1312 Genesee St
Utica, NY 13502
315-733-6191
315-733-6194 FX

ShipRite
SERVICES, INC.

www.shipritesoftware.com info@shipritesoftware.com

ShipRite Update v.10.20.1

This is a Critical Update that must be installed by 12/29/2019.

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 2020 Rate changes for UPS, DHL, and FedEx

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 20.1 will automatically download and apply the new 2020 rates on their specific due dates. As such, the 20.1 update can be downloaded any time before the rate change takes effect.

Once 20.1 is loaded, ShipRite will automatically download and apply the new 2020 rates on the following dates:
UPS – 12/29/2019
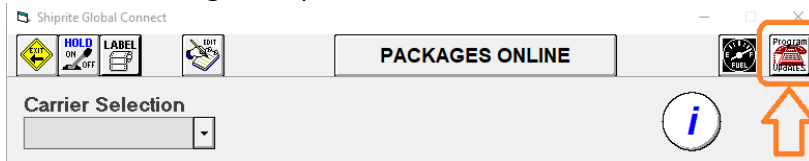**DHL – 1/1/2020**
FedEx – 1/6/2020

On the above dates open these instructions and go to the "Applying the 2020" rates section. Follow the instructions for the specific carrier that is due.

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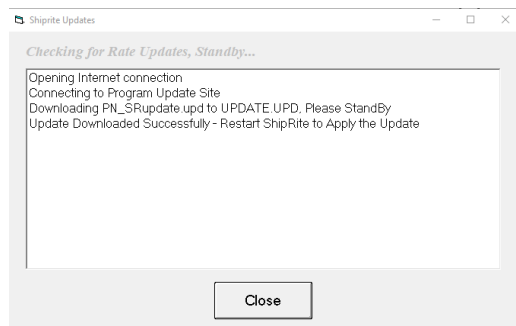*Monday – Friday 8am-8pm EST.*

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 you 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. If an updated version of the ShipRiteNet 4.5 module needs to be installed, a prompt will come up to install it. Follow the prompts to install it as well.

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.

   Click <<HERE>> to manually download the Canadian update.
2. SAVE to your desktop. Double click on the file name: Update_10.20.1.exe
3. Click NEXT to start the loading process, then FINISH to complete the installation.
4. If a message comes up to install the SAP Crystal Reports Runtime Engine, follow prompts to install.
5. If you receive prompts that the ShipRiteNet 4.5 module 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 may 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.

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 on a workstation, a popup message may appear to install the "SAP Crystal Reports Runtime Engine" on each workstation if not already installed. Follow prompts on screen to install.

Start ShipRite back up.

If the ShipRiteNet 4.5 module needs to be updated on the workstation, a popup message will appear ("Failed to Load ShipRiteNet 4.5 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 2020 rates

For each carrier below check the rate charts and update the accessorial pricing on the respective due date.

If the rate charts do not match, please verify that you are running version 20.1 first.
The version number will be displayed on the top bar of the blue splash screen when the software is first opened.

If you are on version 20.1 and the rates still do not match, please open a support ticket.

UPS – 12/29/2019

UPS Rates will change automatically on December 29th. When ShipRite is started up for the first time on or after that date, a message will display that the UPS rates have been loaded.

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

COM-GND (UPS Ground)

LBS	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7	ZONE{
-1	1.00	2.00	2.00	3.00	3.00	4.00	5.
1	8.23	8.65	9.35	9.76	10.10	10.22	10.
2	8.89	9.89	10.59	10.82	11.29	11.72	11.
3	9.25	10.32	11.16	11.62	12.09	12.50	13.
4	9.52	10.48	11.51	12.26	12.60	13.42	14.
5	9.87	10.96	12.03	12.92	13.48	14.17	14.
6	10.19	11.26	12.32	13.30	13.79	14.54	15.
7	10.77	11.53	12.64	13.72	14.05	14.93	15.
8	10.98	11.84	12.97	13.98	14.47	15.38	16.
9	11.15	12.00	13.14	14.10	14.78	16.02	17.
10	11.41	12.12	13.27	14.49	15.09	16.95	18.
11	11.89	12.38	13.56	14.58	15.61	18.37	19.
12	12.09	12.91	13.69	14.79	16.16	19.11	20.
13	12.26	13.09	13.99	15.22	16.66	20.46	22.
14	12.58	13.31	14.00	15.44	17.63	21.73	23.
15	12.65	13.73	14.33	16.14	18.61	22.42	24.
16	12.91	13.99	14.45	16.26	19.21	23.35	25.
17	13.13	14.41	14.76	16.87	20.02	24.78	26.
18	13.14	14.49	14.77	17.52	20.87	25.28	27.
19	13.45	15.11	15.48	18.25	21.57	26.17	28.
20	13.64	15.30	15.71	19.15	22.29	27.14	29.

Service list: CAN-STD, CAN-XPED, CAN-XPRES, CAN-XSVR, **COM-GND**, DHL-INT, DHL-INT-DOC, FEDEX-1ST, FEDEX-2DY, FEDEX-2DY-AM, FEDEX-CAN, FEDEX-FR1, FEDEX-FR2

1DAY (UPS Next Day Air)

LBS	ZONE102	ZONE103	ZONE104	ZONE105	ZONE106	ZONE107	ZONE1(
-1	1.00	1.00	1.00	1.00	1.00	1.00	1.
0	25.60	30.79	39.28	42.02	42.87	47.17	49.
1	30.62	45.33	59.28	66.41	69.92	78.59	80.
2	31.03	45.92	64.74	71.30	76.91	81.83	90.
3	34.73	50.57	71.69	81.50	87.63	95.23	98.
4	37.44	52.98	80.19	89.23	92.48	103.43	107.
5	38.25	53.23	81.86	90.03	93.86	104.75	108.
6	43.33	57.34	92.06	105.30	110.14	120.26	125.
7	43.86	60.57	96.18	110.47	114.67	125.52	134.
8	44.24	62.30	99.84	117.68	123.11	132.94	138.
9	44.80	62.73	106.78	118.41	123.97	134.49	141.
10	45.20	63.20	107.86	120.42	126.19	136.67	143.
11	51.68	72.81	128.14	147.52	155.07	162.48	164.
12	53.80	75.23	131.04	154.42	162.08	172.86	174.
13	54.54	78.04	133.60	160.05	162.77	181.19	183.
14	55.45	78.47	139.45	160.57	162.98	182.03	183.
15	55.86	78.88	141.47	161.82	164.04	182.95	184.
16	57.89	87.03	151.85	179.70	184.92	200.26	203.
17	62.78	89.94	160.33	182.32	187.84	201.92	205.
18	63.28	90.23	161.29	182.51	188.13	202.78	205.
19	63.69	90.63	165.56	182.67	188.34	203.94	207.

Service list: **1DAY**, 1DAYEAM, 1DAYSVR, 2DAY, 2DAYAM, 3DAYSEL, CAN-STD, CAN-XPED, CAN-XPRES, CAN-XSVR, COM-GND, DHL-INT, DHL-INT-DOC

Authorized Shipping Outlet (ASO)
ASO accounts have different rules and pricing than regular UPS accounts. Please verify that your settings in ShipRite are correct:

Go to Setup > General Setup Options > Carrier Setup > UPS > Authorized Shipping Outlet (ASO).
Make sure that the "Check if Applied" box is checked or not, depending if your store is an ASO or not.

Update UPS Accessorial Revenue pricing
The accessorial charges are NOT automatically updated and have to be updated manually by the user.

Please Note: There are some differences in costs depending if your location is an UPS Authorized Shipping Outlet (ASO) or not. Please read the cost from the applicable column.

Go to Actions > Table Management > Master Shipping Table > UPS
Select the **1DAY** Service and go to the "Accessorial Revenue" tab. Select each one of the line items. Update the cost, enter your selling price, and **click the "Global Update"** button each time in the top left. This will apply the selected pricing to all UPS services.

ACCESSORIAL FEE	Cost (non-ASO)	Cost (ASO)	SELL
Residential Surcharge	$4.70	$4.50	
COD	$15.50	$15.50	
Indirect Signature	$2.00	$2.00	
Delivery Confirmation w Sig	$5.25	$5.25	
Adult Signature Required	$6.35	$6.35	
Large Package Fee	$100.00	$100.00	
Additional Handling	$15.00	$15.00	
Saturday Delivery	$16.00	$16.00	
Saturday Pickup	$16.00	$16.00	
DAS Surcharge - RES	$4.40	$4.40	
DAS Ext Surcharge RES	$5.40	$5.40	
DAS Surcharge - COM	$3.10	$3.10	
DAS Ext Surcharge COM	$3.60	$3.60	
DAS Surcharge – AK	$30.00	$30.00	
DAS Surcharge – HI	$10.00	$10.00	
Declared Value: Min Cost/Sell	$3.15	$3.15	
Declared Value: Each Add $100	$1.05	$1.05	

Next, update the Accessorial Pricing specific to international services. Select **WWXPED** service, go to Accessorial Revenue tab, and update the following surcharges. Click the **"Update Now"** button to apply the pricing. Now go through the remaining international services (WWXPRES, WWXSVR, CAN-XSVR, CAN-XPRES, CAN-XPED, CAN-STD) and update each one individually.

ACCESSORIAL FEE - INTL	Cost (non-ASO)	Cost (ASO)	SELL
Remote Area Surcharge (RAS)	$40.00	$40.00	
Extended Area Surcharge (EAS)	$40.00	$40.00	

Next, we need to update the UPS Ground specific pricing. Select **COM-GND** in the service selection and go to Accessorial Revenue. Update the following pricing, **click the "Update Now"** button to save the change only for UPS Ground. Do **NOT** click the "Global Update" button at this time.

ACCESS. FEE - UPS Ground	Cost (non-ASO)	Cost (ASO)	SELL
Residential Surcharge	$4.10	$0.00	
DAS Surcharge - RES	$4.00	$0.00	
DAS Ext Surcharge RES	$5.40	$4.50	
DAS Surcharge - COM	$2.95	$0.00	
DAS Ext Surcharge COM	$3.45	$2.00	

DHL - 1/1/2020

DHL Rates will change automatically on January 1st, 2020. When ShipRite is started up for the first time on or after that date, a message will display that the DHL rates have been loaded.

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

DHL-INT (DHL Retail Rates)

LBS	ZONEA	ZONEB	ZONEC	ZONED	ZONEE	ZONEF	ZONE(
-1	2.00	2.00	2.00	2.00	3.00	3.00	3.
1	82.13	81.37	105.85	125.80	169.93	99.92	111.
2	91.67	92.21	124.35	148.01	197.50	117.17	129.
3	101.05	108.48	143.77	164.19	225.52	136.37	145.
4	111.03	118.49	164.94	182.20	259.02	155.81	158.
5	119.97	131.85	188.25	194.23	287.96	185.69	186.
6	122.42	144.57	195.64	209.17	308.75	195.72	204.
7	126.28	157.26	206.69	228.72	329.86	205.59	219.
8	132.25	170.52	217.64	243.51	347.57	215.44	233.
9	137.07	179.24	222.26	258.29	365.96	217.02	247.
10	142.24	182.03	226.00	262.66	377.34	224.39	256.
11	149.25	189.72	237.17	277.86	407.07	235.23	273.
12	156.26	197.41	248.34	293.06	436.80	246.07	289.
13	163.27	205.10	259.51	308.26	466.53	256.91	306.
14	170.28	212.79	270.68	323.46	496.26	267.75	323.
15	177.29	220.48	281.85	338.66	525.99	278.59	339.
16	184.30	228.17	293.02	353.86	555.72	289.43	356.
17	191.31	235.86	304.19	369.06	585.45	300.27	373.
18	198.32	243.55	315.36	384.26	615.18	311.11	389.
19	205.33	251.24	326.53	399.46	644.91	321.95	406.
20	212.34	258.93	337.70	414.66	674.64	332.79	422.

Sidebar list: CAN-XSVR, COM-GND, **DHL-INT** (selected), DHL-INT-DOC, FEDEX-1ST, FEDEX-2DY, FEDEX-2DY-AM, FEDEX-CAN, FEDEX-FR1, FEDEX-FR2, FEDEX-FR3, FEDEX-FRE, FEDEX-FRP

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 > DHL > DHL-INT

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 DHL services.

ACCESSORIAL FEE	2020	SELL
Residential Surcharge	$4.65	
Saturday Delivery	$46.00	
Shipment Value Protection		
Min Charge	$3.15	
Each Additional $100	$1.05	
Over Sized Piece	$89.00	
Over Weight Piece	$89.00	
Elevated Risk Surcharge	$20.00	
Restricted Destination Surcharge	$30.00	
Exporter Validation Surcharge	$30.00	

FedEx – 1/6/2020

FedEx Rates will change automatically on January 6th, 2020. When ShipRite is started up for the first time on or after that date, a message will display that the FedEx rates have been loaded.

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

FEDEX-GND (FedEx Ground)

LBS	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7	ZONE8
-1	1.00	2.00	2.00	3.00	3.00	4.00	5.
1	8.23	8.58	9.35	9.76	10.10	10.22	10.
2	8.89	9.89	10.59	10.82	11.29	11.72	11.
3	9.25	10.32	11.16	11.62	12.09	12.50	13.
4	9.52	10.48	11.51	12.26	12.60	13.42	14.
5	9.87	10.96	12.03	12.92	13.48	14.17	14.
6	10.19	11.26	12.32	13.30	13.79	14.54	15.
7	10.77	11.53	12.64	13.72	14.05	14.93	15.
8	10.98	11.84	12.97	13.98	14.47	15.38	16.
9	11.15	12.00	13.14	14.10	14.78	16.02	17.
10	11.41	12.12	13.27	14.49	15.09	16.95	18.
11	11.91	12.39	13.56	14.58	15.61	18.37	19.
12	12.11	12.91	13.69	14.79	16.16	19.11	20.
13	12.28	13.10	13.99	15.22	16.66	20.48	22.
14	12.60	13.32	14.00	15.44	17.63	21.74	23.
15	12.67	13.75	14.33	16.14	18.61	22.42	24.
16	12.93	14.01	14.45	16.26	19.21	23.37	25.
17	13.16	14.44	14.76	16.87	20.02	24.80	26.
18	13.17	14.49	14.77	17.52	20.87	25.30	27.
19	13.48	15.14	15.51	18.28	21.61	26.22	28.

FEDEX-PRI (FedEx Priority Overnight)

LBS	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7	ZONE8
-1	1.00	1.00	1.00	1.00	1.00	1.00	1.
0	25.35	30.48	38.90	41.60	42.44	46.70	48.
1	30.31	44.88	58.69	65.75	69.22	77.80	79.
2	30.71	45.45	64.09	70.59	76.14	81.00	89.
3	34.38	50.06	70.97	80.68	86.76	94.28	97.
4	37.06	52.45	79.38	88.34	91.56	102.39	106.
5	37.87	52.69	81.05	89.13	92.93	103.81	107.
6	42.90	56.77	91.14	104.26	109.05	119.06	124.
7	43.41	59.97	95.22	109.37	113.53	124.27	132.
8	43.80	61.68	99.35	116.51	121.89	131.61	136.
9	44.35	62.09	105.71	117.23	122.74	133.14	139.
10	44.74	62.57	106.78	119.92	124.94	135.30	141.
11	51.17	72.09	126.92	147.52	154.03	159.29	162.
12	53.26	74.48	129.78	154.42	160.50	169.47	172.
13	54.00	77.27	132.70	157.84	161.15	177.62	181.
14	54.91	77.68	138.50	158.19	161.36	178.45	182.
15	55.30	78.10	140.91	159.22	162.41	179.36	182.
16	57.33	86.16	150.83	179.04	183.16	197.48	201.
17	62.27	89.04	159.24	181.03	185.98	199.30	203.
18	62.77	89.33	160.21	181.24	186.27	199.60	203.

FedEx Authorized Ship Center (FASC)
FASC accounts have different rules and pricing then regular FedEx accounts. Please verify that your settings in ShipRite are correct:

Go to Setup > General Setup Options > Carrier Setup > FedEx > FedEx Authorized Ship Center (FASC).
Make sure that the "Check if Applied" box is checked or not, depending if your store is a FASC or not.

Update Accessorial Revenue pricing
The accessorial charges are NOT automatically updated and have to be updated manually by the user.

Please Note: There are some differences in costs depending if your location is a FedEx Authorized Ship Center (FASC) or not. Please read the cost from the applicable column.

Go to Actions > Table Management > Master Shipping Table > FedEx

Select the **FEDEX-1ST** Service and go to the "Accessorial Revenue" tab. 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 FedEx services.

ACCESSORIAL FEE	Cost (non FASC)	Cost (FASC)	SELL
Residential Surcharge	$4.65	$2.33	
COD	$15.50	$15.50	
Indirect Signature	$5.25	$5.25	
Direct Signature	$5.25	$5.25	
Adult Signature	$6.35	$6.35	
Additional Handling	$15.00	$0.00	
Saturday Delivery	$16.00	$16.00	
Saturday Pickup	$16.00	$0.00	
DAS Surcharge - RES	$4.40	$3.03	
DAS Ext Surcharge RES	$5.40	$4.91	
DAS Surcharge - COM	$3.10	$1.84	
DAS Ext Surcharge COM	$3.60	$2.13	
DAS Surcharge – AK	$29.00	$29.00	
DAS Surcharge – HI	$8.85	$8.85	
Large Package Fee	$100.00	$100.00	
Declared Value: Min Cost/Sell	$3.15	$3.15	
Declared Value: Each Add $100	$1.05	$1.05	
DRY ICE	$5.85	$5.85	

Next, update the Accessorial Pricing specific to international services. Select **FEDEX-INTP** service, go to Accessorial Revenue tab, and update the following surcharges. Click the "Update Now" button to apply the selected pricing. Now go through the remaining international services (FEDEX-INTE, FEDEX-INT-1ST, FEDEX-CAN) and update each one individually.

ACCESSORIAL FEE - INTL	Cost (non FASC)	Cost (FASC)	SELL
Intl Out-of-Del-Area Surcharge - RES	$40.00	$40.00	
Intl Out-of-Del-Area Surcharge - COM	$40.00	$40.00	

For FASC's only, the following fees are not discounted for international services and need to be set:

ACCESSORIAL FEE - INTL	Cost (non FASC)	Cost (FASC)	SELL
Residential Surcharge	$4.65	$4.65	
Additional Handling	$15.00	$15.00	

Next, update the FedEx Ground specific pricing. Select **FEDEX-GND** in the service selection and go to Accessorial Revenue. Update the following pricing, **click the "Update Now"** button to save the change only for FedEx Ground. Do **NOT** click the "Global Update" button at this time.

ACCESSORIAL FEE - Ground	Cost (non FASC)	Cost (FASC)	SELL
Residential Surcharge	$4.65	$0.00	
Residential Surcharge – Home Delivery	$4.00	$0.00	
Additional Handling	$15.00	$15.00	
DAS Surcharge - RES	$4.40	$0.00	
DAS Surcharge – Home Del	$4.00	$0.00	
DAS Ext Surcharge RES	$5.40	$0.00	
DAS Ext Surcharge – Home Del	$5.40	$0.00	
DAS Surcharge - COM	$2.95	$0.00	
DAS Ext Surcharge COM	$3.45	$0.00	
DAS Surcharge – Intra HI	$1.00	$1.00	
DAS Surcharge – AK	$30.00	$30.00	
DAS Surcharge – HI	$12.00	$12.00	
Home Delivery Date Certain	$3.35	$3.35	
Home Delivery Evening	$7.75	$7.75	
Home Delivery Appointment	$17.00	$17.00	

		Fixed/New Items:
Type	**Module**	**Description**
New	UPS	Updated UPS effective 12/29/2019 to increase Additional Handling surcharge if domestic package applied based on weight.
New	UPS	Updated UPS effective 12/29/2019 to apply Additional Handling surcharge based on domestic weight if > 50 lbs.
Fix	UPS	Updated UPS DAS Commercial Extended to include "Extended" in Package Details description when applied.
Fix	UPS	Updated UPS WW Expedited service to disable letter pricing which is not available for this service.
New	UPS	Updated UPS DAS, DAS Extended zip code listings and Intl EAS/RAS location listings effective 12/29/2019.
New	UPS	Canada Origin: Updated UPS effective 12/29/2019 to increase Additional Handling surcharge if domestic package applied based on weight.
New	UPS	Canada Origin: Updated UPS effective 12/29/2019 to increase Large Package surcharge if residential package.
New	FedEx	Updated FedEx DAS, DAS Extended zip code listings effective 1/6/2020.
New	FedEx	Updated FedEx effective 1/6/2020 to increase Additional Handling surcharge if applied based on weight.
New	FedEx	Updated FedEx effective 1/6/2020 to increase Oversize charge if residential home delivery package.
New	FedEx	Updated FedEx effective 1/20/2020 to apply Additional Handling surcharge based on domestic weight if > 50 lbs.
New	FedEx	Updated FedEx effective 1/20/2020 to apply Oversize surcharge if Express Intl service.
New	FedEx	Updated FedEx effective 1/20/2020 to apply Fuel surcharge on AH, Del Sig, COD, and Home Del Convenient Delivery surcharges.
New	FedEx	Canada Origin: Updated FedEx effective 1/20/2020 to apply Fuel surcharge on AH, Del Sig, COD, and Oversize surcharges.
Fix	FedEx	Canada Origin: Updated FedEx Remote Rural surcharge postal codes and charges effective 1/6/2020.
New	SpeeDee	Added SpeeDee DAS surcharge zip code listing and lookup effective 1/6/2020.
New	MST	Added SpeeDee DAS surcharge cost and retail setup fields.
Fix	ContactSearch	Removed Google-based Address Auto Complete for looking up local Shipper address.