

Update V10.9.123 for the 2012 Carrier Rate Update is now available. The major components of this update are:

- USPS® 2012 rate updates.

Here are your **CRITICAL TASKS** for this update:

- ✓ **TASK #1: Update rates for USPS®.**
- ✓ **TASK #2: Verify you have the new rates**
- ✓ **TASK #3: Update your Accessorial Charges for USPS®.**
- ✓ **TASK #4: Set your markups.**
- ✓ **TASK #5: Review ShipRite release notes for the newest features and issues.**

THE DUE DATE IS JANUARY 22nd!
You must perform this update by Sunday, January 22nd.

**TASK
#1**

The first task is accomplished by performing your program update on your **ShipRite server**. If you have a network, make sure **ShipRite** is closed on all stations. If you only have one computer, that will be called "SERVER."

Before installing any updates, you should always back up your software first. For instructions how to do a backup and setup an automatic backup routine, follow this link:

<http://shipritesoftware.com/support/faq.shtml#Backup>

FedEx, UPS, and DHL updated their rates on January 2nd. If you missed that update, then please follow the instructions in the link below first to update those rates. Once you have that completed continue with this update.

[FedEx, UPS, DHL 2012 update instructions.](#)

To PERFORM THE 2012 USPS RATE UPDATE IN SHIPRITE:

1. Start **ShipRite** on your ShipRite server from the main menu.
2. Go to "**EOD**" (**End of Day**) and then click on the "**PROGRAM UPDATE**" button to download the new ShipRite update.
3. Exit the ShipRite program completely, then restart the program.
4. The update should now install.
5. After the files have finished extracting and the installation is complete, restart the program. You have now completed the update.

If you experience difficulties trying to update using EOD, try this method before contacting support:

1. Close the ShipRite program on all your computers before performing this update.
2. [Download the Update:](#)
3. Click <Run> button when prompted.
4. Follow instructions on the screen.

TASK #1 IS NOW COMPLETE.

TASK #2

Verify that you have the new rates with the updated 2012 rate chart.

To check if you have updated correctly and have the new USPS 2012 rates properly installed, go to: **Actions > Table Management > Service Tables**
Compare the tables with the following:

Priority Mail (USPS-PRI)

Shipping Services View

LBS	ZONE1	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7
0.00	5.20	5.20	5.25	5.35	5.50	5.65	5.80
1.00	5.20	5.20	5.25	5.35	5.50	5.65	5.80
2.00	5.30	5.30	5.65	6.30	8.05	8.75	9.40
3.00	6.05	6.05	6.95	8.05	9.70	10.95	12.20
4.00	6.85	6.85	8.15	9.20	12.85	14.05	15.30
5.00	8.10	8.10	9.35	10.55	14.55	16.05	17.30
6.00	8.95	8.95	10.30	11.85	16.20	18.00	19.50
7.00	9.50	9.50	11.20	12.75	18.05	19.90	21.70
8.00	10.20	10.20	12.20	14.25	19.60	21.85	24.00
9.00	10.85	10.85	13.15	15.45	21.25	23.80	26.30
10.00	11.60	11.60	14.15	16.85	23.00	25.70	28.60
11.00	12.40	12.40	15.10	18.15	24.80	27.60	30.90
12.00	13.25	13.25	16.20	19.45	26.60	30.00	33.20
13.00	14.10	14.10	17.20	20.55	28.15	32.20	35.50
14.00	14.90	14.90	18.25	21.80	29.90	33.95	37.80
15.00	15.55	15.55	19.25	23.00	31.65	35.45	38.30
16.00	16.00	16.00	20.30	24.25	33.40	37.45	40.30
17.00	16.65	16.65	21.30	25.55	35.15	39.35	42.30
18.00	16.95	16.95	22.05	26.80	36.85	41.40	44.30
19.00	17.45	17.45	22.50	27.30	37.85	43.30	46.30
20.00	18.15	18.15	23.00	27.80	38.85	44.30	48.30

USPS-4TH-NOSC
USPS-EXPR
USPS-INTL-EMI
USPS-INTL-FCMI
USPS-INTL-FCMI_Flats
USPS-INTL-FCMI_Letter
USPS-INTL-GXG
USPS-INTL-PMI
USPS-PRI
USPS-PRT-MTR
WWXPED
WWXPRES

Express Mail (USPS-EXPR)

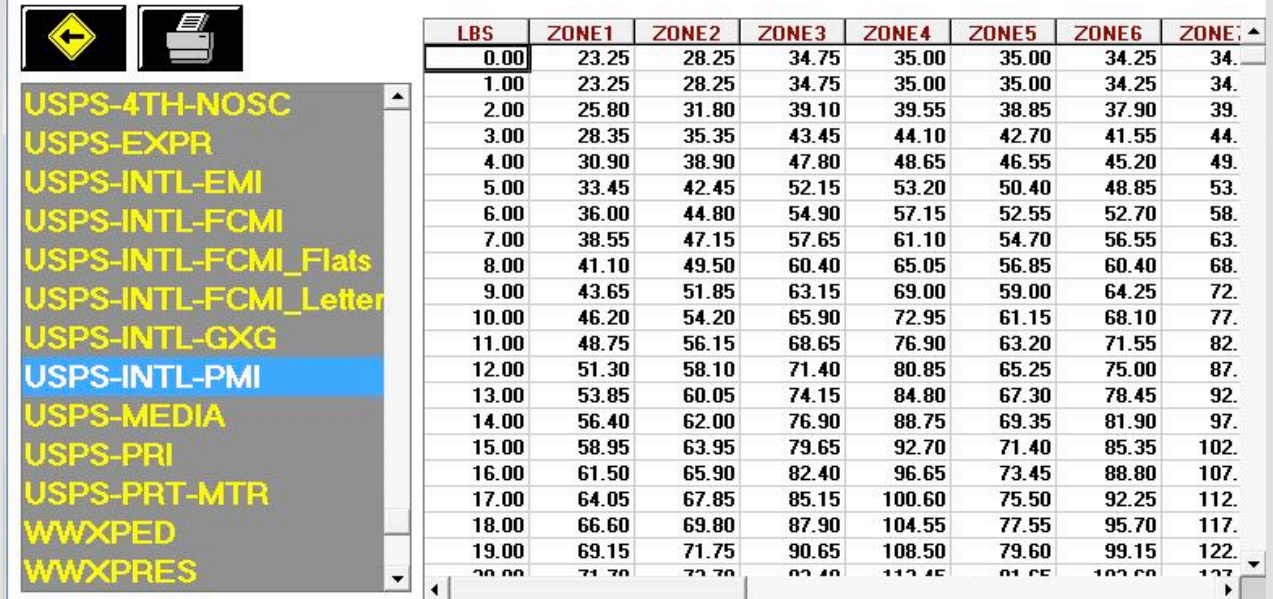
Shipping Services View

LBS	ZONE1	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7
0.00	12.95	12.95	19.80	21.30	24.00	25.45	27.00
0.50	12.95	12.95	19.80	21.30	24.00	25.45	27.00
1.00	14.95	14.95	23.55	26.90	27.40	31.25	31.75
2.00	17.40	17.40	23.85	29.35	30.05	34.20	34.70
3.00	18.50	18.50	24.95	33.75	34.60	39.40	39.90
4.00	19.85	19.85	26.60	38.20	39.60	44.40	44.90
5.00	20.60	20.60	28.40	42.50	44.15	49.40	49.90
6.00	24.10	24.10	34.20	46.50	48.50	54.30	54.80
7.00	27.65	27.65	39.85	50.85	52.35	59.35	59.85
8.00	29.05	29.05	41.10	54.75	56.85	64.45	64.95
9.00	30.60	30.60	42.75	58.55	61.35	69.45	69.95
10.00	31.60	31.60	44.55	61.25	64.35	73.05	73.55
11.00	34.50	34.50	49.80	65.50	67.50	76.55	77.05
12.00	35.10	35.10	53.35	68.95	70.60	80.05	80.55
13.00	35.60	35.60	56.75	72.15	73.65	83.40	83.90
14.00	36.75	36.75	60.25	75.00	76.75	86.90	87.40
15.00	38.90	38.90	63.65	78.20	79.90	90.45	90.95
16.00	39.95	39.95	67.25	81.25	83.10	94.35	94.85
17.00	42.20	42.20	70.75	84.30	86.05	97.50	98.00
18.00	44.40	44.40	74.10	87.30	89.25	100.95	101.45
19.00	45.60	45.60	77.60	90.30	92.30	104.40	104.90

FirstClass
USPS-4TH
USPS-4TH-NOSC
USPS-EXPR
USPS-INTL-EMI
USPS-INTL-FCMI
USPS-INTL-FCMI_Flats
USPS-INTL-FCMI_Letter
USPS-INTL-GXG
USPS-INTL-PMI
USPS-MEDIA
USPS-PRI
USPS-PRT-MTR

Priority International (USPS-INTL-PMI)

Shipping Services View



LBS	ZONE1	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7
0.00	23.25	28.25	34.75	35.00	35.00	34.25	34.25
1.00	23.25	28.25	34.75	35.00	35.00	34.25	34.25
2.00	25.80	31.80	39.10	39.55	38.85	37.90	39.10
3.00	28.35	35.35	43.45	44.10	42.70	41.55	44.10
4.00	30.90	38.90	47.80	48.65	46.55	45.20	49.10
5.00	33.45	42.45	52.15	53.20	50.40	48.85	53.15
6.00	36.00	44.80	54.90	57.15	52.55	52.70	58.15
7.00	38.55	47.15	57.65	61.10	54.70	56.55	63.15
8.00	41.10	49.50	60.40	65.05	56.85	60.40	68.15
9.00	43.65	51.85	63.15	69.00	59.00	64.25	72.15
10.00	46.20	54.20	65.90	72.95	61.15	68.10	77.15
11.00	48.75	56.15	68.65	76.90	63.20	71.55	82.15
12.00	51.30	58.10	71.40	80.85	65.25	75.00	87.15
13.00	53.85	60.05	74.15	84.80	67.30	78.45	92.15
14.00	56.40	62.00	76.90	88.75	69.35	81.90	97.15
15.00	58.95	63.95	79.65	92.70	71.40	85.35	102.15
16.00	61.50	65.90	82.40	96.65	73.45	88.80	107.15
17.00	64.05	67.85	85.15	100.60	75.50	92.25	112.15
18.00	66.60	69.80	87.90	104.55	77.55	95.70	117.15
19.00	69.15	71.75	90.65	108.50	79.60	99.15	122.15
20.00	71.70	73.70	93.40	112.45	81.65	102.60	127.15

TASK #2 IS NOW COMPLETE.

TASK #3

To Update USPS® Accessorial Charges:

1. Open ShipRite.
2. Go to ACTIONS>TABLE MANAGEMENT>MASTER SHIPPING TABLE.
3. Select USPS, select the service, click on Accessorial revenue and update the COST as seen below. (NOTE: Make sure your RETAIL follows your pricing policy.)
4. You can use the 'global update' button in the top left corner to update the selected accessorial charge for all the services for the selected carrier. To use the global update button type in the new price and click 'global update'. Do not click the 'Update now' button.

2012 USPS® Accessorial Fees

Accessorial Charges 2012	USPS
Certified Mail	\$ 2.95
Return Receipt	\$ 2.35
Signature Confirmation	\$ 2.55
Delivery Confirmation – Priority Mail	\$ 0.75
Delivery Confirmation – All other services	\$ 0.85
Delivery Confirmation Electronic (If you are using Endicia or Stamps.com)	\$ 0.19
Declared Value – Endicia	<div style="text-align: right;"> \$ \$0.90 per \$100 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="text-align: center; background-color: #f5f5f5; padding: 2px;">Declared Value</div> <div style="margin-top: 5px;"> Free coverage up to: <input style="width: 50px;" type="text" value="0.00"/> </div> <hr/> <div style="margin-top: 5px;"> Minimum Cost Up To: <input style="width: 50px;" type="text" value="0.00"/> </div> <hr/> <div style="margin-top: 5px;"> Min Cost: <input style="width: 50px;" type="text" value="0.00"/> Min Charge: <input style="width: 50px;" type="text" value="0.00"/> </div> <hr/> <div style="margin-top: 5px;"> For each additional: <input style="width: 50px;" type="text" value="100.00"/> </div> <hr/> <div style="margin-top: 5px;"> Cost: <input style="width: 50px;" type="text" value="0.90"/> Charge: <input style="width: 50px;" type="text" value="1.80"/> </div> <hr/> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Update Now"/> </div> </div>

TASK #3 IS NOW COMPLETE.

TASK #4

Set your Markups.

Go to Actions -> Table Management -> Master Shipping Table -> USPS.

Flat Rate Boxes

Go through the list of all the flat rate boxes and envelopes and set your retail pricing. The correct costs will be already loaded. If there are boxes that you don't use or don't carry, then you can check the 'Disabled' checkbox. That way it will not show up as an option in the Ship One screen.

Insurance

Right next to the packaging tab is the insurance tab. In here you can set your markups for postal insurance. You can set the sell price individually for each coverage range, or you can type in a percentage and click the 'Markup Sell Prices' button to update the sell prices in the whole table with that percentage.

Shiprite Global Connect

Carrier Selection: **USPS**

Service Selection: **FirstClass**

Packaging: **Postal Insurance**

Insurance Name:	Cover Upto	Base Cost	Sell Price
Domestic Insurance	50.00	1.85	2.40
Express Mail	100.00	2.35	3.05
Express Mail Intl	200.00	2.90	3.70
Global Express Guaranteed	300.00	4.85	6.30
Priority Mail Intl	400.00	5.95	7.73

First Class

Under the Service Selection column select 'FirstClass' and click on the 'Costs & Retail' tab.

IMPORTANT: First class mail markups are not done by percentage. You have to manually set your retail price for each ounce. In the table below the columns starting with 'COST' will have the correct costs for First Class. You have to manually edit the 'RETAIL' columns and type in your retail price.

Carrier Selection: **USPS**

Service Description: **USPS First-Class Mail**

Service Selection: **FirstClass**

General | Options | **Costs & Retail** | Accessorial R

First-Class Mail Rates:

WEIGHT	COST-Letter	RETAIL-Lette	COST-Flat	RETAIL-Flat	COST-Pac
1.00	0.45	0.58	0.90	1.17	1.5
2.00	0.65	0.84	1.10	1.43	1.9
3.00	0.85	1.10	1.30	1.69	1.9
3.50	1.05	1.36	1.50	1.95	2.1
4.00	0.00	0.00	1.50	1.95	2.1
5.00	0.00	0.00	1.70	2.21	2.2
6.00	0.00	0.00	1.90	2.47	2.4
7.00	0.00	0.00	2.10	2.73	2.6
8.00	0.00	0.00	2.30	2.99	2.8
9.00	0.00	0.00	2.50	3.25	2.9
10.00	0.00	0.00	2.70	3.51	3.1
11.00	0.00	0.00	2.90	3.77	3.3
12.00	0.00	0.00	3.10	4.03	3.4
13.00	0.00	0.00	3.30	4.29	3.6

TASK #4

Finally, you should always review the **release notes** for what has been added and improved.

1. New: USPS 2012 rates.
2. New: [FedEx] Clearance entry fees added to Canada Ground shipments.
3. Fix: Shipment History – USPS link fixed to track packages on usps.com
4. Fix: No additional handling fees for Spee-Dee
5. Fix: Dazzle won't accept 'Slovak Republic' as a valid country name, only 'Slovakia'.

6. Fix: 1lb rate was being pulled for 0.5lb USPS Express Shipments.
7. Fix: Packmaster will look at inventory to get correct department for SKU.
8. Fix: [FedEx] 10/25kg boxes have their own rate table.
9. Fix: Endicia got rid of the commercial discount when printing first class mail parcels through PrintablePostage/MailMaster.
10. Fix: Express mail 'No Holiday Delivery' option should default to be checked every time to avoid extra holiday fee.
11. Fix: ShipRite INFO button and iHelp button changed to open the online manual
12. Fix: [Packmaster] Reviewer 'Qty' column values are allowed to be a adjusted resulting in recalculation of 'Ext Price'

Congratulations! NOW ALL TASKS ARE COMPLETE.

PLEASE NOTE: Our instructions are easy, detailed and comprehensive. Anyone should be able to follow the instructions. **HOWEVER**, we understand that some people will not want to go through the procedure. **If that is the case, you may [contact ShipRite by filling out the support ticket form on our contact page](#) to make an appointment for us to log in and do it for you for a service fee of \$45.00.**