Setting up shipping

1. Log in to your account and go to store manager
2. Click into settings
3. Click into shipping
4. Tick – Enable shipping
5. Add processing time
6. Shipping type- by zone or by weight (please note- each has a slightly different way of managing shipping)
7. **Shipping by Zone**
8. Zone Name - UK
9. Click on "Edit Shipping methods"
10. Click on Add Shipping method
11. Select Method types you want to use- You can choose all three if you will be using all three
12. Then click on Add shipping method for each one
13. Then click into Edit on each one- Collect from Market should be 0 cost (this also includes local collection/delivery)
14. Click edit on Flat rate- Leave the top cost at 0
15. Add a cost next to each shipping class you will be using- i.e. small parcel = £3.95 NB: if you want to charge £3.95 per item in the trolley simply add £3.95 *[1] in the box. If you want to charge per 5 items or 10 items, simply add 5 or 10 inside the brackets. It is important that you use the square brackets.
16. In the Calculation type- choose whether to charge per order or per class. Per order will only add the shipping on the final order total – per class will add for each individual item in that class- (may be a lot more expensive to do this, but depends what you are selling)
17. Click Save Method settings
18. Status should be ticked.
19. **Shipping by weight**
20. Tick enable local pickup if you want to add this method.
21. Calculate cost- based on rules or per unit cost. We recommend based on rules (but it is up to you)
22. Based on rules- add a cost next to each weight. Leave country default cost as 0
23. You must have the weight of your product inside each product too otherwise it won't work at checkout.
24. Per Unit cost- add a price in per unit which is then X by the product weight.
25. Your shipping methods are now saved.