

## 2017 January USPS Rate Update is now available.

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

- ✓ **TASK #1: Update rates for USPS®.**
- ✓ **TASK #2: Check New Changes for January 2017 for USPS®.**
- ✓ **TASK #3: Verify you have the new rates.**
- ✓ **TASK #4: Set Markups and Accessorial charges.**
- ✓ **TASK #5: Set up Priority Mail Cubic Rate**

### THE DUE DATE IS JANUARY 22<sup>nd</sup>!

**You must perform this update by Sunday, January 22nd.**

**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.**

#### **TASK #1**

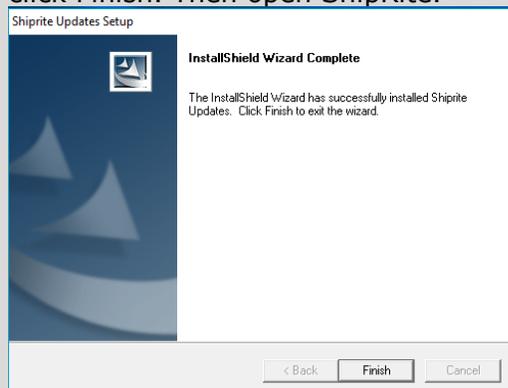
The first task is accomplished by performing your program update on your **ShipRite server**. If you have a network, make sure **ShipRite** is closed on all stations. If you only have one computer, that will be called the "SERVER."

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://main.shipritesoftware.com/wp-content/uploads/2015/08/ShipRiteBackupInstructions.pdf>

**NOTE:** FedEx, UPS, and DHL updated their rates earlier this month. If you missed that update, please follow these instructions first:  
<[CLICK HERE](#)> [2017 UPS/FEDEX/DHL Rate Update](#)

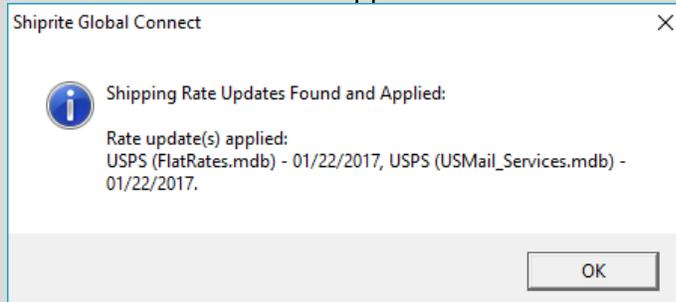
#### **To PERFORM THE JANUARY 2017 USPS RATE UPDATE IN SHIPRITE:**

1. Close the ShipRite program on all your computers before performing this update.
2. On the server click on the link below to download the USPS Rates and RUN it.  
**<[CLICK HERE](#)>**
3. Once you run the update, it will automatically install. When the update completes, click Finish. Then open ShipRite.



4. The update can be installed at any time, even before the 22<sup>nd</sup>. **BUT >>>>The rates will not take effect until the due date.**

When ShipRite is opened on the 22<sup>nd</sup> or after, a message will display informing that the rates have been applied.



**TASK #1 IS NOW COMPLETE.**

**Task #2**

**New USPS Changes for January 2017** [<<<CLICK HERE>>>](#) to view changes

- First-Class Mail® 1 oz letter price increasing from \$0.47 to \$0.49.
- First-Class Mail® 1 oz letter price with commercial base discount decreasing from \$0.465 to \$0.46.
- Priority Mail Express price increase by 3.4%
- Priority Mail price increase by 3.9%
- Parcel Select price increase by 2.7%
- Retail Ground price increase by 3.8%
- Media Mail® increasing by 1.1%
- Global Express Guaranteed price increase by 4.9%
- NO Rate increases for: Priority Mail Express International, Priority Mail International, and First Class International

**What's fixed:**

- Eliminate label-duplicates for Endicia
- Effective 1/22/2017, USPS flat rate envelopes and small boxes will use 2976-A customs form.
- Effective 1/22/2017, Endicia is giving \$.03 discount for First Class Letters when printing DYMO stamps.
- FedEx Ground AH rule effective 6/1/2016 not evaluating correctly.
- UPS EAS/RAS Surcharge to Canada isn't being applied.
- Effective 2/6/2017, FedEx and UPS Fuel Surcharges will be updated weekly.
- Carrier Discount Modifier should work with 'Letter' keyword.
- Residential Surcharge Markup is now by a FLAT FEE, as opposed to GPM markup from the Pricing Matrix
- Receipt signature line should only be removed if Genius is enabled.
- When recovering invoice, recover STax and TRate field values so Hold/Quote items post to Transactions table correctly.

**TASK #3**

**Verify that you have the new rates with the updated 2017 rate chart.**

To check if you have updated correctly and have the new USPS 2017 rates properly installed, go to:

**Actions > Table Management > Service Tables**

Compare the tables with the following:

**USPS-EXPR (Priority Mail Express) DO NOT CHECK THESE RATES UNTIL JAN 22.**

Shipping Services View



LBS	ZONE1	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7
0.00	23.75	23.75	23.75	24.55	26.65	28.50	30.00
0.50	23.75	23.75	23.75	24.55	26.65	28.50	30.00
1.00	23.75	23.75	24.80	29.85	33.45	34.60	36.00
2.00	23.75	23.75	26.45	32.55	36.45	37.95	40.00
3.00	23.85	23.85	27.80	36.75	42.95	44.80	47.00
4.00	23.85	23.85	29.65	39.20	48.60	50.50	53.00
5.00	24.95	24.95	33.30	41.80	52.00	56.75	59.00
6.00	28.55	28.55	38.10	48.45	59.10	62.15	65.00
7.00	31.30	31.30	41.75	55.55	64.60	67.50	71.00
8.00	34.35	34.35	45.80	60.15	69.50	73.30	77.00
9.00	35.70	35.70	47.65	62.40	74.30	79.00	83.00
10.00	37.60	37.60	49.65	64.80	77.65	83.05	87.00
11.00	39.75	39.75	55.55	72.40	81.40	85.40	90.00
12.00	41.85	41.85	59.45	76.90	85.70	89.25	94.00
13.00	44.30	44.30	63.30	80.45	89.60	93.00	98.00
14.00	46.35	46.35	67.20	83.60	93.10	96.90	102.00
15.00	47.85	47.85	70.95	87.15	97.05	100.85	106.00
16.00	49.90	49.90	75.00	90.60	100.80	105.20	110.00
17.00	51.85	51.85	78.90	94.00	104.45	108.75	114.00
18.00	53.90	53.90	82.65	97.35	108.15	112.55	118.00
19.00	55.95	55.95	86.55	100.65	111.90	116.45	122.00

## USPS-PRI (Priority Mail)

Shipping Services View



- Ten30
- 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

LBS	ZONE1	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7
0.00	6.65	6.65	7.10	7.25	7.40	7.50	7.75
0.50	6.65	6.65	7.10	7.25	7.40	7.50	7.75
1.00	6.65	6.65	7.10	7.25	7.40	7.50	7.75
2.00	7.20	7.20	7.60	8.65	9.75	10.55	11.10
3.00	7.80	7.80	8.70	10.05	11.65	13.20	14.10
4.00	8.50	8.50	9.90	11.15	13.50	16.45	18.10
5.00	9.85	9.85	10.95	11.95	14.15	18.70	20.10
6.00	10.40	10.40	11.30	12.50	15.10	20.80	22.10
7.00	11.05	11.05	12.15	13.90	18.05	23.05	25.10
8.00	11.40	11.40	13.10	15.45	20.95	25.25	27.10
9.00	11.90	11.90	14.15	17.10	23.90	27.50	30.10
10.00	12.65	12.65	15.15	18.40	25.95	29.70	33.10
11.00	13.50	13.50	16.20	19.75	28.00	31.90	36.10
12.00	14.25	14.25	17.40	21.20	30.00	34.70	39.10
13.00	15.10	15.10	18.45	22.45	31.70	37.25	41.10
14.00	16.00	16.00	19.60	23.85	33.70	39.30	43.10
15.00	16.70	16.70	20.70	25.20	35.65	41.00	44.10
16.00	17.20	17.20	21.80	26.55	37.65	43.30	46.10
17.00	17.95	17.95	22.95	27.95	39.60	45.50	49.10
18.00	18.30	18.30	23.80	29.15	41.55	47.90	51.10
19.00	18.90	18.90	24.90	30.90	43.70	49.95	53.10

## USPS-4<sup>TH</sup>-NOSC (Parcel Select)

Shipping Services View

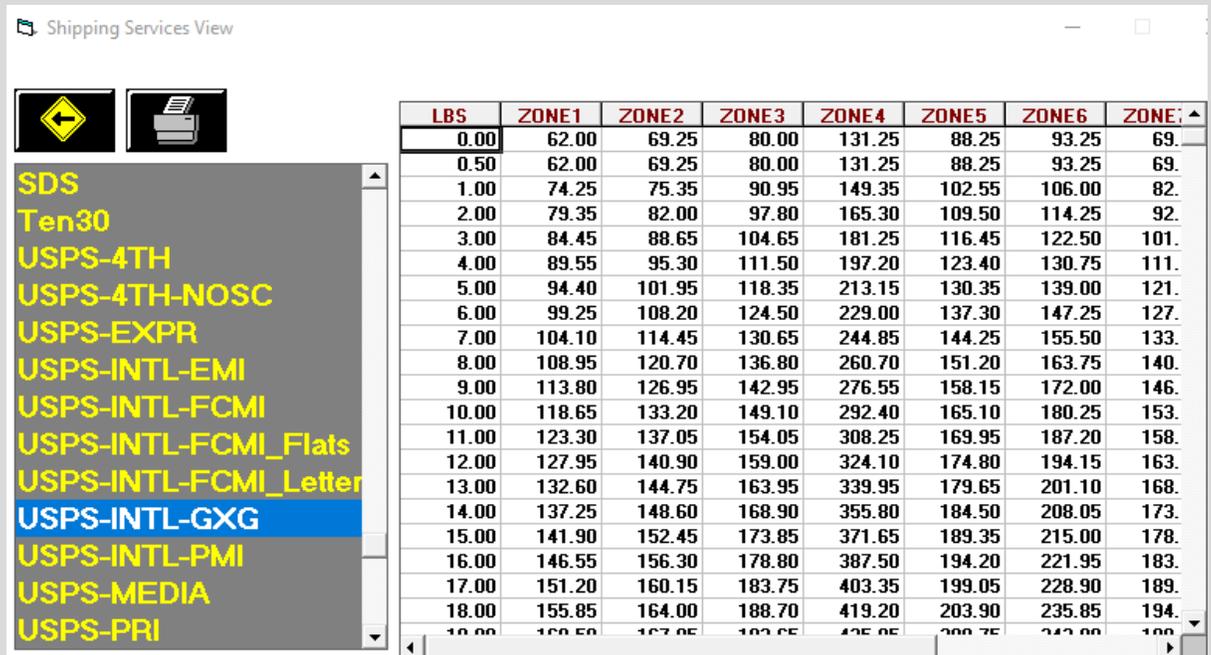


- FirstClass
- GDS
- NAS
- SDS
- Ten30
- USPS-4TH
- USPS-4TH-NOSC**
- USPS-EXPR
- USPS-INTL-EMI
- USPS-INTL-FCMI
- USPS-INTL-FCMI\_Flats
- USPS-INTL-FCMI\_Letter
- USPS-INTL-GXG

LBS	ZONE1	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7
1	5.95	5.95	6.46	6.56	6.68	6.81	6.95
2	6.52	6.52	6.60	6.83	8.15	9.14	9.10
3	6.61	6.61	7.38	7.86	9.50	11.76	12.10
4	6.83	6.83	7.62	8.72	10.50	13.72	15.10
5	7.17	7.17	8.01	9.19	10.95	15.63	17.10
6	7.52	7.52	8.44	9.54	13.59	17.50	20.10
7	7.83	7.83	8.86	9.90	15.08	19.31	23.10
8	8.20	8.20	9.28	10.97	16.31	21.22	25.10
9	8.57	8.57	9.87	11.08	17.44	22.70	27.10
10	9.09	9.09	10.28	11.22	18.76	24.44	29.10
11	10.30	10.30	11.93	13.82	19.98	26.21	32.10
12	10.84	10.84	12.60	14.52	21.33	28.54	35.10
13	11.34	11.34	13.24	15.11	22.46	30.61	36.10
14	11.84	11.84	13.89	15.79	23.70	32.37	38.10
15	12.23	12.23	14.56	16.46	24.76	33.70	39.10
16	12.70	12.70	15.33	17.32	25.87	35.67	41.10
17	13.04	13.04	16.00	18.07	27.02	37.44	43.10
18	13.26	13.26	16.44	18.83	28.13	39.43	45.10
19	13.55	13.55	16.86	19.29	28.86	40.19	46.10
20	14.02	14.02	17.17	19.73	29.42	41.18	48.10
21	14.77	14.77	17.70	20.95	30.95	43.95	49.10

## USPS-INTL-GXG (Global Express Guaranteed)

Shipping Services View



LBS	ZONE1	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7
0.00	62.00	69.25	80.00	131.25	88.25	93.25	69.00
0.50	62.00	69.25	80.00	131.25	88.25	93.25	69.00
1.00	74.25	75.35	90.95	149.35	102.55	106.00	82.00
2.00	79.35	82.00	97.80	165.30	109.50	114.25	92.00
3.00	84.45	88.65	104.65	181.25	116.45	122.50	101.00
4.00	89.55	95.30	111.50	197.20	123.40	130.75	111.00
5.00	94.40	101.95	118.35	213.15	130.35	139.00	121.00
6.00	99.25	108.20	124.50	229.00	137.30	147.25	127.00
7.00	104.10	114.45	130.65	244.85	144.25	155.50	133.00
8.00	108.95	120.70	136.80	260.70	151.20	163.75	140.00
9.00	113.80	126.95	142.95	276.55	158.15	172.00	146.00
10.00	118.65	133.20	149.10	292.40	165.10	180.25	153.00
11.00	123.30	137.05	154.05	308.25	169.95	187.20	158.00
12.00	127.95	140.90	159.00	324.10	174.80	194.15	163.00
13.00	132.60	144.75	163.95	339.95	179.65	201.10	168.00
14.00	137.25	148.60	168.90	355.80	184.50	208.05	173.00
15.00	141.90	152.45	173.85	371.65	189.35	215.00	178.00
16.00	146.55	156.30	178.80	387.50	194.20	221.95	183.00
17.00	151.20	160.15	183.75	403.35	199.05	228.90	189.00
18.00	155.85	164.00	188.70	419.20	203.90	235.85	194.00
19.00	160.50	167.85	193.65	435.05	208.75	242.80	199.00

**TASK #3 IS NOW COMPLETE.**

### TASK #4

#### 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. After changing your cost and selling Cost (Selling Price), if desired, click the "Update Now" button to save the change just for the selected service.

Click "Global Update" in the top left corner to update the charge for all USPS services.

5. If not using the global update button, select each individual USPS service and change your Cost and Selling Price (Selling Cost) for each service and accessorial listed below. Click "Update Now" after each change.

#### 2017 USPS® Accessorial Fees

Accessorial Charges 2017	USPS
Certified Mail	\$ 3.35
Return Receipt	\$ 2.75
Deliver Confirmation w Sig	\$ 2.90
Delivery Confirmation	\$ 0.00

## Update Flat Rate pricing

To set your USPS Flat Rate pricing go to: Actions > Table Management > USPS > Packaging. A list of all available Flat Rate packages and letters will display. Go through the entire list and check and adjust your selling prices. The correct costs will already be displayed and cannot be edited. For each flat rate packaging type check the domestic, Canadian, and international rate.

The screenshot shows the 'Master Shipping Table' window in Shiprite Global Connect. The 'Carrier Selection' is set to 'USPS'. The 'Service Selection' list includes various USPS services, with 'USPS FlatR Env Exp' selected. The 'Packaging' tab is active, showing dimensions (L: 12.5, H: 9.5, W: 1) and a weight limit of 0 lb. The 'Flat Rate Markup' section shows a base cost of 23.75 for Domestic and a sell price of 29.95 for International. An 'Update Now' button is visible at the bottom right. A note at the bottom states: 'USPS Flat Rate Env Express: Can be used for Domestic Express Mail and International Express Mail (regardless of weight).'

**Note:** If you are using Endicia the base cost will reflect the commercial base or commercial plus discounted price.

## Set your First Class Markups.

Go to Actions > Table Management > Master Shipping Table > USPS > FirstClass > Costs & Retail

**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.

Manually edit the 'RETAIL' columns and type in your retail price.

**Please remember to scroll further to the right to edit the 'RETAIL-Pack' column for 1<sup>st</sup> Class Parcels**

Master Shipping Table

Shiprite Global Connect

Service Description: USPS First-Class Mail

Carrier Selection: USPS

Service Selection: FirstClass

General Options Costs & Retail Accessorial Rev

First-Class Mail Rates:

WEIGHT	COST-Letter	RETAIL-Lette	COST-Flat	RETAIL-Flat	COST-Pac
1.00	0.49	0.70	0.98	1.88	2.6
2.00	0.70	1.00	1.19	2.31	2.6
3.00	0.91	1.40	1.40	2.73	2.6
3.50	1.12	1.75	1.61	3.15	2.6
4.00	0.00	0.00	1.61	3.15	2.6
5.00	0.00	0.00	1.82	3.58	2.6
6.00	0.00	0.00	2.03	4.00	3.0
7.00	0.00	0.00	2.24	4.42	3.2
8.00	0.00	0.00	2.45	4.85	3.3
9.00	0.00	0.00	2.66	5.27	3.5
10.00	0.00	0.00	2.87	5.69	3.7
11.00	0.00	0.00	3.08	6.12	3.9
12.00	0.00	0.00	3.29	6.54	4.1
13.00	0.00	0.00	3.50	6.96	4.2
14.00	0.00	0.00	0.00	0.00	4.0
15.00	0.00	0.00	0.00	0.00	4.1
15.90	0.00	0.00	0.00	0.00	4.3

**TASK #4 IS NOW COMPLETE.**

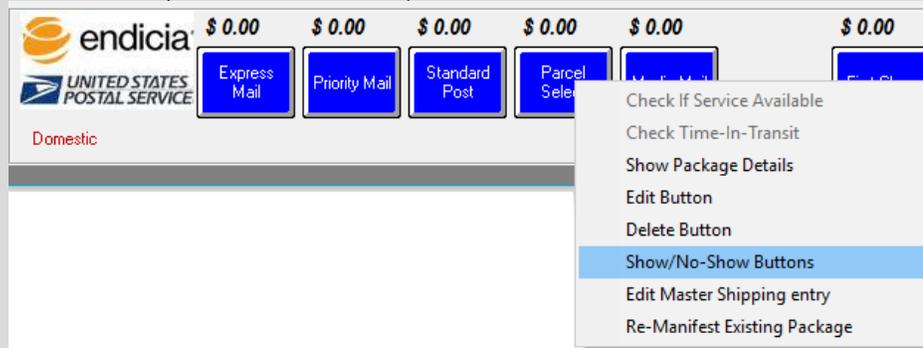
### **Task #5**

## USPS Priority Mail Cubic Rate

With this update ShipRite adds support for Priority Mail Cubic Rate. Priority Mail Cubic Rate has been set up as a distinct service in ShipRite. This allows for separate markups to be setup for it.

Currently Cubic Rate pricing is only available to members of RS Associates ([www.rscentral.org](http://www.rscentral.org)). If you are a member of RS Associates and your Endicia account already qualifies for Priority Mail Cubic Rate pricing then you can follow the below steps to add those rates to ShipRite.

To setup a button for Priority Mail Cubic Rate, open the ShipOne screen and right click on any USPS service, then select "Show / No Show Buttons"



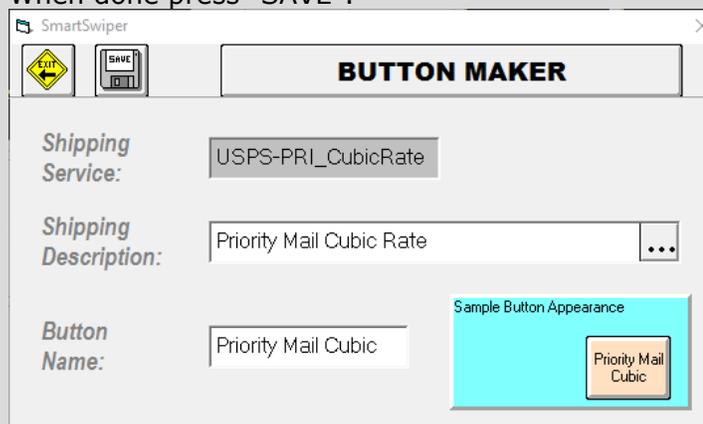
Find an empty button in your USPS panel. If you don't have any empty buttons select a service that you are currently not using (Bound Printed Matter for example).

Right click on the chosen button and select Edit Button.



The Button Maker screen will open. Double click in the "Shipping Service" field and on the list of services find the "USPS-PRI\_CubicRate" service and select it. Click OK in the top right corner.

Back in the Button Maker screen type in "Priority Mail Cubic" in the Button Name field. When done press "SAVE".



Restart ShipRite for the change to take effect. Once ShipRite is open go to Actions > Table Management > Master Shipping Table > USPS > USPS-PRI\_CubicRate > Percentage Markup. Enter the markup percentages and press SAVE in the top left corner.