

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.

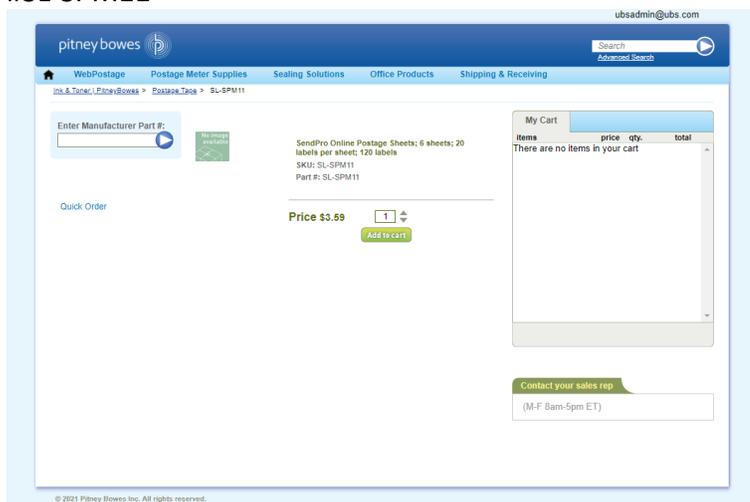
[Postal Advocate](#) <https://postaladvocate.com/ubs-user-resources-and-training-materials/>

FAQs, learning articles and training presentations

Ordering Supplies

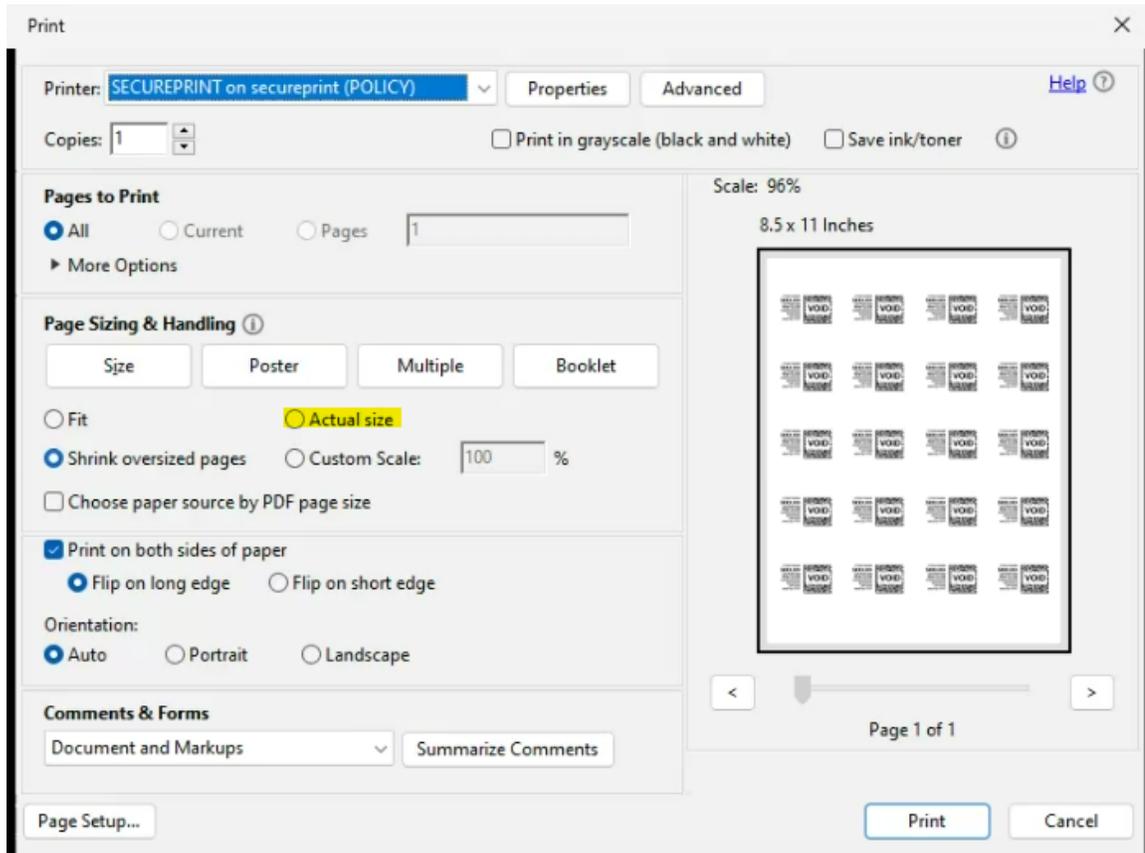
Postage Scale SH-COURIERS@UBS.COM Stamp Sheets - [Goto/myshop](#)

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) ▾ +

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

1. Origin and Destination

MAIL FROM THIS ZIP CODE

07086-6761

MAIL TO

United States ▾

MAILING DATE ON STAMP ⓘ

Mon Dec 16 ▾

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 

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 SH-COURIERS@UBS.COM to action that request.

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

Print without a date

2. Weight and Service

WEIGHT

1

OZ



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



Add Extra Services

QUANTITY

1

STAMP VALUE

\$0.69

Add to Sheet

TOP OF SHEET

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20

COST ACCOUNT: 26432

MEMO/REFERENCE: Add note to transaction history
50 characters remaining

TOTAL COST: \$3.45

Test Print

Print Stamps (5)

Print Options