




INDITION COMMERCE

# Indition Shipping

Complete User Manual — Shipping Rules: qualifying products, costs,  
store & date scope, and how shipping is calculated

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# 1. Introduction & Core Concepts

**Indition Shipping** is the back-office workspace for setting the **shipping cost** charged at checkout. You do this with **shipping rules** — each rule says “for these products, charge this much for shipping,” with optional limits on which stores and dates it applies to. This manual is written so a new team member can read it cover to cover and operate every feature confidently.

## 1.1 What this module manages

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- **Shipping Rules** — the rate rules that decide what shipping costs for an order, based on the products it contains.
- **Rule criteria** — the products a rule applies to, chosen by **SKU** or by **category**.
- **Rule scope** — optional limits by store and by date window.

## 1.2 How a shipping rule works

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A rule is built from three things: **which products** it covers (a list of SKUs, or a list of categories), a **shipping cost**, and a **maximum quantity of qualified items** per charge. At checkout, the qualifying items are counted and the cost is charged in batches:

$$\text{shipping} = \text{ceiling}(\text{qualifying quantity} \div \text{max quantity}) \times \text{cost}$$

For example, with a max quantity of **5** and a cost of **\$10**, an order with 12 qualifying items is charged  $\text{ceil}(12 \div 5) \times \$10 = 3 \times \$10 = \$30$ . Set the max quantity high (or to the largest order you expect) to charge the cost just once.

## 1.3 Rules vs. delivery methods

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The **delivery methods** a shopper can choose (Ground, Express, In-Store Pickup, etc.) are defined in the Shop module (see the *Indition Commerce* manual). This module is about the **cost** of shipping — the rate rules that price an order. Items marked for in-store pickup are not charged by shipping rules.

## 1.4 Conventions

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- These screens require the appropriate administrator access.
- The rules list supports sorting, filtering, selection and bulk activate/deactivate/delete; the status toggles in place; deletions confirm first.
- New rules are **inactive** until you turn them on. Dates use the server time zone (shown on the form).

# 2. The Shipping Rules List

Open **Shipping Rules** (Manage Rules) for the list of every rule.

| Column                | Shows  |
|-----------------------|--|
| (checkbox)            | Select rows for bulk actions.  |
| Rule Name             | The rule's name; click to edit.  |
| Type                  | Whether the rule qualifies by <b>SKU</b> or by <b>Category</b> ("Not Set" until criteria are added). |
| Status                | Active or Inactive — click to toggle.  |
| Start Date / End Date | The rule's active window (blank = no limit).   |
| Actions               | Edit and Delete.   |

Filter by name, type, status and the date ranges. The page Actions menu offers **Create Rule**, and — for selected rows — **Activate selected rules**, **Deactivate selected rules** and **Delete Selected Rules**.

## 3. Creating a Shipping Rule

Choose **Create Rule**. After saving the basics you add the products the rule covers (Chapter 4).

### 3.1 The rule form

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| Field  | What it does   |
|--|--|
| <b>Shipping Rule Name</b> (required)         | A name to identify the rule.   |
| <b>Description</b>                           | An internal note about the rule.   |
| <b>Shipping Cost</b> (required)              | The cost charged per batch of qualifying items (5.). Set it to <b>0</b> for free shipping on the covered products. |
| <b>Max Qty of Qualified Items</b> (required) | How many qualifying items one charge of the cost covers (the batch size in the formula in 1.2).                    |
| <b>Active</b>                                | Turns the rule on; new rules start off.  |

### 3.2 Store & date scope

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- **Restrict by Store** — when on, a **Select Store(s)** picker appears and the rule applies only to orders from those stores; off means all stores.
- **Start Date / End Date** — each has its own on/off toggle and a date-and-time picker; when set, the rule only applies within that window.

Click **Save**. The form then shows a **Shipping Rules SKUs or Categories** panel with an **Add Criteria** button.

# 4. Qualifying Products (Rule Criteria)

A rule needs to know which products it covers. From the rule's **Add Criteria** (or **Edit Criteria**) you choose one of two ways:

| Criteria                    | The rule covers...                         |
|-----------------------------|--|
| <b>Qualified Categories</b> | any product in the chosen categories.      |
| <b>Qualified SKUs</b>       | the specific products (by SKU) you select. |

Each option opens a picker — a multi-select for categories, or a product search for SKUs — and the selected items are listed for review (you can remove some or all). A rule is therefore a **SKU rule** or a **Category rule**; saving the criteria sets the rule's **Type** accordingly. Save returns you to the rule.

## 5. How Shipping Cost Is Calculated

At checkout the system looks at the items in the cart (excluding in-store-pickup items) and works out shipping as follows:

- 1 Shipping rules first.** For each item, the active rules (within their date window and store scope) are checked: a SKU rule matches items whose SKU is on its list; a category rule matches items whose product is in one of its categories. Matching items are counted and charged using the batch formula —  $\text{ceil}(\text{quantity} \div \text{max quantity}) \times \text{cost}$  (1.2).
- 2 Per-product shipping for the rest.** Items not covered by any rule fall back to the shipping cost set on the product/SKU itself (in the Shop catalog), if any.

**Free shipping** on certain products is achieved by giving their rule a **cost of 0**. (Order-wide free or discounted shipping as a promotion is handled in the *Indition Promotions* module.)

If more than one rule could match the same items, the first matching rule is used — there is no priority ordering or “cheapest wins” in this version. Design your rules so their product coverage doesn’t overlap, to keep results predictable.

# 6. What Rules Apply To (Scope)

A rule applies to an order only when **all** of its conditions are met:

| Scope           | Effect   |
|-----------------|--|
| <b>Products</b> | The cart contains items matching the rule's SKUs or categories (Chapter 4).        |
| <b>Store</b>    | If <i>Restrict by Store</i> is on, the order is from one of the chosen stores.     |
| <b>Dates</b>    | If a start and/or end date is set, the order falls within that window.             |
| <b>Delivery</b> | In-store-pickup items are excluded; only items set to charge shipping are counted. |

These conditions combine with "AND" — the products, the store and the dates must all match for the rule to apply.

# 7. Appendix: Glossary Reference

| Term                       | Meaning   |
|----------------------------|---|
| Shipping rule              | A rate rule that sets the shipping cost for orders containing certain products.                                   |
| Type (SKU / Category)      | Whether a rule qualifies items by specific SKUs or by category membership.  |
| Qualifying items           | The cart items a rule matches.  |
| Shipping cost              | The amount charged per batch of qualifying items.   |
| Max qty of qualified items | The batch size — how many qualifying items one charge of the cost covers.   |
| Restrict by store          | Limits a rule to orders from chosen stores.   |
| Start / end date           | An optional active window for a rule.   |
| Delivery method            | The shopper-facing delivery option (defined in the Shop module); rules price shipping, they don't define methods. |

End of manual. Indition Shipping — Shipping module v5.4.7.10.