

SHIPPING MATRIX



After setting up your shipping services on your selling platform, you need to match the service to Vdepot. This is called your shipping matrix.

1. Login to your my.vdepot account
2. Go to 'SETTINGS'
3. Then 'SHIPPING SERVICES'
4. You take the 'RATE NAME' from your platform and copy.
5. Then paste into the 'AILAS' box on Vdepot.
Please note you MUST copy and paste as this is very case sensitive.
6. Next use the dropdown menu where it says 'EQUILIVALENT'. This is where you match the service to Vdepot to say how your orders are shipped.
7. Finally push 'SET UP'
8. Every shipping service you offer on your website needs to be matched in this way on the Vdepot system. As you keep adding them, they will form a list.

If for any reason you make any changes to your shipping names on your selling platform you MUST go to Vdepot and UPDATE them.

9. You can CLEAR off the old or changed service by using the 'CLEAR' box next to the service.

Please see below screenshots showing the step by step process.

SHIPPING MATRIX



Settings

- User Options
- Client Options
- 3. Shipping Services**
- Users
- Tariffs
- Integrations
- System Options

Settings
Shipping Service

Alias:

Equivalent:

Set Up

2.

Rate name ▲	Condition	Price	
4. FREE Standard UK Shipping (Royal Mail 48 Hour CRL)	£45.00 and up	Free	...

Settings

- User Options
- Client Options
- Shipping Services **5.**
- Users
- Tariffs
- Integrations
- System Options

Settings
Shipping Service

Alias:

Equivalent:

Set Up

Settings

User Options

Client Options

Shipping Services

Users

Tariffs

Integrations

System Options

Settings
Shipping Service

Alias:
FREE Standard UK Shippir

Equivalent:

-
-
- Standard Next Day
- Royal Mail First Class
- Royal Mail 2nd Class
- Economy 2-3
- Premium Midday
- Premium 10:30
- Premium 9:30
- Saturday
- Saturday Premium
- Pallet Economy (2-3 Days)
- Pallet Next Day
- Pallet Premium
- International Standard
- International Express
- Royal Mail International
- Collect from Warehouse
- Royal Mail First Class Recorded
- Royal Mail Second Class Recorded
- Royal Mail Special

6.

Settings

User Options

Client Options

Shipping Services

Users

Tariffs

Integrations

System Options

Settings
Shipping Service

Alias:
FREE Standard UK Shippir

Equivalent:

-
- Royal Mail Tracked 48 (Parcel)
- Royal Mail International Packet Tracked & Signed (MTA)
- Royal Mail International Letter Tracked & Signed Letter (MTC)
- Royal Mail Tracked 24 Signed For (Parcel)
- Royal Mail Tracked 48 Signed For (Parcel)
- Royal Mail International Tracked Mail (MTI)
- Royal Mail International (IE1)
- Royal Mail International (IG1)
- **DO NOT USE** Royal Mail MTM**
- Royal Mail 24 (CRL)
- Royal Mail 48 (CRL)**
- Royal Mail 24 Signed For (CRL)
- Royal Mail 48 Signed For (CRL)
- Royal Mail 24 Signed For Letter (STL)
- Royal Mail 24 Signed For Large Letter (CRL)
- Royal Mail 24 Signed For Small Packet (CRL)
- Royal Mail 24 Signed For Medium Packet (CRL)
- Royal Mail 48 Signed For Letter (STL)
- Royal Mail 48 Signed For Large Letter (CRL)
- Royal Mail 48 Signed For Small Packet (CRL)

6.

Settings

Home	User Options	Settings Shipping Service
Clients	Client Options	Alias: FREE Standard UK Shippir
Order Lookup	Shipping Services	Equivalent: Royal Mail 48 (CRL)
Packing Station	Users	7. <input type="button" value="Set Up"/>
Products	Tariffs	
Orders	Integrations	
Dispatches	System Options	
Deliveries		
Stock Take		

Settings

Home	User Options	Settings Shipping Service
Clients	Client Options	<input type="text"/>
Order Lookup	Shipping Services	8. <input type="button" value="Set Up"/>
Packing Station	Users	FREE Standard UK Shipping (Royal Mail 48 Hour CRL) - (Royal Mail 48 (CRL)) <input type="button" value="Clear"/>
Products	Tariffs	Tracked UK Shipping (Royal Mail 48 hour Tracked) - (Royal Mail Tracked 48) <input type="button" value="Clear"/>
Orders	Integrations	Alias: <input type="text"/>
Dispatches	System Options	Equivalent: <input type="text"/>
Deliveries		<input type="button" value="Set Up"/>
Stock Take		

SHIPPING MATRIX



Settings
Shipping Service

FREE Standard UK Shipping (Royal Mail 48 Hour CRL) - (Royal Mail 48 (C) Clear

9.

Alias:

Equivalent:

Set Up