



Your Promise. Our Business.

How to Setup InXpress Extension

WooCommerce

Department	IT – SOP		Document No.	OP-IT-IN-SOP 04.01.21. v1.4	
Prepared by:	Shweta Sharma	Date:	4/1/2021	Supersedes:	N/A
Reviewed by:	Justin Kay	Date:	10/26/2021		
Approved by:	Justin Olsen	Date:	4/1/2021		

Table of Contents

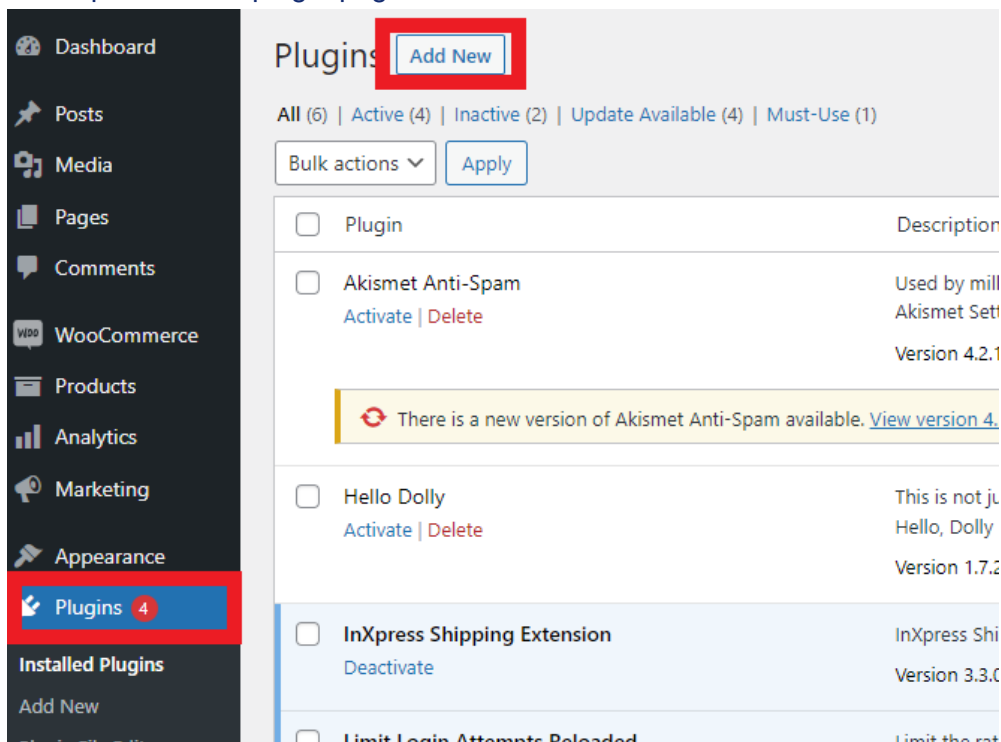
Installation	Page 4
Register Site with InXpress	Page 7
Configuring Products and Boxes	Page 8
Setup Residential Fees	Page 9
Set Customer Number	Page 9
Add Shipping Rate	Page 10

InXpress Plugin Setup for WooCommerce

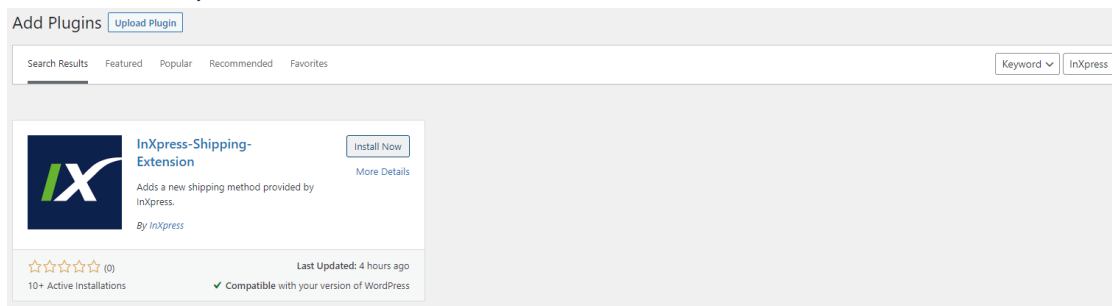
Installation

Option 1 (Recommended):

- We recommend installing the InXpress Shipping Rates plugin directly from the Wordpress Plugin Directory through your Woocommerce store.
- Click on Plugin option on the left hand side of the page. Then click on Add New option on the plugin page.



- Search for InXpress. Then select Install Now.

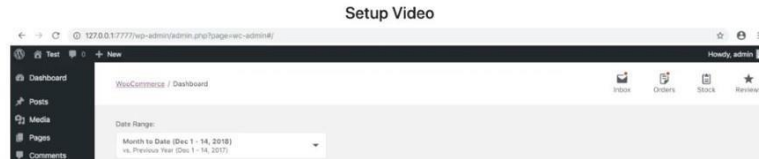


- Now select Activate

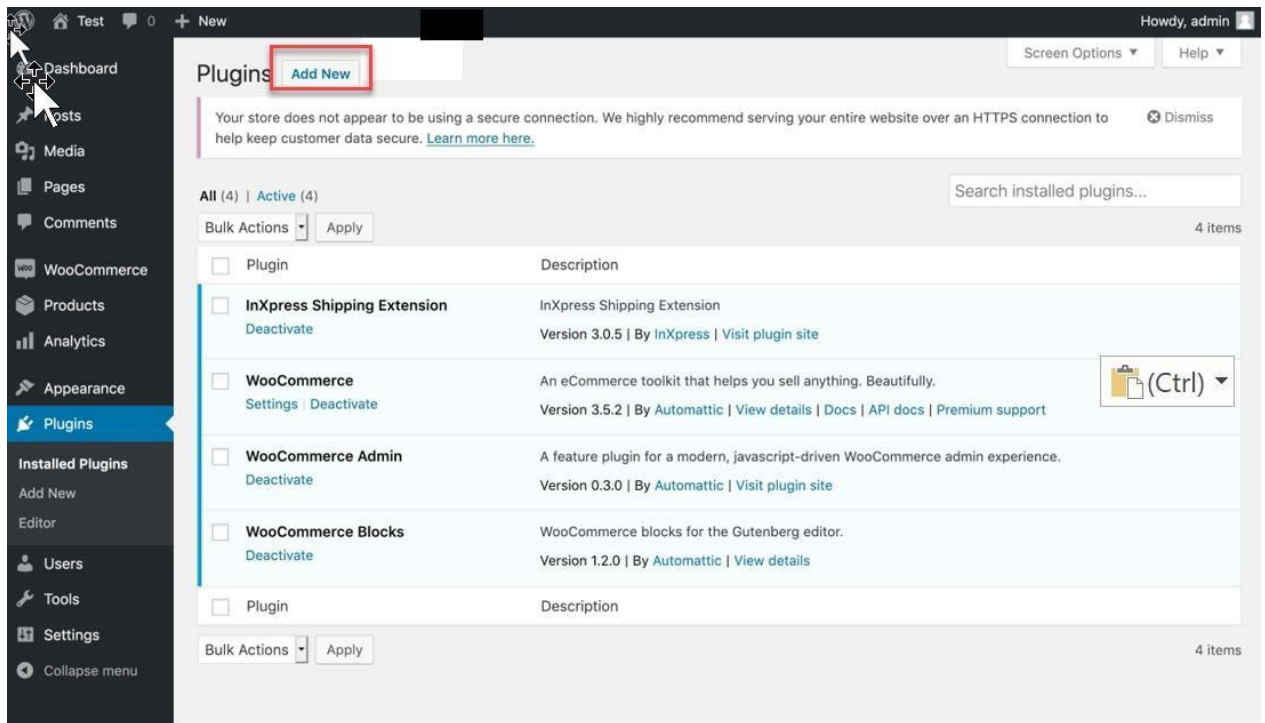
Option 2:

- Go to the InXpress app page for WooCommerce:
<https://www.inxpressapps.com/woocommerce.html>
-
- Click the “Get the Extension” green button.

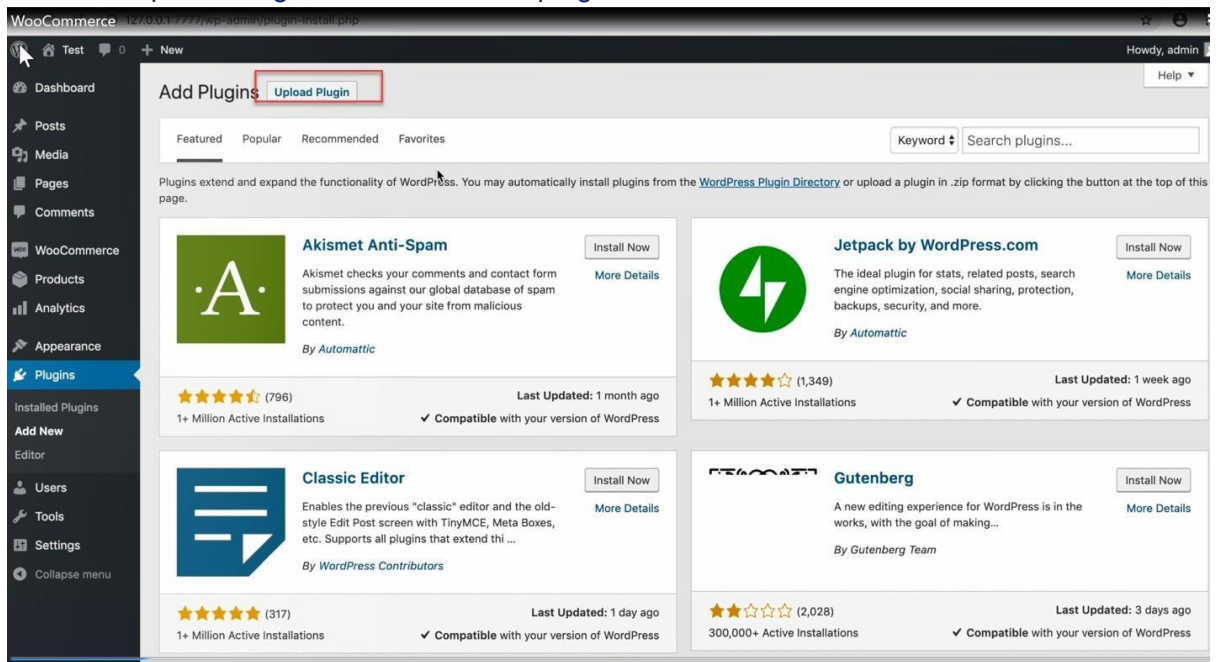
InXpress[®] Home Shopify Magento **WooCommerce** ZenCart

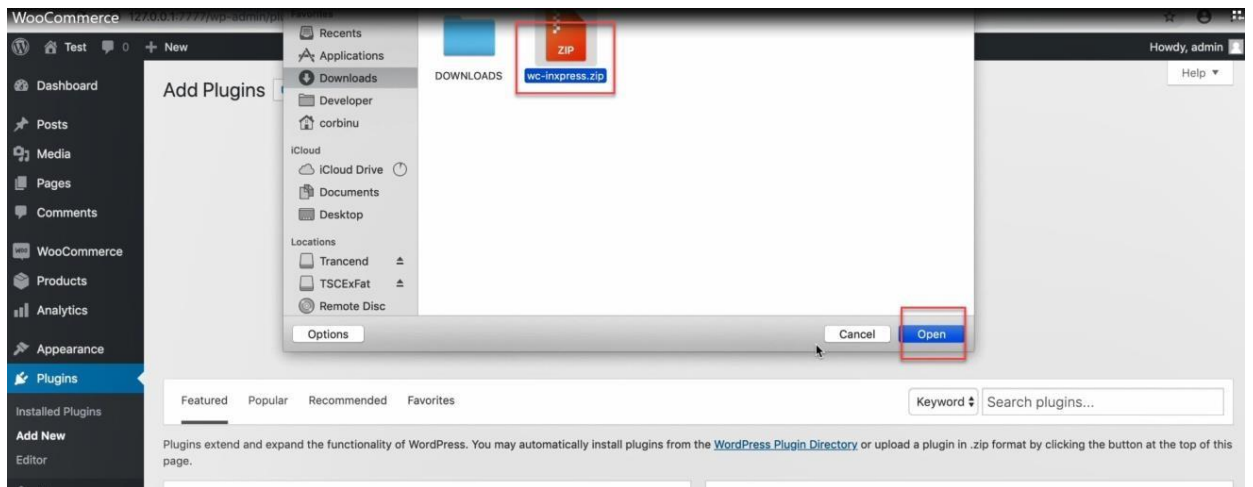
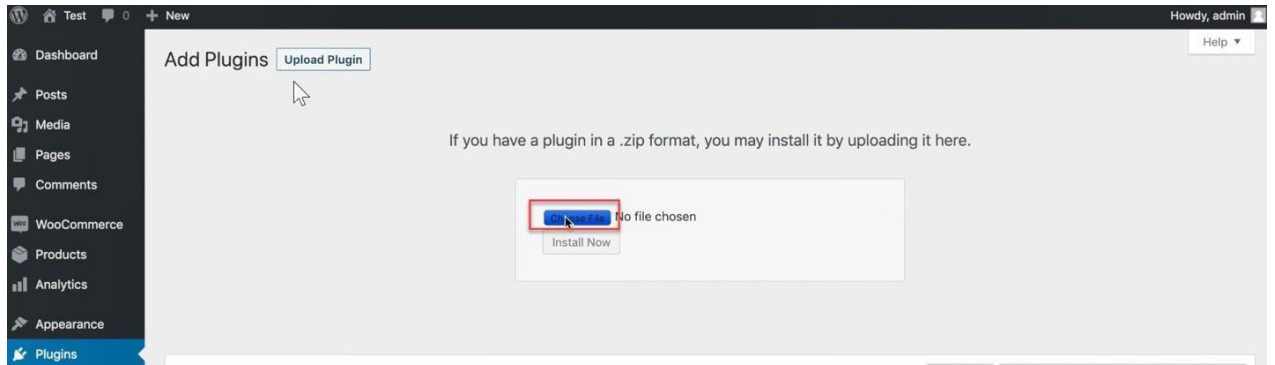


- This will download a zip file containing the extension.
- Log in to your WooCommerce admin.
- Navigate to plugins and click “Add New.”

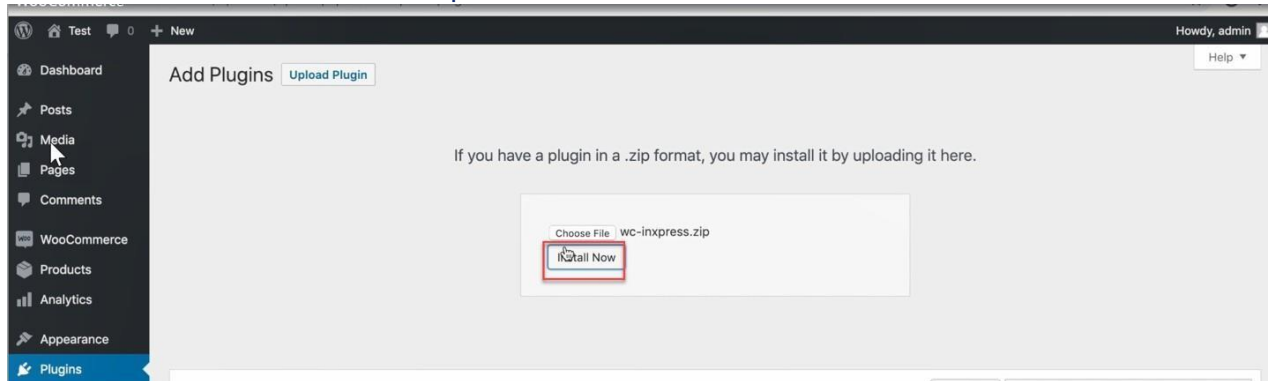


- Click on “Upload Plugin” and choose the plugin file as shown below:

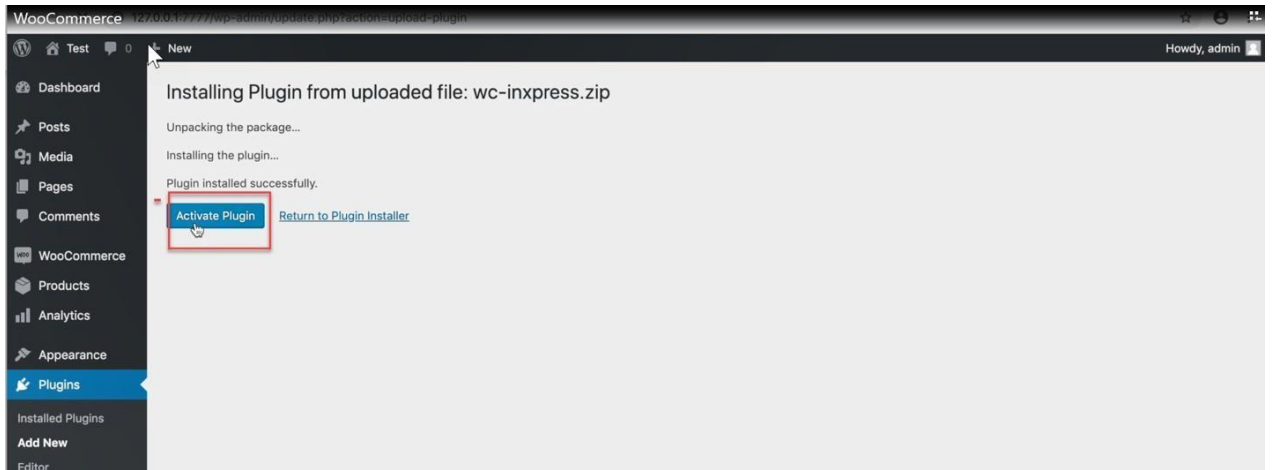




- Click on “Install Now” once file is uploaded.

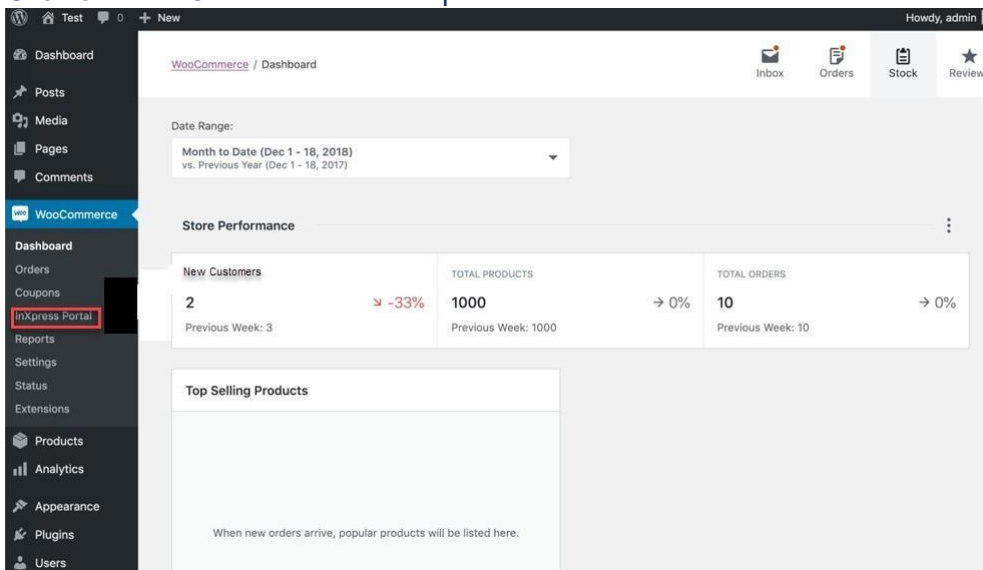


- Once installation is complete click on “Activate Plugin”.



Register site with InXpress.

- Click on “WooCommerce” => “InXpress Portal”.



- Next screen will be where you register, else login with your email and password if you have already registered.

WooCommerce <https://portal.inxpressapps.com/register/platform=WooCommerce&url=http%3A%2F%2F127.0.0.1%3A7777&plan=WooCommerce%2F3.5.2%2FWordPress%2F5.0.1%2F8&callba...>

Home Corbin Uselton ▾

Register:

Company Name:

 Test 26 Serenity
 Manage addresses...

Password:

Platform:
 WooCommerce

Plan:
 WooCommerce 3.5.2 (WordPress v5.0.1)

Store URL:

Address (where you will be shipping from):

- After filling out the form click the “Submit” button to complete registration.

- If you are an existing InXpress customer, please notify your InXpress representative you have installed the app and are ready to have it activated. If you are not an InXpress customer, an InXpress representative will contact you to sign up and request your carrier accounts.
- Your InXpress representative will notify you once your accounts have been received, and the app has been activated. The customer number will automatically be filled in when the app is activated.

Configuring your Products and Boxes

- Now go to the Boxes page to add your shipping boxes.

WooCommerce <https://portal.inxpressapps.com/store/15dbcf89-64b2-4263-9730-b551880ac426>

Home Corbin Uselton ▾

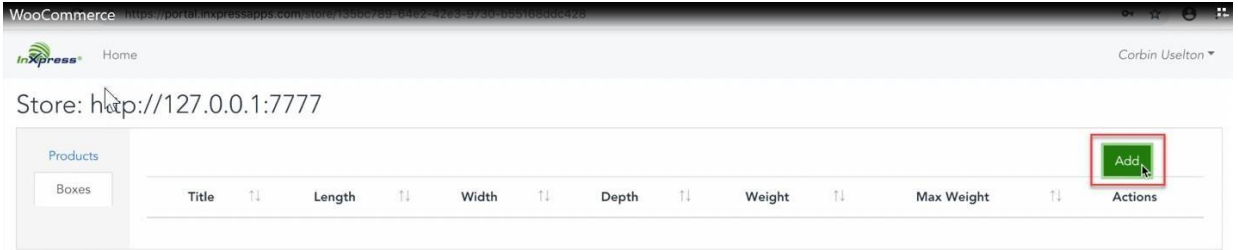
Store: <http://127.0.0.1:7777>

Products

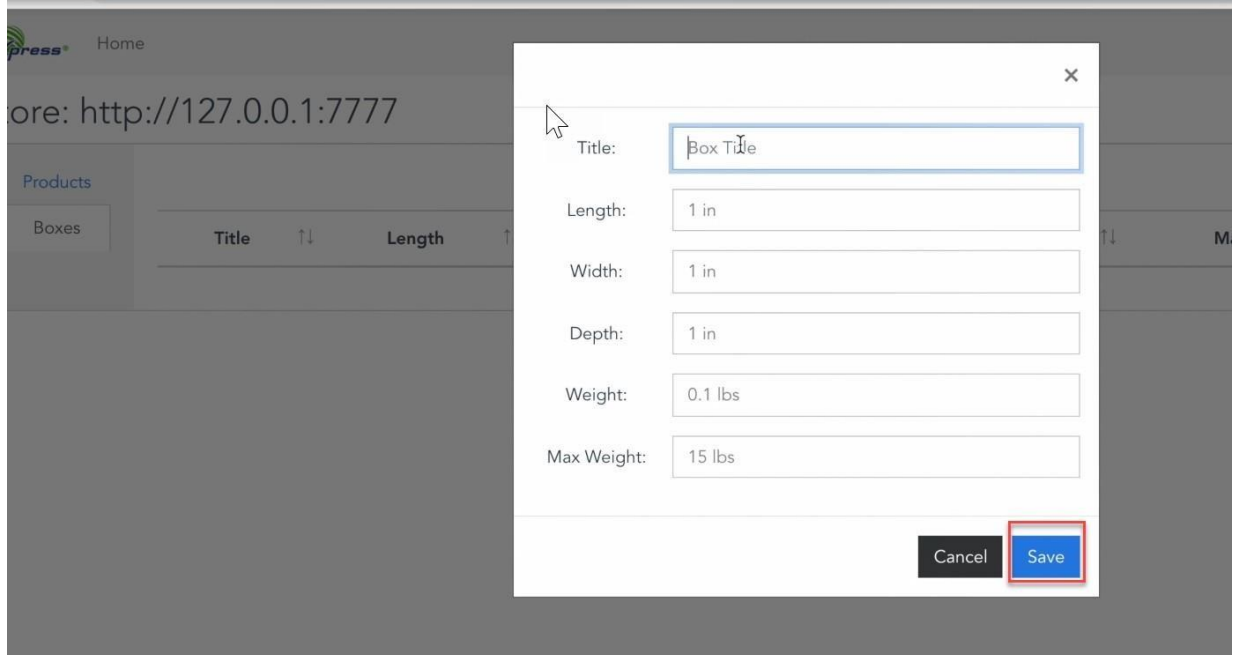
Boxes

Title	Length	Width	Depth	Weight	Max Weight	Actions
-------	--------	-------	-------	--------	------------	---------

- Click the “Add” button to add a new box.



- Click the “Save” button after adding the details of the box.



By default, the app will use the product weight, height, width, and depth from your WooCommerce store. If you want to use different dim information, in the Products page you can import your products via CSV which will contain 7 columns: platform_id, title, sku, length, width, depth, weight.

- If you want to use box packing, be sure to add your boxes into the InXpress portal, otherwise each item will be quoted as its own box with the dim information from WooCommerce.

Setup Residential Fees

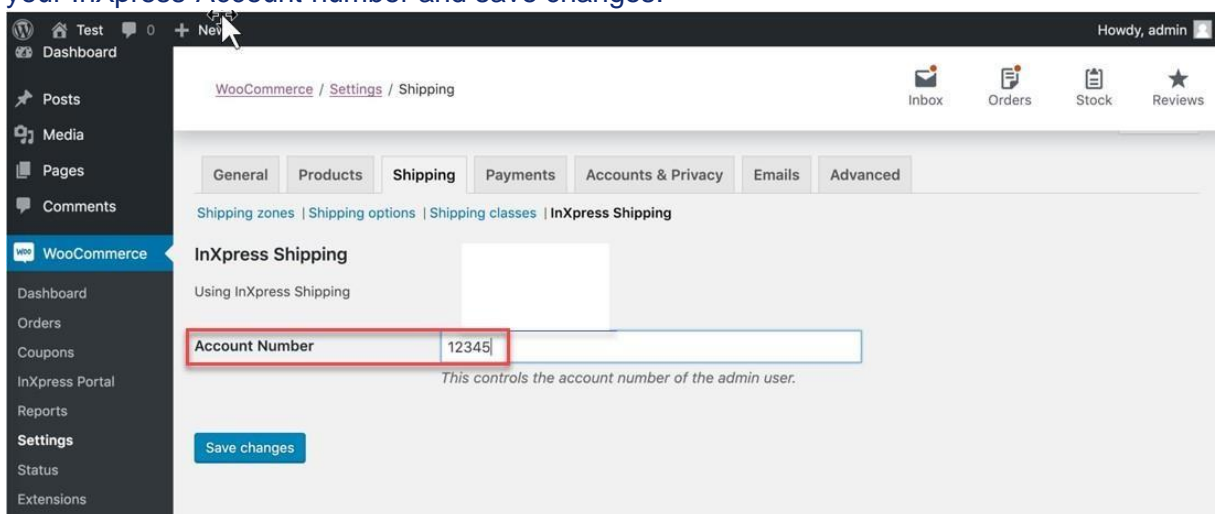
- If you ship primarily to residential addresses, you can check the “Residential Fees” box to include residential fees in the quoted shipping rates.



The screenshot shows a settings page for Residential Fees. On the left, there is a sidebar menu with 'Products', 'Boxes', and 'Settings' (highlighted). The main content area is titled 'Residential Fees:' and contains a checkbox labeled 'Include Residential Shipping Fees' which is currently unchecked. Below the checkbox is a blue 'Save' button.

Set customer number.

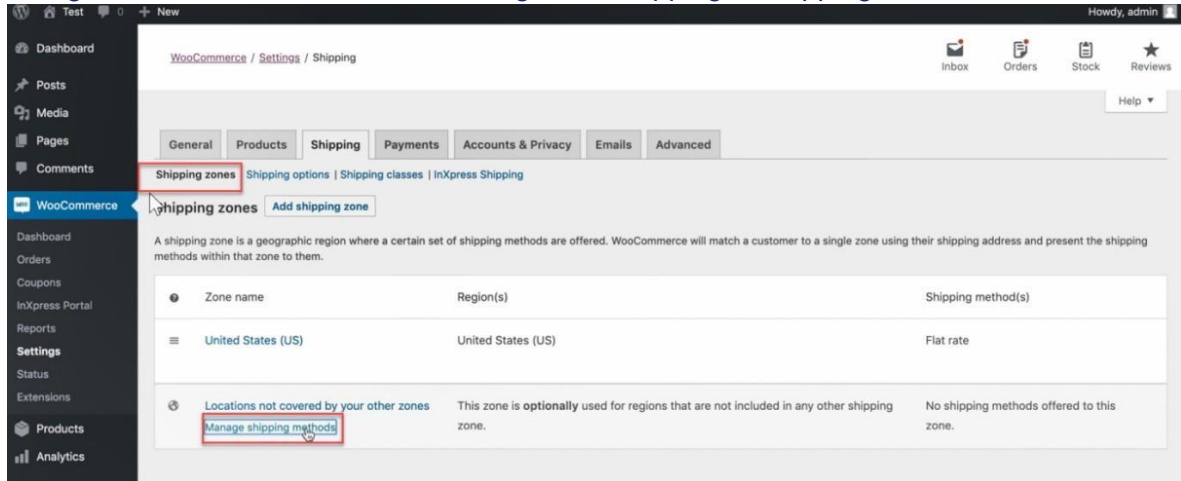
- Navigate to “WooCommerce” → “Settings” → “Shipping” -> "InXpress Shipping" and add your InXpress Account number and save changes.



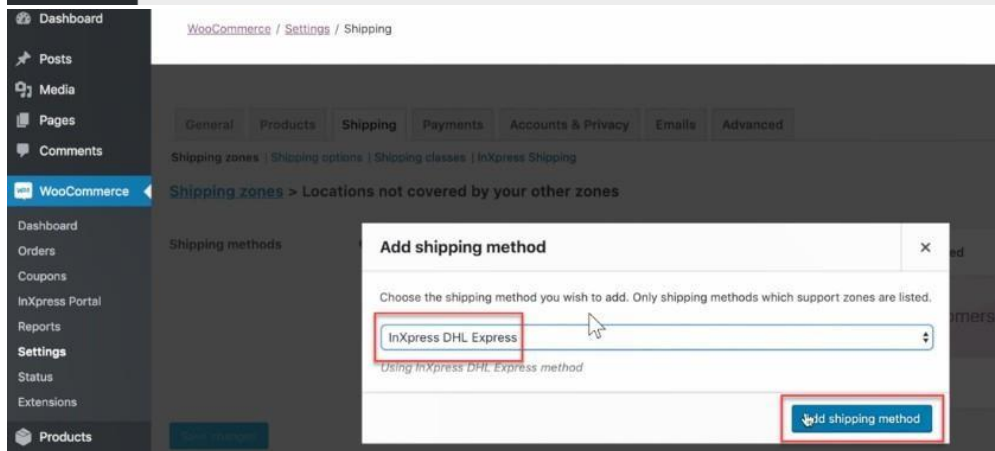
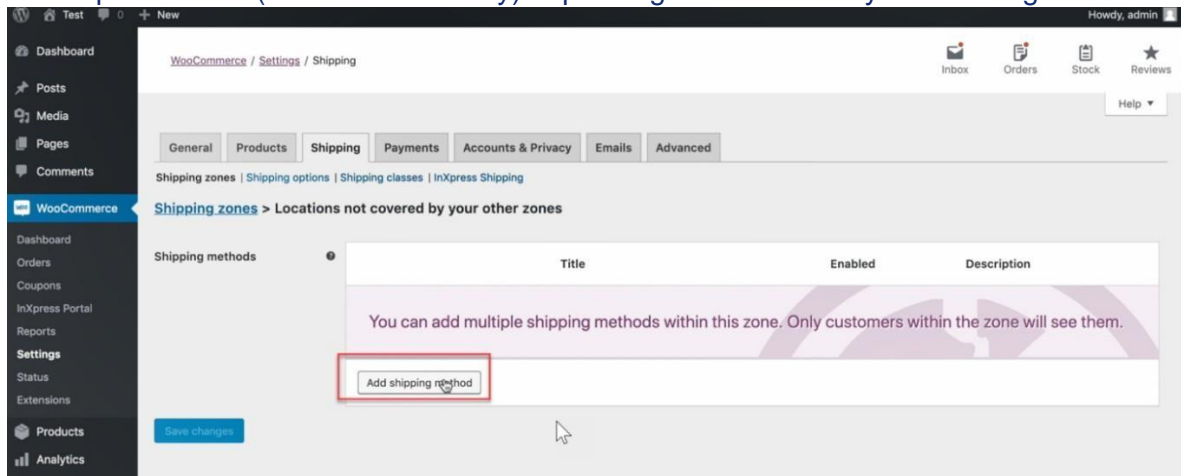
The screenshot shows the WooCommerce admin interface. The breadcrumb trail is 'WooCommerce / Settings / Shipping'. The 'Shipping' tab is active, and the 'InXpress Shipping' sub-tab is selected. The 'Account Number' field is highlighted with a red box and contains the value '12345'. Below the field is the text 'This controls the account number of the admin user.' and a blue 'Save changes' button.

Add Shipping rate

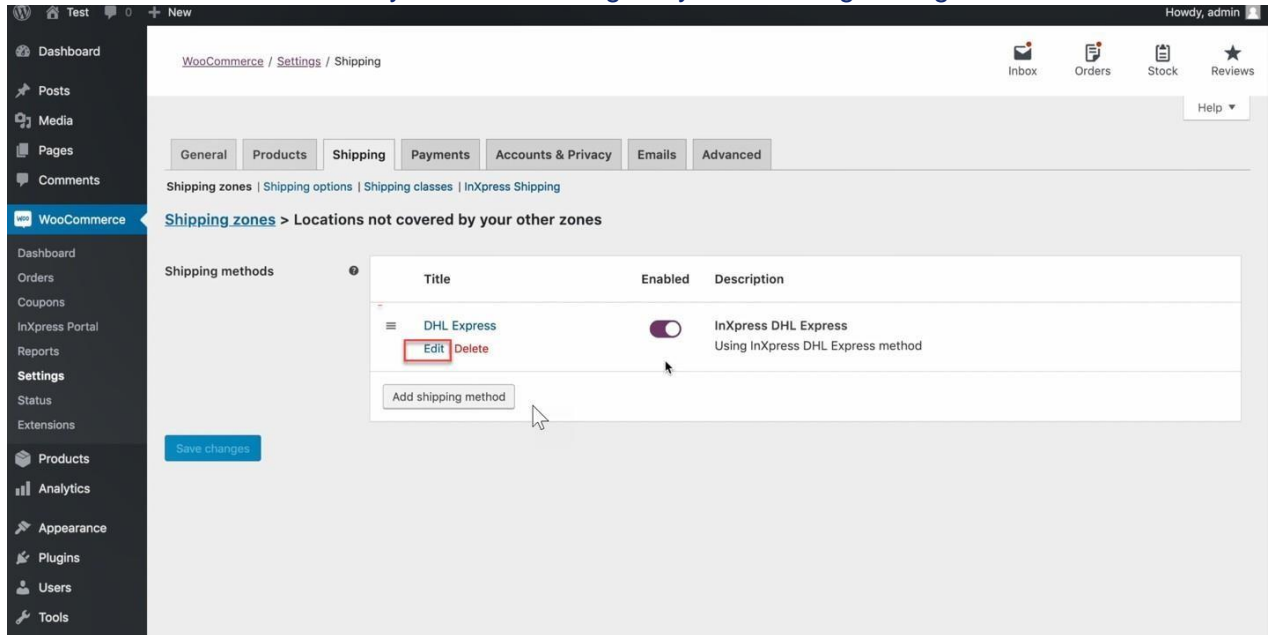
- Navigate to “WooCommerce” → “Settings” → “Shipping”->Shipping Zones



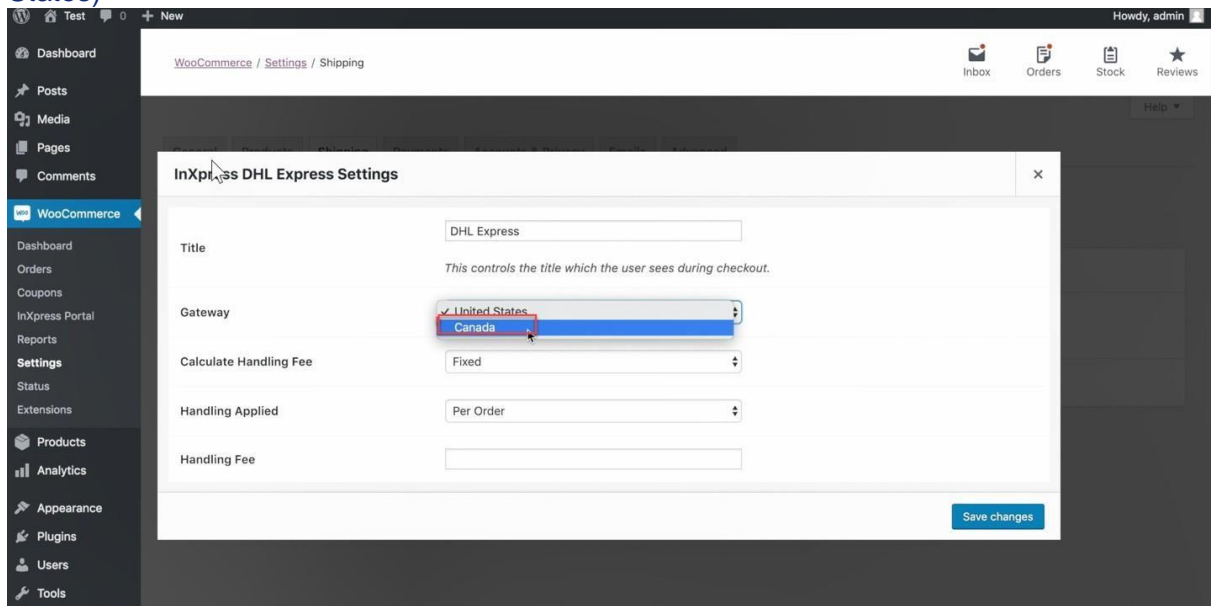
- Click “Add shipping method” and select “InXpress DHL Express”, “InXpress Canpar” (Canadian customers only), “InXpress Purolator” (Canadian customers only) or “InXpress UPS” (US customers only) depending on the service you’re adding to



- If you select Canpar rates, please be aware the taxes are included in the rate quote. Make sure to not include taxes separately on these rates to avoid double charging for any taxes that apply.
- Click “Edit” on the new rate if you wish to change any of the rating settings.



- If your shipping DHL from Canada, you will need to change the gateway to Canada. Select the Gateway dropdown based on your warehouse location (Canada/United States)



- You can also add or change the handling fee if you'd like. If you choose a fixed handling fee, enter it as a whole number, no decimal.

InXpress UPS Settings

Title	<input type="text" value="UPS"/>
<small>This controls the title which the user sees during checkout.</small>	
Gateway	<input type="text" value="United States"/>
Calculate Handling Fee	<input type="text" value="Fixed"/>
Handling Applied	<input type="text" value="Per Order"/>
Handling Fee	<input type="text"/>

-
- Click the “Save changes” button to save the settings, and the selected service is now enabled to quote in the shopping cart.

