

Configure Standard Freight

Step-by-step guide

This provides a step-by-step guide to configure a [standard freight](#) option. There is no limit to how many carriers can be defined.

The following can be set:

- For each carrier, unlimited charging zones. A charging zone contains a start and end postcode within a country.
- Minimum weight allowed
- Maximum weight allowed
- Maximum volume allowed
- Order Limit for no charge - the order value for free freight
- Start and End Order Value range - this is used when different freight amounts based on dollar value are required
- Volume to weight conversion
- Track and Trace URL
- Calculation of freight using (base \$ + \$ / kg) OR % of Order total

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1. Configure a freight country

To configure a freight country:

1. In the CMS, navigate to **Settings Settings** (/zSettings.aspx).

2. Select the **Freight** tab.



3. Scroll down and select the **Freight Countries** tab.



4. To enter a new record, scroll down and click **New**.

5. Enter values in the fields as required.

A screenshot of the 'Freight Countries' form. At the top, there are links: Modify : New : Delete : Cancel : OK. Below this, it says '1 records. (1 page)'. The form fields are: Code (text input), Description (text input), Default Country (checkbox), Default Freight Carrier (dropdown menu with 'Please Select ..'), Default Consignment Charge (text input), Default Kg Rate (\$/Kg) (text input), and Do Not Override Customer Carrier Code (checkbox).

Freight Countries

Field	Value
Code	A unique code/value for the country
Description	A short description / country name
Default Country	Tick if this country is the default country for freight calculations
Default Freight Carrier	The default carrier for the country. Available carriers will be populated from Carriers entered in 'Standard Freight'.
Default Consignment Charge	A default charge for the country. It can be overridden at a Carrier charging zone level.

Default Kg Rate (\$ /Kg)	A default \$/KG charge rate. It can be overridden at a Carrier Charging zone level.
Do Not Override Customer Carrier Code	When ticked ("Yes"), the system uses the carrier code from Customer 'Delivery Code' (dr-delivery-route-code) in the ERP/PRONTO, but will still calculate the charges based on this freight option.

- To save this country, click **OK**.
- To add another country, repeat Steps 4-6.

2. Configure a Freight Option

- In the CMS, navigate to **Settings Settings** (/zSettings.aspx).
- Select the **Freight** tab.
- Scroll down to the **Standard Freight** tab.

Standard Freight	Freight Countries	Region Freight	Product Type Freight	Special Freight Products	Freight Own Carriers
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- To enter a new carrier, click **New**.
- Enter values in the fields as required.


Code :	<input type="text"/>
Description :	<input type="text"/>
Carrier Restricted To Delivery Methods :	<input type="checkbox"/>
Minimum Freight Charge :	<input type="text"/>
Packaging Charge (\$/Kg) :	<input type="text"/>
Minimum Carrier Weight (Kg) :	<input type="text"/>
Maximum Carrier Weight (Kg) :	<input type="text"/>
Maximum Volume (cubic metres) :	<input type="text"/>
Order limit for No Charge :	<input type="text"/>
Order Value Start Range :	<input type="text"/>
Order Value End Range :	<input type="text"/>
Do Not Override Customer Carrier Code :	<input type="checkbox"/>
Maximum Carrier Item Length :	<input type="text"/>
Volume to Weight Conversion Factor :	<input type="text"/>
Track and Trace URL :	<input type="text"/>
Delivery Instructions :	<input type="text"/>
Dangerous Goods Surcharge Method :	None ▼
Dangerous Goods Surcharge Value :	<input type="text"/>
Dangerous Goods Charge Type :	<input type="text"/>
Tailgate Surcharge Method :	None ▼
Tailgate Surcharge Value :	<input type="text"/>
Tailgate Charge Type :	<input type="text"/>
Same Day Delivery Check Availability :	<input type="checkbox"/>
Same Day Delivery Warehouse :	<input type="text"/>
Same Day Delivery Start Time :	<input type="text"/>
Same Day Delivery End Time :	<input type="text"/>
Track and Trace Only :	<input type="checkbox"/>



For per kilogram charges, it is essential to have weight data populated in the PRONTO Stock Master. This is also important for carriers with physical restrictions on consignment sizes or dimensions.

Field	Value
Code	A unique value that corresponds to the Carrier Code in the ERP/PRONTO. As such, only the first four characters are read (although the value can be longer if required for differentiation).
Description	A short description of this freight option, displayed to the end user during Checkout.

Carrier Restricted to Delivery Methods	See: Delivery Methods Widget
Minimum Freight Charge	The minimum charge for this freight option. The Base Charge + \$/KG charge in the Charging Zone screen is calculated and compared to this Minimum Freight Charge. The system will apply the greater of the two charges.
Packaging Charge (\$/Kg)	An additional charge applied to this carrier, per KG.
Minimum Carrier Weight (Kg)	Minimum order weight in KG. This value is used to filter carrier options based on weight ranges.
Maximum Carrier Weight (Kg)	Maximum order weight in KG. This value is used to filter carrier options based on weight ranges.
Maximum Volume (cubic metres)	Maximum order size in cubic meters. Value is derived from the 'Pack Cubic Size' for each product.
Order Limit for No Charge	The value the order must reach in order to qualify for Free Freight. Value is inclusive of GST.
Order Value Start Range	Minimum order value (inc-GST). This value is used to filter carrier options based on total spend.
Order Value End Range	Maximum order value (inc-GST). This value is used to filter carrier options based on total spend.
Do Not Override Customer Carrier Code	When set to 'Yes', the system uses the carrier code from Customer 'Delivery Code' (dr-delivery-route-code) in PRONTO, but will still calculate the charges based on this freight option.
Maximum Carrier Item Length	Maximum length for ANY product on the order, expressed in metres. This field is mapped to 'ItemLength' in the Product table, but the value is not maintained in the ERP/PRONTO. (Contact Commerce Vision for information on how to use this field.)
Volume to Weight Conversion Factor	System multiplies the total order volume (using 'Pack Cubic Size' for each product) by this Volume to Weight Conversion Factor. If this value is greater than the current total order weight (using 'Pack Weight' for each product), it will be used as the order weight. This field is not used if left blank.
Track and Trace URL	The Carrier's order tracking URL with the consignment note expressed as a parameter. For a list of common URLs, see: https://help.commercevision.com.au/hc/en-us/articles/201395495
Delivery Instructions	This text is inserted into the first line of Delivery Instructions for this carrier. Cannot be edited by the end user. 30 character limit (as per PRONTO field).
Dangerous Goods Surcharge Method	Select: None, Percentage or Flatrate.
Dangerous Goods Surcharge Value	For use when Percentage or Flatrate selected. Enter % or an amount.
Dangerous Goods Charge Type	If in use, the charge type should match that in your ERP.
Tailgate Surcharge Method	None or Flatrate
Tailgate Surcharge Value	If Flatrate used, enter the amount.

Tailgate Charge Type	If in use, the charge type should match that in your ERP.
Same Day Delivery Check Availability	<p>Tick to offer same day delivery.</p> <div>  Freight Options </div> <div> <input checked="" type="radio"/> (+\$27.50) Same day delivery (Inc GST) <input type="radio"/> Toll Ipec (No Charge) </div> <p>Note: It is recommended that same day shipping is set up as a separate freight option.</p>
Same Day Delivery Warehouse	Enter the Warehouse Code that same day shipments come from
Same Day Delivery Start Time	Enter the valid start time for same day delivery, e.g. '12:00 AM'
Same Day Delivery End Time	Enter the valid end time for same day delivery, e.g., 02:00 PM'
Track and Trace Only	Track and Trace only is used

6. To save this carrier, click **OK**.

3. Configure a Charging Zone

NOTE - Before adding or editing Charging Zones for a carrier, ensure the required data on the Freight Countries tab have been entered.


1. For the carrier you wish to add a charging zone, click on its radio button.

2. Click **Charging Zones**.

Standard Freight
Freight Countries
Region Freight
Product Type Freight
Special Freight Products
Freight Own Carriers

Search For :
☒ Contains
☐ Starts With

	Code	Description	Pack Charge	Min Weight	Max Weight	Max Volume	Free Limit	Restricted To Delivery Methods
<input checked="" type="radio"/>	IPEC	Toll Ipec	0.00	0.00	0.00		10.00	No
<input type="radio"/>	PICKUP	Pick up	0.00	0.00	0.00		0.00	No
<input type="radio"/>	POST	Australia Post (orders < \$100)	0.00	0.00	0.00		0.00	No
<input type="radio"/>	POST2	Australia Post (orders over \$100 to \$500)	0.00	0.00	0.00		0.00	No
<input type="radio"/>	STAR1	Startrack Express	0.00	0.00	10.00		0.00	No


Modify : [New](#) : [Delete](#) : [Charging Zones](#)

6 records. (2 pages)
1 [2]

3. To create a new zone, click **New**.

4. Enter values in the fields as required.

Country :	<input type="text" value="Please Select .."/>
Region Description :	<input type="text"/>
RoleType :	<input type="text" value="Please Select .."/>
Starting Postcode for this Zone :	<input type="text"/>
Ending Postcode for this Zone :	<input type="text"/>
Delivery Lead Time :	<input type="text"/>
Freight Option Method :	<input type="text" value="Please Select .."/>
Basic Freight Calculations Only :	<input type="text" value="Please Select .."/>
Basic Consignment Charge (\$/Consignment) :	<input type="text"/>
Basic KG Rate (\$/KG) :	<input type="text"/>
% of Order Total :	<input type="text"/>
Requires Quote If No Charge :	<input type="checkbox"/>
Suburb :	<input type="text"/>

Field	Value
Country*	Country name for this carrier option. The values in this drop-down list are populated from the data on the 'Freight Countries' tab.
Region Description*	A short description of the region or zone.
Starting Postcode for this Zone*	The starting postcode (e.g. 4000 if this zone is all of Queensland).
Ending Postcode for this Zone	The ending postcode (e.g. 4999 if this zone is all of Queensland).
Delivery Lead Time	The number of days required for delivery from the warehouse to the destination. This value overrides the system setting default and does not include the Shipping Lead Time (also in system settings).
Freight Option Method	The method by which charges are calculated for this zone. Either \$/KG or as a % of Order Total.
Basic Freight Calculations Only	If set to 'Yes', the system only charges the value entered in the 'Basic Consignment Charge (\$/Consignment)' field. The \$/KG rate will not be added.
Basic Consignment Charge (\$ /Consignment)	The base charge amount which applies to this zone.
Basic KG Rate (\$ /KG)	The dollar per KG rate which applies to the order. This may be used on its own or added to the 'Basic Consignment Charge'. NOTE - This value must be blank if '% of Order Total' is in use.
% of Order Total	The percentage of the total order value that applies to the order as a freight charge. This may be used on its own or added to the 'Basic Consignment Charge'. NOTE - This value must be blank if 'Basic KG Rate (\$/KG)' is in use.
Requires Quote If No Charge	(Versions 3.82+) When no freight options are found, the order is integrated to the ERP as normal to commit stock, but no payment is taken (as freight charges will generally be added manually later). NOTE - Requires the System flag 'Enable Freight Quotes For Bulky Item Orders' to be turned on in order to work.
Suburb	One or more suburbs, if applicable.

5. To save the charging zone, click **OK**.

6. To add another zone, repeat Steps 13-15.

Special Freight Products

It is also possible to configure a fixed charge for a particular product. In this scenario, the product with a fixed charge is excluded from the normal freight calculations, instead attracting the special charge entered on the 'Special Freight Products' tab.



NOTE - In order to use Special Freight Products:

1. In the CMS, navigate to **Settings Settings**. (/zSettings.aspx)
2. Under the General tab, tick **Enable Special Freight Products Checks**.

Enable Special Freight Products Checks : ☒

3. To save, click **Update**.

In the screenshot below, product CV100 incurs a \$50.00 (inc-GST) freight charge.

Product Type Freight	Special Freight Products	Freight Own Carriers						
<div>Search For : <input type="text"/> <input checked="" type="radio"/> Contains <input type="radio"/> Starts With <input type="button" value="Search"/></div> <table border="1"><thead><tr><th></th><th>Code</th><th>Fixed Charge \$</th></tr></thead><tbody><tr><td><input checked="" type="radio"/></td><td>CV100</td><td>45.45</td></tr></tbody></table> <div> Modify : New : Delete</div> <div>1 records. (1 page) 1</div>				Code	Fixed Charge \$	<input checked="" type="radio"/>	CV100	45.45
	Code	Fixed Charge \$						
<input checked="" type="radio"/>	CV100	45.45						
<div>Product Code : <input type="text" value="CV100"/></div> <div>Fixed Charge \$: <input type="text" value="45.45"/></div>								

Related help

- [Allow User's Own Freight Carrier Option](#)
- [Product Discovery & Site Search Widget Library](#)
- [Freight & Fulfillment Widget Library](#)
- [Product Category Widget Library](#)
- [Cluster Category Widget Library](#)
- [Freight Options Widget](#)