

SendSuite® Shipping

UPS® January 2013 Rate Change

January 2013

Page 1 of 6

UPS® Changes

Effective December 31, 2012, new rates will go into effect for UPS® domestic and international services. Some changes included with this rate update are:

- Domestic and International rates and fees have been updated.
- UPS® Ground rates changes
- Air and International services have been updated.

For additional information on the UPS® rate update, please visit www.rates.ups.com to download the printable 2013 UPS Rate and Service Guide or www.pb.com/sendsuite for information on the services that have been changed.



IMPORTANT: Your system should be on SendSuite Shipping version 6.80 or 6.70 to install this Rate Change.



IMPORTANT: Do not apply the rates update until you have completed shipping and manifesting for UPS® for 2012.

NOTE: UPS introduced changes in Extended Area Surcharges recently and these changes are available in SendSuite version 6.80. If your system is on version 6.70, those changes will not be available and we recommend you to upgrade to version 6.80.

Installation Checklist

- Update your UPS® Rates. See page 3.

Multi Server Installations

Perform the following if your application is deployed on multiple servers:

- Copy the updated Rates folder to your secondary Application Server(s). See page 6.

 **Need more help?** Call Pitney Bowes Customer Support at **1-800-888-0286** 

The use of this information by the recipient or others for purposes other than the repair, adjustment or operation of Pitney Bowes equipment may constitute an infringement of patent and/or other intellectual property rights of Pitney Bowes or others. Pitney Bowes assumes no responsibility for any such use of the information. Except as provided in writing, duly signed by an officer of Pitney Bowes, no license, either express or implied, under any Pitney Bowes or any third party's patent, copyright, or other intellectual property rights is granted by providing this information. FedEx is a registered service mark of Federal Express Corporation. UPS is a trademark of United Parcel Service. DHL is a trademark of DHL International. USPS is a registered service mark of the United States Postal Service.

Installing the Rate Change



NOTE: If you are using the SQL Server Integrated Security (SSIS) feature for SendSuite Shipping, please verify that the user running the Rate Change has administrative privileges to the **ConquestDB** database.

1. On your SendSuite Application server, close all applications.
2. Insert your SendSuite Shipping Rate Change CD into your CD-ROM drive.

NOTE: If Autorun is enabled on your computer, the installation process should start automatically. If the installation does not start automatically, follow the steps below.

- a. From the Start menu, select **Run**.
- b. Click **Browse**.
- c. Navigate to My Computer.
- d. Double-click the CD-ROM drive icon. Generally, this is D:.
- e. Double-click **Setup.exe** to start the installation program.
- f. Click **OK**.

The SendSuite Shipping Rate Change menu screen is displayed.

From an Application Server:

If you are accessing the Rate Change menu from a SendSuite Shipping application server, the menu appears as shown at right.



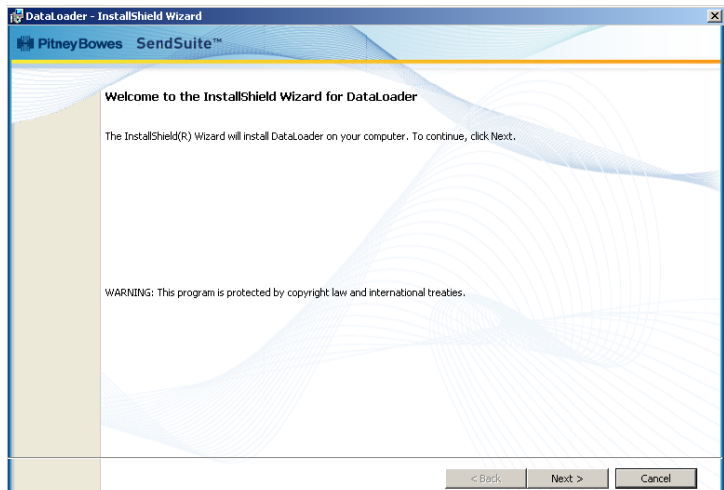
3. Click **Check for Recent Updates** on the menu screen. (See figure on previous page.)
 - This opens the Pitney Bowes SendSuite Shipping web site in your Internet browser. Any recent updates will be posted here. If there are no updates available, proceed with the installation below.

Updating Your UPS® Rates

1. Go to the SendSuite Shipping Application Server.
2. Insert the Rate Change CD into the CD-ROM or DVD drive.
3. The CD should automatically start. If it does not, follow the steps below:
 - a. From the Windows Start menu, click **Run**.
 - b. Click **Browse**.
 - c. Navigate to **My Computer**.
 - d. Double-click the CD-ROM drive icon. Generally this is D:.
 - e. Double-click **Setup.exe**.
 - f. Click **OK**.
4. In the SendSuite Shipping 2013 Rate Change menu (see figure at right), click **Install UPS Rates** to update your UPS rates.

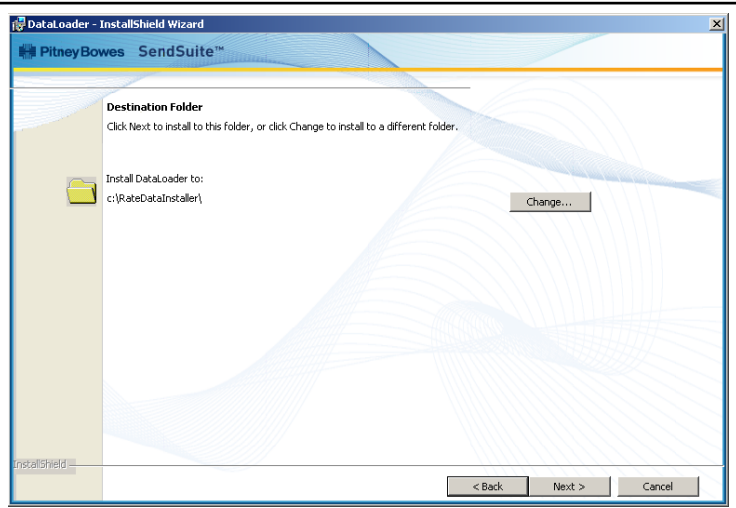


5. Click **Next**.

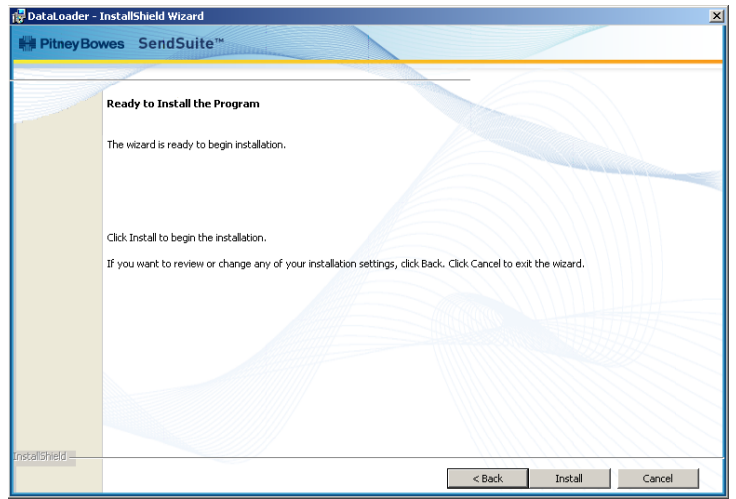


RC00363A • SendSuite® Shipping: Installing UPS® Jan 2013 Rate Change

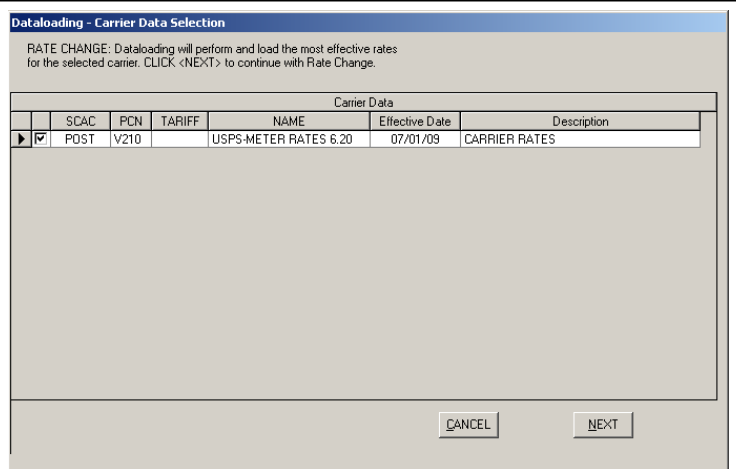
6. Accept the default destination folder and click **Next**.



7. Click **Install**.



8. The Carrier Data Selection screen displays. Click **Next**.



RC00363A • SendSuite® Shipping: Installing UPS® Jan 2013 Rate Change

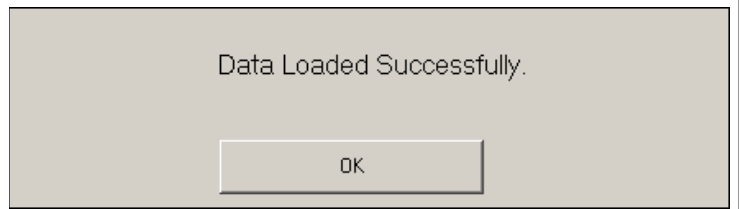
9. The Carrier Mapping Selection and Setup window displays. Select your Shipper IDs and click **Next**.

NOTE: The update may take several minutes to complete.

Shipper Info			Carrier Info							
Shipper ID	SCAC	TARIFF	Carrier Name	Effective Date	Shipper Center ID	Account	Base Discount %	Min Discount %	Abs Min Charge \$	FAK
<input checked="" type="checkbox"/>	POST		USPS-METER RATES		POST					
<input checked="" type="checkbox"/>	POST		USPS-METER RATES		POST					
<input checked="" type="checkbox"/>	POST		USPS-METER RATES		POST					

10. The following message displays:

Data Loaded Successfully
Click **OK**.



11. Click **Finish**.

IMPORTANT: If you have multiple Application Servers, follow the instructions on page 6 to copy the data to your secondary Application Servers.

