

The Shipper Plus

THE SHIPPER PLUS is a Totally Automated Manifest System for the United Parcel Service. This software was developed because of the need to handle UPS shipments in a precise and orderly manner. You may have experienced the last minute problem of locating your UPS book and/or charts. This program eliminates these problems as the charts are internally coded. In addition, the program will print manifest sheets that are accepted by UPS. Just give the driver these sheets when he picks up your packages. **THE SHIPPER PLUS** also allows you to verify the invoicing from UPS. All the daily files can be saved so that you can compare the UPS charges with your bill.

LABELS AND FORMS

You may print shipping labels at the same time as you enter the packages or later, whichever way you choose, but you can only print all the COD tags at the end of that day. The shipping labels required are NEBS 9375-B. The COD labels required are NEBS 9259-2. The Invoice forms are NEBS 9019. Their telephone number to place an order is 800 225-9550. To ensure priority handling, use this fast service number when ordering - CD95108.

This version can only handle 200 clients in the client database, process up to 200 packages a day, and allow the importing of 200 shipments in any one day. If your requirements are greater than these, see the information later in this manual regarding our **SHIPMATE** version.

UPS approval

Many Clients are using this system around the country it is upto your local UPS office to approve the format. They will require a print out of the price matrix as well as the zip code and zone chart. You may supply these forms by using the report menu functions. UPS may also require you to submit a multi page print out of different zones and packages. Please check with your local UPS office for further information.

Requirements:

THE SHIPPER PLUS will work on a 512KE, MacPlus, or Mac SE with system 4.1 or greater. You will need an ImageWriter for labels and reports. We have checked the program with most systems and MultiFinder. If you have a particular problem, please contact us directly at (516)736-8303, or FAX (516)696-7278.

Installation

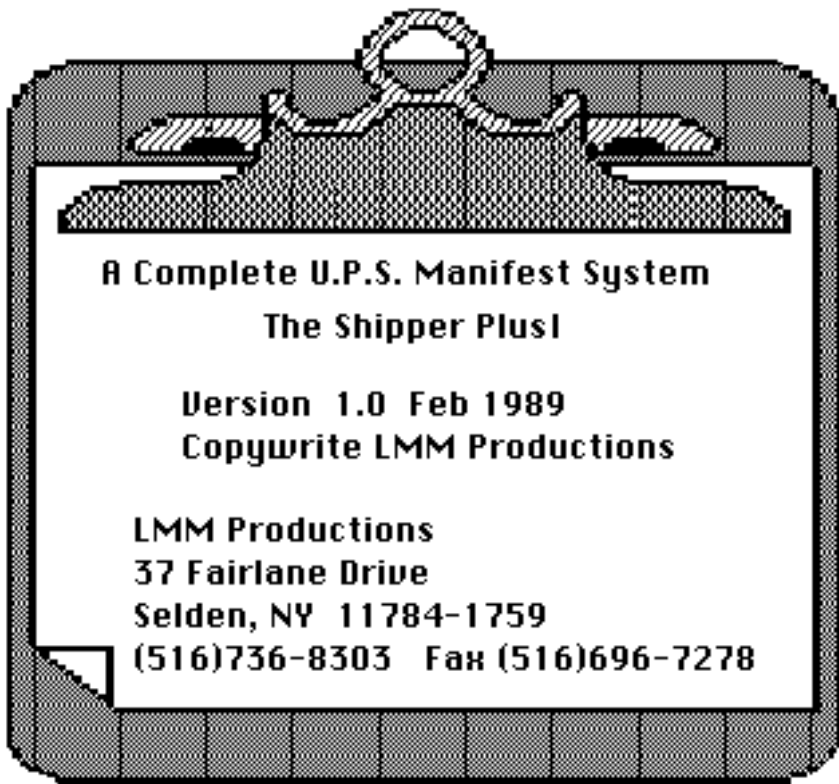
The following is a description of the Files. The first one is "The Shipper Plus". It is the main application and the one that you open. The second is "ZipData". This is where the data for your company information and the zip code zone designations are held. The third is "ClientData" and it contains your customer database. The fourth is "ProductData" and is the file which contains your inventory items if you have the expanded ShipperPlusI. The Fifth file is called "Invoice List" which is used in conjunction with "Inven Shipped" and contains the data from The invoicing section of ShipperPlusI.

Place all These files in one folder on your hard disk or floppy drive


Compatibility (See Appendix A for a complete discussion of Import/Export Issues). All 6 of the icons should reside in the same folder.

STARTING THE PROGRAM

To start the program, double click on **THE SHIPPER PLUS** icon.



The above splash screen will appear. Click anywhere on the clipboard or press the return or enter key to continue.

**If the date below is not accurate, please correct it !**

Due to the fact that the reports must correspond with the date, it is critical that the system clock be correct. The program gives you the opportunity to check this by displaying the system date for you. Check it each time you use the program. If it is incorrect, you can change it here and it will automatically correct your system.

☐ **Company Data**

Name	<input type="text" value="LPL Industrie"/>				
Address	<input type="text" value="10-8 Knickerbocker Ave"/>				
City	<input type="text" value="Bohemia"/>	St	<input type="text" value="N.Y"/>	Zip	<input type="text" value="11716"/>
Shipper #	<input type="text" value="NY-12K-677"/>	Tax%	<input type="text" value=".075"/>	Inv#	<input type="text" value="143"/>

This is the company information. Be sure to enter your own company information and the correct shipper number. If You are using the ShipperPlusI with auto invoicing enter your tax % and starting invoice number in this window.

☐

Look Up Zone Charges

Zip Code

10

Next

U.P.S. Zone

2

Previous

Find A Zip Code

Find

Save

Cancel

The zone chart is set for Zip Codes 117 and 118. Make sure you change the zones to your local Zip Code. Call up the zone chart and scroll through the Zip Codes changing them with the information supplied by UPS. You may scan the codes with the Previous or Next buttons. If you insert a Zip Code and click the Find button, you will be able to start from that point.

Customer Database

Name

AMERICAN PET SUPPLY

Address

427 Jackson Ave.

City

New Orleans

St

La

Zip

70130

Attention

AMERICAN

Add

Find

Correct

Cancel

☐

Find a Client

AMERICAN PET SUPPLY

AMERPET SACRAMENTO

ANAHEIM PET SUPPLY

AQUA ZOO

AQUARIUM & PET BOOK DIST.

AQUARIUM MAINTENANCE

This is the customer database screen. You may have up to 200 names in this file. Enter new clients by selecting "Enter" from the menu. Fill in the information and click on the ADD button. If you wish to change a client, select "Edit Clients" from the menu, click on the Find button. When the appropriate information is shown, make your changes and click on the Correct button.

To Delete an Account:

Erase the company name and leave this field blank. When you sort your client list this account will be removed.

To Sort The Client List:

Use the pull down menu selection to sort your client files. Please remember that any clients listed without a company name will be removed from the list.

Look Up Charges			
<input checked="" type="radio"/> UPS Ground	C.O.D.	<input type="text" value="N"/>	Amt <input type="text" value="00.00"/>
<input type="radio"/> UPS Letter	A.O.D.	<input type="text" value="N"/>	
<input type="radio"/> Blue Label	Over Size	<input type="text" value="N"/>	
<input type="radio"/> Blue Label Alaska & Hawaii	Call Tag	<input type="text" value="N"/>	
<input type="radio"/> Blue Label Puerto Rico	Weight	<input type="text" value="4"/>	
<input type="radio"/> Blue Label Rural Alaska	Value	<input type="text" value="00.00"/>	
<input type="radio"/> Red Label	Enter In Log	<input type="text" value="Y"/>	
<input type="radio"/> Red Label Alaska & Hawaii	Print Label	<input type="text" value="N"/>	
<input type="radio"/> Red Label Puerto Rico			
<input type="button" value="Find A Client"/>		<input type="button" value="Import"/>	<input type="text" value="AMERPET"/> <input type="text" value="123"/>
		<input type="button" value="Next"/>	<input type="text" value="AMERPET SACRAMENTO"/>
			<input type="text" value="4201 S. MARKET COURT"/>
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="text" value="SACRAMENTO"/>	<input type="text" value="CA"/> <input type="text" value="95834"/>

SERVICE TYPES:

Click the appropriate service. If you have shipping labels in the printer, enter Y to print.

SPECIAL CHARGES:

AMT: COD amount to be collected. Enter Y in COD and the dollar amount in AMT.

AOD: Receipt is requested.

OVER SIZE: Any package less than 25 lbs. and larger than 84 inches.

CALL TAG: Enter the letter "Y" and fill in the appropriate information in the address section.

WEIGHT: Enter the weight in full pounds. 4 1/2 pounds should be raised to 5 pounds.

VALUE: Declared value of the shipment.

To use the database, Click on the Find button, and the appropriate information will automatically be inserted.

To use the Import feature, click the Import button. When the information is displayed, make your changes and enter all the other appropriate data, then click OK. When you return to the main screen, clicking on the Next button will bring up the next package.

WHAT DO I HAVE TO ENTER:

UPS requires an invoice # as well as the complete address. If there is no name to put into the "Attention" field, simply hit "Backspace" and it will disappear.

Look Up Charges			
<input checked="" type="radio"/> UPS Ground	C.O.D.	<input type="text" value="N"/>	Amt <input type="text"/>
<input type="radio"/> UPS Letter	A.O.D.	<input type="text" value="N"/>	
<input type="radio"/> Blue Label	Over Size	<input type="text" value="N"/>	
<input type="radio"/> Blue Label Alaska & Hawaii	Call Tag	<input type="text" value="N"/>	
<input type="radio"/> Blue Label Puerto Rico	Weight	<input type="text" value="4"/>	
<input type="radio"/> Blue Label Rural Alaska			<input type="text" value="00.00"/>
<input type="radio"/> Red Label			
<input type="radio"/> Red Label A			
<input type="radio"/> Red Label P			
<input type="button" value="Find A Client"/>			
<input type="button" value="OK"/>			

Find a Client

AMERICAN PET SUPPLY

AMERPET SACRAMENTO

ANAHEIM PET SUPPLY

AQUA ZOO

AQUARIUM & PET BOOK DIST.

AQUARIUM MAINTENANCE

When the screen is filled in , click OK with the mouse, or hit either the ENTER or RETURN key.

Total Charges	20.15	U.P.S. Blue
Zone Shipped	12	
COD Amount:	250.00	
1001		
Lee Miller		
LMM Productions		
37 Fairlane Drive		
Selden NY 11784-1759		
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	

The charges will then be calculated and displayed where you can check to be sure that everything is correct. Click OK to finalize the entry.

International

Look Up International Charges

- ☒ **Alberta/BC Ground**
- ☐ **Manitoba/Saska Ground**
- ☐ **Ontario/Quebec Ground**
- ☐ **Canada Air Zone 87**
- ☐ **Canada Air Zone 89**
- ☐ **Canada Letter Zone 87**
- ☐ **Canada Letter Zone 89**
- ☐ **Intl Zone 93**
- ☐ **Intl Zone 97**
- ☐ **Intl Letter Zone 93**
- ☐ **Intl Letter Zone 97**

Over Size
Weight
Value
Enter In Log
Print Label

OK

Cancel

Attention

Company Name

Address

City

Phone #

Invoice#

How Do I Find The Zone:

Determine the zone by referring to the Service Schedule in the Service To Canada or International Air Service Guides supplied by UPS.

SERVICE TYPES:

Click the appropriate service. If you have labels in the printer, enter Y to print. **SPECIAL CHARGES:**

OVER SIZE: Any package less than 25 lbs. and larger than 84 inches.

WEIGHT: Enter the weight in full pounds. 4 1/2 pounds should be raised to 5 pounds.

VALUE: Declared value of the shipment.

NOTE:

The Database, Importing, and the Multiple-Package Shipment Pricing features are not available for Canada or International Service in this version. However, they are available in the **SHIPMATE** and **SHIPMATE PLUS** versions.

Call Tag, COD, and AOD are not provided by UPS for Canada or International Service.

File Edit **U.P.S.** Company Information Client File

Look Up International Charges

☒ Alberta/BC Ground
☐ Manitoba/Saska Ground
☐ Ontario/Quebec Ground
☐ Canada Air Zone 87
☐ Canada Air Zone 89
☐ Canada Letter Zone 87
☐ Canada Letter Zone 89

☐ Intl Zone 93
☐ Intl Zone 97

☐ Intl Letter Zone 93
☐ Intl Letter Zone 97

Over Size
Weight
Value
Enter In Log
Print Label

OK Cancel

Lee Miller
LMM Productions
1021 Sandstone Way
Toronto Ontario M9W 4R3
(416)327-3335 1001

When the screen is filled in, click OK with the mouse, or hit either the ENTER or RETURN key.

Total Charges 15.13 U.P.S. Canada
Zone Shipped 53

1001
(416)327-3335
Lee Miller
LMM Productions
1021 Sandstone Way
Toronto Ontario M9W 4R3 CANADA

OK Cancel

The charges will then be calculated and displayed where you can check to be sure that everything is correct. Click OK to finalize the entry.

INVENTORY CONTROL:

Inventory Control

Product Id#	BIRD	On Hand	-102
Description	A YELLOW PARROT		
Weight	2	Selling Price	2.56

Find A Product

- BIRD
- FRAMUS
- W542
- WIDGET

This is the Inventory database screen. You may have up to 200 products in this file. Enter new products by selecting "Enter" from the menu. Fill in the information and click on the ADD button. If you wish to change a product, select "Edit Clients" from the menu, click on the Find button. When the appropriate information is shown, make your changes and click on the Correct button.

To Delete A Product:

Erase the Product Id and leave this field blank. When you sort your product list this account will be removed.

To Sort The Product List:

Use the pull down menu selection to sort your Product files. Please remember that any products listed without a Product Id will be removed from the list.

To Make and Item Taxable:

Start The Description of the product with an asterisk IE "*The Pink Dog". This will cause the invoice program to add the appropriate tax based on your company data to this item.

Special Note for the weight field:

The invoicing program will add all the weights from the invoice and send then to the UPS program . You should add the weight of the shipping box to this product so that the final figure will be accurate
INVOICING:

You May Enter A Four Line Message

Four empty text input fields stacked vertically.

OK **Cancel**

The first screen to be seen allows you to enter any four line of information that will be printed on the invoice. You may use these lines to advertise new products or just to offer a holiday greetings if you chose to do so.

The second screen is the client scroll box .Click on the appropriate client to load all the information pertaining to this invoice. Please note the invoice number is automatically updated and shown.

Company Data

Name	AMERICAN PET SUPPLY				
Address	427 Jackson Ave.				
City	New Orleans	St	La	Zip	70130
Attention	AMERICAN	Inv#	143		

OK **Cancel**

You may change or edit any of the above field but they are never changed in the database. The changes made are for this invoice only. If you have more then 200 customers we suggest that you leave a dummy account with onlu a token information so that you may edit this account for any new accounts you have orders for.

Inventory Control			
Product Id#	FRAMUS	On Hand	198
Description	A PURPLE FRAMUS		
Qty Sold	12	Selling Price	8.00
<input type="button" value="Find"/>		<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

☐ **Find A Product**

BIRD
FRAMUS
W542
WIDGET

The next screen to be shown allows you to add products to the invoice . When you select the product from the scroll box the information is automatically inserted into the proper fields. You may change the price manually at this time or accept it as it is.

You must enter the quantity ordered for this product at this time. Clicking on the Add button will allow this procedure to continue until you click cancel.

When you have entered all your products for this order the next window will present option on how this shipment will be sent. You will now see the totals and be allowed to enter or cancel the invoice. If you accept this invoice the inventory is updated and the UPS fields for the day are updated. This allows you to print your labels and reports at the end of the day without reentering the information.

This invoice is limited to 10 items and will append files that may be updated by your data base if you chose. Please see appendix a for further information about these files.

Please Click The Appropriate Box

U.P.S.

U.P.S. C.O.D.

U.S. Mail

Common Carrier

No Freight Charges !

Reports

UPS Daily Reports: The Find File option box will appear. Locate the file you wish to print, i.e. 01-06-89
UPS

Labels for the day: You may print shipping labels at the end of the day for all entered shipments. Select the date required and all the shipping labels will be printed at this time.

Print COD Tags: You print COD tags at the end of the day for all appropriate shipments. Select the date required and all the COD tags will be printed at this time.

Appendix A

Text file specifications for **IMPORT FILE** are as follows:

(a) Field values are to be tab delimited only, with a carriage return at the end of each record.

(b) The fields are to be in the following order:

1. UPS *[note: All caps, no spaces, no periods.]*

2. Invoice #

3. Company name

4. Address

5. City

6. State

7. Zip

8. Country

9. Phone #

Remember, 200 records is the maximum **THE SHIPPER PLUS** can handle.

FILES THAT MAY BE EXPORTED TO YOUR DATA BASE

Text file specifications for **INVOICELIST** are as follows:

(a) Field values are COMMA delimited , with a carriage return at the end of each record.

(b) The fields are to be in the following order:

DATE, CLIENT, INV#, SHIPPED, FRT, TAX, SUB TOTAL

"05-27-1989","AMERICAN PET SUPPLY",144,"UPS COD",5.56,0,264

Text file specifications for **INVENLIST** are as follows:

(a) Field values are COMMA delimited , with a carriage return at the end of each record.

(b) The fields are to be in the following order:

QTY,PROD ID,QTY, INV#,CLIENT

33,"FRAMUS",8,144,"AMERICAN PET SUPPLY"

For those who have more than 200 clients or need an automated shipping capability from their customer database, our intermediate product, **SHIPMATE** will do the job. It does all that **THE SHIPPER PLUS** does and includes the ability to contain an unlimited number of customers (limited only by file space). In addition, it operates on any Macintosh with at least 1 MEG of RAM, it allows you to choose any or all of the other four services (at a rate of \$25.00 per service), Airborne, DHL, Emery/Purolator, & Federal Express, allows multiple levels of password access, prints to any printer that follows the Apple protocol, and allows Multiple Package Shipment Pricing to Canada & Overseas, just to name a few. The basic version of this product retails for \$129.00 (In NY state, add \$9.68 for sales tax).

SHIPMATE PLUS is **SHIPMATE** with multi-user capability and all the other 4 services. It allows up to 3 stations to simultaneously operate and will work on any compatible AFP network as well as with our sister DOS version on IBM or compatibles that support MS Windows. Additional users pay a one time fee of \$25.00 each. This product retails for \$395.00 (In NY state, add \$29.63 for sales tax).

If later you need to step up to **SHIPMATE** or **SHIPMATE PLUS**, we will apply 100% of your original purchase price. In addition, we will supply for one (1) year from purchase, updated disks if there are any changes by the shipping companies including price changes, report layouts or requirements, data entry layout changes, etc. Subscriptions to continuing product maintenance are \$30.00 per year for UPS and \$15.00 for each additional service.

All three (3) of these versions are also available for the IBM or compatibles that support MS Windows. Contact us for information and pricing.