# Quick Guide to Delivery Charges

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## Overview

In Product Manager, delivery charges are created using items of the type 'Delivery.' These delivery items are linked to standard items and can be applied on a per-item or a per-basket basis. Price breaks for delivery items can be set up in both Content Loader and in Product Manager itself.

The UNSPSC code for delivery items is 78102203 (Mailing or mail pick up or delivery services).

## Types of Delivery Item

There are two types of delivery item:

1. Item – the charge will be applied on a per-item basis
2. Basket – the charge will be applied on a per-basket basis.

For example, a buyer orders a laptop that has a delivery charge of £5. If the delivery charge is of type 'Item' then the charge will increase with the quantity of laptops – 3 laptops will cost £15 to deliver, 10 laptops will cost £50, and so on.

If, however, the delivery charge is of type 'Basket' then it will be applied once per basket regardless of the quantity of laptops ordered. So for 3, 10 or 100 laptops the delivery charge will be £5.

## Applying Delivery Items to Standard Items

### Content Loader

Content Loader is Basware's Excel application for managing larger numbers of items. You can use Excel to enter and manage your data, and then export it to an XML file for importing in to Product Manager.

Delivery items are created in the same way as a standard item, one item is entered per row, with a unique ID. See the Instructions and Examples tabs and Item Data tool tips in Content Loader for more details.

In the screenshot below the delivery item 456 has been added and linked to item 123.

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As the blue highlighting shows, the delivery item ID from cell A4 has been entered in the Delivery Item column against the standard item number 123 (cell A4).  This ensures that when the item 123 is ordered a delivery charge of £2.50 is applied per item.
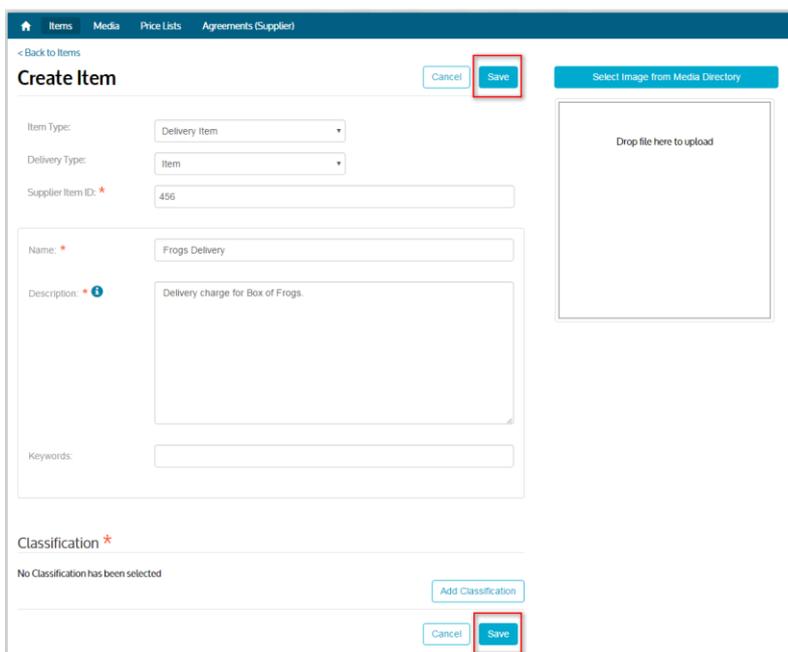

## Product Manager

**Create Delivery Item**

Delivery items are added in the Items section.  Once you are in Product Manager click 'Items' and then 'Create.'
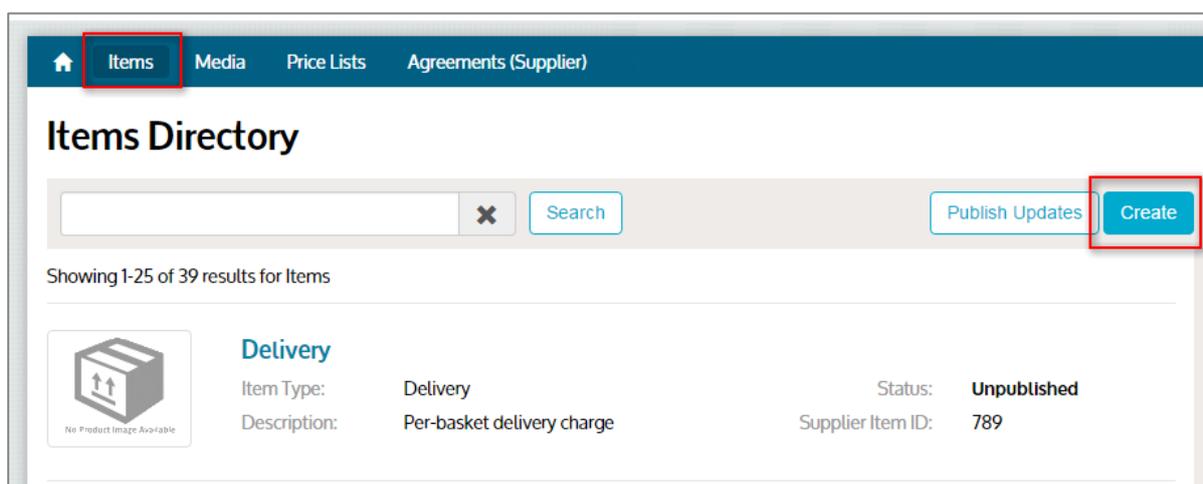


On the Create Item page (below), select 'Delivery item' in the 'Item Type' field, and in the 'Delivery Type' field choose between Item and Basket (see definitions above).

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**Link Delivery Items to Standard Items**

Delivery charges are added to items in the Price List section.

1. Once in Product Manager click 'Price Lists'
2. Find the price list that contains the items you need to link and click the price list name
3. On the Manage Price List page click the cog button next to the Standard Items heading (see screenshot below)
4. On the list of items (not shown) find the item you want to add delivery charges to and click the edit (pencil) button
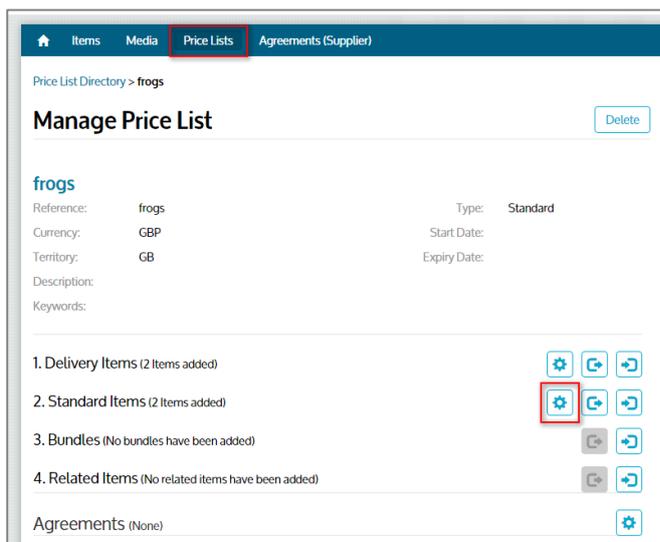


5. On the Manage Price List Item page click the green 'plus' button in the Delivery section.

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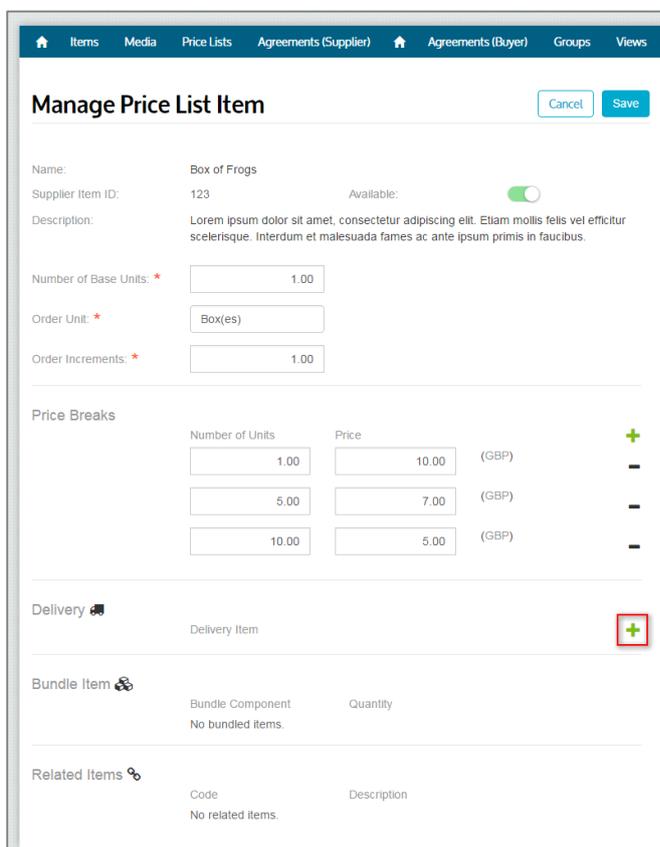
6. Clicking the green 'plus' button reveals a dropdown from which you can select the appropriate delivery item.

| Delivery 🚚 | | |
|---|---|---|
| | Delivery Item | **+** |
| | Frogs Delivery ▾ | **–** |

7. Click 'Save' when you have finished editing the item.

# Delivery Price Breaks

## Content Loader

To add price breaks to a delivery item in Content Loader simply copy the delivery item and modify two fields:

1. Unit Price
2. Minimum Order Quantity (MOU)

To create **price breaks based on the number of items** in the basket, enter Item into the Delivery Type column. Then modify the MOU cells to specify the breaks, and the Unit Price cells to enter the delivery costs.

The screenshot below shows a price break at 10 items, so that when the buyer orders 10 or more boxes of frogs the delivery will drop from £2.50 to £1.00 per item.

| | Supplier Item ID | Item Name | Item Type | Delivery Item | Delivery Type | Unit of Measure | Unit Price | Minimum Order Quantity | Quantity Interval | UNSPSC | Environmentally Friendly Item | Hazardous Item | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 3 | 123 | Box of Frogs | Standard | 456 | NA | BX | £10.00 | 1 | 1 | 10100000 | N | N | Lo E m |
| 4 | 456 | Frogs delivery | Delivery | NA | Item | EA | £2.50 | 1 | 1 | 78102203 | N | N | D |
| 5 | 456 | Frogs delivery | Delivery | NA | Item | EA | £1.00 | 10 | 1 | 78102203 | N | N | D |

To create **price breaks based on the price of the items**, enter Basket into the Delivery Type column. Then modify the MOU cells to specify the breaks and the Unit Price cells to enter the delivery costs.

Note, that for delivery items of type Basket the Minimum Order Quantity is the **total price**, not number, of the items. For example, the screenshot below shows a price break at £50, so that when the order for this item is for £50 or more the delivery will be free.

| | Supplier Item ID | Item Name | Item Type | Delivery Item | Delivery Type | Unit of Measure | Unit Price | Minimum Order Quantity | Quantity Interval | UNSPSC | Environmentally Friendly Item | Hazardous Item | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 3 | 123 | Box of Frogs | Standard | 456 | NA | BX | £10.00 | 1 | 1 | 10100000 | N | N | Lo Et m |
| 4 | 456 | Frogs delivery | Delivery | NA | Basket | EA | £2.50 | 1 | 1 | 78102203 | N | N | De |
| 5 | 456 | Frogs delivery | Delivery | NA | Basket | EA | £0.00 | 50 | 1 | 78102203 | N | N | De |

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## Product Manager

Price breaks on delivery items are managed in the Price List section.

1. Once in Product Manager click 'Price Lists'
2. Find the price list that contains the delivery item you need to edit
3. On the Manage Price List page click the cog button next to the Delivery Items heading (see screenshot below)
4. On the list of items (not shown) find the item you want to edit and click the edit (pencil) button next to it
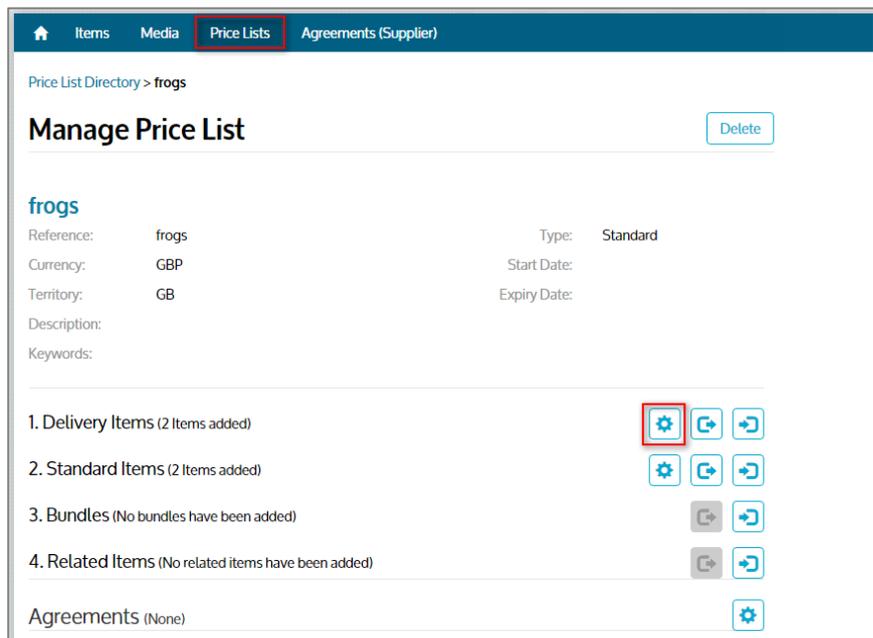


5. The item will load with the minimum order quantity and price shown in the first row of Price Break fields (see below). To add a price break click the green 'plus' button. The example below shows a price break at 10 items, so that when the buyer orders 10 or more boxes the delivery will drop from £2.50 to £1.00 per item.

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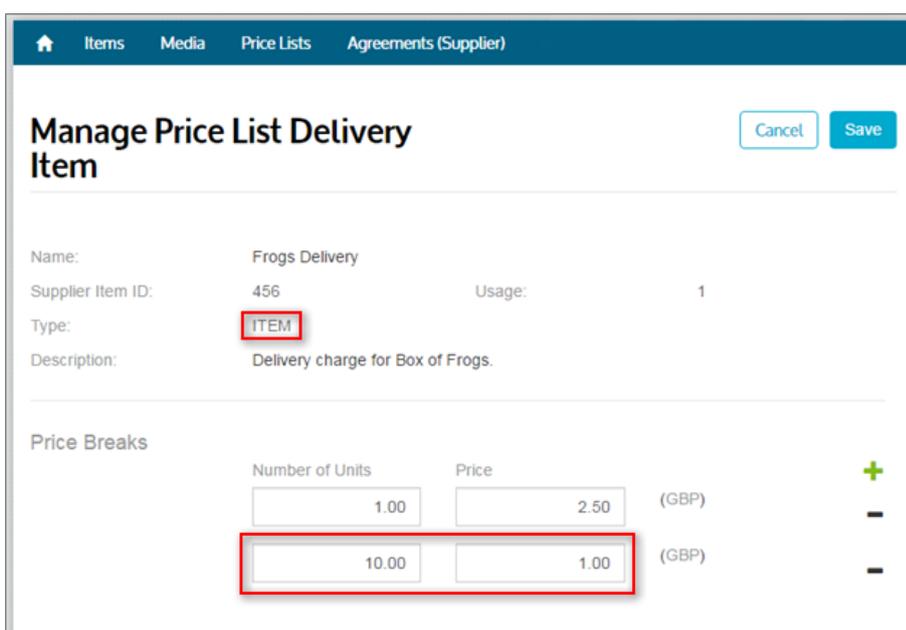
6.  Breaks can also be created on price.  The screenshot below shows a price break at £50, so that when an order is for £50 or more the delivery will be free.  To achieve this the Delivery Type must be BASKET and the price from which the break will be applied is entered (without a currency symbol) in the 'Number of Units' field.



| Name: | Frogs Delivery | | |
|---|---|---|---|
| Supplier Item ID: | 987 | Usage: | 0 |
| Type: | BASKET | | |
| Description: | Deliveries of £50 or more are free. | | |

**Price Breaks**

| Number of Units | Price | | |
|---|---|---|---|
| 1.00 | 2.50 | (GBP) | |
| 50.00 | 0.00 | (GBP) | |