

## Dexter Revision 3.08.00

### Overview

Dexter has been changed quite a bit more than we would have liked for this newest upgrade to the new UPS and FedEx rates. Accessorials seem to be the most important part of this upgrade. It does seem that UPS and FedEx, and I am sure the other carriers will emulate them (except USPS who are so backwards that we needn't worry about them much) in future releases.

The main Dexter window has changed very little. We like this layout and see no need to change it. Several things have changed, however. We have increased the real estate of the pages (at least the ones used the most). We have decided that we no longer need to make sure that those with monitors that cannot handle anything above 480x640 are able to use Dexter. All of us should have computers that are post-1980 by now. If your system is way back there, get a better computer!

**Dexter--Simple Shipping Rate Lookup, Version 3**

Destination Postal Code: 06354 Country: USA

Package Weight: 18.28 (18 lb 5 oz)

Letter, Carrier Pack (Tyvek), Carrier Box, Other Box

10 x 10 x 24 Box Price: \$2.85 Box Wt: 1.28 lbs. Box Dim: 2400 inches

DV: \$300

Delivery to:  Residence  Business

All, UPS, FedEx, Postal, Airborne, DHL

Almyville, CT

Service	Zone	Cost	Price
<b>UPS</b> Next Day Air Early AM	108	\$117.85	\$173.20
Next Day Air	108	\$79.35	\$119.70
Next Day Air Saver	138	\$73.10	\$110.33
2 Day Air	208	\$49.25	\$74.55
3 Day Select	308	\$34.75	\$52.80
Ground	8	\$17.66	\$27.17
<b>Postal</b> Express Mail	N/A	\$55.00	\$82.50
Priority Mail	8	\$38.85	\$57.68
Parcel Post	8	\$29.68	\$43.92
Media Mail	N/A	\$11.74	\$17.01
<b>FedEx</b> Priority Overnight	8	\$87.59	\$135.15
Standard Overnight	8	\$76.88	\$118.78
2Day	8	\$53.57	\$83.15

\* For accessorial fees, etc., click on the 'diskette' button adjacent to the appropriate above service.

We have also removed the Special Services tabbed control. Accessorial fees will either be handled automatically from now on, or you will be able to set them by clicking on the diskette button adjacent to the service you want to select (or, the service the customer wants to use to ship their goods). See, the image above near bullet number 1.

We have also added a new tabbed control called [Surcharges & Accessorial Fees]. This page shows a list of all of the accessorials and surcharges set for the services listed on the [Rates] page. See, the above image near bullet number 2 to find the tabbed control in question.

If you want to add accessorial fees, add packaging information (and tax), add customer and destination information, see a breakdown of fees, you will need to choose a service and click on the diskette button adjacent to the service you want.

After you click the diskette button, a form will appear that looks a lot like the one show below (except all the numbered bullets will not be there). Since this is a new form, I will go through each bullet below.

**Dexter--Simple Shipping Rate Lookup, Version 3 (UPS, 2 Day Air, Zone 208 Weight Used: 19)**

**Accessorial Assessments (check the check box to remove)**

<input checked="" type="checkbox"/>	Delivery Area Surcharge - Residential UPS (Air)	\$1.75	\$2.75
<input checked="" type="checkbox"/>	Residential Surcharge UPS (Air)	\$1.40	\$2.00
<input checked="" type="checkbox"/>	Cash on Delivery UPS 2 Day Air	\$7.50	\$10.00
<b>Accessorial Totals</b>		<b>\$10.65</b>	<b>\$14.75</b>

**Available Accessorial Fees (check fee you want to add to shipping estimate)**

<input type="checkbox"/>	Additional Handling	\$5.00	\$7.50
<input type="checkbox"/>	Delivery Confirmation Response	\$1.00	\$2.00
<input type="checkbox"/>	Delivery Confirmation Signature Required	\$2.00	\$3.00
<input type="checkbox"/>	Delivery Confirmation Adult Signature Required	\$2.75	\$3.75
<input type="checkbox"/>	Proof of Delivery (Fax or Mail)	\$3.00	\$5.00

**Shipping and Handling Estimate**

	Cost	Price
Shipping	\$45.40	\$68.10
Accessorials	\$10.65	\$14.75
Insurance	\$0.70	\$1.70
Box Price		\$2.85
Other Charge		\$2.00
Labor		\$5.00
Tax		\$0.81

Box information: 10 x 10 x 24

**Shipping Fees Only**

Cost: \$56.75      Price: \$84.55

**Shipping and Other Fees**

Cost: \$56.75      Price: \$95.21

**Sender:** Sender

**Ship To:**

Name: First, Middle, Last  
 Dept.  
 Company  
 Street  
 City: Almyville  
 State: CT  
 Postal Code: 06354  
 Country: USA  
 Telephone  
 Facsimile  
 Email

Refine Recipient Lookup  
 Recipient Lookup  
 Common Destinations

2nd Day Air end of the second business day. Please be aware that the UPS guaranteed delivery schedules as listed above are pulled from a UPS publication that went into effect February 1, 1997. If we do manage to get this updated, we will let you know with notification such as this one. Until then, do take care in how you quote these timings.

Back      Manifest      ?

- 1) This area is a listing of all the fees assessed for the service you chose on the page you just left. The title bar for this page shows that you have chosen [UPS, 2 Day, Air, Zone 208, Weight Used: 19)
- 2) This is a listing of surcharges and accessorial fees that you can add to the list illustrated by bullet (1). When you check the check box in this list, it will disappear and reappear in the list to the left.
- 3) This area is where you can add box fees, other fees, labor and tax. If you choose a box on the first page, box information will appear here automatically.
- 4) Click on this button after you have all of the fees set the way you want to calculate tax. If nothing calculates, you may need to go to Specific Options and set up your taxation stuff.

- 5) The cost and price in the teal area is for the shipping expenses only (this does include accessorial and insurance). If you click the eyeball, just like on the first page, the cost will disappear.
- 6) The cost and price in the orange area is for the shipping expenses and any materials, labor, tax that you have listed above. If you click the eyeball, just like on the first page, the cost will disappear.
- 7) If you click on the [Sender] button, a list will appear of your customers that you can choose from as the sender of this package.
- 8) You can type destination information in here. Before you do this, however, you will want to check the list under button 10 to see if the destination has already been shipped to before.
- 9) The information here is added here automatically based on the postal code you used on page one.
- 10) You should choose a destination from this list, if it is on the list. It will be on this list if you have manifested a shipment to that location in the past.
- 11) You can click on the [Common Destination] button to only show those listings that are common destinations. Common destinations are those that a lot of people might use, i.e., Amazon Return Department, Sears Return Department.
- 12) If there are a lot of listings in the light green list box, you can refine the list by adding a term to refine by in this box and then tabbing out of the box.
- 13) The information here is delivery information, if applicable.
- 14) You can click on the Back button to move back to the last screen.
- 15) You can click on the Manifest button to move to the manifesting area.
- 16) Click on this button for help with this form.

Manifesting has been improved a bit, but holds on to its past appearance so I won't say anything about it here.

Setting your special service markups has changed a lot. If you click on the aqua calculator button on the button bar at the top of the Dexter window, the form shown below will appear, instead of the form we use to use.

You will want to set your accessorial and surcharge markups here. This form is fairly simple to use. I will outline the areas below by bullet number.

- 1) Choose the carrier you want to work with from this list.
- 2) Choose a surcharge or accessorial from this list.
- 3) An explanation of this accessorial or surcharge will appear here.
- 4) These two tabbed controls show the fees and markups for the selected accessorial.
- 5) The left tabbed control is for carrier fees (what the carrier will charge you).
- 6) The right tabbed control is for your markups (what you want to charge your customers).
- 7) You can click on this button to open you a list of which carrier services are affected by the selected accessorial.

**Pricing Factors**

1 Select Carrier: UPS, FedEx Air, FedEx Ground, Postal, Airborne, DHL

2 Select Pricing Factor: Hazardous Materials Surcharge, Saturday Delivery, Saturday Pickup, Returns: Print Return Label, Returns: Print and Mail Return Label, Returns: Electronic Return Label, Returns Plus: 1 UPS Pickup Attempt, Returns Plus: 3 UPS Pickup Attempts, Returns Plus: Call Tag, Early A.M. Out of Territory

Description: **Saturday Delivery**

3 Explanation: Available to all destinations where UPS Next Day Air Early A.M.® service is available Monday through Friday. Saturday Delivery is guaranteed for arrival by 9:00 or 9:30 a.m., one hour later than the weekday guaranteed delivery time. Available to all destinations where the weekday guaranteed delivery time for UPS

**Carrier Factors**      **Your Factors**

4 Pricing | Percentage | DIM Weight Factors      Pricing | Percentage | DIM Weight Factors

5 Is this in regard to rates?

Domestic Rate Air	\$12.50	6 Domestic Rate Air	\$18.00
Domestic Rate Ground	\$0.00	Domestic Rate Ground	\$0.00
International Rate Air	\$12.50	International Rate Air	\$18.00
International Rate Ground	\$0.00	International Rate Ground	\$0.00

7 Set Carrier Service List ?

And, of course, you can click on the yellow question mark button to find more information about using this form.

That's it. Not too many changes, but this revision took a lot longer than we had anticipated.

## Upgrade Changes

This revision adds new features, fixes some problems, and updates carrier rates.

### New Features

- 1) The ability to apply taxes when doing a shipping estimate with use of supplies (new options to set).
- 2) Accessorial form is now different so that it will be easier for use to build new accessories when carriers add more in the future.
- 3) New licensing forms to make it more clear how to license and relicense. If you do not have a printer attached to the computer you run Dexter on, you can now create a file which you can attach to an email to us.
- 4) Some of the more important forms have been rebuilt to a larger size so that they will not seem so cramped.

### Problem Fixes

- 1) Menu and button bar disappearance problems have been fixed.
- 2) Tips were not cycling through the listed tips.
- 3) Networking problem with relinking tool. Went through the relinking tool and the automated relinked carefully and found several issues and made some performance improvements.

### Rate Upgrades

- 1) UPS rate increase of 1/5/2004. Lots of accessorial changes.
- 2) FedEx rate increase of 1/5/2004. Lots of accessorial changes.

What you need to do after upgrading to Version 3.08.00

### Step One: Reset all the accessorial markup fees ([Your Pricing Factor](#)).

The list of accessories, surcharges and fees is growing every year by the major carriers. Eventually, there will be pretty reasonable base shipping rates with a whole bevy of surcharges that will be assessed based on the difficulty of shipping to specific areas, unwieldiness of the package, *etc.*

At the beginning of 2004, we had to change the accessory listings so that this area of shipping can be flexible enough to deal with this. The new area is called Price Factors, and can be reached by clicking on the aqua calculator button on the button bar. You must set Your Price Factors (markups) in this area. We have set some of these for you.

### Step Two: Set your State Tax Rates

This is optional but if you plan to use the shipping boxes lookup tool with Dexter, you probably want Dexter to compute the sales tax for you as well.

Click on the yellow weight scale button on the button bar at the top of the Dexter main window, click on the [Taxation] tab.

### Step Three: Do Bulk Operational Process (This is only necessary if you are using the Extensive Markup tool to set your rate markups)

See, the below instructions on how to do the bulk operation procedure.

### Step Four: Reset your Monitor Screen Settings (if the Dexter window no longer fits comfortably on your screen)

## Installation instructions for Dexter Version 3.08.00

Write Down your Dexter Version# \_\_\_\_\_.

Open Dexter, click on the skeleton key located at the top of the Dexter menu. The revision number can be found there.

**Important--**Close all programs running including your Internet connection. Make sure Dexter is closed!

If you have downloaded the necessary files you should find them on your hard drive and get ready to unzip them. If you have the CD, you should place the CD in the CD slot on your computer and navigate using Windows Explorer to the area where there files exist.

If you are at a revision older than 3.06.00, you will need to do the dx3\_06\_00b.exe file first.

Double click the file and then click on the unzip button on the WinZip form that will appear.

To accomplish this upgrade, you will need to do this for the following files:

dx3\_08\_00a.exe

dx3\_08\_00b.exe

That should do it.

Open Dexter and follow the instructions above to set accessorial markups and reset rate markups.

## Troubleshooting

\* If you are having problems opening Dexter after the upgrade.

Question: Did you unzip both files mentioned above?

Answer: If NOT, go back and unzip both files again.

Question: Did you close Dexter before unzipping the two files mentioned above?

Answer: If NOT, close the Dexter program and unzip both files again.

Question: Was your Dexter revision number prior to 3.06.00 before upgrading to the newest version?

Answer: If yes, follow these instructions:

Double click the [dx3\_06\_00b.exe] file, if you are at a revision older than 3.06.00

Click on [Unzip]

Double click on [dx3\_08\_00a.exe]

Click on [Unzip]

Double click on [dx3\_08\_00b.exe]

Click on [Unzip]

Now, Open Dexter and follow the instructions on the previous page.

# Special Services

## How to Reset the Accessorial Price Factors (Your Factor)



Open Dexter. Click on the aqua calculator located at the top of the Dexter menu.

Click on the Carrier you want to work with.

Click on the Pricing Factor you want to work with.

*In this illustration*

The UPS carrier is selected and the Additional Handling fee is selected.

Notice: UPS charges a handling fee for domestic air and ground. We have set your price to default at \$7.50. If you think this too much or too little, you can change it to whatever you want to charge your customers.

**Warning!** Do not change the amounts under the Carrier Factors, these are the fees that the Carrier charges you.

Follow the same procedure for all carriers and for all the accessorial pricing factors.

- 1) To use this form you should first choose a carrier from the list box at the top of the form. Then, you should choose the accessorial fee in the list box next to the carrier list box.
- 2) The name of the accessorial will appear in the pale yellow box and sometimes an explanation will appear in the box below. You should not change these two items unless you have good reason to do so.
- 3) There are two tabbed controls on this form. They sit side by side. The one to the left shows the fees that the carrier will be charging you for a particular accessorial. The one to the right shows the fees you want to charge your customers.
- 4) The 'Pricing' tabbed controls deal with actual pricing charged for accessories. The 'Percentage' tabbed controls deals with percentages that will be assessed, for instance, fuel surcharging is done by percentage. The 'Dim Weight Factors' shows the dim weight factor for the carriers.
- 5) Along the bottom of the form, there is a button called 'Set Carrier Service List.' If you click on this button, the form will expand to the right showing a list of carrier services along the top, and another, usually shorter, list of carrier services in the grey area. The top list is a list you can select from to add to the list below. The list below shows the services affected by a particular accessorial fee. For instance, if a particular service does not use a particular accessorial, the item should NOT be on the list in the grey area. You can add services to the grey list by clicking on the service in the list in the gold area. To remove the item from the grey list, click it again in the gold area list. If you want to close the right side of the form, click on the 'Set Carrier Service List' button again.

Here is a chart of your Accessorial fees. This for your information only. The chart below is for your information only, if something is incorrect on the chart, you can adjust it in the Dexter Price Factors area.

Accessorial Charges	UPS	UPS	FedEx Air	FedEx Air	FedEx Ground	FedEx Ground	Postal	Postal	Airborne	Airborne
	Carrier Cost Factor	Your Price Factor Default	Carrier Cost Factor	Your Price Factor Default	Carrier Cost Factor	Your Price Factor Default	Carrier Cost Factor	Your Price Factor Default	Carrier Cost Factor	Your Price Factor Default
Additional Handling	5.00	7.50	5.00	7.50	5.00	7.50			5.00	7.50
Cash on Delivery (C.O.D)	7.50	10.00	7.50	10.00	7.50	10.00	4.00	6.00		
Delivery Confirmation Response	1.00	2.00			1.25	2.00				
Delivery Confirmation Signature Request	2.00	3.00	6.00	9.00			1.80	2.60	5.00	7.50
Delivery Confirmation Adult Signature	2.75	3.75								
Proof of Delivery (Fax or Mail)	3.00	5.00								
Verbal Confirmation of Delivery	2.00	4.00								
Large Package (oversize) Surcharge	40.00	60.00	30.00	40.00	30.00	40.00			50.00	60.00
Over Maximum Limits	50.00	70.00								
Saturday Delivery	12.50	18.00	12.50	16.00					10.00	15.00
Saturday Pickup	12.50	18.00	12.50	16.00					10.00	15.00
Delivery Area Surcharge-Commercial	1.00	2.00	1.00	1.50	1.00	1.50				
Delivery Area Surcharge-Residential	1.75	2.75	1.75	2.75	1.75	2.75			1.50	2.25
Delivery Area Surcharge-Home Delivery					1.40	2.00				
Residential Surcharge	1.40	2.00	1.75	2.75	1.75	2.25			1.50	2.25
Remote Alaska Surcharge			15.00	20.00						
Delivery Confirmation (Priority Mail)							.45	.70		
Certified Mail							2.30	3.50		
Certified Mail (w/Return Receipt)							4.05	6.00		
Delivery Confirmation(1st Class/Pack)							.55	.8		
Fuel Surcharge Air	1.5%	2..25%	4.5%	6.5%					5%	6%
Fuel Surcharge Ground					0%	0%			1.8%	2%

## Bulk Operation (Extensive Markups Method Only)



If you are using the Extensive Markup tool to set your markups then you need to do the Bulk Operation, if you are using Quick Markups, you do not need to do this Bulk Operation.






### Step One:

Open Dexter

Click on the yellow calculator located at the top of the Dexter menu. You should see the following form below.

Update and Reset Markups--Bulk Operations

What would you like to do?  

  **FedEx**    All Markups

I would like to update my Extensive Markups for Federal Express as I have updated Dexter rates for this carrier and need to set my markups the same way that they were before, just with the new carrier rates.

I would like to increase/decrease my Extensive Markup percentages for Federal Express by:  percent

### Example One:

Click on the **FedEx** tab,

Select the option (I would like to update my Extensive Markups for FedEx Express...)

Click on the **FedEx** tab,

Select the option (I would like to update my Extensive Markups for FedEx Ground...)

Then, Click on the long button at the top of this screen to perform this operation.



If you don't know what method of markups you are using, just click on the old fashion [weight scale] button located at the top of the Dexter menu, click on [Markups] Tab, if Extensive markups is selected, then you need to do the above.

### Example Two:

Click on the **UPS** tab,

Select the option (I would like to update my Extensive Markups for UPS...)

Then, Click on the long button at the top of this screen to perform this operation. (Do It) button



The Bulk Operations tool is an integral part of the extensive markup system.

Extensive Markups work a bit differently from Quick Markups in that Quick Markups are currency and percentage markups that are added "on the fly" to the carrier shipping rates. In other words, there never are markup tables

created for Quick Markups. The markups are done at the moment you need them for something. Extensive Markups are, on the other hand, set. When you use the Extensive Markup tool to create markups, these markups are dumped into tables where they are kept until you need them. The problem with this system of doing things is that when a carrier increases or decreases their rates and you get the download from us to do this task, the Extensive Markups are not changed as they are written in stone into tables. Thus you will need a way to reset your Extensive Markups to use the new rates, but keep the same formulations that you so carefully worked out.

This is where the Bulk Operations tool comes in. This tool will do one of two things for you and, it will do these two things for each carrier separately, or for all of the carriers at once using the “All Markups” option.

The operation at the very top of the UPS page, will update your extensive markups for UPS using the same formulations you have already set up, just based on the new rates. This is usually done when new UPS rates are downloaded and unzipped into Dexter. To work this item, just click in the option at the top of the UPS page and then click on the long, thin grey button at the top of the Bulk Operations form. A dialog box will appear outlining what you are about to do. The reason for the dialog box is to make absolutely sure that this is what you intend to do. Since this operation goes through all of your UPS tables and changes the markups, it is good practice to make sure that this is what you want to do since there is no return from this.

If you decide to proceed, Dexter will go through every markup for UPS and recalculate the markup for the new rate based on the currency and percentage increases you have set. This could take a good deal of time since it is quite an undertaking even in computing standards.

The second item will go through all of your UPS Extensive Markups and increase or decrease the percentage by whatever amount you add to the percent box. This will not effect any dollar increase you have set for these UPS rates, only the percentage increase amount. Again, to work this item, just click in the option at the bottom of the UPS page, add an increase or decrease percentage in the text box adjacent to the text describing this tool, and then click on the thin grey bar at the top of the Bulk Operations form. A dialog box will appear outlining what you are about to do.

If you decide to proceed, Dexter will go through every markup for UPS and recalculate the markup for the rate based on the currency, percentage plus the increase or decrease you have set. This could take a good deal of time since it is quite an undertaking..

## FEDEX TIER RATES

If you receive a discount rate from FedEx, we have these rates on this CD. You must contact FedEx to get your Tier rate level. These rates will override the default counter rates that comes with this program. After installing the upgrade, process a couple of packages using the default counter rates, if these rates are way out of line with your pricing, then you might want to install your own FedEx Tier rates (see the schedule below). Note: FedEx has Tier rates for ground and air, if you ship both then you need to unzip both. If you choose to use FedEx Tier rates, you must follow the following instructions and you must know your Tier level.

### Step One:

Place the CD in the CD slot

The B&L Associates Custom Database Design window will appear

From the B&L Associates Custom Database Design Window

Click on [Patches Folder](#)

Find [FedEx Air Tier A.exe thru FedEx Air Tier I.exe] located on the right hand side.

Double Click on your FedEx Air Tier level file

Click on Unzip

NEXT

Find [FedEx GroundTier A.exe thru FedExGroundTier E.exe] located on the right hand side.

Double Click on your FedEx Ground Tier level file

Click on Unzip

Note: If you do not have a Ground Tier, then do not unzip the Ground Tier. The Default in Dexter is the FedEx Ground Counter rates.

### FEDEX AIR TIER RATES

FedExAir TierA.exe	FedEx Air Services Tier A
FedExAir TierB.exe	FedEx Air Services Tier B
FedExAir TierC.exe	FedEx Air Services Tier C
FedExAir TierD.exe	FedEx Air Services Tier D
FedExAir TierE.exe	FedEx Air Services Tier E
FedExAir TierF.exe	FedEx Air Services Tier F
FedExAir TierG.exe	FedEx Air Services Tier G
FedExAir TierH.exe	FedEx Air Services Tier H
FedExAir TierI.exe	FedEx Air Services Tier I

### FEDEX GROUND TIER RATES

FedExGroundTierA.exe	FedEx Ground Services Tier A
FedExGroundTierB.exe	FedEx Ground Services Tier B
FedExGroundTierC.exe	FedEx Ground Services Tier C
FedExGroundTierD.exe	FedEx Ground Services Tier D
FedExGroundTierE.exe	FedEx Ground Services Tier E

### FEDEX COUNTER TIER RATES

FXCounter.exe      The standard Rates FedEx charges at the FedEx Counter. (The Default)

Now [Exit](#) the B&L Associates Custom Database Design window.

**Step Two:** If you are using the Extensive Markups Method  
Go to the **Bulk Operation** screen and reset your FedEx tier rates. (See Bulk Operation)

If you don't know what method of markups you are using, just click on the old fashion [weight scale] located at the top of the Dexter menu, click on [Markups] Tab, if Extensive markups is selected, then you need to do the Bulk Operation.

## UPS Tier Level RATES

If you receive a discount rate from UPS, we have these rates on this CD. You must contact UPS to get your Tier rate level. These rates will override the default account rates that comes with this program. After installing the upgrade, process a couple of packages using the default account rates, if these rates are way out of line with your pricing, then you might want to install your own UPS Tier rates (see the schedule below). Note: We also have UPS Retail rates, these are the rates that UPS Stores are charging.

UPSAccount.exe	UPS Daily Pick-up rates, (the rates in your UPS Book)
UPSTierLevel1.exe	UPS Tier Level 1
UPSTierLevel2.exe	UPS Tier Level 2
UPSTierLevel3.exe	UPS Tier Level 3
UPSTierLevel4.exe	UPS Tier Level 4
UPSTierLevel5.exe	UPS Tier Level 5
UPSTierLevel6.exe	UPS Tier Level 6
UPSTierLevel7.exe	UPS Tier Level 7
UPSTierLevel8.exe	UPS Tier Level 8
UPSTierLevel9.exe	UPS Tier Level 9
UPSTierLevel10.exe	UPS Tier Level 10

### Step One:

Place the CD in the CD slot

The B&L Associates Custom Database Design window will appear

From the B&L Associates Custom Database Design Window

Click on the [Patches](#) Folder

Find [UPS Tier Level 1 thru 10] located on the right hand side.

Double Click on your UPS Tier level file

Click on Unzip

**Step Two:** If you are using the Extensive Markups Method

Go to the **Bulk Operation** screen and reset your UPS tier rates. (See Bulk Operation)

If you don't know what method of markups you are using, just click on the old fashion [weight scale] located at the top of the Dexter menu, click on [Markups] Tab, if Extensive markups is selected, then you need to do the Bulk Operation.

Click on Unzip

# Dexter New Main Screen

## Getting to know your new Dexter Screen

**Step One:** Process the following package

Zip Code: 86023  
Zone: 5  
Weight: 18 pounds  
Box size: 120" x 4"x 4"  
Insurance: \$1000  
Delivery to: Residence  
Ship to: Grand Canyon, AZ  
Choose: FedEx Ground  
Process: All Carriers

Dexter has changed a bit due to the fact that accessorial fees are become more and more complex. The process of upgrading UPS and FedEx rates this year are much more complicated than we had anticipated due to the large number of new accessorial fees. Dexter will be able to automatically calculate most common accessorials, and make the others available for selection. A box size 120"x4"x4" box seems rather small but because it is over 130" in length and girth, it is considered Oversize 3 (OS3) and will be charged at a high weight even though it may weight just a little. Also, UPS will have a special surcharge for such long packages, too. You might as well forget about trying to do shipping manually--it is just becoming much too complicated!

Length + Girth:  $120+8+8= 136"$  (L + (2)W + (2)H )

If you want to see more information about this box size, click on the **FedEx Message** tab



**Step Two:** Go to the processing screen by clicking on the [diskette] button located adjacent to right of the FedEx Ground services. The processing screen should appear.



In the Gray area on the left-hand size, notice the accessorial fees checked. These fees have been added to the cost of shipping this package. The actual weight is 5 pounds but the oversize3 weight is 90 pound. This package cost is calculated at 90 pounds, the cost for 90 pound is \$42.37. Look in the dark blue area locate at the top of this screen for more information about this shipment.

In the Gray area on the right-hand size, notice the accessorial fees unchecked. You can manually check them and the amounts will be added to the accessorial totals on the left.

In the Yellow area shows a break-down of all the shipping charges plus Accessorial charges, plus Insurance cost, etc. You can see how we arrive at the Shipping fee in the aqua blue area. Also, if you sold a box and you want to add your box price here along with your packaging and labor costs, the total price will appear in the Orange area. The [Calculate Tax] button will calculate the tax if you have set up your State tax in the preferences area. To set your tax, click on the [yellow old fashion weigh scale] (Specific Options) located at the top of the Dexter menu, click on the Taxation tab.

**Step Three:** Click either the Manifest button or the Back button.