

## 7-0009-EN-How do I add shipping charges to individual p...

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I have some heavy items in my shop which can only be sent by special courier. This method only applies to a small number of products. All other items are sent by Normal Post.

*How can I set this up?*

As a merchant you are able to create shipping charges which can be applied to individual products.

Part 1 &ndash; Adding the Shipping Methods

1. Open your ShopFactory shop using the ShopFactory editor.
2. Click on the **Properties** button on the top toolbar and select the shipping charges option.
3. Select the set up my own shipping charges option.
4. Choose a method from the List or create a new one. To illustrate this I will set up two shipping methods "Normal Post" and "Heavy Item Courier"
5. Click on the **Add (+)** button and the dialog below will appear, enter "Normal Post" in the box below and click Ok

### Shipping method

Shipping Method

Normal Post

6. Repeat Step 5 but this time, the shipping method name is "Heavy Items Courier" -> click OK

7. Now I need to select the shipping method. Tick the box next to Normal Post.
8. It will pop up a window, choose which regions you want the shipping to apply to and click Ok
9. Now a message will appear, "Will this method be available for all products?" Yes or No

10. Select **"Yes"**

11. And then tick the box next to Heavy Item Courier to enable it. At the popup window, choose the regions you want the shipping method to apply to and click Ok.

12. Again a message will appear, "Will this method be available for all products?" Yes or No This time you click **NO** &ndash; because you want to apply it to individual products only.

13. It will now give you a message **"You must enable this method for each product individually"** - Click Ok

14. A tick will appear next to Normal Post & Heavy Item Courier (these methods are enabled) so click the Next button

15. On the next screen add the charges that apply to each region for each of the shipping methods

*\*\*\*Please note at least one shipping method needs to be made available to all products.*

Part 2 &ndash; Apply "Heavy Item Courier" method to individual Products



1. To activate the shipping method on certain products, navigate the tree menu to the page which contains the product which you wish to add the shipping method to.
  2. At the ITEMS LIST or within the SF editor, double-click on the Product to open the product wizard.
  3. From the menu list on the left column, click on the '**Product Shipping Costs**' option.
  4. You will be shown the list of the shipping methods available with local region and rest of the world columns.
  5. Next to each method there is a check box. You will notice that *Normal Post* is "ticked" because it applies to all products and *Heavy Items Courier* is unticked. You need to tick the box next to "*Heavy Items Courier*" to make it available to that product and untick "*Normal post*" if you do not want that one to apply.
- So it will look like this:*

6. You can enter any additional charges for any of the shipping methods for the product. These will be added on top of the normal shipping charges.
7. Now at checkout "Heavy Items Courier" will only be available to those products which you have applied it to and Normal Post will be available to all other products.