

Enter UPS Standard Charges

PROGRAM NAME: SAUPSCHG

MENU OPTION TITLE: Enter UPS Standard Charges

MAIN MODULE: SHIPPING/UPS MANIFEST MENU #1

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program allows you to enter the necessary UPS charges incurred through using your shipping system. It is very important that these charges be entered in correctly. Reports are automatically printed at the end of each manifest closing that detail these charges. This report gives you complete and accurate cost of shipping per manifest.

<F1> can be pressed to display the operation text of this program. Each press of the key will display another page of text.

PROGRAM OPERATION

EFFECTIVE DATE: This field indicates the last date the UPS charges were updated. This date should be changed only when the rates are updated by the UPS information packet you receive when UPS has rate changes. Remember, this is an indexed field and you can tap the <PAGEDOWN> key to bring up the last effective date in the system.

Each COD collected: This field defines the COD charge UPS tacks on for every order that goes out with a COD tag attached to it. You will be charged this amount, by UPS, for every COD tag being sent!

Each Acknowledgement of Delivery (AOD): UPS will inform that a delivery has been made, if you indicate this on the shipping manifest and in turn, UPS will charge you the indicated amount in this field, for that service.

Each Package with a declared value of \$100 - per \$100: This is the insurance cost for every package sent out over \$100 declared.

Next Day Air Letter Rate: For next day air, the amount UPS charges you should be entered into this field.