



Version 8.2 Update Guide


About This Update

This update is primarily for the rate changes that take effect on January 2, 2012 for the following carriers:

- ▶ DHL
- ▶ FedEx
- ▶ UPS
- ▶ Lone Star Overnight

See *What's New in Version 8.2* on page 5 for more information.

You can run this update at any time. If you run this update before Sunday, January 1, optionally you can load the new rates early; beginning January 1 the rate load process will begin automatically. See page 2 for details.

IMPORTANT!
Updating directly
from Version 8.0 

If you skipped updating to Version 8.1 and are updating directly from Version 8.0, there are many important new services and features that were introduced in Version 8.1. Please refer to the [Version 8.1 Update Guide](#) for information and instructions.

Instructions

step **Run the Update**

This will update your system **from Version 8.0 or 8.1 to Version 8.2**. After downloading the Version 8.2 update file from the PC Synergy website* to your Windows desktop, follow these steps. **PostalMate network users: Every station must be updated one at a time, starting with the Master.**

1. Do a PostalMate backup.
2. Close all programs on all workstations.
3. Double-click on the downloaded file.* This will extract the necessary files and initiate the update.
4. Follow the steps in the install wizard until complete.

* If updating from a CD, insert the CD. When the menu appears, click on "Update to Version 8.2"

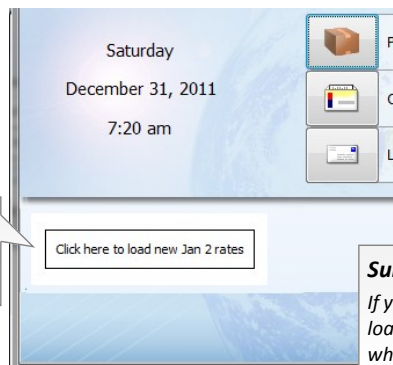
(Continued on page 2)

step 2 Load and set new rates

1. After running the update, new Published rates need to be loaded for each carrier. Your options will depend on when you run the update.

Published rates

Saturday, December 31 or before:
You have the option of loading the new rates at any time for any or all carriers.



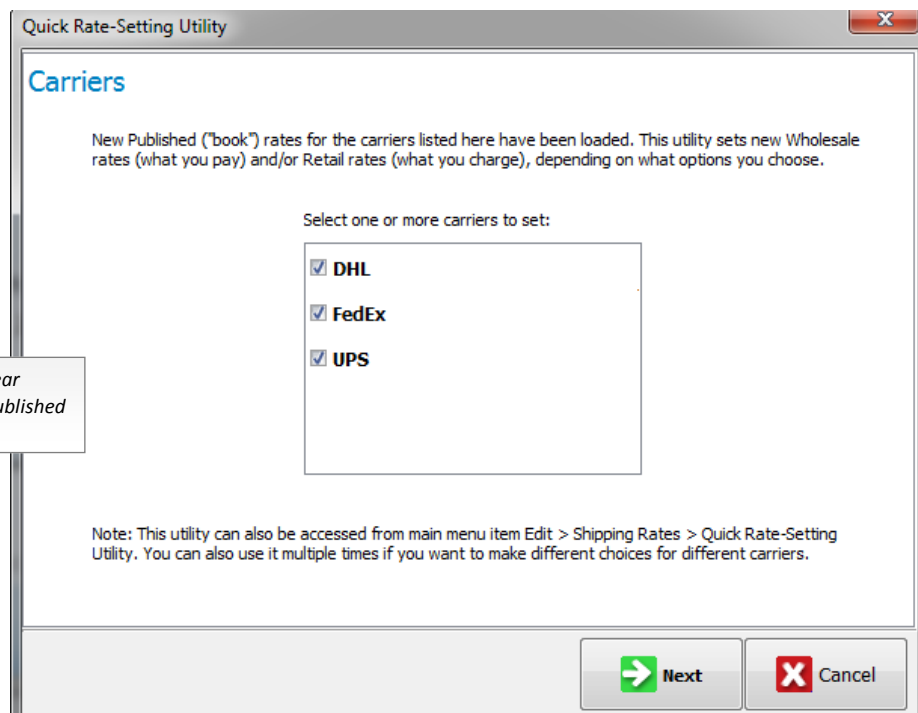
Sunday, January 1 and after:
If you didn't load rates early, the rate-loading process will begin automatically when you start PostalMate.

2. When prompted for each carrier, click **OK** to load the published rates.

After the Published rates are loaded, you'll see this wizard-style utility for setting your Wholesale and Retail rates:

Wholesale and Retail shipping rates

This screen will appear immediately after Published rates are loaded.



3. Select the desired carrier(s), click **Next**, then choose from the rate-setting options on the next two screens. When you click **Apply** on the final screen your rates will be set.

step 3 Set rates for Add-Ons, Surcharges and Insurance

Add-On rates

1. From PostalMate's main menu, go to **Tools > PostalMate Settings**, and choose **Add-On Rates** on the left side of the screen.

2. Select **FedEx** and enter retail rates for:

- Adult Signature Required (*wholesale increased from \$4.25 to \$4.50*)
- C.O.D. (*wholesale increased from \$10.00 to \$11.00*)
- C.O.D. (Express Freight) (*wholesale increased from \$55.00 to \$60.00*)
- Direct Signature Required (*wholesale increased from \$3.25 to \$3.50*)

3. Click **Save**, then select **FedEx Gr** and enter retail rates for:

- Adult Signature Required (*wholesale increased from \$4.25 to \$4.50*)
- C.O.D. (*wholesale increased from \$10.00 to \$11.00*)
- Currency C.O.D. (*wholesale increased from \$30.00 to \$33.00*)
- Direct Signature Required (*wholesale increased from \$3.25 to \$3.50*)

4. If you use LSO,* click **Save**, then select **LSO** and enter rates for:

- Deliv.Conf.w/Adult Signature (*wholesale increased from \$4.25 to \$4.50*)
- Deliv.Conf.w/signature (*wholesale increased from \$3.00 to \$3.50*)

5. Click **Save**, then select **UPS** and enter retail rates for:

- C.O.D. (*wholesale increased from \$10.50 to \$11.00*)
- Deliv.Conf.w/Adult Signature (*wholesale increased from \$4.25 to \$4.50*)
- Deliv.Conf.w/signature (*wholesale increased from \$3.25 to \$3.50*)

6. Click **Save**, then the **Advanced** button, then enter retail rates for:

- FedEx Out-of-Delivery Area (*increased from \$24.00/.24 to \$26.00/.26*)
- UPS Extended Area Surcharge (*increased from \$24.00/.24 to \$26.00/.26*)

Click **Save**, then **Close**, and remain in PostalMate Settings.

Surcharge rates

7. Choose **Surcharge Rates** on the left.

8. Select **FedEx** and enter retail rates for:

- Additional Handling (*wholesale increased from \$8.00 to \$8.50*)
- DAS Commercial (*wholesale increased from \$1.85 to \$2.00*)
- DAS Extended Com (*wholesale increased from \$1.85 to \$2.00*)
- DAS Extended Res (*wholesale increased from \$3.00 to \$3.25*)
- DAS Residential (*wholesale increased from \$2.75 to \$3.00*)
- Oversize Charge (*wholesale increased from \$50.00 to \$55.00*)
- Res International (*wholesale increased from \$2.75 to \$3.00*)

* Lone Star Overnight (LSO) is a regional carrier available only in Texas, Oklahoma, and parts of Louisiana and New Mexico

Surcharge rates

9. Click **Save**, then select **FedEx Gr** and enter retail rates for:

- Addl Handling (Dims) *(wholesale increased from \$8.00 to \$8.50)*
- Addl Handling (Pkg) *(wholesale increased from \$8.00 to \$8.50)*
- Addl Handling (Wt) *(wholesale increased from \$8.00 to \$8.50)*
- DAS Commercial *(wholesale increased from \$1.85 to \$2.00)*
- DAS Extended Com *(wholesale increased from \$1.85 to \$2.00)*
- DAS Extended Res *(wholesale increased from \$3.00 to \$3.25)*
- DAS Residential *(wholesale increased from \$2.75 to \$3.00)*
- Oversize Charge *(wholesale increased from \$50.00 to \$55.00)*
- Res International *(wholesale increased from \$2.75 to \$3.00)*
- Residential *(wholesale increased from \$2.45 to \$2.55)*

10. If you use LSO, click **Save**, then select **LSO** and enter rates for:

- DAS Ground Com *(wholesale increased from \$1.85 to \$2.00)*
- DAS Ground Res *(wholesale increased from \$1.85 to \$3.00)*
- DAS Priority Com *(wholesale increased from \$1.25 to \$2.00)*
- DAS Priority Res *(wholesale increased from \$1.25 to \$3.00)*
- Residential Ground *(wholesale increased from \$2.75 to \$3.00)*
- Residential Priority *(wholesale increased from \$2.75 to \$3.00)*

11. Click **Save**, then select **UPS** and enter retail rates for:

- Additional Handling *(wholesale increased from \$8.00 to \$8.50)*
- DAS Air Residential *(NEW: wholesale is \$3.00)*
- DAS Com Extended *(wholesale increased from \$1.85 to \$2.00)*
- DAS Commercial *(wholesale increased from \$1.85 to \$2.00)*
- DAS Res Extended *(wholesale increased from \$3.00 to \$3.25)*
- Large Package *(wholesale increased from \$50.00 to \$55.00)*
- Res Canada Air *(NEW: wholesale is \$3.00)*
- Res Canada Standard *(wholesale increased from \$2.45 to \$2.55)*
- Residential Air *(wholesale increased from \$2.75 to \$3.00)*
- Residential Ground *(wholesale increased from \$2.45 to \$2.55)*

Click **Save** and remain in PostalMate Settings.

12. Select **Insurance Rates** on the left. Under "Rate per \$100" enter new retail rates for:

Insurance rates

- All FedEx groups *(wholesale increased from \$.75 to \$.80 per \$100 of DVU)*
- United Parcel Service *(increased from \$.75 to \$.80 per \$100 of DVU)*

13. Click **Save** and **Close**.



What's New in Version 8.2

This section contains a summary of the major changes and enhancements included in Version 8.2.

► Carrier rate changes

This update supports the rate and business rule changes for the carriers listed below, effective on Monday, January 2, 2012. Here's a quick summary of the primary changes:

DHL. Rates increase for all services. In addition:

- DHL's assumed liability coverage is now based on weight, rather than the industry's standard model of "the first \$100 is free." The basis is \$11.34 per pound. So, for a 10-pound package, DHL would provide \$113.40 of coverage (\$11.34 x 10 pounds) at no additional charge; for a 5-pound package the amount would be \$56.70.
- Additional coverage (Shipment Value Protection) increases from \$.80 to \$.85 per \$100. Your retail rate is percentage-based, so it will increase automatically. The minimum charge increases from \$2.75 to \$2.90.
- PostalMate now supports DHL's Security Services surcharge, which adds 10% for high-risk destinations (currently it applies only to Afghanistan and Iraq). This is a "pass-through" surcharge in PostalMate, and cannot be marked up.



FedEx. Rates increase for all Express and Ground services. In addition:

- For Ground, there's a change to how packages are rated when the dim weight exceeds 150 pounds. Essentially, the 150-pound wholesale rate is divided by 150 to arrive at a per-pound rate, which is then multiplied by the dim weight. PostalMate applies the same calculation to the retail rate.
- The minimum charge for Declared Value above \$100 increases from \$2.25 to \$2.40.
- "Extended Area Surcharge" (for international) is renamed "Out-of-Delivery Area."



United Parcel Service. Rates increase for all services. In addition:

- The DAS Residential surcharge now has different rates for Air and Ground services.
- The Residential Canada surcharge now has different rates for Air and Standard.
- The minimum charge for Declared Value above \$100 increases from \$2.25 to \$2.40.

Lone Star Overnight. Rates increase for all services. In addition:

- Service names have been changed: "Priority Basic" is now "Priority Overnight;" "Priority Early" is now "Early Overnight;" and "Priority Economy" is now "Economy Next Day."
- Declared Value coverage over \$100 increases from \$.75 to \$.80 per \$100. The minimum charge for Declared Value above \$100 increases from \$2.25 to \$2.40.



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► **New USPS Setup screen**



PostalMate Settings now has a new screen for USPS Setup, so now setup is consistent for all carriers. Also, settings and options for Endicia services (Printable Postage, Dazzle, and in the near future, Endicia Web Services) are now accessed from here.

Note: The upcoming USPS rate change, effective January 22, 2011, will be included in a separate PostalMate update.