

TechNote #146. Rev. 03.24.2015

If your wholesale rates for any carrier are incorrect, you may correct them by resetting your tier or level discount.

- In PostalMate choose Tools > PostalMate Settings.
- Choose Carrier Setup.
- Choose a Carrier. (i.e. FedEx, UPS, USPS, etc.)
- Set your wholesale rates (the rate you pay) on this screen by indicating your Tier or Incentive level or Rate program.
- If you do not know your tier level or Incentive level, contact your Carrier Representative.

|   | ostaliviate Settings   |                                       |   |  |                |
|---|--|---------------------------------------|---|--|----------------|
|   | PostalMate Settings  |                                       |   |  |                |
|   | Introduction DHL Express DHL Global Mail FedEx UPS USPS LSO  |                                       |   |  |                |
|   | Store Group FedEx.   |                                       |   |  |                |
| Choose Carrier Setup<br>on the left pane. | Carrier Setup<br>Set Shipping Rates  |                                       |   |  |                |
|   | Add-On Rates<br>Surcharge Rates<br>Insurance Settings<br>Shipping Settings<br>Drop-Off Settings<br>Pro Pack Settings<br>Email Notifications<br>Sales Tax Settings<br>Departments & Products<br>Customer Settings<br>Scale Settings<br>Label Settings | FedEx in PostalMate                   | Ground enabled  | Online shipping Status: Subscription current             |                |
|   |  |                                       |   | Subscribe online with FedEx                              |                |
|   |  | Account<br>FedEx Account #: 603135563 |   |  |                |
|   |  |                                       |   | Wholesale rates FASC Express Tier: 6 FASC Ground Tier: 4 |                |
|   |  | Saturday pickup                       |   | Select Express Tier for wholesale rates                  |                |
|   |  |                                       | day pickup at this store<br>day pickup at this store  | Select Ground Tier for wholesale rates                   |                |
|   |  |                                       |   | Select Ground her for wholesale rates                    |                |
|   | Additional Settings  | FedEx service marks are owr           | 🏹 Set Wholesale Rat   | tes  |                |
|   |  |                                       | Set FedEx Ex  | xpress Wholesale Rates                                   |                |
|   | Show hints   |                                       |   |  |                |
|   |  |                                       |   |  |                |
|   |  |                                       | Select your location's FASC Express Tier, then press 'Apply'<br>to set your wholesale shipping rates. |  |                |
|   |  |                                       |   | FASC Express Tier  |                |
|   |  |                                       |   | Tier 5   |                |
|   |  |                                       |   | Tier 3<br>Tier 4   |                |
|   |  |                                       |   | Tier 5<br>Tier 6 ≣                                       |                |
|   | Select the tier, incentive level<br>or rate plan from the drop-<br>down list and click Apply.  |                                       |   | Tier 7<br>Tier 8   |                |
|   |  |                                       |   | Tier 9 👻   |                |
|   |  |                                       |   |  |                |
|   |  |                                       |   | Ap   | ply Cancel Plp |
|   |  |                                       |   |  |                |