



Shipping Setup

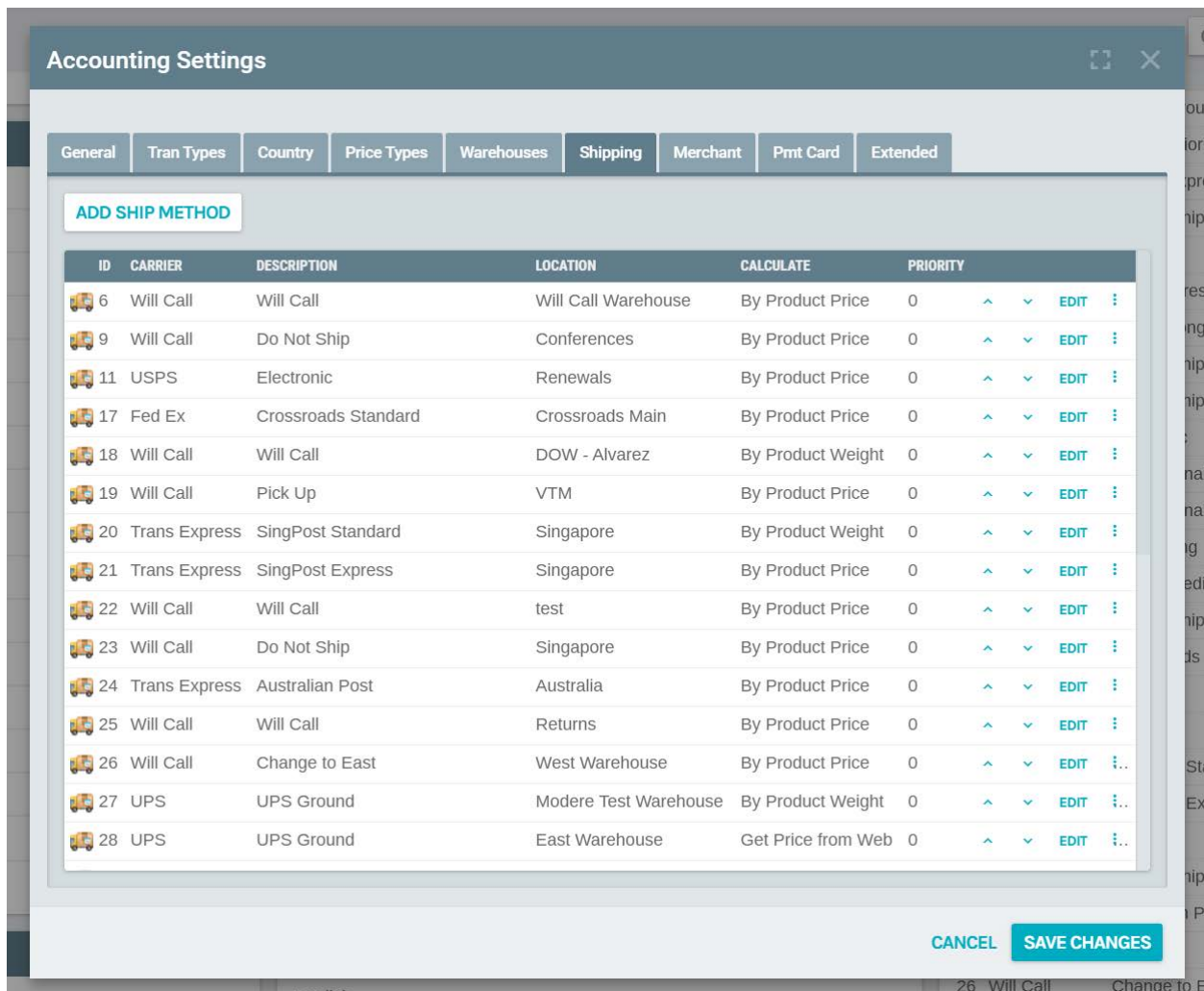
v 2.0

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How to change Ship Method Settings

- Go to the Administration tab on the left and then click on the Settings menu option.
- In the upper right tool bar click on Accounting Settings.
- From the Accounting Settings screen, click on Modify Location Settings in the top section of the third column.
- From the Accounting Settings popup, go to the Shipping tab:



The screenshot shows the 'Accounting Settings' window with the 'Shipping' tab selected. A table lists various shipping methods with columns for ID, Carrier, Description, Location, Calculate, and Priority. Each row includes an 'EDIT' button and a menu icon.

ID	CARRIER	DESCRIPTION	LOCATION	CALCULATE	PRIORITY		
6	Will Call	Will Call	Will Call Warehouse	By Product Price	0	▲ ▼	EDIT ⋮
9	Will Call	Do Not Ship	Conferences	By Product Price	0	▲ ▼	EDIT ⋮
11	USPS	Electronic	Renewals	By Product Price	0	▲ ▼	EDIT ⋮
17	Fed Ex	Crossroads Standard	Crossroads Main	By Product Price	0	▲ ▼	EDIT ⋮
18	Will Call	Will Call	DOW - Alvarez	By Product Weight	0	▲ ▼	EDIT ⋮
19	Will Call	Pick Up	VTM	By Product Price	0	▲ ▼	EDIT ⋮
20	Trans Express	SingPost Standard	Singapore	By Product Weight	0	▲ ▼	EDIT ⋮
21	Trans Express	SingPost Express	Singapore	By Product Price	0	▲ ▼	EDIT ⋮
22	Will Call	Will Call	test	By Product Price	0	▲ ▼	EDIT ⋮
23	Will Call	Do Not Ship	Singapore	By Product Price	0	▲ ▼	EDIT ⋮
24	Trans Express	Australian Post	Australia	By Product Price	0	▲ ▼	EDIT ⋮
25	Will Call	Will Call	Returns	By Product Price	0	▲ ▼	EDIT ⋮
26	Will Call	Change to East	West Warehouse	By Product Price	0	▲ ▼	EDIT ⋮
27	UPS	UPS Ground	Modere Test Warehouse	By Product Weight	0	▲ ▼	EDIT ⋮
28	UPS	UPS Ground	East Warehouse	Get Price from Web	0	▲ ▼	EDIT ⋮

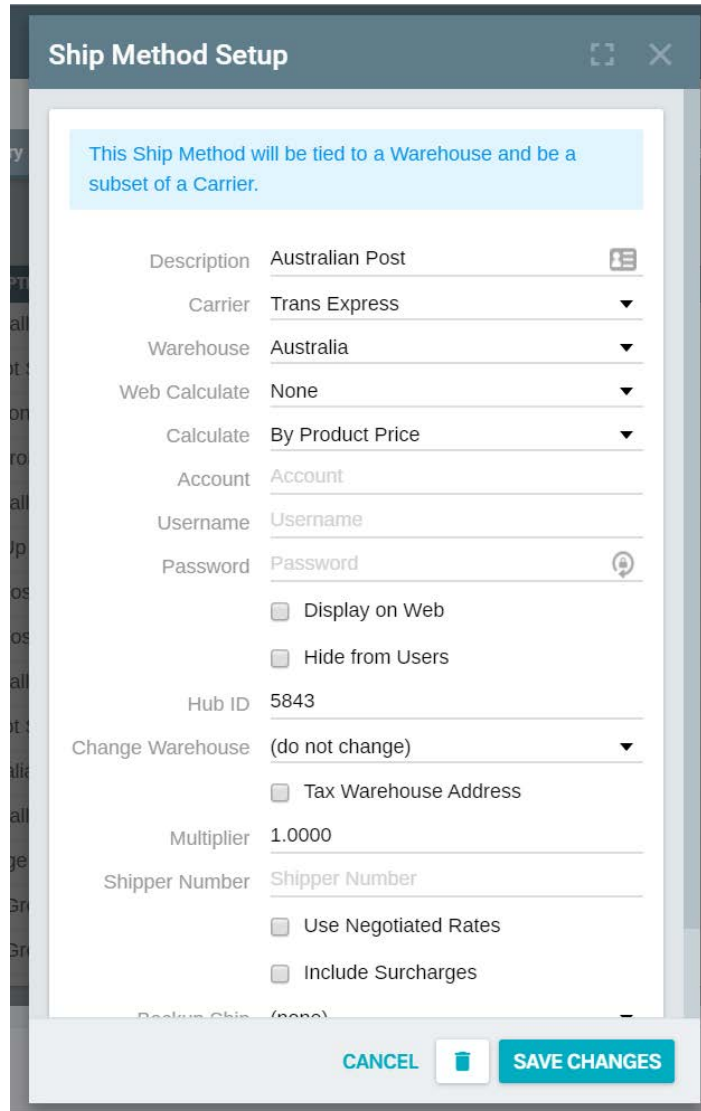
Buttons: CANCEL, SAVE CHANGES

- Click on the ship method that you wish to modify and then click on the Edit button. If you need to make changes to the static rates setup for Calculate By Product Price

or Calculate by Product Weight, then click on the Edit Rate Range button instead of Edit.

EDIT

When you select a ship method and then click on the Edit button, the following popup will appear:



The screenshot shows a 'Ship Method Setup' popup window. At the top, there is a title bar with the text 'Ship Method Setup' and a close button. Below the title bar, a light blue message box states: 'This Ship Method will be tied to a Warehouse and be a subset of a Carrier.' The main content area contains several form fields and checkboxes:

- Description: Australian Post
- Carrier: Trans Express
- Warehouse: Australia
- Web Calculate: None
- Calculate: By Product Price
- Account: Account
- Username: Username
- Password: Password
- Display on Web
- Hide from Users
- Hub ID: 5843
- Change Warehouse: (do not change)
- Tax Warehouse Address
- Multiplier: 1.0000
- Shipper Number: Shipper Number
- Use Negotiated Rates
- Include Surcharges

At the bottom of the popup, there are three buttons: 'CANCEL', a trash icon, and 'SAVE CHANGES'.

Description: The name of the ship method that will be displayed on the web site and on the order invoice.

Carrier: The carrier used to ship via this ship method so that the system knows which website to go to when a tracking number is used to track an order from the Admin Customer Screen or the Distributor back office. Please note that carrier USPS and Will Call will not link to any website when an order is tracked.

Warehouse: Select the warehouse that this ship method belongs to. Only websites configured for this warehouse will have the option to use this ship method.

Calculate: Which method to use for determining the shipping rates/costs.

- **By Product Price** – a static schedule is used to setup the pricing based on the price of an order. The SOP (ship on price) values of an item or all items on the order is used to determine the price of an order. The rate range editor then can be used to setup the shipping rules.
- **By Product Weight** - a static schedule is used to setup the pricing based on the weight of an order. The weight value of an item or all items on the order is used to determine the overall weight of an order. The rate range editor then can be used to setup the shipping rules.
- **Get Price from Web** – a dynamic method used to determine real time rates for UPS or FedEx. The origin (warehouse) address, the ship to address, the total weight of the order and the class of service (see web calculate) is passed to the Carrier via their API and then the rate is returned. Please note that this method works only if your carrier can validate the ship to address, otherwise they will return a zero rate value. (see Backup Ship Method below). Please make sure the Location warehouse address is setup correctly.

Web Calculate: The level/class of service to use when Get Price from Web is used.

Account: Provide your account number for UPS or FedEx if you plan to use Get Price from Web. Please note that you can use the Exigo UPS account to get published rates even though you may want to ship using FedEx.

UserName: Provide your username for UPS or meter number for FedEx if you plan to use Get Price from Web.

Password: Provide your password for your UPS account. The FedEx API does not require this value.

Display on Web: True/False flag. If True, then the ship method can be displayed on the website. If False, then the ship method can only be used internally by customer service.

Change Warehouse: Dynamic warehouse change method if you want to setup a Will Call method for Warehouse A shopping cart, but have the order stored in Warehouse B for will call management.

Tax Warehouse Address: True/False flag. If true, then the taxes for an order are based on the warehouse address, not the ship to address of the order. Please make sure the Location warehouse address is setup correctly. If false, then the ship to address of the order is used to determine taxation.

Multiplier: If you are using Get Price from Web, then you can increase the amount of the rate returned from FedEx or UPS. A value of 1 means that you multiply the rate by 100%. A value of 1.2 means that you increase the rate by 20%. If you need to reduce the rate, a value of .8 would then be reducing the returned rate by 20%.

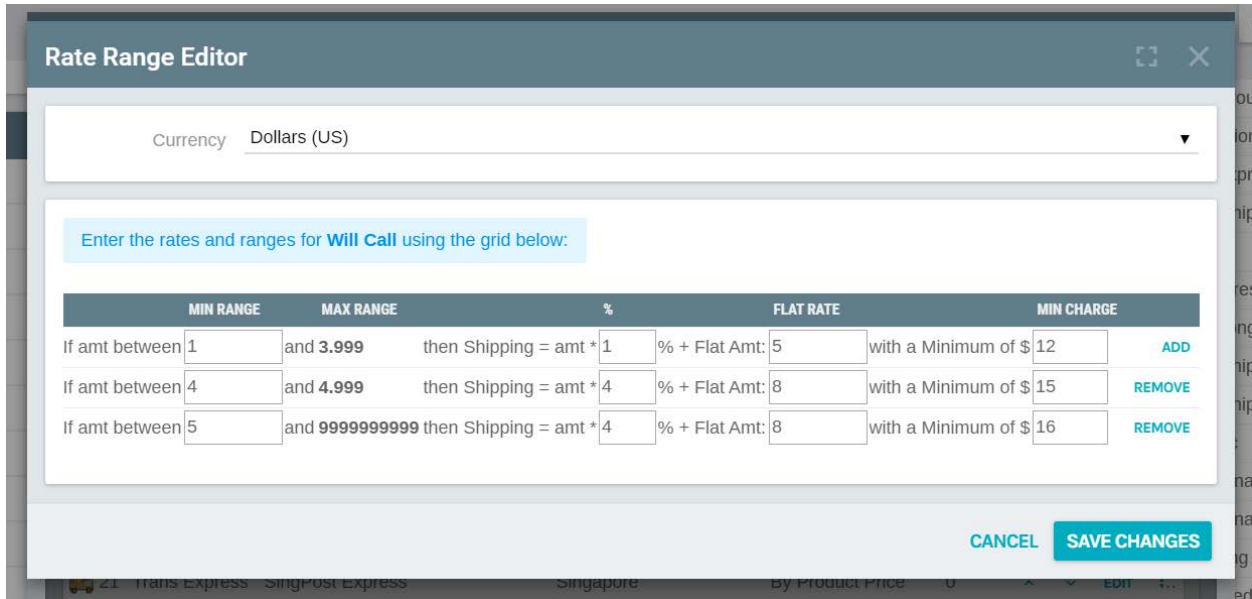
Shipper Number: If you have a shipper number for your UPS or FedEx account and do not want to use the Standard Published rates, you can enter the account number here for rates specific to your company. You will need to use the "Use Negotiated Rates" flag.

Use Negotiated Rates: True/False flag. If true, then the discounted rates for your company are used instead of standard published rates. If false, then the standard rates are used.

Backup Ship Method: If you are using the Get Price from Web calculation method and the ship to address cannot be validated by UPS or FedEx, you may want to specify a ship method that is using a static calculate method (by product price or by product weight) so that a value of zero is not used for the shipping charge.

EDIT RATE RANGE

When you select a ship method and then click on the Edit Rate Range button, the following popup will appear:



MIN RANGE	MAX RANGE	%	FLAT RATE	MIN CHARGE	
If amt between 1	and 3.999	then Shipping = amt * 1	% + Flat Amt: 5	with a Minimum of \$ 12	ADD
If amt between 4	and 4.999	then Shipping = amt * 4	% + Flat Amt: 8	with a Minimum of \$ 15	REMOVE
If amt between 5	and 9999999999	then Shipping = amt * 4	% + Flat Amt: 8	with a Minimum of \$ 16	REMOVE

You may now configure your schedule (based on price or weight) for how you want to charge Shipping.

Other helpful information

To get your own account, you will need to contact UPS or Fedex to obtain the developer credentials you would need to use these API's.

Here is an example of how to get a FedEx account:

You will need to go to FedEx and setup developer credentials for their Web Services API following the Internal Company Use method at <http://www.fedex.com/us/developer/web-services/index.html>

You will need to create a New User account and get the credentials because it uses your company's account number and there is an End User License Agreement to agree to as part of the credential process, we cannot do this for you. Once you register and get the login information, you will then need to login to the Developer Resource Center at www.fedex.com/developer. There is a semi-transparent "Login" box on the upper left corner of the page.

After logging in you will see a landing page with different FedEx technologies to code with. Click on the left menu option "FedEx Web Services" and follow the instructions for "Your Application Is for Internal Company Use Only". When you get to the Move to Production step, you should be able to Obtain a Production Key. Use your FedEx account and address information in the registration boxes. Include address entered on this page). When you receive the Production Key you will see a popup browser that echoes back the FedEx Production Account number, an assigned Production Meter number and part one of a two-part authentication key, called the "Key". You will then get an email with the same account and meter number and the second part of the authentication, the "Password". In case you end up with some kind of error, you can call their WIS Production Support Desk at 877-339-2774. Say "API" at the voice prompt and tell the technician you are having trouble creating your Production Credentials for Web services.

IMPORTANT: You will need to get the following information from FedEx so we can put your values in the (Exigo) fields: FedEx Account Number (Account), Production Meter Number (Shipper Number), Authentication Key (UserName), Hub ID (Hub ID)* and Production Password (Password).

*The Hub ID is needed if you plan to use Smart Post.