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ShipRite Update v.10.21.5 – Build 2

Overview
- Time to Download: 25-40 Seconds.
- Time to apply update: 2-5 minutes**.**
- When first opening ShipRite, the top header should read **v.10.21.5 – Build 2.** If it does not, please re-download the update.
- **If you already downloaded version 10.21.5, then please re-download the update to get the latest build.**

Build 2 – Released 9/2/2021
- Fixed issue with FedEx/UPS Multi Shipping only processing 1 package

Build 1 – Released 8/26/2021
- **New USPS rate-change effective 8/29/2021**

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

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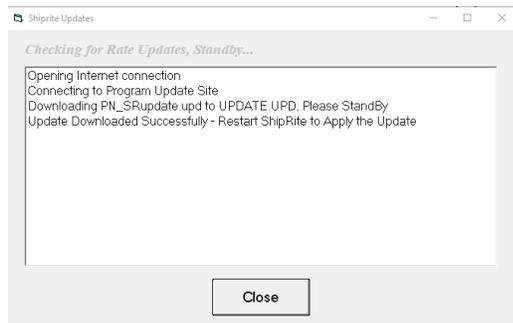
5. After closing ShipRite, open it right back up from the desktop shortcut. During the initial startup, a message will appear stating the Program Update has been located. Click YES to install the update.

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.

2. SAVE to your desktop. Double click on the file name: Update_10.21.5.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.

Update USPS First Class Retail Pricing

The new rates will be automatically applied on 8/29/2021 when you start up ShipRite.
On 8/29/2021 go to Actions > Table Management > Master Shipping Table > USPS > First Class > Costs & Retail.

The correct **COSTS** will already be loaded. Please verify that the **COST** column pricing matches the one in the screenshot below.

Next, edit the 2 RETAIL columns and enter in your retail pricing. (RETAIL-Letter, RETAIL-Flat). Click "Save" when done.

Service Desctiption: USPS First-Class Mail

Carrier Selection: USPS

Tabs: General | Options | Costs & Retail | Acces

Service Selection:
- FirstClass
- USPS-4TH
- USPS-4TH-NOSC
- USPS-EXPR
- USPS-INTL-EMI
- USPS-INTL-FCMI
- USPS-INTL-GXG
- USPS-INTL-PMI
- USPS-MEDIA
- USPS-PRI
- USPS-PRI_CubicRate
- USPS-PRT-MTR

First-Class Mail Rates:

WEIGHT	COST-Letter	RETAIL-Lett	COST-Flat	RETAIL-Flat
1.00	0.58	0.58	1.16	1.16
2.00	0.78	0.78	1.36	1.36
3.00	0.98	0.98	1.56	1.56
3.50	1.18	1.18	1.56	1.56
4.00	0.00	0.00	1.76	1.76
5.00	0.00	0.00	1.96	1.96
6.00	0.00	0.00	2.16	2.16
7.00	0.00	0.00	2.36	2.36
8.00	0.00	0.00	2.56	2.56
9.00	0.00	0.00	2.76	2.76
10.00	0.00	0.00	2.96	2.96
11.00	0.00	0.00	3.16	3.16
12.00	0.00	0.00	3.36	3.36
13.00	0.00	0.00	3.56	3.56
14.00	0.00	0.00	0.00	0.00
15.00	0.00	0.00	0.00	0.00
15.90	0.00	0.00	0.00	0.00

First-Class Package Service Markup %   0

Please note that the Endicia discount on printing First Class letter stamps in MailMaster has been increased to 5 cents (instead of 4) effective 8/29/2021. When printing NetStamps, the Metered Mail rate (1 oz.) will be $0.53.

Set USPS Accessorial Pricing

The accessorial charges are NOT automatically updated and have to be updated manually by the user.
On 8/29/2021 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	**$3.75**	
Return Receipt	**$3.05**	
Delivery Confirmation	**$0.00**	
Delivery Confirmation w Sig	**$3.45**	

Fixes Included in version 21.5

Type	Module	Description
	Build 1	
New	USPS	Updated USPS rates effective 08/29/2021.
New	USPS	Updated USPS to increase COD fees effective 8/29/2021.
New	MailMaster	Updated MailMaster to apply Endicia First Class Letter discount of $0.05 effective 8/29/2021.
Fix	FedEx	Updated FedEx to fix issue where declared value not sent in ship request to shipsurance excluded country when third-party insurance enabled.
Fix	Shipping	Updated to fix Letter % markup applied to Discounted Cost when DHL, FedEx, UPS Always Markup Discount options enabled.
Fix	DHL	Updated DHL to fix issue where weight isn't rounded up to the next lb for Letter packaging over 0.6 lb.
Fix	EndiciaWeb	GU Origin: Updated Endicia to request label with Integrated Customs Form when shipping to US addresses.
Fix	Payments	Updated Complete Sale procedure to prevent automatically creating an account for non-account contacts in certain circumstances.
Fix	Shipping	Updated FedEx tracking web URL link.
	Build 2	
New	Shipping	Updated Ship-Multi to fix issue where FedEx/UPS only send ship request for first package.