

PSS Shipping System

Documentation for DGI Supply – DoALL Company

By Jeff Noble

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Many sections quoted directly from official PSS documentation written
by Software Co-Op, Inc.

Prelude “Release Confirmation Entry” and PSS

When you confirm a release in Prelude /RCE, you must choose either:

“No Update” – the SO will not invoice until the release goes through PSS.

“Update – Invoice Now” – Choose this when your shipment will not be going through PSS. Be sure you have already manually entered outbound freight and any tracking information into the /RCE screen before choosing this.

Note that, if there is more than one open release, and

- a. any other release that is updated with “update-invoice now”, or
- b. any other release goes through PSS; and
- c. the invoice is printed in Prelude, then

that will also invoice any other releases that have gone through as “No Update” but have not yet gone through PSS.

PSS System

You may enter "END" in any field in PSS to either exit the program or erase what has been entered and begin again.

Station Code Prompt:

```
-----  
|           Parcel Shipping System by Software Co-Op, Inc.           |  
|                               PSS 2012 (C)2012                       |  
-----  
| 08/24/2012           DoALL Company Test Account           09:40:48 |  
-----  
| 1.                               | 7. System Maintenance Menu |  
| 2. Packing ----- Menu |  
| 3. Rating |                               | |  
| 4.         | Enter PSS station code... ----- | |  
| 5. Shipmen |                               | |  
| 6. Manifes ----- ting | |  
-----  
| Location 331           Enter option or 'END':  ##           S/N 76513349 |  
-----
```

You will first need to enter your PSS Station Code. This code is assigned by the MIS dept. and tells PSS what kind of PC software you are using to connect to PSS, and where the shipping labels should print.

PSS Main Menu

```
-----
|                               |
|   Parcel Shipping System by Software Co-Op, Inc.   |
|                               |
|                               |
|-----|-----|-----|
| 08/24/2012          DoALL Company Test Account          09:43:25 |
|-----|-----|-----|
| 1.                               | 7. System Maintenance Menu   |
| 2. Packing Station              | 8. Carrier Maintenance Menu |
| 3. Rating Station               | 9. Rate Quoting Screen     |
| 4.                               | 10.                          |
| 5. Shipment Inquiry Screen     | 11. Logto DAC Account      |
| 6. Manifests and End-Of-Day    | 12. UPS Tracking & Auditing |
|-----|-----|-----|
| Location 331          Enter option or 'END': ███        S/N 76513349 |
|-----|-----|-----|
```

At the PSS main menu, the only programs we use are:

3. Rating Station – (where shipments are entered)

5. Shipment Inquiry Screen – This screen is identical to Rating Station except it is for inquiring on existing PSS shipment records. It is best used when you are looking for a shipment from before today.

6. Manifests and End-Of-Day – This is where you must close out every combination of carrier and warehouse each night. For example, at the time of writing, the 901 warehouse must close six warehouses (901, 043, 074, 906, 908, and 992), for UPS, FedEx Ground, and FedEx Express (eighteen manifests total).

7. System Maintenance Menu – From this menu, the only program you may need to run will be “3. Company/Warehouse Entry”; to correct PSS shipping dates as needed.

PSS Rating Station

Rating Station (before entering anything)

SCI's SHIPMENT RATING STATION					VIA:				
Company :##					Total Freight.....\$				
1.Warehouse :					Total Insurance.....				
2.Department:									
Order# :					Ship:				
3.Date :					P/U#:				
4.Country:					Type:				
5.Attn:					*Total Shipping Charge..\$				
Comp:					Total Merchandise.....				
Addr:					Total Handling Charge...				
Addr:					*Total COD.....\$				
City:					Total Weight.....(Lbs)				
6.CARTON BREAKDOWN:									
Box	Weight	OS	AH	Freight	Decl	Mdse	COD	COD	
					Ual	Amount	Amount	Tag Ref	Lbl Hzd Pik Pak

Rating Station (After scanning barcode on pick ticket)

SCI's SHIPMENT RATING STATION					UIA: UPS Ground				
Company :01 THE DOALL COMPANY					Total Freight.....\$				
1.Warehouse :901 DOALL COMPANY					Total Insurance.....				
WHEELING IL 60090					7. COD Charges.....				
2.Department:1 SHIPPING					8.				
Order# :S91061794 Ship:01					9. Delivery Confirm...				
3.Date :08/24/2012 FRI P/U#:					10. Call Tag.....				
4.Country:US United States Type:Commercl					11.				
5.Attn: [REDACTED]					12. Hazardous Charges..				
Comp: [REDACTED]					*Total Shipping Charge..\$				
Addr: [REDACTED]					Total Merchandise.....				
Addr: [REDACTED]					Total Handling Charge...				
City: [REDACTED]					*Total COD.....\$				
					Total Weight.....(Lbs)				
6. CARTON BREAKDOWN:									
Box	Weight	OS	AH	Freight	Decl	Mdse	COD	COD	
##					Ual	Amount	Amount	Tag Ref	Lbl Hzd Pik Pak

Rating Station – (After weighing a package)

```

-----
          SCI's SHIPMENT RATING STATION          |UIA: UPS Ground
-----|-----
| Company   :01 THE DOALL COMPANY                | Total Freight.....$    8.89 |
| 1.Warehouse :901 DOALL COMPANY                 | Total Insurance.....      |
|           | WHEELING IL 60090                 | 7. COD Charges.....      |
| 2.Department:1 SHIPPING                       | 8. ....                | |
|---|---|---|
| Order#   :S91061794      Ship:01              | 9. Delivery Confirm...   |
| 3.Date   :08/24/2012 FRI P/U#:                | 10. Call Tag.....        |
| 4.Country:US United States Type:Commercl     | 11. ....                |
| 5.Attn:  |                                     | 12. Hazardous Charges..  |
| Comp:    |                                     | *Total Shipping Charge..$  8.89*|
| Addr:    |                                     | Total Merchandise.....   |
| Addr:    |                                     | Total Handling Charge...  |
| City:    |                                     | *Total COD.....$        |
|           |                                     | Total Weight.....(Lbs)  22.45|
|-----|-----|
| 6.CARTON BREAKDOWN:      Decl   Mdse   COD   COD   |
| Box  Weight OS AH Freight  Ual   Amount  Amount  Tag Ref Lbl Hzd  Pik Pak |
| 1    22.4500                8.89                *                |
|-----|-----|
| Yes No Label Consignee Options Box Freight line# ###

```

Company – Scan the barcode for your pick ticket, transfer, or vendor claim. You can also enter “01” here if you do not have a scanner gun, if you are preparing a “M” annual shipment, or want to key in all the key fields for the shipment by hand. You can also enter “P” to pull up the “p”revious shipment record.

Order# - For a release document, the eight-digit sales order number goes in this field preceded by “S” for sales order. For transfers, the eight-digit transfer number goes here preceded by “T” for transfer. You can also enter “M” by itself if you are entering a “M” annually-addressed shipment that isn’t pulling any data down from Prelude. A “V” prefix is for not-yet-updated-in-Prelude vendor claims.

Ship – For any release or transfer, enter the number after the dash. For a vendor claim, enter “01”; This is because PSS only ships *un-updated* vendor claims; un-updated vendor claims do not have a dash and number. If you are entering a “M”annual shipment, just enter “01”. Also note that hitting enter at this field defaults it to “01”.

1. **Warehouse** – Enter the warehouse number from which you are shipping. The shipping warehouse address will be displayed. Note that this field populates automatically from Prelude if you are doing a non-manual shipment.
2. **Department** – DoALL skips this field.
3. **Date** – This is the shipping date for the package. It loads in automatically from the PSS system. You can also change it here on the rating screen, but keep in mind that this shipping date is better maintained at a warehouse/carrier level at one of two other places:
 - a. You get a chance to enter the next business day’s shipping date at the end of the nightly manifest generations.
 - b. You can also correct shipping dates in System Maintenance Menu : Company/Warehouse Entry. For more information, see the below documentation for that screen.
4. **Country** – Enter the code for the country to which you are shipping. This will usually be automatically populated from Prelude. US, CA, and MEX are the usual selections. Puerto Rican shipments use Country code “US” and state “PR”.

Type – Enter a “C” if this shipment will be delivered to a commercial consignee, or “R” for residential. This field is also usually populated from Prelude. In Prelude, there are two ship-via’s that CSR’s can enter for UPS Ground: 02=UPS Ground *Commercial* and 22=UPS Ground *Residential*.

5. Ship to attention, name, and address – Enter the following fields. **All of these fields are usually populated by Prelude, except in the case of “M”annual shipments.**

Attn: Enter the name of the department or individual to whom you are shipping.

Comp: Enter the company name to which you are shipping.

Addr: Enter one or two address lines. The first address line is required. If Prelude populates the second address line but not the first address line, you will need to manually correct this in the PSS Rating screen.

City: Enter the city, state, or province; and a zip/postal code. All PSS shipments require a city. US and Canada shipments require a state/province and a zip/postal code. If you are entering a “M”annual shipment, your city/state/zip/postal code will all be verified by PSS and you will be asked to confirm the city name.

Section 6 - CARTON BREAKDOWN

The correct box/line number for the package to be weighed must be entered at this point. PSS handles multiple packages for any release, manual PSS shipment, transfer, or vendor claim. For parcels that have already been processed, all shipping information will be displayed and the cursor will go to the prompt line.

Weight – The correct weight must be entered. If the scale is attached, the box will automatically be weighed and the scale will feed the weight to PSS. If you want to enter the weight manually, either type the weight or enter “M” and then enter the correct weight. Enter “END” to return to the prompt line.

Note that, in order to get the weight to load from the scale automatically, the box must be on the scale *before* you enter the box number. If you forgot, you can also enter “S” to tell PSS to ask the scale for its current weight.

OS - If the package is oversized, enter a “Y” or “DW”. For services that require dimensions to calculate the ratable weight either by girth or dimensional weight, you will be prompted to enter the length, width, and height of the package. If a package is oversized, the letter “Y” will appear in the OS field. If the dimensional weight exceeds the actual weight, the letters “DW” will display in the OS field. If neither applies, the OS field will be blank.

UPS guidelines for weight & size:

<http://www.ups.com/content/us/en/resources/prepare/oversize.html>

http://www.ups.com/content/us/en/resources/ship/packaging/dim_weight.html

AH – For packages that require Additional Handling, enter a “Y”.

UPS guidelines for additional handling fees:

<http://www.ups.com/content/ca/en/shipping/cost/additional.html#Additional+Handling+Fee>

Freight – You will see the freight rate (including DoALL’s discount) on each line. This is *not* the freight amount that will be passed along to the customer.

Decl Val – A declared value in whole dollars can be entered for insurance purposes. As DoALL policy is to “self-insure”, the author is not aware of any situations where we would enter this.

Mdse Amount – Enter the dollar value of merchandise in the box only if this is a COD shipment. As DoALL policy is to never ship COD packages, the author is not aware of any situations where we would enter this.

COD Amount – The COD amount field displays the total COD charge (freight + merchandise + carrier COD charge). Again, DoALL policy is to never ship COD packages.

COD Tag – COD tags are no longer required for UPS and FedEx shipments.

Ref – PSS automatically populates this “behind the scenes” with the customer’s purchase order number.

Lbl – Enter a “Y” or “1” to print one shipping label immediately. You may also bypass this field and print all labels for a shipment at the same time by choosing “Labels” from the bottom-of-screen prompt. If your shipment is one box only, you can enter the “Y” or “1” now; otherwise you must skip past this field. This is so, for multi-box shipments, the labels that print will say (for example) 1 of 3, 2 of 3, and 3 of 3.

Hzd – Hazardous materials are not shipped through PSS at DoALL.

VIA – The carrier and service (e.g., UPS Next Day Air, FedEx Ground, etc.) chosen for this shipment is displayed here. This shipping method carries in from the Prelude release/transfer/vendor-claim. If you ever need to change

DoALL 1G/2G ship-via's – DGI Supply offers UPS next-day-air-saver/second-day-air, both at undiscounted ground rates, to select customers. If the total weight on the PSS shipment goes over twenty pounds, a message will ask you:

```
Weight is over 20 pounds. Change service from Saver to Ground? (Y/N)... ##
```

This will give you an opportunity to override the “air at ground rate” where it may not be cost-effective depending on what goods are being shipped.

If the ship-via is 1G and the estimated transit time is one day, PSS will automatically change the service to UPS Ground, and will display this message:

```
Carrier service has been changed from UPS Saver to UPS Ground
```

No such “transit times” checks are performed for the 2G ship-via.

Lines 7 through 12 – This section of the screen is used to select (and display the cost of) optional carrier services. Certain fields are for display-only and are based on box detail. Others, such as Saturday Delivery, are chosen by entering a “Y” (or “N” to remove it). Because each carrier does not offer the same services and optional services vary by the type of shipment, this section of the screen will be different for each carrier. See “**Additional Services**” section below.

After all information has been entered, the following prompt will appear at the bottom of the screen:

```
Yes No Label Consignee Options Box Freight line# ##
```

Y – All information will be saved. Screen will clear.

N – No information will be saved. Screen will clear. This effectively cancels what you have entered.

D – Delete an entire shipment. You cannot “D”elete an entire shipment until the rating screen has been saved at least once with “Y”. Otherwise you would enter a letter “B” followed by a box number (example “B1”) to modify an existing line.

When you are “D”eleting an already-saved record, you will be prompted to enter “Y***” to confirm. Again, note: The Delete option does not appear while you are entering a new shipment. If you wish to undo your entries for a new shipment-not-yet-saved, simply enter “N”o at the bottom-of-the-screen prompt.

L – Enter “L” to print one shipping label for each box. This is particularly useful if it is necessary to print the total number of boxes on each label. Again, do not print labels on each line item if there is more than one box/line in the shipment – Enter “L” at the end.

C – Displays the freight-collect “Consignee & 3rd Party Billing” screen. For more information, see the section “Consignee/3rd Party Billing” below.

T – If you are using SCI Net Suite and are in the “Shipment Inquiry Screen” (i.e., this is not really applicable to the “Rating Station”), you will be given the option to track your shipment. You may track one or all of the packages in the shipment. PSS will obtain delivery information from the carrier’s website and display it in the lower portion of the screen. If a package is not delivered, the tracking screen from the carrier’s website will be displayed and the user can check the status of the package. Please note that this “T”racking option is only available for UPS and FedEx.

O – Displays the Options window. DoALL only uses a couple of these options.

3. UPS Shipper Release – This section, available only for UPS shipments, allows you to request that UPS release your packages on the first delivery attempt without requiring a signature. When this field is accessed, the question “Release packages without a signature? (Y/N)...” will appear. Answer “Y” to select UPS Shipper Release or “N” to not select.

Note – if you change this after any packages have been processed and tracking numbers assigned, you will need to print new shipping labels because different tracking numbers are required for this service.

4. Display Reference – This allows you to see the entire 22 character reference field for any specified box. Generally this will be the carrier’s tracking number. The message “Enter box number...’###” will prompt you for the box to view. Either enter a valid box number or his <enter> to clear this prompt.

S – The “S”croll option appears if a shipment contains more than four boxes. Enter “S” to scroll the display and view the next four boxes.

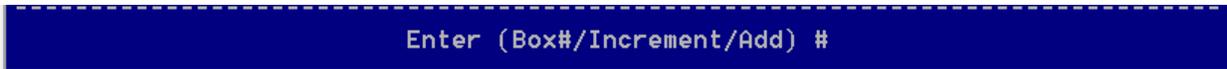
B – Enter “B” followed immediately by a box number, e.g. “B2” to edit the detail fields (weight, oversize, etc.) for a given box; or to create a new box. If there is only one box in a shipment, you may enter “B” by itself to edit the details for box number one.

H – Not used at DoALL.

I – This will automatically increment to the next highest box number and allow you to enter the box detail information for *one* new box. Note – The “I” option is usually not displayed as part of the “bottom of the screen” prompt.

A – This will allow you to enter detail for *several* additional boxes without returning to the prompt. Note – the “A” option is usually not displayed as part of the “bottom of the screen” prompt.

line # - Enter the line number corresponding to the line you want to change. Notice at the top of the line item section, the title is “6.CARTON BREAKDOWN”. This means if you enter “6”, it will prompt you:



The “I”ncrement and “A”dd options are explained above.

Additional Services

No screen print is included here because the prompts vary by shipping method.

Certain services such as Early AM Delivery or Overnight Letter are selected by entering the line number for that service and answering “Y” to select it or “N” if you don’t want it. Other services will display the charges only based on other information.

Insurance – Insurance charges are calculated automatically based on the Declared Value entered when rating a package. If you do not want PSS to calculate insurance charges, enter no Declared Values.

Call Tag – (UPS domestic ground, FedEx domestic ground) - Enter “Y” if this shipment is being entered in order to generate a call tag. The call tag charge will be displayed. This can be useful for RGA’s.

Early AM – (UPS Next Day Air only) – Enter “Y” if this is an Early AM Delivery. The Early AM Delivery charge and time will be displayed. Note that if the Prelude document has “UPS Next Day Air Early AM” ship-via, this field automatically populates with “Y”.

Letter – (UPS = “Letter” = Next Day Air, Next Day Air Saver, Second Day Air AM, Second Day Air, International Express) (FedEx = “Overnight Letter” = First Overnight, Priority Overnight, Standard Overnight, International Priority) – Enter “Y” if this is a letter package. UPS and FedEx have restrictions on the amount a letter package can weigh; make sure your package does not exceed this weight.

Saturday Delivery – (UPS next day, next day saver, second day) (FedEx priority next day, priority second day, international priority) – Enter “Y” if you want this shipment delivered on a Saturday. The Saturday

Delivery charge will be displayed.

Saturday Pickup - (UPS hundredweight next day air, next day air saver, second day air AM, second day air) (FedEx all air except international economy) – Enter “Y” if you want this shipment picked up on a Saturday. The Saturday Pickup charge will be displayed. The author assumes that you would also need to make arrangements with UPS or FedEx to actually come on site to pick up the package.

Delivery Confirm. This field gives you four choices:

- * “C”onfirm – Return a confirmation of delivery.
- * “S”ignature – Require a signature.
- * “A”dult Signature – Require an adult signature.
- * “D”o not confirm – No confirmation required.

Note – if you change this after any packages have been processed and tracking numbers assigned, you will need to print new shipping labels because different tracking numbers are required for this service.

AOD – (FedEx Ground) – Enter “Y” if you require an Acknowledgement of Delivery for all packages in this shipment. The charge for this service will be displayed.

CONSIGNEE/3rd PARTY BILLING

If the DoALL CSR has done their job correctly, you should not have to worry about this section. However, if the pick ticket shows freight-collect information, and the upper-right-hand corner of the PSS rating screen does not say "COL" or "TPB", then it is up to you to set the PSS shipment record correctly for "collect" or "3rd party".

Notice how this DoALL pick ticket has freight-collect information in its instructions. If this is all you see on the pick ticket related to collect/third-party information, you may need to correct the PSS shipment record as you enter it.

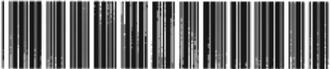
Bin Location	Quantity			Catalog / EDP Number / Description
	Ordered	B.O.	Shipped	
Z82MC	12	0	12	*** UPS ACCT. #313-516 *** Customer P/O - S-43358 CTG08497 8 In Mill Bastard File Nicholson

If the CSR has entered the SO correctly, you will see the freight terms at the bottom left of the DoALL pick ticket. These are the codes that will automatically get passed from Prelude to PSS.

UPS GROUND COMMER			All returns must have an RMA
			Reprint
			Merch Total

CO COLLECT COL 313516
Time: 13:47:05 AUG 13 2012

Packing List Number: 31075804-1



7233:7373:

Here is a picture of the PSS rating screen when the freight-collect information has come in from Prelude correctly. Notice the "COL" at the upper-right.

SCI's SHIPMENT RATING STATION		UIA: UPS Ground	COL
Company	:01 THE DOALL COMPANY	Total Freight.....\$	
Warehouse	:001 DOALL COMPANY	Total Insurance	

In case you need to add or confirm freight-collect information, after you've entered the shipment but BEFORE you've printed labels, you can enter "C" at the bottom-of-the-screen prompt. Doing this takes you to this screen:

```

|                                     CONSIGNEE / 3rd PARTY BILLING
| 1. Type..... COL Freight Collect          8. Country.
| 2. Account#... 123-456                    9. City....
| 3. Company....                            10. State...
| 4. Attention..                            11. Zip....
| 5. Address 1..                            12. Phone#..
| 6. Address 2..                            13. Fax#...
| 7. Address 3..                            14.
|-----|-----|
|                                     Yes No Delete line# ##

```

This should be all the data you need to enter for collect/3rd-party **UPS** shipments. However, it is this author's understanding that DoALL is only supposed to ship **FedEx** as third-party, never as collect. You may notice, when you are entering a FedEx COL shipment, that the "2. Account#" field cannot be accessed.

3rd-party FedEx shipments (air and ground) require a few more fields.

```

-----|-----|
|          FEDEX GROUND ADDITIONAL INFORMATION
| 1. Shipper Name... RICH BRADLEY
| 2. Shipper Phone.. 847-824-1122
| 5.9| 3. Ship To Name...
|          4. Ship To Phone.. 800-444-4444
|-----|-----|
|          Enter line# or (return)... #

```

Shipper Name and Shipper Phone will default from what is already on file in the PSS warehouse record. Ship To Phone will default to the phone number from the sales order. In this example, you would need to enter in the Ship To Name, based on what you can see on the pick ticket.

If there are any questions about a release's collect terms or delivery information, you can find the CSR that entered the order by using the /OLI screen in Prelude. If the CSR is not available when you call them, you can also call a SSM (sales support manager) or CCM (call center manager).

Also, it is this author's understanding that DoALL is only supposed to ship FedEx as third-party, never as collect.

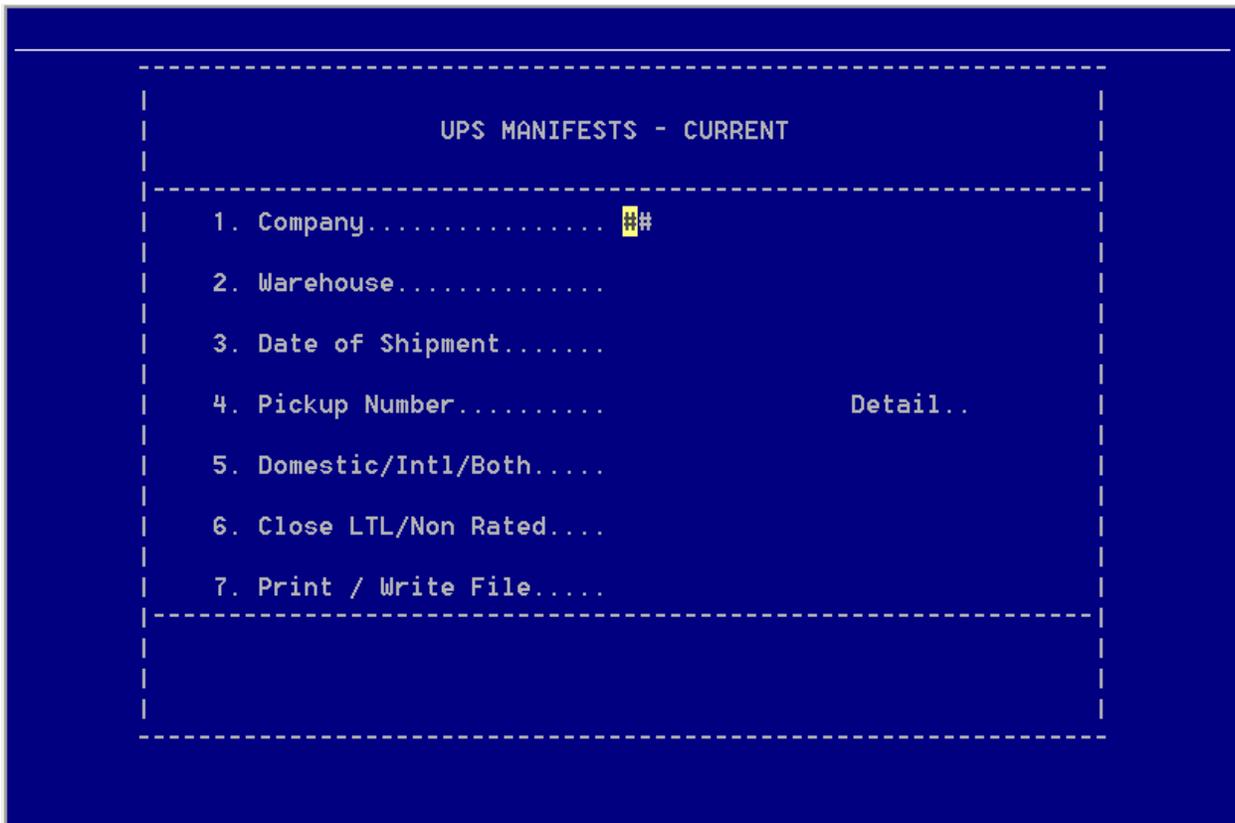
Manifests and End-of-Day

This is the menu where you must close out every combination of carrier and warehouse each night. For example, at the time of writing, the 901 warehouse must close six warehouses (901, 043, 074, 906, 908, and 992), for UPS, FedEx Ground, and FedEx Express (eighteen manifests total).

The only menu options you'll

Note that the various Manifest **RE**print processes do not work. Please contact the DoALL MIS department to obtain any reprints of manifests and/or the nightly labels you give to your UPS driver.

UPS Manifests



For UPS, running this Manifest/Upload process also creates one file for each PSS warehouse. Every night, the DoALL Los Angeles warehouse staff uploads everybody's files for the entire country.

1. **Company** – Enter 01.
2. **Warehouse** – Enter each warehouse you are responsible for. If there were not any shipments for that warehouse and that Date of Shipment, nothing will generate and the screen will restart at the top.
3. **Date of Shipment** – Enter the ship date that was on all your shipments you made today. Hopefully this is the same as today's date.
4. **Pickup Number** – Leave as is.
5. **Domestic/Intl/Both** – Leave as is (both).
6. **Close LTL/Non Rated** – Leave as is (No), as DoALL does not ship LTL or non-rated packages through PSS.
7. **Print / Write File** – Leave as is (both) to get a paper manifest report and a single label (one per warehouse/ship-date combination) to give your UPS driver for scanning.

At the bottom prompt, enter Y to generate the manifest and label.

```
Yes No line# ##
```

After the manifest generates, answer Y*** (that is, a Y followed by three asterisks) to move these shipments into the PSS history file.

```
Update to History? (Y***/N)... Y***
```

During the update to PSS history, it is common to receive errors like:

```
Now updating Manifest items to History file
Unable To Locate Stock Transfer Number 001!91168051-1
```

You can ignore these errors (which are actually coming from Prelude, not PSS). Hit <Enter> to get past each error.

FedEx Ground Manifest / Close

```
-----  
          FEDEX GROUND MANIFEST / METER CLOSE (CURRENT)  
-----  
1. Company..... ##  
2. Warehouse.....  
3. Date of Shipment.....  
4. Detail.....  
5. Pickup Number.....  
6. Close LTL/Non Rated....  
7. Print / Write to File..  
-----
```

1. **Company** – Enter 01.
2. **Warehouse** – Enter each warehouse you are responsible for. If there were not any shipments for that warehouse and that Date of Shipment, nothing will generate and the screen will restart at the top.
3. **Date of Shipment** – Enter the ship date that was on all your shipments you made today. Hopefully this is the same as today's date.
4. **Detail** – Leave as is (Yes).
5. **Pickup Number** – Leave as is.
6. **Close LTL/Non Rated** – Leave as is (No), as DoALL does not ship LTL or non-rated packages through PSS.
7. **Print / Write to File** – Leave as is (Print Report).

FedEx Express Manifest /Close

```
FEDEX EXPRESS MANIFEST AND END-OF-DAY CLOSE

1. Company..... 01 THE DOALL COMPANY
2. Warehouse..... ###
3. Date of Shipment.....
4. Print Manifest?.....
```

1. **Company** – Enter 01.
2. **Warehouse** – Enter each warehouse you are responsible for. If there were not any shipments for that warehouse and that Date of Shipment, nothing will generate and the screen will restart at the top.
3. **Date of Shipment** – Enter the ship date that was on all your shipments you made today. Hopefully this is the same as today's date.
4. **Detail** – Leave as is (Yes).
5. **Pickup Number** – Leave as is.
6. **Close LTL/Non Rated** – Leave as is (No), as DoALL does not ship LTL or non-rated packages through PSS.
7. **Print / Write to File** – Leave as is (Print Report).

At the end, you should see this message:

```
Now updating Manifest items to History file

METER CLOSED SUCCESSFULLY! - Hit Enter
```

Correcting the Ship Date in the "Company/Warehouse Entry" screen

```

                                COMPANY / WAREHOUSE ENTRY
-----
| COMPANY..... 01
| Name..... THE DOALL COMPANY
| Address..... 1480 S WOLF RD
| City/State... WHEELING IL 60090
|
| WAREHOUSE..... ###
| Name.....
| Address.....
| City/State...
| Country.....
|
| 1. Shipping Date.....
| 2. Contact Name.....
| 3. Contact Phone.....
| 4. Contact Title.....
| 5. Employer Identification # (EIN)..
| 6. Emergency Phone.....
| 7. Emergency Response Registrant....
| 8. UPS Intrastate Rates Company.....
| 9. UPS Intrastate Max Box Weight....
|-----

```

Bring up the warehouse you are looking to correct. Next, enter 1 for the Shipping Dates window.

```

SC 29170
-----
| SHIPPING DATES:
|
| 1. United Parcel... 08/24/12
| 2. US Post Office..
| 3. FedEx Express... 08/24/12
| 4. Western Parcel..
| 5. Other Carriers.. 08/24/12
|
|
|-----
| line# return #

```

After you have corrected the dates, press <Enter> to return to the main screen, then enter "Y" to save your changes.