

## 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. (This is found in Settings>Shipping and Delivery>Manage Rates)
5. Then paste into the 'ALIAS' 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 'EQUIVALENT'. 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.

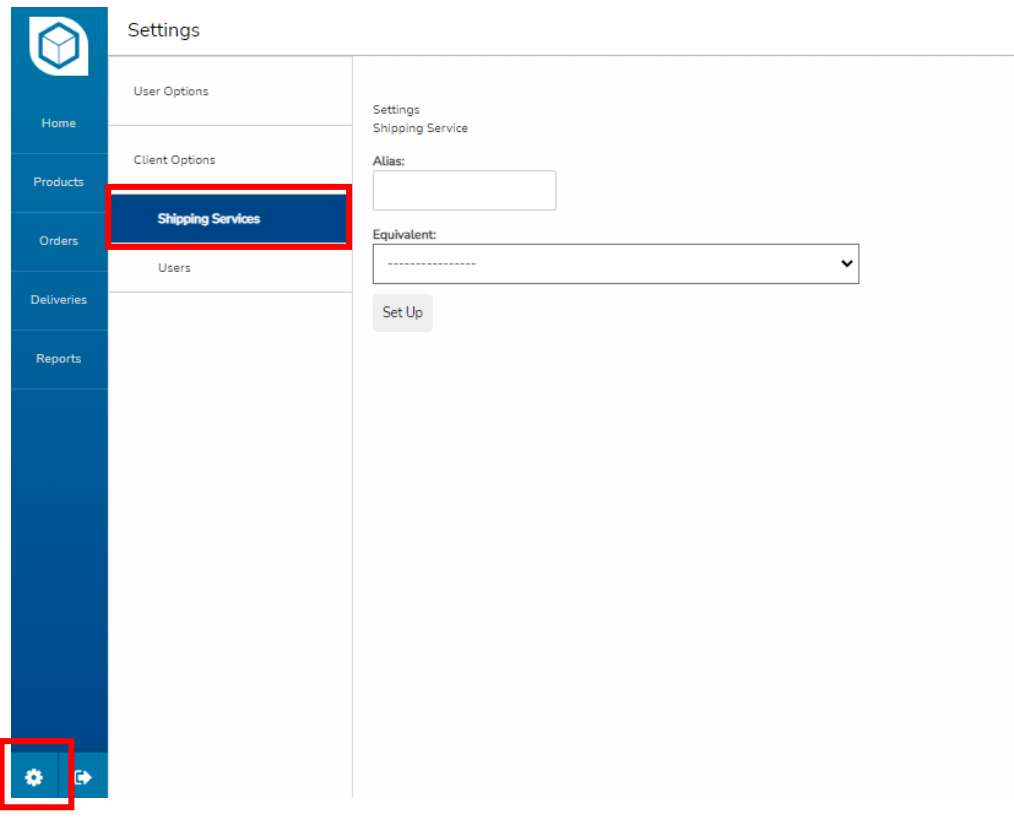
If for any reason you make any changes to your shipping names on your selling platform you MUST go to Vdepot and UPDATE them.

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.

2. 

3. 



Settings

User Options

Client Options

Shipping Services

Users


Settings

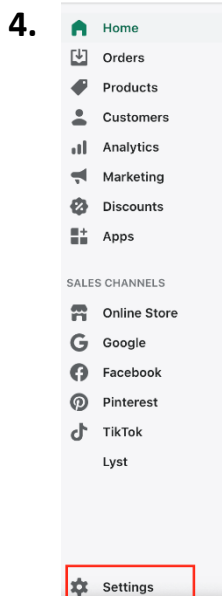
Shipping Service

Alias:

Equivalent:

Set Up

4. 



Home

Orders

Products

Customers

Analytics

Marketing

Discounts

Apps

SALES CHANNELS

Online Store

Google

Facebook

Pinterest

TikTok

Lyst

Settings

### Shipping and delivery

#### Delivery methods at checkout

Manage how customers receive their orders. Learn more about [delivery methods](#).

#### Shipping

Choose where you ship and how much you charge for shipping at checkout. Learn more about [shipping rates](#).

**GENERAL SHIPPING RATES**  
All products

Rates for  
📍 1 location → 🌐 6 zones

[Manage rates](#)

Rate name ▲	Condition	Price	
<a href="#">FREE Standard UK Shipping (Royal Mail 48 Hour CRL)</a>	£45.00 and up	Free	...

Settings

User Options

Client Options

**Shipping Services**

Users

Settings  
Shipping Service

5. Alias:  
FREE Standard UK Shipping

Equivalent:  
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Set Up

Settings

User Options

Client Options

**Shipping Services**

Users

Settings  
Shipping Service

Alias:  
FREE Standard UK Shipping

Equivalent:  
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6. 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)  
Royal Mail 48 Signed For Medium Packet (CRL)  
Royal Mail 24 Letter (STL)  
Royal Mail 24 Large Letter (CRL)  
Royal Mail 24 Small Packet (CRL)  
Royal Mail 24 Medium Packet (CRL)  
Royal Mail 48 Letter (STL)

**Settings**

- User Options
- Client Options
- Shipping Services**
- Users

Settings  
Shipping Service

Alias:  
FREE Standard UK Shipping

Equivalent:  
Royal Mail 48 (CRL)

**7.**

**Settings**

- User Options
- Client Options
- Shipping Services**
- Users

**8.**

Settings  
Shipping Service

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

Tracked UK Shipping (Royal Mail 48 hour Tracked) - (Royal Mail Tracked 48

Alias:

Equivalent:  
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