

## Getting Started

To use the NEW USPS® Commercial Based Pricing rates for your shipping you will need the following:

### 1 An IBI Meter (Information Based Indicia)

NOTE: mailstation™ and most\*\* Pitney Bowes DM Series meters are IBI compliant.

### 2 The Commercial Based Pricing (CBP) Inscriptions on your meter

- Priority Mail® - the inscription is "PRIORITY CBP"
- Express Mail® - the inscription is "EXPRESS CBP"

To order these **FREE** inscriptions, just call: 1-800-243-7824 and select prompt #2.

Priority Mail® inscription: Item Code 362

Express Mail® inscription: Item Code 363

### 3 USPS® Shipping Assistant Software

- To create the shipping label use this **FREE** software from the USPS.
- To download, click: <http://www.usps.com/shippingassistant>

NOTE: mailstation 2™ users can use their meters to feed mailpiece weight directly into Shipping Assistant by:

1. Click **Preferences** on the main screen, then
2. On the **Preferences** screen select both check boxes  
(User Connected External Device and Use Integrated Scale)
3. Select **mailstation 2™** from the option menu, and
4. Click the **Save** button.

### 4 Postal Zone Chart

- To download the chart for your location, click: [www.pb.com/zonecharts](http://www.pb.com/zonecharts)  
and enter the first three digits of your ZIP Code
- Then click **Print Zone Chart**.

### 5 Commercial Rate Charts

- To download or print the charts for your location,  
click: <http://pe.usps.gov/cpim/ftp/notices/Not123/Not123.pdf>
- Use pages 7 and 9

**Congratulations! You are now on your way to SAVING MONEY!**

\*\* Check with PB Supply Line when ordering your inscriptions to determine whether your DM Mailing System is IBI compliant.

# Printing Commercial Based Pricing Labels:

To ship using the NEW USPS® Commercial Based Pricing rates you must produce two labels:

## 1 Produce a Shipping Label

a. Enter the destination address and other package details into Shipping Assistant.

**NOTE:** For mailstation 2™ Users Only: When connected to your computer, mailstation 2™'s scale can be read directly by Shipping Assistant.

b. Print and apply barcoded label (directly or in windowed pouch).



## 2 Manually Produce a Postage Label

a. Using the [Postal Zone Chart](#), look up the zone number for the destination ZIP Code of the mailpiece.

b. Use the appropriate Commercial Rate Chart (Priority or Express) to look up the postage for the weight of the mailpiece and the zone to which it will be delivered.

c. Manually enter the postage amount into your meter.

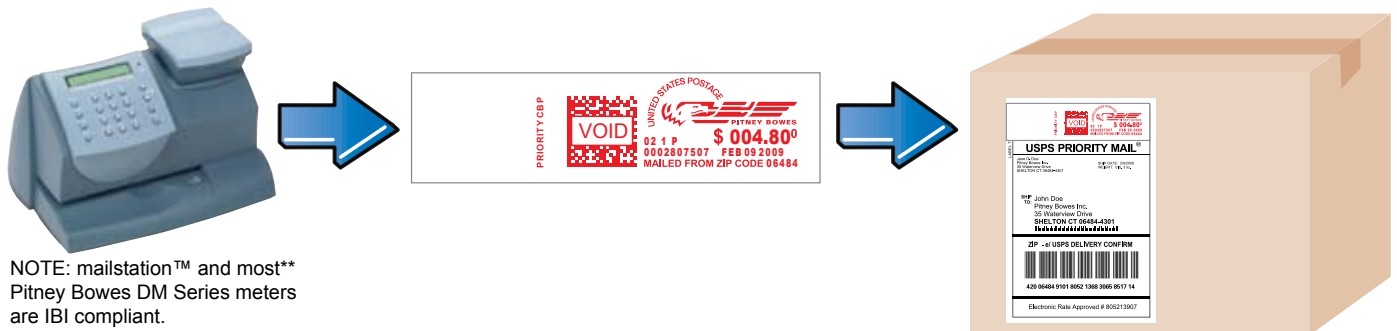
**NOTE:** Do not use the postage rate provided by the Shipping Assistant

d. Select the Commercial Pricing inscription for that class of service (Priority CBP or Express CBP)

**NOTE:** Those using USPS flat-rate envelopes or flat-rate boxes: Refer to footnotes at bottom of rate charts for Flat-Rate pricing.

e. Print the postage label.

f. Apply the postage label to the top of the shipping label, covering the area with the large P and "U.S. Postage Required" box.



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