



HOW TO Set Up Shipping Configuration

Revision 1.5



Miva Corporation
5060 Santa Fe Street
San Diego, CA 92109

Telephone: 858-490-2570

Telefax: 858-731-4200

<http://www.miva.com>

This document and the software described by this document are copyright 2001 by Miva Corporation. All rights reserved. Use of the software described herein may only be done in accordance with the License Agreement provided with the software. This document may not be reproduced in full or partial form except for the purpose of using the software described herein in accordance with the License Agreement provided with the software. Information in this document is subject to change without notice. Companies, names and data used in the examples herein are fictitious unless otherwise noted.

Miva is a registered trademark of Miva Corporation. Miva Order, Miva Merchant, Miva Mia, Miva Empresa, the Miva "blades" logo, and the Miva Engine are trademarks of Miva Corporation. Windows is the registered trademark of Microsoft Corporation. All other trademarks are the property of their respective owners. This document was developed and produced in San Diego, CA, USA.

MIVA CORPORATION WILL NOT BE LIABLE FOR (A) ANY BUG, ERROR, OMISSION, DEFECT, DEFICIENCY, OR NONCONFORMITY IN MERCHANT OR THIS DOCUMENTATION; (B) IMPLIED MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE; (C) IMPLIED WARRANTY RELATING TO COURSE OF DEALING, OR USAGE OF TRADE OR ANY OTHER IMPLIED WARRANTY WHATSOEVER; (D) CLAIM OF INFRINGEMENT; (E) CLAIM IN TORT, WHETHER OR NOT ARISING IN WHOLE OR PART FROM MIVA CORPORATION'S FAULT, NEGLIGENCE, STRICT LIABILITY, OR PRODUCT LIABILITY, OR (F) CLAIM FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, OR LOSS OF DATA, REVENUE, LICENSEES GOODWILL, OR USE. IN NO CASE SHALL MIVA CORPORATION'S LIABILITY EXCEED THE PRICE THAT LICENSEE PAID FOR MERCHANT.

MM1024-06

HOW TO

Set Up Shipping Configuration

Introduction

One of the most important tasks you have in fulfilling your customers orders is to ship your products to them. Miva Merchant provides a number of shipping options. You can set up as many of these shipping options as you wish. The more you configure, the more options you can offer your customers.

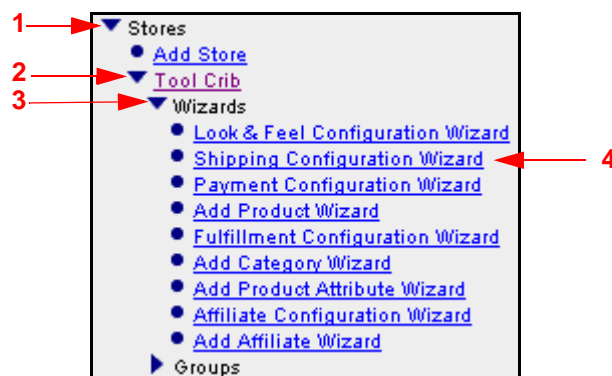
We highly recommend that you use the Simple Administration interface to configure your store, including the Shipping Configuration. In the Advanced Administration interface, click "Switch to Simple Administration" to go the interface that guides you step-by-step.

You can also run the Shipping Configuration Wizard from the Advanced Administration Interface.

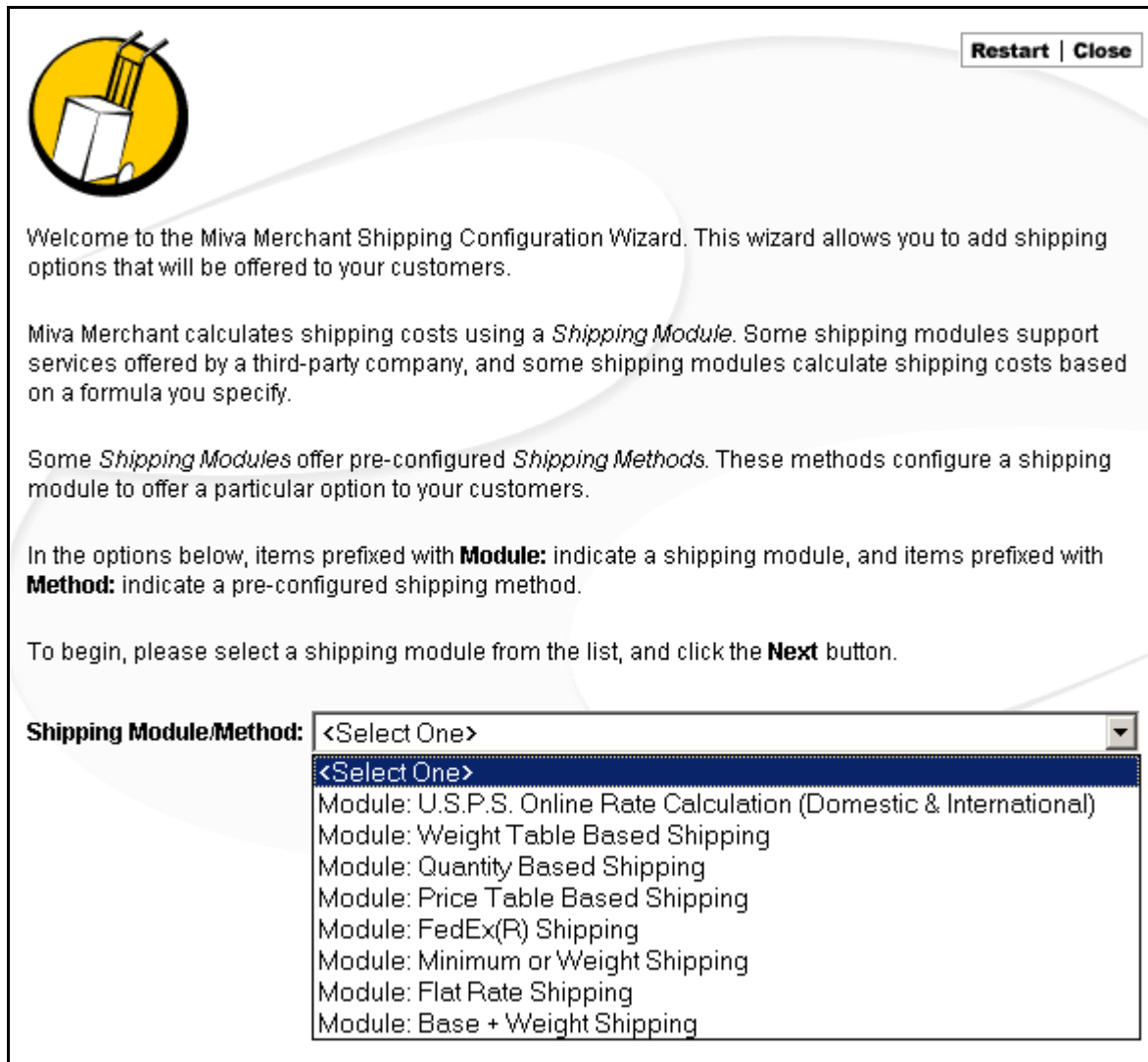
Using the Shipping Configuration Wizard

Use the following procedure to use the Shipping Configuration Wizard.

1. Click the triangle ▼ next to Stores in the Administration Menu.
2. Click the triangle ▼ next to store name to expand the task list.
3. Click the triangle ▼ next to Wizards to expand the wizards list.
4. Select the Shipping Configuration Wizard link.



The Shipping Configuration Wizard main screen opens.



Restart | Close

Welcome to the Miva Merchant Shipping Configuration Wizard. This wizard allows you to add shipping options that will be offered to your customers.

Miva Merchant calculates shipping costs using a *Shipping Module*. Some shipping modules support services offered by a third-party company, and some shipping modules calculate shipping costs based on a formula you specify.

Some *Shipping Modules* offer pre-configured *Shipping Methods*. These methods configure a shipping module to offer a particular option to your customers.

In the options below, items prefixed with **Module:** indicate a shipping module, and items prefixed with **Method:** indicate a pre-configured shipping method.

To begin, please select a shipping module from the list, and click the **Next** button.

Shipping Module/Method: <Select One>

- <Select One>
- Module: U.S.P.S. Online Rate Calculation (Domestic & International)
- Module: Weight Table Based Shipping
- Module: Quantity Based Shipping
- Module: Price Table Based Shipping
- Module: FedEx(R) Shipping
- Module: Minimum or Weight Shipping
- Module: Flat Rate Shipping
- Module: Base + Weight Shipping

- From the list below, select the Shipping Module .
 - “Price Table Based Shipping” on page 3
 - “Weight Table Based Shipping” on page 6
 - “FedEx® (new in 4.14)” on page 9
 - “UPS OnLine® Rates & Service Selection Tool (4.10–4.13 only)” on page 13
 - “Quantity Based Shipping” on page 12
 - “Minimum or Weight Shipping” on page 15
 - “Flat Rate Shipping” on page 16
 - “Base + Weight Shipping” on page 17
 - “U.S.P.S. Online Rate Calculation (Domestic & International)” on page 18

Price Table Based Shipping

The Price Table Based Shipping module allows you to create pre-configured, custom Shipping Methods.

- After configuring this shipping module, all your products will have the tab (link) Price Table Shipping Charges. The charge field allows you to add or subtract an amount from the pre-configured table shipping rates for that product.
- You can define a Handling charge for the shipping method.

This charge is in addition to the amount specified in the weight table. This is handy when you are entering weight and rate information directly from a shipper's rate table, but need to add a charge to cover the cost of packaging.

- Each line in the table has a ceiling to define a top range for the product's price. You can enter an unlimited amount for the ceiling using the + (plus sign).

The ceiling is the highest price that qualifies for that row. For example, if you charge \$2 shipping for orders up to \$25.00, then the ceiling for the first row would be 25.

Row	Rate	Ceiling
1	\$2.00	\$25
2	\$5.00	\$100
3	\$10.00	+

- Each line in the table has a rate for shipping a product that costs less than the ceiling price. The floor price, or the lowest price for each row is assumed to be the ceiling of the previous row.

The Rate is the amount you want to charge for shipping. This does not include the handling charge you may enter.

Use the following procedure to create a Price Table Based Shipping Method.

1. Enter the name of your Shipping Method, and click Next.

The Price Table Based Shipping module calculates shipping costs by reference to a table of prices and rates.

Please enter a name for your shipping method.

Shipping Method:

2. Enter the Handling charge, if any, you want to charge for this Shipping Method, and click Next.

You can add a **Handling** charge to all orders shipped using this method. This charge is in addition to the amount specified in the table. This is handy when you are entering price and rate information directly from a shipper's rate table, but need to add a charge to cover the cost of packaging.

Please enter a handling charge if desired.

Handling:

3. Enter the highest price for the first row.

Each row of the table has a **ceiling**. The **ceiling** is the highest price that qualifies for that row. For example, if you charge \$4 shipping for orders up to \$20, then the ceiling for the first row would be 20.

Please enter the ceiling value for the first row.

Ceiling:

You can create a table with as many rows as you wish. This allows you to build a table for the exact amount you charge to the penny, or other unit of pricing, you chose.

4. Enter the charge for this price range.

Click Add Additional Row(s) to enter more price ranges, or click Next.

The **rate** is the amount you want to charge for shipping. This does not include the handling charge you may have entered earlier. If you wish to charge a fixed amount, enter the amount as a number. For example: **2.50**. If you wish to charge a percentage of the order total, enter the amount with a percent sign. For example: **2.50%**.

Please enter the rate for orders that cost up to **25.00**

Rate:

5. If you chose to add more price ranges, and clicked Add Additional Row(s), the following screen displays. Enter the highest price (ceiling) for this row.

You can add as many ranges (rows) as you need for the Shipping Method. When you have added all of the ranges, click Next.

The plus sign "+" indicates an unlimited top price, higher than your top ceiling.

Shipping Method	Handling	Ceiling	Rate
Price-Based Shipping	4.00	25.00	2

Each row of the table has a **ceiling**. The **ceiling** is the highest price that qualifies for that row. For example, if you charge \$7 shipping for orders pricing from \$20 to \$40, then the **ceiling** for that row would be 40. (the 'floor' is assumed to be the ceiling of the previous row).

Enter a "+" for the ceiling to indicate all values over the highest listed ceiling.

Please enter the ceiling value for the next row.

Ceiling:

6. If you want to create another method, click Add Additional Method(s).
7. Check your handling charges and ranges and click Finish, or Previous to correct an entry.

You have now entered all the information which is required to configure your shipping method(s). Please review the information below, then click the **Finish** button to save your settings and quit, or the **Add Additional Method(s)** button to save these settings and start adding another shipping method.

Shipping Module: Price Table Based Shipping
Shipping Method: Price-Based Shipping
Handling: 4.00
Range(s): price up to: **25.00** charge: **2**
 price up to: **100.00** charge: **5**
 orders costing over highest listed ceiling charge: **10**

Previous Add Additional Method(s) Finish

Weight Table Based Shipping

The Weight Table Based Shipping module allows you to create pre-configured, custom Shipping Methods.

- After configuring this shipping module, all your products will have the tab (link) Weight Table Shipping Charges. The charge field allows you to add or subtract an amount from the pre-configured table shipping rates for that product.

- You can define a Handling charge for the shipping method.

This charge is in addition to the amount specified in the weight table. This is handy when you are entering weight and rate information directly from a shipper's rate table, but need to add a charge to cover the cost of packaging.

- Each line in the table has a ceiling to define a top range for the weight.

The ceiling is the highest weight that qualifies for that row. For example, if you charge \$4 shipping for orders up to 2 lbs., then the ceiling for the first row would be 2.

Row	Cost	Ceiling
1	\$4	2
2	\$5	4
3	\$6	+

- Each line in the table has a rate for shipping a product that weighs less than the ceiling weight.

The last row should define the highest amount charged. Its ceiling is a "+."

The rate is the amount you want to charge for shipping. This does not include the handling charge you may enter.

Use the following procedure to create a Weight Table Based Shipping Method.

1. Enter the name of your Shipping Method, and click Next.

The Weight Table Based Shipping module calculates shipping costs by reference to a table of weights and rates.

Please enter a name for your shipping method.

Shipping Method:

2. Enter the Handling charge, if any, you want to charge for this Shipping Method.

You can add a **Handling** charge to all orders shipped using this method. This charge is in addition to the amount specified in the table. This is handy when you are entering weight and rate information directly from a shipper's rate table, but need to add a charge to cover the cost of packaging.

Please enter a handling charge if desired.

Handling:

3. Enter the highest weight for the first row.

Each row of the table has a **ceiling**. The **ceiling** is the highest weight that qualifies for that row. For example, if you charge \$4 shipping for orders up to 2 lbs., then the ceiling for the first row would be 2.

Please enter the ceiling value for the first row.

Ceiling:

4. Enter the charge for this weight range.
You can create a table with as many rows as you wish. This allows you to build a table for the exact amount you charge for each pound, or other unit of weight, you chose. The default unit of measurement is pounds. For additional information about changing the unit of measurement, refer to *HOW TO Edit a Store's Features and Functionality*.
5. If you wish to add more weight ranges, click Add Additional Row(s). You can add as many ranges (rows) as you need for the Shipping Method. When you have added all of the ranges, click Next.

The **rate** is the amount you want to charge for shipping. This does not include the handling charge you may have entered earlier.

Please enter the rate for orders weighing up to **2.00**

Rate:

6. If you want to create another method, click Add Additional Method(s).
7. Check your handling charges and ranges and click Finish, or Previous to correct an entry.

You have now entered all the information which is required to configure your shipping method(s). Please review the information below, then click the **Finish** button to save your settings and quit, or the **Add Additional Method(s)** button to save these settings and start adding another shipping method.

Shipping Module: Weight Table Based Shipping
Shipping Method: Shipping By Weight
Handling: 5.00
Range(s): weight up to: **2.00** charge: **3.00**
weight up to: **10.00** charge: **5.00**

FedEx® (new in 4.14)


The FedEx Shipping Cost Estimate module accesses FedEx® to calculate the shipping cost. If you have an existing FedEx account, you can use that account number. If you do not presently have an a FedEx account, visit the FedEx website, <http://www.fedex.com>, and click the "Open an Account" link.

FedEx uses OpenSSL, which your host should already have installed. Contact your host if you see an error about not being able to load OpenSSL files.

The FedEx Shipping Cost Estimate module calculations are based on one package per order.

8. Enter your **FedEx Account Number**.

If you do not have a FedEx account, go to www.fedex.com.

Restart | Close


Before using the FedEx Shipping Cost Estimate module, you must have a FedEx account.

- If you already have a FedEx account, use your existing account number.
- If you do not have a FedEx account, visit www.fedex.com and click the "Open an Account" link.

Please Enter your **Account Number** below.

Account Number:

9. Enter the **Meter Number**. If you do not have one, Miva Merchant will generate one for you.

Restart | Close


If you have previously used this FedEx Shipping Cost Estimate module, you should already have a meter number.

If you do not have a meter number, Miva Merchant will generate it for you.

Please enter your **Meter Number** below, if available.

Meter Number:

10. If you want to add a **Handling Charge**, choose one or more charges:
- Base Handling: a fixed amount
 - Percent Handling: a percent of each order's shipping cost that is shipped via FedEx
 - Minimum Handling: the minimum shipping amount for each order that is shipped via FedEx.

Restart | Close

The shipping cost estimates provided by FedEx cover only the shipping cost. You may wish to charge an additional amount for handling and packaging costs. This handling charge is in addition to the carrier charges.

Base Handling is a fixed amount added to each order that is shipped via FedEx.

Percent Handling is a percent of each order's shipping cost that is shipped via FedEx. (If you entered a Base Handling charge, it is added to this Percent Handling charge.)

Minimum Handling is the minimum shipping amount for each order that is shipped via FedEx.

Please enter the handling charge(s) below, if desired.

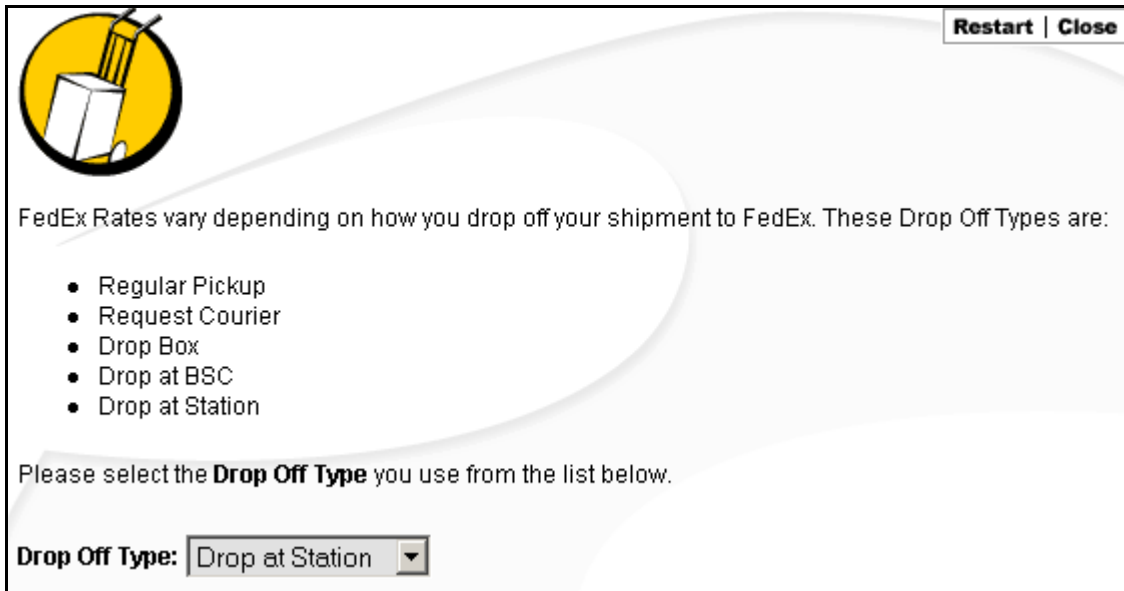
Base Handling:

Percent Handling: %

Minimum Handling:

11. Select the **Drop Off type**. These are the available selections:

- Regular Pickup
- Request Courier
- Drop Box
- Drop at BSC (a Ship Center)
- Drop at Station (a FedEx World Service Center)



Restart | **Close**

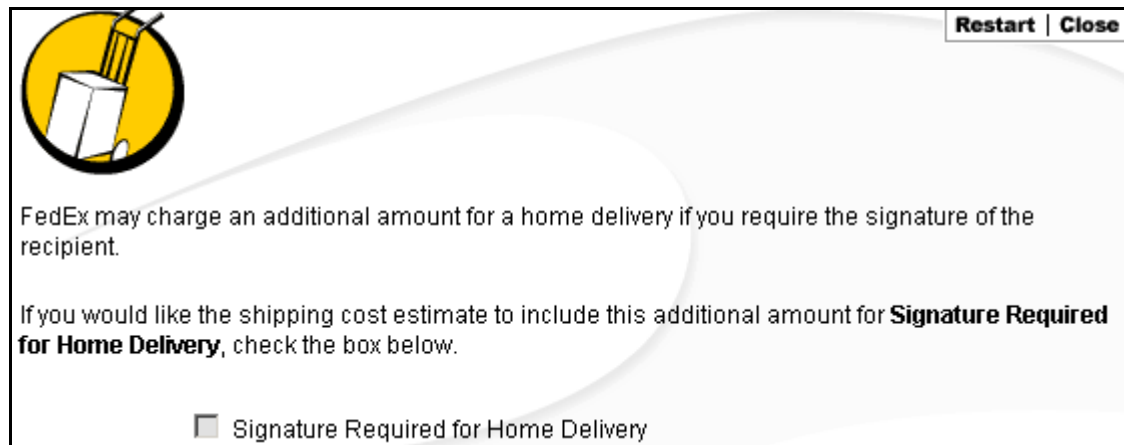
FedEx Rates vary depending on how you drop off your shipment to FedEx. These Drop Off Types are:

- Regular Pickup
- Request Courier
- Drop Box
- Drop at BSC
- Drop at Station

Please select the **Drop Off Type** you use from the list below.

Drop Off Type:

12. Check the box next to **Signature required for home delivery**, as applicable. FedEx may charge an additional amount for this, so if you want the shipping cost estimate to include this amount, check the box.



Restart | **Close**

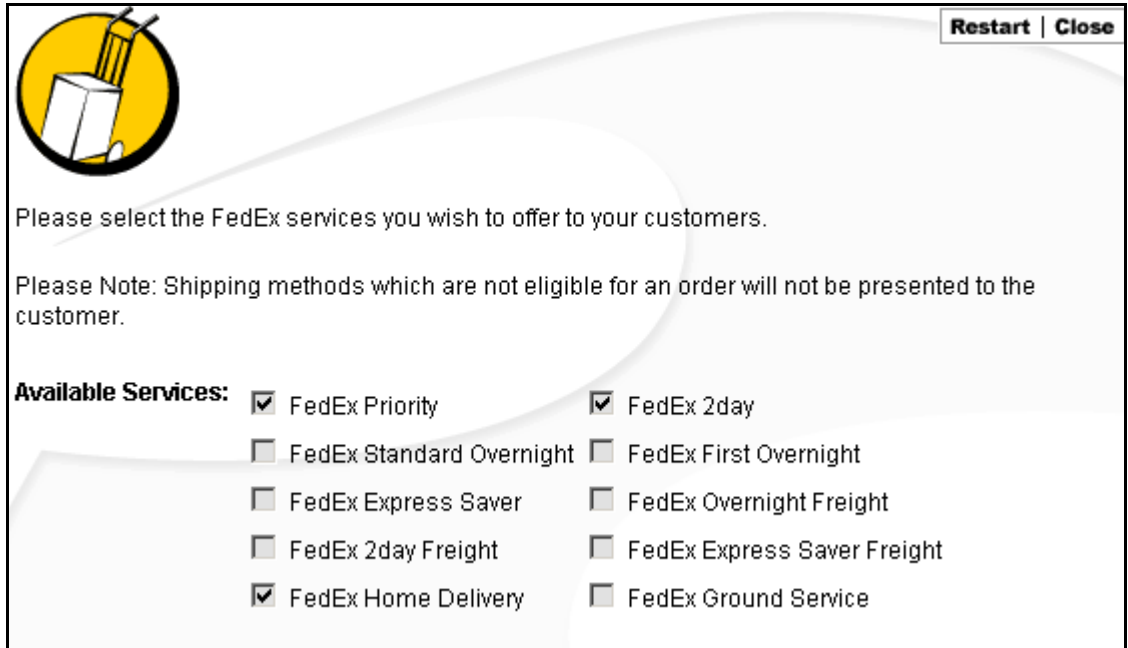
FedEx may charge an additional amount for a home delivery if you require the signature of the recipient.

If you would like the shipping cost estimate to include this additional amount for **Signature Required for Home Delivery**, check the box below.

Signature Required for Home Delivery

13. Check the boxes for the service you want and uncheck those you do not want to offer to your customers.

Visit FedEx at <http://www.fedex.com/us/services/waystoship/> for descriptions of these ways to ship.



The image shows a software dialog box for configuring FedEx shipping services. It features a yellow circular icon with a white box and a yellow arrow in the top-left corner. In the top-right corner, there are two buttons: "Restart" and "Close". The main text area contains the following instructions:

Please select the FedEx services you wish to offer to your customers.

Please Note: Shipping methods which are not eligible for an order will not be presented to the customer.

Available Services:

<input checked="" type="checkbox"/> FedEx Priority	<input checked="" type="checkbox"/> FedEx 2day
<input type="checkbox"/> FedEx Standard Overnight	<input type="checkbox"/> FedEx First Overnight
<input type="checkbox"/> FedEx Express Saver	<input type="checkbox"/> FedEx Overnight Freight
<input type="checkbox"/> FedEx 2day Freight	<input type="checkbox"/> FedEx Express Saver Freight
<input checked="" type="checkbox"/> FedEx Home Delivery	<input type="checkbox"/> FedEx Ground Service

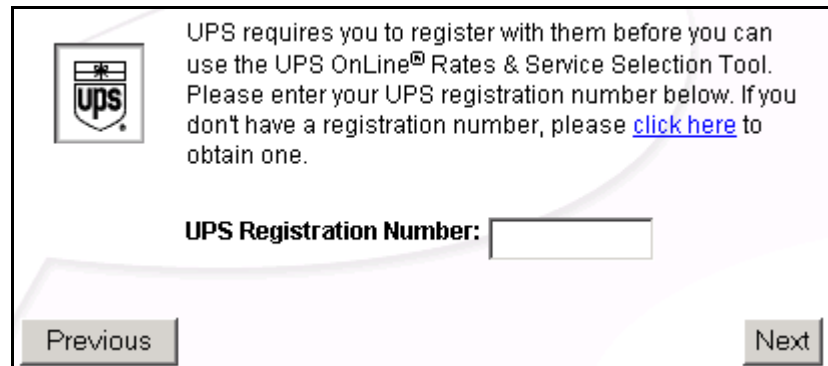
UPS OnLine® Rates & Service Selection Tool (4.10–4.13 only)

This type of shipping accesses the UPS® database and calculates UPS shipping cost. The UPS options define how your packages are delivered to UPS and the charges for the delivery service.

The configuration form for this module has default settings loaded into it for quick set up and requires no third party set up with any systems at UPS. Miva Merchant will take information on the items in your shoppers' baskets, and based on weight and services selected, will calculate shipping charges to be added to your customers orders according to how the module has been configured to run.

Note: The current version of Miva Merchant uses the UPS Rates & Service Selection Tool to provide real-time rates for each package submitted. In obtaining real-time rates, Miva Merchant assumes you will provide your own packaging for all shipments. Additionally, Miva Merchant does not allow for dimensional weight package calculations at this time; therefore, actual UPS rates may vary.

1. Enter your UPS Registration Number.



UPS requires you to register with them before you can use the UPS OnLine® Rates & Service Selection Tool. Please enter your UPS registration number below. If you don't have a registration number, please [click here](#) to obtain one.

UPS Registration Number:

Previous Next

2. URL to UPS CGI Gateway
3. Select the Rate Chart that identifies the pick-up/drop-off type. Click Next.



UPS shipping costs differ based on the way the package is picked up and dropped off. Please select how your packages will be shipped.


Rate Chart: Regular Daily Pickup ▾

- Customer Counter
- Letter Center
- On Call Air Pickup (R)
- One Time Pickup
- Regular Daily Pickup

Previous Next

The configuration option has to do with the way your company deals with UPS for handling shipments from your warehouse. For more information on these rate charts or any services available through UPS go to <http://www.ups.com>.

- **Customer Counter**
These locations are equipped to assist you with any air or ground UPS document or package shipment. If you request "Hold for Pickup" service at any of these counters, UPS will deliver your package to the facility you select. UPS Next Day Air, 2nd Day Air, and international shipping materials are available for customer use.
 - **Letter Center**
These are drop-box locations that accept U.S. air and international documents and small packages. Those packages scheduled for UPS 3 Day Select or Ground service cannot be processed here. Located in more than 50,000 business and retail areas, these centers feature late pickup times. UPS Next Day Air letter and packing materials are available in these locations.
 - **On Call Air Pickup®**
This service gives you the convenience of having your shipment picked up. UPS On Call Air Pickup is available in most areas, Monday through Saturday, for the following UPS air services:
 - **One Time Pickup**
This service allows you to call UPS and have them pick up your package(s) when you want to ship them.
 - **Regular Daily Pickup**
You can schedule UPS to stop at your location each day for package pickup.
4. Enter the amount you will charge your customers for packing and handling their packages.




You can add a **Handling** charge to all orders shipped using this method. This charge is in addition to the amount the carrier charges. This is handy when you need to add a charge to cover the cost of packaging.

Please enter a handling charge if desired.

Handling:

- Click the checkboxes for the services you will offer your customers under the Available Shipping Methods. Click Next.



Please select the UPS services you wish to offer to your customers.

Please Note: Shipping methods which are not eligible for an order will not be presented to the customer. For example, *UPS Next Day Air® Intra (Puerto Rico)* would not be offered to customers outside Puerto Rico.

Available Shipping Methods:

<input checked="" type="checkbox"/> UPS Next Day Air [®]	<input checked="" type="checkbox"/> UPS Next Day Air [®] Intra (Puerto Rico)
<input checked="" type="checkbox"/> UPS Next Day Air Early A.M. [®]	<input checked="" type="checkbox"/> UPS Next Day Air Saver [®]
<input checked="" type="checkbox"/> UPS 2nd Day Air [®]	<input checked="" type="checkbox"/> UPS 2nd Day Air A.M. [®]
<input checked="" type="checkbox"/> UPS 3 Day Select [®]	<input checked="" type="checkbox"/> UPS Ground
<input checked="" type="checkbox"/> UPS Standard	<input checked="" type="checkbox"/> UPS Worldwide Express Plus SM
<input checked="" type="checkbox"/> UPS Worldwide Expedited SM	<input checked="" type="checkbox"/> UPS Worldwide Express SM

Previous

Next

- Review the summary. If you want to add more shipping modules/methods, click Add Additional Methods. Other wise, click Finish.

Quantity Based Shipping

This option allows the following modes of setting up your shipping charges.

- Standard
- Progressive

Standard - based on total number of items shipped

You can set up a standard fee that is to be charged for the total number of items ordered. For example, you can charge \$3.00 per item if there is a minimum of 3 items per order. You can set the charge at \$2.00 per item if the total order is up to 6 items, and \$1.75 per item if the total order is over 6 items. You could have the series go as high as you wish.

Minimum # of Items	Charge per Item
3	\$3.00
6	\$2.00
+	\$1.75

Progressive - based on defined ranges

You can set up a series of quantity ranges and charge shipping for the items that fall within the quantity range. For example, you can set up five ranges as follows: 1-3, 4-7, 8-15, +. This means that you can charge shipping progressively, the first 3 items are charged at the rate you set for that range, items 4 through 7 are charged at the rate for that range, etc. The last row has the highest range. This is the cost of items over the final range. Therefore, if you get a discount for quantity shipping, you can pass it on to your customers.

Range of Items	Charge per Item in Range
1-3	\$3.00
4-7	\$2.00
8-15	\$1.50
+	\$1.00

A Comparison

If you shipped 10 items using each method, the charges are shown below.

- Standard Method
The charge for 10 items is \$1.75 per item, or \$17.50 total.
- Progressive Method
Charge for the first three items is \$3.00 per item, or \$9.00 for this range of items.
Charge for next four items is \$2.00 per item, or \$8.00 for this range of items.
Charge for next three item (8, 9, 10) is \$1.50 per item, or \$4.50 for this range of items.
The total charge is the total of the three ranges: \$9.00+\$8.00+\$4.50=\$21.50.

Use the following procedure to set up quantity based shipping for your store.

1. Enter the name of the Shipping Method you are going to configure. Click Next.

The Quantity Based Shipping module calculates shipping costs based on the number of items in an order, using the information you enter here.

Please enter a name for your shipping method.

Shipping Method:

2. Click the radio button for the type of quantity based shipping mode you want to offer. Click Next.

Shipping calculations can be performed in two modes: **standard** or **progressive**.

Standard mode chooses a rate based on the total number of items in an order, and then assesses each item the same rate.

Progressive mode charges a different rate for each range you have configured.

Mode:

Standard
 Progressive

Previous Next

3. Enter the lowest number of products for this range. Click Next.

Shipping method **Quantity-based Shipping** currently has no ranges.

The **floor** for a range is the lowest number of products that will fall into the range.

Floor:

Previous Next

4. Enter the highest number of products for this range. You have now defined the number of products that can be shipped in the grouping. Click Next.

The **ceiling** for a range is the highest number of products that will fall into the range.

You may enter + for the ceiling to indicate all quantities greater than the floor.

Ceiling:

Previous Next

5. Enter the charge for each item within this range. Click Next.
6. If you want to create another product range, click Add Additional Range(s).
7. Click Next to view the parameters and ranges of this shipping Method.

The **rate** is multiplied by the number of items that fall into the range to calculate the shipping costs.

Rate:

8. Review the summary. If you want to add another shipping method, click Add Additional Methods. Otherwise, click Finish.

Minimum or Weight Shipping

This shipping type allows you to establish a minimum charge for shipping. You configure a per/unit-of-weight charge and a minimum charge which Miva Merchant will use to calculate the shipping charges for your customers' orders. The weight unit set in the 'Settings' of the 'Add Store' page, and (based on that unit of measure) the weight specified in the product record of each product in your shoppers' baskets are used to calculate the shipping charge.

Use the following procedure to set up minimum or weight shipping for your store.

1. Enter the name of this Minimum or Weight Shipping Method. Click Next.

The Minimum or Weight Shipping module calculates shipping costs based on the total weight of the items in the order, with a per-order minimum.

The amount charged is the **higher** of (**total weight * amount per weight unit**) or **minimum charge**

Please enter a name for your shipping method.

Shipping Method:

2. Enter the charge for each Unit of Measurement (Weight). Do not enter the currency symbol. (The Unit of Measurement is listed under Settings on the Edit Store page.) Click Next.

The amount per weight unit is multiplied by the total weight of the order.

Amount/Weight Unit:

3. Enter the minimum charge for this shipping Module to charge if the total weight of items in a basket is less than the per-unit charge. Click Next.

The minimum charge is the lowest amount that will ever be charged.

Minimum Charge:

4. Review the summary. If you want to add another shipping method, click Add Additional Methods. Otherwise, click Finish.

Flat Rate Shipping

Defines a flat rate that is to be charged for shipping. This most basic of all of the shipping modules may be given a list of methods to which you can assign a name and flat amount for the shipping charge that will be added to the customer's order irrespective of any weight data.

Use the following procedure to set up flat rate shipping for your store.

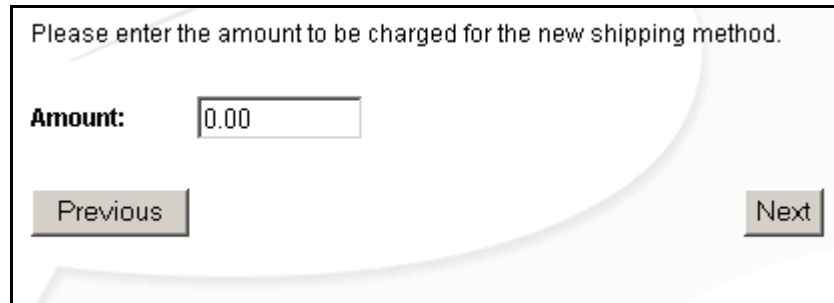
1. Enter the name of this Flat Rate Module.

The Flat Rate Shipping module charges a fixed, flat rate for shipping, regardless of the items in the order.

Please enter a name for your shipping method.

Shipping Method:

2. Enter the charge (amount) for this shipping method. Click Next.



Please enter the amount to be charged for the new shipping method.

Amount:

3. Review the summary. If you want to add another shipping method, click Add Additional Methods. Otherwise, click Finish.

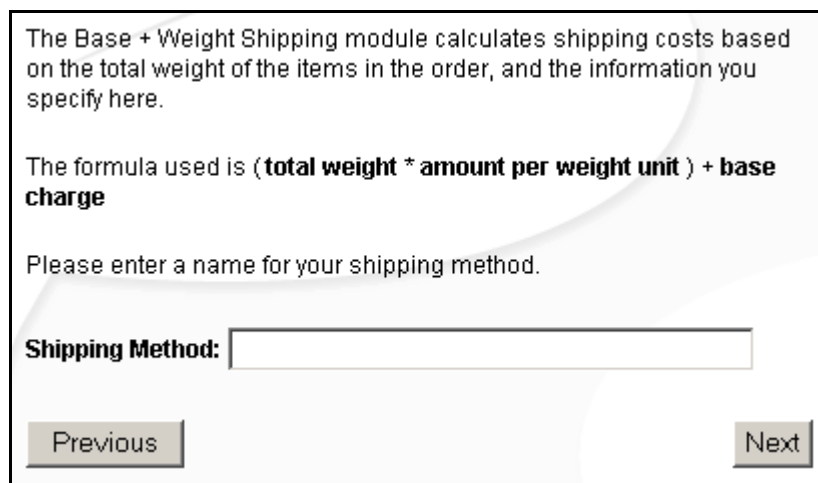
Base + Weight Shipping

Allows you to define a base charge, plus an amount to be charged per weight unit for the total weight of the order.

Similar to the 'Minimum or Weight Shipping' module, this shipping module calculates shipping charges according to a configured "Base" charge PLUS a configured per unit-of-weight-measure charge, instead of charging a minimum OR per-unit amount. Use the form provided to add, edit, and delete methods that you create for the module to use.

Use the following procedure to set up Base + Weight Shipping for your store.

1. Enter the name of this Base + Weight Shipping method. Click Next.



The Base + Weight Shipping module calculates shipping costs based on the total weight of the items in the order, and the information you specify here.

The formula used is **(total weight * amount per weight unit) + base charge**

Please enter a name for your shipping method.

Shipping Method:

2. Enter the base charge for this shipping method. Click Next.

The base charge amount is always assessed to an order, regardless of the total weight.

Base Charge:

3. Enter the charge for the Unit of Measurement (Weight). Click Next.

The amount per weight unit is multiplied by the total weight of the order.

Amount/Weight Unit:

4. Review the summary. If you want to add another shipping method, click Add Additional Methods. Otherwise, click Finish.

U.S.P.S. Online Rate Calculation (Domestic & International) (new in 4.14)

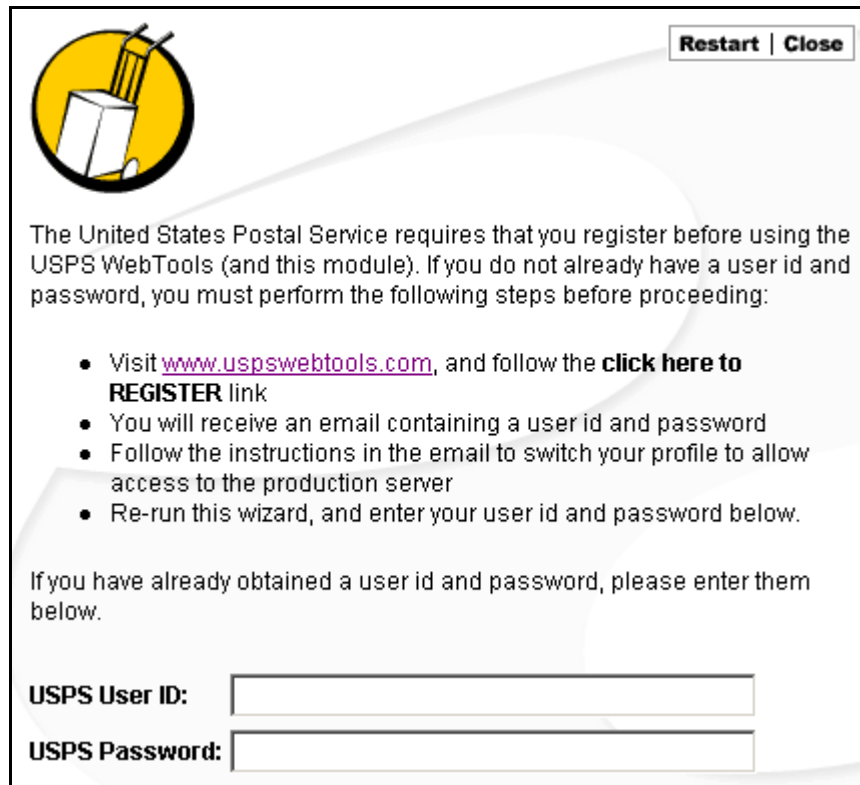
This tool accesses U.S.P.S. Rates to calculate the shipping cost. The configuration for this module has default settings loaded into it for quick set up. Miva Merchant will take information for items in your shoppers' baskets, and based on weight and service selected, will calculate shipping charges to be added to your customers orders.

See <http://www.uspswebtools.com> to register with U.S.P.S. and for additional information. After you register, you will receive an Email from U.S.P.S. for their documentation locations, and the testing URL.

When you are ready to go live, notify U.S.P.S., as indicated in the email, and they will send you the production URL and provide access to it.

1. Enter your USPS User ID and Password. Click Next.

If you have not yet registered with USPS, visit <http://www.uspswebtools.com> to follow the **click here to REGISTER** link.



The United States Postal Service requires that you register before using the USPS WebTools (and this module). If you do not already have a user id and password, you must perform the following steps before proceeding:

- Visit www.uspswebtools.com, and follow the **click here to REGISTER** link
- You will receive an email containing a user id and password
- Follow the instructions in the email to switch your profile to allow access to the production server
- Re-run this wizard, and enter your user id and password below.

If you have already obtained a user id and password, please enter them below.

USPS User ID:

USPS Password:

2. Enter the Handling Charge, if any. Click Next.
3. Select the U.S.P.S. Shipping Method(s) you want to offer your customers. Click Next.

See the brief descriptions “[U.S.P.S. Methods \(within U.S.\)](#)” on page 19 and “[U.S.P.S. Methods \(Global\)](#)” on page 20.

In your store, only the applicable methods will display to your customers. So, if both you and your customer are in the United States, the global methods will not be shown.

4. Review your selections. If you want to add method(s), click Add Additional Method(s) button. If you want to change anything else, click Previous. Otherwise, click Finish.

U.S.P.S. Methods (within U.S.)

For additional information, see <http://www.usps.com/consumers/domestic.htm>.

Also, at <http://www.usps.com/businessmail101/classes/>, you can find the classes of mail.

- U.S.P.S. Priority Mail® Service Standards

Priority Mail is used for documents, gifts, and merchandise. Any mailable item may be sent as Priority Mail. You can request transit time standards for Priority Mail® service between any two 5-digit ZIP Codes™. You get an

average delivery standard for two- or three-day service. Save your e-shoppers up to 65% by offering Priority Mail® for their online purchases.

- **U.S.P.S. Express Mail® Service Commitment**
Express Mail offers overnight service to many destinations and is guaranteed or your money is refunded. Express Mail is delivered to many locations 365 days a year including weekends and holidays - at no extra charge - and delivered next day by noon to select locations. Receive USPS guaranteed commitment between any two 5-digit ZIP Codes. This API will tell you if delivery is guaranteed by noon the next day, by 3:00 p.m. or two-day including Saturday and Sunday commitments. All you need to do is mail by the scheduled acceptance time.
- **U.S.P.S. Bound Printed Matter**
One of the Package Services, Bound Printed Matter has content restrictions and specifications. In part, it must consist of advertising, promotional, directory, or editorial material (or any combination of such material).
- **U.S.P.S. Media Mail™**
One of the Package Services, it is used for books, film, manuscripts, printed music, printed test materials, sound recordings, play scripts, printed educational charts, loose-leaf pages and binders consisting of medical information, videotapes, and computer recorded media such as CD-ROMs and diskettes. Media Mail cannot contain advertising.
- **U.S.P.S. First Class**
First-Class Mail is used for personal and business correspondence. Any mailable item may be sent as First-Class Mail. It includes postcards, letters, large envelopes, and small packages
- **U.S.P.S. Parcel Post™**
One of the Package Services, it is used for mailing merchandise, books, circulars, catalogs, and other printed matter.
- **U.S.P.S. Library**
One of the Package Services, it is used by qualifying institutions like libraries, universities, zoos, and research institutions to mail educational and research material.

U.S.P.S. Methods (Global)

For International information, see <http://pe.usps.gov/text/pub51/welcome.htm>.

- **U.S.P.S. Global Express Guaranteed™**
Global Express Guaranteed (GXG), formerly Priority Mail Global Guaranteed, is an expedited delivery service for both documents and non-documents (i.e., merchandise items) that is the product of a business alliance between the U.S. Postal Service and DHL Worldwide Express Inc. It provides senders with reliable, high-speed, time-definite service from designated U.S. ZIP Code areas to principal locations in more than 200 countries and territorial possessions. Service is guaranteed to meet destination-specific delivery standards or the requisite postage will be refunded.

- U.S.P.S. Global Parcel Post (Airmail and Economy)
Parcel post packages can be entered as either airmail or economy (surface) mail. Although both parcel post classifications are subject to the same regulatory requirements, the substantive differences between them relate primarily to the mode of transportation (i.e., air versus surface), speed of service, and price.
- U.S.P.S. Global Priority Mail®
Global Priority Mail™ (GPM) is an accelerated airmail service that provides customers with a reliable and economical means of sending correspondence, business documents, printed matter, and light-weight merchandise items to Canada, Mexico, and specified destination countries in Western Europe, the Caribbean, Central and South America, the Pacific Rim, the Middle East, and Africa. GPM items receive priority handling within the U.S. Postal Service and the postal service of the destination country.
- U.S.P.S. Global Express Mail™
Global Express Mail™ (formerly Express Mail International) is a reliable high-speed service for mailing time-sensitive items to more than 175 countries and territorial possessions. It provides customers with expeditious handling and delivery on an "on demand" basis.