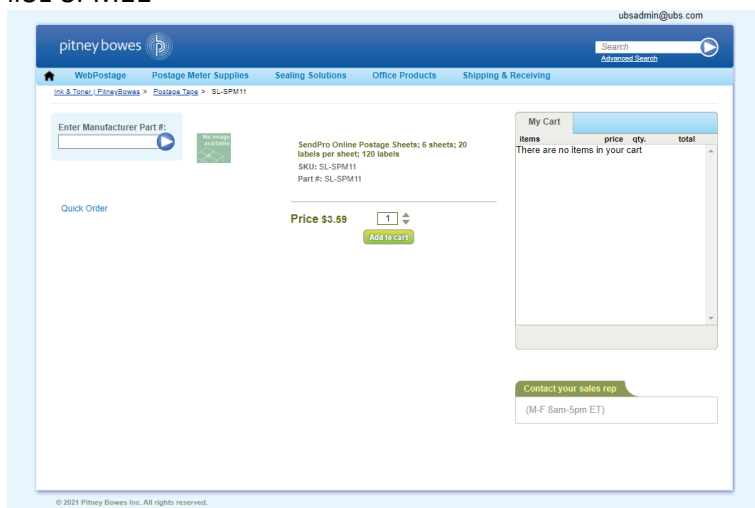Postal Advocate 		https://postaladvocate.com/ubs-user-resources-and-training-materials/
FAQs, learning articles and training presentations

Ordering Supplies
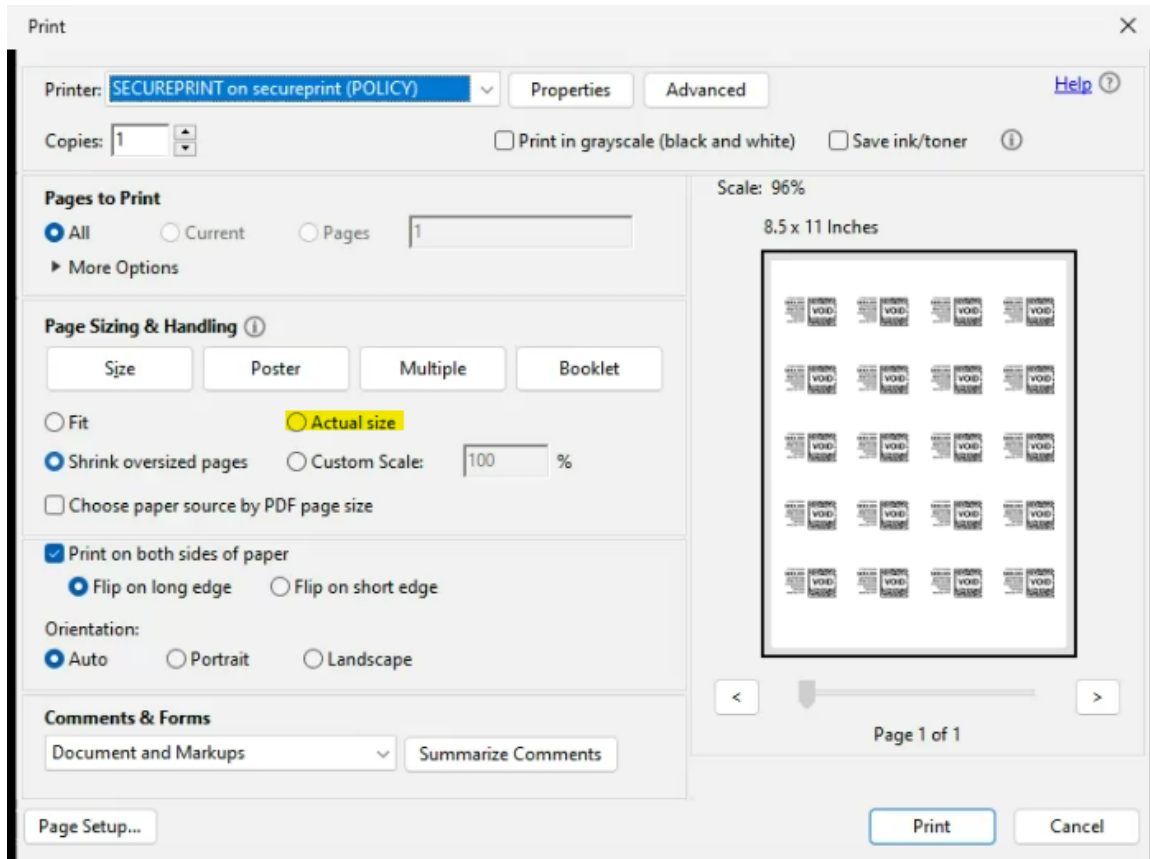
Postage Scale SH-COURIERS@UBS.COM		Stamp Sheets - Goto/myshop

Select Real Estate & Logistics and then the Pitney Bowes Catalog, click buy from supplier. Search Item number #SL-SPM11

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:

This applies only to mail **NOT** requiring undated postmarks.

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

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

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

2. Weight and Service

WEIGHT

| 1 | OZ | ⚖ Get Weight |

SERVICE ℹ️

| **$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 |

If you are still using a physical meter in your office, there is no change in processing

Shipping a Package
If the "RATE" button is greyed out when you are shipping a package, please make sure all the red flagged required fields are completed. If not, it will not allow you to rate a package.