

Setting Postage Options

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Quick Steps: Shop > Shop Settings > Postage Settings

Postage Options allow you to set up how postage costs will be applied to customers on checkout.

1. Within the Management Console, select **Shop** from the top menu, then **Shop Settings** from the left menu.

2. Select **Options** from the left menu, and select **Other Options**.

3. Select the **Postage Method**:

- **Multiplier** - Each product in your shop will have its own Postage Factor; This can be any number, as a guide a smaller item should have a smaller factor, and a larger/heavier item, a bigger postage factor.

If your postage is set at \$5 for Standard Shipping and:

- Product 1 has a postage factor of 2
- Product 2 has a postage factor of 1
- Product 3 has a postage factor of 1 = Postage Factor of 4, Multiplied by \$5 = Postage Cost of \$20.00

- **Trigger Point** - Each product in your shop will have its own Postage Factor; This can be any number, as a guide a smaller item should have a smaller factor, and a larger/heavier item, a bigger postage factor.

If your postage is set at \$5 for Shipping and has a Trigger Point of 3:

- Product 1 has a postage factor of 2
- Product 2 has a postage factor of 1
- Product 3 has a postage factor of 1 = Postage Factor of 4,
- As the Trigger Point of 3 has been passed, (postage factor = 4), the postage cost would be $2 \times \$5 =$ Postage Cost of \$10.00

4. Click **Save**

5. Select **Postage Settings** from the expanded left menu.

3. Click **Add** to add a new Postage Option, and complete the following details:

- **Title** - The title of the postage option eg. Delivery
- **Detail** - Allows an organisation to detail any information about this postage option eg. Registered Post
- **Price** - The price of postage
- **Country Option** - Allows an organisation to set delivery options to be viewable only by domestic or International customers. It is based on where the delivery is being made and the country set as the address of the organisation within the ADMINISTRATION menu
- **Trigger Point** - Only applicable for organisations using the Trigger point option. This sets the factor to be divided by when calculating postage
- **Order** - This is the number in which you order against other postage options. For example a postage option with an order of 5 would appear after a postage option with an order of 4 but ahead of a postage option with an order of 6. SportsTG suggests using denominations of 5 (eg. 0, 5, 10, 15) so that if in future you need to insert a product within a list it is far more straight forward.

4. Click **Save** to add the new Postage Option

5. Set the Postage Option to Online by going back to the **Listing** and clicking on the icon under the **Status** column.

Note: Any postage options that are set to Online are available to all customers on your Shop, so make sure that any settings are applicable to all customers.

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