**ShipSource Registration**

|  |  |
| --- | --- |
| **Primary Shipping Location and Client Profile** | |
| *Company:* | {company} |
| *Address:* | {address} |
| *Suite:* | {suite} |
| *City, State, Zip:* | {city}, {state} {zip} |
| *# of Locations:* | {locations} |
| *# of Workstations:* | {stations} |
| *Transactions/Mo:* | {transactions} |
| *Go-Live Date:* | {goLive} |
| *Shipping Contact* | {shippingName} |
| *Phone:* | {shippingPhone} |
| *E-Mail:* | {shippingEmail} |
| *I.T. Contact:* | {itName} |
| *Phone:* | {itPhone} |
| *E-Mail:* | {itEmail} |

***Parcel Carriers***

|  |  |  |  |
| --- | --- | --- | --- |
| **Carrier** | **Account Number** | **Username** | **Password** |
| {#carriersUsed}  {Name}  {/carriersUsed} | {#carriersUsed}  {AccountNumber}  {/carriersUsed} | {#carriersUsed}  {Username}  {/carriersUsed} | {#carriersUsed}  {Password}  {/carriersUsed} |

***LTL Carriers***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Carrier/3PL | Account # | Login | Password | Rated  (Y/N)? |
| {#ltlCarriersUsed}  {ltlName}  {/ltlCarriersUsed} | {#ltlCarriersUsed}  {ltlAccountNumber}  {/ltlCarriersUsed} | {#ltlCarriersUsed}  {ltlLogin}  {/ltlCarriersUsed} | {#ltlCarriersUsed}  {ltlPassword}  {/ltlCarriersUsed} | {#ltlCarriersUsed}  {ltlRated}  {/ltlCarriersUsed} |

***Services to Rate Shop***

|  |  |
| --- | --- |
| **Name** | **Services to Rate** |
| {#rateshops}  {rateshopName}  {/rateshops} | {#rateshops}  {rateshopServices}  {/rateshops} |

***Client Hardware***

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Make** | **Model** | **Connection** |
| Scale | {scaleMake} | {scaleModel} | {scaleConnectionType} |
| Label Printer | {labelPrinterMake} | {labelPrinterModel} | {labelPrinterConnectionType} |
| Report Printer | {reportPrinterMake} | {reportPrinterModel} | {reportPrinterConnectionType} |

***Questionnaire***

|  |  |
| --- | --- |
| **Question** | **Response** |
| Do you ship International? | {intQuest} |
| What International Reports do you print? | {intReportQuest} |
| Do you want to see Negotiated Rates or List Rates? | {negotiatedOrLIstedRates} |
| Do you ship HazMat? If yes, what software do you use? | {hazmat} |
| What special services do you use? | {specialServices} |
| If you ship LTL, what are your dock open & close times? | {dockTimes} |
| What current processes or features does your current software do? | {softwareFeatures} |
| Are you able to allocate a shipping station for **only** testing? If no, what’s the availability on a shipping station in regards to day by day basis. | {shippingStation} |
| Any special label requirements? If so, please list all. | {labelReqs} |
| Are you able to install and have TeamViewer running consistently on the testing station during development? | {teamViewerAvail} |
| Do you have a TEST database or only a Live one? | {database} |
| Do you use package insurance? | {pkgIns} |
| Do you batch ship? | {batchShip} |
| What data do you need to send back to the DB? | {shipmentData} |

***Process Flow***

|  |  |
| --- | --- |
| **Order to Shipment Process** | {shipmentProcess} |
| **Special Business Rules** | {businessRules} |
| **Special Notes/Forms** | {notesForms} |

***Items Needed for Install***

|  |  |
| --- | --- |
| **Needed** | **Item** |
|  | List of Ship Method/Service codes and descriptions for every service you use |
|  | Dedicated test PC that connects to integration |
|  | Connection Strings, user, password, authentication keys to login to database or web store integration |
|  | Integration documentation for web service or example for ODBC import/export queries, XML input/output documents, or file import/export |
|  | Box ID and Dimensions List |
|  | NMFC item numbers, classes, and descriptions |
|  | Provide scanned copies of custom labels or documents |
|  | Provide model and make of printers, scales, or scanners |
|  | FedEx account number, meter number, and copy of last invoice |
|  | On-Trac account number, seed number, FTP user and password Rate Files (provided by OnTrac) & Zone Files (provided by OnTrac) |
|  | UPS Account, Website Login and Password, and copy of last invoice from within last 30 days |
|  | UPS Surepost Account and Duns Number |
|  | UPS Mail Innovations Account and Duns Number |
|  | USPS EMS account number and passphrase |
|  | USPS Legacy meter account #, user, password, and rates |
|  | WWEX account #, authentication code, user, and password |

***Services Requiring Legacy Meter***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| First Class Mail International | Priority Mail Flat Rate Padded |
| Priority Mail | Priority Mail International |
| Priority Mail Express Flat Rate Box | Priority Mail Large Flat Rate Board Game Box |
| Priority Mail Express International | Priority Mail Large Flat Rate Box |
| Priority Mail Express Legal Flat Rate Envelope | Priority Mail Legal Flat Rate Envelope |
| Priority Mail Express Padded Flat Rate Envelope | Priority Mail Medium Flat Rate Box |
| Priority Mail Express PO to Addressee | Priority Mail Regional Rate Box A |
| Priority Mail Flat Rate | Priority Mail Regional Rate Box B |
| Priority Mail Flat Rate Box | -------------------------------------------------------------------- |

***Services Requiring EMS Meter***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Airmail M-bags | Global Priority Mail Flat Rate (Large Box) |
| Books and Sheet Music | Global Priority Mail Flat Rate Box |
| Bound Printed Matter Sgl Piece Flats | Global Priority Mail Flat Rate Envelope |
| Bound Printed Matter Single Piece | Intl Priority Airmail (IPA) |
| Commercial ePacket | Intl Surface Airlift (ISAL) |
| Consolidator Intl | Library Mail 5-Digit |
| Critical Mail Flat | Library Mail Basic |
| Critical Mail Flat with Signature | Library Mail Single Piece |
| Critical Mail Letter | Matter for the Blind (airmail) |
| Critical Mail Letter with Signature | Matter for the Blind (Economy surface) |
| Economy (Surface) Letter Post | Media Mail 5-Digit |
| Economy (Surface) Parcel Post | Media Mail Basic |
| Economy M-bags (books and sheet music) | Media Mail Single Piece |
| Economy M-bags (regular printed matter) | Parcel Post |
| Endicia Global Services | Parcel Select DBMC/ASF |
| First Class Mail Flat | Parcel Select DDU |
| First Class Mail International Flat | Parcel Select DSCF |
| First Class Mail International Letter | Publisher's Periodicals |
| First Class Mail Parcel | Standard Mail Reg ECR Letters |
| First Class Mail Single | Standard Mail Reg ECR Non Letters |
| Global Express Guaranteed Non Documents | Standard Mail Regular Letters |
| Global Express Guaranteed® | Standard Mail Regular Non Letters |

***Any Other Client Supplied Information May Be Entered Below This Line***  
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