

# Managing Shipping

## Table of contents

- [Managing Shipping](#)
  - [Carriers](#)
  - [Countries](#)
  - [States](#)
  - [Zones](#)
  - [Price Ranges](#)
  - [Weight Ranges](#)

## Managing Shipping

How you choose to ship your products is a key element to the management and success of your store. You must account for the great variety of available methods, which can mix carriers, regional and international taxes, package weight and the price of a product itself. Luckily, PrestaShop makes it easy for you to handle it all in just a few screens.

To configure your shop's shipping, head to the "Shipping" tab of your Back Office.

### Handling

Handling charges:  € (tax excl.)

Free shipping starts at:  €

Free shipping starts at:  lb

Save

#### Tips:

- If you set these parameters to 0, they will be disabled
- Coupons are not taken into account when calculating free shipping

### Billing

Choice of range:  According to total price  
 According to total weight

Save

## Fees by carrier, geographical zone, and ranges

### Fees

Carrier:  ▼

Zone / Range	0lb to 10000lb
All	<input type="text"/> €
Europe	<input type="text" value="5.00"/> €
North America	<input type="text" value="5.00"/> €

Save

Prices do not include tax.

Right from the Shipping page, you can set some global options.

- **Handling.** Enter the handling expenses, and the price or weight after which your customers will receive free shipping. A message will appear to your customers indicating how much more money they need to spend in order to receive free shipping. If you don't want this message to appear, type 0 into the fields.
- **Billing.** Choose whether you are calculating the shipping costs by total weight or price.

The "Fees" section enables you to see the shipping fee for each of the carriers added to your store. Once the ranges are determined and allotted to a carrier, you can define the shipping and handling for each range. Go to the first page of the "Shipping" tab, and fill out the table found at the bottom of the page. Here we have taken as an example the bill according to the total weight of the order.

**Fees by carrier, geographical zone, and ranges**

**Fees**

Carrier:

Zone / Range	0lb to 10000lb
All	<input type="text"/>
Europe	<input type="text" value="5.00"/>
North America	<input type="text" value="5.00"/>

Prices do not include tax.

## Carriers

You must have carriers added to your store – that is, a clear indicator of who will deliver the product. It might be just yourself or your shop (for instance if you are selling downloadable products, or work locally), but as soon as you are actually sending packages using stamps and a 3rd-party delivery service integrated with PrestaShop, or FedEx, UPS and such, then you must have their details added to your store's database. This will enable you and your customers to better choose which carrier to use, based on their ranges, fees and delivery dates.

[+ Add new](#)

Page 1 / 1 | Display  / 2 result(s) [Reset](#) [Filter](#)

<input type="checkbox"/>	ID	Name	Logo	Delay	Status	Is Free	Actions
<input type="checkbox"/>	--	<input type="text"/>	--	<input type="text"/>	--	--	--
<input type="checkbox"/>	1	My Shop with PrestaShop 1.4		Pick up in-store	✓	✗	
<input type="checkbox"/>	2	My carrier		Delivery next day!	✓	✗	

[Delete selection](#)

### Carrier options

**Carrier options**

Default carrier:

The default carrier used in shop

[Save](#)

By default, you only have one carrier in your database: your own store. It's up to you to add new carriers for your customers.

We are going to create a sample carrier, from A to Z.

Note: Many of the details asked by PrestaShop's forms should be provided by your carriers once you have set up an account with them directly. Check with them in order to make sure everything is configured correctly.

### Creating a New Carrier

Click on the "Carriers" sub-tab, and click on the "Add New" button.

**Carriers**

**Company:**  \*

Carrier name displayed during checkout  
With a value of 0, the carrier name will be replaced by the shop name

**Logo:**

Upload logo from your computer (.gif, .jpg, .jpeg or .png)

**Transit time:**  \*

Time taken for product delivery; displayed during checkout

**URL:**

URL for the tracking number; type '@' where the tracking number will appear

**Zone**

- Africa
- Asia
- Centrale America/Antilla
- Europe
- Europe (out E.U)
- North America
- Oceania
- South America

The zone in which this carrier is to be used

**Group access**

<input checked="" type="checkbox"/>	ID	Group name
<input checked="" type="checkbox"/>	1	Default
<input checked="" type="checkbox"/>	3	My buddies

Mark all groups you want to give access to this carrier

**Status:**

Include or exclude carrier from list of carriers on Front Office

**Apply shipping cost:**

Apply shipping costs and additional shipping costs by products in carrier price

**Tax**

**Shipping & handling:**

Include the shipping & handling costs in carrier price

**Billing:**

- Default behavior
- According to total price
- According to total weight

**Out-of-range behavior:**

Out-of-range behavior when none is defined (e.g., when a customer's cart weight is greater than the highest range limit)

\* Required field

Let's examine all of the information you need to enter:

- **Company.** Fill out this field with the name of your carrier and/or a description of the service (for instance, you could fill in "PrestaPost – 500 lbs and over")
- **Logo.** Add a logo so that your customers can easily choose between different carriers.
- **Transit time.** This is displayed to customers during checkout. It will help them select their carrier according to the amount of time they want to wait to receive their shipment.
- **URL.** This field must be filled with the tracking URL provided by your carrier. For example, France's postal service (La Poste) offers this URL: [http://www.colissimo.fr/portail\\_colissimo/suivreResultat.do?parcelnumber=@](http://www.colissimo.fr/portail_colissimo/suivreResultat.do?parcelnumber=@) . When customers select their carrier, they will be sent the URL that you enter into this field, which they can click to track their delivery.
- **Zone.** Indicate the customer's zones in which this carrier is available (the zones where the carrier can make deliveries).
- **Group Access.** Select which customers groups will have access to this carrier.

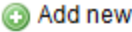
- **Status.** Include or exclude this carrier in your shop's list of carriers.
- **Shipping & handling.** Include the shipping & handling costs in the carrier's price
- **Tax.** Indicate if this carrier requires a tax in order to deliver to a certain zone.
- **Shipping & Handling.** Include or exclude shipping & handling costs in this carrier's price.
- **Out-of-range behavior.** In case you have left out a range for an order, you can indicate how the software should react. You have two options:
  - If the software doesn't find the range it needs, it will take the largest configuration and apply these conditions.
  - Otherwise, it will not offer this carrier because it cannot deliver this order.
- Finally, save your newly-created carrier.

Here is an example of out-of-range behavior: Let's say you have set up a weight range from 0 to 10 lbs. Your customer wants to place an order that is 15 lbs., and no behavior has been configured for this weight. By choosing "Apply the cost of the highest defined range", PrestaShop will apply the price conditions that you have set up for orders from 5-10 lbs. If you choose "Deactivate the carrier", then this carrier will not be offered to the customer in this case.









## Countries

### Country

PrestaShop must know all existing countries in order for customers to clearly indicate their own.



Page 1 / 5 | Display 50 / 244 result(s) [Reset](#) [Filter](#)

ID	Country	ISO code	Call prefix	Zone	Enabled	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	--
1	Germany	DE	+49	Europe	✓	
2	Austria	AT	+43	Europe	✓	
3	Belgium	BE	+32	Europe	✓	
4	Canada	CA	+1	North America	✓	
5	China	CN	+86	Asia	✓	
6	Spain	ES	+34	Europe	✓	
7	Finland	FI	+358	Europe	✓	
8	France	FR	+33	Europe	✓	

At the bottom of the page, you can set the default country for your shop.

**Countries options**

 **Countries options**

Default country:  

The default country used in shop

Normally, PrestaShop comes with all current countries in the database. But in the scenario that new ones appear, you would need to add a new country. Click "Add New" to do so.

Countries

**Country:**  \*

Name of country

**ISO code:**  \*

2- or 3-letter ISO code, e.g., FR for France. [Official list here](#).

**Call prefix:**  \*

International call prefix, e.g., 33 for France..

**Default currency:**

**Zone:**

Geographical zone where country is located

**Need zip code:**

**Zip code format:**  \*

National zip code (L for a letter, N for a number and C for the Iso code), e.g., NNNNN for France. No verification if undefined.

**Address layout:**

firstname lastname  
company  
vat\_number  
address1  
address2  
postcode city  
Country:name  
phone

Editable fields for the address information (click to have more details):

- Customer
- Manufacturer
- Supplier
- Country
- State
- Address

**Status:**

Enabled or disabled

**Contains states:**  Yes  No

**Need tax identification number?**  Yes  No

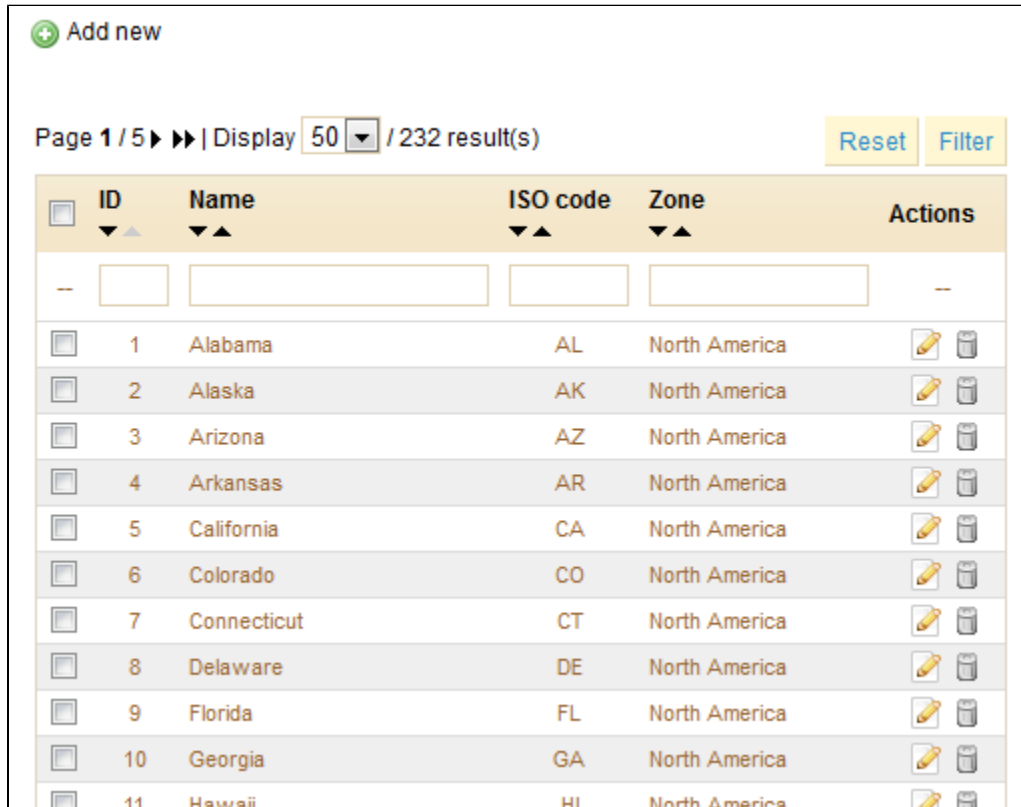
**Display tax label:**  Yes  No

\* Required field

- Enter the name of the country that you would like to add.
- Enter its ISO-3166 code, which you can find on [the official ISO page](#).
- Enter its international call code, which you can find on [this Wikipedia page](#).
- Indicate its default currency. You can use your shop's default currency (as set in the Payments > Currencies sub-tab), or one of the other default currencies. Remember that if needed, you can add a new currency to your shop using that sub-tab.
- Indicate its zone, the world's subregion to which this country is attached. If necessary, you can add new zones using the Shipping > Zones sub-tab.
- Indicate whether a user signing up with the address must give a zip code or not.
  - You may also give more detail on the format of the postal code (or zip code). If you don't put anything, PrestaShop won't verify the validity of the zip code when given a new address for this country.
  - Use the following codes for the postal code: "L" for a letter, "N" for a number and "C" for the country's ISO code (the one which you entered in the ISO field above).
  - You can rely on [this Wikipedia page](#) if you do not know the postal code format. Make sure you do NOT copy/paste the notation from Wikipedia, but to adapt it! For instance, Wikipedia indicates "AAA 9999" for Malta, so the notation for PrestaShop becomes "LLL NNNN" (without the final \*).
- Give details about the address layout. You can click on the various helper links on the side of the text-field in order to add more fields. In live usage, they are automatically replaced by PrestaShop with the data from the customer's account.
- Enabled or disabled it. A disabled country will not be offered as an option when your customers want to register and create an account.
- Indicate if it contains "states". This adds a new field to the PrestaShop address form. Note that "states" can be regions, provinces, departments... anything that makes sense to that country's postal service.
- Indicate if the country needs a Tax Identification Number, and if its tax label should be displayed or not.
- Save: you're done creating a country!

## States

By "States", PrestaShop calls first-level administrative divisions of a country. In the United-States, they are called *states*; in Italy, it's *regioni* (singular: *regione*); in France, it's *régions* (regions); in the United-Kingdom, it's *regions*. By default, PrestaShop provides you with a set of states: the 50 US states, the 13 Canadian provinces and territories, 24 Argentinian *provincias*, and 110 Italian *province* (singular: *provincia*).



ID	Name	ISO code	Zone	Actions
--				--
1	Alabama	AL	North America	
2	Alaska	AK	North America	
3	Arizona	AZ	North America	
4	Arkansas	AR	North America	
5	California	CA	North America	
6	Colorado	CO	North America	
7	Connecticut	CT	North America	
8	Delaware	DE	North America	
9	Florida	FL	North America	
10	Georgia	GA	North America	
11	Hawaii	HI	North America	

Having states properly defined in your database helps better represent the delivery possibilities of your carriers. It is important to enter all of a given country's administrative divisions if they are important to your carriers. You can find a list of such divisions on [this Wikipedia page](#).

Note: the PrestaShop address form currently only lists states available for the customer to choose. Therefore, make sure to use a sensible list when adding content to your states list. That is the reason why, for instance, the list contains Italian *province* rather than *regioni*.

Let's create a new state. Click "Add New" to get to the creation form.



**States**

**Name:**  \*

State name to display in addresses and on invoices

**ISO code:**  \*

1 to 4 letter ISO code (search on Wikipedia if you don't know)

**Country:**  ▼

Country where state, region or city is located

**Zone:**  ▼

Geographical zone where this state is located  
Used for shipping

**Status:**

Enabled or disabled


  
  

\* Required field

















- Enter the name of the state.
- Enter its ISO-3166-2 code:
  - Go to [this Wikipedia page](#)
  - Click the state's country two-letter code (in the "Entry" column of the main table),
  - On that page, find the state's code (it should be in a list on the page, or in the text for the smallest countries),
  - If there is one, remove the country's prefix in order to keep the code under 4 characters. For instance, the full ISO 3166-2 for Devon, in the United Kingdom, is "GB-DEV". Simply use "DEV" as the state's ISO code – it already is attached to the country using PrestaShop's "Country" drop-down menu (see next step).
- Indicate its country using the drop-down menu.
- Indicate its geographical zone using the drop down menu.
- Choose its status.
- Save.

## Zones

PrestaShop's zones are a list of the world's subregions. It helps categorize countries.


 Add new

Page 1 / 1 | Display  / 8 result(s) Reset Filter

<input type="checkbox"/>	ID	Zone	Enabled	Actions
<input type="checkbox"/>	<input type="text" value="--"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value="--"/>
<input type="checkbox"/>	1	Europe	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	2	North America	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	3	Asia	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	4	Africa	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	5	Oceania	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	6	South America	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	7	Europe (out E.U)	<input checked="" type="checkbox"/>	 
<input type="checkbox"/>	8	Centrale America/Antilla	<input checked="" type="checkbox"/>	 



Delete selection

If needed, you can create more zones, by clicking, as usual, on "Add New".

 **Zones**

**Name**  \*

Zone name, e.g., Africa, West Coast, Neighboring Countries

**Status:**    

Allow or disallow shipping to this zone


Save

\* Required field



All you need is a name and a status.

## Price Ranges

With PrestaShop, you can add a unique shipping & handling price to each total purchase price range.


 Add new


Page 1 / 1 | Display  / 1 result(s) [Reset](#) [Filter](#)

<input type="checkbox"/>	ID	Carrier	From	To	Actions
--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--
<input type="checkbox"/>	1	My carrier	0,00 €	10 000,00 €	 

[Delete selection](#)

For example, if you want orders between \$1 and \$15 to be sent by the US Post Office with a special rate, create a price range from 1 to 15, and set it to "US Postal Service".

 Price ranges

Carrier:    
Carrier to which this range will be applied

From:  €\*  
Range start (included)


To:  €\*  
Range end (excluded)

[Save](#)



\* Required field

### Weight Ranges

The process for defining weight ranges is exactly the same as that of defining price ranges.


 Add new


Page 1 / 1 | Display  / 1 result(s) [Reset](#) [Filter](#)

<input type="checkbox"/>	ID	Carrier	From	To	Actions
--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--
<input type="checkbox"/>	1	My carrier	0lb	10000lb	 

[Delete selection](#)

For example, if you want orders between 1 lbs and 15 lbs to be sent by the US Post Office with a special rate, create a weight range from 1 to 15, and set it to "US Postal Service".

 **Weight ranges**

**Carrier**    
Carrier to which this range will be applied

**From:**  lb \*  
Range start (included)

**To:**  lb \*  
Range end (excluded)

\* Required field