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: <u>SH-COURIERS@UBS.COM</u>

Please disregard any pop-ups.

Add user or update location or cost center information

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

Online Tutorials

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

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

Ordering Supplies

Postage Scale <u>SH-COURIERS@UBS.COM</u> Stamp Sheets - <u>Goto/myshop</u>

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.

Print	×
Printer: SECUREPRINT on secureprint (POLICY) V Properties Ad	dvanced Help 🕐
Copies: 1 Print in grayscale (bla	ack and white) 🗌 Save ink/toner 🕕
Pages to Print All Current Pages More Options	Scale: 96% 8.5 x 11 Inches
Page Sizing & Handling ①	
Size Poster Multiple Booklet	
 ○ Fit ○ Actual size ○ Shrink oversized pages ○ Custom Scale: 100 % 	
Choose paper source by PDF page size	
Print on both sides of paper O Flip on long edge O Flip on short edge	
Orientation: Auto OPortrait OLandscape	
Comments & Forms Document and Markups V Summarize Comments	< Page 1 of 1
Page Setup	Print Cancel

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 0						
EAM685 (20 available) - +						
1. Origin and Destination	This date appears with the printed postage. Your mail piece must be ser selected date.	nt on the				
MAIL FROM THIS ZIP CODE MAIL TO		MAILING DATE ON STAMP				
07086-6761 United States	-	Mon Dec 16	•			
2. Weight and Service WEIGHT 1 0Z 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®		<pre>\$ Postage Correction Stamp Correction</pre>			

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.

COST CENTERS / LOCATIONS

If you need to be able to purchase stamps or ship under additional cost centers, or you have changed cost centers / location, please contact <u>SH-COURIERS@UBS.COM</u> to action that request.

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Print Stamps: Sheet												
STAMP SHEET SERIAL NUMBER • EAM685 (20 available) • +								3 7 7	4 8 8			
MAIL FROM THIS ZIP CODE	MAIL TO		MAILING DATE ON STAMP			9	10	11	12			
07086-6761	United States	•	Print without a date	•		9	10	11	12 16			
2. Weight and Service						¹³ 17	14 18	¹⁵ 19	¹⁶ 20			
1 oz	ht					17	18	19	20			
SERVICE 0						COST ACCOUNT 0		MEMO/REFE	RENCE Ø			
\$0.69		\$0.56	(may	\$1.15	i	26432	Q	Add note	to transactio	n history		
Letter First-Class Mail®		Postcard First-Class Mail®		Non-Machinable Letter First-Class Mail®				50 characters remaining				
\$1.50 Large Envelope	-	\$4.63 Large Envelope		\$ Postage Correction Stamp		TOTAL COST:				\$3.45		
Add Extra Services		media mano		Correction		Test Print		Print S	tamps (5))		
QUANTITY STAMP VALUE 1 \$0.69 Add to Sheet	I						🖨 Prin	t Options				