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**ShipRite**
SERVICES, INC.

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# ShipRite Update v.10.20.6 - 2020 Peak Surcharges
**Please install this update as soon as possible.**

## Overview
- Time to Download: 25-40 Seconds.
- Time to apply update: 5-15 minutes.
- **If you already downloaded version 10.20.6, then please re-download the HotFix update again to address issues found with the original 10.20.6 update.**

- When first opening ShipRite, the top header should read **v.10.20.6 – Build 4.** If it does not, please re-download the update.

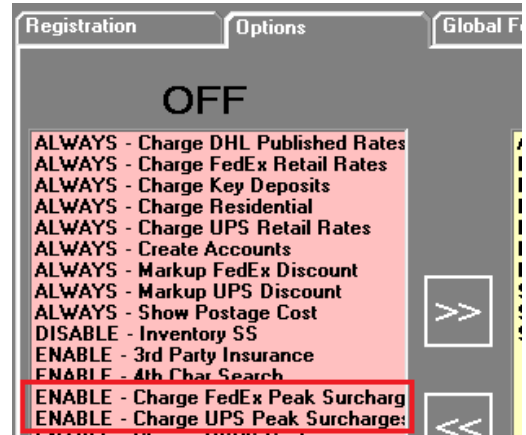### HOTFIX – v.10.20.6 build 4 - released 10/9/2020
- Fixed FedEx manifest printing to stop Ground services from being included in Air manifests.

### HOTFIX – v.10.20.6 build 3 - released 10/5/2020
- Added *"ENABLE - Charge FedEx Peak Surcharges"* and *"ENABLE - Charge UPS Peak Surcharges"* switch to Options.

  Peak surcharges are waived for FedEx Authorized Ship Centers and UPS ASOs. This hotfix disables peak surcharges for FedEx and UPS by default.

  <u>If you are NOT an FASC and/or ASO</u>, then please go to Setup > General Setup Options > Options. There you can turn the surcharges ON to include them in the shipping rate calculations.
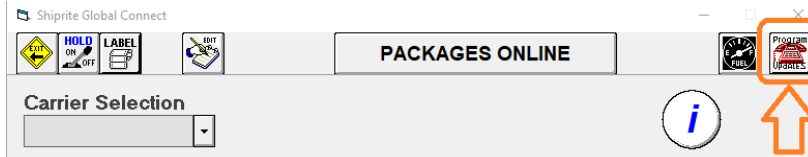


### v.10.20.6 build 2 - released 10/2/2020
- UPS Peak surcharges effective 10/4/2020 – 1/16/2021
- FedEx Peak surcharges effective 10/5/2020 – 1/17/2021
- USPS Temporary rates effective 10/18/2020 – 12/26/2020
- Added top menu option to enable/disable Address Autocomplete in Ship Address Entry
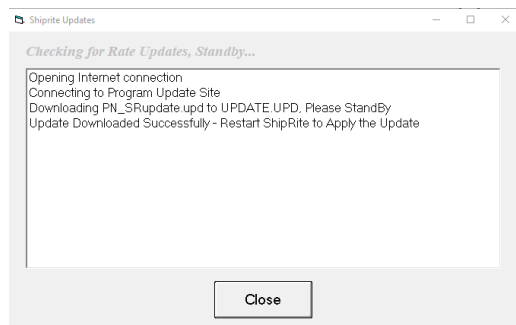
## Installation

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_10.20.6.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.**

**Peak Surcharges (Non-FASC/ASO locations)**

To enable the FedEx and UPS Peak Surcharges to go Setup > General Setup Options > Options. Under the OFF column, select the "ENABLE - Charge FedEx Peak Surcharges" option and click the ">>" button to move it to the ON column and click the "Save" button to enable the FedEx Peak Surcharges. Follow the same steps for the "ENABLE - Charge UPS Peak Surcharges" option to enable the UPS Peak Surcharges.

To view and markup the 2020 Peak Surcharges go to Actions > Table Management > Master Shipping Table. Select the carrier (FedEx or UPS) and click on Peak Surcharges tab.

Double check the effective dates match the screenshots below.

All applicable surcharges with the correct pricing and effective dates will be displayed. Please go through the list and adjust the RETAIL column to set your selling price for the corresponding surcharge.

**FedEx:**

Carrier Selection: FEDEX

Service Selection:
FEDEX-1ST, FEDEX-2DY, FEDEX-2DY-AM, FEDEX-CAN, FEDEX-FR1, FEDEX-FR2, FEDEX-FR3, FEDEX-FRE, FEDEX-FRP, FEDEX-GND, FEDEX-INT-1ST, FEDEX-INTE, FEDEX-INTP

Tabs: Packaging, Postal Insurance, General, Options, **Peak Surcharges**, Accessorial Revenue

FedEx Peak Surcharge Increase by:

| Surcharge | Service | Cost | Retail | MinCos | MinRet | DateFrom |
|---|---|---|---|---|---|---|
| Additional Handling | FEDEX-1ST | 4.90 | 5.88 | | | 10/05/20 |
| Additional Handling | FEDEX-2DY | 4.90 | 5.88 | | | 10/05/20 |
| Additional Handling | FEDEX-2DY-A | 4.90 | 5.88 | | | 10/05/20 |
| Additional Handling | FEDEX-2DY-H | 4.90 | 5.88 | | | 10/05/20 |
| Additional Handling | FEDEX-CAN | 4.90 | 5.88 | | | 10/05/20 |
| Additional Handling | FEDEX-GND | 4.90 | 5.88 | | | 10/05/20 |
| Additional Handling | FEDEX-PRI | 4.90 | 5.88 | | | 10/05/20 |
| Additional Handling | FEDEX-STD | 4.90 | 5.88 | | | 10/05/20 |
| Additional Handling | FEDEX-STD-H | 4.90 | 5.88 | | | 10/05/20 |
| Additional Handling | FEDEX-SVR | 4.90 | 5.88 | | | 10/05/20 |
| Oversize Charge | FEDEX-1ST | 52.50 | 63.00 | | | 10/05/20 |
| Oversize Charge | FEDEX-2DY | 52.50 | 63.00 | | | 10/05/20 |
| Oversize Charge | FEDEX-2DY-A | 52.50 | 63.00 | | | 10/05/20 |
| Oversize Charge | FEDEX-2DY-H | 52.50 | 63.00 | | | 10/05/20 |
| Oversize Charge | FEDEX-CAN | 52.50 | 63.00 | | | 10/05/20 |
| Oversize Charge | FEDEX-GND | 52.50 | 63.00 | | | 10/05/20 |
| Oversize Charge | FEDEX-PRI | 52.50 | 63.00 | | | 10/05/20 |

**UPS:**

Carrier Selection: UPS

Service Selection:
1DAY, 1DAYEAM, 1DAYSVR, 2DAY, 2DAYAM, 3DAYSEL, CAN-STD, CAN-XPED, CAN-XPRES, CAN-XSVR, COM-GND, WWXPED, WWXPRES

Tabs: Packaging, Postal Insurance, General, Options, **Peak Surcharges**, Accessorial Revenue

UPS Peak Surcharge Increase by:

| Surcharge | Service | Cost | Retail | MinCos | MinRet | DateFrom |
|---|---|---|---|---|---|---|
| Additional Handling | 1DAY | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | 1DAYEAM | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | 1DAYSVR | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | 2DAY | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | 2DAYAM | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | 3DAYSEL | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | CAN-STD | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | CAN-XPED | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | CAN-XPRES | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | CAN-XSVR | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | COM-GND | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | WWXPED | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | WWXPRES | 5.00 | 6.00 | | | 10/04/20 |
| Additional Handling | WWXSVR | 5.00 | 6.00 | | | 10/04/20 |
| Large Package | 1DAY | 50.00 | 60.00 | | | 10/04/20 |
| Large Package | 1DAYEAM | 50.00 | 60.00 | | | 10/04/20 |
| Large Package | 1DAYSVR | 50.00 | 60.00 | | | 10/04/20 |

## Fixes Included in version 20.6

| Type | Module | Description |
|------|--------|-------------|
| New | USPS | Updated USPS rates effective 10/18/2020-12/26/2020. |
| New | UPS | Updated UPS Peak Surcharges effective 10/4/2020-1/16/2021. |
| New | FedEx | Updated FedEx Peak Surcharges effective 10/5/2020-1/17/2021. |
| New | Net45.AddressEntry | Added top menu option to enable/disable Address Autocomplete. |
| Fix | Net45.ShipRiteReports | SpeeDee EOD Manifest: Updated Total Dec Value summation to use value of 0 for packages that applied 3rd party insurance. |
| Fix | EndiciaWeb | Updated Endicia credentials to set RequesterID to valid default value if blank. |
| Fix | ContactSearch | Updated customer lookup form to swap locations of "Delete" and "Clone Contact" buttons. |
| Fix | Payments | Updated Payments to fix issue where failed AR Vaulted CC on file payment could result in previous CC payment data saved to database mimicking completed payment. |
| Fix | EOD | Updated FedEx EOD Manifests to include Ground to Canada service in Ground report instead of Air report. |
| Fix | SetupProgram | Removed "ENABLE - Volume Color" option in Options list and related settings in Global Features list. |
| Fix | Shipping | Disabled "ENABLE - Volume Color" option related processing. |
| Fix | MST | Updated FedEx/UPS Peak Surcharges tables to adjust default column widths. |
| Fix | Net45.FedExHAL | Updated PublishDeliveryEvent web request to use MANUAL barcode entry type for parsed tracking numbers. |
| New | SetupProgram | Added "ENABLE - Charge FedEx Peak Surcharges" option in Options list to enable/disable charging FedEx Peak Surcharges in Shipping Screen. |
| New | SetupProgram | Added "ENABLE - Charge UPS Peak Surcharges" option in Options list to enable/disable charging UPS Peak Surcharges in Shipping Screen. |
| New | FedEx | Updated FedEx Peak Surcharges to apply when "ENABLE - Charge FedEx Peak Surcharges" option enabled. |
| New | UPS | Updated UPS Peak Surcharges to apply when "ENABLE - Charge UPS Peak Surcharges" option enabled. |
| New | Startup | Legacy: Added one-time update to disable "ENABLE - Charge FedEx Peak Surcharges", "ENABLE - Charge UPS Peak Surcharges" options by default. |
| New | Net45.ShipRiteReports | Updated SAP Crystal Reports to version 13.0.27. |
| Fix | ShipMaster | Updated carrier rate website links below carrier logos in carrier panels in Shipping screen. |
| Fix | POS | Updated Inventory Level Pricing lookup procedure to fall back on item Sell price if quantity entered less than first quantity level. |
| Fix | Shipping | Updated DAS lookup to separate FedEx and UPS specific zip codes to prevent lookup issues. |
| Fix | Search | Updated Search form list control to allow resizing columns. |
| Fix | FedEx | Updated FedEx LTL Freight Box ship request to use Freight Box account number in all required request elements. |
| New | Purolator | Updated Purolator rates effective 9/1/2020. |

| New | Purolator | Updated Purolator Oversized package fee rule effective 9/1/2020. |
|-----|-----------|------------------------------------------------------------------|
| New | Purolator | Updated Purolator Beyond Points with 2020 Q4 Beyond Point list effective 9/27/2020. |
| Fix | EOD | Updated FedEx, UPS EOD Manifests to remove Ground services incorrectly included in Air reports. |