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ShipRite
SERVICES, INC.

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ShipRite 2019 Rate Update 10.19.1
This is a Critical Update that must be installed by 01/27/2018.

Overview
- Time to Download: 25-40 Seconds.
- Time to apply update: 15-25 minutes**.**
- It is recommended you download this at the end of day, and not as you arrive for work, unless you get to the center at least 1 hour ahead of time.

- New 2019 USPS Rates

Note: DO NOT wait until the rates take effect to download and install this update. Installing early won't affect your current rates and helps ensure support availability if necessary.

Version 19.1 will automatically download and apply the new 2019 USPS rates on January 27th. As such, the 19.1 update can be downloaded any time before the rate change takes effect.
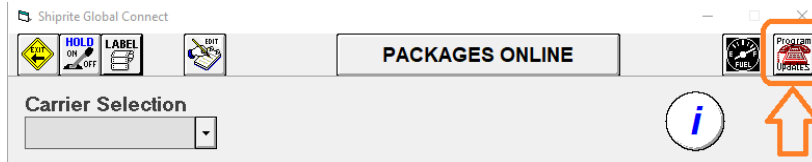
On January 27th open these instructions and go to the "Applying the 2019 USPS rates" section.

Technical Support will be available Saturday 10am – 3pm EST.
Monday – Friday 8am-8pm EST.

If you are using WebRoot Anti-Virus. Please disable it before installing the update. Once the update is installed, WebRoot can be turned back on.
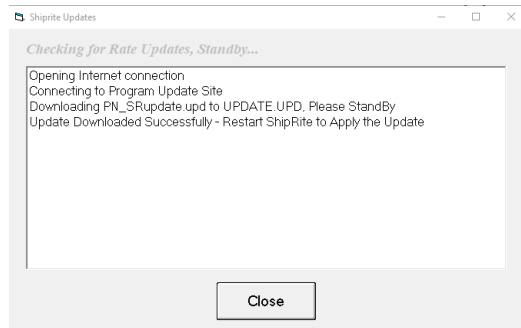
Installation

1. Backup your ShipRite database. You should be backing up DAILY. If you are not, please go to www.shipritesoftware.com/FAQS, download the "Backup ShipRite" instructions, and then apply the backup procedure.

2. The Update has to be done on the server computer with ShipRite closed on all other workstations.

3. On the server, from the main ShipRite screen, click on the EOD button. In the top right corner, click on the Program Updates button.

If Program Update button does NOT work, go to the next page of this document to manually download the update!

4. A ShipRite Updates status screen will display with information that the update is being downloaded. Depending on your internet speed, this can take a few minutes to complete. When done, a message will display informing that the Update downloaded successfully. Close the screen and close out of ShipRite completely.

5. After closing ShipRite, open it right back up from the desktop shortcut. During the initial startup, a message will appear stating the Program Update has been located. Click YES to install the update.

6. A prompt will come up to install the ShipRiteNet 4.5 module. Follow the prompts to install it as well.
If prompted to repair or remove ShipRiteNet 4.5, select Repair.

7. After the installation is completed, start ShipRite back up from your normal icon. The first time ShipRite is started up, the software will go through a loading procedure. This is normal.

The update is now completed.

If Program Update button fails to download the update:

It's possible that a firewall or anti-virus software blocks the Program Update from being downloaded. If that is the case follow these instructions:

1. Click **<<HERE>>** to manually download the US update.

2. SAVE to your desktop. Double click on the file name: SRUpdate_10.19.1.exe
3. Click NEXT to start the loading process, then FINISH to complete the installation.
4. A message will come up to install the SAP Crystal Reports Runtime Engine. Click Next and follow prompts to install.
5. Next you will receive messages that the ShipRite Dot Net 4.5 needs to update. Go ahead and click YES and continue until done.   Click CLOSE when done.
   If prompted to Repair or Remove, select Repair.
6. Start the ShipRite Program from the normal icon. You will get a message that X number of Database fields were added. This is normal.   You will be required to restart the program again.
7. At this point start up ShipRite on the workstations. If prompted to repair or remove ShipRiteNet4.5, select Repair.

Once the ShipRite Main Menu screen pops up, you are updated.

Workstations

After the server is updated, start ShipRite on any additional workstation that is present. The first time ShipRite is started up, a popup message will appear to install the SAP Crystal Reports Runtime Engine" on each workstation. Follow prompts on screen to install.

Start ShipRite back up, another popup message will appear ("Failed to Load ShipRiteNet module"). Press YES on that pop-up dialog and follow prompts on the screen to install the current ShipRiteNet module.
If prompted to repair or remove ShipRiteNet4.5, select Repair.

Applying the 2019 USPS rates

USPS Rates will change automatically on January 27th, 2019. When ShipRite is started up for the first time on or after that date, a message will display that the USPS rates have been loaded.

At that time, please verify that the correct USPS rates have been loaded. Go to Actions > Table Management > Service Tables. Spot check the following tables to ensure that the correct USPS rates are loaded.

USPS-PRI (Priority Mail)

LBS	ZONE1	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7
0.00	7.35	7.35	7.70	7.85	8.00	8.20	8.
0.50	7.35	7.35	7.70	7.85	8.00	8.20	8.
1.00	7.35	7.35	7.70	7.85	8.00	8.20	8.
2.00	7.85	7.85	8.30	9.45	10.40	11.20	13.
3.00	8.30	8.30	9.25	10.50	11.95	12.60	16.
4.00	8.75	8.75	10.15	11.10	13.40	16.45	19.
5.00	9.80	9.80	10.85	11.60	13.70	18.70	22.
6.00	10.55	10.55	11.10	12.30	14.95	20.80	24.
7.00	11.50	11.50	12.60	14.80	18.05	23.05	27.
8.00	11.85	11.85	13.95	16.45	21.70	26.15	30.
9.00	12.30	12.30	15.05	18.20	24.75	28.45	33.
10.00	13.10	13.10	16.15	19.60	26.85	30.75	36.
11.00	13.95	13.95	17.30	21.05	29.00	33.00	40.
12.00	15.20	15.20	18.55	22.60	31.05	35.90	43.
13.00	16.10	16.10	19.65	23.90	32.80	38.55	45.
14.00	17.10	17.10	20.90	25.40	34.90	40.70	47.
15.00	17.80	17.80	22.05	26.85	36.90	42.45	48.
16.00	18.30	18.30	23.25	28.30	38.95	44.80	51.
17.00	19.15	19.15	24.50	29.80	41.00	47.10	54.
18.00	19.50	19.50	25.35	31.05	43.00	49.60	56.

List: 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-PRI_CubicRate, USPS-PRT-MTR

USPS-EXPR (Priority Mail Express)

LBS	ZONE1	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7
0.00	25.50	25.50	25.60	26.40	29.05	31.05	32.
0.50	25.50	25.50	25.60	26.40	29.05	31.05	32.
1.00	25.60	25.60	26.80	32.25	36.60	37.85	40.
2.00	25.70	25.70	28.65	35.25	39.95	41.65	44.
3.00	25.80	25.80	30.10	39.80	47.10	49.10	52.
4.00	25.85	25.85	32.25	42.55	53.45	55.55	58.
5.00	27.05	27.05	36.20	45.40	57.20	62.45	65.
6.00	30.95	30.95	41.40	52.65	65.00	68.40	71.
7.00	33.90	33.90	45.35	60.35	71.05	74.25	78.
8.00	37.25	37.25	49.75	65.35	76.50	80.65	85.
9.00	38.70	38.70	51.75	67.80	81.75	86.90	91.
10.00	40.75	40.75	53.95	70.35	85.40	91.35	96.
11.00	43.25	43.25	60.55	78.90	89.85	94.25	99.
12.00	45.50	45.50	64.80	83.80	94.55	98.45	104.
13.00	48.20	48.20	68.95	87.65	98.90	102.60	108.
14.00	50.40	50.40	73.25	91.10	102.70	106.90	112.
15.00	52.00	52.00	77.30	94.95	107.05	111.30	117.
16.00	54.25	54.25	81.75	98.65	111.25	116.10	122.
17.00	56.35	56.35	85.95	102.40	115.25	120.00	126.
18.00	58.60	58.60	90.05	106.05	119.35	124.20	130.

List: FirstClass, GDS, NAS, SDS, SPEEDEE-GND, Ten30, USPS-4TH, USPS-4TH-NOSC, **USPS-EXPR**, USPS-INTL-EMI, USPS-INTL-FCMI, USPS-INTL-FCMI_Flats, USPS-INTL-FCMI_Letter

Update USPS Flat Rate Boxes and Envelopes
Go to Actions > Table Management Master Shipping Table > USPS > Packaging. Go through the list of Flat Rate envelopes and boxes and set your selling price. The correct costs will already be loaded. (Please note that the displayed costs will reflect the commercial base discount)

Update USPS First Class Retail Pricing
Go to Actions > Table Management Master Shipping Table > USPS > First Class > Costs&Retail. The correct costs will already be loaded. Edit the 2 Retail columns and enter in your retail pricing. (RETAIL-Letter, RETAIL-Flat). Click "Save" when done.

With the 2019 rate change, USPS is changing First Class Parcel pricing to be weight and zone based (it was previously based only on weight). As such, the markup for First Class Parcels is percentage based.

Update Accessorial Revenue pricing

The accessorial charges are NOT automatically updated and have to be updated manually by the user. Go to Actions > Table Management > Master Shipping Table > USPS > USPS-PRI

Select each one of the line items, update the cost and selling price, and **each time click the "Global Update"** button in the top left. This will apply the selected pricing to all USPS services.

ACCESSORIAL FEE	COST	SELL
Certified Mail	$3.50	
Return Receipt	$2.80	
Delivery Confirmation	$0.00	
Delivery Confirmation w Sig	$3.05	
Declared Value - Endicia		
Free coverage up to:	$0.00	
Minimum Cost Up To:	$100.00	
Min Cost	$1.27	
For Each additional	$100.00	
Cost	$0.85	
Additional Handling*	n/a	n/a
DAS Surcharge – RES*	n/a	n/a
Fuel Surcharge*	n/a	n/a
Letter Markup Fee*	n/a	n/a

Fields not used

Please Note: the "Declared Value – Endicia" pricing is different for Domestic and International Services. After initially updating all the domestic pricing by clicking the Global Update button, select each of the following International Services individually, click on "Accessorial Revenue", and set the "Declared Value – Endicia" International pricing. **Click "Update Now"** to save each time to apply the change just for that service.

USPS-INTL-EMI
USPS-INTL-FCMI
USPS-INTL-GXG
USPS-INTL-PMI

INTERNATIONAL		
Declared Value Endicia	**Cost**	**Sell**
Free coverage up to	$0.00	
Min Cost Up To	$0.00	
Min Cost / Charge	$0.00	
For Each additional	$100.00	
Cost	$1.60	

Fixes Included in version 19.1

Type	Module	Description
New	USPS	Updated National Zone Chart Matrix processing to include zone exceptions for FCPS to Military zip codes zones aligning with Military Priority Mail effective 1/27/2019.
Fix	Manager	Updated POS manual refund feature to fix issue where Cayan credit card refund fails to lookup valid invoice number entered in form.
Fix	Manager	Updated POS manual refund feature to fix issue where failed Cayan credit card refund saved to database.
New	USPS	Updated USPS effective 1/27/2019 to increase COD fees.
New	USPS	Updated USPS effective 1/27/2019 to remove balloon rate pricing for Priority Mail, Parcel Select services.
New	USPS	Updated USPS effective 1/27/2019 to process First Class Package Service rates based on zone.
New	MST	Legacy: Updated USPS effective 1/27/2019 with option to set mark up percentage to mark up First Class packages.
Fix	DHL	Updated DHL shipping pricing to separate base cost from discount cost like other carriers.
New	Shipping	Updated Pricing Matrix calculation to apply markup factor to shipping base (retail/published) cost instead of discount cost.
Fix	FedEx	Canada Origin: Updated FedEx Remote Rural surcharge processing to use correct origin postal code when determining surcharge.