

Suppliers, Create Freight Estimates For Your Products!

This is one of the most heavily requested features from the distributors on DistributorCentral. Not only can this help increase orders, it can also drastically cut down on calls to your customer service department.

Here's how to get started:

1. Go to the **Products** menu
2. Select **Advanced Features** and then **Shipping Containers** (fig. 1)
3. Click on **Add New Shipping Container**
4. Fill out the corresponding fields that apply to this container
Container Name – can be a number or text
Container Description – enter info to help identify this container
Inventory Number – enter an inventory control number for internal use
Height
Length
Diameter – if the container is cylindrical
Empty Container Weight
Container Active?
 click **Save** (fig. 2)
5. Next, click on the **Packaging Lines** tab and fill out the corresponding fields and click **Save**

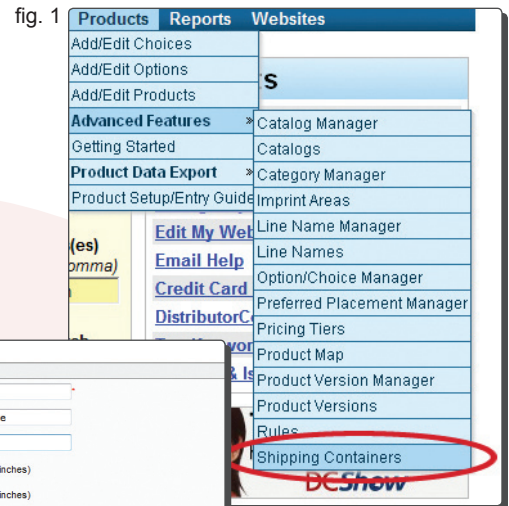


fig. 2

We have just created a Shipping Container and Packaging Line for our product(s), and can now apply this container to those products.

1. Go to the **Products** menu
2. Select **Add/Edit Products**
3. Find the product that you want to apply the container to, and click on **Edit**
4. Click on the **Packaging** tab
5. Enter in the zip code that this product will ship from
6. Select the packaging standard(s) used to ship this product
7. Enter in the maximum quantity that is packaged in this container
8. Select your packaging line that you created in the section above
9. Enter in the weight for this container when it is filled (we recommend entering your weight a little high)
10. Specify any options for the product that will affect the way that a product is packaged

fig. 3

For example, if you offer poly-bagging as an option for a product (pen), you would not be able to package as many in the primary container. In this case, you would set up two packaging standards; one with the poly-bag option selected with its appropriate weight and quantity, and one without the poly-bag option selected.

11. Click **Save** (fig. 3)
12. You can now test your product by clicking on **Test Packaging Standards**. (fig. 4)

You can add levels to your shipping containers if they apply. For instance, if a large quantity is ordered for your product which, for example, fills 10 boxes, you can create another container (level) that applies to the product so that those 10 boxes can be packed into a larger container (for example 5 boxes can fit into a larger box, leaving 2 total boxes being shipped instead of 10).

Here's how to set levels up:

1. Go to the **Products** menu
2. Select **Advanced Features** and then **Shipping Containers**
3. Click on **Packaging Line**
4. Select **Add New Level**
5. Enter how many primary containers are packaged within this level (box)
6. Enter any other special instructions, then click **Save**

fig. 4

UPS Ground	3-Day Service	2nd Day Air	Next Day Air Saver	Next Day Air	Std./Intl.	UPS Express Worldwide
\$14.19	\$37.05	\$49.02	\$74.44	\$87.67	NA	NA

* Estimated freight based on commercial rates.