

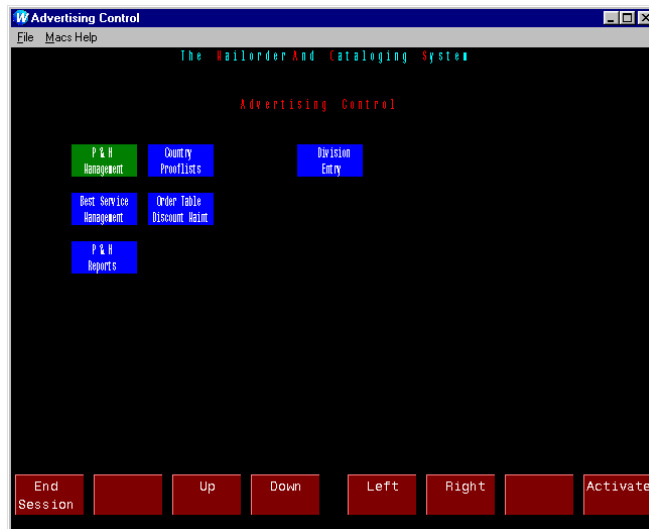
# Job #W20 – Enter Zone Shipping Charges Rating: \_\_\_\_\_

Shipping charges are set up for each zone, based on the amount we are charged by the carrier (e.g., UPS or U.S. Mail). Carrier rates typically vary by weight and by distance. The rates you enter on a specific screen are based on the carrier's rates for the specific zone (based on distance), which you will need to get on a print-out from Ms. Gorman. Separate rates are entered for packages of one through 50 pounds (in one-pound increments), as we will rarely ship anything over 50 pounds. The amount charged by the carrier for each weight and zone is increased by a specific dollar amount (according to the chart within Step E of the procedure) to cover our handling of the package before being entered in the system. Once these amounts are in the MACS system, the system can automatically determine the best way to send the package based on least cost to the customer.

- A. Select Advertising Control from the Main Menu screen. (Highlight the box and press F8 or double click on it.)

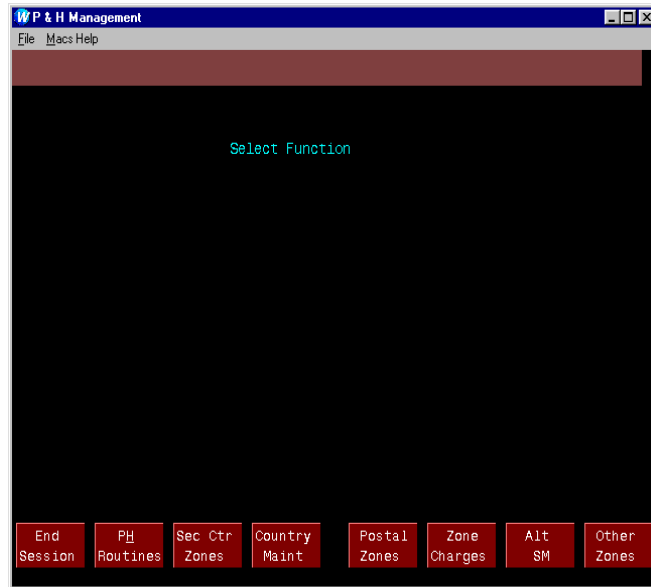


- B. Select P&H Management from the Advertising Control screen. (Highlight the box and press F8 or double click on it.)

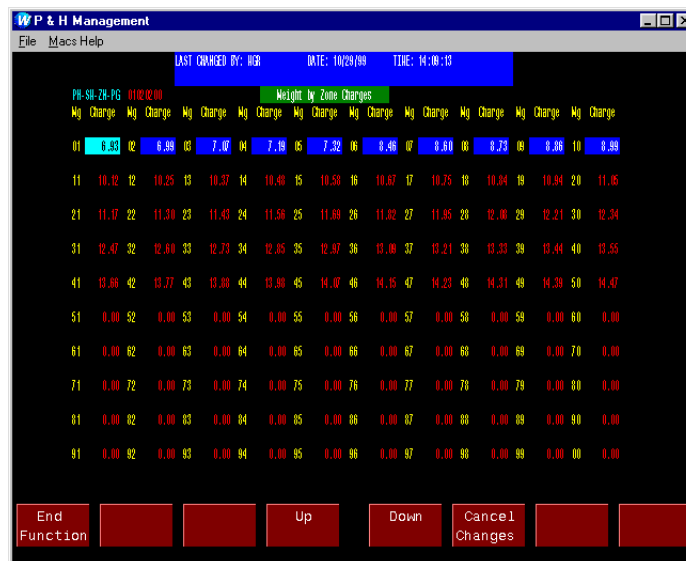


# Job #W20 – Enter Zone Shipping Charges (cont.)

C. Select Zone Charges from the P&H Management screen. (Press F6 or double click on it.)



D. On the new screen that appears, enter a zone number for which to enter charges. The format is an 8-digit number. The first 2 digits identify the company (01 = Euphorium). The second 2 digits identify the shipping type (01= UPS; 02 = Priority Mail by USPS; 03 = International shipping). The third 2 digits identify the zone for that particular carrier, ranging from 01 (nearest) to 08 (farthest). The fourth 2 digits are not used and thus are 00.



## Job #W20 – Enter Zone Shipping Charges (cont.)

- E. The screen for that zone and carrier appears once you type in all 8 digits. There is a shipping charge shown for each weight in pounds on the print-out from Ms. Gorman. This charge is the rate paid to the carrier. You must add an additional amount to cover our handling of the product before entering the figure in the system. The amount to add is as follows:

	<u>UPS</u>	<u>Priority Mail</u>	<u>International</u>
1 to 5 pounds –	add \$3.00	add \$4.00	add \$20.00
6 to 10 pounds –	add \$4.00	add \$5.00	add \$20.00
Over 10 pounds –	add \$5.00	add \$6.00	add \$20.00

- F. Press “Tab” until you reach the weight for which you need to enter an amount. Type in the amount and press “Enter.” Continue this process until all the charges you need to enter for this carrier have been completed. Be sure to proofread the screen when you are through to verify accuracy.
- G. Press F1 (or double click on the lower left box) to End Function. If you need to enter rates for another zone and/or carrier, go back to Step C of this procedure and proceed using the new 8-digit code.
- H. When you are through entering all charges, press F1 to End Function. Then press F1 from the P&H Management screen to End Session. Press F1 again to End Session from the Advertising Control screen. This will return you to the Main Menu.