

FedEx Shipping Module Set-Up Guide

About Shipping Modules

Shipping modules are activated and configured in your admin panel. You can reach your admin panel by going to www.yourdomain.com/admin (replace 'yourdomain.com' with your domain name). Click on the 'Modules' main-tab on the left side and then the 'Shipping' sub-tab that will open up beneath it. This will put you on a page where all the shipping modules are listed down the body of the page. Simply click on the module you want to activate & this will highlight it in darker blue. Now, click on the 'Install' button in the right menu. When the page refreshes a list of configuration options will be listed down the right side, click on the 'Edit' button to alter these options. This is how you get to the point where you can edit the configuration options for a shipping module.

What Needs To Be Done Before Installing This Module?

You need to go to the Shipping/Packaging sub-tab within the Configuration main-tab and enter your supplier's shipping country and zip code. Without this being done, the module will not give accurate results.

Also, all of your products must have weights in order for this module, or any other real-time shipping module, to work correctly. Make sure all of your products have weights specified on their product pages. If you don't have your product weights, you should be able to get them from your supplier or the manufacturer.

You need to go to www.FedEx.com and create a free account. Once you do so, just go to 'My FedEx' and then click on the tab that says 'My Profile.' Find your account number under the 'Account Number' column and write it down because you'll need it for the module configuration.

Configuring The Module

Here's a list of the fields that need to be altered and explanations of what to put into each:

- **Your Fedex Account Number:** Enter your FedEx account number.
- **Weight Units:** Change to KGS if your supplier is in a country that uses KGS instead of LBS.
- **First line of street address:** Fill this out based on your supplier's location.
- **Second line of street address:** Fill this out based on your supplier's location.
- **City name:** Fill this out based on your supplier's location.
- **State or Providence name:** Fill this out based on your supplier's location.
- **Postal code:** Fill this out based on your supplier's location.
- **Phone number:** Enter your supplier's phone number here.
- **Drop off type:** The paragraph above explains what code needs to be entered based on how your supplier gets packages to FedEx. Contact your supplier to find out what to enter here.
- **Insurance?:** Enter 100.00 here.
- **Enable Envelope Rates?:** If your supplier will ship items for you in FedEx envelopes select TRUE.
- **Sort rates:** Select whether you want rates to show from high to low or low to high for your customers.
- **Sort Order:** This field is optional. If you have multiple shipping modules enabled, the lower the number specified here the higher the module shows up for the customer.

Click the 'update' button and you are done setting up this shipping module.

Testing This Shipping Module

Go to your live site and add a product to your shopping cart. The shipping charge should vary based on the distance the product is going and the amount it weighs.