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## ShipRite Update v.10.24.2

**This is a Critical Update that must be installed by 1/21/2024.**

### 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.
- When first opening ShipRite, the top header should read **v.10.24.2 – Build 1**. If it does not, please re-download the update.
  
- New 2024 Rate changes for USPS

**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 24.2 will automatically download and apply the new 2024 USPS rates on the due date. As such, the update can be downloaded any time before the rate change takes effect.

On 1/21/2024 open these instructions and go to the "Applying the 2024 USPS rates" section. Follow the instructions to check rates and update accessorial charges.

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

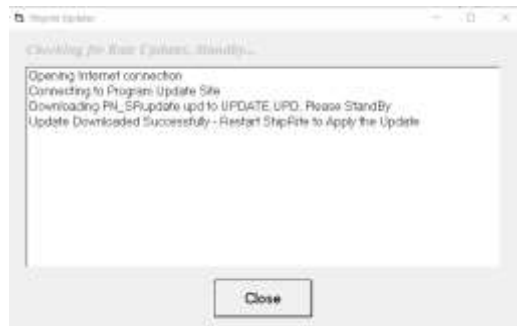
## Installation

1. Backup your ShipRite database. You should be backing up DAILY. If you are not, please go to [www.shipritesoftware.com/FAQS](http://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\_10.24.2.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 2024 USPS rates**

On 1/21/2024 check the rate charts and update the accessorial pricing below.

If the rate charts do not match, please verify that you are running version 24.2 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 24.2 and the rates still do not match, try restarting your computer for changes to take effect. Finally, if the rates are still not updated, please open a support ticket.

## USPS – 1/21/2024

USPS Rates will change automatically on January 21<sup>st</sup>, 2024. 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)



- 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
- WWXPED
- WWXPRES
- WWXSVR

LBS	ZONE1	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7
0.00	9.25	9.50	9.60	9.80	10.75	11.60	12.00
0.50	9.25	9.50	9.60	9.80	10.75	11.60	12.00
1.00	9.25	9.50	9.60	9.80	10.75	11.60	12.00
2.00	10.35	11.00	11.70	12.50	14.50	15.45	16.00
3.00	10.80	11.55	12.15	13.20	15.55	17.80	20.00
4.00	11.70	12.20	13.10	14.25	16.95	20.50	24.00
5.00	12.45	13.00	13.95	15.20	18.10	22.95	27.00
6.00	12.95	13.35	14.35	15.80	19.20	25.25	31.00
7.00	13.55	13.95	14.85	16.55	20.30	27.60	34.00
8.00	14.10	14.40	15.35	17.15	21.35	29.95	38.00
9.00	14.65	14.95	15.75	17.75	22.45	32.20	41.00
10.00	15.50	15.85	16.70	18.85	23.95	34.75	45.00
11.00	16.25	16.80	17.65	19.90	25.40	37.30	49.00
12.00	16.95	17.40	18.15	20.70	26.65	39.85	53.00
13.00	17.70	18.05	18.70	21.25	27.80	42.45	57.00
14.00	18.45	18.55	19.20	22.05	29.25	45.30	61.00
15.00	19.15	19.35	19.95	22.70	30.50	47.15	63.00
16.00	19.90	20.15	20.70	23.80	32.35	49.85	67.00
17.00	20.65	20.90	21.40	24.80	34.50	52.70	70.00
18.00	21.35	21.60	22.15	25.40	36.70	55.55	74.00
19.00	22.00	22.30	22.80	26.00	39.00	59.00	78.00

### USPS-EXPR (Priority Mail Express)



- FEDEX-PRI
- FEDEX-STD
- FEDEX-SVR
- FirstClass
- USPS-EXPR**
- USPS-GND-ADV
- USPS-INTL-EMI
- USPS-INTL-FCMI
- USPS-INTL-FCMI\_Flats
- USPS-INTL-FCMI\_Letter
- USPS-INTL-GXG
- USPS-INTL-PMI
- USPS-MEDIA

LBS	ZONE1	ZONE2	ZONE3	ZONE4	ZONE5	ZONE6	ZONE7
0.00	30.45	30.65	30.75	33.05	37.60	40.40	43.00
0.50	30.45	30.65	30.75	33.05	37.60	40.40	43.00
1.00	30.95	31.70	33.40	37.90	44.90	48.60	51.00
2.00	31.45	32.70	36.10	42.80	52.20	56.80	60.00
3.00	31.95	33.75	38.75	47.65	59.55	65.05	68.00
4.00	32.45	34.75	41.45	52.55	66.85	73.25	77.00
5.00	32.95	35.80	44.10	57.40	74.15	81.45	85.00
6.00	36.25	39.40	48.45	63.70	81.40	88.95	93.00
7.00	39.60	42.95	52.75	70.00	88.65	96.45	101.00
8.00	42.90	46.55	57.10	76.30	95.90	103.95	110.00
9.00	46.25	50.10	61.40	82.60	103.15	111.45	118.00
10.00	49.55	53.70	65.75	88.90	110.40	118.95	126.00
11.00	51.95	56.70	70.65	93.90	115.30	123.65	131.00
12.00	54.30	59.70	75.55	98.90	120.20	128.30	136.00
13.00	56.70	62.75	80.50	103.85	125.10	133.00	141.00
14.00	59.10	65.75	85.40	108.85	130.00	137.65	145.00
15.00	61.45	68.75	90.30	113.85	134.95	142.35	150.00
16.00	63.85	71.75	95.20	118.85	139.85	147.00	155.00
17.00	66.25	74.75	100.10	123.85	144.75	151.70	160.00
18.00	68.65	77.80	105.05	128.80	149.65	156.35	165.00
19.00	71.00	80.80	109.95	133.80	154.55	161.05	170.00

### 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 set your Retail pricing. *(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.

### 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	\$4.40	
Return Receipt	\$3.65	
Delivery Confirmation	\$0.00	
Delivery Confirmation w Sig	\$4.15	
Nonstandard Fee (L > 22 in)	\$4.00	
Nonstandard Fee (L > 30 in)	\$18.00	
Nonstandard Fee (V > 2 cu ft)	\$30.00	
<b>Declared Value - Endicia</b>		
Free coverage up to:	\$0.00	
Minimum Cost Up To:	\$100.00	
Min Cost	\$1.98	
For Each additional	\$100.00	
Cost	\$1.38	
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	\$100.00	
Min Cost / Charge	\$2.31	
For Each additional	\$100.00	
Cost	\$2.22	

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

ACCESSORIAL FEE – Ground	COST	SELL
Nonstandard Fee (L > 30 in)	\$8.40	
Nonstandard Fee (V > 2 cu ft)	\$18.00	

## Fixes Included in version 24.2

Type	Module	Description
	<b>Build 1</b>	
New	USPS	Updated USPS rates effective 01/21/2024.
New	USPS	Updated Endicia ShipRite Preferred discounted rates effective 01/21/2024.
New	USPS	Updated USPS COD fees effective 01/21/2024.
New	FedEx	Updated FedEx Demand (Peak) surcharges effective 01/15/2024.
New	UPS	Updated UPS Demand (Peak) surcharges effective 01/14/2024.
New	Net45.DropOff	Added FASC Compensation report to include FedEx Express, Ground, and HAL packages.