


SHIPPING METHODS

Shipping Methods provide a means to add to quotes or orders shipping and other associated costs based on the shipping method. UPS shipping can be integrated into the WebSource configurator. Contact Webcom Inc for details. Shipping Methods Definition can be found under the **Global Parameters** menu by selecting **Shipping Methods**.



| Name | Price Builder | Description | Editable |
|---------------------|---------------|-------------|----------|
| NKC | | | False |
| Over-Night Shipping | | | True |
| Standard Shipping | | | All |

Figure 7-1 – Shipping Methods Definition

From this screen **Shipping Methods** can be added, deleted, edited or copied. Shipping Methods can be searched by entering the Method Name, Price Builder Data, Description, or whether the method is editable or not into the boxes on the Shipping Methods Definition page. Clicking the **S** to the left of the boxes will perform the search. More Methods can be seen by clicking the page numbers or the > symbol at the bottom of the page.

To add a new Shipping Method, click **Add New**. A blank Shipping Method Definition page will be displayed as shown in Figure 7-2. Existing Methods can be Copied, Deleted, or Edited by clicking the respective symbol to the left of the Method Name. Selecting Edit would bring up the same page seen in Figure 7-2. Fields shaded in **Yellow** are required in order to save the Shipping Method.

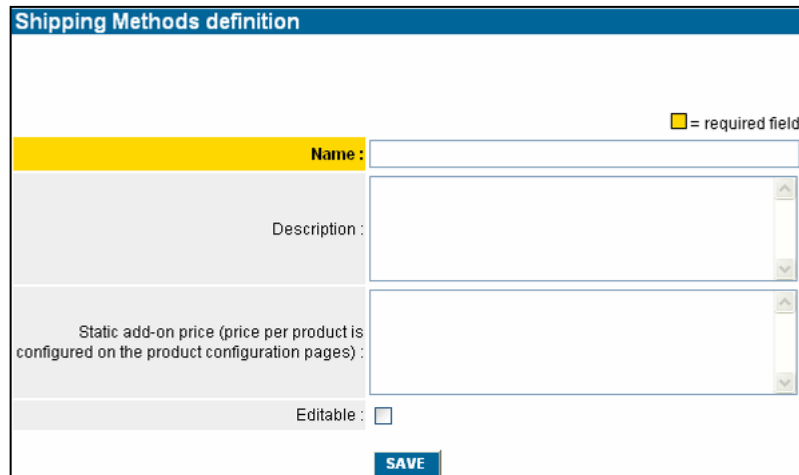


Figure 7-2 – Add New Shipping Method

Fill in the **Name** and any **Description** that would be helpful to the user. This description is what appears in the shopping cart.

Static add-on price can be used for a number of different purposes. Examples might be a fixed handling charge or fixed price for special shipping such as when exporting. A fixed number or a rule such as size or value of item is entered here.

When complete choose **Save**. This brings up Figure 7-1 - Shipping Methods Definition again, with new Shipping Method included.