

SHIPPING SETUP - Global Settings

***** READ SHIPPING SECTION CAREFULLY *****

Select Settings From Vendor Dashboard:

The screenshot displays a vendor dashboard with the following components:

- Navigation Menu (Left):** My Market, Media, Products, Orders, Payments, Coupons, Customers, Refund, Add to My Store, **Settings** (highlighted), Ledger Book, Reports, Reviews, Logout.
- User Profile (Top Center):** Welcome to the Personalized Project Dashboard, Test Test.
- Summary Cards (Top Right):** 2 / ∞ (with cube icon), 0 MB / ∞ (with folder icon).
- Key Metrics (Middle):**
 - \$40.00** gross sales in this month (red card)
 - \$3.60** admin fees in this month (blue card)
 - 4 items** sold in this month (yellow card)
 - 3 orders** received in this month (teal card)
- Sales Report (Bottom):** A line chart titled "Sales Report by Date" showing sales from 1/1/24 to 1/10/24. The y-axis ranges from 0 to 40. Sales are zero until 1/9/24, then spike to approximately 40 on 1/10/24.

Select Shipping from the Settings Menu

The screenshot displays the 'Shipping' settings page. On the left, a vertical menu lists various settings: Store, Location, Payment, SEO, Store Policies, Customer Support, Store Hours, and Shipping (highlighted in orange). The main content area includes:

- Enable Shipping:** A checkbox that is checked, with a red '1' next to it.
- Processing Time:** A dropdown menu set to 'Ready to ship in...', with a red '2' next to it.
- Shipping Methods Table:**

Method	Default? ⓘ	Description
Live Rates 3	<input type="checkbox"/>	Calculate live shipping rates and print shipping labels with Shippo . Configure ✓
Free Shipping 4	<input type="checkbox"/>	Ship products for free. Configure ✓

1. Enable Shipping

- a. Enable shipping must be clicked if you want to use PersonalizedProject Integrated Shipping

2. Processing Time

- a. Enter the time for getting the items ready to ship
 - i. This represents your store global rule - processing times for individual items can be adjusted in the product shipping menu reviewed below.

3. Live Rate Shipping Method

- a. This will show buyers live rates from multiple carriers based on their address and delivery speed.
- b. **Using Live Rate shipping method, the vendor can print a label directly from PersonalizedProject Market**

4. Free Shipping

- a. **When a vendor offers free shipping, the vendor is responsible for producing a shipping label through a shipping provider directly (USPS, UPS, FedEx, etc) or a third party (Stamps.com, PirateShip, EasyPost, etc)**
 - i. **PersonalizedProject cannot print labels for items with Free Shipping selected.**
 - ii. If a customer purchases 2 items - one with free shipping and one with live rate shipping - they will need to be sent in 2 packages. Live shipping can be purchased through PersonalizedProject whereas the vendor is responsible for providing shipping label for the free shipping package.
- b. The vendor *MUST* upload tracking information to the order in the ORDERS tab on the vendor dashboard

c. FUND DISBURSEMENT for the sale will not be completed until the above is done

Select Default Shipping Method for Products

Select which of the methods you would like to have set for your default shipping settings by selecting the appropriate checkbox (see image above) - **PersonalizedProject Market highly recommends live rate shipping to be selected as the default.**

Live Rate Shipping Configuration Menu

General Settings

Packing Strategy

1 Pack items together (recommended) ▼






Items will be packed into boxes using the **BoxPacker** algorithm.

Rate Adjustment ⓘ

2 Enter rate adjustment \$ ▼

Enabled carriers 3

Control which carriers and shipping services are enabled.

Name	Enabled Services	Enabled Boxes
<input checked="" type="checkbox"/> Canada Post	Regular Parcel, Expedited Parcel, Priority and 8 more	— 
<input checked="" type="checkbox"/> Chronopost	Chrono 13, Chrono 10, Chrono 18 and 3 more	— 
<input checked="" type="checkbox"/> Colissimo	Domicile, Point Retrait, Retour France	— 
<input checked="" type="checkbox"/> CouriersPlease	Domestic Priority - Authority To Leave/POPPoints, Domestic Priority - Signature Required, Gold Domestic - Authority To Leave/POPPoints and 8 more	— 
<input checked="" type="checkbox"/> Deutsche Post	Postkarte, Standardbrief, Kompaktbrief and 7 more	— 

Custom boxes

These shipping boxes will be used in addition to any carrier-specific boxes when determining how to pack your items.

Name	Dimensions (L × W × H)	Empty Weight	Max Weight
No boxes found			

Add Box 4

5 **SAVE CHANGES**

1) Packing Strategy

a) Pack Items together - Recommended

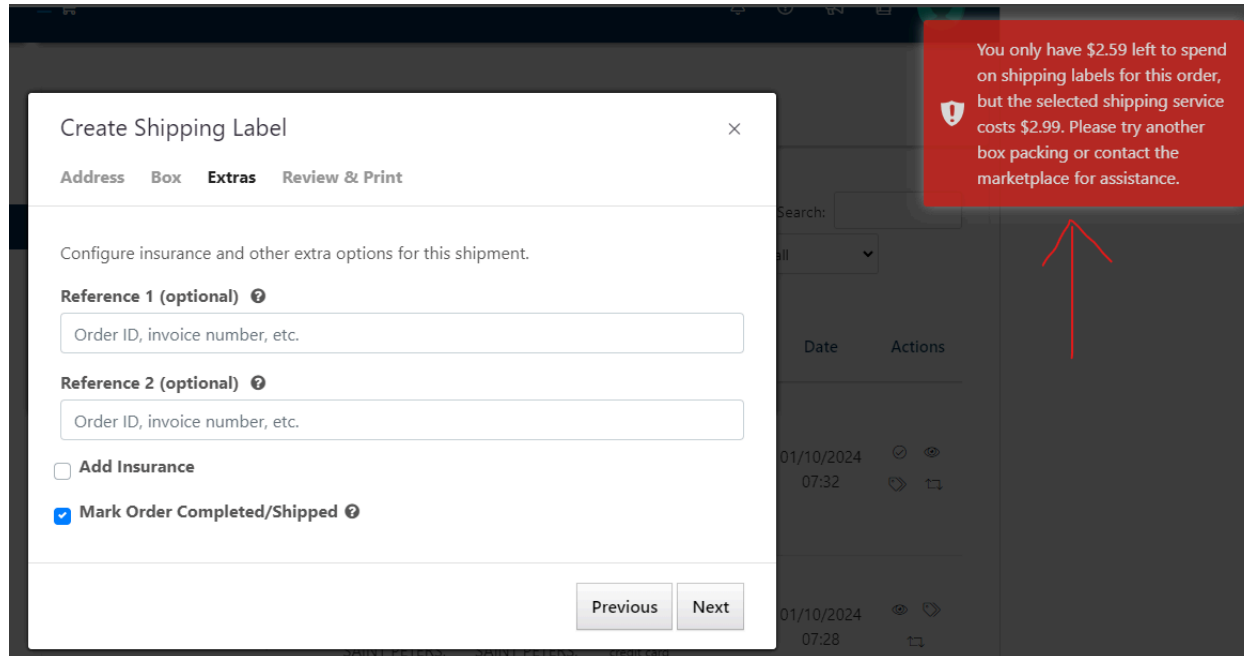
- Shipping cost will be determined by Custom Boxes field and individual item dimensions / weight

b) Pack Items Individually

- Shipping cost will be based on each individual item being sent individually

2) Rate Adjustment

- a) PersonalizedProject Market uses LIVE rates at the time of the sale, however these rates are subject to change. If the rates at the time of label purchase are greater than the rates at the time of sale, no label will be able to be purchased and the **vendor must pay for the shipping label through a 3rd party system and upload tracking for fund disbursement (ie it becomes a Free Shipping item)**



- b) **We recommend setting a \$0.50 or 10% rate adjustment for the shipping cost to prevent the above from occurring.**

3) Enable Carriers

- a) This allows the vendor to enable or disable carriers if wanted
- b) There is no need for a vendor to adjust any settings - PersonalizedProject Market will display the appropriate carriers based on vendor and buyer location.

4) Custom Boxes

- a) This is where a vendor will enter packaging boxes. **At least one box must be entered to allow for live rate calculations.**

Add Box
×

Name

Dimensions

×
 ×
 in

Box Weight

oz ▾

Max Weight

lb ▾

Save Box

b)

c) You can save as many boxes as you commonly use

5) Click Save - Must be completed or settings will not save

Free Shipping Configuration

Settings > Shipping > Free Shipping
Go Back ←

Free Shipping Requires

Minimum Order Amount

Hide other shipping rates when customer

N/A ▾

N/A

A valid free shipping coupon

A minimum order amount

A minimum order amount OR a coupon

A minimum order amount AND a coupon

In the free shipping configuration you can set conditional requirements for free shipping.

*****Reminder*** Vendors are responsible for independently purchasing a label and uploading tracking information for ALL items with free shipping offered.**

Shipping Setup - Individual Items

Go to Shipping Tab in Product Menu (Edit Product or New Product)

The screenshot displays the 'Shipping' tab in a product menu. On the left is a sidebar with the following items: Inventory, Shipping (highlighted in orange), Attributes, Linked, SEO, GeoDirectory, and Product Policies. The main content area contains the following settings:

- Weight (lbs):** A text input field containing the value '2'.
- Dimensions (in):** Three text input fields, each containing the value '2'.
- Shipping class:** A dropdown menu with 'No shipping class' selected.
- Processing Time:** A dropdown menu with '1-3 business days' selected.
- Shipping Methods:** A section with a checked checkbox for 'Use Default' and two unchecked options: 'Live Rates' (with a description: 'Calculate live shipping rates and print shipping labels with Shippo.') and 'Free Shipping' (with a description: 'Ship products for free.').

- 1) Enter product weight
- 2) Enter product dimension
- 3) Ignore shipping class
- 4) Change processing time if different from global rule as addressed above
- 5) Choose shipping method
 - a) Default method is automatically chosen based on global store settings
 - b) Individual items can be changed to different shipping method in this menu