

AR Traffic Consultants, Inc.

*The source for transportation software
and logistics solutions.*

CalcPak User's Manual

Version 4 Release 2 Mod 09

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Table of Contents

Introduction

Section 1 Maintenance

Box Type Maintenance	Option 1
Box Weight Tolerance Maintenance	Option 2
Rate Comparison	Option 3
Customer Maintenance	Option 4

Section 2: Automatic Retrieval **Option 5**

Section 3: UPS Processing **Option 6**

Set Up Maintenance	6-1-A
Additional Charges Maintenance	6-2-A
Manual Shipment Entry	6-3-A
Automatic Shipment Entry	6-4-A
Current- Shipment Inquiry	6-5-A
History- Shipment Inquiry	6-6-A
Daily Shipping Manifest	6-7-A
Reprint Daily Manifest	6-8-A

Section 4: RPS Processing

Option 7

Set Up Maintenance	7-1-A
Additional Charges Maintenance	7-2-A
Manual Shipment Entry	7-3-A
Automatic Shipment Entry	7-4-A
Current- Shipment Inquiry	7-5-A
History- Shipment Inquiry	7-6-A
Daily Shipping Manifest	7-7-A
Reprint Daily Manifest	7-8-A

Section 5: FED EX Processing

Option 8

Set Up Maintenance	8-1-A
Manual Shipment	8-3-A
Automatic Shipment Entry	8-4-A
Current- Shipment Inquiry	8-5-A
History- Shipment Inquiry	8-6-A
Daily Shipping Manifest	8-7-A

Section 6: United States Post Office Processing

Option 9

Set Up Maintenance	9-1-A
Manual Shipment	9-3-A
Automatic Shipment Entry	9-4-A
Current- Shipment Inquiry	9-5-A
History- Shipment Inquiry	9-6-A
Daily Shipping Manifest	9-7-A

Introduction

CalcPak is a small parcel rating and manifesting system for the AS/400. CalcRate must be installed to use this module.

CalcPak is capable of rating small packages utilizing an electronic weighing device attached directly to your AS/400 terminal. No downloading or uploading is needed.

If the weight and tracking number are passed to CalcPak, the system may operate in an "Unattended" or user-less environment.

CalcPak users will get real time response to a customer's package status with customer and invoice inquiries, on-line rating, along with full reporting capabilities.

This User's Manual will describe each option within the standard CalcPak system, excluding any modifications made by the user.

Most fields in CalcPak require the user to enter in information:

Mandatory fields are shown in **blue**.

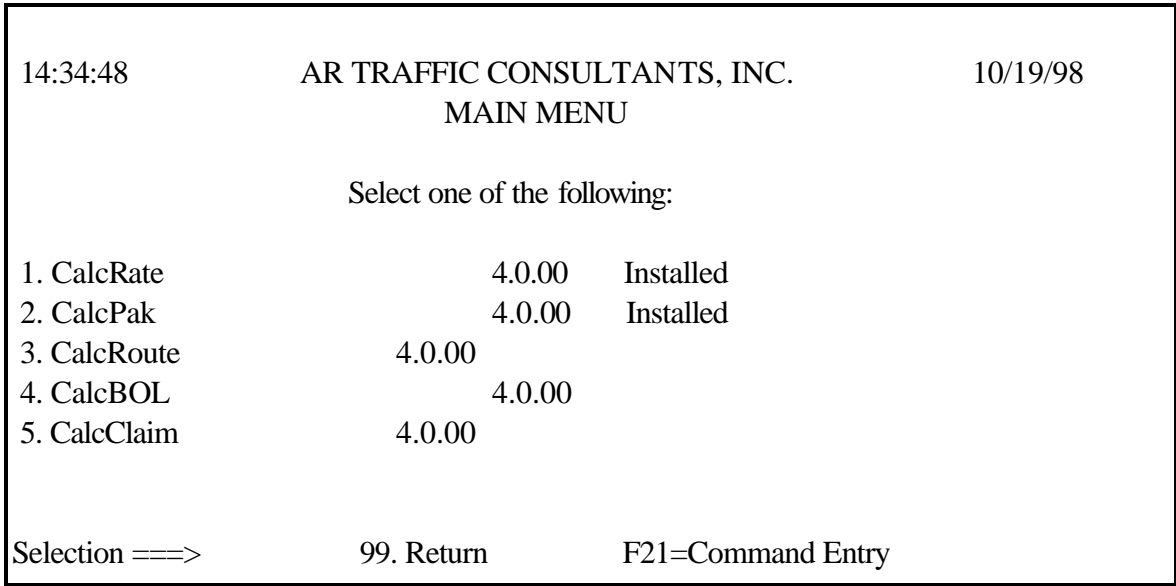
Optional fields are displayed in **orange**

For more information or questions on CalcPak, please call ARTC at (212)736-8565

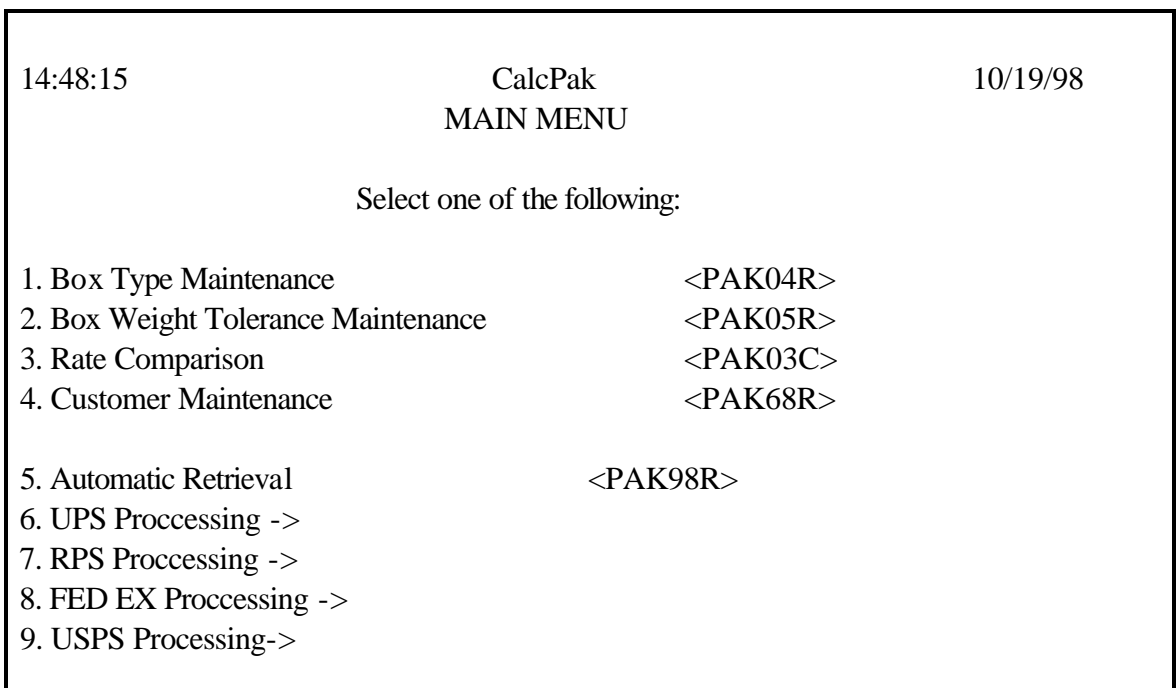
Getting Into CalcPak:

Step 1:

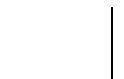
From the ARTC Main Menu, select option 2 (CalcPak).



The CalcPak Main Menu should appear as follows:



Section 1:
Master File
Maintenance



Box Type Maintenance

This option is used to initialize and describe the features of your shipping packaging (i.e. Corrugated).

Note: CalcPak comes pre-loaded with the Box Code “*”. This should be the default (most used) box type.**

Step 1:

From the CalcPak Main Menu, select option 1 (Box Type Maintenance).

16:38:56	CalcPak	10/16/98				
PAK04R	BOX CODE MAINTENANCE					
Type Options, Press Enter. 2=Change 4=Delete 9=Add						
Opt Cd	Description	Length	Width	Height	Weight	Capacity
— **	-----	-----	-----	-----	-----	<u>150.00</u>
— —	-----	-----	-----	-----	-----	-----
— —	-----	-----	-----	-----	-----	-----
— —	-----	-----	-----	-----	-----	-----
— —	-----	-----	-----	-----	-----	-----
						More...
=====						
F1= Help F3=Exit						

Step 2:

Enter the following information when the above screen appears:

Opt

To change a record, type a “2” in the Opt field. Change the record and hit enter.

To delete a record, type a “4” in the Opt field and hit enter.

To add a record, type a “9” in the Opt field. Type in new data and hit enter.

Box code

Enter the box code. The box code is a two digit code that describes the type of box.

The default box code should be “***”.

Description

Enter the description for the box code (i.e. description for code “LG” may be large

Dimension Length

Enter the dimension in inches of the length of the box.

Dimension Width

Enter dimension in inches of the width of the box.

Dimension Height

Enter the dimension in inches of the height of the box.

Weight

Enter the weight in pounds of the empty box.

Capacity

Enter the capacity in pounds of the maximum weight that the box will hold.

Note: The user will be flagged if an attempt is made to ship confirm a parcel whose contents on the scale, exceed this weight capacity.

Box Weight Tolerance Maintenance

This optional quality control feature will compare the actual weight of the contents with the expected order weight. If the difference exceeds the allowable tolerance defined herein, the user will be flagged during Automatic Entry.

Step 1:

From the CalcPak Main Menu, select option 2(Box Weight Tolerance Maintenance)

The following screen should appear:

```
15:58:56                               CalcPak                               0/17/98
PAK05R      BOX WEIGHT TOLERANCE MAINTENANCE

Enter Box Code ___

=====F1=Help
F3=Exit  F4=Prompt
```

Step 2:

Enter the following information when the above screen appear:

Box code

Type in a box code, or hit "F=4" for a window displaying all valid box codes the user has set up. When using the window, type an "X" in the box type to be selected and hit enter. Once a box type has been entered or selected from the window.

Hitting enter should advance you to the following screen:

16:01:04	CalcPak	10/17/98
PAK05R	BOX WEIGHT TOLERANCE MAINTENANCE	
Enter Box Code **	Default Box	Box Weight
Length	Width	Height
		Capacity 150.00
Over/Under Weight	_	
Weight Amount	_____	
Percentage Amount	_____	
Up To Weight Amount	_____	
F1=Help F3=Exit F23=Delete		

Step 3:

Enter the following information when the above screen appears:

Over/Under Weight

Type a "+" to set a tolerance for overweights only. Type a "-" to set a tolerance for underweights only. Type a "*" to set a tolerance for both overweights and underweights.

Weight amount

Enter the weight amount of the underweight or overweight that can be passed for rating. For example, if you want to flag all shipments that have a discrepancy of 5 lbs of more, type "5.00" in this field.

Note: The tolerance can be either a weight amount or a percentage amount up to a specific weight.

Percentage amount

Enter the percentage amount of the underweight or overweight that can be passed for rating. For example, if you want to pass all boxes that have a discrepancy of 6% or less, type "6.00" in this field.

Up To Weight Amount

Enter the maximum weight amount of the discrepancy for a percentage tolerance.

For example, if you want to pass all boxes that have a discrepancy of 6% or less up to \$50.00, type "50.00" in this field.

Note: Up to Weight Amount should only be used in conjunction with percentage

Rate Comparison

This option is used to compare rates of all parcel carriers (Mode "P" in CalcRate Option 2), on a point to point basis.

Step 1:

From the CalcPak Main Menu, select option 3 (Rate Comparison). The following screen

16:22:20	CalcPak	10/17/98
PAK03R	PARCEL COMPARISON	
Enter Warehouse _____	Destination _____	Date <u>10/17/98</u> Cust Number _____
=====		
F1=Help F3=Exit F4=Prompt		

Step 2:

Enter the following information when the above screen appears:

Warehouse Code

Type in a warehouse code, or hit "F=4" for a window displaying all valid warehouse codes that the user has set up. When using the window, type an "X" in the warehouse to be selected and hit "Enter". If the warehouse needed is not found, refer to option 1 (Warehouse Maintenance) on the CalcRate Main Menu.

Destination

Enter the Destination Zip code of the shipment. "Right Justify" this entry.

Date

Enter the shipment date in a YYYYMMDD format. The date will automatically default to today's date if no date is entered.

Customer Number

Enter the customer number if known. If entered, CalcPak will access CalcRate's Routing Preferences file to determine the customer's routing/exclusion preferences.

Hitting "Enter" at this point should bring you to the following screen:

16:26:05	CalcPak	10/17/98
PAK03R	PARCEL COMPARISON	
From SMITHTOWN, NY	11787 To 10001	Date 10/17/98
Weight	Ctns	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
		More...

Step 3:

Enter the following information:

Weight

Enter the weight, in pounds, of the parcel shipment (i.e. 150).

Ctns

Enter the number of cartons making up the shipment (i.e. 2). CalcPak will default to "1" if no entry is made.

Note: If # of cartons is entered, CalcPak will assume the "entered weight" is a total (i.e. will divide the weight by "Ctns").

Example:

In order to calculate rates for two 75 lb shipments, the user can enter:

Wgt	Ctns	or...	<u>Wgt</u>	<u>Ctns</u>
150	2		75	1
			75	1

Hitting "Enter" sends all pertinent information (from steps 2-3) to CalcRate for a parcel rate comparison. Notice carriers flashing on the bottom of the screen as CalcRate is calculating rates for CalcPak.

15:07:28	CalcPak	10/20/98
PAK03R	PARCEL COMPARISON	
From SMITHTOWN, NY	11787 To 10001	Date 10/20/98
	Type Options, Press Enter	
	5= Display	
Weight	Ctns	Dsp Rte Carrier Name Amount Days
<u>150</u>	<u>2</u>	- UPS Commercial 38.38
_____	_____	- UPS Residential 50.56
_____	_____	- UPS 3 Day Select 67.80
_____	_____	- UPS 2nd Day Air 93.50
_____	_____	- UPS Second Day Air 114.00
_____	_____	- UPS Next Day Saver 143.50
_____	_____	- UPS Next Day Air **** 166.50
		Bottom

Dsp

Enter a "5" to display the LTL rate inquiry which will display more detailed information of the shipment, i.e. discount, rate, deficit, etc.

12:46:51	CalcRate	2/26/99		
CALC25R	PARCEL RATE INQUIRY	Outbound Rates From		
Carrier RPSG RPS Ground	Whse 11	West Warwick, RI 02893		
I/O O Date 1999/02/26				
To Zip 30350				
Tariff Applied RPSG 1996/02/05	Transit Time	Days		
Wgt	Ctns	Gross Chg	Discount	Net Chg
====	=====	=====	=====	=====
150	2	40.84		40.84
				More...

Customer Maintenance

This option is used to maintain shipping information for customers to which you ship to repeatedly.

Step 1: From the CalcPak Main Menu, select Option 4 (Customer Maintenance):
You should see the following screen:

12:04:06	CalcPak	3/29/99
PAK68R	CUSTOMER MAINTENANCE	
Enter Customer _____		
=====		
F1=Help F3=Exit		

Step 2: When the above screen appears, the user may type in a customer name, or the first few letter of the name, to set a temporary lower limit for viewing the file.
Hitting "Enter" will position you to that customer's record. You should see the following screen:

Note: Hitting "Enter" from the above screen will place you at the top of the Customer Master File.

12:27:57	CalcPak	3/29/99			
PAK68R	CUSTOMER MAINTENANCE				
Type Options, Press Enter.					
5=Display					
Opt	Customer	Address #1	City	St	Zip
-	AR TRAFFIC CONSULTAN	7 PENNSYLVANIA PLAZA	NEW YORK	NY	10001
-	ARTC	320 TURNGATE DRIVE	BETHEL PARK	PA	15102
-	XYZ	1 MAIN ST	NY	NY	10001
Bottom					
=====					
F1=Help F3=Exit F9=Add					

Step 3: If you are creating a customer record for the first time, select "F9=Add" You should see the following screen:

12:37:13	CalcPak	3/29/99
PAK68R	CUSTOMER MAINTENANCE	
Customer Name : _____		
Company : _____		
Address 1 : _____		
Address 2 : _____		
Address 3 : _____		
City : _____ St : ___ Zip : _____		
Phone : (____) ____ _____ Fax# : (____) ____ _____		
Default Carrier : _____ Ship to Number : _____		
Carrier Acct # : _____ Federal Tax ID : _____		
Carrier Billing : _____		
=====		
F1=Help F3=Exit F4=Prompt F23=Delete		

Step 4: Enter the following information when the above screen appears:

Customer Name

Enter the customer's name.

Company

Enter the customer's company name.

Address 1,2,3

Enter the Customer's mailing address.

City

Enter the City in which the customer is located.

St

Enter the state in which the customer is located.

Zip

Enter the customer's zip code

Default carrier

Enter the four position SCAC code for default carrier if applicable. This will override the default carrier entered into UPS/RPS/Fed Ex/USPS Set-Up Maintenance.

Ship to Number

Enter the customer's Ship to number.

Carrier Acct #

Enter the **UPS account number** to which freight should be billed. This entry is used only if

Federal Tax ID

Enter the customer's federal tax identification number, if available.

Note: This field is not currently employed by any current parcel carrier.

Carrier Billing

Enter the customer's type of billing (e.g. PRE-prepaid, PPA-prepay and add, etc.)

If entered, this will be the customer's default billing method.

Step 5: Hitting "Enter" at this point will display a message that the customer has been added.

***Automatic
Retrieval
UPS, RPS, FedEx,
Post Office***

Automatic Retrieval

The purpose of this option is to retrieve orders from either the UPS, RPS, and FDX AUTOP File and automatically enter the type of processing required.

This option allows the user to ship automatic orders without having to access the specific carrier's processing menu.

Step 1:

From the CalcPak Main Menu, select option 5 (Automatic Retrieval). You should see the following screen:

14:59:24	CalcPak	2/26/99
PAK98R	AUTOMATIC RETRIEVAL	
Enter Warehouse Code _____		
=====		
F1=Help F3=Exit F4=Prompt		

Step 2:

Enter the following information when the above screen appears:

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". If warehouse needed is not found refer to Option 1 on the CalcRate Main Menu.

Once a warehouse code has been entered or selected from the window, hit "Enter". The following screen should appear:

15:07:28	CalcPak	2/26/99
PAK98R	AUTOMATIC RETRIEVAL	
Enter Warehouse Code 11	West Warwick, RI	02893
Enter Order Number _____		
=====		
F1=Help F3=Exit F4=Prompt F5=File Contents		

Step 3: Enter or scan an order # (It must exist in either the UPS,RPS, or FedEx AutoP File.) The user may also select "F4=Prompt" to display a window of all records available for automatic retrieval. Selecting "F5=File Contents" will display the same window, by carrier, as follows:

15:07:28	CalcPak	2/26/99									
PAK98R	AUTOMATIC RETRIEVAL										
Enter Warehouse Code 11	West Warwick, RI	02893									
Enter Order Number											
<table border="1"> <tr> <td>Position to Carrier _____</td> </tr> <tr> <td>Order _____</td> </tr> <tr> <td> Carr Order Number</td> </tr> <tr> <td> ==== =====</td> </tr> <tr> <td>_ RPSG 98765432109876543210</td> </tr> <tr> <td>_ UPS1 12345678901234567890</td> </tr> <tr> <td> </td> </tr> <tr> <td> Bottom</td> </tr> <tr> <td>F12=Exit Use -x- to select</td> </tr> </table>			Position to Carrier _____	Order _____	Carr Order Number	==== =====	_ RPSG 98765432109876543210	_ UPS1 12345678901234567890		Bottom	F12=Exit Use -x- to select
Position to Carrier _____											
Order _____											
Carr Order Number											
==== =====											
_ RPSG 98765432109876543210											
_ UPS1 12345678901234567890											
Bottom											
F12=Exit Use -x- to select											

Step 4: Hitting "Enter" will take you directly into the appropriate Automatic Entry Screen. Consult the Automatic Entry sections of this manual for further details.

Note:

Using the same order number for different parcel carriers is not recommended. If the same order number is used for different types of parcel processing, CalcPak will default in the following order: UPS, RPS, FDX, and USPS. (e.g. If Order # 1 is contained in both UPS and FDX order files, then CalcPak will default to a UPS screen when processing the order.)

AR Traffic Consultants, Inc.

CalcPak User's Manual

Section 3:
UPS
Processing

Revised 10/28/99

UPS Processing:

Step 1: From the CalcPak Main Menu, select Option 6 (UPS Processing). You should see the following screen:

```
15:40:57                               CalcPak                               4/30/99
                                UPS PROCESSING MENU

                                Select one of the following:

1. Set Up Maintenance                <PAK01R>
2. Additional Charges Maintenance    <PAK02R>
3. Manual Shipment Entry             <PAK06R>
4. Automatic Shipment Entry          <PAK17R>
5. Current - Shipment Inquiry        <PAK10R>
6. History - Shipment Inquiry        <PAK14R>
7. Daily Shipping Manifest           <PAK20R>
8. Reprint Shipping Manifest         <PAK26R>
9. UPS Online Main Menu              <HACINMN>

Selection ==>>          F3=Exit          F21=Command Entry
```

The following section will describe, in detail, each option from the UPS Processing Menu.

Set Up Maintenance

This option is used to update/maintain UPS shipping information by warehouse location. Information such as shipper number, last manifest number used, default carrier, printer device names, etc will be found in this option.

Step 1: From the UPS Processing Menu, select Option 1 (Set Up Maintenance). The following screen should appear:

15:31:10	CalcPak	10/20/98
PAK01R	UPS SET UP MAINTENANCE	
Enter Warehouse Code _____		

F1=Help F3=Exit F4=Prompt		

Step 2: Enter the following information when the above screen appears.

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". If warehouse is not found refer to Option 1 (Warehouse Maintenance) from the CalcRate Main Menu.

Note: CalcPak will not allow a warehouse to be set up that has not first been defined as a valid warehouse in CalcRate Option 1 (Warehouse Maintenance).

Hitting "Enter" will bring you to the following screen:

8:15:48	CalcPak	4/15/99
PAK01R	UPS SET UP MAINTENANCE	
Enter Warehouse Code	SYR CNY Distribution Center	
Address 1	1433 Court Street	
Address 2	Syracuse, New York	
Zip Code	13208	
Default Carrier	<u>UPSC</u> UPS Ground Commercial Check Wght Flag N	
Warehouse Phone/Contact	(315) 454 9136 <u>JEFF WEBB</u>	
Online Shipper #/ Book #(s)	<u>456789</u> _____	
Ship Charge/Package Type	<u>PRE</u> Prepaid <u>02</u> Package	
Location Shipper #	<u>NY 757575</u>	
Last PickUp #	_____ 1 Hndrdwt _____ 1 Air _____ 1	
Maximum Weight Package	<u>150</u>	
Maximum Girth Package	<u>130</u> (2W+2H+L)	
Maximum Length Package	<u>108</u>	
Oversize Threshold:		
Effective Above Girth	<u>84</u>	
Minimum Weight	<u>30</u>	
Label Printer	<u>PRT01</u> UPS Online Controller _____	
Manifest Printer	<u>PRT01</u> UPS Online Line Discription _____	
=====		
F1=Help F3=Exit F4=Prompt F23=Delete		

Step 3: Enter the following information when the above screen appears:

Default Carrier

Enter the carrier that will serve as the default for manual entry, and for automatic entry of orders with no carrier pre-assigned in the UPSAUTOP file.

Warehouse Phone/Contact

Enter the phone number and a name of a warehouse contact.

Check Weight Flag

A "Y/N" Flag that, when set to "Y," will validate the UPSAUTOP weight for an order (plus the weight of its packaging) against the actual scale weight. This is for Automatic entry only.

Note: See Option 2, from the CalcPak Main Menu, to define tolerance.

Online Shipper

If you are using UPS "Host Access," enter the special shipper number from this location.
eg: 789-123

Note: Upon entering an online shipper number, the following additional fields will display and be required (See screen above) :

Book #(s)

Enter the UPS Manifest Book numbers as provided by UPS.

Note: The first book will be used until 100 daily manifests have been closed. At this point the second book will become active for 100 daily manifests. Book #'s will eventually recycle.

UPS Online Controller

Enter the default online controller that will be used for UPS "Host Access."

UPS Online Line Description

Enter the default online line description that will be used for UPS "Host Access."

Billing Type

Enter the default billing type or hit "F4" for a window displaying all valid UPS Billing Types. They are as follows: C&S-Cost and Freight, CBS-Consignee Bill, COL-Freight Collect, DDP-Duty Paid, FOB-Point of Export, PRE-Prepaid, SDT-Duty and Tax, TPB-3rd Party Bill, and 000-Credit Card.

UPS Package Type

Enter the default UPS Package Type or hit "F4" for a window displaying all valid UPS Package Types. They are as follows: 00-Unknown, 01-UPS Letter, 02-Package, 03-Tube, 04-Pak, 05-None, 07-Bag, 08-Barrel, 09-Bolt, 10-Bundle, 11-Can, 12-Canister, 13-Coffin, 14-Crate, 15-Cylinder, 16-Drum, 18-Palletized, 19-Spool, 20-Roll, 21-Box, 22-Envelope, and 23-Jumbo Box.

Location Shipper

Enter the six digit shipper number from UPS for this location in the following format: "NY 123-456."

Last Pickup Number

This is the last manifest number that has been generated for UPS shipments. This number will be incremented by 1 each time a daily shipping manifest is printed and the operator closes out the daily shipping procedure.

Last Manifest Number Suffix

This is the UPS Check Digit that is attached to the manifest number for UPS auditing purposes.

Last Hundred Weight Manifest Number (Not required if UPS Host Access)

This is the last hundred weight manifest number that has been generated for UPS shipments. This number will be incremented by 1 each time a daily shipping manifest is printed and the operator closes out the daily shipping procedure.

Last Hundred Weight Manifest Number Suffix

Last Air Manifest Number (Not required if UPS Host Access)

This is the last air manifest number that has been generated for UPS shipments. This number will be incremented by 1 each time a daily shipping manifest is printed and the operator closes out the daily shipping procedure.

Last Air Manifest Number Suffix

This is the UPS Check Digit that is attached to the air manifest number for UPS auditing purposes.

Maximum Weight Package

This is the maximum weight that UPS will accept for a single package. Any package with a weight above this will not be processed.

Maximum Girth Package

The girth is defined as 2 x length, plus 2 x width, plus the height of the package. If the result is greater than this number, UPS will not accept this package.

Maximum Length Package

If the length of a single side of a carton is greater than this number, UPS will not accept the package and it will not be processed by CalcPak.

Oversize Threshold Girth

If the girth (2 x length, plus 2 x width, plus the height) is greater than this number and less than the Oversize Threshold Weight, then UPS will rate the shipment at the defined Oversize Threshold Weight.

Note: The length and width are considers to be the carton's longest two sides. If l/w/h are populated in the UPSAUTOP File, these values will override those as set up in Option 1 (Box Type Maintenance). The user will only be flagged if the box qualifies as an oversized.

Oversize Actual Carton Weight

This is the minimum weight used by UPS to rate a package which is above the oversized threshold girth as defined above

Label Printer

Enter the device name that will print UPS bar coded shipping labels for this warehouse.

Manifest Printer

Enter the device name that will print UPS shipping manifests for this warehouse.

COD Tag Printer

Enter the device name that will print UPS COD Tags for this warehouse.

Hitting "Enter" at this point to store all set up data.

Additional Charges Maintenance

This option is used to update/maintain any additional services, with corresponding charges, for which UPS might offer (eg. COD, Call Tag, Saturday Delivery, etc). The charges are tariff date effective; each year they must be updated.

Step 1: From the CalcPak Main Menu, select Option 6 (UPS Processing), Option 2

15:12:23	CalcPak	4/12/99
PAK02R	UPS ADDITIONAL CHARGES MAINTENANCE	
Type Options, Press Enter.		
5=Display		
Opt	Trf Date	Eff Date
_	1996/02/03	1996/02/03
Bottom		

F1=Help F3=Exit		

Selecting “5=Display” will bring you to the following screen:

15:30:29	CalcPak	10/21/98	
PAK02R	UPS ADDITIONAL CHARGES MAINTENANCE		
Tariff Date 2/07/98 Effective Date 2/07/98			
Type Options, Press Enter.			
2=Change 4=Delete			
Opt	Cde	Description	Charge
-	_____	_____	_____
-	_____	_____	_____
-	_____	_____	_____
-	_____	_____	_____
-	_____	_____	_____
-	_____	_____	_____
-	_____	_____	_____
Bottom			

Step 2: Enter the following information when the above screen appears:**Opt**

To update charges type a "2" in the OPT field, change the charge and hit "ENTER". To delete a charge type a "4" in the OPT field and hit "ENTER". To add additional charges for this effective date hit "F9".

Code

Enter a code for the additional charge (i.e. CAL).

Description

Enter a description for the additional charge Code (i.e.CAL= Call Tag).

Charge

Enter the amount of the additional charge in dollars.

Note: Consult your UPS Sales Representative for a list of premium services, with their corresponding fees.

The following is an unofficial list of typically employed premium services along with their most recent published fees. As of 2/8/99 they are as follows:

<u>Service:</u>	<u>Fee:</u>
*COD	\$5.00
Call Tag	\$4.50
Saturday Delivery	\$10.00
Declared Value	\$.35 for each \$100.00, or fraction thereof, beyond the first \$100.00
Hazardous Material	\$13.00 Ground, \$20.00 Air
Handling	\$4.00/package
Delivery Confirm w/Signature	\$1.25
Delivery Confirm w/o Signature	\$1.00

*** Note: Actual COD documents may be printed by CalcPak.**

Manual Shipment Entry

This option is used to manually enter UPS shipments into the system.

Step 1: From the CalcPak Main Menu, select Option 6 (UPS Processing), Option 3 (Manual Shipment Entry). The following screen should appear:

10:12:01	CalcPak	11/25/98
PAK06R	UPS MANUAL SHIPMENT ENTRY	
Enter Warehouse Code _____		
Enter Customer _____		
=====		
F1=Help F3=Exit F4=Prompt		

Step 2: When the above screen appears, enter the following information:

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". Once warehouse code has been entered or selected from the window, hit "ENTER". If warehouse needed is not found refer to option #1 on the CalcRate Main Menu.

Customer

Enter the name of the customer as defined in option 4 (Customer Maintenance). You may also select "F4=Prompt" to display the customer file. If the customer does not currently exist in the customer file, you may select "F7=Add" to create a new customer record.

If you select "F4=Prompt" for the customer, a window like the following will appear:

10:09:06	CalcPak	12/04/98																		
PAK06R	UPS MANUAL SHIPMENT ENTRY																			
Enter Warehouse Code <u>A1</u>																				
Enter Customer _____																				
	<table border="1"> <thead> <tr> <th colspan="3">Customer File</th> </tr> <tr> <th>Customer</th> <th>City</th> <th>St</th> </tr> <tr> <th>=====</th> <th>====</th> <th>==</th> </tr> </thead> <tbody> <tr> <td>_ ARTC</td> <td>New York</td> <td>NY</td> </tr> <tr> <td colspan="3">=====</td> </tr> <tr> <td colspan="3">F7=Add F12=Exit. Use -X- to select</td> </tr> </tbody> </table>		Customer File			Customer	City	St	=====	====	==	_ ARTC	New York	NY	=====			F7=Add F12=Exit. Use -X- to select		
Customer File																				
Customer	City	St																		
=====	====	==																		
_ ARTC	New York	NY																		
=====																				
F7=Add F12=Exit. Use -X- to select																				
=====																				
F1=Help F3=Exit F4=Prompt																				

Step 3 (Optional): If the customer is not found, the user may hit "F7=Add" to add a record for the customer to the customer master file directly from this option. Adding a customer to the customer file is not required for manual entry, but is suggested if you are shipping to the same customer periodically. Consult the Customer Maintenance section of this manual for further details.

Note: If the above step is skipped, any customer entered during shipment entry will not be saved.

Hitting "Enter" at this point will bring you to the following screen:

10:17:18	CalcPak	11/25/98
PAK06R	UPS MANUAL SHIPMENT ENTRY	
Enter Warehouse Code	ARTC	New York, New York 10001
		Billing Type ____
Carrier <u>UPSC</u>	UPS GROUND COMMERCIAL	Box Type ____
Order/Parcel Nbr _____		Consignee:
Invoice Number _____		Name _____
UPS Package Type ____		Company _____
		Address 1 _____
General Ledger _____		Address 2 _____
		Address 3 _____
		City _____
		St/Zip/Ph ____ (____) ____
Change Dimensions <u>N</u>	Weight _____	Ship To# _____
Additional Chgs <u>N</u>		
=====		
F1=Help F3=Exit F4=Prompt F5=Comparison		

Note: If you selected a customer, any information existing in the customer file would have populated the above screen.

Step 4: When the above screen appears, enter the following information:

Carrier Code

This is the carrier that the system will initially rate all UPS shipments with. Type in carrier code or hit "F4" for a window. When using the window type an "X" in carrier to be selected and hit "ENTER". Once carrier has been entered or selected from the window, hit "ENTER". If carrier needed is not found refer to option #2 on the CalcRate Main Menu.

Box Type

Type in a Box Type or hit "F4" for a window displaying all values set up in Option 1 (Box Type Maintenance). When using the window type an "X" for the box to be selected and hit "ENTER". Once the box has been entered or selected from the window, hit "Enter."

Note: If this field is not entered, CalcPak will default the value to "*."**

Billing Type

Enter the billing type or hit "F4" for a window displaying all valid UPS Billing Types. They are as follows: C&S-Cost and Freight, CBS-Consignee Bill, COL-Freight Collect, DDP-Duty Paid, FOB-Point of Export, PRE-Prepaid, SDT-Duty and Tax, TPB-3rd Party Bill, and 000-Credit Card.

Order Number

Enter the order number.

UPS Package Type

Enter the UPS Package Type or hit "F4" for a window displaying all valid UPS Package Types. They are as follows: 00-Unknown, 01-UPS Letter, 02-Package, 03-Tube, 04-Pak, 05-None, 07-Bag, 08-Barrel, 09-Bolt, 10-Bundle, 11-Can, 12-Canister, 13-Coffin, 14-Crate, 15-Cylinder, 16-Drum, 18-Palletized, 19-Spool, 20-Roll, 21-Box, 22-Envelope, and 23-Jumbo Box.

General Ledger Number

Enter the General Ledger Number of the account that the shipment should be charged to.

Invoice Number

Enter the invoice number.

Consignee Name

Enter the consignee Name.

Consignee Company

Enter the consignee company

Consignee Address 1

Enter the consignee address 1.

Consignee Address 2

Enter the consignee address 2.

Consignee Address 3

Enter the consignee address 3.

Consignee City

Enter the consignee city.

Consignee State

Enter the consignee state.

Consignee Zip

Enter the consignee zip. The zip field is right adjusted so US zips are entered as _10001 and a Canadian zip is entered as A1A1A1.

Ship To Number

Enter the consignee ship to number. This number will be used to combine shipments to the same consignee for use in the UPS multiweight program. This number is also be used to differentiate multiple ship-to locations for the same customer.

Change Dimensions Flag

Enter "Y" if it is an oversize box. Oversize is defined as a box that exceeds the values in UPS Set Up Maintenance for Threshold maximum size and is less than Threshold minimum weight. Entering a "Y" in this field will prompt the user with a window displaying the dimensions for the Box Type selected. From the window, a user may temporarily change the box's dimensions for the current shipment.

Additional Charges Flag

Enter "Y" if there are additional charges such as COD, Call Tag, etc. **(See Step 6, Optional Below)**

Weight

Enter the package weight or place the package on the scale while the cursor is in this field.

Step 5 (Optional): Once all required information has been entered by the user, a parcel rate comparison may be performed by selecting "F5=Comparison." The user may view rates for all parcel carriers that are set up for this warehouse. Consult the Parcel Comparison section of this manual for further details.

Note: Leave the carrier field blank to view rates for all applicable carriers. If a SCAC is entered into the carrier field, selecting "F5=Comparison" will only return that SCAC Code with its corresponding rate.

Step 6 (Optional): If premium services apply for this parcel, place a "Y" in the additional

14:20:31	CalcPak	11/25/98
PAK06R	UPS MANUAL SHIPMENT ENTRY	
Enter Warehouse Code <u>ARTC</u>	New York, New York	10001
	Billing Type <u>PRE</u>	
Carrier <u>UPSC</u>	UPS GROUND COMMERCIAL	Box Type <u>**</u> Default Box
Order/Parcel Nbr <u>123456</u>	Consignee:	
Invoice Number <u>1</u>	Name <u>CRAIG HOFFMAN</u>	
UPS Package Type <u>__</u>	Company <u>AR TRAFFIC CONSULTANTS</u>	
General Ledger # <u>_____</u>	Address 1 <u>320 TURNGATE DRIVE</u>	
	Address 2 <u>_____</u>	
	Address 3 <u>_____</u>	
	City <u>BETHEL PARK</u>	
Change Dimension <u>N</u>	Weight <u>20.00</u>	St/Zip/Ph <u>PA 15102 ()</u>
Additional Chgs <u>Y</u>		
=====		
Call Tag <u>Y</u>	Additional Handling <u>N</u>	COD <u>N</u>
	Declared Value <u>N</u>	Hazardous Material <u>N</u>
	Saturday Delivery <u>N</u>	Confirm Del w/Sign <u>N</u>
	Confirm Del w/o Sign <u>N</u>	
=====		
F1=Help F3=Exit F4=Prompt		

Note: The above screen will only appear if you select "Y" for additional charges in step 3, otherwise skip to step 5. All fields defined in Additional Charges Maintenance (Option 6.3) will display. Common examples include:

Call Tag

Enter a "Y" for a Call Tag shipment. If Call Tag applies, a separate document will print to the default call tag printer defined in Set-Up Maintenance (Option 6.1)

Additional Handling

Enter a "Y" if there will be an additional handling charge.

COD

Enter a "Y" for a COD shipment. Entering a "Y" here will prompt the user with a Y/N Cash Only Flag, as well as a COD Control Number (Both Fields Required).

Declared Value

Hazardous Material

Enter a "Y" for a hazardous material shipment

Saturday Delivery

Enter a "Y" for a Saturday delivery shipment.

Confirm Del W/ Sign

Enter a "Y" for a confirm delivery with a signature shipment.

Confirm Del W/O Sign

Enter a "Y" for a confirm delivery without a signature shipment.

11:12:03	CalcPak	11/25/98
PAK06R	UPS MANUAL SHIPMENT ENTRY	
Enter Warehouse Code	<u>ARTC</u> New York, New York	10001
Carrier	<u>UPSC</u> UPS GROUND COMMERCIAL	Box Type ** Default Box
Order/Parcel Nbr	123456	Consignee:
Invoice Number	1	Name <u>CRAIG HOFFMAN</u>
UPS Package Type	<u>02</u>	Company <u>AR TRAFFIC CONSULTANTS</u>
General Ledger Number	_____	Address 1 <u>320 TURNGATE DRIVE</u>
		Address 2 _____
		Address 3 _____
		City <u>BETHEL PARK</u>
Change Dimensions	<u>N</u> Weight <u>20.00</u>	St/Zip/Ph PA 15102
Additional Chgs	<u>Y</u>	ShipTo # <u>1</u>
=====		
	Zone	004
	Charges	5.86
	Additions	4.00
	Total Chg	9.86
	Nbr Labels	<u>1</u>
=====		
=====		
F1=Help F3=Exit F7=Display Additional Charges F9=Accept		

Step 7 (Optional): The user may select "F7=Display Additional Charges" to view a window of additional charges added to this shipment.

Step 8: When the above screen appears, you may select F9=Accept. At this point a record will be written to the daily manifest file and a label(s) may be generated.

Note: If multiple labels are needed for this shipment, the user must specify the number of labels prior to selecting "F9=Accept." Each label will print with a unique tracking

Automatic Shipment Entry

This option is used to automatically retrieve and process order information, having been previously loaded into the UPSAUTOP file by the users data processing department. (i.e. from the primary business system).

Step 1: From the CalcPak Main Menu, select Option 6 (UPS Processing), Option 4 (Automatic Shipment Entry). The following screen should appear:

10:12:01	CalcPak	11/25/98
PAK06R	UPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code _____		
=====		
F1=Help F3=Exit F4=Prompt		

Step 2: When the above screen appears, enter the following information:

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". Once warehouse code has been entered or selected from the window, hit "ENTER". If warehouse needed is not found refer to option

15:30:24	CalcPak	11/25/98
PAK17R	UPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code <u>ARTC</u> New York, New York 10001		
Enter Order / Parcel Number _____		
=====		
F1=Help F3=Exit F4=Prompt F8=View Order Summary		

Step 3: When the above screen appears, manually enter, or scan the order number. If "F4=Prompt" is selected, a window displaying all orders in the UPSAUTOP file would appear as follows:

Note: Call ARTC for information regarding CalcPak hardware, including scanning equipment.

15:30:24 PAK17R	CalcPak UPS AUTOMATIC SHIPMENT ENTRY	11/25/98
Enter Warehouse Code <u>ARTC</u> New York, New York 10001		
Enter Order Number _____		

Order Number
=====

_ 12345678901234567890

Bottom

F12=Exit Use -x- to select

The user may page down to locate the order number in question. Placing an “X” to the left of an order number will advance the user to step 4.

Step 3A (Optional): The user also has the ability to select the “F8=View Order Summary.” the following window will appear:

15:30:24 PAK17R	CalcPak UPS AUTOMATIC SHIPMENT ENTRY	11/25/98
Enter Warehouse Code <u>ARTC</u> New York, New York 10001		
Enter Order Number _____		

Order Number: 12345678901234567890

Multiple Carrier Codes

Trns	Wgt	Frt Amt	Carr	Tracking Number
7	50	9.80	UPSC	1Z1234560300003857
8	50	9.80	UPSC	1Z1234560300003866
9	20	48.00	UPS1	1Z1234560100003922
13	15	9.09	UPSC	1Z1234560300004034
More...				
Totals:		4	135	75.89

F12=Exit Close Order N

F1=Help F3=Exit F4=Prompt F8=View Order Summary

As individual parcels are processed, records are written to an Order Summary Master Detail File. When the user has processed all parcels for an order, they should close the order by typing a "Y" in the Close Order field. At this point, a single record will be written to the Order Summary Master Header File.

Note: Additional parcels may be processed for a closed order at any point before the daily manifest is closed. The Order Summary Master Header File will be updated accordingly. Please see the *CalcPak Interface Technical Documentation* for more details.

Note: If a single order contains parcels of differing levels of service (e.g. UPSC and UPS1), the user will be prompted with a warning message.

If the order was found in the UPSAUTOP file, the following screen will appear:

17:09:51	CalcPak	12/02/98
PAK17R	UPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code	A1	Seattle, WA (Fox) 98108
Carrier	<u>UPSC</u> UPS GROUND COMM	Billing Type PRE Prepaid
Order/Parcel Nbr	<u>1</u>	Box Type ** Default Box
Invoice Number	<u>000000000001</u>	Consignee:
UPS Package Type	02 Package	Name <u>JOHN SMITH</u>
General Ledger #	_____	Company <u>ABC MANUFACTURING LTD.</u>
		Address 1 <u>111 MAIN STREET</u>
		Address 2 <u>BLDG A</u>
		Address 3 _____
		City <u>CLEVELAND</u>
		ST/Zip/Ph OH <u>44444</u> (<u>212</u>) <u>555 1212</u>
Change Dimensions	<u>N</u> Weight _____	ShipTo # <u>1</u>
Additional Chgs	<u>N</u>	
=====		
F1=Help F3=Exit F4=Prompt F5=Comparison		

Step 4: When the above screen appears, enter the following information:

Note: Many of the following fields may have been already populated in the UPSAUTOP file. If pre-loaded into the UPSAUTOP File they will display, else default to the values entered into UPS Set Up Maintenance (Option 6.1). The user may modify the information for this specific shipment.

Carrier Code

This is the carrier that the system will use to initially rate this UPS shipment. Type in carrier code or hit "F4" for a window. When using the window type an "X" in carrier to be selected and hit "ENTER". Once carrier has been entered or selected from the window, hit "ENTER". If carrier needed is not found refer to option #2 on the CalcRate Main Menu.

Box Type

Type in a Box Type or hit "F4" for a window displaying all values set up in Option 1 (Box Type Maintenance). When using the window type an "X" for the box to be selected and hit "ENTER". Once the box has been entered or selected from the window, hit "Enter."

Note: If this field is not entered, CalcPak will default the value to "***."

Billing Type

Enter the billing type or hit "F4" for a window displaying all valid UPS Billing Types. They are as follows: C&S-Cost and Freight, CBS-Consignee Bill, COL-Freight Collect, DDP-Duty Paid, FOB-Point of Export, PRE-Prepaid, SDT-Duty and Tax, TPB-3rd Party Bill, and 000-Credit Card.

Order Number

Enter the order number.

UPS Package Type

Enter the UPS Package Type or hit "F4" for a window displaying all valid UPS Package Types. They are as follows: 00-Unknown, 01-UPS Letter, 02-Package, 03-Tube, 04-Pak, 05-None, 07-Bag, 08-Barrel, 09-Bolt, 10-Bundle, 11-Can, 12-Canister, 13-Coffin, 14-Crate, 15-Cylinder, 16-Drum, 18-Palletized, 19-Spool, 20-Roll, 21-Box, 22-Envelope, and 23-Jumbo Box.

Invoice Number

Enter the invoice number.

Consignee Name

Enter the consignee Name.

Consignee Company

Enter the consignee company

Consignee Address 1

Enter the consignee address 1.

Consignee Address 2

Enter the consignee address 2.

Consignee Address 3

Enter the consignee address 3.

Consignee City

Enter the consignee city.

Consignee State

Enter the consignee state.

Consignee Zip

Enter the consignee zip. The zip field is right adjusted so US zips are entered as _10001 and a Canadian zip is entered as A1A1A1.

Ship To Number

Change Dimensions Flag

Enter "Y" if it is an oversize box. Oversize is defined as a box that exceeds the values in UPS Set Up Maintenance for Threshold maximum size and is less than Threshold minimum weight. Entering a "Y" in this field will prompt the user with a window displaying the dimensions for the Box Type selected. From the window, a user may temporarily change the box's dimensions for the current shipment.

Additional Charges Flag

Enter "Y" if there are additional charges such as COD, Call Tag etc. **(See Step 6, Optional)**

Weight

Enter the package weight or place the package on the scale while the cursor is in this field.

Note: If the check weight tolerance flag (Option 2.1) is set to "Y" for the current warehouse, CalcPak will compare the actual weight displayed with the expected weight (plus the weight of the packaging) loaded for the order. The user will be warned if not within the tolerance defined in Option 2.

Step 5 (Optional): At this point the user may select "F5=Comparison" to perform a rate comparison for the parcel. This function key will show the user a rate comparison as described in the Rate Comparison section of this manual.

Note: Leave the carrier field blank to view rates for all applicable carriers. If a SCAC is entered into the carrier field, selecting "F5=Comparison" will only return that SCAC Code with its corresponding rate.

Step 6 (Optional): If additional charges apply to this parcel shipment, place a “Y” in the additional chgs field. Hitting “Enter” will display the following screen:

14:20:31	CalcPak	11/25/98
PAK06R	UPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code <u>ARTC</u>	New York, New York	10001
	Billing Type <u>PRE</u> PrePaid	
Carrier <u>UPSC</u> UPS GROUND COMMERCIAL	Box Type <u>**</u> Default Box	
Order/Parcel Nbr <u>123456</u>	Consignee:	
Invoice Number <u>1</u>	Name <u>CRAIG HOFFMAN</u>	
UPS Package Type <u>02</u>	Company <u>AR TRAFFIC CONSULTANTS</u>	
General Ledger Number _____	Address 1 <u>320 TURNGATE DRIVE</u>	
	Address 2 _____	
	Address 3 _____	
	City <u>BETHEL PARK</u>	
Change Dimensions <u>N</u> Weight <u>20.00</u>	State Zip <u>PA 15102</u> ShipTo # <u>1</u>	
Additional Chgs <u>Y</u>		
=====		
Call Tag <u>Y</u> Additional Handling <u>N</u> COD <u>N</u> Declared Value <u>N</u> Hazardous Material <u>N</u>		
Saturday Delivery <u>N</u> Confirm Del w/Sign <u>N</u> Confirm Del w/o Sign <u>N</u>		
=====		
F1=Help F3=Exit F4=Prompt		

Note: The above screen will only appear if you select “Y” for additional charges in step 3, otherwise skip to step 5. All fields defined in Additional Charges Maintenance (Option 6.1) will display. Common examples include:

Call Tag

Enter a “Y” for a Call Tag shipment. If Call Tag applies, a separate document will print to the default call tag printer in Set-Up Maintenance (Option 6.1)

Additional Handling

Enter a “Y” if there will be an additional handling charge.

COD

Enter a “Y” for a COD shipment. Entering a “Y” here will prompt the user with a Y/N Cash Only Flag, as well as a COD Control Number (Both Fields Required).

Declared Value

Enter a “Y” for a declared value shipment

Hazardous Material

Enter a “Y” for a hazardous material shipment

Saturday Delivery

Enter a “Y” for a Saturday delivery shipment.

Confirm Del W/ Sign

Enter a "Y" for a confirm delivery with a signature shipment.

Confirm Del W/O Sign

Enter a "Y" for a confirm delivery without a signature shipment.

Hitting "Enter" will display the following screen:

11:12:03	CalcPak	11/25/98
PAK06R	UPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code <u>ARTC</u>	New York, New York	10001
Carrier <u>UPSC</u>	UPS GROUND COMMERCIAL	BoxType ** Default Box
Order/Parcel Nbr 123456	Invoice Number 1	Consignee:
UPS Package Type _____	UPS Package Type _____	Name <u>CRAIG HOFFMAN</u>
General Ledger Number _____	General Ledger Number _____	Company <u>AR TRAFFIC CONSULTANTS</u>
		Address 1 <u>320 TURNGATE DRIVE</u>
		Address 2 _____
		Address 3 _____
		City <u>BETHEL PARK</u>
Change Dimensions <u>N</u>	Weight <u>20.00</u>	State Zip <u>PA 15102</u> (____) ____
Additional Chgs <u>Y</u>		ShipTo # 1
=====		
	Zone	004
	Charges	5.86
	Additions	4.00
	Total Chg	9.86
	Nbr Labels	<u>1</u>
=====		
F1=Help F3=Exit F7=Display Additional Charges F9=Accept		

Step 6 (Optional): The user may select "F7=Display Additional Charges" to view a window of additional charges added to this shipment.

Step 7: When the above screen appears, you may choose the number of labels and select "F9=Accept." At this point a record will be written to the daily manifest file and a label(s) may be generated with a unique tracking number.

Note: You may select F7=Display Additional Charges. All additional charges that you have selected will appear in a window with their corresponding amounts.

Current - Shipment Inquiry

This option allows a user to inquire about shipments on the day's current manifest. The user may display records, void records, and if needed, unvoid these same records.

Once a day's manifest has been closed, all records in this file move to history. The user will no longer be able to view them through this option.

Step 1: From the CalcPak Main Menu, select Option 6 (UPS Processing), Option 5

13:22:31	CalcPak	3/30/99
PAK10R	UPS CURRENT - SHIPMENT INQUIRY	
Enter Warehouse Code _____		
Sequence by . . . _ Default Sequence to Transaction Number		
1. Invoice Number		
2. Groundtrac Number		
3. Consignee Name		
4. Consignee State		
5. Consignee Zip		
6. Consignee Zone		
7. Order/Parcel Number		
8. Service Level		
=====		

Step 2: Enter the following information when the above screen appears:

Warehouse Code

Enter the warehouse code as set up in both CalcPak Option 6.1 (UPS Set Up Maintenance), and Calcrate Option 1 (Warehouse Maintenance).

Sequence By

When searching for a specific carton, the user may choose a sort method. If a sort method is not entered, shipping information for the current day will display in processing sequence.

Hitting "Enter" will bring you to the following screen:

13:31:04	CalcPak	3/30/99		
PAK11R	UPS CURRENT - SHIPMENT INQUIRY			
Enter Warehouse Code 11 West Warwick, RI 02893				
Type Options, Press Enter.				
4=Void 5=Display 6=Unvoid				
Opt Trns	Invoice Nmbr	Groundtrac Number	Order/Parcel Number	Srv
- 1	9393	1Z1234560300003802	85885	UPSC
	Consgnee GORDON BARD Zip 60606		St IL Zne 005	
- 2	30033	1Z1234560300003811	39444	UPSC
	Consgnee HOWARD CALLAHAN Zip 07002		St NJ Zne 003	
- V 3	48585	1Z1234560200001860	3933	UPS2
	Consgnee LORETTA REASOR Zip 60532		St IL Zne 205	
- 4	493303	1Z123456030000382	94994	UPSC
	Consgnee AUGUST MERKER Zip 10001		St NY Zne 003	
More...				
F1=Help F3=Exit				

When the above screen appears, Enter the following information:

4=Void

To void a parcel shipment, select option "4=Void." A "V" will appear just prior to the record.

Note: Shipments with a "V" will not appear on the daily manifest when printed.

6=Unvoid

To Unvoid a parcel shipment, select option "6=Unvoid." Hitting "Enter" will cause the "V" to disappear.

Note: Shipments that have been voided may only be unvoided prior to closing the current manifest. Once the days current manifest is closed, all records without a "V" move to history. Those shipments that were voided are deleted.

5=Display

To display a record on the days current manifest, select option "5=Display." The following screen should appear:

11:12:03	CalcPak	11/25/98
PAK06R	UPS CURRENT SHIPMENT INQUIRY	
Enter Warehouse Code	<u>ARTC</u> New York, New York	10001
		Billing Type PRE PrePaid
Carrier	UPSC UPS GROUND COMMERCIAL	Box Type ** Default Box
Order/Parcel Nbr	123456	Consignee:
Invoice Number	1	Name CRAIG HOFFMAN
US PackageType	02	Company AR TRAFFIC CONSULTANTS
General Ledger Number		Address 1 320 TURNGA TE DRIVE
		Address 2
		Address 3
		City BETHEL PARK
Change Dimensions N	Weight 20.00	State Zip PA 15102 ShipTo # 1
Additional Chgs Y		
=====		
	Zone	004
	Charges	5.86
	Additions	4.00
	Total Chg	9.86
	Tracking # 1Z93	0100003886
=====		
F1=Help F3=Exit F7=Display Additional Charges F8=Reprint Shipping Label		

Step 3 (Optional): The above screen looks identical to that of manual and automatic entry just prior to selecting “F9=Accept.” to accept a shipment.

Step 4 (Optional): To reprint a shipping label, select option “F8=Reprint Shipping Label.” A duplicate label(s) will print to your default label printer.

History- Shipment Inquiry

This option provides a user the ability to query parcel shipment history. With the proper UPS "Host Access" software installed, the user may directly access UPS to track individual parcel shipments.

Step 1: From the CalcPak Main Menu, select Option 6 (UPS Processing), Option 6 (History - Shipment Inquiry). The following screen should appear:

14:11:33	CalcPak	3/30/99
PAK14R	UPS HISTORY - SHIPMENT INQUIRY	
Enter Warehouse Code <u>11</u>		
Sequence by		
1. Invoice Number		
2. Groundtrac Number		
3. Consignee Name		
4. Consignee State		
5. Consignee Zip		
6. Consignee Zone		
7. Order/Parcel Number		
8. Service Level		

F1=Help F3=Exit F4=Prompt		

Step 2: When the above screen appears, enter the following information:

Warehouse Code

Enter the warehouse code as set up in both CalcPak Option 6.1 (UPS Set Up Maintenance), and Calcrate Option 1 (Warehouse Maintenance).

Sequence By

When searching for a specific carton, the user may choose a sort method. In order to query history, a sequence method is required.

14:34:55	CalcPak	3/30/99
PAK14R	UPS HISTORY - SHIPMENT INQUIRY	
Enter Warehouse Code 11	West Warwick, RI	02893
Sequence by	SERVICE LEVEL	
Service Level	_____	
From Date YYYY/MM/DD . .	<u>1996/01/01</u>	
To Date YYYY/MM/DD . . .	<u>1999/03/30</u>	
<hr/>		
F1=Help F3=Exit		

Step 3: Enter the following information when the above screen appears:

Service Level

Enter the SCAC for the service level desired (e.g. UPSC-UPS Ground Commercial).
If “blank,” all orders will display in date order.

From Date

Enter the beginning date for the sequence in YYYYMMDD format.

Note: From Date will default to day 1 of the current month, but may be overridden.

To Date

Enter the end date for the sequence in YYYYMMDD format.

Note: Although service level is the example used here, you may have selected a different sequence option. The fields will still be required.

Hitting “Enter” at this point will bring you to a screen like the following:

CalcPak User's Manual

```
14:47:34                               CalcPak                               3/30/99
PAK15R                               UPS HISTORY - SHIPMENT INQUIRY

Enter Warehouse Code 11  West Warwick, RI
                        From 1996/01/01 To 1999/03/30
Type Options, Press Enter.
5=Display  7=Online Tracking

  Order/Parcel Number  Sfx  Date       Groundtrac Number      Invoice Nnbr
- 11111111              001  1998/11/25  1Z1234560300003768    39393
  Name IRA FRIEDMAN    Zip 10001  St NY  Zne 003  Srv UPSC
- 38383                 001  1998/11/25  1Z1234560300003777    399
  Name NICK FISHER     Zip 19001  St PA  Zne 003  Srv UPSC
- 84949                 001  1998/11/25  1Z1234560300003795    99494
  Name CRAIG HOFFMAN   Zip 15000  St PA  Zne 004  Srv UPSC
- 49944                 001  1998/11/25  1Z1234560100003879    3994

=====
F1=Help  F3=Exit
```

Step 4 (Optional): When the above screen appears, you may select “5=Display.” The following screen will appear:

```
11:12:03                               CalcPak                               11/25/98
PAK06R                               UPS HISTORY SHIPMENT INQUIRY

Enter Warehouse Code  ARTC     New York, New York     10001
                                     Billing Type PRE PrePaid
Carrier  UPSC  UPS GROUND COMMERCIAL  Box Type ** Default Box
Order/Parcel Nbr 123456                                     Consignee:
Invoice Number  1                                           Name  CRAIG HOFFMAN
UPS Package Type                                     Company AR TRAFFIC CONSULTANTS
General Number                                           Address 1 320 TURNGATE DRIVE
                                                         Address 2
                                                         Address 3
                                                         City  BETHEL PARK
Change Dimension N  Weight 20..00                            State Zip PA 15102 ShipTo # 1
Additional Chgs Y

=====
Zone      004
Charges   5.86
Additions 4.00
Total Chg  9.86
Tracking # 1Z930100003886

=====
F1=Help  F3=Exit  F7=Display Additional Charges
```

Note: Nothing can be changed by the user once records have made it to history.

Step 5: Select Option “7=Online Tracking.” Using UPS “Host Access” software, along with a pre-established modem connection to the internet, the user will proceed directly to the UPS system via ARTC CalcPak.

Daily Shipping Manifest

This option is used to close the current day's manifest. The manifest may be either printed to the default manifest printer, or transmitted directly to UPS via "Host Access" software.

Step 1: From the CalcPak Main Menu, select Option 6 (UPS Processing), Option 7 (Daily Shipping Manifest): You should see the following screen:

```

15:22:55                               CalcPak                               3/30/99
PAK20R                                UPS DAILY SHIPMENT MANIFEST

Enter Warehouse Code  _____

=====
F1=Help  F3=Exit  F4=Prompt

```

Step 2: Enter a warehouse code as set up in CalcPak Option 6.1 (Set Up Maintenance) and CalcRate Option 1 (Warehouse Maintenance). Hitting "Enter" should display the following screen:

```

15:26:29                               CalcPak                               3/30/99
PAK20R                                UPS DAILY SHIPMENT MANIFEST

Enter Warehouse Code 11  West Warwick, RI    02893
Default Printer      PRT01
Default Online Controller  CTL01
Default Online Line Description LINE1
Close Out Daily Shipping? N

=====
F1=Help  F3=Exit

```

Step 3: Enter the following information when the above screen appears:

Default Printer

Enter the default printer where your manifests will print.

Note: Upon entry an on-line shipper # in UPS Set-Up (Option 6.1), the following fields will appear:

Default Online Controller

Enter the device name that will be used in tandem with the Line Description by UPS Online Host Access to transmit manifests and provide Online Tracking. This data is required if an Online Shipping Account number is provided and entered in in Set Up Maintenance (Option 6.1). Contact your AS/400 System Administrator for this information.

Default Online Line Description

Enter the Line Description that will be used in tandem with the Controller Name by UPS Online Host Access to transmit Manifests and provide Online Tracking. This data is required if an Online Shipping Account number is provided and entered in UPS Set-Up Maintenance (Option 6.1) Contact your AS/400 System Administrator for this information.

Close Out Daily Shipping?

Enter a "Y" if you wish to close the day's current manifest. Enter an "N" if you want a printout of the day's current manifest, but wish it to remain open for additional parcel processing.

Note: Entering a "Y" moves all shipments on the day's current manifest to history.

Reprint Shipping Manifest

This option will reprint past manifests when needed.

Step 1: From the CalcPak Main Menu, select Option 6 (UPS Processing), Option 8 (Reprint

16:59:56	CalcPak	3/30/99
PAK26R	UPS SHIPPING MANIFEST REPRINT	
Enter Warehouse Code _____		
Enter Shipping Date _____		
=====		
F1=Help F3=Exit F4=Prompt		

Step 2: Enter the following information when the above screen appears:

Warehouse Code

Enter a valid warehouse code as set up in CalcPak Option 6.1(Set Up Maintenance) and CalcRate Option 1(Warehouse Maintenance).

Shipping Date

Enter the date of the manifest that you would like to print in YYYY/MM/DD format.

Hitting "Enter" at this point will bring you to the following screen:

17:06:25	CalcPak	3/30/99
PAK26R	UPS SHIPPING MANIFEST REPRINT	
Enter Warehouse Code 11 West Warwick, RI 02893		
Type Options, Press Enter. Default Printer PRT01		
6=Print		
Opt	Ship Date	Pickup Nbr
-	1/1/99	44
=====		
F1=Help F3=Exit		

Step 3: When the above screen appears, select Option "6=Print." Hitting "Enter" will print the manifest to the default printer. Consult CalcPak Option 6.1(Set Up Maintenance).

Note: It is possible to have more than one manifest, from a given warehouse, on a specific day.

UPS Online Main Menu

If you employ UPS "Host Access," this option is to track shipments online.

Before proceeding with this section of the CalcPak User's Manual, refer to CalcPak Option 6.1 (Set Up Maintenance).

Step 1: From the CalcPak Main Menu, select Option 6 (UPS Processing), Option 9 (UPS

HACINMN	United Parcel Service	3/30/99
MENUMAIN	Host Access	17:32:20
	Main Menu	

Please select one of the following request options: ___

- 1 = Tracking
- 2 = Transit Time
- 3 = Trace
- 4 = Advisory Information

Enter=Process F3=Exit

Online Main Menu). You should see the following screen:

Note: This screen, and all subsequent screens in this section, are property of the United 6-9-A

HACINMN	United Parcel Service	3/30/99
HACFVRQ	Host Access	17:34:50
	Tracking	
Option 1 - UPS Tracking Number : _____		
Option 2 - Inquiry/Reference Number _____		
For Option 2, you may enter one or more of the following -		
Shipper Number	: _____	
And/Or	_____	
Destination Postal Code	: _____	and Country : _____
And/Or	_____	
Shipment Date Range		
Track Packages Shipped		
From	: / / (MM/DD/YY)	
To	: / / (MM/DD/YY)	
Enter=Process F3=Exit F5=Refresh F12=Cancel		

Step 3: Enter the UPS tracking number. The status of your shipment should appear as

HACINMN	United Parcel Service	3/30/99
HACFVPD	Host Access	17:40:30
	Package Detail	
Tracking Number	: 1Z1375960300009448	Pick-Up Date :
Reference Number:		Pkgs in Shpmnt: 0000001
Current Status	: INTRANSIT	
Service Level	: GROUNDTRAC	
Shipper Number	: NY 123-456	
Package Contents:		Weight: 15 lbs
Consignee Address:	AR Traffic Consultants, Inc.	Rescheduled Delivery Date: _____
	7 Pennsylvania Plaza	Scheduled Delivery Date : _____
	New York, NY 10001	
F2=Rqst Scrn F3=Exit F4=Pkg Progress F10=Main Menu F12=Cancel		

Step 4: When a UPS shipment has not yet been delivered (i.e. "INTRANSIT,") it may be useful to select "F4=PkgProgress." The following screen should appear:

HACINMN	United Parcel Service			3/30/99
HACFVPP	Host Access			17:43:30
	Package Progress			
Tracking Number: 1Z1375960300009448				
Status	Date	Time	City	State Ctry
Detail				
INTRANSIT	03/30/99	7:35 AM	NORWOOD HUB	MA US
LOCATION SCAN				
INTRANSIT	03/30/99	6:35 AM	NORWOOD HUB	MA US
ARRIVAL				
INTRANSIT	03/30/99	3:19 AM	STRATFORD	CT US
DEPARTURE SCAN				
INTRANSIT	03/30/99	12:52 AM	STRATFORD	CT US
ARRIVAL				
INTRANSIT	03/29/99	10:57 PM	MANHATTAN-43 ST.	NY US
DEPARTURE SCAN				
INTRANSIT	03/29/99	7:50 PM	MANHATTAN-43 ST.	NY US
LOCATION SCAN				
PICKUP	03/29/99	5:30 PM	MANHATTAN-MIDTOWN	NY US
PICKUP				
F2=Rqst Scrn F3=Exit F10=Main Menu F12=Cancel				

For more information regarding UPS "Host Access" capability through CalcPak, contact ARTC at 212-736-8565.

Section 4:
RPS
Processing

RPS Processing:

Step 1: From the CalcPak Main Menu, select Option 7 (RPS Processing). You should see the following screen:

15:40:57	CalcPak	4/30/99
RPS PROCESSING MENU		
Select one of the following:		
1. Set Up Maintenance	<PAK35R>	
2. Additional Charges Maintenance	<PAK36R>	
3. Manual Shipment Entry	<PAK40R>	
4. Automatic Shipment Entry	<PAK51R>	
5. Current - Shipment Inquiry	<PAK44R>	
6. History - Shipment Inquiry	<PAK48R>	
7. Daily Shipping Manifest	<PAK54R>	
8. Reprint Shipping Manifest	<PAK60R>	
Selection ==>>	F3=Exit	F21=Command Entry

The following section will describe, in detail, each option from the RPS Processing Menu.

Set Up Maintenance

This option is used to update/maintain RPS shipping information by warehouse location. Information such as shipper number, last manifest number used, default carrier, printer device names, etc will be found in this option.

Step 1: From the CalcPak Main Menu, select Option 7 (RPS Processing), Option 1 (Set Up Maintenance). The following screen should appear:

```
15:31:10                               CalcPak                               10/20/98
PAK35R                                RPS SET UP MAINTENANCE
Enter Warehouse Code _____
=====
```

Step 2: Enter the following information when the above screen appears.

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". If warehouse needed is not found refer to Option 1 on the CalcRate Main Menu.

Note: CalcPak will not allow a warehouse to be set up that has not first been defined as a valid warehouse in CalcRate Option 1 (Warehouse Maintenance).

Hitting "ENTER" will bring you to the following screen:

15:45:29	CalcPak	10/20/98
PAK35R	RPS SET UP MAINTENANCE	
Enter Warehouse Code <u>JMLYNN</u> JM LYNNE		
Address 1	59 GILPIN AVENUE	
Address 2	SMITHTOWN, NY	
Zip Code	11787	
Default Carrier	_____	
Check Weight Flag	<u>N</u>	
Location Shipper #	_____	
Last PickUp #	_____	Hndrdwt _____ <u>1</u> Air _____
Maximum Weight Package	_____	
Maximum Girth Package	____ (2L+2W+H)	
Maximum Length Package	_____	
Oversize Threshold:		
Effective Above Girth	_____	
Minimum Weight	_____	
Label Printer	_____	
Manifest Printer	_____	

Step 3: Enter the following information when the above screen appears:

Default Carrier and Service Code

Enter the carrier that will serve as the default for manual entry, and for automatic entry of orders with no carrier pre-assigned in the RPSAUTOP file. Just to the right of the carrier code, you must place a two position service code (For definitions of all 21 valid codes, consult your RPS sales representative or call ARTC at 212-736-8565). Type in a carrier code or hit "F4" for a window. When using the window (F=4) type an "X" in carrier to be selected and hit "ENTER".

Check Weight Flag

A "Y/N" flag that, when set to "Y," will validate the RPSAUTOP weight for an order (plus the weight of its packaging) against the actual scale weight. This is for Automatic Entry only.

Note: See Option 2, from the CalcPak Main Menu, to define tolerance.

Location Shipper

Enter the RPS shipper number from this location. eg: NY 123-456.

Last Pickup Number

This is the last manifest number that has been generated for RPS shipments. This number will be incremented by 1 each time a daily shipping manifest is printed and the operator closes out the daily shipping procedure.

Last Manifest Number Suffix

This is the RPS Check Digit that is attached to the manifest number for RPS auditing purposes.

Last Hundred Weight Manifest Number (Only required if you are an RPS cwt customer)

This is the last hundred weight manifest number that has been generated for RPS shipments. This number will be incremented by 1 each time a daily shipping manifest is printed and the operator closes out the daily shipping procedure.

Last Hundred Weight Manifest Number Suffix

This is the RPS Check Digit that is attached to the hundred weight manifest number for UPS auditing purposes.

Last Air Manifest Number (only required if you ship RPS Air)

This is the last air manifest number that has been generated for RPS shipments. This number will be incremented by 1 each time a daily shipping manifest is printed and the operator closes out the daily shipping procedure.

Last Air Manifest Number Suffix

This is the RPS Check Digit that is attached to the air manifest number for UPS auditing purposes.

Maximum Weight Package

This is the maximum weight that RPS will accept for a single package. Any package with a weight above this will not be processed.

Maximum Girth Package

The girth is defined as $2 \times \text{length} + 2 \times \text{width} + \text{height}$ of the package. If the result is greater than this number, RPS will not accept this package.

Maximum Length Package

If the length of a single side of a carton is greater than this number, RPS will not accept this package and it will not be processed by CalcPak..

Oversize Threshold Girth

Note: The length and width are considered to be the carton's longest two sides. If l/w/h are populated in the RPSAUTOP File, these values will override those as set up in Option 1 (Box Type Maintenance). The user will only be flagged if the box qualifies as oversized.

Oversize Actual Carton Weight

This is the minimum weight used by RPS to rate a package which is above the oversized threshold girth.

Label Printer

Enter the device name that will print RPS shipping labels for this warehouse.

Manifest Printer

Enter the device name that will print RPS shipping manifests for this warehouse.

Hitting "Enter" at this point to store all set up data.

Note: Consult your RPS Sales Representative to get up to date values for weight and dimensional fields in this option.

Additional Charges Maintenance

This option is used to update/maintain any additional services, with corresponding charges, for which RPS might offer (e.g. COD, Call Tag, Saturday Delivery, etc). The charges are tariff date effective; each year they must be updated.

Step 1: From the CalcPak Main Menu, select Option 7 (RPS Processing), Option 2

```
15:12:23                               CalcPak                               4/12/99
PAK36R                                RPS ADDITIONAL CHARGES MAINTENANCE

Type Options, Press Enter.
5=Display

Opt Trf Date    Eff Date
_  1996/02/03  1996/02/03

Bottom

=====
F1=Help F3=Exit
```

Selecting “5=Display” will bring you to the following screen:

```
15:30:29                               CalcPak                               10/21/98
PAK36R                                RPS ADDITIONAL CHARGES MAINTENANCE

Tariff Date 2/07/98 Effective Date 2/07/98

Type Options, Press Enter.
2=Change 4=Delete

Opt Cde      Description                Charge
-  _____  _____                _____
-  _____  _____                _____
-  _____  _____                _____
-  _____  _____                _____
-  _____  _____                _____
-  _____  _____                _____
-  _____  _____                _____

Bottom

=====
```

Step 2: Enter the following information when the above screen appears:

Opt

To update charges type a "2" in the OPT field, change the charge and hit "ENTER". To delete a charge type a "4" in the OPT field and hit "ENTER". To add additional charges for this effective date hit "F9".

Code

Enter a code for the additional charge (i.e. CAL).

Description

Enter a discription for the additional charge Code (i.e.CAL= Call Tag).

Charge

Enter the amount of the additional charge in dollars.

Note: Consult your RPS Sales Representative for a list of premium services and their corresponding charges.

Manual Shipment Entry

This option is used to manually enter RPS shipments into the system.

Step 1: From the CalcPak Main Menu, select Option 7 (RPS Processing), Option 3 (Manual Shipment Entry). The following screen should appear:

10:12:01	CalcPak	11/25/98
PAK40R	RPS MANUAL SHIPMENT ENTRY	
Enter Warehouse Code _____		
Enter Customer _____		
=====		
F1=Help F3=Exit F4=Prompt		

Step 2: When the above screen appears, enter the following information:

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". Once warehouse code has been entered or selected from the window, hit "ENTER". If warehouse needed is not found refer to option #1 on the CalcRate Main Menu.

Customer

Enter the name of the customer as set up in option 4 (Customer Maintenance). You may also select "F4=Prompt" to display the customer file window. If the customer does not currently exist in the customer file, you may select "F7=Add" to create a new customer record.

If you select "F4=Prompt" for the customer, a window like the following will appear:

```

10:09:06                               CalcPak                               12/04/98
PAK40R                                RPS MANUAL SHIPMENT ENTRY

Enter Warehouse Code A1
Enter Customer _____

Customer File
Customer      City      St
=====
_ ARTC        New York  NY

=====
F7=Add F12=Exit. Use -X- to select

=====
F1=Help F3=Exit F4=Prompt

```

Step 3 (Optional): If the customer is not found, the user may hit "F7=Add" to add a record for the customer to the customer master file directly from this option. Adding a customer to the customer master file is not required for manual entry, but is suggested if you are shipping to the same customer periodically. Consult the Customer Maintenance section of this manual for further details.

Note: If the above step is skipped, any customer entered during shipment entry will not be saved.

```

10:17:18                               CalcPak                               11/25/98
PAK40R                                RPS MANUAL SHIPMENT ENTRY

Enter Warehouse Code  ARTC      New York, New York      10001

Carrier RPSG 19 Ground, Prepaid, Domestic      Box Type ___
Order/Parcel Nbr _____      Consignee:
Invoice Number _____      Name _____
General Ledger # _____      Company _____
                                           Address 1 _____
                                           Address 2 _____
                                           Address 3 _____
                                           City _____
                                           St/Zip/Ph _____ (____) _____
Change Dimensions N Weight _____      ShipTo # _____
Additional Chgs N

=====
F1=Help F3=Exit F4=Prompt F5=Comparison

```

Note: If you selected a customer, any information existing in the customer file would have populated the above screen.

Step 4: When the above screen appears, enter the following information:

Carrier Code

Type in carrier code or hit "F4" for a window. When using the window type an "X" in carrier to be selected and hit "ENTER". Once carrier has been entered or selected from the window, hit "ENTER". If carrier needed is not found refer to option #2 on the CalcRate Main Menu.

Service Code

Type in the service code associated with the Carrier Code entered. Once a Carrier Code has been entered, you may hit "F4" for a window displaying all valid Service Codes for the Carrier Code selected.

Box Type

Type in box code or hit "F4" for a window displaying all values set up in Option 1 (Box Type Maintenance). . When using the window type an "X" for the box to be selected and hit "ENTER". Once the box has been entered or selected from the window, hit "Enter"

Note: If this field is not entered, CalcPak will default the value to "*."**

Order Number

Enter the order number.

Invoice Number

Enter the invoice number.

General Ledger Number

Enter the General Ledger Number of the account that the shipment should be charged to.

Consignee Name

Enter the consignee Name.

Consignee Company

Enter the consignee company.

Consignee Address 1

Enter the consignee address 1.

Consignee Address 2

Enter the consignee address 2.

Consignee Address 3

Consignee City

Enter the consignee city.

Consignee State

Enter the consignee state.

Consignee Zip

Enter the consignee zip. The zip field is right adjusted so US zips are entered as _10001 and a Canadian zip is entered as A1A1A1.

Ship To Number

Enter the consignee ship to number. This number will be used to combine shipments to the same consignee for use in the RPS multiweight program.

Change Dimensions Flag

Enter "Y" if it is an oversize box. Oversize is defined as a box that exceeds the values in RPS Set Up Maintenance for Threshold maximum size and is less than Threshold minimum weight. Entering a "Y" in this field will prompt the user with a window displaying the dimensions for the Box Type selected. From the window, a user may temporarily change the box's dimensions for the current shipment.

Additional Charges Flag

Enter "Y" if there are additional charges such as COD, Call Tag, etc. **(See step 6, Optional Below).**

Weight

Enter the package weight or put the package on the scale while the cursor is in this field..

Step 5 (Optional): Once all required information has been entered by the user, a parcel rate comparison may be performed by selecting "F5=Comparison." The user may view rates for all parcel carriers that are set up for this warehouse. Consult the Parcel Comparison section of this manual for further details.

Note: Leave the carrier field blank to view rates for all applicable carriers. If a SCAC is entered into the carrier field, selecting "F5=Comparison" will only return that SCAC Code.

Step 6 (Optional): If premium services apply for this parcel, place a "Y" in the additional charges field. Hitting "Enter" will display the following screen:

14:20:31	CalcPak	11/25/98
PAK40R	RPS MANUAL SHIPMENT ENTRY	
Enter Warehouse Code	<u>ARTC</u>	New York, New York 10001
Carrier	<u>RPSG 19</u> Ground, Pre-paid, Domestic	Box Type <u>**</u> Default Box
Order/Parcel Nbr	<u>123456</u>	Consignee:
Invoice Number	<u>1</u>	Name <u>CRAIG HOFFMAN</u>
General Ledger #	_____	Company <u>AR TRAFFIC CONSULTANTS</u>
		Address 1 <u>320 TURNGATE DRIVE</u>
		Address 2 _____
		Address 3 _____
		City <u>BETHEL PARK</u>
Change Dimension	<u>N</u> Weight <u>20.00</u>	St/Zip/Ph <u>PA 15102</u> (____) ____
Additional Chgs	<u>Y</u>	

Call Tag <u>Y</u> Additional Handling <u>N</u> COD <u>N</u> Declared Value <u>N</u> Hazardous Material <u>N</u>		
Saturday Delivery <u>N</u> Confirm Del w/Sign <u>N</u> Confirm Del w/o Sign <u>N</u>		

Note: The above screen will only appear if you select "Y" for additional charges in step 3, otherwise skip to step 8. All fields defined in Additional Charges Maintenance (Option 7.3) will display. Common examples include:

Call Tag

Enter a "Y" for a Call Tag shipment.

Additional Handling

Enter a "Y" if there will be an additional handling charge.

COD

Enter a "Y" for a COD shipment.

Declared Value

Enter a "Y" for a declared value shipment

Hazardous Material

Enter a "Y" for a hazardous material shipment

Saturday Delivery

Enter a "Y" for a Saturday delivery shipment.

Confirm Del W/ Sign

Enter a "Y" for a confirm delivery with a signature shipment.

Confirm Del W/O Sign

Enter a "Y" for a confirm delivery without a signature shipment.

11:12:03	CalcPak	11/25/98										
PAK40R	RPS MANUAL SHIPMENT ENTRY											
Enter Warehouse Code	<u>ARTC</u> New York, New York	10001										
Carrier	<u>RPSG 19</u> Ground, Prepaid, Domestic	Box Type <u>**</u> Default Box										
Order/Parcel Nbr	123456	Consignee:										
Invoice Number	1	Name <u>CRAIG HOFFMAN</u>										
General Ledger Number	_____	Company <u>AR TRAFFIC CONSULTANTS</u>										
	Address 1 <u>320 TURNGATE DRIVE</u>	Address 2 _____										
		Address 3 _____										
		City <u>BETHEL PARK</u>										
Change Dimensions	<u>N</u> Weight <u>20.00</u>	St/Zip/Ph <u>PA 15102</u> (____) ____										
Additional Chgs	<u>Y</u>	ShipTo # <u>1</u>										
<table border="0"> <tr> <td>Zone</td> <td>004</td> </tr> <tr> <td>Charges</td> <td>5.86</td> </tr> <tr> <td>Additions</td> <td>4.00</td> </tr> <tr> <td>Total Chg</td> <td>9.86</td> </tr> <tr> <td>Nbr Labels</td> <td><u>1</u></td> </tr> </table>			Zone	004	Charges	5.86	Additions	4.00	Total Chg	9.86	Nbr Labels	<u>1</u>
Zone	004											
Charges	5.86											
Additions	4.00											
Total Chg	9.86											
Nbr Labels	<u>1</u>											
F1=Help F3=Exit F7=Display Additional Charges F9=Accept												

Step 7 (Optional): The user may select "F7=Display Additional Charges" to view a window of additional charges added to this shipment.

Step 8: When the above screen appears, you may select F9=Accept. At this point a record will be written to the daily manifest file and a label(s) may be generated.

Note: If multiple labels are needed for this shipment, the user must specify the number of

Automatic Shipment Entry

This option is used to automatically retrieve and process order information, having been previously loaded into the RPSAUTOP file by the users data processing department. (i.e. from the primary business system.

Step 1: From the CalcPak Main Menu, select Option 7 (RPS Processing), Option 4 (Automatic Shipment Entry). The following screen should appear:

10:12:01	CalcPak	11/25/98
PAK51R	RPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code _____		
=====		
F1=Help F3=Exit F4=Prompt		

Step 2: When the above screen appears, enter the following information:

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". Once warehouse code has been entered or selected from the window, hit "ENTER". If warehouse needed is not found refer to option

15:30:24	CalcPak	11/25/98
PAK51R	RPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code <u>ARTC</u> New York, New York 10001		
Enter Order/Parcel Number _____		
=====		
F1=Help F3=Exit F4=Prompt F8=View Order Summary		

Step 3: When the above screen appears, manually enter, or scan the order number. If "F4=Prompt" is selected, a window displaying all orders in the RPSAUTOP file would appear as follows:

Note: Call ARTC for information regarding hardware, including scanning equipment.

15:30:24 PAK51R	CalcPak RPS AUTOMATIC SHIPMENT ENTRY	11/25/98					
Enter Warehouse Code <u>ARTC</u> New York, New York 10001							
Enter Order Number _____							
<table border="1"> <tr> <td>Order Number</td> </tr> <tr> <td>=====</td> </tr> <tr> <td>_ 12345678901234567890</td> </tr> <tr> <td style="text-align: center;">Bottom</td> </tr> <tr> <td>F12=Exit Use -x- to select</td> </tr> </table>			Order Number	=====	_ 12345678901234567890	Bottom	F12=Exit Use -x- to select
Order Number							
=====							
_ 12345678901234567890							
Bottom							
F12=Exit Use -x- to select							
=====							

The user may page down to locate the order number in question. Placing an “X” to the left of an order number will advance the user to step 4.

Step 3A (Optional): The user also has the ability to select the “F8=View Order Summary.” the following window will appear:

15:30:24 PAK51R	CalcPak RPS AUTOMATIC SHIPMENT ENTRY	11/25/98																																																																		
Enter Warehouse Code <u>ARTC</u> New York, New York 10001																																																																				
Enter Order Number _____																																																																				
<table border="1"> <tr> <td colspan="6">Order Number: 12345678901234567890</td> </tr> <tr> <td colspan="6" style="text-align: center;">Multiple Carrier Codes</td> </tr> <tr> <td style="text-align: center;">Trns</td> <td style="text-align: center;">Wgt</td> <td style="text-align: center;">Frnt Amt</td> <td style="text-align: center;">Carr</td> <td colspan="2" style="text-align: center;">Tracking Number</td> </tr> <tr> <td style="text-align: center;">==</td> <td style="text-align: center;">=====</td> <td style="text-align: center;">=====</td> <td style="text-align: center;">=====</td> <td colspan="2" style="text-align: center;">=====</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">50</td> <td style="text-align: center;">9.80</td> <td style="text-align: center;">RPSC</td> <td colspan="2">1Z1234560300003857</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">50</td> <td style="text-align: center;">9.80</td> <td style="text-align: center;">RPSC</td> <td colspan="2">1Z1234560300003866</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">20</td> <td style="text-align: center;">48.00</td> <td style="text-align: center;">RPSD</td> <td colspan="2">1Z1234560100003922</td> </tr> <tr> <td style="text-align: center;">13</td> <td style="text-align: center;">15</td> <td style="text-align: center;">9.09</td> <td style="text-align: center;">RPSC</td> <td colspan="2">1Z1234560300004034</td> </tr> <tr> <td colspan="6" style="text-align: right;">More...</td> </tr> <tr> <td colspan="6">Totals: 4 135 75.89</td> </tr> <tr> <td colspan="6">F12=Exit Close Order <u>N</u></td> </tr> </table>			Order Number: 12345678901234567890						Multiple Carrier Codes						Trns	Wgt	Frnt Amt	Carr	Tracking Number		==	=====	=====	=====	=====		7	50	9.80	RPSC	1Z1234560300003857		8	50	9.80	RPSC	1Z1234560300003866		9	20	48.00	RPSD	1Z1234560100003922		13	15	9.09	RPSC	1Z1234560300004034		More...						Totals: 4 135 75.89						F12=Exit Close Order <u>N</u>					
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F1=Help F3=Exit F4=Prompt																																																																				

As individual parcels are processed, records are written to an Order Summary Master Detail File. When the user has processed all parcels for an order, they should close the order by typing a "Y" in the Close Order field. At this point, a single record will be written to the Order Summary Master Header File.

Note: Additional parcels may be processed for a closed order at any point before the daily manifest is closed. The Order Summary Master Header File will be updated accordingly. Please see the *CalcPak Interface Technical Documentation* for more details.

Note: If a single order contains parcels of differing levels of service (e.g. RPSC and RPSD), the user will be prompted with a warning message.

If the order was found in the RPSAUTOP file, the following screen will appear:

17:09:51	CalcPak	12/02/98
PAK51R	RPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code	A1	Seattle, WA (Fox) 98108
Carrier	<u>RPSG</u>	19 Ground, Prepaid, Commercial
Order/Parcel Nbr	<u>1</u>	Box Type ** Default Box
Invoice Number	<u>000000000001</u>	Consignee:
General Ledger #	_____	Name <u>JOHN SMITH</u>
		Company <u>ABC MANUFACTURING LTD.</u>
		Address 1 <u>111 MAIN STREET</u>
		Address 2 <u>BLDG A</u>
		Address 3 _____
		City <u>CLEVELAND</u>
		ST/Zip/Ph <u>OH 44444</u> (212) 555 1212
Change Dimensions	<u>N</u> Weight _____	ShipTo # <u>1</u>
Additional Chgs	<u>N</u>	

F1=Help F3=Exit F4=Prompt F5=Comparison		

Step 4: When the above screen appears, enter the following information:

Note: Many of the following fields may have been already populated in the RPSAUTOP file. If pre-loaded in the RPSAUTOP file, they will display, else automatic entry will default to values set up in CalcPak option 7.1 (Set Up Maintenance. However, the user may modify the information for this specific shipment.

Carrier Code

This is the carrier that the system will use to initially rate this RPS shipment. If pre-loaded in the RPSAUTOP file, it will display, else it will default to the value pre-loaded in Option 7.1. Type in carrier code or hit "F4" for a window. When using the window type an "X" in carrier to be selected and hit "ENTER". Once carrier has been entered or selected from the window, hit "ENTER". If carrier needed is not found refer to option #2 on the CalcRate Main Menu.

Service Code

Type in the service code associated with the Carrier Code entered. If pre-loaded in the RPSAUTOP file, it will display, else it will default to the value pre-loaded in Option 7.1. Once a Carrier Code has been entered, you may hit "F4" for a window displaying all valid Service Codes for the Carrier Code selected.

Box Type

Type in a Box Type or hit "F4" for a window displaying all values set up in Option 1 (Box Type Maintenance). When using the window type an "X" for the box to be selected and hit "ENTER". Once the box has been entered or selected from the window, hit "Enter."

Note: If this field is not entered, CalcPak will default the value to "*."**

Order Number

Enter the order number.

Invoice Number

Enter the invoice number.

Consignee Name

Enter the consignee Name.

Consignee Company

Enter the consignee company.

Consignee Address 1

Enter the consignee address 1.

Consignee Address 2

Enter the consignee address 2.

Consignee Address 3

Enter the consignee address 3.

Consignee City

Enter the consignee city.

Consignee State

Enter the consignee state.

Consignee Zip

Enter the consignee zip. The zip field is right adjusted so US zips are entered as _10001 and a Canadian zip is entered as A1A1A1.

Ship To Number

Enter the consignee ship to number. This number will be used to combine shipments to the same consignee for use in the RPS multiweight program.

Change Dimensions Flag

Enter "Y" if it is an oversize box. Oversize is defined as a box that exceeds the values in RPS Set Up Maintenance for Threshold maximum size and is less than Threshold minimum weight. Entering a "Y" in this field will prompt the user with a window displaying the dimensions for the Box Type selected. From the window, a user may temporarily change the box's dimensions for the current shipment.

Additional Charges Flag

Enter "Y" if there are additional charges such as COD, Call Tag etc. **(See step 6, Optional).**

Weight

Enter the package weight or put the package on the scale while the cursor is in this field..

Note: If the check weight tolerance flag (Option 2.1) is set to "Y" for the current warehouse, CalcPak will compare the actual weight displayed with the expected weight (plus the weight of the packaging) loaded for the order. The user will be warned if not within the defined tolerance.

Step 5 (Optional): At this point the user may select "F5=Comparison" to perform a rate comparison for the parcel. This function key will show the user a rate comparison as described in the Rate Comparison section of this manual.

Note: Leave the carrier field blank to view rates for all applicable carriers. If a SCAC is entered into the carrier field, selecting "F5=Comparison" will only return that SCAC Code.

Step 6 (Optional): If additional charges apply to this parcel shipment, place a “Y” in the additional chgs field. Hitting “Enter” will display the following screen:

14:20:31	CalcPak	11/25/98
PAK51R	RPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code <u>ARTC</u>	New York, New York	10001
Carrier <u>RPSG 19</u> Ground, Prepaid, Domestic	Box Type <u>**</u> Default Box	
Order/Parcel Nbr <u>123456</u>	Consignee:	
Invoice Number <u>1</u>	Name <u>CRAIG HOFFMAN</u>	
General Ledger Number _____	Company <u>AR TRAFFIC CONSULTANTS</u>	
	Address 1 <u>320 TURNGATE DRIVE</u>	
	Address 2 _____	
	Address 3 _____	
	City <u>BETHEL PARK</u>	
Change Dimensions <u>N</u> Weight <u>20.00</u>	St/Zip/Ph <u>PA 15102</u> (____) ____	
Additional Chgs <u>Y</u>	ShipTo # <u>1</u>	
=====		
Call Tag <u>Y</u> Additional Handling <u>N</u> COD <u>N</u> Declared Value <u>N</u> Hazardous Material <u>N</u>		
Saturday Delivery <u>N</u> Confirm Del w/Sign <u>N</u> Confirm Del w/o Sign <u>N</u>		
=====		
=====		

Note: The above screen will only appear if you select “Y” for additional charges in step 3, otherwise skip to step 8. All fields defined in Additional Charges Maintenance (Option 7.1) will display. Common examples include:

Call Tag

Enter a “Y” for a Call Tag shipment.

Additional Handling

Enter a “Y” if there will be an additional handling charge.

COD

Enter a “Y” for a COD shipment. If “Y,” The user will be prompted for the COD amount.

Declared Value

Enter a “Y” for a declared value shipment.

Hazardous Material

Enter a “Y” for a hazardous material shipment.

Saturday Delivery

Enter a “Y” for a Saturday delivery shipment.

Confirm Del W/ Sign

Enter a "Y" for a confirm delivery with a signature shipment.

Confirm Del W/O Sign

Enter a "Y" for a confirm delivery without a signature shipment.

11:12:03	CalcPak	11/25/98
PAK51R	RPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code	<u>ARTC</u> New York, New York	10001
Carrier	<u>RPSG 19</u> Ground, Prepaid, Domestic	Box Type <u>**</u> Default Box
Order/Parcel Nbr	123456	Consignee:
Invoice Number	1	Name <u>CRAIG HOFFMAN</u>
General Ledger Number	_____	Company <u>AR TRAFFIC CONSULTANTS</u>
		Address 1 <u>320 TURNGATE DRIVE</u>
		Address 2 _____
		Address 3 _____
		City <u>BETHEL PARK</u>
Change Dimensions	<u>N</u> Weight <u>20.00</u>	St/Zip/Ph <u>PA 15102</u> (____) _____
Additional Chgs	<u>Y</u>	ShipTo # <u>1</u>
=====		
	Zone	<u>004</u>
	Charges	<u>5.86</u>
	Additions	<u>4.00</u>
	Total Chg	<u>9.86</u>
	Nbr Labels	<u>1</u>
=====		
=====		
F1=Help F3=Exit F7=Display Additional Charges F9=Accept		

Step 7 (Optional): The user may select "F7=Display Additional Charges" to view a window of additional charges added to this shipment.

Step 8: When the above screen appears, you may choose the number of labels and select "F9=Accept." At this point a record will be written to the daily manifest file and a label(s) may be generated. A unique tracking number will be assigned.

Note: You may select F7=Display Additional Charges. All additional charges that you have selected will appear in a window with their corresponding amounts. However, the record is already written to the daily file. In order to change the record, the user must go to the Current Shipment Inquiry to void the existing record. Consult the following section of this manual.

Current - Shipment Inquiry

This option allows the user to inquire about shipments on the day's current manifest. The user may display records, void records, and if needed, unvoid these same records.

Once a day's manifest has been closed, all records in this file move to history. The user will no longer be able to view them through this option.

Step 1: From the CalcPak Main Menu, select Option 7 (RPS Processing), Option 5 (Current - Shipment Inquiry). The following screen should appear:

13:22:31	CalcPak	3/30/99
PAK44R	RPS CURRENT - SHIPMENT INQUIRY	
Enter Warehouse Code _____		
Sequence by Default Sequence to Transaction Number		
1. Invoice Number		
2. Groundtrac Number		
3. Consignee Name		
4. Consignee State		
5. Consignee Zip		
6. Consignee Zone		
7. Order/Parcel Number		
8. Service Level		
=====		

Step 2: Enter the following information when the above screen appears:

Warehouse Code

Enter the warehouse code as set up in both CalcPak Option 7.1 (RPS Set Up Maintenance), and Calcrate Option 1 (Warehouse Maintenance).

Sequence By

When searching by a specific carton, the user may choose a sort method. If a sort method is not entered, shipping information for the current day will display in processing sequence.

Hitting "Enter" will bring you to the following screen:

13:31:04	CalcPak	3/30/99	
PAK44R	RPS CURRENT - SHIPMENT INQUIRY		
Enter Warehouse Code 11 West Warwick, RI 02893			
Type Options, Press Enter.			
4=Void 5=Display 6=Unvoid			
Opt Trns	Invoice Nmbr	Tracking Number	Order/Parcel Number
- 1	9393	111234560300003802	85885
	Consgnee GORDON BARD Zip 60606		St IL Zne 005 Srv RPSG
- 2	30033	121234560300003811	39444
	Consgnee HOWARD CALLAHAN Zip 07002		St NJ Zne 003 Srv RPSG
- V 3	48585	131234560200001860	3933
	Consgnee LORETTA REASOR Zip 60532		St IL Zne 205 Srv RPSG
- 4	493303	14123456030000382	94994
	Consgnee AUGUST MERKER Zip 10001		St NY Zne 003 Srv RPSG
More...			
=====			
F1=Help F3=Exit			

When the above screen appears, Enter the following information:

4=Void

To void a parcel shipment, select option "4=Void." A "V" will appear just prior to the record.

Note: Shipments with a "V" will not appear on the daily manifest when printed.

6=Unvoid

To Unvoid a parcel shipment, select option "6=Unvoid." Hitting "Enter" will cause the "V" to disappear.

Note: Shipments that have been voided may only be unvoided prior to closing the current manifest. Once the days current manifest is closed, all records without a "V" move to history. Those shipments that were voided are deleted.

5=Display

To display a record on the days current manifest, select option "5=Display." The following screen should appear:

11:12:03	CalcPak	11/25/98
PAK44R	RPS CURRENT SHIPMENT INQUIRY	
Enter Warehouse Code	ARTC	New York, New York 10001
Carrier	RPSG 19 Ground, Prepaid, Domestic	Box Type ** Default Box
Order/Parcel Nbr	123456	Consignee:
Invoice Number	1	Name CRAIG HOFFMAN
General Ledger Number		Company AR TRAFFIC CONSULTANTS
		Address 1 320 TURNGATE DRIVE
		Address 2
		City BETHEL PARK
Oversize Package N	Weight 20.00	St/Zip/Ph PA 15102 (___) ___ ___
Additional Chgs Y		ShipTo # 1

	Zone	004
	Charges	5.86
	Additions	4.00
	Total Chg	9.86
	Nbr Labels	<u>1</u>

F1=Help F3=Exit F7=Display Additional Charges F8=Reprint Shipping Label		

Step 3 (Optional): The above screen looks identical to that of manual and automatic entry just prior to selecting “F9=Accept.” to accept a shipment.

Step 4 (Optional): to reprint a shipping label, select option “F8=Reprint Shipping Label.” A duplicate label(s) will print to your default label printer.

History- Shipment Inquiry

This option provides a user the ability to query parcel shipment history.

Step 1: From the CalcPak Main Menu, select Option 7 (RPS Processing), Option 6 (History - Shipment Inquiry). The following screen should appear:

14:11:33	CalcPak	3/30/99
PA48R	RPS HISTORY - SHIPMENT INQUIRY	
Enter Warehouse Code <u>11</u> _____		
Sequence by _		
1. Invoice Number		
2. Groundtrac Number		
3. Consignee Name		
4. Consignee State		
5. Consignee Zip		
6. Consignee Zone		
7. Order/Parcel Number		
8. Service Level		
=====		
F1=Help F3=Exit F4=Prompt		

Step 2: When the above screen appears, enter the following information:

Warehouse Code

Enter the warehouse code as set up in both CalcPak Option 7.1 (RPS Set Up Maintenance), and Calcrate Option 1 (Warehouse Maintenance).

Sequence By

When searching by a specific carton, the user may choose a sort method. In order to query history, a sequence method is required.

14:34:55	CalcPak	3/30/99
PAK48R	RPS HISTORY - SHIPMENT INQUIRY	
Enter Warehouse Code 11	West Warwick, RI	02893
Sequence by	SERVICE LEVEL	
Service Level . .	_____	
From Date YYYY/MM/DD . .	<u>1996/01/01</u>	
To Date YYYY/MM/DD . . .	<u>1999/03/30</u>	
<hr/>		
F1=Help F3=Exit		

Step 3: Enter the following information when the above screen appears:

Service Level

Enter the SCAC for the service level desired (e.g. RPSG- RPS Ground Commercial)).

From Date

Enter the beginning date for the sequence in YYYYMMDD format.

Note: From Date will default to day 1 of the current month, but may be overridden.

To Date

Enter the end date for the sequence in YYYYMMDD format..

Note: Although service level is the example used here, you may have selected a different sequence option. The fields will still be required.

Hitting “Enter” at this point will bring you to a screen like the following:

CalcPak User's Manual

14:47:34	CalcPak	3/30/99		
PAK48R	RPS HISTORY - SHIPMENT INQUIRY			
Enter Warehouse Code 11 West Warwick, RI				
From 1996/01/01 To 1999/03/30				
Type Options, Press Enter.				
5=Display				
Order/Parcel Number	Sfx	Date	Tracking Number	Invoice Nmbr
_ 11111111	001	1998/11/25	111234560300003768	39393
Name IRA FRIEDMAN	Zip 10001	St NY	Zne 003	Srv RPSG
_ 38383	001	1998/11/25	111234560300003777	399
Name NICK FISHER	Zip 19001	St PA	Zne 003	Srv RPSG
_ 84949	001	1998/11/25	111234560300003795	99494
Name CRAIG HOFFMAN	Zip 15000	St PA	Zne 004	Srv RPSG
_ 49944	001	1998/11/25	111234560100003879	3994
=====				
F1=Help F3=Exit				

Step 4 (Optional): When the above screen appears, you may select "5=Display." The following screen will appear:

11:12:03	CalcPak	11/25/98	
PAK48R	RPS HISTORY SHIPMENT INQUIRY		
Enter Warehouse Code	ARTC	New York, New York	10001
Carrier	RPSG 19	Ground, Prepaid, Domestic	Box Type ** Default Box
Order/Parcel Nbr	123456		Consignee:
Invoice Number	1		Name CRAIG HOFFMAN
General Ledger Number			Company AR TRAFFIC CONSULTANTS
			Address 1 320 TURNGATE DRIVE
			Address 2
			Address 3
			City BETHEL PARK
Change Dimension	<u>N</u>	Weight 20.00	St/Zip/Ph PA 15102 (___) ___ ___
Additional Chgs	<u>Y</u>		ShipTo # 1
=====			
	Zone	004	
	Charges	5.86	
	Additions	4.00	
	Total Chg	9.86	
	Tracking #	11930100003886	
=====			
F1=Help F3=Exit F7=Display Additional Charges F8=Reprint Shipping Label			

Note: Nothing can be changed by the user once records have made it to history.

Daily Shipping Manifest

This option is used to close the current day's manifest. The manifest may be printed to the default manifest printer.

Step 1: From the CalcPak Main Menu, select Option 7(RPS Processing), Option 7(Daily Shipping Manifest): You should see the following screen:

```

15:22:55                               CalcPak                               3/30/99
PAK54R                                RPS DAILY SHIPMENT MANIFEST

Enter Warehouse Code _____

=====
F1=Help  F3=Exit  F4=Prompt

```

Step 2: Enter a warehouse code as set up in CalcPak Option 7.1(Set Up Maintenance) and CalcRate Option 1 (Warehouse Maintenance). Hitting "Enter" should display the following screen:

```

15:26:29                               CalcPak                               3/30/99
PAK54R                                RPS DAILY SHIPMENT MANIFEST

Enter Warehouse Code  11  West Warwick, RI      02893
Default Printer       PRT01
Close Out Daily Shipping? N

=====
F1=Help  F3=Exit

```

Step 3: Enter the following information when the above screen appears:

Default Printer

Enter the default printer where your manifests will print.

Close Out Daily Shipping?

Enter a "Y" if you wish to close out the day's current manifest. Enter an "N" if you want a printout of the day's current manifest, by wish it to remain open for additional parcel processing.

Note: Entering a "Y" moves all shipments on the day's current manifest to history.

Reprint Shipping Manifest

This option will reprint past manifests when needed.

Step 1: From the CalcPak Main Menu, select Option 7 (RPS Processing), Option 8 (Reprint Shipping Manifest). You should see the following screen:

16:59:56	CalcPak	3/30/99
PAK54R	RPS SHIPPING MANIFEST REPRINT	
Enter Warehouse Code _____		
Enter Shipping Date _____		
=====		
F1=Help F3=Exit F4=Prompt		

Step 2: Enter the following information when the above screen appears:

Warehouse Code

Enter a valid warehouse code as set up in CalcPak Option 7.1(Set Up Maintenance) and CalcRate Option 1(Warehouse Maintenance).

Shipping Date

Enter the date of the manifest that you would like to print in YYYY/MM/DD format.

17:06:25	CalcPak	3/30/99
PAK54R	RPS SHIPPING MANIFEST REPRINT	
Enter Warehouse Code 11 West Warwick, RI 02893		
Type Options, Press Enter. Default Printer PRT01		
6=Print		
Opt	Ship Date	Pickup Nbr
_	1/1/99	44
=====		
F1=Help F3=Exit		

Step 3: When the above screen appears, select Option "6=Print." Hitting "Enter" will print the manifest to the default printer. Consult CalcPak Option 6.1 (Set Up Maintenance).

Note: It is possible to have more than one manifest, from a given warehouse, on a specific day.

Section 5:
Fed Ex
Processing

FDX Processing:

Step 1: From the CalcPak Main Menu, select Option 8 (FDX Processing). You should see the following screen:

15:40:57	CalcPak	4/30/99
FEDERAL EXPRESS PROCESSING MENU		
Select one of the following:		
1. Set Up Maintenance	<PAK71R>	
3. Manual Shipment Entry	<PAK76R>	
4. Automatic Shipment Entry	<PAK87R>	
5. Current - Shipment Inquiry	<PAK80R>	
6. History - Shipment Inquiry	<PAK84R>	
7. Daily Shipping Manifest	<PAK90R>	
Selection ==>>	F3=Exit	F21=Command Entry

The following section will describe, in detail, each option from the FDX Processing Menu.

Set Up Maintenance

This option is used to update/maintain FDX shipping information by warehouse location. Information such as shipper number, last manifest number used, default carrier, printer device names, etc will be found in this option.

Step 1: From the FDXProcessing Menu, select Option 1 (Set Up Maintenance). The following screen should appear:

```
15:31:10                               CalcPak                               10/20/98
PAK71R                                  FDX SET UP MAINTENANCE

Enter Warehouse Code _____

=====
F1=Help  F3=Exit  F4=Prompt
```

Step 2: Enter the following information when the above screen appears.

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". If warehouse is not found refer to Option 1 (Warehouse Maintenance) from the CalcRate Main Menu.

Note: CalcPak will not allow a warehouse to be set up that has not first been defined as a valid warehouse in CalcRate Option 1 (Warehouse Maintenance).

Hitting "Enter" will bring you to the following screen:

8:15:48	CalcPak	4/15/99
PAK71R	FDX SET UP MAINTENANCE	
Enter Warehouse Code	SYR CNY Distribution Center	
Address 1	1433 Court Street	
Address 2	Syracuse, New York	
Zip Code	13208	
Default Carrier	<u>FX2D</u> Fed Ex 2nd Day	Bill Method <u>1</u>
Check Wght Flag	<u>N</u>	
Account #	<u>123456789</u> <u>1234567</u> <u>8901234</u>	
Last Pickup #	<u>990415000</u>	
Maximum Weight Package	<u>150</u>	
Maximum Girth Package	<u>130</u> (2W+2H+L)	
Maximum Length Package	<u>108</u>	
Oversize Threshold:		
Effective Above Girth	<u>84</u>	
Minimum Weight	<u>30</u>	
AS/400 Label Printer/Def	<u>PRT01</u> _	
Network Label Printer/Def	<u>PRT01</u> _____ <u>X</u>	

F1=Help F3=Exit F4=Prompt F23=Delete		

Step 3: Enter the following information when the above screen appears:**Default Carrier**

Enter the carrier that will serve as the default for manual entry, and for automatic entry of orders with no carrier pre-assigned in the FDXAUTOP file.

Bill Method

This is the FedEx Method of Payment that the system will initially rate all FedEx shipments with. Valid values are: "1" - Bill Sender, "2" - Bill Recipient/Consignee, "3" - Bill 3rd Party

Check Weight Flag

A "Y/N" Flag that, when set to "Y," will validate the FDXAUTOP weight for an order (plus the weight of its packaging) against the actual scale weight. This is for Automatic entry only.

Note: See Option 2, from the Main Menu, to define tolerance.

Account

Enter the FDX shipper number from this location. eg: 123456789.

Meter #(S)

Enter the FDX Master Meter number, this is the same meter number provided with the FedEx Powership Plus Server. If this number does not match the Server, all requests will terminate with an error message. If you only have one meter number, the Meter Number value is **NOT** required.

Note: If a second server is used at a single location, the user must enter the master meter number as well as the second server's meter number. FDX will access the second server through the primary (initial) server.

Last Pickup Number

This is the last manifest number that has been generated for FDX shipments. This number will be incremented by 1 each time a daily shipping manifest is printed and the operator closes out the daily shipping procedure.

Maximum Weight Package

This is the maximum weight that FDX will accept for a single package. Any package with a weight above this will not be processed.

Maximum Girth Package

The girth is defined as 2 x length, plus 2 x width, plus the height of the package. If the result is greater than this number, UPS will not accept this package.

Maximum Length Package

If the length of a single side of a carton is greater than this number, FDX will not accept the package and it will not be processed by CalcPak.

Oversize Threshold Girth

If the girth (2 x length, plus 2 x width, plus the width) is greater than this number and less than the Oversize Threshold Weight, then FDX will rate the shipment at the defined Oversize Threshold Weight.

Note: The length and width are considered to be the carton's longest two sides. If l/w/h are populated in the FDXAUTOP File, these values will override those as set up in Option 1 (Box Type Maintenance). The user will only be flagged if the box qualifies as an oversized.

Oversize Actual Carton Weight(minimum weight)

This is the minimum weight used by FDX to rate a package which is above the oversized threshold girth as defined above

Network Label Printer

Enter the device name that will print FDX shipping manifests for this warehouse.

Hitting "Enter" at this point to store all set up data.

Note: Consult your FDX Sales Representative to get up to date values for most of the fields in this option.

Manual Shipment Entry

This option is used to manually enter FDX shipments into the system.

Step 1: From the CalcPak Main Menu, select Option 8 (FDX Processing), Option 3 (Manual Shipment Entry). The following screen should appear:

10:12:01	CalcPak	11/25/98
PAK76R	FEDERAL EXPRESS MANUAL SHIPMENT ENTRY	
Enter Warehouse Code	_____	
Enter Customer	_____	
=====		
F1=Help F3=Exit F4=Prompt		

Step 2: When the above screen appears, enter the following information:

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". Once warehouse code has been entered or selected from the window, hit "ENTER". If warehouse needed is not found refer to option #1 on the CalcRate Main Menu.

Customer

Enter the name of the customer as defined in option 4 (Customer Maintenance). You may also select "F4=Prompt" to display the customer file. If the customer does not currently exist in the customer file, you may select "F7=Add" to create a new customer record.

If you select "F4=Prompt" for the customer, a window like the following will appear:

10:09:06	CalcPak	12/04/98																		
PAK76R	FEDERAL EXPRESS MANUAL SHIPMENT ENTRY																			
Enter Warehouse Code <u>A1</u>																				
Enter Customer _____																				
	<table border="1"> <thead> <tr> <th colspan="3">Customer File</th> </tr> <tr> <th>Customer</th> <th>City</th> <th>St</th> </tr> <tr> <th>=====</th> <th>====</th> <th>==</th> </tr> </thead> <tbody> <tr> <td>_ ARTC</td> <td>New York</td> <td>NY</td> </tr> <tr> <td colspan="3">=====</td> </tr> <tr> <td colspan="3">F7=Add F12=Exit. Use -X- to select</td> </tr> </tbody> </table>		Customer File			Customer	City	St	=====	====	==	_ ARTC	New York	NY	=====			F7=Add F12=Exit. Use -X- to select		
Customer File																				
Customer	City	St																		
=====	====	==																		
_ ARTC	New York	NY																		
=====																				
F7=Add F12=Exit. Use -X- to select																				
=====																				
F1=Help F3=Exit F4=Prompt																				

Step 3 (Optional): If the customer is not found, the user may hit "F7=Add" to add a record for the customer to the customer master file directly from this option. Adding a customer to the customer file is not required for manual entry, but is suggested if you are shipping to the same customer periodically. Consult the Customer Maintenance section of this manual for further details.

Note: If the above step is skipped, any customer entered during shipment entry will not be saved.

10:17:18	CalcPak	11/25/98
PAK76R	FEDERAL EXPRESS MANUAL SHIPMENT ENTRY	
Enter Warehouse Code	ARTC	New York, New York
		10001
		Box Type __
		Payment Method ___
Carrier <u>FX1D</u>	FED EX NEXT DAY	
Order/Parcel Nbr	_____	
Invoice Number	_____	
General Ledger	_____	
Change Dimensions <u>N</u>	Weight	_____
Additional Chgs <u>N</u>	_____	
=====		
F1=Help F3=Exit F4=Prompt F5=Comparison		

Note: If you selected a customer, any information existing in the customer file would have populated the above screen.

Step 4: When the above screen appears, enter the following information:

Carrier Code

This is the carrier that the system will initially rate all FDX shipments with. Type in carrier code or hit "F4" for a window. When using the window type an "X" in carrier to be selected and hit "ENTER". Once carrier has been entered or selected from the window, hit "ENTER". If carrier needed is not found refer to option #2 on the CalcRate Main Menu.

Box Type

Type in a Box Type or hit "F4" for a window displaying all values set up in Option 1 (Box Type Maintenance). When using the window type an "X" for the box to be selected and hit "ENTER". Once the box has been entered or selected from the window, hit "Enter."

Note: If this field is not entered, CalcPak will default the value to "*."**

Payment Method

Enter the Method of Payment/Billing Type Code. Valid Codes are as follows: Bill Sender ("1"), Bill Receiver/Consignee ("2"), or Bill 3rd Party ("3"). Billing Methods "2" and "3" require a valid FedEx Account Number.

Order Number

Enter the order number.

General Ledger Number

Enter the General Ledger Number of the account that the shipment should be charged to.

Invoice Number

Enter the invoice number.

Consignee Name

Enter the consignee Name.

Consignee Company

Enter the consignee company

Consignee Address 1

Enter the consignee address 1.

Consignee Address 2

Enter the consignee address 2.

Consignee Address 3

Enter the consignee address 3.

Consignee City

Enter the consignee city.

Consignee State

Enter the consignee state.

Consignee Zip

Enter the consignee zip. The zip field is right adjusted so US zips are entered as _10001 and a Canadian zip is entered as A1A1A1.

Phone Number

Enter the consignee phone number. This entry is required for FDX.

Ship To Number

Enter the consignee ship to number. This number will be used to combine shipments to the same consignee for use in the FDX multiweight program. This number is also be used to differentiate multiple ship-to locations for the same customer.

Change Dimensions Flag

Enter "Y" if it is an oversize box. Oversize is defined as a box that exceeds the values in FDX Set Up Maintenance for Threshold maximum size and is less than Threshold minimum weight. Entering a "Y" in this field will prompt the user with a window displaying the dimensions for the Box Type selected. From the window, a user may temporarily change the box's dimensions for the current shipment.

Additional Charges Flag

Enter "Y" if there are additional charges such as COD, Call Tag etc. **(See Step 6, Optional)**

Weight

Enter the package weight or place the package on the scale while the cursor is in this field.

Step 5 (Optional): Once all required information has been entered by the user, a parcel rate comparison may be performed by selecting "F5=Comparison." The user may view rates for all parcel carriers that are set up for this warehouse. Consult the Parcel Comparison section of this manual for further details.

Note: Leave the carrier field blank to view rates for all applicable carriers. If a SCAC is entered into the carrier field, selecting "F5=Comparison" will only return that SCAC Code with its corresponding rate.

Step 6 (Optional): If premium services apply for this parcel, place a "Y" in the additional

14:20:31	CalcPak	11/25/98
PAK76R	FEDERAL EXPRESS MANUAL SHIPMENT ENTRY	
Enter Warehouse Code	<u>ARTC</u> New York, New York 10001	Box Type <u>**</u> Default Box
Carrier	<u>FDX1</u> FED EX NEXT DAY	Payment Method <u>1</u>
Order/Parcel Nbr	<u>123456</u>	Consignee:
Invoice Number	<u>1</u>	Name <u>CRAIG HOFFMAN</u>
General Ledger #	_____	Company <u>AR TRAFFIC CONSULTANTS</u>
		Address 1 <u>320 TURNGATE DRIVE</u>
		Address 2 _____
		Address 3 _____
		City <u>BETHEL PARK</u>
Change Dimension <u>N</u>	Weight <u>20.00</u>	St/Zip/Ph <u>PA 15102 ()</u>
Additional Chgs <u>Y</u>		

Saturday Pickup <u>N</u> /Delivery <u>N</u>	Sunday Delivery <u>N</u>	Hold at Location <u>N</u>
Hazardous Material/Class <u>N</u>	Confirm Del w/Sign <u>N</u>	Residential <u>N</u>
COD <u>N</u>	Declared Value <u>N</u>	

Note: The above screen will only appear if you select "Y" for additional charges in step 3, otherwise skip to step 5. All fields defined in Additional Charges Maintenance (Option 8.3) will display. Common examples include:

COD

Enter a "Y" for a COD shipment. Entering a "Y" here will prompt the user with a Y/N Cash Only Flag, as well as a COD Control Number (Both Fields Required).

Declared Value

Enter a "Y" for a declared value shipment. You will then be prompted for the value.

Residential

Enter a "Y" for a residential delivery

Hold at Location

Enter a "Y" for a shipment that must be held at a local FDX location if it was unable to

Hazardous Material/Class

Enter a “Y” for a hazardous material shipment

Saturday Pickup/Delivery

Enter a “Y” for a Saturday pickup/delivery shipment.

Sunday Delivery

Enter a “Y” for a Sunday delivery shipment.

Confirm Del W/ Sign

Enter a “Y” for a confirm delivery with a signature shipment.

Confirm Del W/O Sign

Enter a “Y” for a confirm delivery without a signature shipment.

```

11:12:03                               CalcPak                               11/25/98
PAK76R          FEDERAL EXPRESS MANUAL SHIPMENT ENTRY

Enter Warehouse Code  ARTC      New York, New York      10001
                                           Box Type ** Default Box
Carrier  FDX1 FED EX NEXT DAY      Payment Method 1
Order/Parcel Nbr 123456
Invoice Number  1
                                           Consignee:
                                           Name  CRAIG HOFFMAN
                                           Company AR TRAFFIC CONSULTANTS
General Ledger Number _____      Address 1 320 TURNGATE DRIVE
                                           Address 2 _____
                                           Address 3 _____
                                           City  BETHEL PARK
Change Dimensions N Weight 20.00      St/Zip/Ph PA 15102
Additional Chgs Y                      ShipTo # 1
=====
Zone      004
Charges   5.86
Additions 4.00
Total Chg 9.86
Nbr Labels 1
=====
F1=Help F3=Exit F7=Display Additional Charges F9=Accept
    
```

Step 7 (Optional): The user may select “F7=Display Additional Charges” to view a window of additional charges added to this shipment.

Step 8: When the above screen appears, you may select F9=Accept. At this point a record will be written to the daily manifest file and a label(s) may be generated

Note: If multiple labels are needed for this shipment, the user must specify the number of labels prior to selecting “F9=Accept.” Each label will print with a unique tracking

Automatic Shipment Entry

This option is used to automatically retrieve and process order information, having been previously loaded into the FDXAUTOP file by the users data processing department. (i.e. from the primary business system).

Step 1: From the CalcPak Main Menu, select Option 8 (FDX Processing), Option 4 (Automatic Shipment Entry). The following screen should appear:

10:12:01	CalcPak	11/25/98
PAK87R	FEDERAL EXPRESS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code _____		

F1=Help F3=Exit F4=Prompt		

Step 2: When the above screen appears, enter the following information:

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". Once warehouse code has been entered or selected from the window, hit "ENTER". If warehouse needed is not found refer to option

15:30:24	CalcPak	11/25/98
PAK87R	FEDERAL EXPRESS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code <u>ARTC</u> New York, New York 10001		
Enter Order / Parcel Number _____		

F1=Help F3=Exit F4=Prompt F8=View Order Summary		

Step 3: When the above screen appears, manually enter, or scan the order number. If "F4=Prompt" is selected, a window displaying all orders in the FDXAUTOP file would appear as follows:

Note: Call ARTC for information regarding hardware, including scanning equipment.

15:30:24	CalcPak	11/25/98 PAK87R					
FDX AUTOMATIC SHIPMENT ENTRY							
Enter Warehouse Code <u>ARTC</u>	New York, New York	10001					
Enter Order /Parcel Number _____							
<table border="1"> <tr> <td>Order Number</td> </tr> <tr> <td>=====</td> </tr> <tr> <td>_ 12345678901234567890</td> </tr> <tr> <td>Bottom</td> </tr> <tr> <td>F12=Exit Use -x- to select</td> </tr> </table>			Order Number	=====	_ 12345678901234567890	Bottom	F12=Exit Use -x- to select
Order Number							
=====							
_ 12345678901234567890							
Bottom							
F12=Exit Use -x- to select							
=====							
F1=Help F3=Exit F4=Prompt F8=View Order Summary							

The user may page down to locate the order number in question. Placing an “X” to the left of an order number will advance the user to step 4.

Step 3A (Optional): The user also has the ability to select the “F8=View Order Summary.” the following window will appear:

15:30:24	CalcPak	11/25/98																																																																								
PAK87R	FDX AUTOMATIC SHIPMENT ENTRY																																																																									
Enter Warehouse Code <u>ARTC</u>	New York, New York	10001																																																																								
Enter Order / Parcel Number _____																																																																										
<table border="1"> <tr> <td colspan="6">Order Number: 12345678901234567890</td> </tr> <tr> <td colspan="6" style="text-align: center;">Multiple Carrier Codes</td> </tr> <tr> <td>Trns</td> <td>Wgt</td> <td>Frnt Amt</td> <td>Carr</td> <td colspan="2">Tracking Number</td> </tr> <tr> <td>==</td> <td>====</td> <td>====</td> <td>====</td> <td colspan="2">=====</td> </tr> <tr> <td>7</td> <td>50</td> <td>9.80</td> <td>FXP1</td> <td colspan="2">1Z1234560300003857</td> </tr> <tr> <td>8</td> <td>50</td> <td>9.80</td> <td>FXP1</td> <td colspan="2">1Z1234560300003866</td> </tr> <tr> <td>9</td> <td>20</td> <td>48.00</td> <td>FXSO</td> <td colspan="2">1Z1234560100003922</td> </tr> <tr> <td>13</td> <td>15</td> <td>9.09</td> <td>FXP1</td> <td colspan="2">1Z1234560300004034</td> </tr> <tr> <td colspan="6" style="text-align: right;">More...</td> </tr> <tr> <td colspan="6">Totals: 4 135 75.89</td> </tr> <tr> <td colspan="6">F12=Exit</td> </tr> <tr> <td colspan="6" style="text-align: right;">Close Order <u>N</u></td> </tr> </table>			Order Number: 12345678901234567890						Multiple Carrier Codes						Trns	Wgt	Frnt Amt	Carr	Tracking Number		==	====	====	====	=====		7	50	9.80	FXP1	1Z1234560300003857		8	50	9.80	FXP1	1Z1234560300003866		9	20	48.00	FXSO	1Z1234560100003922		13	15	9.09	FXP1	1Z1234560300004034		More...						Totals: 4 135 75.89						F12=Exit						Close Order <u>N</u>					
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9	20	48.00	FXSO	1Z1234560100003922																																																																						
13	15	9.09	FXP1	1Z1234560300004034																																																																						
More...																																																																										
Totals: 4 135 75.89																																																																										
F12=Exit																																																																										
Close Order <u>N</u>																																																																										
=====																																																																										
F1=Help F3=Exit F4=Prompt F8=View Order Summary																																																																										

As individual parcels are processed, records are written to an Order Summary Master Detail File. When the user has processed all parcels for an order, they should close the order by typing a "Y" in the Close Order field. At this point, a single record will be written to the Order Summary Master Header File.

Note: Additional parcels may be processed for a closed order at any point before the daily manifest is closed. The Order Summary Master Header File will be updated accordingly. Please refer to the *CalcPak Interface Technical Documentation* provided to you.

Note: If a single order contains parcels of differing levels of service (e.g. FXP1 and FXSO), the user will be prompted with a warning message.

If the order was found in the FDXAUTOP file, the following screen will appear:

17:09:51	CalcPak	12/02/98
PAK87R	FEDERALEXPRESS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code	A1	Seattle, WA (Fox) 98108
Carrier	<u>FXS1</u>	FED EX NEXT DAY
Box Type	** Default Box	
Order/Parcel Nbr	<u>1</u>	Payment Method <u>1</u>
Invoice Number	<u>000000000001</u>	Consignee:
General Ledger #	Name <u>JOHN SMITH</u>	
	Company <u>ABC MANUFACTURING LTD.</u>	
	Address 1 <u>111 MAIN STREET</u>	
	Address 2 <u>BLDG A</u>	
	Address 3 _____	
	City <u>CLEVELAND</u>	
	ST/Zip/Ph OH <u>44444</u> (<u>212</u>) <u>555 1212</u>	
Change Dimensions	<u>N</u>	Weight _____
Additional Chgs	<u>N</u>	ShipTo # <u>1</u>
=====		
F1=Help F3=Exit F4=Prompt F5=Comparison		

Step 4: When the above screen appears, enter the following information:

Note: Many of the following fields may have been already populated in the FDXAUTOP file. If pre-loaded into the FDXAUTOP File they will display, else default to the values entered into FDX Set Up Maintenance (Option 6.1). The user may modify the information for this specific shipment.

Carrier Code

This is the carrier that the system will use to initially rate this UPS shipment. Type in carrier code or hit "F4" for a window. When using the window type an "X" in carrier window, hit "ENTER". Once carrier has been entered or selected from the carrier window, hit "ENTER". If carrier needed is not found refer to option #2 on the CalcRate Main Menu.

Box Type

Type in a Box Type or hit "F4" for a window displaying all values set up in Option 1 (Box Type Maintenance). When using the window type an "X" for the box to be selected and hit "ENTER". Once the box has been entered or selected from the window, hit "Enter."

Note: If this field is not entered, CalcPak will default the value to "***."

Payment Method

Enter the Method of Payment/Billing Type Code. Valid Codes are as follows: Bill Sender ("1"), Bill Receiver/Consignee ("2"), or Bill 3rd Party ("3"). Billing Methods "2" and "3" require a valid FedEx Account Number.

Order Number

Enter the order number.

Invoice Number

Enter the invoice number.

Consignee Name

Enter the consignee Name.

Consignee Company

Enter the consignee company

Consignee Address 1

Enter the consignee address 1.

Consignee Address 2

Enter the consignee address 2.

Consignee Address 3

Enter the consignee address 3.

Consignee City

Enter the consignee city.

Consignee State

Enter the consignee state.

Consignee Zip

Enter the consignee zip. The zip field is right adjusted so US zips are entered as _10001 and a Canadian zip is entered as A1A1A1.

Phone Number

Enter the consignee phone number. This is a required field for FDX parcel processing.

Ship To Number

Enter the consignee ship to number. This number will be used to combine shipments to the same consignee for use in the multiweight program. Enter a "1" if you are not participating in the multiweight program.

Change Dimensions Flag

Enter "Y" if it is an oversize box. Oversize is defined as a box that exceeds the values in FDX Set Up Maintenance for Threshold maximum size and is less than Threshold minimum weight. Entering a "Y" in this field will prompt the user with a window displaying the dimensions for the Box Type selected. From the window, a user may temporarily change the box's dimensions for the current shipment.

Additional Charges Flag

Enter "Y" if there are additional charges such as COD, Call Tag etc. **(See Step 6, Optional)**

Weight

Enter the package weight or place the package on the scale while the cursor is in this field.

Note: If the check weight tolerance flag (Option 2.1) is set to "Y" for the current warehouse, CalcPak will compare the actual weight displayed with the expected weight (plus the weight of the packaging) loaded for the order. The user will be warned if not within the tolerance defined in Option 2.

Step 5 (Optional): At this point the user may select "F5=Comparison" to perform a rate comparison for the parcel. This function key will show the user a rate comparison as described in the Rate Comparison section of this manual.

Note: Leave the carrier field blank to view rates for all applicable carriers. If a SCAC is entered into the carrier field, selecting "F5=Comparison" will only return that SCAC Code with its corresponding rate.

Step 6 (Optional): If additional charges apply to this parcel shipment, place a “Y” in the additional chgs field. Hitting “Enter” will display the following screen:

14:20:31	CalcPak	11/25/98
PAK87R	FEDERAL EXPRESS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code	<u>ARTC</u>	New York, New York 10001
		Box Type <u>**</u> Default Box
Carrier	<u>FDX1</u> FEDERAL EXPRESS	Payment Method <u>1</u>
Order/Parcel Nbr	<u>123456</u>	Consignee:
Invoice Number	<u>1</u>	Name <u>CRAIG HOFFMAN</u>
General Ledger Number	_____	Company <u>AR TRAFFIC CONSULTANTS</u>
		Address 1 <u>320 TURNGATE DRIVE</u>
		Address 2 _____
		Address 3 _____
		City <u>BETHEL PARK</u>
Change Dimensions <u>N</u>	Weight <u>20.00</u>	State Zip <u>PA 15102</u> (____) _____
Additional Chgs <u>Y</u>		ShipTo # <u>1</u>
=====		
Saturday Pickup <u>N</u> /Delivery <u>N</u>	Sunday Delivery <u>N</u>	Hold at Location <u>N</u>
Hazardous Material/Class <u>N</u>	Confirm Del w/Sign <u>N</u>	Residential <u>N</u>
COD <u>N</u>	Declared Value <u>N</u>	
=====		
F1=Help F3=Exit F4=Prompt		

Note: The above screen will only appear if you select “Y” for additional charges in step 3, otherwise skip to step 5. All fields defined in Additional Charges Maintenance (Option 8.1) will display. Common examples include:

COD

Enter a “Y” for a COD shipment. Entering a “Y” here will prompt the user with a Y/N Cash Only Flag, as well as a COD Control Number (Both Fields Required).

Declared Value

Enter a “Y” for a declared value shipment. You will then be prompted for the value.

Hazardous Material

Enter a “Y” for a hazardous material shipment.

Saturday Pickup/Delivery

Enter a “Y” for a Saturday delivery shipment

Sunday Delivery

Enter a “Y” for a Sunday delivery shipment.

Confirm Del W/ Sign

Enter a "Y" for a confirm delivery with a signature shipment.

Confirm Del W/O Sign

Enter a "Y" for a confirm delivery without a signature shipment.

11:12:03	CalcPak	11/25/98
PAK87R	FEDERAL EXPRESS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code	<u>ARTC</u> New York, New York	10001
Carrier	<u>FDX1</u> FEDERAL EXPRESS	Box Type ** Default Box
Order/Parcel Nbr	123456	Payment Method <u>1</u>
Invoice Number	1	Consignee:
General Ledger Number	_____	Name <u>CRAIG HOFFMAN</u>
		Company <u>AR TRAFFIC CONSULTANTS</u>
		Address 1 <u>320 TURNGATE DRIVE</u>
		Address 2 _____
		Address 3 _____
		City <u>BETHEL PARK</u>
Change Dimensions	<u>N</u> Weight <u>20.00</u>	State Zip <u>PA 15102</u> (____) _____
Additional Chgs	<u>Y</u>	ShipTo # <u>1</u>
=====		
	Zone	004
	Charges	5.86
	Additions	4.00
	Total Chg	9.86
	Nbr Labels	<u>1</u>
=====		
=====		
F1=Help F3=Exit F7=Display Additional Charges F9=Accept		

Step 6 (Optional): The user may select "F7=Display Additional Charges" to view a window of additional charges added to this shipment.

Step 7: When the above screen appears, you may choose the number of labels and select "F9=Accept." At this point a record will be written to the daily manifest file and a label(s) may be generated with a unique tracking number. This tracking number

Note: You may select F7=Display Additional Charges. All additional charges that you have selected will appear in a window with their corresponding amounts.

Current - Shipment Inquiry

This option allows a user to inquire about shipments on the day's current manifest. The user may display records, void records, and if needed, unvoid these same records.

Once a day's manifest has been closed, all records in this file move to history. The user will no longer be able to view them through this option.

Step 1: From the CalcPak Main Menu, select Option 8 (FDX Processing), Option 5

13:22:31	CalcPak	3/30/99
PAK80R	FEDERAL EXPRESS CURRENT - SHIPMENT INQUIRY	
Enter Warehouse Code _____		
Sequence by Default Sequence to Transaction Number		
1. Invoice Number		
2. Groundtrac Number		
3. Consignee Name		
4. Consignee State		
5. Consignee Zip		
6. Consignee Zone		
7. Order/Parcel Number		
8. Service Level		
=====		

Step 2: Enter the following information when the above screen appears:

Warehouse Code

Enter the warehouse code as set up in both CalcPak Option 8.1 (FDX Set Up Maintenance), and Calcrate Option 1 (Warehouse Maintenance).

Sequence By

When searching for a specific carton, the user may choose a sort method. If a sort method is not entered, shipping information for the current day will display in processing sequence.

Hitting "Enter" will bring you to the following screen:

13:31:04	CalcPak	3/30/99		
PAK80R	FEDERAL EXPRESS CURRENT - SHIPMENT INQUIRY			
Enter Warehouse Code 11 West Warwick, RI 02893				
Type Options, Press Enter.				
4=Void 5=Display 6=Unvoid				
Opt Trns	Invoice Nmbr	Groundtrac Number	Order/Parcel Number	Srv
- 1	9393	111234560300003802	85885	FX1D
	Consgnee GORDON BARD Zip 60606		St IL Zne 005	
- 2	30033	111234560300003811	39444	FX1D
	Consgnee HOWARD CALLAHAN Zip 07002		St NJ Zne 003	
- V 3	48585	111234560200001860	3933	FX1D
	Consgnee LORETTA REASOR Zip 60532		St IL Zne 205	
- 4	493303	11123456030000382	94994	FX1D
	Consgnee AUGUST MERKER Zip 10001		St NY Zne 003	
More...				
=====				
F1=Help F3=Exit				

When the above screen appears, Enter the following information:

4=Void

To void a parcel shipment, select option "4=Void." A "V" will appear just prior to the record.

Note: Shipments with a "V" will not appear on the daily manifest when printed.

6=Unvoid

To Unvoid a parcel shipment, select option "6=Unvoid." Hitting "Enter" will cause the "V" to disappear.

Note: Shipments that have been voided may only be unvoided prior to closing the current manifest. Once the days current manifest is closed, all records without a "V" move to history. Those shipments that were voided are deleted.

5=Display

To display a record on the days current manifest, select option "5=Display." The following screen should appear:

11:12:03	CalcPak	11/25/98
PAK06R	FEDERAL EXPRESS CURRENT SHIPMENT INQUIRY	
Enter Warehouse Code	<u>ARTC</u> New York, New York 10001	
	Box Type ** Default Box	
Carrier	FDX1 FED EX NEXT DAY	Payment Method <u>1</u>
Order/Parcel Nbr	123456	Consignee:
Invoice Number	1	Name CRAIG HOFFMAN
General Ledger Number		Company AR TRAFFIC CONSULTANTS
		Address 1 320 TURNGATE DRIVE
		Address 2
		Address 3
		City BETHEL PARK
Change Dimensions N	Weight 20.00	St/Zip/Ph PA 15102 (____)____
Additional Chgs Y		ShipTo # 1
=====		
	Zone	004
	Charges	5.86
	Additions	4.00
	Total Chg	9.86
	Tracking # 1Z93	0100003886
=====		
F1=Help F3=Exit F7=Display Additional Charges F8=Reprint Shipping Label		

Step 3 (Optional): The above screen looks identical to that of manual and automatic entry just prior to selecting “F9=Accept.” to accept a shipment.

Step 4 (Optional): To reprint a shipping label, select option “F8=Reprint Shipping Label.” A duplicate label(s) will print to your default label printer.

History- Shipment Inquiry

This option provides a user the ability to query parcel shipment history.

Step 1: From the CalcPak Main Menu, select Option 8 (FDX Processing), Option 6 (History - Shipment Inquiry). The following screen should appear:

```
14:11:33                               CalcPak                               3/30/99
PAK84R      FEDERAL EXPRESS HISTORY - SHIPMENT INQUIRY

Enter Warehouse Code  11_____

Sequence by . . . . _ . . . .
    1. Invoice Number
    2. Groundtrac Number
    3. Consignee Name
    4. Consignee State
    5. Consignee Zip
    6. Consignee Zone
    7. Order/Parcel Number
    8. Service Level

=====
F1=Help  F3=Exit  F4=Prompt
```

Step 2: When the above screen appears, enter the following information:

Warehouse Code

Enter the warehouse code as set up in both CalcPak Option 8.1 (FDX Set Up Maintenance), and Calcrate Option 1 (Warehouse Maintenance).

Sequence By

When searching for a specific carton, the user may choose a sort method. In order to query history, a sequence method is required.

Hitting “Enter” will bring you to a screen similar to the following:

14:34:55	CalcPak	3/30/99
PAK84R	FEDERAL EXPRESS HISTORY - SHIPMENT INQUIRY	
Enter Warehouse Code 11	West Warwick, RI	02893
Sequence by	SERVICE LEVEL	
Service Level . .	_____	
From Date YYYY/MM/DD . .	<u>1996/01/01</u>	
To Date YYYY/MM/DD . . .	<u>1999/03/30</u>	
<hr/>		
F1=Help F3=Exit		

Step 3: Enter the following information when the above screen appears:

Service Level

Enter the SCAC for the service level desired (e.g. FX1D- FEDERAL EXPRESS NEXT DAY AIR).

From Date

Enter the beginning date for the sequence in YYYYMMDD format.

Note: From Date will default to day 1 of the current month, but may be overridden.

To Date

Enter the end date for the sequence in YYYYMMDD format.

Note: Although service level is the example used here, you may have selected a different sequence option. The fields will still be required.

Hitting "Enter" at this point will bring you to a screen like the following:

CalcPak User's Manual

Order/Parcel Number	Sfx	Date	Groundtrac Number	Invoice Nmbr
14:47:34 PAK15R			CalcPak	3/30/99
FDX HISTORY - SHIPMENT INQUIRY				
Enter Warehouse Code 11 West Warwick, RI From 1996/01/01 To 1999/03/30 Type Options, Press Enter. 5=Display 7=Online Tracking				
_ 11111111	001	1998/11/25	111234560300003768	39393
Name IRA FRIEDMAN	Zip 10001	St NY	Zne 003	Srv UPSC
_ 38383	001	1998/11/25	111234560300003777	399
Name NICK FISHER	Zip 19001	St PA	Zne 003	Srv UPSC
_ 84949	001	1998/11/25	111234560300003795	99494
Name CRAIG HOFFMAN	Zip 15000	St PA	Zne 004	Srv UPSC
_ 49944	001	1998/11/25	111234560100003879	3994
F1=Help F3=Exit				

Step 4 (Optional): When the above screen appears, you may select "5=Display." The following screen will appear:

Order/Parcel Nbr	Invoice Number	Carrier	UPS GROUND COMMERCIAL	Payment Method	1 Bill Shipper
11:12:03 PAK06R					
FDX HISTORY SHIPMENT INQUIRY					
Enter Warehouse Code ARTC New York, New York 10001					
Box Type ** Default Box					
Carrier UPSC UPS GROUND COMMERCIAL Payment Method 1 Bill Shipper					
Order/Parcel Nbr 123456 Consignee:					
Invoice Number 1 Name CRAIG HOFFMAN					
Company AR TRAFFIC CONSULTANTS					
Address 1 320 TURNGATE DRIVE					
Address 2					
Address 3					
City BETHEL PARK					
Change Dimension N Weight 20.00 State Zip PA 15102 ShipTo # 1					
Additional Chgs Y					
Zone 004					
Charges 5.86					
Additions 4.00					
Total Chg 9.86					
Tracking # 1Z930100003886					
F1=Help F3=Exit F7=Display Additional Charges					

Note: Nothing can be changed by the user once records have made it to history.

Daily Shipping Manifest

This option is used to close the current day's manifest. The manifest may be either printed to the default manifest printer, or transmitted directly to FDX via the Fed Ex Powership Server.

Step 1: From the CalcPak Main Menu, select Option 8 (FDX Processing), Option 7 (Daily Shipping Manifest): You should see the following screen:

```

15:22:55                               CalcPak                               3/30/99
PAK84R          FEDERAL EXPRESS DAILY SHIPMENT MANIFEST

Enter Warehouse Code  _____

=====
F1=Help  F3=Exit  F4=Prompt

```

Step 2: Enter a warehouse code as set up in CalcPak Option 8.1 (Set Up Maintenance) and CalcRate Option 1 (Warehouse Maintenance). Hitting "Enter" should display the following screen:

```

15:26:29                               CalcPak                               3/30/99
PAK84R          FEDERAL EXPRESS DAILY SHIPMENT MANIFEST

Enter Warehouse Code 11  West Warwick, RI      02893
Default Printer      PRT01
Close Out Daily Shipping? N

=====
F1=Help  F3=Exit

```

Step 3: Enter the following information when the above screen appears:

Default Printer

Enter the default printer where your manifests will print.

Close Out Daily Shipping?

Enter a "Y" if you wish to close the day's current manifest. Enter an "N" if you want a printout of the day's current manifest, but wish it to remain open for additional parcel processing

Note: Entering a "Y" moves all shipments on the day's current manifest to history.

AR Traffic Consultants, Inc.

CalcPak User's Manual

Section 6:
USPS
Processing

Revised 10/28/99

United States Postal Service Processing:

Step 1: From the CalcPak Main Menu, select Option 9 (USPS Processing). You should see the following screen:

```
15:40:57                               CalcPak                               4/30/99
                               USPS PROCESSING MENU

                               Select one of the following:

1. Set Up Maintenance                <PAK101R>
3. Manual Shipment Entry              <PAK106R>
4. Automatic Shipment Entry           <PAK117R>
5. Current - Shipment Inquiry         <PAK110R>
6. History - Shipment Inquiry         <PAK114R>
7. Daily Shipping Manifest            <PAK120R>
8. Reprint Shipping Manifest          <PAK126R>

Selection ==>                        F3=Exit                               F21=Command Entry
```

The following section will describe, in detail, each option from the USPS Processing Menu.

Set Up Maintenance

This option is used to update/maintain USPS shipping information by warehouse location. Information such as shipper number, last manifest number used, default carrier, printer device names, etc will be found in this option.

Step 1: From the USPS Processing Menu, select Option 1 (Set Up Maintenance). The following screen should appear:

```
15:31:10                               CalcPak                               10/20/98
PAK101R                                USPS SET UP MAINTENANCE

Enter Warehouse Code _____

=====
F1=Help  F3=Exit  F4=Prompt
```

Step 2: Enter the following information when the above screen appears.

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". If warehouse is not found refer to Option 1 (Warehouse Maintenance) from the CalcRate Main Menu.

Note: CalcPak will not allow a warehouse to be set up that has not first been defined as a valid warehouse in CalcRate Option 1 (Warehouse Maintenance).

Hitting "Enter" will bring you to the following screen:

8:15:48	CalcPak	4/15/99
PAK101R	USPS SET UP MAINTENANCE	
Enter Warehouse Code	SYR CNY Distribution Center	
Address 1	1433 Court Street	
Address 2	Syracuse, New York	
Zip Code	13208	
Default Carrier	<u>USPP</u> Post Office Priority	
Check Wght Flag	<u>N</u>	
Location Shipper #	<u>NY 757575</u>	
Last PickUp #	_____	
Maximum Weight Package	<u>150</u>	
Maximum Girth Package	<u>130</u> (2W+2H+L)	
Maximum Length Package	<u>108</u>	
Oversize Threshold:		
Effective Above Girth	<u>84</u>	
Minimum Weight	<u>30</u>	
Label Printer	<u>PRT01</u>	
Manifest Printer	<u>PRT01</u>	

F1=Help F3=Exit F4=Prompt F23=Delete		

Step 3: Enter the following information when the above screen appears:

Default Carrier

Enter the carrier that will serve as the default for manual entry, and for automatic entry of orders with no carrier pre-assigned in the USPAUTOP file.

Check Weight Flag

A "Y/N" Flag that, when set to "Y," will validate the USPAUTOP weight for an order against the actual scale weight. This is for Automatic entry only.

Location Shipper

Enter the UPS shipper number from this location. eg: NY 123-456.

Last Pickup Number

This is the last manifest number that has been generated for USPS shipments. This number will be incremented by 1 each time a daily shipping manifest is printed and the operator closes out the daily shipping procedure.

Last Manifest Number Suffix

This is the USPS Check Digit that is attached to the manifest number for USPS auditing purposes.

Maximum Weight Package

This is the maximum weight that USPS will accept for a single package. Any package with a weight above this will not be processed.

Maximum Girth Package

The girth is defined as 2 x length, plus 2 x width, plus the height of the package. If the result is greater than this number, USPS will not accept this package.

Maximum Length Package

If the length of a single side of a carton is greater than this number, USPS will not accept the package and it will not be processed by CalcPak.

Oversize Threshold Girth

If the girth (2 x length, plus 2 x width, plus the width) is greater than this number and less than the Oversize Threshold Weight, then USPS will rate the shipment at the defined Oversize Threshold Weight.

Note: The length and width are considered to be the carton's longest two sides. If l/w/h are populated in the USPAUTOP File, these values will override those as set up in Option 1 (Box Type Maintenance). The user will only be flagged if the box qualifies as an oversized.

Oversize Actual Carton Weight

This is the minimum weight used by USPS to rate a package which is above the oversized threshold girth as defined above

Label Printer

Enter the device name that will print USPS bar coded shipping labels for this warehouse.

Manifest Printer

Enter the device name that will print USPS shipping manifests for this warehouse.

Hitting "Enter" at this point to store all set up data.

Note: Consult your USPS Sales Representative to get a list of premium services and their corresponding charges.

Manual Shipment Entry

This option is used to manually enter USPS shipments into the system.

Step 1: From the CalcPak Main Menu, select Option 6 (UPS Processing), Option 3 (Manual Shipment Entry). The following screen should appear:

10:12:01	CalcPak	11/25/98
PAK106R	USPS MANUAL SHIPMENT ENTRY	
Enter Warehouse Code _____		
Enter Customer _____		
=====		
F1=Help F3=Exit F4=Prompt		

Step 2: When the above screen appears, enter the following information:

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". Once warehouse code has been entered or selected from the window, hit "ENTER". If warehouse needed is not found refer to option #1 on the CalcRate Main Menu.

Customer

Enter the name of the customer as defined in option 4 (Customer Maintenance). You may also select "F4=Prompt" to display the customer file. If the customer does not currently exist in the customer file, you may select "F7=Add" to create a new customer record.

If you select "F4=Prompt" for the customer, a window like the following will appear:

10:09:06	CalcPak	12/04/98																		
PAK106R	USPS MANUAL SHIPMENT ENTRY																			
Enter Warehouse Code <u>A1</u>																				
Enter Customer _____																				
	<table border="1"> <thead> <tr> <th colspan="3">Customer File</th> </tr> <tr> <th>Customer</th> <th>City</th> <th>St</th> </tr> </thead> <tbody> <tr> <td>=====</td> <td>====</td> <td>==</td> </tr> <tr> <td>_ ARTC</td> <td>New York</td> <td>NY</td> </tr> <tr> <td>=====</td> <td>=====</td> <td>=====</td> </tr> <tr> <td colspan="3">F7=Add F12=Exit. Use -X- to select</td> </tr> </tbody> </table>		Customer File			Customer	City	St	=====	====	==	_ ARTC	New York	NY	=====	=====	=====	F7=Add F12=Exit. Use -X- to select		
Customer File																				
Customer	City	St																		
=====	====	==																		
_ ARTC	New York	NY																		
=====	=====	=====																		
F7=Add F12=Exit. Use -X- to select																				
=====																				
F1=Help F3=Exit F4=Prompt																				

Step 3 (Optional): If the customer is not found, the user may hit "F7=Add" to add a record for the customer to the customer master file directly from this option. Adding a customer to the customer file is not required for manual entry, but is suggested if you are shipping to the same customer periodically. Consult the Customer Maintenance section of this manual for further details.

Note: If the above step is skipped, any customer entered during shipment entry will not be saved.

Hitting "Enter" at this point will bring you to the following screen:

10:17:18	CalcPak	11/25/98
PAK106R	USPS MANUAL SHIPMENT ENTRY	
Enter Warehouse Code	ARTC	New York, New York
		10001
Carrier <u>USPP</u>	USP Priority	Box Type ___
Order/Parcel Nbr _____		Consignee:
Invoice Number _____		Name _____
		Company _____
		Address 1 _____
		Address 2 _____
		Address 3 _____
		City _____
		St/Zip/Ph _____ (____) _____
Change Dimensions <u>N</u>	Weight _____	Ship To# _____
Additional Chgs <u>N</u>		
=====		
F1=Help F3=Exit F4=Prompt F5=Comparison		

Note: If you selected a customer, any information existing in the customer file would have populated the above screen.

Step 4: When the above screen appears, enter the following information:

Carrier Code

This is the carrier that the system will initially rate all USPS shipments with. Type in carrier code or hit "F4" for a window. When using the window type an "X" in carrier to be selected and hit "ENTER". Once carrier has been entered or selected from the window, hit "ENTER". If carrier needed is not found refer to option #2 on the CalcRate Main Menu.

Box Type

Type in a Box Type or hit "F4" for a window displaying all values set up in Option 1 (Box Type Maintenance). When using the window type an "X" for the box to be selected and hit "ENTER". Once the box has been entered or selected from the window, hit "Enter."

Note: If this field is not entered, CalcPak will default the value to "*."**

Order Number

Enter the order number.

Invoice Number

Enter the invoice number.

Consignee Name

Enter the consignee Name.

Consignee Company

Enter the consignee company.

Consignee Address 1

Enter the consignee address 1.

Consignee Address 2

Enter the consignee address 2.

Consignee Address 3

Enter the consignee address 3.

Consignee City

Enter the consignee city.

Consignee State

Enter the consignee state.

Consignee Zip

Enter the consignee zip. The zip field is right adjusted so US zips are entered as _10001 and a Canadian zip is entered as A1A1A1.

Ship To Number

Enter the consignee ship to number. This number will be used to combine shipments to the same consignee for use in the USPS multiweight program. This number is also be used to differentiate multiple ship-to locations for the same customer.

Change Dimensions Flag

Enter "Y" if it is an oversize box. Oversize is defined as a box that exceeds the values in USPS Set Up Maintenance for Threshold maximum size and is less than Threshold minimum weight. Entering a "Y" in this field will prompt the user with a window displaying the dimensions for the Box Type selected. From the window, a user may temporarily change the box's dimensions for the current shipment.

Additional Charges Flag

Enter "Y" if there are additional charges such as COD, Call Tag etc. **(See Step 6, Optional)**

Weight

Enter the package weight or place the package on the scale while the cursor is in this field.

Step 5 (Optional): Once all required information has been entered by the user, a parcel rate comparison may be performed by selecting "F5=Comparison." The user may view rates for all parcel carriers that are set up for this warehouse. Consult the Parcel Comparison section of this manual for further details.

Note: Leave the carrier field blank to view rates for all applicable carriers. If a SCAC is entered into the carrier field, selecting "F5=Comparison" will only return that SCAC Code with its corresponding rate.

Step 6 (Optional): If premium services apply for this parcel, place a "Y" in the additional

14:20:31	CalcPak	11/25/98
PAK106R	USPS MANUAL SHIPMENT ENTRY	
Enter Warehouse Code <u>ARTC</u>	New York, New York	10001
Carrier <u>USPP</u> USP Priority	Box Type <u>**</u> Default Box	
Order/Parcel Nbr <u>123456</u>	Consignee:	
Invoice Number <u>1</u>	Name <u>CRAIG HOFFMAN</u>	
	Company <u>AR TRAFFIC CONSULTANTS</u>	
	Address 1 <u>320 TURNGATE DRIVE</u>	
	Address 2 _____	
	Address 3 _____	
	City <u>BETHEL PARK</u>	
Change Dimension <u>N</u>	St/Zip/Ph <u>PA 15102</u> () _____	
Additional Chgs <u>Y</u> Weight <u>20.00</u>		
=====		
Call Tag <u>Y</u>	Additional Handling <u>N</u>	COD <u>N</u> Declared Value <u>N</u> Hazardous Material <u>N</u>
	Saturday Delivery <u>N</u>	Confirm Del w/Sign <u>N</u> Confirm Del w/o Sign <u>N</u>
=====		
F1=Help F3=Exit F4=Prompt		

Note: The above screen will only appear if you select "Y" for additional charges in step 3, otherwise skip to step 5. All fields defined in Additional Charges Maintenance (Option 9.3) will display. Common examples include:

Call Tag

Enter a "Y" for a Call Tag shipment. If Call Tag applies, a separate document will print to the default call tag printer defined in Set-Up Maintenance (Option 9.1)

Additional Handling

Enter a "Y" if there will be an additional handling charge.

COD

Enter a "Y" for a COD shipment. Entering a "Y" here will prompt the user with a Y/N Cash Only Flag, as well as a COD Control Number (Both Fields Required).

Declared Value

Hazardous Material

Enter a "Y" for a hazardous material shipment

Saturday Delivery

Enter a "Y" for a Saturday delivery shipment.

Confirm Del W/ Sign

Enter a "Y" for a confirm delivery with a signature shipment.

Confirm Del W/O Sign

Enter a "Y" for a confirm delivery without a signature shipment.

11:12:03	CalcPak	11/25/98										
PAK106R	USPS MANUAL SHIPMENT ENTRY											
Enter Warehouse Code	<u>ARTC</u>	New York, New York 10001										
Carrier	<u>USPP</u> USP Priority	Box Type <u>**</u> Default Box										
Order/Parcel Nbr	<u>123456</u>	Consignee:										
Invoice Number	<u>1</u>	Name <u>CRAIG HOFFMAN</u>										
		Company <u>AR TRAFFIC CONSULTANTS</u>										
		Address 1 <u>320 TURNGATE DRIVE</u>										
		Address 2 _____										
		Address 3 _____										
		City <u>BETHEL PARK</u>										
Change Dimensions	<u>N</u>	St/Zip/Ph PA 15102										
Additional Chgs	<u>Y</u> Weight <u>20.00</u>	ShipTo # <u>1</u>										
<hr/> <table> <tr> <td>Zone</td> <td>004</td> </tr> <tr> <td>Charges</td> <td>5.86</td> </tr> <tr> <td>Additions</td> <td>4.00</td> </tr> <tr> <td>Total Chg</td> <td>9.86</td> </tr> <tr> <td>Nbr Labels</td> <td><u>1</u></td> </tr> </table> <hr/>			Zone	004	Charges	5.86	Additions	4.00	Total Chg	9.86	Nbr Labels	<u>1</u>
Zone	004											
Charges	5.86											
Additions	4.00											
Total Chg	9.86											
Nbr Labels	<u>1</u>											
<hr/> <hr/>												
F1=Help F3=Exit F7=Display Additional Charges F9=Accept												

Step 7 (Optional): The user may select "F7=Display Additional Charges" to view a window of additional charges added to this shipment.

Step 8: When the above screen appears, you may select F9=Accept. At this point a record will be written to the daily manifest file and a label(s) may be generated.

Note: If multiple labels are needed for this shipment, the user must specify the number of labels prior to selecting "F9=Accept." Each label will print with a unique tracking

Automatic Shipment Entry

This option is used to automatically retrieve and process order information, having been previously loaded into the USPAUTOP file by the users data processing department. (i.e. from the primary business system).

Step 1: From the CalcPak Main Menu, select Option 9 (USPS Processing), Option 4 (Automatic Shipment Entry). The following screen should appear:

10:12:01	CalcPak	11/25/98
PAK117R	USPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code _____		
=====		
F1=Help F3=Exit F4=Prompt		

Step 2: When the above screen appears, enter the following information:

Warehouse Code

Type in warehouse code or hit "F4" for a window. When using the window type an "X" in warehouse to be selected and hit "ENTER". Once warehouse code has been entered or selected from the window, hit "ENTER". If warehouse needed is not found refer to option

15:30:24	CalcPak	11/25/98
PAK117R	USPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code <u>ARTC</u> New York, New York 10001		
Enter Order / Parcel Number _____		
=====		
F1=Help F3=Exit F4=Prompt F5=View Order Summary		

Step 3: When the above screen appears, manually enter, or scan the order number. If "F4=Prompt" is selected, a window displaying all orders in the USPAUTOP file would appear as follows:

Note: Call ARTC for information regarding hardware, including scanning equipment.

15:30:24 CalcPak 11/25/98 PAK117R
 USPS AUTOMATIC SHIPMENT ENTRY

Enter Warehouse Code ARTC New York, New York 10001
 Enter Order /Parcel Number _____

Order Number
 =====
 _ 12345678901234567890

Bottom

F12=Exit Use -x- to select

F1=Help F3=Exit F4=Prompt F8=View Order Summary

The user may page down to locate the order number in question. Placing an “X” to the left of an order number will advance the user to step 4.

Step 3A (Optional): The user also has the ability to select the “F8=View Order Summary.” the following window will appear:

15:30:24 CalcPak 11/25/98
 PAK117R USPS AUTOMATIC SHIPMENT ENTRY

Enter Warehouse Code ARTC New York, New York 10001
 Enter Order / Parcel Number _____

Order Number: 12345678901234567890

Multiple Carrier Codes

Trns	Wgt	Frt Amt	Carr	Tracking Number
7	50	9.80	USPP	1Z1234560300003857
8	50	9.80	USPP	1Z1234560300003866
9	20	48.00	USP4	1Z1234560100003922
13	15	9.09	USPP	1Z1234560300004034
More...				
Totals:		4	135	75.89

F12=Exit Close Order N

F1=Help F3=Exit F4=Prompt F8=View Order Summary

As individual parcels are processed, records are written to an Order Summary Master Detail File. When the user has processed all parcels for an order, they should close the order by typing a "Y" in the Close Order field. At this point, a single record will be written to the Order Summary Master Header File.

Note: Additional parcels may be processed for a closed order at any point before the daily manifest is closed. The Order Summary Master Header File will be updated accordingly. Please see the *CalcPak Interface Technical Documentation* for more details.

Note: If a single order contains parcels of differing levels of service (e.g. USPP and USPS), the user will be prompted with a warning message.

If the order was found in the USPAUTOP file, the following screen will appear:

17:09:51	CalcPak	12/02/98
PAK117R	USPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code A1	Seattle, WA (Fox)	98108
Carrier <u>USPP</u> USP Priority		
Order/Parcel Nbr <u>1</u>	Box Type ** Default Box	
Invoice Number <u>000000000001</u>	Consignee:	
	Name <u>JOHN SMITH</u>	
	Company <u>ABC MANUFACTURING LTD.</u>	
	Address 1 <u>111 MAIN STREET</u>	
	Address 2 <u>BLDG A</u>	
	Address 3 _____	
	City <u>CLEVELAND</u>	
	ST/Zip/Ph <u>OH 44444 (212) 555 1212</u>	
Change Dimensions <u>N</u> Weight _____	ShipTo # <u>1</u>	
Additional Chgs <u>N</u>		
=====		
F1=Help F3=Exit F4=Prompt F5=Comparison		

Step 4: When the above screen appears, enter the following information:

Note: Many of the following fields may have been already populated in the USPAUTOP file. However, the user may modify the information for this specific shipment.

Carrier Code

This is the carrier that the system will initially rate all USPS shipments with. Type in carrier code or hit "F4" for a window. When using the window type an "X" in carrier to be selected and hit "ENTER". Once carrier has been entered or selected from the window, hit "ENTER". If carrier needed is not found refer to option #2 on the CalcRate Main Menu.

Box Type

Type in a Box Type or hit "F4" for a window displaying all values set up in Option 1 (Box Type Maintenance). When using the window type an "X" for the box to be selected and hit "ENTER". Once the box has been entered or selected from the window, hit "Enter."

Note: If this field is not entered, CalcPak will default the value to "***."

Order Number

Enter the order number.

Invoice Number

Enter the invoice number.

Consignee Name

Enter the consignee Name.

Consignee Company

Enter the consignee company.

Consignee Address 1

Enter the consignee address 1.

Consignee Address 2

Enter the consignee address 2.

Consignee Address 3

Enter the consignee address 3.

Consignee City

Enter the consignee city.

Consignee State

Enter the consignee state.

Consignee Zip

Enter the consignee zip. The zip field is right adjusted so US zips are entered as _10001 and a Canadian zip is entered as A1A1A1.

Ship To Number

Enter the consignee ship to number. This number will be used to combine shipments to the same consignee for use in the multi-weight program.

Change Dimensions Flag

Enter "Y" if it is an oversize box. Oversize is defined as a box that exceeds the values in USPS Set Up Maintenance for Threshold maximum size and is less than Threshold minimum weight. Entering a "Y" in this field will prompt the user with a window displaying the dimensions for the Box Type selected. From the window, a user may temporarily change the box's dimensions for the current shipment.

Additional Charges Flag

Enter "Y" if there are additional charges such as COD, Call TAG etc. **(See Step 6, Optional)**

Weight

Enter the package weight or place the package on the scale while the cursor is in this field.

Note: If the check weight tolerance flag (Option 2.1) is set to "Y" for the current warehouse, CalcPak will compare the actual weight displayed with the expected weight (plus the weight of the packaging) loaded for the order. The user will be warned if not within the tolerance defined in Option 2.

Step 5 (Optional): At this point the user may select "F5=Comparison" to perform a rate comparison for the parcel. This function key will show the user a rate comparison as described in the Rate Comparison section of this manual.

Note: Leave the carrier field blank to view rates for all applicable carriers. If a SCAC is entered into the carrier field, selecting "F5=Comparison" will only return that SCAC Code with its corresponding rate.

Step 6 (Optional): If additional charges apply to this parcel shipment, place a “Y” in the additional chgs field. Hitting “Enter” will display the following screen:

14:20:31	CalcPak	11/25/98
PAK117R	USPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code	<u>ARTC</u>	New York, New York 10001
Carrier	<u>USPP</u> USP Priority	Box Type <u>**</u> Default Box
Order/Parcel Nbr	<u>123456</u>	Consignee:
Invoice Number	<u>1</u>	Name <u>CRAIG HOFFMAN</u>
		Company <u>AR TRAFFIC CONSULTANTS</u>
		Address 1 <u>320 TURNGATE DRIVE</u>
		Address 2 _____
		Address 3 _____
		City <u>BETHEL PARK</u>
Change Dimensions	<u>N</u>	State Zip <u>PA 15102</u> ShipTo # <u>1</u>
Additional Chgs	<u>Y</u> Weight <u>20.00</u>	
=====		
Call Tag	<u>Y</u>	Additional Handling <u>N</u> COD <u>N</u> Declared Value <u>N</u> Hazardous Material <u>N</u>
		Saturday Delivery <u>N</u> Confirm Del w/Sign <u>N</u> Confirm Del w/o Sign <u>N</u>
=====		
=====		
F1=Help F3=Exit F4=Prompt		

Note: The above screen will only appear if you select “Y” for additional charges in step 3, otherwise skip to step 5. All fields defined in Additional Charges Maintenance (Option 9.1) will display. Common examples include:

Call Tag

Enter a “Y” for a Call Tag shipment. If Call Tag applies, a separate document will print to the default call tag printer in Set-Up Maintenance (Option 9.1)

Additional Handling

Enter a “Y” if there will be an additional handling charge.

COD

Enter a “Y” for a COD shipment. Entering a “Y” here will prompt the user with a Y/N Cash Only Flag, as well as a COD Control Number (Both Fields Required).

Declared Value

Enter a “Y” for a declared value shipment

Hazardous Material

Enter a “Y” for a hazardous material shipment

Saturday Delivery

Enter a “Y” for a Saturday delivery shipment.

Confirm Del W/ Sign

Enter a "Y" for a confirm delivery with a signature shipment.

Confirm Del W/O Sign

Enter a "Y" for a confirm delivery without a signature shipment.

Hitting "Enter" will display the following screen:

11:12:03	CalcPak	11/25/98
PAK117R	USPS AUTOMATIC SHIPMENT ENTRY	
Enter Warehouse Code <u>ARTC</u>	New York, New York	10001
Carrier <u>USPP</u> USP Priority	Box Type ** Default Box	
Order/Parcel Nbr 123456	Consignee:	
Invoice Number 1	Name <u>CRAIG HOFFMAN</u>	
	Company <u>AR TRAFFIC CONSULTANTS</u>	
	Address 1 <u>320 TURNGATE DRIVE</u>	
	Address 2 _____	
	Address 3 _____	
	City <u>BETHEL PARK</u>	
Change Dimensions <u>N</u>	State Zip <u>PA 15102</u> (____) ____ ____	
Additional Chgs <u>Y</u> Weight <u>20.00</u>	ShipTo # 1	

	Zone 004	
	Charges 5.86	
	Additions 4.00	
	Total Chg 9.86	
	Nbr Labels <u>1</u>	

F1=Help F3=Exit F7=Display Additional Charges F9=Accept		

Step 6 (Optional): The user may select "F7=Display Additional Charges" to view a window of additional charges added to this shipment.

Step 7: When the above screen appears, you may choose the number of labels and select "F9=Accept." At this point a record will be written to the daily manifest file and a label(s) may be generated with a unique tracking number.

Note: You may select F7=Display Additional Charges. All additional charges that you have selected will appear in a window with their corresponding amounts.

Current - Shipment Inquiry

This option allows a user to inquire about shipments on the day's current manifest. The user may display records, void records, and if needed, unvoid these same records.

Once a day's manifest has been closed, all records in this file move to history. The user will no longer be able to view them through this option.

Step 1: From the CalcPak Main Menu, select Option 9 (USPS Processing), Option 5

13:22:31	CalcPak	3/30/99
PAK110R	USPS CURRENT - SHIPMENT INQUIRY	
Enter Warehouse Code		
Sequence by Default Sequence to Transaction Number		
1. Invoice Number		
2. Groundtrac Number		
3. Consignee Name		
4. Consignee State		
5. Consignee Zip		
6. Consignee Zone		
7. Order/Parcel Number		
8. Service Level		
=====		

Step 2: Enter the following information when the above screen appears:

Warehouse Code

Enter the warehouse code as set up in both CalcPak Option 9.1 (USPS Set Up Maintenance), and Calcrate Option 1 (Warehouse Maintenance).

Sequence By

When searching for a specific carton, the user may choose a sort method. If a sort method is not entered, shipping information for the current day will display in processing sequence.

Hitting "Enter" will bring you to the following screen:

13:31:04	CalcPak	3/30/99		
PAK110R	USPS CURRENT - SHIPMENT INQUIRY			
Enter Warehouse Code 11 West Warwick, RI 02893				
Type Options, Press Enter.				
4=Void 5=Display 6=Unvoid				
Opt Trns	Invoice Nmbr	Groundtrac Number	Order/Parcel Number	Srv
- 1	9393	1Z1234560300003802	85885	USPS
	Consgnee GORDON BARD Zip 60606		St IL Zne 005	
- 2	30033	1Z1234560300003811	39444	USPS
	Consgnee HOWARD CALLAHAN Zip 07002		St NJ Zne 003	
- V 3	48585	1Z1234560200001860	3933	USPS
	Consgnee LORETTA REASOR Zip 60532		St IL Zne 205	
- 4	493303	1Z123456030000382	94994	USPS
	Consgnee AUGUST MERKER Zip 10001		St NY Zne 003	
More...				
=====				
F1=Help F3=Exit				

When the above screen appears, Enter the following information:

4=Void

To void a parcel shipment, select option "4=Void." A "V" will appear just prior to the record.

Note: Shipments with a "V" will not appear on the daily manifest when printed.

6=Unvoid

To Unvoid a parcel shipment, select option "6=Unvoid." Hitting "Enter" will cause the "V" to disappear.

Note: Shipments that have been voided may only be unvoided prior to closing the current manifest. Once the days current manifest is closed, all records without a "V" move to history. Those shipments that were voided are deleted.

5=Display

To display a record on the days current manifest, select option "5=Display." The following screen should appear:

11:12:03	CalcPak	11/25/98
PAK110R	USPS CURRENT SHIPMENT INQUIRY	
Enter Warehouse Code	ARTC	New York, New York 10001
Carrier	USPP USP Priority	Box Type ** Default Box
Order/Parcel Nbr	123456	Consignee:
Invoice Number	1	Name CRAIG HOFFMAN
		Company AR TRAFFIC CONSULTANTS
		Address 1 320 TURNGATE DRIVE
		Address 2
		Address 3
		City BETHEL PARK
Change Dimensions	N	State/Zip PA 15102
Additional Chgs	Y	Weight 20.00
		ShipTo # 1
=====		
	Zone	004
	Charges	5.86
	Additions	4.00
	Total Chg	9.86
	Tracking #	1Z93 0100003886
=====		
=====		
F1=Help F3=Exit F7=Display Additional Charges F8=Reprint Shipping Label		

Step 3 (Optional): The above screen looks identical to that of manual and automatic entry just prior to selecting “F9=Accept.” to accept a shipment.

Step 4 (Optional): To reprint a shipping label, select option “F8=Reprint Shipping Label.” A duplicate label(s) will print to your default label printer.

History- Shipment Inquiry

This option provides a user the ability to query parcel shipment history.

Step 1: From the CalcPak Main Menu, select Option 9 (USPS Processing), Option 6 (History - Shipment Inquiry). The following screen should appear:

```
14:11:33                               CalcPak                               3/30/99
PAK114R                               USPS HISTORY - SHIPMENT INQUIRY

Enter Warehouse Code  11_____

Sequence by . . . . _ . . . .
    1. Invoice Number
    2. Groundtrac Number
    3. Consignee Name
    4. Consignee State
    5. Consignee Zip
    6. Consignee Zone
    7. Order/Parcel Number
    8. Service Level

=====
F1=Help  F3=Exit  F4=Prompt
```

Step 2: When the above screen appears, enter the following information:

Warehouse Code

Enter the warehouse code as set up in both CalcPak Option 9.1 (USPS Set Up Maintenance), and Calcrate Option 1 (Warehouse Maintenance).

Sequence By

When searching for a specific carton, the user may choose a sort method. In order to query history, a sequence method is required.

Hitting "Enter" will bring you to a screen similar to the following:

14:34:55	CalcPak	3/30/99
PAK114R	USPS HISTORY - SHIPMENT INQUIRY	
Enter Warehouse Code 11	West Warwick, RI	02893
Sequence by	SERVICE LEVEL	
Service Level . .	_____	
From Date YYYY/MM/DD .	<u>1996/01/01</u>	
To Date YYYY/MM/DD . . .	<u>1999/03/30</u>	
<hr/>		
F1=Help F3=Exit		

Step 3: Enter the following information when the above screen appears:

Service Level

Enter the SCAC for the service level desired (e.g. USPP).

From Date

Enter the beginning date for the sequence in YYYYMMDD format.

Note: From Date will default to day 1 of the current month, but may be overridden.

To Date

Enter the end date for the sequence in YYYYMMDD format.

Note: Although service level is the example used here, you may have selected a different sequence option. The fields will still be required.

Hitting "Enter" at this point will bring you to a screen like the following:

CalcPak User's Manual

14:47:34	CalcPak	3/30/99		
PAK15R	USPS HISTORY - SHIPMENT INQUIRY			
Enter Warehouse Code 11 West Warwick, RI				
From 1996/01/01 To 1999/03/30				
Type Options, Press Enter.				
5=Display 7=Online Tracking				
Order/Parcel Number	Sfx	Date	Groundtrac Number	Invoice Nbr
_ 1111111	001	1998/11/25	111234560300003768	39393
Name IRA FRIEDMAN	Zip 10001	St NY	Zne 003	Srv USPP
_ 38383	001	1998/11/25	111234560300003777	399
Name NICK FISHER	Zip 19001	St PA	Zne 003	Srv USPP
_ 84949	001	1998/11/25	111234560300003795	99494
Name CRAIG HOFFMAN	Zip 15000	St PA	Zne 004	Srv USPP
_ 49944	001	1998/11/25	111234560100003879	3994
=====				
F1=Help F3=Exit				

Step 4 (Optional): When the above screen appears, you may select "5=Display." The following screen will appear:

11:12:03	CalcPak	11/25/98
PAK06R	USPS HISTORY SHIPMENT INQUIRY	
Enter Warehouse Code	ARTC	New York, New York 10001
		Box Type ** Default Box
Carrier	USPP	USP Priority
Order/Parcel Nbr	123456	Consignee:
Invoice Number	1	Name CRAIG HOFFMAN
		Company AR TRAFFIC CONSULTANTS
		Address 1 320 TURNGATE DRIVE
		Address 2
		Address 3
		City BETHEL PARK
Change Dimension	N	State Zip PA 15102
Additional Chgs Y	Weight 20.00	ShipTo # 1
=====		
	Zone	004
	Charges	5.86
	Additions	4.00
	Total Chg	9.86
	Tracking #	1Z930100003886
=====		
F1=Help F3=Exit F7=Display Additional Charges		

Note: Nothing can be changed by the user once records have made it to history.

Daily Shipping Manifest

This option is used to close the current day's manifest. The manifest may be printed to the default manifest printer.

Step 1: From the CalcPak Main Menu, select Option 9 (USPS Processing), Option 7

```

15:22:55                               CalcPak                               3/30/99
PAK120R                               USPS DAILY SHIPMENT MANIFEST

Enter Warehouse Code  _____

=====
F1=Help  F3=Exit  F4=Prompt

```

Step 2: Enter a warehouse code as set up in CalcPak Option 9.1 (Set Up Maintenance) and CalcRate Option 1 (Warehouse Maintenance). Hitting "Enter" should display the following

```

15:26:29                               CalcPak                               3/30/99
PAK120R                               USPS DAILY SHIPMENT MANIFEST

Enter Warehouse Code 11  West Warwick, RI      02893
Default Printer      PRT01
Close Out Daily Shipping? N

=====
F1=Help  F3=Exit

```

Step 3: Enter the following information when the above screen appears:

Default Printer

Enter the default printer where your manifests will print.

Close Out Daily Shipping?

Enter a "Y" if you wish to close the day's current manifest. Enter an "N" if you want a printout of the day's current manifest, but wish it to remain open for additional parcel processing

Note: Entering a "Y" moves all shipments on the day's current manifest to history.

Reprint Shipping Manifest

This option will reprint past manifests when needed.

Step 1: From the CalcPak Main Menu, select Option 9 (USPS Processing), Option 8

16:59:56	CalcPak	3/30/99
PAK126R	USPS SHIPPING MANIFEST REPRINT	
Enter Warehouse Code	_____	
Enter Shipping Date	_____	
=====		
F1=Help F3=Exit F4=Prompt		

Step 2: Enter the following information when the above screen appears:

Warehouse Code

Enter a valid warehouse code as set up in CalcPak Option 9.1(Set Up Maintenance) and CalcRate Option 1(Warehouse Maintenance).

Shipping Date

Enter the date of the manifest that you would like to print in YYYY/MM/DD format.

Hitting “Enter” at this point will bring you to the following screen:

17:06:25	CalcPak	3/30/99
PAK126R	USPS SHIPPING MANIFEST REPRINT	
Enter Warehouse Code 11	West Warwick, RI	02893
Type Options, Press Enter. Default Printer PRT01		
6=Print		
Opt	Ship Date	Pickup Nbr
-	1/1/99	44
=====		
F1=Help F3=Exit		

Step 3: When the above screen appears, select Option “6=Print.” Hitting “Enter” will print the manifest to the default printer. Consult CalcPak Option 9.1(Set Up Maintenance).

Note: It is possible to have more than one manifest, from a given warehouse, on a specific day.