

Shipsurance Tutorial for ShipRite Software®:

These instructions explain how to insure and report your covered shipments with Shipsurance. You must have an active Shipsurance coverage certificate to take advantage of this program.

To enable insurance through Shipsurance (One Time Process):

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 main email address that you have on file with Shipsurance. **This will enable ShipRite to upload your insured shipments electronically to Shipsurance.**

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 do not upload your shipments to Shipsurance, your shipments are not covered.

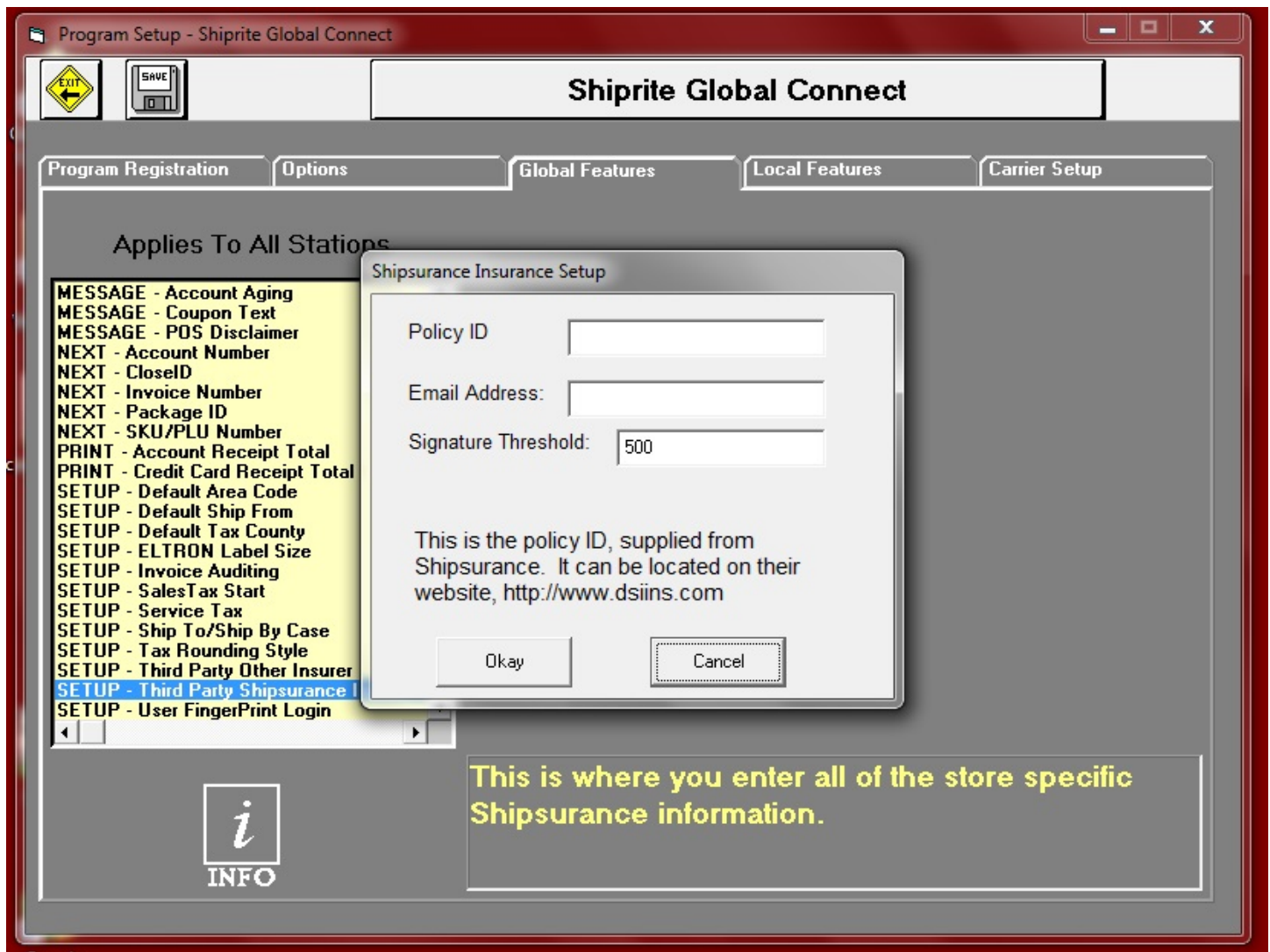
If the version of ShipRite you are using is not electronically transmitting shipments to Shipsurance and you want to print and fax/email a report of your covered shipments:

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.
 - b. Our email address is reports@shipsurance.com.

Shipsurance Policy Inspection Provision (Customer Packed \$500+)

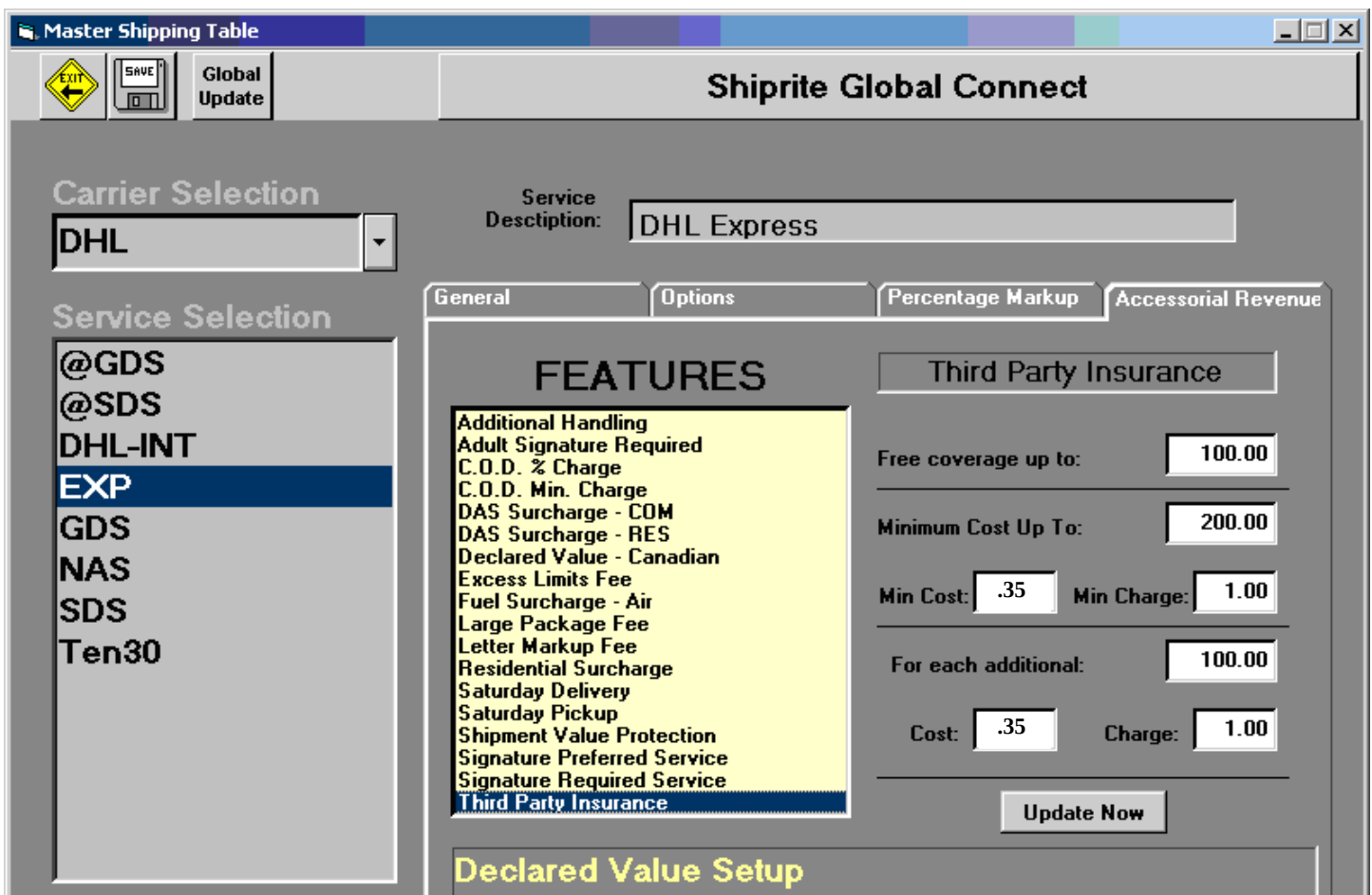
In order to mark specific shipments as inspected by your store personnel, please use the "Memo" button in ShipRite. If you inspect and/or repackage a customer packed item, click the memo button. Next, type in a message; i.e. inspected by John Smith, Packaged by C.J., etc. Lastly, press "ENTER" on your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

Exhibit 1



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" sections.
- Enter your retail rate in the "Charge" sections.
- Click "Update Now".
- If you want to set those rates for the entire "Service Selection" group, click the "Global Update" button. This will save time over setting the rates for each service individually.



Master Shipping Table

Shiprite Global Connect

Carrier Selection: DHL

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

Service Description: DHL Express

Global Update

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: .35 Min Charge: 1.00

For each additional: 100.00

Cost: .35 Charge: 1.00

Update Now

Declared Value Setup

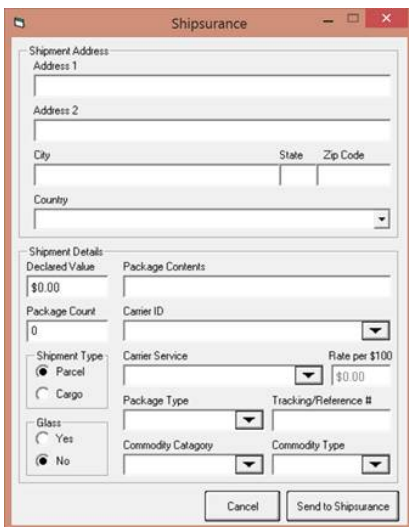
Manually insuring shipments, such as drop off packages

To accept Drop Offs:

- Open the “Drop-Off Manager”, by double-clicking the icon on your desktop.
- Select the carrier and then scan, or manually type, in the tracking number.
- Once the tracking number is scanned in, click the green OK button.
- Click the OK button to print the receipt.

To Insure Drop Offs or manually insure a shipment:

- From the ShipRite main screen go to “Actions” → “Shipsurance Insure Package”
- Enter the shipment details.
- Click “Send to Shipsurance”.



Note: Coverage for Drop Off packages follow the same coverage rules as shipments originating from your store.

To complete drop off transactions in ShipRite it will require knowledge of creating a department, creating a SKU for that department, and then creating a button for that SKU in the POS. For more information on creating your own Insure Package button, please refer to the following links.

- ShipRite Youtube Channel: <http://www.youtube.com/user/ShipRiteSoftware>
- Create a Department: <http://www.youtube.com/watch?v=Xzcr7vIhEFE&list=UUOD2muBhJUjeilHmA6WJeDw>
- Create a SKU: http://www.youtube.com/watch?v=Ah_Ke5cSvnw&list=UUOD2muBhJUjeilHmA6WJeDw
- Create a Button: http://www.youtube.com/watch?v=oaO8f_xGHw8&list=UUOD2muBhJUjeilHmA6WJeDw

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 (fax) 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.

**** 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****