



Outbound & Inbound Package Distribution

## SendSuite® Xpress & Ascent

May 2015 USPS® Rate Change Instructions

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### IMPORTANT:

You must be at Ascent v9.30 / SendSuite Xpress v2.30 to perform this update.

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### Note:

The USPS Rate Update will upgrade the system to v9.40 (Ascent) or v2.40 (SendSuite Xpress).

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The United States Postal Service (USPS) announced changes to take effect May 31, 2015. Refer to <https://www.usps.com/new-prices.htm> for specific rate information.

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## IMPORTANT:

Install the new Rate Update only when you are ready to use the new rates on the effective date. Once you update your system, the old rates will no longer be available.

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The USPS price is changing for the following services:

- Parcel Select
- Parcel Select Lightweight
- First Class Package
- First Class Mail
- Standard Post
- Media Mail
- Library Mail
- Standard Mail
- Priority Mail International
- Priority Mail Express International
- First-Class Package International Service™

The price of Priority Mail Express and Priority Mail services has not changed.

## Extra Service Changes

- Priority Mail Express Insurance and Priority Mail insurance will share the same fee structure and rates.
- USPS Insurance: Threshold of insurance has changed from \$200 to \$500.
- Signature Confirmation is provided at no additional charge for Insurance >= \$500.
- USPS Tracking is being included at no additional charge with the following services:
  - First-Class Mail Parcels
  - First-Class Package Service (Retail)
  - Bound Printed Matter
  - Library Mail
  - Media Mail

- The following options are moved under the Special Handling option:
  - Live Animal Transportation - Day old Poultry
  - Live Animal Transportation - Other
  - Cremated Remains
- Three new options are also listed under the Special Handling option:
  - Fragile
  - Hazardous Material Transportation
  - Perishable
- For Standard Post, if shipping Day Old Poultry or Honey Bees, Special Handling - Fragile must be selected.
- Selected special services now reflect a new combination and rating:
  - Signature Confirmation Restricted Delivery
  - Registered Mail Restricted Delivery
  - Insurance Restricted Delivery
  - COD Restricted Delivery
  - Certified Mail Adult Signature Required
  - Certified Mail Adult Signature Restricted Delivery
  - Certified Mail Restricted Delivery

## Standard Mail Letters

Standard Mail Automation letters 3.3 and 3.5 oz. will now be charged the same price as those 3.3 oz. and under.

## Zone Calculation for Canada

USPS has now divided Canada into 8 separate zones, i.e., zone for the packages destined to Canada from a US origin will be calculated based on the origin and destination ZIP combination. This change is only applicable for Priority Mail International single piece packages. The Zone chart preparation for the Canada Postal Code will be handled by the current automated Monthly Zip Zone update process.

## Postal Form Changes

- USPS Postal Forms 3600-FCM, 3600 – PM, 3605 and 3700 all have data and text changes. Changes are related to the Date change in the Foot Note and Part S changes reflecting new combinations of special services offerings.
- Form 3700 also has changes to reflect the new Canada Zip Zone.

# Country Changes

New countries are supported in Priority Mail Express International:

- Kiribati
- Myanmar (Burma)
- Sao Tome and Principe

St. Christopher is renamed to St. Kitts and Nevis

## Before You Begin

This document provides update instructions for different types of system configurations. Determine the type of system you are updating from the following types:

- **Stand-Alone System:** A single workstation.
- **Network System:** Installed on a Master station with one or more client workstations connected to it.

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### IMPORTANT:

If you know that SendSuite® Desktop is connected to the shipping system, perform the Special Instructions for ["Special Instructions for SendSuite® Desktop", on the facing page.](#)

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## Update Instructions

1. Make a complete backup of the system. For network installations, these folders are on your server or Master station.
  - **Ascent:** Save the **\Ascent** folder.
  - **SendSuite Xpress:** Save the **\Xpress** folder.
2. Close all manifests and print all relevant reports.
3. Open a new day for all USPS POM and POS carriers.
4. Exit Ascent or SendSuite Xpress and close down any other programs running on the workstation. If a network system, shutdown and power off all peer stations. Leave the master station logged on to the network.
5. Click the **Upgrade/Rate Upd** button.

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## Note:

If you attempt to install this Rate Update prior to the effective date, a prompt will appear. Click Yes to continue.

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1. Click **Yes** to continue.
  2. The Rate Update program upgrades the application and installs the new rates on the workstation.
  3. When the Upgrade/Rate Update successfully completed message displays, click **OK**.
  4. Click **Close** to exit.
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## IMPORTANT:

If you had to have your network administrator stop the services on a SendSuite Desktop server, have them now complete Steps 3–4 of the Special Instructions for SendSuite Desktop below.

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## Special Instructions for SendSuite® Desktop

1. Open the Services box within the Control Panel.
2. Stop the World Wide Web Publishing Service.
3. After the rate update is done, restart the World Wide Web Publishing Service.
4. Restart SendSuite Desktop.

## Where to Go for Help

If you have any concerns about this update, there are a number of areas available for help. Please have your model and serial number available when you are contacting us. Click Help > About from the Processing or Setup menu to find your model and serial number.

Make a complete backup of the system. For network installations, these folders are on your server or Master station.

Receive support 24 hours a day, 7 days a week from our web site at: [support.pb.com/Xpress](http://support.pb.com/Xpress).

Call the Pitney Bowes Customer Support at 1-800-888-0286 between 8 AM and 8 PM Eastern time.

***Thank you for choosing Pitney Bowes as your shipping solutions provider.***