

Purpose

When The Washington Post introduces new rates, the new rates must be entered in NPD. The purpose of this document is to explain the process.

A. Enter New Rates

1. From the **Main Switchboard**, go to **System Maintenance**.
2. Click **Generate New Rates**.
3. Enter the Effective Date for the rate change.
4. Enter the rates for each standard edition. For example, On the Daily & Sunday row, enter the Daily per copy price and the Sunday per copy price.
5. When ready, press the **Next >>** button.
6. The next screen will display **RPO** (Reduced Price Offer) or Special rates. You probably will not need to change anything on this screen, but review them just in case.
7. Press the **Next >>** button again to complete the rates generation.
8. After clicking OK to the rates generated popup, press the **Rates** button on the System Maintenance switchboard.
9. Review the rates. If you have weekend editions and the like, you may need to re-price them. Simply click the blue explode button for those editions and enter the new per copy price. The rate (period charges) will be recalculated automatically for that Edition and Bill Type. Be sure to change the price for each Bill Type.
10. At the top of the Rates screen is a Purge Old Rates button. Click it and purge any old dates. Be sure to keep the last two or three dates.

Effective Date: 

The EFFECTIVE DATE should be the date of the paper's last general rate change. It's best to not have a lot of different effective dates.

Standard Rates

Edition	Daily	Sunday
Daily & Sunday:	<input type="text" value="\$0.22"/>	<input type="text" value="\$1.47"/>
Daily Only:	<input type="text" value="\$0.22"/>	
Sunday Only:		<input type="text" value="\$1.50"/>

B. If you Make a Mistake

If you discover that you generated the rates incorrectly, use Purge Old Rates on the Rates screen to purge the rates you just generated. Then go back to step A, and try again.

C. A Word of Caution

Only change the Effective Date when the Post changes the standard rates. When you add a new edition, simply generate new rates using the existing Effective Date. You do not want a new Effective Date each time you add a new edition.