![ClickShip by Freightcom logo]

Shipping Rules Page

1 Instructions on How Shipping Rules work

How Shipping Rules Work:
- Shipping rules will be applied in the **same sequence as they appear** from top to bottom.
- If two rules conflict based on same conditions, then the **first rule will be enforced.**

Getting Started:
- Click on **Add New Rule** to start automating your orders.
- Once multiple rules have been created, **click on the up and down arrows** to rearrange the order.

2 Add New Rule Button

+ Add New Rule

Rules for Real-Time Rates at Checkout

Rule Name	Start Date	End Date	Status	Actions
Flat-Rate Shipping for Shopify For all Shopify orders at checkout, set a flat-rate for $10.	Jan 18, 2021	Jan 29, 2021	✓	Edit Delete
Free Shipping for WooCommerce All orders on WooCommerce will have Free Shipping.	Jan 14, 2021		✓	Edit Delete

3 Rule Cards

Rules for ClickShip Orders

Rule Name	Start Date	End Date	Status	Actions
Test Rule Enter a description of this rule.	Jan 14, 2021		✓	Edit Delete
Select Default Box for Orders Over $10 If orders are over $10, select the default box.	Jan 14, 2021		✓	Edit Delete

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Instructions on Shipping Rules
Explanation of How Shipping Rules Work and Setup

How Shipping Rules Work:
- Shipping rules will be applied in the same sequence as they appear from top to bottom.
- If two rules conflict based on same conditions, then the first rule will be enforced.

Getting Started:
- Click on Add New Rule to start automating your orders.
- Once multiple rules have been created, click on the up and down arrows to rearrange the order.

Add New Rule Button
Creating a New Rule

⚙ Add Shipping Rule   ✕

Select a rule category*

◉ Real-Time Rates at Checkout

This option is disabled because your marketplace(s) does not have Real-Time Rates enabled. Refer to our FAQ to enable Real-Time Rates.

○ ClickShip Orders

Applies to orders when you are generating a label in ClickShip.

If an incoming order meets this condition...

Select Property ⇕

Then apply this action

Select Property ⇕

Name of Rule*

Description

☐ Set Duration for Rule   📅 Set Date Range

Set a rule within a certain date range (E.g. timed events and sale periods)

Cancel   Save Rule

When creating rules, there are **two categories:**

1) Real-Time Rates at Checkout
Applies to real-time shipping rates that the buyers see at your marketplace. (Only applicable to Shopify, WooCommerce and Magento 2 stores).

Note: This option will be disabled if:
- the user does not have a Shopify, WooCommerce or Magento 2 store
- the user does not have Real-Time Rates enables for any one of their stores

2) ClickShip Orders
Applies to orders when you are generating a label in ClickShip.

Here is the list of rules that are applicable for each category:

Real-Time Rates at Checkout

If an incoming order meets these conditions:

Marketplace	is ▲	Shopify ▲
	is not	WooCommerce
		Magento 2

OR

| Shipping Destination | is ▲ | Canada |
| | is not | |

Then apply one of these actions:

| Select Flat-Rate Shipping Cost as… | Insert Value Here |

OR

| Set Shipping Cost as Free |

If an incoming order meets these conditions:

Order Value	is greater than ▲	Insert Value Here
	is greater than and equals to	
	is lesser than	
	is lesser than and equals to	

OR

Order Weight	is greater than ▲	Insert Weight Here	lbs ▲
	is greater than and equals to		kg
	is lesser than		
	is lesser than and equals to		

OR

Shipping Destination	is ▲	Canada
	is not	

Then apply one of these actions:

Select Package	Default Box ▲
	List of All Boxes User has Created
	Create Custom Package

OR

Add Insurance and Signature	Same as Order Value ▲
	Custom Value

⊞ Rules for Real-Time Rates at Checkout

Rule Name	Start Date	End Date	Status	Actions
Flat-Rate Shipping for Shopify ⌄ For all Shopify orders at checkout, set a flat-rate for $10.	Jan 18, 2021	Jan 29, 2021	✓	✐ Edit 🗑 Delete
⌃ **Free Shipping for WooCommerce** All orders on WooCommerce will have Free Shipping.	Jan 15, 2021		✓	✐ Edit 🗑 Delete

⌃ Up arrow will move the rule one row above

⌄ Down arrow will move the rule one row below

Start Date	End Date
Jan 18, 2021	Jan 29, 2021
Jan 15, 2021	

Start Date will display a date when the rule has been created (if the date range has not been selected).

End Date will display the date if you have selected a date range for when this rule to be active.

⬜ ✕ Enable or disable a rule with this toggle.

✐ Edit   🗑 Delete

Edit an existing rule's details:
- Rule condition
- Name of Rule
- Description
- Date Range

You cannot switch the rule category from Real-Time Rates to ClickShip orders or vice versa.