



Shipsurance Setup Tutorial for ShipRite Software:

**** Please test the settings once complete to make sure your system is properly setup by running a test shipment and a report. Shipment details that are not reported to Shipsurance ARE NOT COVERED****

To enable insurance through Shipsurance:

1. From the ShipRite main screen go to "Setup" → "Options" tab. From there select "ENABLE – 3rd Party Insurance" and move it to the right column. This will prevent the carrier from receiving the insurance information.
2. From the ShipRite main screen go to "Setup" → "Global feature" tab. Select the item "SETUP – 3rd Party Shipsurance Insurer" (Exhibit 1). Enter your Shipsurance account number and the email address that you sent to Shipsurance. This will enable ShipRite to upload to Shipsurance.

Your Policy Number: _____

Your Email Address: _____

To insure packages through Shipsurance and transmit them for coverage (IMPORTANT):

Ship packages as you normally would in ShipRite. Any packages with insurance on them will be made available for upload once they are exported to the corresponding carrier. To send the insurance information to Shipsurance, follow the instructions below:

1. From the ShipRite main screen go to the End of Day (EOD). Now upload all or your packages for UPS, FedEx, DHL, USPS. Only packages that have been exported are available to be uploaded to Shipsurance.
2. Under carrier selection there will be a new entry for "Shipsurance".
3. Select the "Shipsurance". The table will populate with packages that have a third party insurance value attached to them.
4. Press the upload button. This will upload the package information to Shipsurance directly.

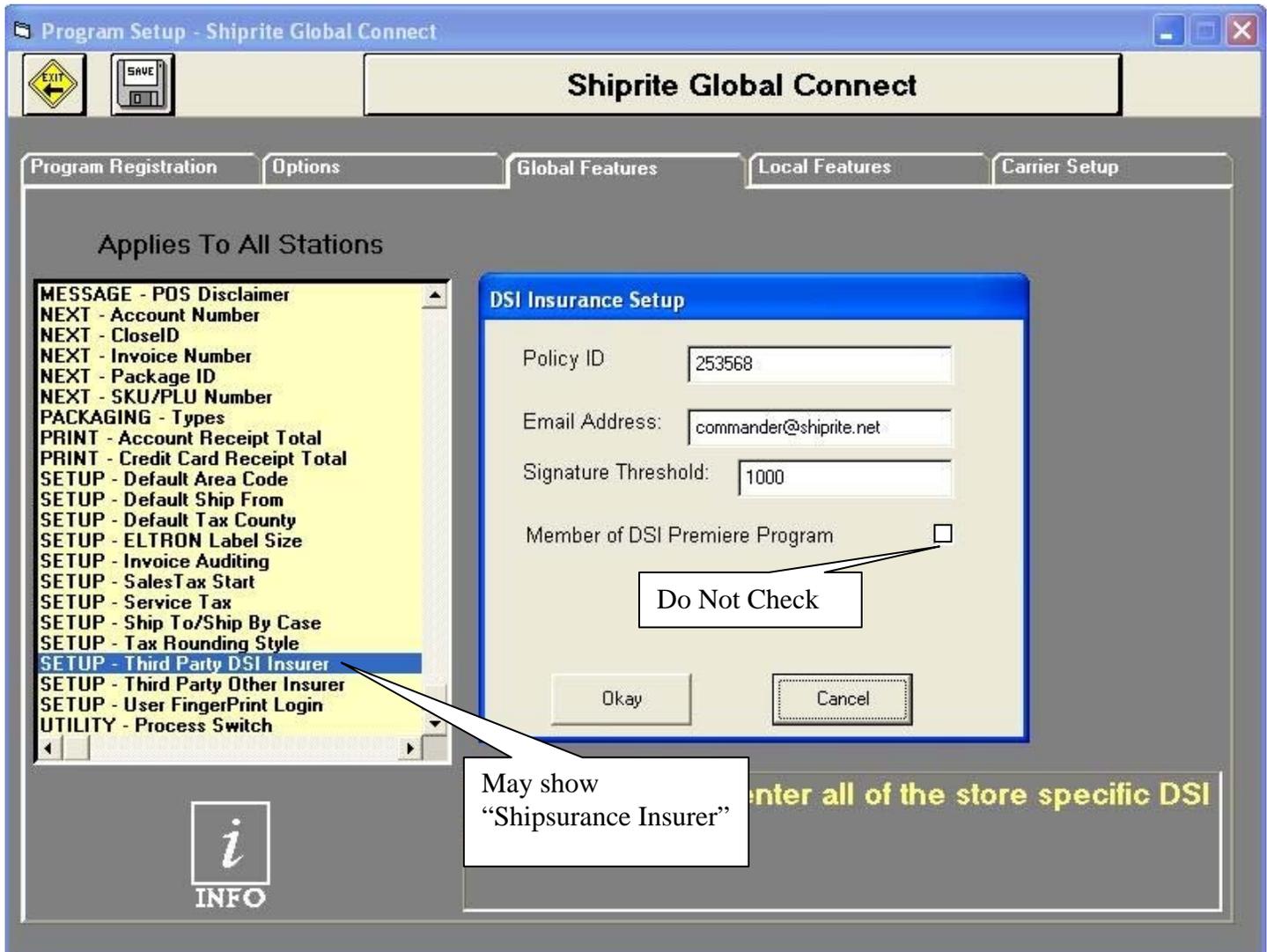
If you want to print and fax a report:

1. Go to "Ship One" (Master Shipping) screen.
2. Click on the pink button Report.
3. On the report screen select the date range from and to.
4. Click on the "insurance" button that will generate the report.
5. You can print directly or choose the option to Preview.
 - a. On the preview screen you can export the report into .pdf or excel document.

Shipsurance Policy Inspection Provision

In order to mark specific shipments as inspected by your store personnel, please use the "Memo" button in ShipRite. If you inspect and/or repackage a customer packed item, click the memo button. Next, type in a message; i.e. inspected by John Smith, Packaged by C.J., etc. Lastly, press "ENTER" on your keyboard. "ENTER" must be pressed for it to save.

Exhibit 1



Program Setup - Shiprite Global Connect

Shiprite Global Connect

Program Registration Options Global Features Local Features Carrier Setup

Applies To All Stations

MESSAGE - POS Disclaimer
NEXT - Account Number
NEXT - CloseID
NEXT - Invoice Number
NEXT - Package ID
NEXT - SKU/PLU Number
PACKAGING - Types
PRINT - Account Receipt Total
PRINT - Credit Card Receipt Total
SETUP - Default Area Code
SETUP - Default Ship From
SETUP - Default Tax County
SETUP - ELTRON Label Size
SETUP - Invoice Auditing
SETUP - SalesTax Start
SETUP - Service Tax
SETUP - Ship To/Ship By Case
SETUP - Tax Rounding Style
SETUP - Third Party DSI Insurer
SETUP - Third Party Other Insurer
SETUP - User FingerPrint Login
UTILITY - Process Switch

DSI Insurance Setup

Policy ID: 253568
Email Address: commander@shiprite.net
Signature Threshold: 1000
Member of DSI Premiere Program

Do Not Check

Okay Cancel

enter all of the store specific DSI

i
INFO

May show "Shipsurance Insurer"

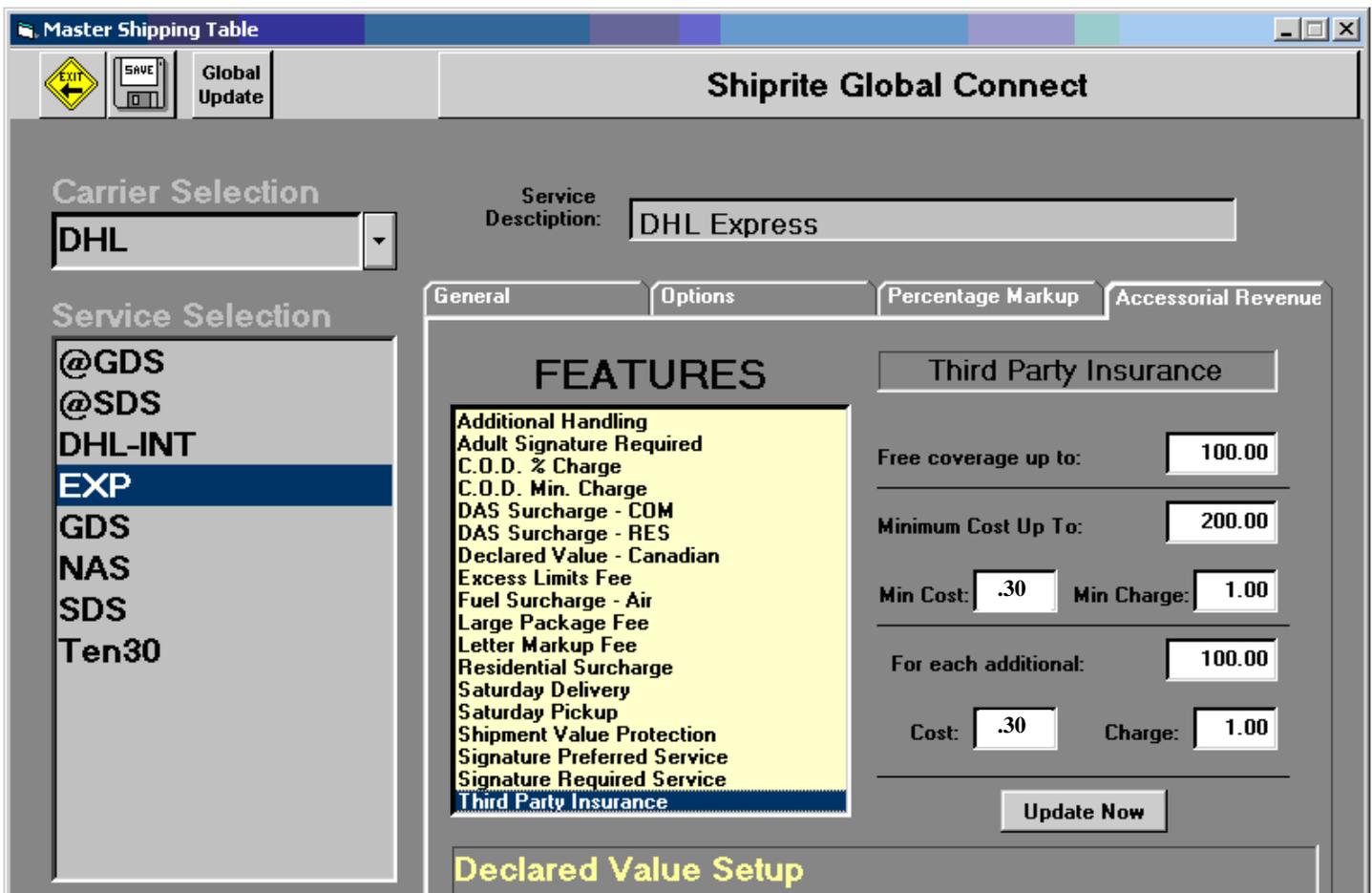
To setup rates and markups:

From the ShipRite main screen go to “Actions” → ”Table Management” → “Master Shipping Table”.

Select a carrier on the “Carrier Selection” dropdown

Select the “Accessorial Revenue” Tab → Select “Third Party Insurance” under the ‘FEATURES’ section.

Enter your Shipsurance rate per \$100 of coverage in the “Cost” section.



Master Shipping Table

EXIT SAVE Global Update

Shiprite Global Connect

Carrier Selection: DHL

Service Selection: @GDS, @SDS, DHL-INT, **EXP**, GDS, NAS, SDS, Ten30

Service Description: DHL Express

General Options Percentage Markup Accessorial Revenue

FEATURES

- Additional Handling
- Adult Signature Required
- C.O.D. % Charge
- C.O.D. Min. Charge
- DAS Surcharge - COM
- DAS Surcharge - RES
- Declared Value - Canadian
- Excess Limits Fee
- Fuel Surcharge - Air
- Large Package Fee
- Letter Markup Fee
- Residential Surcharge
- Saturday Delivery
- Saturday Pickup
- Shipment Value Protection
- Signature Preferred Service
- Signature Required Service
- Third Party Insurance**

Third Party Insurance

Free coverage up to: 100.00

Minimum Cost Up To: 200.00

Min Cost: .30 Min Charge: 1.00

For each additional: 100.00

Cost: .30 Charge: 1.00

Update Now

Declared Value Setup

Frequently Asked Questions:

1. How do I know that my package was uploaded successfully to Shipsurance?

When a package is uploaded to Shipsurance it will return a shipment ID number. This number is placed in the Shipsurance manifest that is printed after each upload. It will also appear in the Shipment History under the new field Shipsurance – Insurance. Please click on the field to get the full ID number.

2. Do I still have to send a report to Shipsurance?

Not for packages that are uploaded through ShipRite. This includes International packages. Packages that were not entered into ShipRite will not be included and will have to be included in a report and sent to SHIPSURANCE normally.

3. Can I shut off SHIPSURANCE insurance on the fly?

Yes. Simply turn off third party insurance in the Options tab of the Setup Screen. This will allow you to upload any SHIPSURANCE packages in the system but will not add new packages to SHIPSURANCE.

4. I accidentally listed a package for SHIPSURANCE but I made a mistake. Is there any way to remove the package from the upload?

Yes. Go to Shipment History and set the field Shipsurance – Status to N/A. This will prevent the package from uploading with the other SHIPSURANCE packages.

5. I have shipped a number of packages but only a few appear in the SHIPSURANCE upload screen. Where are the rest?

The only packages that will appear in the SHIPSURANCE upload screen are those that have a status of Exported or international packages. UPS and DHL packages must be uploaded in order of them to appear in the SHIPSURANCE screen.

6. Can I resend Packages to SHIPSURANCE?

Select “Actions” → “Shipment History”. Find the package in question that needs to be submitted. Select the package and change the field “Shipsurance – Exported” to “Pending”. This will allow the package to reappear in the upload for SHIPSURANCE. SHIPSURANCE checks for packages and will reject any duplicate packages that appear. It is not recommended that you resend an upload to SHIPSURANCE unless specifically asked to by SHIPSURANCE or ShipRite support.

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