

# **UPSS Pro<sup>™</sup> & UPSS Lite<sup>™</sup>**

## **Universal Parcel Shipping Software**

**User's Manual  
Ver. 12.1**

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# 1 GETTING STARTED

## 1.1 Disclaimer

**Limited Warranty.** UPSS™ Systems warrants that the software contained herein will perform substantially in accordance with the accompanying documentation.

**a) No Other Warranties.** UPSS™ Systems disclaims all other warranties, either express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the Software, the accompanying written materials, and any accompanying Scale (if any). All of our Digital Scales are warranted and serviced by the manufacturers of the scales.

**b) No Liability for Consequential Damages.** In no event shall UPSS™ Systems be liable for any damages whatsoever (including but not limited to damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) which may result from the use or the inability to use this software.

No part of this Manual may be distributed without the accompanied software. The software and the documentation are subject to change for enhancement, improvement or any other reason at anytime without prior notice. UPSS Systems guarantees your total privacy. UPSS Systems will **NOT** sell, rent or give your personal information to anyone! See the included License.rtf file for complete License Agreement.

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## 1.2 Introduction

The UPSS™ Pro software is exclusively designed for the Retail Packaging and Shipping type stores where the business owner needs absolute and complete control of all the Retail rates he/she is charging. Our UPSS™ Pro is truly universal and automatic parcel shipping software that supports all major carriers. Once you program your own Retail rates, you will never have to refer to the pages and pages of Shipping charges, Zone charts and Zipcode lists. If you ever used any other shipping software and compare it to our UPSS™ Pro software, you will wonder how you managed without it.

To complement our UPSS™ Pro software you can obtain from UPS and FedEx their free shipping software for processing your with the carrier. By using our software, you are able to process any package in front of your customer and still be able to give them a complete UPS or FedEx Tracking Number. At your convenience, you can Import your packages to your free Carrier shipping software. Once the package information is Imported, the carrier's barcode labels will be automatically printed and your packages will be ready to be picked up by the carrier. Why pay thousands of dollars for "reinventing the wheel" if it is free from the most accurate and dependable source, your carrier.

**The UPSS™ Lite is a "stripped" version of our UPSS™ Pro. The UPSS™ Lite is intended only for users that do not mark up the carrier rates, do not interface with the Carriers' shipping software, do not need a manifest, programmable Custom Carrier, Scale interface, Network version and do not provide Packaging services. All UPSS™ Lite displayed rates are the Carriers' Published rates only.**

## Here are some of the UPSS™ Pro/Lite major features:

- UPSS™ will automatically determine your total shipping cost based on simply two entries (plus any Options): 1) The destination Zipcode. 2) The weight of the package. If you purchase our optional digital scale, you can even eliminate the weight entry for an even faster and more efficient shipping operation.
- Only ONE clear, simple and colorful shipping menu for all carriers, services and options.
- Direct interface to your free UPS and FedEx shipping software.
- Automatic UPS, FedEx Express and FedEx Ground Tracking Numbers generation.
- Automatic price comparison between all carriers and services or just your preferred carriers, domestic and international. One mouse click selects the most economical carrier and service.
- Automatic Delivery Date and Time calculation for every carrier and domestic service. All calculation accounts Federal-Carrier Holidays with adjustable pickup day  $\pm 12$  months.
- Automatic packaging charges calculation, including labor, material charges and Sales Taxes. No more guessing or inconsistent packaging charges.
- Automatic Delivery Area Surcharge calculation for all Carriers and Services.
- Automatic Dimensional Weight and Oversize Weight calculation for all services and carriers.
- Automatic Zipcode-City search and address verification with over 55,000 Zipcodes database throughout all 50 States, Puerto Rico and US Territories.
- Automatic FedEx domestic and international Hundredweight, Multi-Piece, Per/Pound rates.
- Automatic Fuel Surcharge calculation, surcharge is completely user programmable.
- Automatic Zone selection for all carriers, Domestic and International.
- Automatic interface with Carriers' website for accurate delivery Date and Time.
- Preprogrammed with all Carriers and Services Zip to Zone charts, no manual editing.
- Track any package by any Carrier using our unique and proprietary all Carriers interface.
- Shipping cost includes all carrier Options such as: Insurance Value, C.O.D., Delivery Confirmation, Call Tag, Oversize, Additional Handling, Hazardous Material, Saturday/Sunday Delivery/Pickup and Int'l Extended Area surcharge.
- Supports all 48 States shippers, including UPS and DHL shippers from Florida's unique Dade and Broward counties.
- Supports all UPS, USPS, FedEx and DHL services and destinations, domestic and international, including one Custom fully programmable carrier.
- All Retail rates and Options can be password protected from unauthorized editing.
- All four major carriers: United Parcel Service (UPS), United States Postal Service (USPS), Federal Express including FedEx Ground (FEDEX) and DHL are included free of charge. In addition, there is a fifth carrier, which is fully customizable and programmable as any Custom Carrier with all the features and services of the original DHL carrier.
- Interactive self-explanatory Help and "tool-tips" for every function and option. No need to memorize commands and manuals.
- Optional Digital Scale with RS-232 (Serial) interface. 150 lbs. Class III "Legal for Trade".
- Optional Network version software for multi-user and enhanced functionality.
- Daily and accumulated statistical Retail Manifest report, a **must-have** for the Retail shipper.
- Retail Customer Receipt printout: Date, Ship To, Carrier, Service, Charges and Tracking #.
- Personal Insurance Manifest report, a sensible alternative to the Carriers' Insurance.
- Import/Export complete Package Record and interface with most third party software.
- All displayed (Retail) charges are completely programmable, individually, or by using our unique Global Markup-Discount by percentage or fixed dollar amount.

UPSS™ Lite supports all of the above features except the last seven. In addition, it does not support the fifth Custom Carrier and it does not interface to the UPS and FedEx shipping software.

### **Hardware System requirements:**

UPSS™ Pro and UPSS™ Lite will run on **any** computer with Microsoft Windows from Windows 98 to Windows 7. UPSS™ Pro or UPSS™ Lite requires less than 10 MB space on your hard drive.

## **1.3 Overview**

**From now on: Whether you mark up the carrier rates or not, we will always refer to the displayed rates in the Shipping Menu as the Retail rates.** The UPSS™ Pro software has built in complete dual UPS, USPS, FEDEX and DHL rate tables. For every “Carrier” charge there is a corresponding “Retail” charge. UPSS™ Lite displays and supports only the Carriers’ Published rates.

Initially, all Carrier Retail rates are identical to the Carriers’ Published rates. Therefore, initially all displayed rates in the Shipping Menu will be the same as the Carriers’ Published rates. See Global Markup-Discout under Tools on the Menu Bar for a quick mark up of all Carrier Rates and Miscellaneous Charges. The Custom carrier rates are initially set to all zeros “0.00” and are completely programmable by the user. UPSS™ Lite doesn’t support this Custom carrier.

UPSS™ Pro Retail rates are completely programmable, you can edit and change them, as opposed to the Carriers’ Published rates, which are not programmable by the user. **To interface with your Carrier shipping software and/or to display, print, edit and generate your Retail rates, your system must have current and valid Carriers’ Published rates. New UPS, USPS, FedEx and DHL Carriers’ Published rates, software updates and technical support must be purchased from UPSS™ Systems each calendar year.** Thanks to the dual price structure, ANY shipper can use the software, whether you mark up the carrier rates, or not. **If you do not mark up the carrier rates, then the displayed charges will be the Carriers’ Published rates, with or without discount.**

## **1.4 Starting**

UPSS™ Pro and UPSS™ Lite are distributed in two ways.

1) Free Trial version, a fully functional copy with only a couple of limitations. You can process packages up to 5 lb. or 32 oz. only. In addition, the UPSS™ Pro cannot save nor print out your own custom Retail rates. **The above limitations, of course, do not exist in the version you will receive when you purchase the software.** The Free Trial version can be free downloaded from our website as a single file, self-extracting setup program. The file name would be in the following format, UPSS-XXX.EXE where XXX is the latest version number. To install the software, simply run the program using your Windows Explorer or the Start Menu. All Carrier/Retail rates are generated automatically based on your Originating Location Zipcode you enter when you start the software.

2) Purchased version, unlimited copy with the latest Carriers’ Published rates and **preprogrammed** with all Carriers Zip to Zone charts for your specific Zipcode. To install the software, simply insert the CD into your drive and follow simple instructions. If the Setup does not start automatically (your AutoRun is disabled), run SETUP.EXE and follow instructions. **Do not install multiple copies of the software, including the Free Trial version in different locations on your computer!**

The initial “Splash Screen” displays the name and address of the Licensed owner of the software, their UPS Shipper (account) #, number of individual computers that the software can be used

(installed) on and the program version. **The software can be legally used ONLY at the above location and with number of computers listed!**

Before you continue any further, you must read the entire built-in HELP or this User's Manual. **Do not operate the software with your computer Date set incorrectly. Do not edit, rename or move any of the software files!**

To start the UPSS™ software, simply click on the UPSS™ Pro or UPSS™ Lite icon. After a few seconds, the computer will load the software and display the Shipping Menu. Initially, some of the selections will be disabled, as the software does not have enough information yet to process that package. All selections and operations have a self-prompting quick Help line on the bottom of the menu. In addition to the Help line, you can display the “tool tips” by positioning the mouse over each specific entry or button. Complete Help is available on the Menu Bar. **At any menu where there is a Save button, if you made any changes and did not save them, they will be in effect only until you Exit the software.** At anytime, pressing ESC or Clear under File on the Menu Bar will clear all entries in the Shipping Menu.

If you have any problems or questions, please use the built-in HELP on the Menu Bar. Usually you will be able to solve the problem on your own. If you purchase the software and still need help, please call UPSS™ Systems Monday through Friday 9:00 A.M. - 5:00 P.M. MST. Better yet, you can E-mail us your questions 24 hours a day and please identify yourself with your UPS Shipper number.

## 1.5 Digital Scale

The Digital Scale and its software interface are Optional and are available at extra cost. Price list is available on our Order Form.

The scale interfaces with your computer Serial RS232 port and a special UPSS™ interface software that will automatically read the weight on the scale (packages only, 1 lb. and up), round it up and display it in the Shipping Menu. If you wish, you can always override the scale and enter the weight manually by typing it over the displayed weight. The scale has a built in digital display or optionally a remote digital display for your customer's view. Presently our scale interface software supports eight different scales from all the major scale manufacturers, two Utility scales and six Class III “Legal for Trade” scales. **These scales are not designed for First Class Mail.** The Digital Scale Option is not available with the UPSS™ Lite.

We offer a Weigh-Tronix NCI-7815 heavy duty, Class III commercial, “Legal for Trade” scale. This scale comes with the optional remote display and it is very stable and accurate over a wide temperature range. The scale interfaces with your computer's COM1 or COM2 ports via an RS-232 Serial cable. The scale automatically resets to “zero”, in addition, it can be reset manually with the scale “Reset” button or by pressing F3 on your keyboard while in the Weight textbox. **Do not reset the scale while it is in motion!** Under certain conditions, such as, after dropping a heavy box on the scale, you may not be able to “zero” the scale. If this should happen, simply turn off and on the power to the scale. If for some reason your scale is not functioning or not connected, you should select Scale Type “None.” This way the software will not pause and wait for the scale to respond.

**The first time you install your scale you have to configure your UPSS Pro software to your scale.** You must select the proper Serial Port, COM1 or COM2 and the Scale Type in the Default Setup menu under Tools on the Menu Bar. If you purchased the “Legal for Trade” scale, select Scale Type “NCI-7815”, Save the setting, Exit the software and reload it again.

If you purchased the Network version software and the scale, all your Workstations (users) can share the same scale. To share a single scale, it must be attached to your Main computer and Scale Type “NCI-7815” selected. All Workstation must select Scale Type “Slave.”

## 1.6 Network

UPSS™ Pro for Networks is a special version for multiple (unlimited number) simultaneous users with some unique functions. Multiple users can share a single Digital Scale. Import a complete package record and interface with most third party software. The software will also generate a single common Retail Manifest and Insurance Manifest (from all users) with common Export list interface to your UPS and FedEx shipping software with unique Tracking Numbers. The Network version is optional and is available at extra cost, please see our Order Form. This Option is not available with the UPSS™ Lite.

To generate a common manifest, share the same Retail rates and share an Optional single Digital Scale, each Workstation (user) must execute a “Shortcut” (icon) on his own “Desktop” where the “Target:” and “Start in:” points to the upss2000.exe on the Main computer (Server). In order to be able to access the UPSS directory on your Main computer by all Workstations, depending on your Network Administration and Operating System, you may have to enable “Sharing” and change the “Security” to “Full Control” for “Everyone”. Even though each Workstation executes the UPSS™ Pro program on the Main computer, a copy of the UPSS™ Pro Network software must still be installed on each Workstation. All new updates, including any Retail markups and rate changes, need to be performed **only** on the Main computer and these changes will affect all Workstations. After any software update or markup changes, we recommend that you copy the entire UPSS folder from your Main computer (server) into each Workstation and overwrite the existing C:\UPSS folder. This will assure that your software on each Workstation is updated and it will be able to function without the Network in the event that your Network fails.

## 2 SHIPPING MENU

The Shipping Menu is the “heart” of the UPSS™ Pro and UPSS™ Lite software. From here, you will perform all the shipping operations regardless of the Carrier or Service. Once “Total Shipping Cost” is displayed, pressing F12 will display a “Detail Shipping Charges” menu with all Options and surcharges. Clicking the “Carrier” button will toggle the Carrier and Markup columns on/off. To toggle the Markup by Percentage or Dollars, click the “% / \$” button or press F5. The “Carrier” button is disabled in the UPSS™ Lite or if you check the “Disable Markup/Editing” in the Defaults Setup.

### 2.1 Package ID - Tracking Number

The software will automatically generate a unique carrier Tracking Numbers/ Reference Number for all UPS and FedEx domestic packages. For all other packages, the software will automatically generate a unique Package ID. The Package ID can be manually edited but not the Tracking Number. To guarantee a unique Package ID, after Package ID editing, the software will always restore the default unique Package ID for the next package. **If you do not intend to interface with the Carrier shipping software, you can still use the software generated Package ID - Tracking Number as a “Reference Number” with the carrier’s software or on their website and be able to Track your packages with this Reference Number.**

## 2.2 Zipcode

Based on the destination Zipcode (5 digits) the software will automatically determine the Zone, destination city and state for all 50 States, Puerto Rico and US Territories when shipped via USPS. For Canada, enter **only** the first 3 characters of their Zipcode and press Enter. If you ship a package internationally, except to Canada, Puerto Rico and US Territories when shipped via USPS only, then do not enter any Zipcode, just press Enter and the Zipcode will display “INT’L”. The software will reject any invalid Zipcode.

Based on the Zipcode, the software will automatically determine if Delivery Area Surcharge applies and add the proper surcharge. The Retail Delivery Area Surcharge can be edited in the Miscellaneous charges under Carrier Rates on the Menu Bar.

To recall the last Zipcode entered, press F2. To recall the last package shipped with the next consecutive Tracking number (UPSS™ Pro only, for multiple packages to the same address) press F7. F4 is a shortcut for “Zipcode” search.

With the UPSS™ Pro Network version, you can Import/Export a complete package record and interface with most third party software. Pressing F8 will automatically Import this Package Record. Ship It! will Export a complete last Package Record. For evaluation purposes, this feature is enabled on the UPSS™ Pro Free Trial version (which is **not** a Network version). For complete details on using this function, please contact UPSS™ Systems.

## 2.3 Zipcode-City Search

When you enter the Zipcode, the software will automatically execute the built-in Zipcode-City Search and will display the Destination City and State for all 50 States and US Territories.

To execute a Zipcode-City Search manually, click on the Zipcode button. You have two options:  
a) Enter the city name and the state abbreviation (no comma after the city name, just one space) or you can type only the first few letters of the city name without the state abbreviation and press Enter. The software will display all the cities with their Zipcodes that **start** with those particular letters in all 50 States, APOs, FPOs and US Territories.

b) If you know the Zipcode but not the city name or are not sure of its spelling, simply enter the Zipcode and press Enter. The software will display the city name and state. If you Select any highlighted Zipcode or double click on it, that Zipcode will automatically be entered in the Zipcode textbox in the Shipping Menu.

Some Zipcodes may be associated with more than one city. If you see more than one city name or any variation of the city name in your search result, usually the first on the list is the “Default” city. The rest on this list are “Acceptable”. There are several thousands of Zipcodes, which are associated with more than one city or variations of the city name and are “Acceptable” but are not the “Default”. These definitions (Default and Acceptable) are the US Post Office terminologies, not ours!

The Zipcode-City Database contains over 55,000 valid Zipcodes. If a search ends with “Not Fund!” either: a) You misspelled the city name; b) It is an invalid Zipcode; or c) The city or the Zipcode does not exist in your database. New Zipcodes are being added or changed on a regular basis all across the country. UPSS™ Systems will provide an updated database with each yearly upgrade. If you purchased the UPSS™ Pro with multiple computer licenses or the Network version, we will provide

you two additional **free** database downloads, in April and August each calendar year. See the “Updates” page on our website. If you didn’t purchase multiple computer licenses or the Network version or need an updated database more than three times a year, please contact UPSS™ Systems for more details. An accurate and updated Zipcode database could prevent “Return to Sender” packages or “Address Correction Charges”. **Please note: To prevent abuse, the Free Trial UPSS™ Pro/Lite versions are supplied with an outdated (2001) Zipcode database.**

## 2.4 Weight

Enter the package weight (the software will automatically round it up if necessary) or scroll Up/Down either with your mouse or the Up/Down Arrows (on your keyboard) to the desired weight. To ship a Carrier provided “Letter” Envelope (LTR), enter “0” (zero) “lbs.” or scroll down. Please pay attention to the displayed weight limits with each Carrier and Services.

If you purchased the optional Digital Scale, the weight will be read automatically from it and displayed rounded up. You can still override the weight by typing over it manually. If the scale needs to be reset to zero (Legal for Trade scales only), remove any weight from the scale and press F3 on your keyboard (while still in the Weight textbox).

To process FedEx and DHL domestic or international Hundredweight, Multi-Piece, Per/Pound rates simply enter the **total** weight up to 999 lbs. For more details, please see the carrier Service guide. Single package actual weight still applies (150 lbs. most carrier). The software will automatically calculate the proper charges.

## 2.5 Ship To

The Ship To destination (City and State) is determined automatically based on the Zipcode to all 50 States and Puerto Rico. If you ship via UPS or FEDEX domestically and intend to Import your packages record to the UPS or FedEx shipping software click the “Ship To” button and enter the recipient Name and Address. Reference number and Phone number are optional entries. All entries in this menu will be Imported to the Carrier shipping software. Each name and address can be saved in the built-in Address Book by clicking the “Save” button. To process a package without saving the name and address click the “OK” button. Once you save the recipient name and address, it can be recalled by clicking the Name/Company drop-down list or searched the Address Book by typing a few characters of the desired Name. To delete a saved name and address, simply recall it and press the “Delete” button. To keep the Address Book manageable you should only save names you expect to use again in the future (no limit to the number of names you can save). Your Address Book is saved in “Address.Dat” file which is a simple comma delaminated (CSV format) file. You can create or edit this Address Book file with MS Excel or any other software. The “Ship To” button is disabled in the UPSS™ Lite.

If you ship internationally (except to Canada and Puerto Rico), you have to select the destination country from the built in International Country/Zone database. Once you select the destination country, the charges and the Zone will be displayed automatically. Also, the selected country will be the default country for the next international package. **To scroll quickly through the country list press Page Up, Page Down keys or simply type the first few letters of the country name.**

All International charges are based on the built in Country/Zone database and all Zones are determined automatically. If you are located in Florida’s Dade or Broward counties, see Default Setup for more details.

## 2.6 Miscellaneous services and charges

**10Kg Box, 25Kg Box, Flat Rate Box, Pak, Documents, Return Receipt, Certified, Registered, Extended Area, and Residential/Home** are Carrier and Service specific services. They will be displayed for your selection **only** when appropriate. The charges for the **10Kg Box** and **25Kg Box** are located at the bottom of each appropriate chart in the Carrier Rates on the Menu Bar. The rest of the charges are located in the Miscellaneous Charges under Carrier Rates on the Menu Bar. **To understand the full meanings, benefits, limitations and requirements of the above services, you must consult the latest Carriers' Service Guides.** For example, USPS Return Receipt is available **only** with, Registered Mail or Certified Mail or C.O.D or with \$200 or more of Insurance. Check **Residential/ Home** option if the destination address is Residential. **If it is not checked, then the destination is Commercial.** All Residential rates consist of Commercial rates plus Residential surcharge. Even though USPS doesn't have a Residential surcharge as other carriers do, to have a fair price Comparison you should check the Residential option if it applies. The **Residential** option can be programmed as the default in the Defaults Setup under Tools on the Menu Bar.

If the **Extended Area** check box is displayed, you must contact the Carrier to verify if this surcharge applies. See UPS, FEDEX and DHL Service Guides respectively for more details. This surcharge is subject to change; therefore it is impractical to incorporate an automatic selection into the software.

## 2.7 Carrier

UPSS™ Pro and UPSS™ Lite supports all four major carriers. UPS - United Parcel Service, USPS - US Postal Service, FEDEX - Federal Express and DHL. The fifth carrier is Optional and it is fully customizable and programmable. See Custom Carrier Setup under Tools on the Menu Bar. The Custom Carrier is not supported in the UPSS™ Lite. The default Carrier is the **last** Carrier used.

## 2.8 Service

Select the shipping service by clicking on the Service list. The default Services is the **last** Service used. If the current Carrier doesn't support the previous service used, the default Service would be the first Service on the current list. All Services for the Custom Carrier are fully programmable. See Custom Carrier Setup under Tools on the Menu Bar.

UPS Next Day A.M. service consists of the regular Next Day charge **plus** the corresponding A.M. Surcharge. The software adds the Surcharge automatically. The Retail A.M. Surcharge can be edited in the Miscellaneous charges under Carrier Rates on the Menu Bar.

## 2.9 Packaging

To determine the Packaging charges, select the Box Description from the drop-down list that is most appropriate to package the contents. The software will automatically add the weight of the selected box and packing material to the weight of the "raw goods." Also, it will calculate the Dimensional Weight and Oversize Weight based on the box dimensions. The displayed Total Shipping Cost window will display the Packaging Charges, broken down to Labor "L", Material "M" and Tax "T". The Box Description, Length, Width, Height, Weight, Labor and Material costs are all programmable in Packaging Charges under Tools on the Menu Bar. Packaging is disabled in the UPSS™ Lite.

## 2.10 Dimensions

The software will automatically calculate all Dimensional Weight using the appropriate formulas with the dimensions you enter. If the Dimensional Weight overrides the actual weight, the software will display the modified weight (DW), next to the actual weight and automatically recalculate all charges accordingly. In order for the software to be able calculate the correct charges; **you must always enter the package dimensions**. All dimensions can be entered in any order and assigned to any label, L x W x H. If package has a cylindrical shape check “Cylinder and enter the Diameter and Height dimensions. “Clear” will clear all dimensions. Once you enter the package Dimensions, the software will automatically determine if a package meets all carriers’ limitations, if it will fit in certain Carrier provided Envelopes or Flat Rate Boxes and enable only the proper services and options.

If Dimensional Weight is more that 150 lbs., the charges are calculated using a “Price per Pound” rate. These Price per Pound rates “DW/lbs.” including the USPS Parcel Post Oversized (Ovsz) can be viewed and edited at the bottom of the appropriate charts. These charges **must** be edited manually; they **cannot** be marked up or discounted with the Global Markup-Discount!

## 2.11 Comparison

This menu allows you to compare all five carriers and their services Domestic and International. Carrier to be included in the Comparison can be selected in the Defaults Setup under Tools on the Menu Bar. Each domestic service is color coded for easier and quicker comparison. Black services are Ground, orange services are 3 Days, blue services are 2 Days and red services are Next Day. If you select a service and click the “Select” button or double click on any service, that selection will become the new Carrier and Service in the main Shipping Menu. Clicking the “Carrier” button will toggle the Carrier and Markup columns on/off. To toggle the Markup by Percentage or Dollars, click the “% / \$” button or press F5. The “Carrier” button is disabled in the UPSS™ Lite or if you check the “Disable Markup/ Editing” in the Defaults Setup. Price Comparison with USPS First Class Mail domestic and international is not available as these services have no comparable services by other carriers. F11 is a shortcut for “Comparison”.

## 2.12 Delivery Date and Time

**UPS Next Day A.M. and FEDEX First services are available to “Major Cities” only. USPS Express Mail does not guarantee overnight or Sunday/Holiday delivery to all locations. All calculated and displayed delivery dates and times are estimates only and do not apply to remote and rural areas.** Clicking the “Delivery Day” button with any **UPS service or USPS domestic Express service** will display automatically accurate delivery dates and times directly from the Carrier via the Internet. All other Carriers and Services, their delivery dates and times **cannot** be obtained automatically or are not available from the Carrier. With these Carriers and Services, if accurate delivery date and times are available from the Carrier, you **must** fill in (partially or entirely) manually the Carriers’ forms on line. **If your UPSS software is installed on a computer without Internet access, and delivery date and time are critical, you will have to contact the Carrier.**

Displayed Delivery Dates assume that all packages will be picked up the day they were processed. Packages that were processed on Saturday and Saturday Pickup was not selected or is not available, or USPS Sunday/Holiday was not selected or is not available, these packages will be picked up on Monday or after the Holiday and the displayed Delivery Date will be automatically adjusted accordingly. All Ground Delivery Dates are Estimates!

To estimate future or past domestic Delivery Date, you can change the Pickup Date up to  $\pm 12$  months. Press F9 or double Clicking on the current displayed Delivery Date (colored background) and it will turn On/Off a scrollable Pickup Date where you can scroll it up and down. “Ship It!” is disabled while the Pickup Date is not the current date. **When the scrollable Pickup Date is invisible, the Pickup Date is always set to the current date!**

## 2.13 Ship It!

This is the final step in processing a package. An optional (UPSS™ Pro only) Retail Customer Receipt (label) will be printed and all package records will be saved. The Retail Customer Receipt can be enabled in Defaults Setup under Tools on the Menu Bar. If you select Ship It! and later you change your mind, you can always void the package from All Packages under Manifest on the Menu Bar. F10 is a shortcut for “Ship It!”.

## 2.14 Options

**Please note: Not all the Options are available with all carriers or all services.** If an Option is not available with a particular service or carrier, then the selection is disabled. After selecting any of the Options, the displayed Total Shipping Cost will automatically include the charge for that option. All Retail Options charges can be edited (UPSS™ Pro only) in Miscellaneous charges under Carrier Rates on the Menu Bar. For complete details on these Options, see your Carriers’ Service Guide.

### 2.14.1 Call Tag

Select this option if you want to issue a Call Tag.

### 2.14.2 Saturday/Sunday Del/Pick

Select this option if you want USPS Sunday/Holiday delivery or UPS, FEDEX, DHL Saturday Delivery or Pickup service. Please contact the Carrier to verify schedule and availability.

### 2.14.3 Delivery Confirmation/Signature

Select this option if you want Delivery Confirmation, with or without a signature. If Carrier is FEDEX, this selection turns into “Signature” and allows you to select the Signature type.

### 2.14.4 Additional Handling

Select this option if a package requires Additional Handling. Additional Handling charges may apply based on package Dimensions plus several other criteria which varies between Carriers and Services. **Additional Handling selected manually will not be added in Comparison.**

If you enter the package Dimensions and Additional Handling charges apply (based on package dimensions and/or weight), the software will automatically check this selection for you. Additional Handling **not** based on the Dimensions/Weight must be selected manually. If Additional Handling apply as a result of entering its Dimensions, you cannot uncheck this selection without changing the actual package Dimensions. **For complete rules and regulation where Additional Handling may apply to a package, you must check the Carriers’ Service Guide.**

## 2.14.5 Hazardous Mat.

Select this option if a package contains Hazardous Material, Carriers' restrictions apply.

## 2.14.6 Insurance

If the Carrier is UPS or FEDEX, enter insurance value only if it is more than \$100. If the carrier is USPS or DHL, enter insurance value if more than \$0. Please note, some insurance restrictions apply with USPS international service.

## 2.14.7 C.O.D.

Enter the C.O.D. amount to be collected. After entering the C.O.D. amount, you will be asked if you want to add the shipping cost to the C.O.D. amount. If "Yes", the new C.O.D. amount will include the shipping cost. If "No", the C.O.D. amount is unchanged. If you want to collect the C.O.D. charge for the shipping cost only, enter 0 (zero) for C.O.D. amount. The C.O.D. amount will automatically change to the Total Shipping Cost. In either case, the displayed Total Shipping Cost will include the shipping cost plus the C.O.D. charge. The C.O.D. option should always be the last Option selected.

## 2.14.8 Optional

These Optional charges are **not** associated with any specific Carrier or Service and they can be used for **any** optional charges. You can enter the Optional Charges as dollar amount which is the default (do not enter a \$ sign), or as a percentage of the shipping charges (not including any Options) by adding "%" following the Optional Charges number. If you add a "-" (minus) in front of the Optional Charges number, for example, -2.50 or -10% that would automatically discount the "Total Shipping Cost" by \$2.50 or 10%, respectively. Optional Charges are disabled in the UPSS™ Lite.

If you ship a C.O.D. package and select "Yes" for adding the shipping cost to the C.O.D. amount, and previously selected the Optional Charges, the C.O.D. amount to be collected will include also the Optional Charges.

# 3 MENU BAR

## 3.1 Carrier Rates

This menu lets you display, print or edit (UPSS™ Pro only) each Carrier's Retail and Carriers' Published rates. You can display or print any combination of rates: Carrier, Retail, Discount, Residential and Commercial with or without Fuel Surcharge. **Residential rates charts cannot be edited, they consist of Commercial rates plus Residential surcharge which can be edited separately.** As we mentioned before, UPS, USPS, FEDEX and DHL in UPSS™ Pro have two sets of rates. The Carriers' Published rates which are preprogrammed cannot be edited. However, these rates can be modified to include an optional "Discount" of the Published rates that some shippers may receive from the carriers. The other rates are the Retail rates, which are fully programmable. **Since the Retail rates are based on the Carriers' Published rates, any discount added to the Carrier rates will be directly reflected in the Retail rates.** UPSS™ Lite has one set of rates, Carriers' Published only. In UPSS™ Pro, initially all UPS, USPS, FEDEX and DHL Retail rates are identical to the Carriers' Published rates. If you do not mark up or discount the carrier rates then the displayed rates will be the same as the Carriers' Published rates. Initially the Custom Carrier rates are set to all "0.00" and are up to the user to program them.

To access these charts select Carrier Rates on the Menu Bar and then select the desired Carrier/Service. After editing the rates, you can Undo all changes or Save them all. To scroll through all the Carrier Rates charts, press F12 or F11 (on your keyboard).

While displaying the Retail or Discount rates, you can display your markup or discount (Retail minus Carrier or Carrier minus Discount) as percentage or dollar amount. F5 will toggle the markup or discount by percentage or dollar amount. F6 will restore the display to the original Retail rates, after F5. For complete Retail rates markup and Carrier rates Discount, see Global Markup-Discount. The Retail/Carrier/Discount, Save and Undo buttons are disabled in the UPSS™ Lite or if you checked the “Disable Markup/Editing” in the Defaults Setup under Tools on the Menu Bar.

### 3.1.1 Miscellaneous Charges

This menu lets you display, print or edit all Carrier's Miscellaneous charges. To access this menu select Miscellaneous under Carrier Rates on the Menu Bar. Clicking the “Carrier” button will toggle the Carrier and Markup columns on/off. You can edit (UPSS™ Pro only) either the Retail or the Markup columns. To toggle the Markup by Percentage or Dollars, click the “% / \$” button or press F5. If you edit the markup column by percentage, you can then Round Up the final result to the nearest nickel. After editing the rates, you can Undo all changes or Save them. All the Miscellaneous charges can also be marked up all at once, see Global Markup. The Carrier, Save and Undo buttons are disabled in the UPSS™ Lite or if you checked the “Disable Markup/Editing” in the Defaults Setup under Tools on the Menu Bar.

### 3.1.2 Fuel Surcharge

This menu lets you program the Carriers' Fuel Surcharge. To access this menu select Fuel Surcharge under Carrier Rates on the Menu Bar. It is your responsibility to program and update the Fuel Surcharges according to market conditions. Initially, the default surcharges are set all to 0%. In addition, you have the option to Round Up the final Retail rates to the nearest nickel. If you check the Round Up and the Surcharge is 0%, all rates would be rounded up with no Surcharge. The Round Up is disabled in UPSS™ Lite. Fuel Surcharges are printed together with the Miscellaneous Charges.

### 3.1.3 Rates Effective Date

This chart displays the Effective Dates of all Carriers' Published rates, Domestic and International. This chart cannot be edited and it is printed together with the Miscellaneous charges.

## 3.2 Manifest

The Manifest is your record of all packages processed with your software. You can view or delete any packages from your Manifest and at the end of the day print a Retail statistical and accumulative Daily Manifest, a **must-have** for the Retail shipper.

If you delete a package from the ALL Packages, that package will be deleted from the entire manifest, including the UPS Packages or FEDEX Packages Export list. If you delete a package and you use a Personal Insurance Plan (instead of your Carriers' Insurance), these deleted packages will be automatically deleted from the Personal Insurance Manifest as well. You will have to delete (void) a package from the ALL Packages manifest if you made a mistake in the Shipping Menu or decide not to ship a particular package after you processed it. The only time a package is logged into the manifest is after you select Ship It! in the Shipping Menu.

To delete a package from the ALL Packages Manifest, simply click on (select) any package you wish to delete and press the “Delete” on your keyboard. If you hold down the CTRL key, you can select multiple packages. “Delete All”, deletes ALL displayed packages. To undo any **last** deletion, simply click the “Undo” button. You can also undo the deletion of all your packages after you print the Retail Manifest. Clicking the “Carrier” button will toggle the Carrier and Markup columns on/off. To toggle the Markup by Percentage or Dollars, click the “% / \$” button or press F5. The “Carrier” button is disabled in the UPSS™ Lite or if you check the “Disable Markup/Editing” in the Defaults Setup. To scroll through all three Manifests, press F12.

To recall any package records from the ALL Packages Manifest back to the Shipping Menu for any changes or corrections, select that package and press F7. The package record will automatically be removed from the manifest and displayed in the Shipping Menu. You may want to perform this operation if you export your packages to the UPS and or FedEx shipping software, you need to make some corrections and you want to keep the original Tracking number (already given to a customer).

**After you Import your packages to your UPS WorldShip® software or your FedEx Ship Manager™ software you must delete these package from the corresponding Export list. If you do not delete these packages from the Export list, they will be imported again the next time you Import your packages to the Carrier shipping software.**

**You should print your Retail Manifest (All Packages) each shipping day after all packages were exported to your Carrier shipping software and picked up by all carriers.** After printing the Manifest you have the option of “Delete all manifest records”. Selecting “Yes” will automatically delete all packages including the packages on your UPS and FEDEX Export list and you will start a clean Manifest. If you do not delete all records automatically, you can still delete them manually with the “Delete All” button. **If you do not delete all records each day, the next time (day) you Import your packages to the Carrier shipping software they will be imported again!** The Retail Manifest lists all packages processed. In addition, it prints complete breakdown of your income and expenses on a daily basis including accumulated Retail totals. Printing is disabled in the UPSS™ Lite.

### **3.2.1 All Packages**

Lists all carriers’ **domestic and international** packages.

### **3.2.2 UPS Packages**

Lists all UPS **domestic** packages on your Export list that you can Import to your UPS WorldShip® shipping software. This listing is disabled in the UPSS™ Lite.

### **3.2.3 FEDEX Packages**

Lists all FedEx **domestic** packages (except Hundredweight) on your Export list that you can Import to your FedEx Ship Manager™ shipping software. This listing is disabled in the UPSS™ Lite.

### **3.2.4 Personal Insurance**

The Personal Insurance Manifest is for users that wish to use a Personal Insurance Plan as an alternative to the Carriers’ Insurance. Your Personal Insurance cost per \$100 of declared value is programmed in Defaults Setup under Tools on the Menu Bar. After printing this Manifest, you have the option of deleting all records. Selecting “Yes” will automatically delete all Manifest packages

and you will start a clean Manifest for your next submission. To delete all records manually, click “Delete All”. To undo any **last** deletion, simply click the “Undo” button. You will have to print the Insurance Manifest at the required intervals and submit it with your Total Insurance Cost payment to your Insurance Company. The Insurance Manifest supports two different methods for calculating the Total Insurance Cost. First method adds the total Declared Values of all packages and multiplies it by the rate per \$100 value. Second method calculates each package individually based on the \$100 Declared Value units and adds all these values together.

Each package with Insurance Value is automatically added to your to your Insurance Manifest. The Insurance Manifest is an accumulative independent manifest and its packages are **not** deleted when you delete your daily Retail Manifest after printing it. **Once you program and save your Personal Insurance cost per \$100 value in the Defaults Setup, any UPS and FEDEX packages will be automatically exported to the carrier’s software without any declared value.** Since USPS packages are not exported to any shipping software, they would have to be submitted to USPS **without** any declared value. This Manifest is disabled in the UPSS™ Lite or if your have not programmed and saved **all** the Personal Insurance per \$100 value in the Defaults Setup menu.

## 3.3 Tools

### 3.3.1 Track a Package

This menu lets you track automatically **any** package by **any** Carrier using our unique and proprietary interface. To access this menu select Track a Package under Tools on the Menu Bar. **Your system must have current and valid Carriers’ Published rates.** To track a package your computer must be connected to the Internet and a connection must already be established.

Once you enter the Tracking Number (without any spaces) and click “Track”, the software will **automatically** connect to the appropriate carrier and display the tracking information without any additional intervention. To save you some typing (disabled in the UPSS™ Lite) you can add your own default prefix for your UPS and FedEx Tracking Number. To clear the current Tracking Number and the default prefix selection, click “Clear”.

### 3.3.2 Defaults Setup

The Defaults Setup menu is the software defaults; it should be setup and saved before you start using the software. To access this menu select Defaults Setup under Carrier Rates on the Menu Bar.

**Available Carriers:** Select the Carriers you wish to be able to select from “Carrier” in the Shipping Menu. You **must** select at least one Carrier or minimum two carriers if one of them is DHL.

**Carriers in Comparison:** Select the Carriers you wish to include in Comparison on the Shipping Menu. You **must** select at least one Domestic and one International Carrier. **No scrolling:** Check this option if you want to display all selected Carriers with their Services **without** scrolling.

#### **Shipper’s Carrier Accounts:**

**UPS (Account) Shipper #:** This number is preprogrammed and cannot be edited.

**FEDEX Ground Account/ID #:** Enter here your FedEx Ground Account/Ground ID number.

**FEDEX Express Account #:** This number is preprogrammed and cannot be edited.

These Accounts information, in addition to all the necessary package and shipper information will be Exported to your Carrier shipping software each time you process a package.

**FEDEX Express Tracking Numbers range:** The FedEx Express Tracking Numbers system **doesn't** include any specific reference to your own FedEx account, like the UPS Tracking Number system. Therefore, you have to obtain from your local FedEx representative a range of valid Tracking Numbers that were specifically assigned to your account. You should obtain a range of numbers that will last you for a while based on your Express shipping volume, so you don't have to repeat this procedure too often. Another way of obtaining these numbers is from your preprinted Express Airbills. The "From" number is the starting number (smaller #) and the "To" number ending number (larger #). If you do not intend to interface with the FedEx shipping software, then you can leave the default Tracking Numbers Range and Account numbers as is.

**Personal Insurance per \$100 value:** If you are using a Personal Insurance Plan instead of the Carriers' Insurance, enter here your Domestic and International rates for each carrier; otherwise these entries **must** be "\$0.00". If your Insurance company has a single rate for all carriers and services then enter this rate for "USPS" and "Others", Domestic and International.

#### **Miscellaneous Defaults:**

**Letters-Flats-Parcels** - Select the type of First Class Mail you would want the default to be in the Shipping Menu when you select USPS First Class Mail.

**Residential delivery** - Check this option if you want Residential delivery to be the default service.

**Display destination Zones** - Check this option if you want to display the destination Zone in the Shipping Menu. Displaying the destination Zone is for reference only. Whether you select this option or not, you can always toggle the displayed Zone On/Off manually by pressing F6 in the Shipping Menu.

**Disable auto Dimensions pop-up** - Check this option if you don't want the package Dimensions entry to pop-up automatically for each package. You may want to disable the automatic pop-up if most of your packages are small without Dimensional Weight and not Oversized. If you disable it, you will still be able to enter the package Dimensions manually.

**Disable auto Ship To pop-up** - Check this option if you do not want the Ship To menu to pop-up automatically after you press Ship It.

**Enable customer receipt printing** - Check this option to enable Customer Receipt (label) printing. This label will be printed after you press "Ship It!" at the Shipping Menu. The label consists of, Date, Ship To: Name and Address, Reference number, Carrier, Service, Shipping charges, Packaging charges and Tracking/ID number. In a typical Retail operation, you would affix this label to your customer Shipping Form. If you interface with the Carriers' Software, you may want to print a second label to identify your packages when you print later the Carrier labels.

This receipt label can be printed on a dedicated Label Printer such as the Brother P-touch QL-500 series or the Dymo LabelWriter 300/400 series. The smallest usable label on either printer is 1-1/8" x 2-1/4". **Based on your labels style, you may have to set your Printer Preferences in your Windows Control Panel to "Landscape" mode.** Receipt printing is disabled in the UPSS™ Lite.

**Print directly to Default Printer** - Once the Retail Receipt printing is enabled, you can select this option to print directly to the Default Printer **without** the standard Windows Printer Selection menu.

**Dade or Broward County Florida** - Check this option **only** if you are located in Florida's Dade or Broward counties. This option automatically enables special (lower) UPS and DHL International rates to certain Central and South America countries.

**Add Packaging Charges to the Total Shipping Cost** - Check this option if you want the Total Shipping Cost to include the Packaging Charges. This option is disabled in the UPSS™ Lite.

**Disable all Defaults, Editing and Markup, Password protected** - Check this option to prevent an unauthorized editing of **all** your Retail rates, viewing Carrier rates Markup and Profits, Global Markup-Discount, Zip to Zone charts, Packaging charges and all options in this Defaults Setup menu. **Please record your Password.** This option is disabled in the UPSS™ Lite.

**Digital Scale - COM Port & Scale Type:** Optional Digital Scale setting. Simply select the Serial Port COM1 or COM2 that the scale is connected to and select the Type of scale you have. Currently we support several different Utility and Class III “Legal for Trade” scales. See Digital Scale for more details.

### 3.3.3 Custom Carrier Setup

This menu lets you customize one Custom Carrier (fifth carrier). If you don't intend to use this Custom Carrier, then **do not** change this setup. **Carrier Name/Abbreviation, Service Name/Abbreviation must not be left blank. Any changes will take effect after you save the new setting and restart the software.** Custom Carrier is disabled in the UPSS™ Lite.

**Carrier Name:** This Carrier name will be used on all charts and menus whenever space permits it.

**Carrier Abbreviation:** This Carrier abbreviation will be used whenever space is limited.

**Service Name:** This Service name will be used whenever space permits it. You can enter up to 5 different services; the first service is dedicated for Ground and the last for International.

**Service Abbrev.:** This Service abbreviation will be used whenever space is limited.

**Delivered in - Days:** Number of days (workdays 5 max.) that will take to deliver a package using this service. This number will be used to calculate the displayed Delivery Day/Date.

**Delivered by - Time:** Delivery Time of the day displayed on the Shipping Menu.

### 3.3.4 Zip/Zone Charts

The UPSS™ Pro and the UPSS™ Lite software automatically will use the proper Zip to Zone charts for your specific location (Zipcode). UPS, FedEx and the Custom Carrier Zones to Alaska, Hawaii and Puerto Rico, are determined automatically and they are not displayed in these charts. You can only edit the Custom Carrier chart. While viewing these charts, you can scroll through all of them by pressing F12 or F11 (on your keyboard).

To edit the Custom Carrier Zip to Zone chart, select Zip/Zone Charts under Tools on the Menu Bar and then select the Custom Carrier (default name is OPT). The first column is the Zip Range, formatted as follows, “xxx-yyy”, where “yyy” **must** be equal or larger than “xxx” and separated by a “-” (dash). If for a given Zipcode (first 3 digits) there is no “range” then “yyy” **must** be equal to “xxx”. Do not enter any Zip Ranges for to Alaska, Hawaii and Puerto Rico. The second column is for the corresponding Zone. After you have done programming your entire chart, simply save it.

### 3.3.5 Global Markup-Discount

Over-the-counter type Retail shipping businesses require custom marked up rates. Our unique Global Markup-Discount will automatically generate all your custom Retail rates. **All your Retail rates are based on the Carriers' Published rates, (with or without discount) plus your retail Markup. To generate your Retail rates, your system must always have current and valid Carriers' Published rates.** Global Markup-Discount is disabled in the UPSS™ Lite.

**You may want to program custom “Discount” rates only if you receive discounted rates from your Carrier and you want to pass these discounts to your customers. Since all your Retail rates are based on your Carriers' Published rates with or without discount, any applied discount will directly affect your Retail rates including your calculated “Profit” and “Markup”. Therefore, any discount must be applied BEFORE you mark up your rates!**

With our Global Markup-Discount, you can mark up or discount any combinations of Carriers and Services all at once within seconds. The default Weight groups (most common) are two groups, all Letters and all packages 1 to 150 lbs. Select the desired function, **Markup** or **Discount** by **Dollar Amount** or **Percentage** and enter the Markup or Discount amount for each weight group including Letters. In addition, you have the option to **Round Up** the final Retail rates to the nearest nickel. The Round UP selection is global and it includes Miscellaneous charges and Fuel surcharges.

If you wish, you can divide the 1 to 150 lbs. packages weight range up to 30 weight groups with their own individual Markups or Discount by Percentage or by Dollar Amount (cannot mix functions in the same session). For example, for a given carrier/service, you may want to markup the rates from 1 to 5 lbs. by 50%, 6 to 10 lbs. by 60% etc. Previously, you were able to create such a chart only manually, which was very tedious and time consuming. UPS alone has over 10,000 different rates for all the available services.

**All markups are always based on the Carriers' Published (Commercial) rates with or without discount and not on your previous Retail rates.** If you enter “0” (zero \$ or %) markup, your Retail rates will be restored to the Carriers' Published rates, with or without discount. **If you do not intend to markup or discount any rates, all Markup entries must be blank.** **UPS, FedEx and DHL Per-Pound rates, and USPS Parcel Post exceeding 108” in length plus girth (Oversized), cannot be globally marked up or discounted. They must be edited manually in the Carrier Rates charts, at the bottom of the charts.** 10Kg. and 25Kg. charges correspond to the equivalent 22 lbs. and 55 lbs. respectively. Please note, since USPS First Class Mail, domestic and international, their weight increments in ounces, they cannot be divided into groups of weigh like all other services. If your markups need any “fine tuning” you can always manually edit each charge individually in Carrier Rates including Miscellaneous charges.

**Clear:** Clears all entries and selections.

**Recall:** Recalls all saved Global Markup or Discount session, for updates, changes or review. Default saved location is “C:\UPSS”. When you recall a saved session you can reuse it as is or modify it and save it as a new session.

**Restore:** Restores **all** Retail rates including Miscellaneous charges to the Carriers' Published rates. **You need to restore your rates only if you want to permanently remove your discounts and or your markups!** To restore your Carriers' Published rates without discount select “Discount”. To restore your Retail rates to your Carriers' Published rates (zero markup) select “Mark Up”.

**Save:** Saves new Markups, Discounts, Recalled or Restored Carriers' Published rates. You have also the option of saving the entire Global Markup-Discount session for future recalls and updates. You can name your markup session with any legal file name that will help you associate that particular session for easy future recall. **Do NOT save these Global Markup files in any other location but the default location in "C:\UPSS"**.

**Print:** Prints Global Markup-Discount Summary of your currently saved or recalled session.

To view, verify and print your new marked up or discounted rates and charges select the proper Carrier, Service or Miscellaneous under the Carrier Rates on the Menu Bar. We strongly recommend that you always print the Global Markup-Discount Summary and actually verify your new retail rates. The "Save" and "Print" buttons are disabled in the Free Trial version. To prevent unauthorized changes to your Retail rates, this menu can be disabled, see Defaults Setup.

**All globally marked up or discounted rates are computer generated and the results are very precise. However, UPSS™ Systems cannot and will not be responsible for any of your custom Retail rates. YOU MUST VERIFY ALL YOUR RETAIL RATES BEFORE USING THEM!**

### 3.3.6 Packaging Charges

To edit your Packaging Charges, select Packaging Charges under Tools on the Menu Bar. This menu will let you maintain all your packaging charges including optional Sales Tax. You can input up to 200 different boxes or combination of boxes that you carry in stock.

Simply enter on each line:

- 1) Box Description - box dimensions or any other description of your choice.
- 2) L - Length of the box or Diameter if cylinder, dimensions in inches.
- 3) W - Width of the box in inches. **If Cylinder, leave it blank.**
- 4) H - Height of the box or cylinder, dimensions in inches.
- 5) Weight - the weight of the box including the packing material. This additional weight will be added automatically to the Weight entered in the Shipping Menu. Packaging Weight will be in Ounces (not in lbs.) if the package in your Shipping Menu is USPS First Class Mail.
- 6) Labor - your labor charges to package the box.
- 7) Material - your material charges to package the box. If you do not care to break down the packing charges into Labor and Material, simply leave either column blank.

You can add optional Sales Tax (%) for your Labor and Material charges. The software will automatically calculate the total Packaging Charges including Sales Tax. Enter 0% if you do not wish to add any Sales Tax to your Packaging Charges.

If you wish, you can change the order of your boxes in this menu, which is also the order that you will see your Box Descriptions when you click on "Packaging" in the main Shipping Menu. To change the order of your boxes, you have to move them one at a time. First, select the box you want to move by clicking on its box "No.", the Up/Down arrows (bottom left side corner) will turn green, now you can move it to the desired location by clicking on the green Up/Down arrows. To remove a box from your list, select it first by clicking on its box "No." and then press "Delete" on your keyboard. You should always print the Packaging Charges summary for future reference. Packaging Charges is disabled in the UPSS™ Lite.

### 3.3.7 Accumulated Retail Charges

This menu keeps accumulated totals of all your Retail charges. Complete breakdown of all your daily charges are listed on your Manifest. All accumulated charges are being automatically updated with each package you ship or delete from the manifest. All displayed charges are saved in a comma delaminated file (Accum.csv) in your C:\UPSS folder which can be imported to most Accounting software. To display and optionally clear all accumulated charges, select Accumulated Retail Charges under Tools on the Menu Bar. Accumulated Retail Charges is disabled in the UPSS™ Lite.

## 3.4 Help

**UPSS Help:** Built-in UPSS Help.

**User's Manual:** User's Manual in PDF format.

**Function Key Shortcuts:** List Shipping Menu Function Key Shortcuts.

**About UPSS™:** Software Splash Screen information.

**Email UPSS Systems:** Opens your Email software to Email UPSS™ Systems.

**UPSS Systems Update:** Opens your Web Browser and accesses UPSS™ Systems Updates page.

Please check periodically the “Updates” page on our Website for any software updates. All users will be notified by email with any major software update release.

**UPSS Systems Website:** Opens your Web Browser and accesses UPSS™ Systems Website.

**Carriers' Website:** Opens your Web Browser and accesses Carrier's Website.

**Carriers' Fuel Surcharge:** Opens your Web Browser and accesses Carrier's Fuel Surcharges.

## 4 CARRIER SHIPPING SOFTWARE INTERFACE

Each time you process a **domestic** package via UPS or FEDEX, the UPSS™ Pro software will automatically make this package ready to be Imported to your free Carrier shipping software installed on your computer. Basically, the UPSS™ Pro generates an “Export” data file, which contains all the package records that your Carrier shipping software needs. When you are ready, at your convenience, you instruct your Carrier shipping software to Import this data from your UPSS™ Pro software and process your packages. You can Import each package individually or Import all your packages at once in a “Batch” mode. The “All Packages” in the Manifest section describes how to view or delete package to be Imported to your Carrier shipping software. Once you are satisfied with the list of packages to be Imported to your Carrier shipping software, you can proceed and Import them. If you Import a package and then change your mind, you can always delete them from within your Carrier shipping software.

**The actual printing of the carrier barcode labels and transmitting the packages records to the carrier is done with your Carrier shipping software as if the packages were entered manually directly into the Carrier shipping software.**

**Before you can Import and process any packages with your Carrier shipping software, you must study it and become completely familiar with it. Specifically, you must understand how to process manually any package and upload it to the Carrier each day. Only after you understand this process you will be able to Import your packages from our UPSS™ Pro software and process them with the Carrier shipping software. We will provide you with all the necessary support dealing with our software. However, we cannot help you or teach you how to operate and use your Carrier shipping software. If you have any questions pertaining to your Carrier software, you must contact your carrier directly.**

**Please note: The UPSS™ Pro software does not know how or if you processed your packages with your Carrier shipping software. Once you process your packages with the Carrier shipping software, you have to delete these packages from the UPSS™ Pro Carrier Export list as it was outlined in the Manifest section earlier. If you do not, and you add more packages to be exported, you will export the previous packages again.**

We strongly recommend that if you plan to integrate your UPSS™ Pro with the carrier's software, you do it in stages. First, become familiar with your UPSS™ Pro software and process your packages online. Thereafter, start using the carriers' software by processing your packages manually. Once you are familiar with the Carriers' software capabilities, you can integrate your UPSS™ Pro with their software. **By following our advice you will be familiar with all your options and should be able to make an educated decision on which process is the best for you.** Basically, for low volume shipping with UPS or FedEx, your best bet is to process your packages online on the Carriers' website. For high volume shipping, you probably would want to import your package to the Carriers' shipping software. However, it is up to you, whichever method you are more comfortable with. **If you don't want to Import your packages to the UPS or FedEx shipping software, you don't have to.** Many shippers (including high volume) prefer to use the Carriers' website which is simpler, doesn't require you to learn, install and keep track of another fairly complicated software on your computer. You can process your packages either way; you have to remember only one thing. If you don't Import your packages to the Carriers' software **and** you need to give your customers a "Tracking Number" (before you actually process the package with the carrier) you will have to use the UPSS™ Pro generated Pkg. ID/Tracking number as the package "Reference Number" on the Carriers' website or the Carriers' software. With these "Reference Numbers" your customers will be able to track their packages as if it was a regular Tracking Number.

**The following two sections detail the Import process for each Carrier with their shipping software. Unless you have expertise beyond the normal daily operational experience with these Carriers' software, do NOT deviate from these procedures. If you do, you are on your own.**

## **4.1 UPS Shipping Software**

To Import your UPS domestic packages processed with your UPSS™ Pro to the UPS software, you would need their free UPS WorldShip® software installed on your computer.

To Import your packages click the "Import/Export Data" on the WorldShip® menu bar and select "Batch Import". Select Map Name "UPSS 2000" as the "map to Import data from". **Do not change or edit the UPSS 2000 Map in any way!** If you check the "Process shipments automatically after import" in this menu, your WorldShip® software will automatically process all your packages and print all your packages barcode labels at the same time. All your imported packages will be saved in the shipment "History" under "Pending Pickup". If you do not check the "Process shipments automatically..." then all your packages will be saved under the "Imported Shipments" in the shipment "History" and you will have to process **each** package individually. Expand the Imported Shipments, select the package you want to process, click the "Edit" button and confirm you want to edit the shipment. The selected package records will be displayed in the main shipping menu and you would process it, as if you have entered all the package information manually.

## **4.2 FEDEX Shipping Software**

To Import your FedEx domestic packages processed with your UPSS™ Pro to the FedEx software, you would need their free FedEx Ship Manager™ software ver. 2361 or earlier installed on your

computer. After installing this FedEx software, you will have to call their technical support to enable the “Passport” feature and ask for the “Passport Reference Guide”. Their Reference Guide will explain this process in more detail. This Passport feature is what allows you to Import package records to their software. If you intend to use their Ground service, they will have to enable it too. By default, these two features are disabled on their software.

To Import all your FedEx domestic packages, click the “Passport” button on the FedEx Ship Manager™ software menu bar and select “Process Transactions”. In the “Batch Processing” section, you have “Processing Mode” selection and “File Names” selection. In the Processing Mode selection, you can select “Batch All” or “Batch Individual”. “Batch All” will process all your packages continuously. “Batch Individual” will Import one package at a time and will allow you to change and edit the package information. There are several other modes you can process your packages, and you can read about them in the “Passport Reference Guide”. **Hundredweight packages cannot be imported, they must be process manually.**

In order for the FedEx software to know which packages to Import and process, you have to tell the software, the name and location of this information. In the “File Names” selection, select “Process New File” and check the “Overwrite” check box. Now, you need to select two entries, “Input” and “Output”. Click the small square button on the right side of the “Input” textbox. You need to select the location of your UPSS™ Pro software. The default location is “C:\UPSS”, once in the UPSS directory, select the “FDX” folder. Inside this folder, you will see two files, UPSS2000.IN and UPSS2000.OUT. Select the UPSS2000.IN and press “Open”. Repeat the same procedure with the “Output” textbox. Once inside the FDX folder, select the UPSS2000.OUT file and press “Save”. You have to repeat this procedure each time you need to Import your package records from the UPSS™ Pro software to the FedEx software. However, only the first time you Import your packages will you have to “navigate” to the location of the “FDX” folder inside your UPSS directory. On subsequent Imports, the software will “remember” this location. Once you have made the proper selection, simply click the “Start Input” button in the “Batch Processing” section and you will start the actual processing of your packages.

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