

UPS 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.

Configuring The UPS Module

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

- **UPS Pickup Method:** Above this field there is an explanation of each code that can be entered here. If you are unsure what your supplier does, contact them to find out.
- **UPS Packaging?:** Above this field there is an explanation of each code that can be entered here. If you are unsure what your supplier does, contact them to find out.
- **UPS Residential Delivery?:** Enter RES in this field.
- **UPS Shipping Zone:** Only specify a zone here if you only want this shipping method to apply to a certain area. To learn more about zones, see the 'Configuring Your Store Guide' PDF and watch the 'Configuring Your Store Part 2' Video in module 5.
- **UPS 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.
- **UPS Shipping Methods:** The paragraph above the check boxes explains what each code stands for. Check with your supplier and only check the boxes that represent shipping options your supplier offers.

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.