

Postage

This is used to setup automated shipping prices

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Summary

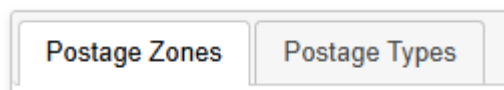
From here, you can set up your postage rules. These are used to calculate postage charges within your eCommerce checkout, as well as when building telephone orders in the CMS, or in store orders via the POS.

Key to icons

 Edit — setup a postage zone/type

 Delete — delete a postage type

Postage Zones

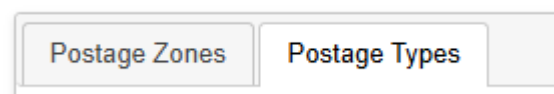


These are the areas to which you deliver; each Postage Type may be enabled for each individual zone at a different price, or disabled entirely for a single zone.

Each Zone may be enabled for Countries, Counties and/or Post Codes.

More information available [here](#).

Postage Types



These are the individual Postage Types assigned to products. These control elements such as delivery time, pick a day, etc.

These are viewed under the second tab. There is also a control here to add a new Postage Type.

There is more information on Postage Types available [here](#).

FAQs

Why can't I delete a postage type?

Postage Types can not be deleted if they are 'default methods'.

Default Method:

Yes ▾

In addition, 'Collect' and 'Email' can never be deleted.

How do I add more Postage Zones

This isn't something that can be done from within the CMS; please contact Iconography via the [Support Portal](#).

The wrong postage cost is showing

Please ensure that you have not entered the same post code in multiple Postage Zones. If you have, the first Postage Zone will be used, e.g. if TA19 is in Zones 3 and 5, the postage rules for Zone 3 will be used.

Postage Types

These are the individual Postage Types assigned to products. These control elements such as delivery time, pick a day, etc.

Postage Zones

A Postage Zone is a limited geographical area to which you will apply delivery rules.

These are the areas to which you deliver; each Postage Type may be enabled for each individual zone at a different price, or disabled entirely for a single zone.

Each Zone may be enabled for Countries, Counties and/or Post Codes.

Setup

For each Country, a primary Postage Zone must be set up. By default, the United Kingdom is set to Zone 1, but this can be managed within the [Countries](#) screen. This default Postage Zone will provide a catch all for all addresses within that Country, unless they have been specifically added to another zone.

Zone Details

| Field | Purpose |
|--------------------|--|
| Display Name | <i>This is used solely within the CMS as a label for this Postage Zone</i> |
| Included Countries | <i>This is a label only - to edit this content, you will have to use the Countries section of the CMS</i> |
| Included Counties | <i>This will autofill a list of Counties available to the Countries assigned to this Postage Zone</i> <i>Expand the list and use the checkbox to select the assigned Counties</i> <i>If left unchecked, all Counties will be included within this zone, unless specifically enabled for another zone (see below for example)</i> |


| Field | Purpose |
|-----------------------|--|
| Included UK Postcodes | <p>Enter postcodes as a comma separated list in either/both the following formats:</p> <ul style="list-style-type: none">• TA1, TA2, TA3, TA4• EX, BS, TA, LE <p>If left blank, all postcodes will be included within this zone, unless specifically enabled for another zone (see below for example)</p> |

Shipping Prices

This screen is used to amend individual shipping costs for each Postage Type.

Key to icons

 **Live** = is live

 **Not Live** = is disabled

 **Edit** = edit prices

Postage Types with no costs setup for a zone are disabled for that zone, and will not be selectable via the eCommerce checkout (although they will still be available for manual orders within the CMS and POS).

Click [here](#) for more details.

Postage Zone Example

| Postage Zone | Details |
|--------------------------|---|
| Zone 1 - United Kingdom | All post codes and countries in the United Kingdom that are not explicitly mentioned in another Postage Zone. |
| Zone 2 - Local Delivery | Postcode - TA19 |
| Zone 3 - Channel Islands | Postcodes - GY & JE |
| Zone 4 - Somerset | County - Somerset |

In this example, a delivery to Liverpool (post code L1 9PA) would fall under Zone 1, but a delivery to Jersey (postcode JE1 8AS) would fall under Zone3. All deliveries to TA19 fall under Zone 2, unless

the address is in the county of Somerset, in which case Zone 4 would be used.

The order of priority is as follows:

Country -> Postcode -> County

Incompatible Postage

Shipping Prices