

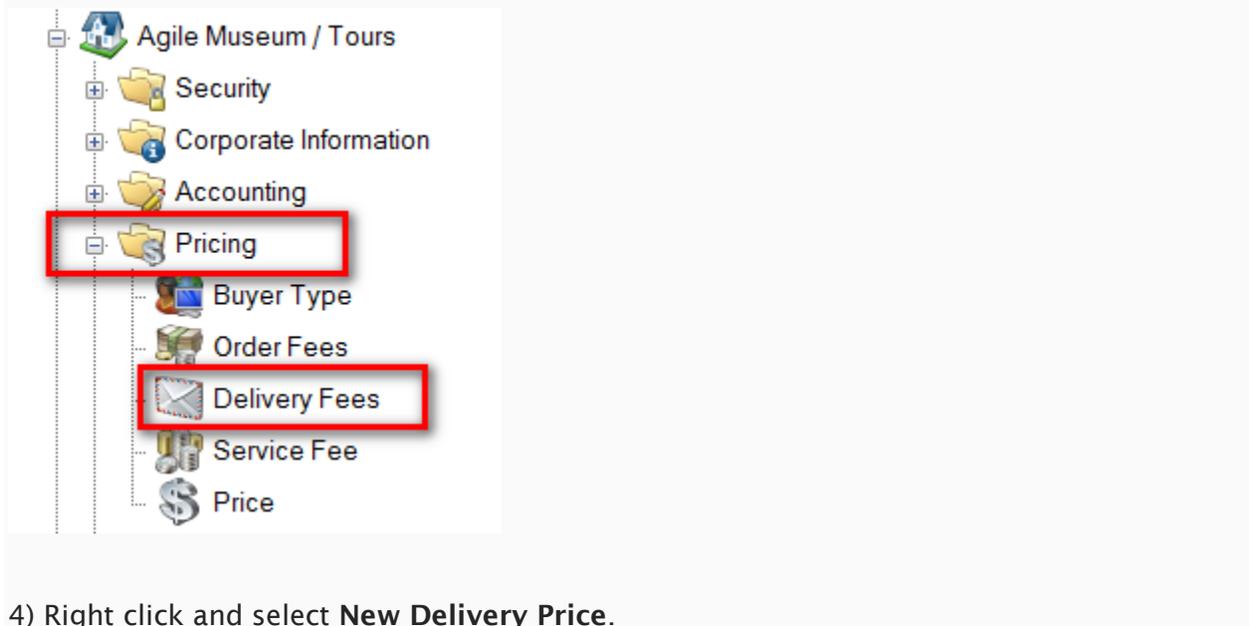
Adding Delivery Fees

1) [Log in](#) to Administration.

2) Click on the **Corporate Organization** icon.



3) Open the **Pricing** folder and click on the **Delivery Fees** icon.



4) Right click and select **New Delivery Price**.

Delivery Method	Sales Channel	Price Type	Sale Date	Delivery Fee	Total	Functional Area	Default	Enabled
Will Call	AMS Advanced	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	False	True
Will Call	AMS Group	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	False	True
Will Call	AMS On-Site	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	False	True
Will Call	Web Advanced	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	False	True
Will Call	Web Group	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	False	True
E-Delivery	Web Group	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	False	True
E-Delivery	Web Advanced	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	False	True
E-Delivery	AMS On-Site	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	False	True
E-Delivery	AMS Group	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	False	True
E-Delivery	AMS Advanced	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	False	True
Print Immediately	AMS Advanced	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	True	True
Print Immediately	AMS Group	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	True	True
Print Immediately	AMS On-Site	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	True	True
Print Immediately	Web Advanced	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	True	True
Print Immediately	Web Group	No Charge	7/19/2011	\$0.00	\$0.00	Level 0 - Default Unrestricted ...	True	True
USPS First Class	AMS Advanced	USPS Mail	7/19/2011	\$2.00	\$2.00	Level 0 - Default Unrestricted ...	False	True
USPS First Class	AMS Group	USPS Mail	7/19/2011	\$2.00	\$2.00	Level 0 - Default Unrestricted ...	False	True
USPS First Class	AMS On-Site	USPS Mail	7/19/2011	\$2.00	\$2.00	Level 0 - Default Unrestricted ...	False	True
USPS First Class	Web Advanced	USPS Mail	7/19/2011	\$2.00	\$2.00	Level 0 - Default Unrestricted ...	False	True
USPS First Class	Web Group	USPS Mail	7/19/2011	\$2.00	\$2.00	Level 0 - Default Unrestricted ...	False	True

New Delivery Price

New Forward Price

Properties

Delete

5) In the **General** Tab: right-click in the white box and add a new price.

Delivery Price: New

Agile Museum / Tours

General Description

Sales Line Type: Default

Effective Sale Date: 8/25/2015

Name	Comp	Delivery...	Total
No Charge	False	\$0.00	\$0.00
USPS First Class	False	\$2.00	\$2.00

New Price
Edit Price

Delivery Method: E-Delivery

Sales Channel: AMS Advanced

Delivery Price Type: ...

Functional Area: Level 0 - Default Unrestricted Price

Enabled:

Sales Occurred:

Add New Delete OK Cancel Apply

Price: New

Agile Museum / Tours

General Notes

Sales Line: Delivery Fee

Sales Line Type: Default ...

Name:

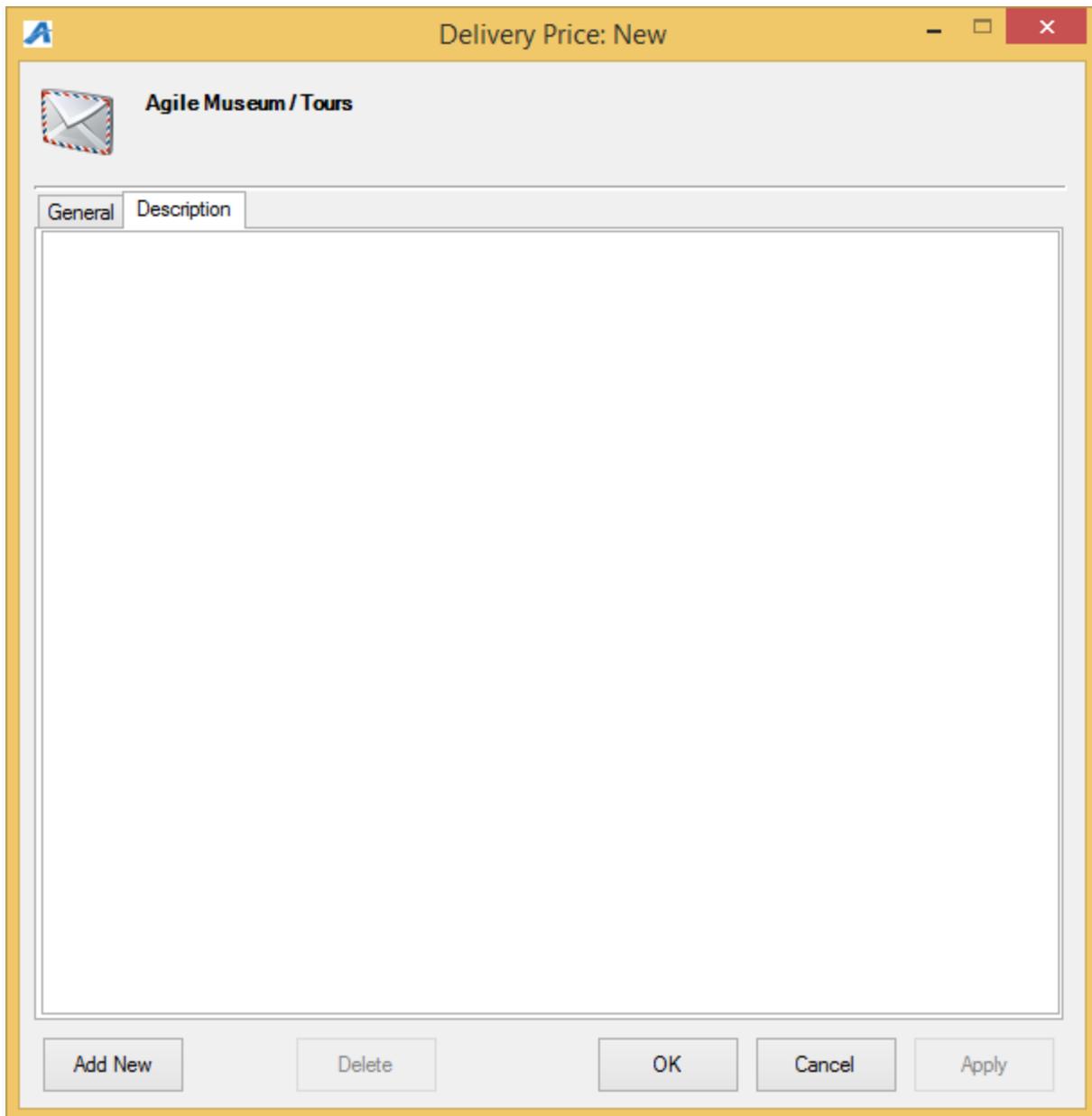
Complimentary:

Enabled:

Delete New Price Date OK Cancel Apply

- **Sales Line Type:** select the appropriate option from the drop-down.
- **Delivery Method:** select the appropriate option from the drop-down. (ex. you may charge \$2 for mail but \$0 for will call pick-up.) See the article: [Creating a New Price](#)
- **Sales Channel:** select which sales channels this delivery method should be available for.
- **Delivery Price Type:** select the appropriate type from the drop-down. There may be a need for multiple delivery fees for with the same name. The Delivery Price Type helps to specify which may be complimentary or charged.
- **Functional Area:** gives the ability to limit the availability of some delivery fees.
- **Enabled:** make sure this is checked if the fee should be available.

6) **Description tab:** add a description of the delivery fee here. This will be available for customers to see online if they click on the delivery fee



7) To apply the delivery fee, on the **Showing Level** or **Event**, go to the **Delivery** tab. Check the appropriate delivery methods, and add the start date (the number of days prior to the showing the delivery method is available) and the cutoff date (the number of days prior to the showing the delivery method becomes unavailable).