

## SHIP CODES FOR ORDERS IN ADMIN

When adding Shipping Cost to the purchase, it is essential to use the right ship code when inputting the order manually.

Step 1: click the button “Add Shipping Cost.”

Step 2: click the edit symbol next to \$0.00 cost on the same line, you must hover over to view.

Step 3: Shipping Name field needs to include a SHIP CODE from the table below, spelled precisely how it’s shown on the table. Once you type in the SHIP CODE, then select the service this code means.

Step 4: Enter the shipping cost which you should calculate from Ship Station calculator.

Step 5: Select “Save” and calculate total to make sure shipping is within the final price

<i>Ship Code</i>	<b>Description</b>
USPS	Smaller orders / 3 Quarts or less
FedEx Ground	1 Gallon+ but under \$99 order cost
Free Shipping	Orders over \$99
FedEx Priority Overnight	The customer wants delivery next business day, morning
FedEx Standard Overnight	The customer wants delivery next business day, evening
FedEx 2Day	The customer wants delivery FedEx 2 day
FedEx Express Saver	The customer wants delivery FedEx Express 3 Day
International Ground	Canada Ground Orders 6 to 10 Business Days
Economy Express	International Orders 5 to 7 Business Days
Priority Express	International Orders 3 to 5 Business Days