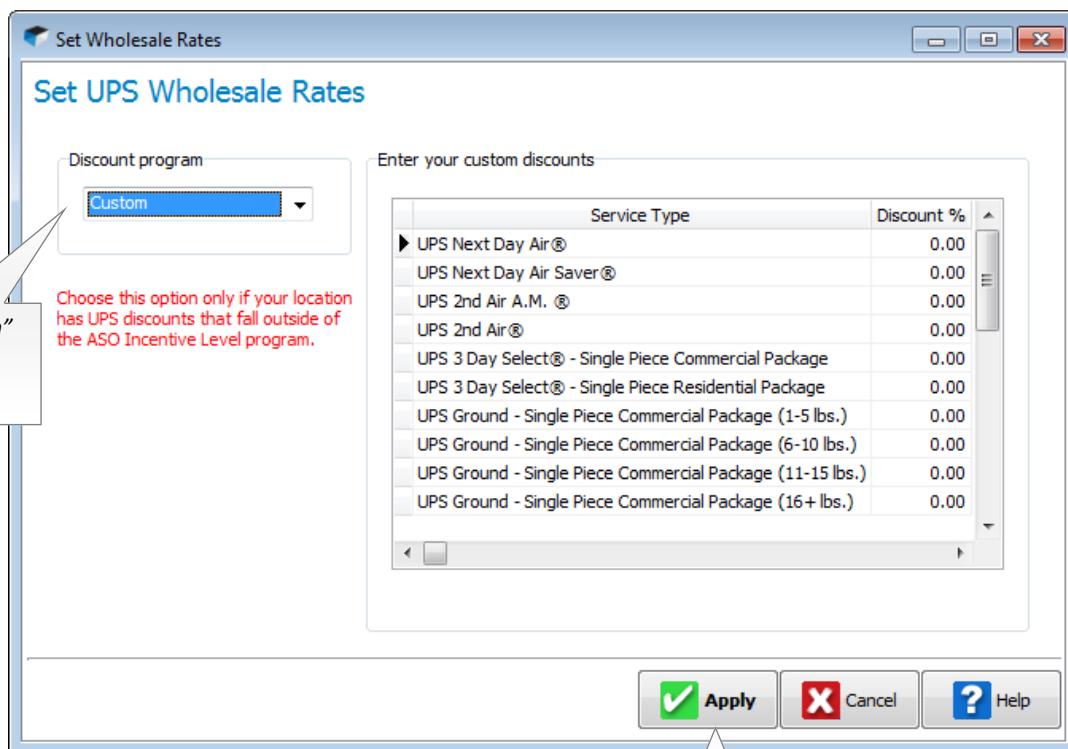


You may have custom negotiated discounts from UPS in lieu of a traditional Tier level. Here is how to apply your custom negotiated UPS discounts in PostalMate:

1. Choose **Tools > PostalMate Settings**.
2. Select **UPS Setup** from the left pane.
3. Select the button for “Select level and set wholesale rates”.
4. From the drop-down list, select “Custom.”
5. For **each** service type, enter the discount percentage given to you by UPS.



Discount program

Custom

Enter your custom discounts

Service Type	Discount %
UPS Next Day Air®	0.00
UPS Next Day Air Saver®	0.00
UPS 2nd Air A.M.®	0.00
UPS 2nd Air®	0.00
UPS 3 Day Select® - Single Piece Commercial Package	0.00
UPS 3 Day Select® - Single Piece Residential Package	0.00
UPS Ground - Single Piece Commercial Package (1-5 lbs.)	0.00
UPS Ground - Single Piece Commercial Package (6-10 lbs.)	0.00
UPS Ground - Single Piece Commercial Package (11-15 lbs.)	0.00
UPS Ground - Single Piece Commercial Package (16+ lbs.)	0.00

Apply Cancel Help

Choose “Custom” from the drop-down list.

Choose this option only if your location has UPS discounts that fall outside of the ASO Incentive Level program.

Make sure each service type has a discount entered and click **Apply** to save your settings.