

05. Fee (Shipping Fee, Misc. Fee)

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Fees, such as shipping fees, miscellaneous costs and handling charges can be easily defined in i8 platforms which supports free margin, incremental shipping cost calculation, seasonal discounts, etc.

SHIPPING FEE MANAGEMENT

Shipping Method	Zone	Code	Name	Weight Init (g)	Price Init	Weight Inc (g)	Price Inc	Free Margin
Feiyang Express (fy)	11	+	1 Shanghai	1000.00	5.00	1000.00	2.00	100.00
			10 China.N	1000.00	12.00	1000.00	8.00	999999.00
			11 China.NWJ	1000.00	15.00	1000.00	12.00	999999.00
			2	1000.00	10.00	1000.00	4.00	999999.00
			3	1000.00	8.00	1000.00	4.00	999999.00
			4	1000.00	12.00	1000.00	8.00	999999.00
			5	1000.00	12.00	1000.00	8.00	999999.00
			6	1000.00	12.00	1000.00	8.00	999999.00
			7	1000.00	12.00	1000.00	8.00	999999.00
			8	1000.00	15.00	1000.00	12.00	999999.00
			9	1000.00	15.00	1000.00	12.00	999999.00
EMS (ems)	3	+	1	500.00	20.00	500.00	6.00	999999.00
			2	500.00	20.00	500.00	9.00	999999.00
			3	500.00	20.00	500.00	15.00	999999.00
Self Pickup (self_pickup)	1	+	1	N/A	N/A			

LOC : Business Mgt. > Shipping Zones

Shipping zones can be managed in two ways: Batch upload¹ or by manual manipulations.

- **Shipping Method:** Shipping methods should be defined first (By clicking on “Shipping Method” link) as shipping zones are defined based on these shipping methods (Obviously, just like UPS & DHL are of different companies, they divide geographical areas in to different zones)
- **Zone (#):** Number of zones of the shipping methods
- **Zone (f1):** This is the number of extra zones to be added for the shipping method. Click the [+] button to add.
- **Name:** Zone name
- **Initializing weight:** Different zones of different shipping methods (Shipping companies) would have different pricing strategy for initial shipping weight
- **Initializing price:** Please refer to Initializing weight
- **Incremental Weight:** The incremental weight for shipping for goods over initial weight
- **Incremental Price:** Refer to incremental weight
- **Free margin:** To encourage buying activities, owners usually try to waive shipping cost for large order amounts. (If not, please set the amount to a very large number, such as \$99999999)

Shipping cost calculation example:

Suppose a buyer in China.N zone put an order of amount 2000 dollars (The total amount of the products only), the total weight of the products is 5Kg, i.e. 5000g, then the shipping fee would be \$42 as calculated below:

- First 1000g for \$12
- \$32 for every 1000g above the initial weight (4000g → 4 incremental weight, each of charge \$8)

Every shipping company has its own pricing table, please check it as their prices varies from time to time.

¹ You have to obtain a Microsoft Excel template file first, and then give the file to your service provider while initialization.

SHIPPING LOCATIONS

The screenshot displays the 'Shipping Locations' configuration page in the i8 Business Management system. The main table lists various shipping locations with their respective codes, sub-locations, names in multiple languages, SAR status, and associated shipping and payment methods. A red box highlights the 'Business Management' menu in the top navigation bar. A red arrow points from the 'Add All Countries' button to the 'Payment Methods' configuration window, which shows details for a specific location, including bank information and account details.

#	Code	Sub Loc	Name	SAR	Shipping Methods	Payment Methods	Tax Type	Tax Value	Priority	Enabled
1	0000bp1my	+	United States	美国 美国	<input checked="" type="checkbox"/>		Fixed	0.00	0.00	<input type="checkbox"/>
2	z84nrRBO0j	32	China	中国 中国	<input type="checkbox"/>				1.00	<input checked="" type="checkbox"/>
1	hnlTm4qM4	17	Anhui Province	安徽省 安徽省	<input type="checkbox"/>				1.00	<input type="checkbox"/>
2	DAIBS3OkY9	1	Macau	澳门 澳门	<input type="checkbox"/>				2.00	<input type="checkbox"/>
3	zx3v5ttdP	1	Beijing	北京市 北京市	<input type="checkbox"/>				3.00	<input type="checkbox"/>
1	zAu6ahMZH8	11	北京市	北京市 北京市	<input checked="" type="checkbox"/>				19.00	<input checked="" type="checkbox"/>
4	8XCRe4y1lt	1	Chongqing	重庆市 重庆市	<input type="checkbox"/>				4.00	<input type="checkbox"/>
5	GLtYQ7xFl	9	Fujian	福建省 福建省	<input type="checkbox"/>				5.00	<input type="checkbox"/>
6	SvDSq6wpul	14	Gansu	甘肃省 甘肃省	<input type="checkbox"/>				6.00	<input type="checkbox"/>
7	Ss5yr2b0f0	21	Guangdong	广东省 广东省	<input type="checkbox"/>				7.00	<input type="checkbox"/>
8	fq6SbMeEdZ	13	Guangxi	广西壮族自治区 广西壮族自治区	<input type="checkbox"/>				8.00	<input type="checkbox"/>
9	69ZaH2Qmx	9	Guizhou	贵州省 贵州省	<input type="checkbox"/>				9.00	<input type="checkbox"/>
10	aE9GGExA	3	Hainan	海南省 海南省	<input type="checkbox"/>				10.00	<input type="checkbox"/>
11	MtIRLqYX90	11	Hebei	河北省 河北省	<input type="checkbox"/>				11.00	<input type="checkbox"/>
12	RxkLsLUdena	13	Heilongjiang	黑龙江省 黑龙江省	<input type="checkbox"/>				12.00	<input type="checkbox"/>
13	EZJheeJqDZ	18	Henan	河南省 河南省	<input type="checkbox"/>				13.00	<input type="checkbox"/>
14	SLvZdmUjwA	17	Henan	河南省 河南省	<input type="checkbox"/>				14.00	<input type="checkbox"/>

LOC: : Business Mgt. > Shipping Locations

In previous page, we know why and how to define shipping zones, here we define shipping locations.

Locations are places where buyers are geographically located. If a buyer cannot find his location in the checkout flow, then those shipping companies do not support his location.

A **key issue** is that different shipping companies could probably define the same location into different zones, which in return having different shipping prices. You have to be very careful about this and tell the customers about this, for the benefits of your buyers.

For example, in FY Express (**fy**), we put Shanghai into zone 1, and in EMS (**ems**), we put Shanghai into zone 2

On the **Top Right** corner, there is a “Add all countries” button. If you are a trader for international business, you would probably need to define international shipping zones for international locations. Currently, we have around 200 countries for you to choose (Please define the countries in the “System Option management” in the System Configuration panel groups).

While you are defining shipping locations, you must have idea of **SAR**, abbr. for “Special Administrative Region”. A location is of type SAR means it does not have shipping sub-locations for buyers to choose. For example, if you are an international trader providing services in China selling goods to USA, then you would treat USA as a single location, and then buyers from L.A., USA can only select his shipping location as USA, instead of down to selection of California.

- **#**: Index
- **Code**: Location Code²
- **Sub Loc**: Sub-location count (1 level below)
- **Name**: Location names (Multi-lingual)
- **SAR**: Checked means no sub-locations (Click the “Check Rules” button to auto update, and remember

² Code of the location can be of your assigned or of automatically generated one. This is used for shipping zone determination in the system, you must provide one for it, and it must be unique within the same Parent Location

to refresh after doing it)

- **Blacklick Icon:** The location is of default selection among the locations of the same parent
- **Shipping methods:** Assign the location into their shipping zones
- **Payment methods:** Assign supported payment methods for those locations; distant and rural areas usually do not support all payment methods (List payment methods by clicking the magnifier next to “**Payment Methods**”, clicking the red text will show more descriptions. You should define the payment methods in System Configuration panel groups, the “System Options / Payment Methods”)
- **Tax Type:** In some countries, cross state/province business would have to pay tax (Define the tax in two ways, in fixed amount or in percentage of the order amount)
- **Tax value:** Depending on the tax type, to be the tax amount or percentage
- **Priority:** Displaying priority of the location in checkout process
- **Enabled:** Only enabled locations will be listed for buyers to choose
- **Delete:** Delete the location (You can check more than one checkbox at the end of a row for multiple delete)

Please be noticed that we have a Microsoft Excel template for you put all the shipping location and shipping cost definition, consult your service provider for this.

MISCELLANEOUS COST

The screenshot shows the 'Misc. Cost (Currency: HK\$)' management page. The table below lists existing costs:

Name			Calculation based on total amount excluding shipping cost and tax							
English	繁體中文	简体中文	Cost Type	Value	Priority	Plus/Minus	Free Margin	Optional	Enabled	Delete
Extra Fee		增值税 (17%)	Rate	\$ 17.00	4	+	\$ 99999	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Discount		购物折扣 (九五折)	Rate	\$ 5.00	5	-	\$ 600.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling Charge		手续费 (10元, 50)	Fixed	\$ 10.00	6	+	\$ 500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
pig		猪头费用	Fixed	\$ 200.00	7	+	\$ 50000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Insurance		保险 (1%, 500元)	Rate	\$ 1.00	1	+	\$ 500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test Optional Fee		测试费用	Fixed	\$ 12.34	2	+	\$ 2000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test Fee 2		测试费用2	Rate	\$ 1.00	3	+	\$ 2000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The 'Add' form at the bottom includes the following fields:

English	繁體中文	简体中文	Cost Type	Value	Priority	Plus/Minus	Free Margin	Optional	Enabled	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	Fixed	\$ <input type="text"/>	<input type="text"/>	-	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

LOC : Business Mgt. > Misc. Costs

For some businesses, having a shipping fee is only part of the whole buying cost. Insurance, handling fee, seasonal discounts should also be calculated.

Miscellaneous cost management is provided as an auxiliary method to reflect these needs. A trader can ignore all the shipping cost and do the extra cost management here, for the purpose of simplicity.

First, make sure that you have enable the “Use miscellaneous cost” option in the General Setting part of the shopping system (Previously mentioned). If the option is not enabled, then your setting in this part will not be valid in the order checkout flow

As expected, misc. costs are of two types, compulsory and options. For example, insurance could be one.

Here are the descriptions of the header column names:

- **Name:** Name of misc. costs (Multi-lingual)
- **Cost Type:** Is the cost in **Rate** or **Fixed**
- **Value:** Cost value (In percentage for rated costs)
- **Priority:** Display priority of the cost to the buyers
- **Plus/Minus:** Some costs are negatives, such as seasonal discounts
- **Free margin:** To encourage more buys, some fees are freed for orders that over a certain amount (Plus) and give out the negative cost when the order amount is higher then the amount set.
- **Optional:** Set the cost as compulsory or optional
- **Enable:** Use the misc. cost definition or not
- **Delete:** Remove the cost definition
- **Save:** Click save after modification

Add new definition