

7-0030-EN-Automatically display the Delivery/Shipping A...

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To enable the Shipping Form to show by default without having your customers manually tick the "Deliver to a different address" checkbox, you must enable this option at the Settings page in your Total Care account:

- Click on MY ORDERS to connect to the SF Cloud interface
- Click -> Return to ShopFactory Total Care link

- You will be redirected to SF Total Care interface
- Click on SETTINGS -> ACCOUNT SETTINGS
- Scroll down to the **Settings** section and tick "Always show delivery address fields";
- (*"Allow delivery to a separate shipping address"* must also be ticked)
- Click SUBMIT to save the changes in the database

Checkout page now shows the shipping form by default:

CASE 1: GC Account Settings – only "Allow delivery to a separate shipping address" is ticked

This means that the "Deliver to a different address" form can be activated/ticked – or is activated as soon as you change the billing country in checkout page 1

CASE 2: GC Account Settings – Both "Allow delivery to a separate shipping address" AND "Always show delivery address fields" are ticked

This means that the "Deliver to a different address" form is automatically enabled when you get to page 1 checkout – the shipping form CANNOT be disabled.

CASE 3: GC Account Settings – Both "Allow delivery to a separate shipping address" AND "Always show delivery address fields" are unticked

This means that only the BILLING form will be enabled on Checkout Page 1.