



***MonsterPay Service Charge Calculator
User Guide***

Copyright and Trademark

© 2009 MonsterPay NV. All Rights Reserved. MonsterPay and the MonsterPay logo are registered trademarks of MonsterPay NV. Designated trademarks and brands are the property of their respective owners.

Notice of Liability

The information in this guide is distributed on an “as is” basis. All information provided in this document is provided with good will. The authors and publishers of this manual are not responsible for loss, or purported loss due to any contents of this publication.

Summary of Revisions

Version	Date	Changed By	Changes Made
1.0.0	01 May 2006	D Liu - Setcom	Original document created
1.0.1	17 Jan 2009	D Liu - Setcom	Added Revision history and table of content
2.0.0	02 Nov 2009	D Liu - Setcom	Formatted for MonsterPay

Table of Content

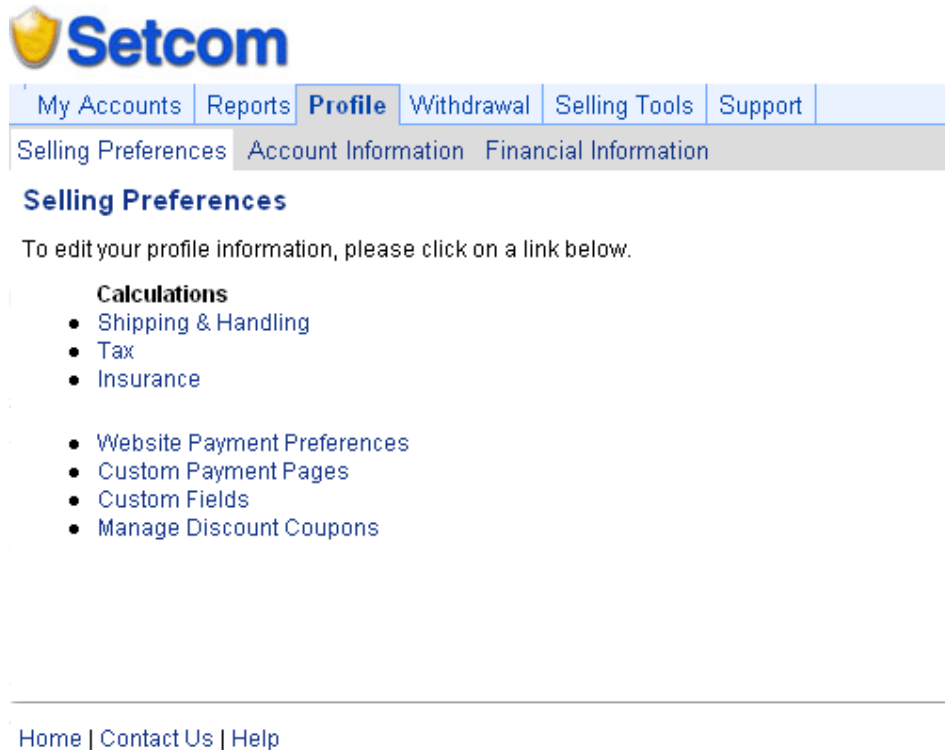
SUMMARY OF REVISIONS	3
TABLE OF CONTENT	4
SERVICE CHARGE CALCULATOR (SCC)	6
SHIPPING AND HANDLING	6
Introduction	6
Adding a Shipping Method.....	8
Setting up Flat Fee Shipping	9
Setting up Matrix/Calculated Shipping.....	12
Adding Shipping Options	14
Editing a Shipping Method.....	16
Deleting a Shipping Method.....	17
Information Required Through the Add to Cart and Buy Now buttons.....	18
Importing Shipping Rates	21
Merchant Requirements.....	21
Request File Layout	21
TAX.....	25
Introduction	25
Adding a Tax Method.....	26
Editing a Tax Method.....	28
Deleting a Tax Method.....	29
Importing Tax Rates.....	29
Merchant Requirements.....	30
Request File Layout	30
INSURANCE	32

Introduction	32
Adding an Insurance Method	33
Editing an Insurance Method	35
Deleting an Insurance Method	36
Importing Insurance Rates	36
Merchant Requirements	37
Request File Layout	37
APPENDIX 1	39
ADDITIONAL INFORMATION	43

Service Charge Calculator (SCC)

The Service Charge Calculator is used for calculating the following charges:

1. Shipping and Handling
2. Tax
3. Insurance



The screenshot shows the Setcom logo at the top left. Below it is a navigation menu with tabs: My Accounts, Reports, Profile, Withdrawal, Selling Tools, and Support. Under the 'Profile' tab, there are sub-tabs: Selling Preferences, Account Information, and Financial Information. The 'Selling Preferences' sub-tab is active, and the page title is 'Selling Preferences'. Below the title, there is a text prompt: 'To edit your profile information, please click on a link below.' Underneath, there are two sections of links. The first section is titled 'Calculations' and contains three bullet points: Shipping & Handling, Tax, and Insurance. The second section contains four bullet points: Website Payment Preferences, Custom Payment Pages, Custom Fields, and Manage Discount Coupons. At the bottom of the page, there is a footer with links: Home | Contact Us | Help.

Shipping and Handling

Introduction

Data related to shipping costs (flat and calculated) are specified in input arguments for the Add to Cart and Buy Now buttons.

To enable the shipping options (flat and calculated) you need to set the ShippingRequired field to 1 in either the Buy Now or Add to Cart buttons.

```
<INPUT TYPE="HIDDEN" NAME="ShippingRequired" VALUE="1">
```

In order for a seller to set up his/her shipping options, the seller needs to be logged in to his/her MonsterPay account. Once logged in, the seller needs to navigate to the SHIPPING AND HANDLING link in the SELLING PREFERENCES section, located under the PROFILE tab.

When the seller clicks “Shipping and Handling”, the seller’s current Shipping methods are displayed. This page allows you to configure and maintain the shipping methods and rates available for your store. From here you can add, edit, or delete shipping methods.



[My Accounts](#) | [Reports](#) | **[Profile](#)** | [Withdrawal](#) | [Selling Tools](#) | [Support](#)

[Selling Preferences](#) | [Account Information](#) | [Financial Information](#)

Shipping & Handling

Shipping allows you to specify methods of shipping for your products in order to collect shipping and handling charges.

- ADD** - Configure a new shipping method.
- EDIT** - Select a shipping method to edit.
- DELETE** - Select a shipping method to delete.

To Import your Shipping Rates [click here](#)

To download the Shipping Rates Excel file format or if you require any help on how to import your shipping rates, [click here](#).

EUR - EURO

No Shipping Options has been added.

GBP - POUNDS STERLING

No Shipping Options has been added.

A store can have any number of shipping methods defined. Each method will have a specific cost based on the shipping class and defined fee schedule.

MonsterPay offers both Flat Rate and Calculated/Matrix Shipping:

Flat Rate shipping is when the seller specifies a fixed shipping rate that the buyer has to pay regardless of package dimensions or weight and regardless of distance. The seller can offer various shipping services to the buyer, but the seller decides how much the buyer would have to pay for each service, regardless of the cost of such shipping to the seller. The seller can offer or require insurance at a value set by the seller.

Options Available for Flat Rate Shipping:

Flat Rate per Basket

Flat rate per basket assigns a single shipping fee regardless of the contents of a shipment

Flat Rate per Item

Flat rate per item assigns a single shipping fee to each item added to the shipment

Calculated/Matrix shipping is when a seller offers various shipping services to the buyer and the shipping cost is calculated by the buyer-selected shipping service, according to such things as the package's dimensions and weight and the buyer's country, state, city or postal code. The seller can offer or require insurance but the insurance cost is determined by the selected shipping service (and is not known until the final sale price is known for the item). The seller can also charge the buyer PackageHandlingCosts in addition to whatever the shipping service would charge.

Options available for Calculated/Matrix Shipping:

Matrix by Cost

Matrix by cost calculates the rates based upon the total cost of the shipment.

Matrix by Quantity

Matrix by quantity calculates the rates based upon the quantity per line item in the shipment.

Matrix by Volume

Matrix by volume calculates the rates based upon the total volume of a shipment.

Matrix by Weight

Matrix by weight calculates the rates based upon the total weight of a shipment.

Volumetric Shipping

Volumetric Weight or Dimensional (Dim) weight calculates the rates based upon the amount of space that the shipment will take up in an aircraft, ship or vehicle.

Calculated/Matrix Shipping uses a merchant defined sliding scale to determine the appropriate shipping charge.

Additionally, every shipping method is associated with specific ship to locations. The Country field indicates which countries the shipping method is available for.

A store can have any number of shipping methods defined and each can be a different type. By defining multiple shipping methods, merchants can present a wide variety of shipping services to customers. This allows the merchant to provide services from any number of shipping companies depending on availability and cost effectiveness.

Some merchants do not charge shipping fees to customers. In order to achieve this, the ShippingRequired field in the Add to Cart or Buy Now buttons needs to be set to zero.

```
<INPUT TYPE="HIDDEN" NAME="ShippingRequired" VALUE="0">
```

Adding a Shipping Method

On the Shipping and Handling page, once the you decide which currency to set up your shipping method, you then need to click on the corresponding currencies 'ADD' button.

In the next step, you need to select the class of shipping method that you want to add and click on Next.



- My Accounts
 - Reports
 - Profile
 - Withdrawal
 - Selling Tools
 - Support
- [Selling Preferences](#)
[Account Information](#)
[Financial Information](#)

Shipping & Handling - Adding A Shipping Method

P L E A S E S E L E C T A S H I P P I N G M E T H O D

- Flat Rate Per Basket**
Single shipping cost per basket.
- Flat Rate Per Item**
Single shipping cost per item in the order.
- Matrix by Cost**
Determines shipping cost using a sliding scale base on cost or amount.
- Matrix by Quantity**
Determines shipping cost based on the quantity per items.
- Matrix by Volume**
Determines shipping cost using a sliding scale based on volume.
- Matrix by Weight**
Determines shipping cost using a sliding scale based on weight.
- Volumetric Shipping**
Determines shipping cost by calculating the volumetric weight of the shipment.

[Return to Selling Preferences](#)

Setting up Flat Fee Shipping

Flat Fee Shipping will add a fixed rate shipping cost calculated on either the total cost of the shipment or per line item added to the shipment.



My Accounts | Reports | **Profile** | Withdrawal | Selling Tools | Support

Selling Preferences | Account Information | Financial Information

Shipping & Handling - Adding A Flat Rate Per Basket Shipping Method

PLEASE SELECT THE DESIRED COUNTRIES

Name:

Description:

Handling Surcharge: €

Country:

1. Hold down the SHIFT key to select multiple conjasent countries.
2. Hold down the CTRL key to select multiple non-conjasent countries.

[Return to Selling Preferences](#)

Name

This is where you enter the name of the shipping service you are setting up

Description

This is where you enter the description of the shipping services.

Handling Surcharge

If you want an additional cost to be added into the shipping cost, enter it here. This is normally used to cover extra costs that go into shipping such as labor and supplies.

Country

Select the countries that this shipping method is available for. Only customers with shipping addresses inside the selected countries will be able to choose the shipping method.

The moment you have entered all the fields above and selected the countries for which you would like to set up your shipping method, click on Next.

You can set up your flat rate shipping for each country you have selected on the previous page.

In addition you will be able to refine your shipping options by adding additional information like a state, city and postal code. In order to add more options, click on the +More Rows button.



[My Accounts](#) | [Reports](#) | **[Profile](#)** | [Withdrawal](#) | [Selling Tools](#) | [Support](#)

[Selling Preferences](#) | [Account Information](#) | [Financial Information](#)

Flat Rate Per Basket Shipping Method - Overnight Shipping € (EUR)

Click on the selected country to setup the Shipping Rates:
 | [GBR](#) | [USA](#) |

SHIPPING DETAILS FOR UNITED KINGDOM (GBR)

Please enter the details of the Shipping Method:

#	State/Province	City	Postal/Zip Code	Rate
1	<input type="text" value="GBR State One"/>	<input type="text" value="GBR City One"/>	<input type="text" value="0000"/>	€ <input type="text" value="1.00"/>
2	<input type="text" value="GBR State Two"/>	<input type="text" value="GBR City Two"/>	<input type="text" value="0000"/>	€ <input type="text" value="5.00"/>

State/Province

Specify the name of a state within the current country that the shipping method is available for.

City

Specify the name of a city within the current country that the shipping method is available for.

Postal/Zip Code

Specify a postal/zip code within the current country that the shipping method is available for.

Rate

Enter the fixed rate that will be added to every order.

Once you have added all the options to your shipping method, click on the 'Add Shipping Method for Country name' button. By clicking on the button you will save your options for the selected country.

The moment you have saved your shipping options to the database, the shipping options you have added for that specific country will be displayed on the page.

In order to set up you shipping options for the other selected countries, you need to click on the abbreviated name of the country positioned below the following text: Click on the selected country to setup the shipping rates.

Once you have added all your shipping options for all the selected countries and saved the options, you can click on Finish. This will return you to the main Shipping and Handling page where your newly created Shipping Method will be added under the corresponding currency.

Setting up Matrix/Calculated Shipping

Matrix/Calculated shipping will calculate a shipping fee based on either one of the following variables:

Matrix by Cost

Matrix by cost calculates the rates based upon the total cost of the shipment.

Matrix by Quantity

Matrix by quantity calculates the rates based upon the quantity per line item in the shipment.

Matrix by Volume

Matrix by volume calculates the rates based upon the total volume of a shipment.

Matrix by Weight

Matrix by weight calculates the rates based upon the total weight of a shipment.

Volumetric Shipping

Volumetric Weight or Dimensional (Dim) weight calculates the rates based upon the amount of space that the shipment will take up in an aircraft, ship or vehicle.



My Accounts | Reports | **Profile** | Withdrawal | Selling Tools | Support

Selling Preferences | Account Information | Financial Information

Shipping & Handling - Adding A Volumetric Shipping Shipping Method

PLEASE SELECT THE DESIRED COUNTRIES

Name:

Description:

Handling Surcharge: €

Country:

UGANDA
 UNITED ARAB EMIRATES
 UNITED KINGDOM
 UNITED STATES MINOR OUTLYING ISLANDS
 UNITED STATES OF AMERICA
 URUGUAY
 UZBEKISTAN

1. Hold down the SHIFT key to select multiple conjasent countries.
 2. Hold down the CTRL key to select multiple non-conjasent countries.

[Return to Selling Preferences](#)

Name

This is where you enter the name of the shipping service you are setting up

Description

This is where you enter the description of the shipping services.

Handling Surcharge

If you want an additional cost to be added into the shipping cost, enter it here. This is normally used to cover extra costs that go into shipping such as labor and supplies.

Country

Select the countries that this shipping method is available for. Only customers with shipping addresses inside the selected countries will be able to choose the shipping method.

The moment you have entered all the fields above and selected the countries for which you would like to set up your shipping method, click on Next.

You can set up your matrix/calculated shipping for each country you have selected on the previous page.

In addition you will be able to refine your shipping options by adding additional information like a state, city and postal code. To add additional brackets, click the button named +More Rows button.

SHIPPING DETAILS FOR UNITED KINGDOM (GBR)

Please enter the details of the Shipping Method:

#	State/Province	City	Postal/Zip Code	From Weight	Commodity Rate	To Infinity	Rate
1	GBR State One	GBR City One		1	6000	<input type="checkbox"/>	€ 3.00
2	GBR State Two	GBR City Two		5	6000	<input checked="" type="checkbox"/>	€ 5.00

+More Rows

Add Shipping Method for GBR

Finish

State/Province

Specify the name of a state within the current country that the shipping method is available for.

City

Specify the name of a city within the current country that the shipping method is available for.

Postal/Zip Code

Specify a postal/zip code within the current country that the shipping method is available for.

From Range

Range referring to the total cost, quantity, volume or weight of the shopping basket.

Enter the minimum range that will be associated with the cost you will specify in the Rate text box. The maximum range that will be associated with the cost you will specify is based on the next row's minimum range.

Commodity Rate (Volumetric Shipping only)

The commodity rate is used to calculate the volumetric weight of a shipment. You calculate the volumetric weight of a shipment using the following formula:
 $(\text{Width} \times \text{Height} \times \text{Length}) / \text{commodity rate} = \text{volumetric weight}$

To Infinity

Check this box in order to specify no maximum range.

Rate

Enter the cost that will be used to calculate the shipping fee if the total cost, quantity, volume or weight of a shipment falls into the defined range.

Once you have added all the options to your shipping method, click on the 'Add Shipping Method for Country name' button. By clicking on the button you will save your options for the selected country.

The moment you have saved your shipping options to the database, the shipping options you have added for that specific country will be displayed on the page.

In order to set up your shipping options for the other selected countries, you need to click on the abbreviated name of the country positioned below the following text: Click on the selected country to set up the shipping rates

Once you have added all your shipping options for all the selected countries and saved the options, you can click on Finish. This will return you to the main Shipping and Handling page where your newly created Shipping Method will be added under the corresponding currency.

Adding Shipping Options

If you find that you need to add additional options to your already created Shipping Method, this option will allow you to do so.



[My Accounts](#) | [Reports](#) | **[Profile](#)** | [Withdrawal](#) | [Selling Tools](#) | [Support](#)

[Selling Preferences](#) | [Account Information](#) | [Financial Information](#)

Flat Rate Per Basket Shipping Method - Overnight Shipping € (EUR)

SHIPPING DETAILS FOR OVERNIGHT SHIPPING

The following options has already been added to the Shipping Method:

Country	State/Province	City	Postal/Zip Code	Rate
UNITED KINGDOM	GBR State One	GBR City One	0000	€ 1.00
UNITED KINGDOM	GBR State Two	GBR City Two	0000	€ 5.00

Please enter the details of the Shipping Options you would like to add:

#	Country	State/Province	City	Postal/Zip Code	Rate
1	<input type="text" value="UNITED STATES OF AMERICA"/>	<input type="text" value="USA State One"/>	<input type="text"/>	<input type="text" value="0000"/>	€ <input type="text" value="2.00"/>
2	<input type="text" value="UNITED STATES OF AMERICA"/>	<input type="text" value="USA State Two"/>	<input type="text"/>	<input type="text" value="0000"/>	€ <input type="text" value="6.00"/>

All the shipping options which have already been added to the Shipping Method will be displayed at the top of the page. To add additional ranges to your sliding scale, you need to add the information in the text boxes. To add another range to your sliding scale, click on the '+More Rows' button.

Country

Select the country that this shipping method is available for. Only customers with shipping addresses inside the selected country will be able to choose the shipping method.

State/Province

Specify the name of a state within the selected country that the shipping method is available for.

City

Specify the name of a city within the selected country that the shipping method is available for.

Postal/Zip Code

Specify a postal/zip code within the selected country that the shipping method is available for.

From Range (For Matrix/Calculated shipping only)

Range referring to the total cost, quantity, volume or weight of the shopping basket.

Enter the minimum range that will be associated with the cost you will specify in the Rate text box. The maximum range that will be associated with the cost you will specify is based on the next row's minimum range.

Commodity Rate (Volumetric Shipping only)

The commodity rate is used to calculate the volumetric weight of a shipment. You calculate the volumetric weight of a shipment using the following formula: $(\text{Width} \times \text{Height} \times \text{Length}) / \text{commodity rate} = \text{volumetric weight}$

To Infinity (For Matrix/Calculated shipping only)
Check this box in order to specify no maximum range.

Rate
Enter the cost that will be used to calculate the shipping fee for the shipment.

Editing a Shipping Method

In order to edit a shipping method, you need to select the shipping method you would like to edit, and click on the Edit button.

On the next page you will be able to change the information for the selected shipping method. Once you have changed all the information, click on Update.

Setcom

My Accounts | Reports | **Profile** | Withdrawal | Selling Tools | Support

Selling Preferences | Account Information | Financial Information

Shipping Method

Flat Rate Per Basket Shipping Method

CURRENCY: EUR

Shipping Method allows for overnight shipping

State/Province	City	Postal/Zip Code	Rate
GBR State One	GBR City One	0000	1.00
GBR State Two	GBR City Two	0000	5.00
USA State One		0000	2.00
USA State Two		0000	6.00

Update Cancel

Return to Selling Preferences

By clicking on the Update button your changes are saved and you will be redirected to the main Shipping and Handling page which will display a message stating whether your changes were saved successfully or not.

Deleting a Shipping Method

When deleting your shipping methods you have two options: You can either choose to delete the entire shipping method or just the destination options for a specific shipping method.

Select the shipping method you would like to delete and click on the Delete button. You will be asked if you want to delete the shipping method. Click on OK if you want to delete the option.



My Accounts | Reports | **Profile** | Withdrawal | Selling Tools | Support

Selling Preferences | Account Information | Financial Information

Shipping & Handling

Shipping allows you to specify methods of shipping for your products in order to collect shipping and handling charges.

- ADD** - Configure a new shipping method.
- EDIT** - Select a shipping method to edit.
- DELETE** - Select a shipping method to delete.

To Import your Shipping Rates [click here](#)

To download the Shipping Rates Excel file format or if you require any help on how to set up shipping rates, [click here](#).



EUR - EURO

Overnight Shipping This Shipping Method allows for overnight shipping Flat Rate Per Basket

[Add Shipping](#) [Add Shipping Options](#) [Edit](#) [Delete](#)

GBP - POUNDS STERLING

No Shipping Options has been added.

[Add Shipping](#) [Add Shipping Options](#) [Edit](#) [Delete](#)

On the next page the different shipping options for the selected shipping methods are displayed. To delete specific shipping options, check the checkbox next to the shipping option you want to delete. You can select multiple shipping options. After you have selected all the options you want to delete, click on the 'Delete Selected Options' button. You will then be redirected to the main Shipping and Handling page which will display a message stating whether your selected options were deleted successfully or not.

In order to delete the entire shipping method, just click on the 'Delete (Shipping Type) Shipping Method'. You will be redirected to the main Shipping and Handling page which will display a message stating whether the shipping method was deleted successfully or not.

Information Required Through the Add to Cart and Buy Now buttons

Flat Rate per Basket

Flat rate per basket assigns a single shipping fee regardless of the contents of a shipment.

Field Name	Required	Description
LIDPrice	Yes	The actual price of the product that is being sold. Please include the cent value in decimal format.
LIDQty	Yes	Quantity of products. Default is 1 (one)
ShippingRequired	Yes	Is shipping required for this product Valid options are: 1 for Yes 0 for No

The Flat rate charged for the shipment is calculated based on matching the shipment's shipping/billing address with a matching location that has been specified for the selected shipping method. The matching shipping option's fixed rate is then added to the shipment as the Shipping amount.

Flat Rate per Item

Flat rate per item assigns a single shipping fee to each item added to the shipment.

Field Name	Required	Description
LIDPrice	Yes	The actual price of the product that is being sold. Please include the cent value in decimal format.
LIDQty	Yes	Quantity of products. Default is 1 (one)
ShippingRequired	Yes	Is shipping required for this product Valid options are: 1 for Yes 0 for No

The Flat rate charged for the shipment is calculated based on matching the shipment's shipping/billing address with a matching location that has been specified for the selected shipping method. The matching shipping option's fixed rate is then multiplied by the total amount of line items in the shipment and added to the shipment as the Shipping amount.

Matrix by Cost

Matrix by cost calculates the rates based upon the total cost of the shipment.

Field Name	Required	Description
LIDPrice	Yes	The actual price of the product that is being sold. Please include the cent value in decimal format.
LIDQty	Yes	Quantity of products. Default is 1 (one)
ShippingRequired	Yes	Is shipping required for this product Valid options are: 1 for Yes 0 for No

The Shipping fee for the basket is based on the total cost of the shipment. The total cost of the shipment is calculated by multiplying the cost of each line item with the quantity specified for that line item, and adding the total of each line item together. The total cost of the shipment is then matched to the sliding scale of amounts that has been set up for the selected shipping method based on the shipment's shipping/billing address. The matching shipping option's fixed rate is then added to the shipment as the Shipping amount.

Matrix by Quantity

Matrix by quantity calculates the rates based upon the quantity per line item in the shipment.

Field Name	Required	Description
LIDPrice	Yes	The actual price of the product that is being sold. Please include the cent value in decimal format.
LIDQty	Yes	Quantity of products. Default is 1 (one)
ShippingRequired	Yes	Is shipping required for this product Valid options are: 1 for Yes 0 for No

The Shipping fee for the basket is based on the total quantity of items in the shipment. The total quantity of the shipment is calculated by adding the quantity of each line item together.

The total quantity of the shipment is then matched to the sliding scale of quantities that has been set up for the selected shipping method based on the shipment's shipping/billing address. The matching shipping option's fixed rate is then added to the shipment as the Shipping amount.

Matrix by Volume

Matrix by volume calculates the rates based upon the total volume of a shipment.

Field Name	Required	Description
LIDPrice	Yes	The actual price of the product that is being sold. Please include the cent value in decimal format.
LIDQty	Yes	Quantity of products. Default is 1 (one)
LIDHeight	Yes	Product height used for calculating volumetric shipping
LIDWidth	Yes	Product width used for calculating volumetric shipping
LIDLength	Yes	Product length used for calculating volumetric shipping
ShippingRequired	Yes	Is shipping required for this product Valid options are: 1 for Yes 0 for No

The Shipping fee for the basket is based on the total volume of the shipment. The total volume of the shipment is calculated by multiplying the (LIDHeight X LIDWidth X LIDLength) X LIDQty of each line item, and adding the volume of each line item together in order to calculate the total volume of the shipment.

The total volume of the shipment is then matched to the sliding scale of volumes that has been set up for the selected shipping method based on the shipment's shipping/billing address. The matching shipping option's fixed rate is then added to the shipment as the Shipping amount.

Matrix by Weight

Matrix by weight calculates the rates based upon the total weight of a shipment.

Field Name	Required	Description
LIDPrice	Yes	The actual price of the product that is being sold. Please include the cent value in decimal format.
LIDQty	Yes	Quantity of products. Default is 1 (one)
LIDWeight	Yes	Product weight used for calculating volumetric shipping
ShippingRequired	Yes	Is shipping required for this product Valid options are: 1 for Yes 0 for No

The Shipping fee for the basket is based on the total weight of the shipment. The total weight of the shipment is calculated by multiplying the LIDWeight with the LIDQty of each line item, and adding the weight of each line item together in order to calculate the total weight of the shipment.

The total weight of the shipment is then matched to the sliding scale of volumes that has been set up for the selected shipping method based on the shipment's shipping/billing address. The matching shipping option's fixed rate is then added to the shipment as the Shipping amount.

Volumetric Shipping

Volumetric Weight or Dimensional (Dim) weight calculates the rates based upon the amount of space that the shipment will take up in an aircraft, ship or vehicle.

Field Name	Required	Description
LIDPrice	Yes	The actual price of the product that is being sold. Please include the cent value in decimal format.
LIDQty	Yes	Quantity of products. Default is 1 (one)
LIDHeight	Yes	Product height used for calculating volumetric shipping
LIDWidth	Yes	Product width used for calculating volumetric shipping
LIDLength	Yes	Product length used for calculating volumetric shipping
ShippingRequired	Yes	Is shipping required for this product Valid options are: 1 for Yes 0 for No

The Shipping fee for the basket is based on the volumetric weight of the shipment. In order to calculate the volumetric weight for the entire shipment, we first have to calculate the volume of the total shipment, which is calculated as follows:

$(LIDWidth \times LIDHeight \times LIDLength) \times LIDQty$, of each line item.

The volume of each line item is then added together to calculate the total volume of the shipment.

In order to calculate the volumetric weight of the shipment, the total volume of the shipment is divided by the commodity rate, which was specified in the sliding scale for the selected shipping method.

Total volume / commodity rate = volumetric weight of shipment

The volumetric weight of the shipment is then matched to the sliding scale of volumetric weights that has been set up for the selected shipping method based on the shipment's shipping/billing address. The matching shipping option's Fixed rate is then added to the shipment as the Shipping amount.

Importing Shipping Rates

Any merchant who needs to set up bulk shipping methods and rates can use this bulk-importing interface to import their shipping rates into the MonsterPay shopping basket.

This is the ideal solution for those merchants who set up international shipping and need to define a shipping rate for every country.

The request file is in comma-separated format (CSV); most spreadsheet programs can export and save files in this format.

MonsterPay provides a web interface in the MonsterPay User Admin to upload the batch file, import the shipping methods and rates and used in the shopping basket.

Merchant Requirements

The following requirements are needed from a merchant:
The entire file generation development is done by the merchant

Request File Layout

The request file consist of two parts namely the header and the shipping records. A comma is used as the field delimiter.

Header Record

The header record will be used to identify the merchant and to specify the shipping type that will be imported.

The fields in the header are:

Field Name	Required	Description
Merchant Identifier	Yes	Used for identifying the merchant and that the items in the basket is related to this merchant.

Shipping Method Name	Yes	The method of shipping that is contained within the batch. Flat Rate per Basket Shipping is represented by a "1", Flat Rate per Item Shipping by a "2", Cost/Amount Based Matrix Shipping by a "3", Quantity Based Matrix Shipping by a "4", Volume Based Matrix Shipping by a "5", Weight Based Matrix Shipping by a "6". Volumetric Shipping by a "7".
Shipping Type Name	Yes	The name of the shipping type that is being imported. This can be any name you want to give this shipping type, e.g. "International Air Mail"
Currency	Yes	Used for specifying the currency for the shipping type. The value of the Currency field is represented by "ZAR" for South African Rand, by "USD" for United States Dollar, by "GBP" for British Pounds and by "EUR" for Euro
Handling Surcharge	Yes	Used for specifying the Handling Surcharge for the Shipping Type.
Active	Yes	This specifies if the shipping type should be set active or not. (Active = 1 and inactive = 0)

Example:

1234567890,1,International AirMail,ZAR,1.00,1

This record indicates that merchant with the Merchant Identifier number "1234567890", wants to add the Flat Rate per Basket Shipping Type with the name of "International AirMail" in "ZAR" currency, with a Handling Surcharge of "1.00" which will be set to Active state on import.

Shipping Records

The shipping record contains the details of the shipping rate. There are three types of shipping records depending on the shipping type:

1. Flat Rate per Basket and Flat Rate per Item Shipping:

Field Name	Required	Description
Country Code	Yes	The two-digit country code for the country the rate should be mapped to. E.g. United States of America's country code is "US" and South Africa's country code is "ZA".
State / Province	Yes	A string value of the state / province the rate should be mapped to.
City / Major Centre	Yes	A string value of the city / major centre the rate should be mapped to.
Postal Code / Zip	Yes	A string value of the postal code / zipo the rate should be mapped to.

Fixed Rate	Yes	The cost of shipping. Please include the cent value in decimal format e.g. if the product is R10 the price field would be 10.00. No other formatting is required for instance R1, 000.00 for the price would be in the price field 1000.00.
------------	-----	---

Example - Flat Rate Shipping record:
 ZA,Gauteng,Johannesburg,2090,45.99
 ZA,Gauteng,Pretoria,0157,59.99

2. Matrix (Cost/Amount, Quantity, Volume and Weight) Based Shipping:

Field Name	Required	Description
Country Code	Yes	The two-digit country code for the country the rate should be mapped to. E.g. United States of America's country code is "US" and South Africa's country code is "ZA".
State / Province	Yes	A string value of the state / province the rate should be mapped to.
City / Major Centre	Yes	A string value of the city / major centre the rate should be mapped to.
Postal Code / Zip	Yes	A string value of the postal code / zip the rate should be mapped to.
From Range	Yes	This defined the From Range where this current shipping record is active from.
Fixed Rate	Yes	The cost of shipping. Please include the cent value in decimal format e.g. if the product is R 10 the price field would be 10.00. No other formatting is required for instance R1, 000.00 for the price would be in the price field 1000.00.
Infinity	Yes	To allow this shipping type to apply to infinity set the value to "1", if not set the value to "0"

Example - Matrix Based Shipping record:
 ZA,Gauteng,Johannesburg,2090,0.00,1.00,0
 ZA,Gauteng,Johannesburg,2090,5.00,1.99,0
 ZA,Gauteng,Johannesburg,2090,10.00,3.00,1

3. Volumetric Weight Based Shipping:

Field Name	Required	Description
Country Code	Yes	The two-digit country code for the country the rate should be mapped to. E.g. United States of America's country code is "US" and South Africa's country code is "ZA".
State / Province	Yes	A string value of the state / province the rate should be mapped to.
City / Major Centre	Yes	A string value of the city / major centre the rate should be mapped to.
Postal Code / Zip	Yes	A string value of the postal code / zip the rate should be mapped to.
From Range	Yes	This defined the From Range where this current shipping record is active from.

Commodity Rate	Yes	This defines the Commodity rate for calculating the volumetric weight. Volumetric weight is calculated using the following formula: $\text{(Length x Width x Height) / Commodity Rate} = \text{Volumetric Weight}$ The default Commodity Rate value for International Shipping is 6000.
Fixed Rate	Yes	The cost of shipping. Please include the cent value in decimal format e.g. if the product is R 10 the price field would be 10.00. No other formatting is required for instance R1, 000.00 for the price would be in the price field 1000.00.
Infinity	Yes	To allow this shipping type to apply to infinity set the value to "1", if not set the value to "0"

Example - Volumetric Weight Based Shipping record:

ZA,Gauteng,Johannesburg,2090,0.00,6000,1.00 ,0
 ZA,Gauteng,Johannesburg,2090,5.00,6000,1.99,0
 ZA,Gauteng,Johannesburg,2090,10.00,6000,3.00,1

Please note:

- If the shipping record should not apply to a specific country, state / province, city / major center or postal code, simply enter the comma (delimiter) and carry on with the record, e.g. a flat rate shipping record that will apply to the whole South Africa will look like this: ZA,,,,29.99
- A batch can only contain one specific shipping type (flat rate, matrix based shipping or volumetric shipping). For example, If you have shipping "Air Mail" and "3 Day by Road" this would require you to build 2 batches, one for each and import them separately.
- Remember to delete the old shipping that you want to replace before importing the new shipping rates.
- When defining matrix based shipping, make sure to set the last "Infinity" field to "1" to allow this shipping type to apply to infinity, e.g. the following record will define a matrix based shipping rates follows:

ZA,Gauteng,Johannesburg,2090,0.00,1.00,0
 ZA,Gauteng,Johannesburg,2090,5.00,1.99,0
 ZA,Gauteng,Johannesburg,2090,10.00,3.00,1

Items between the ranges of 0.00 and 5.00 will have shipping of R1.00 added to their order if they reside in Gauteng, South Africa, items between the ranges from 5.00 and 10.00 will have R1-99 added to their cart. Any other item above 10.00 (the infinity field was set to "1") will have R3-00 added to their order.

Tax

Introduction

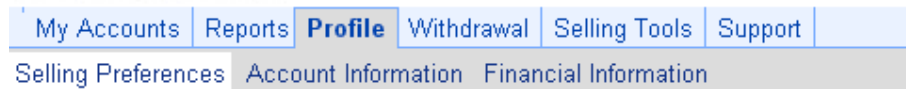
Tax can be calculated on the subtotal of the shipment amount including shipping or on the subtotal of the shipment amount alone.

If tax options have been set up, the matching tax option's percentage fee will be calculated for the shipment, either including or excluding the shipping amount, and displayed during the confirmation of the order in the checkout process.

If multiple tax options have been specified, of which none matches the shipping/billing address of the buyer, the tax option with the highest tax percentage fee will be calculated for the shipment.

In order for a seller to set up his/her tax options, the seller needs to be logged in to his/her MonsterPay account. Once logged in to his/her account, the seller needs to navigate to the TAX link in the SELLING PREFERENCES section, located under the PROFILE tab.

When you click "Tax", your current Tax methods are displayed. This page allows you to configure and maintain the tax methods and options available for your store. From here you can add, edit, or delete tax methods.



Selling Preferences

To edit your profile information, please click on a link below.

Calculations

- [Shipping & Handling](#)
- [Tax](#)
- [Insurance](#)

- [Website Payment Preferences](#)
- [Custom Payment Pages](#)
- [Custom Fields](#)
- [Manage Discount Coupons](#)

Adding a Tax Method

To add a Tax method, click on the Add button for the corresponding currency, you will be redirected to the page below.



[My Accounts](#) | [Reports](#) | **[Profile](#)** | [Withdrawal](#) | [Selling Tools](#) | [Support](#)
[Selling Preferences](#) | [Account Information](#) | [Financial Information](#)

Tax - Adding A Tax Method

(EUR)

PLEASE SELECT THE DESIRED COUNTRIES

Name:

Description:

Apply Tax on:

Country:

1. Hold down the SHIFT key to select multiple conjasent countries.
 2. Hold down the CTRL key to select multiple non-conjasent countries.

[Return to Selling Preferences](#)

Name

Enter the name of the Tax method you are using.

Description

Enter an optional description of you Tax method.

Apply Tax on

This field lets you specify whether you would like to apply your tax method to the subtotal of the shopping cart plus the shipping amount, or apply the tax on the subtotal of the shopping cart only.

Country

Select the countries that this Tax method is available for. Only customers with shipping addresses inside the selected countries will fall in this Tax bracket.

Once you have filled in all the fields and selected the countries the tax method applies to, click on Next.



[My Accounts](#) | [Reports](#) | **[Profile](#)** | [Withdrawal](#) | [Selling Tools](#) | [Support](#)

[Selling Preferences](#) | [Account Information](#) | [Financial Information](#)

Tax - Adding South African Tax Tax Method € (EUR)

Click on the selected country to setup the Tax Rates:
ZAF

TAX DETAILS FOR SOUTH AFRICA (ZAF)

Please enter the details for the Tax Options:

#	State/Province	City	Postal/Zip Code	Tax Percentage
1	<input type="text" value="Gauteng"/>	<input type="text"/>	<input type="text"/>	14.00 %
2	<input type="text" value="Limpopo"/>	<input type="text"/>	<input type="text"/>	14.00 %

On the next page you will be able to specify the sliding scale for your tax method. You can add additional rows to your sliding scale by clicking on the “+More Rows” button. Once you have entered all the necessary information, click on the ‘Add Tax options for <country name>’ button.

State/Province
 Specify the name of a state within the current country that the tax method is available for.

City
 Specify the name of a city within the current country that the tax method is available for.

Postal/Zip Code
 Specify a postal/zip code within the current country that the tax method is available for.

Tax Percentage
 Enter the percentage fee that will be used to calculate the tax fee if the shipping address of the buyer falls into the defined tax bracket.

Your saved tax options will then be displayed below the text boxes. If you have added all the tax options for all the selected countries and have saved the information, click on the Finish button to return to the main Tax page. Your newly created Tax method will be displayed under the corresponding currency.

Editing a Tax Method

Select the tax method that you would like to edit, and click on Edit. On the next page you will be able to change all the fields specified for the tax method.



[My Accounts](#) | [Reports](#) | **[Profile](#)** | [Withdrawal](#) | [Selling Tools](#) | [Support](#)

[Selling Preferences](#) | [Account Information](#) | [Financial Information](#)

Tax - Edit South African Tax Tax Method

— SOUTH AFRICAN TAX - EUR —

Name:

Description:

Apply Tax on:

Currency:

- Euro (EUR)
- Pounds Sterling (GBP)
- South Africa Rand (ZAR)
- U.S. Dollars (USD)

#	Country	City	Postal/Zip Code	Percentage Fee
1	<input type="text" value="SOUTH AFRICA"/>	<input type="text" value="Gauteng"/>	<input type="text"/>	<input type="text" value="14.00"/> %
2	<input type="text" value="SOUTH AFRICA"/>	<input type="text" value="Limpopo"/>	<input type="text"/>	<input type="text" value="14.00"/> %

[Return to Selling Preferences](#)

Once you have made all the necessary changes to the tax method, click on Update. This will save your changes. You will be redirected to the main Tax page which will display a message stating whether your update was successful or not.

Deleting a Tax Method

Select the tax method that you would like to delete. You will be asked to confirm that you would like to delete the tax method. Click on OK.

Setcom

My Accounts | Reports | **Profile** | Withdrawal | Selling Tools | Support

Selling Preferences | Account Information | Financial Information

Taxes

Configure and collect taxes on your products and/or shipping.

ADD - Configure a new tax.
EDIT - Select a tax to edit.
DELETE - Select a tax to delete.

To Import your Tax Rates [click here](#)

To download the Tax Rates Excel file format or if you require any help on how to [here](#).

EUR - EURO

South African Tax Tax for South Africa is calculated at 14 percent

GBP - POUNDS STERLING

No Tax Options has been added.

On the next page you will have the option to either delete some of the options of the tax method or to delete the entire tax method. To delete some of the options for the tax method, check the checkboxes next to the options that you would like to delete, and click on the 'Delete Selected Options' button.

You will then be redirected back to the main Tax page with a message stating whether the selected tax options was deleted successfully or not.

If you want to delete the entire tax method, click on the 'Delete <tax method name> tax Method' button. You will then be redirected back to the main Tax page with a message stating whether the selected tax options was deleted successfully or not.

Importing Tax Rates

Any merchant who needs to set up bulk tax methods and rates can use this bulk-importing interface to import their tax rates into the MonsterPay shopping basket.

This is the ideal solution for those merchants who set up international tax and need to define a tax rate for every country.

The request file is in comma-separated format (CSV); most spreadsheet programs can export and save files in this format.

MonsterPay provides a web interface in the MonsterPay User Admin to upload the batch file, import the tax methods and rates and used in the shopping basket.

Merchant Requirements

The following requirements are needed from a merchant:

- The entire file generation development is done by the merchant

Request File Layout

The request file consist of two parts namely the header and the tax records. A comma is used as the field delimiter.

Header Record

The header record will be used to identify the merchant and to specify the tax type that will be imported.

The fields in the header are:

Field Name	Required	Description
Merchant Identifier	Yes	Used for identifying the merchant and that the items in the basket is related to this merchant.
Tax Type Name	Yes	The name of the tax type that is being imported. This can be any name you want to give this tax type, e.g. "South African Tax"
Including Tax	Yes	Used for specifying if the tax has to apply on the subtotal of the shopping cart including the tax amount, or only on the subtotal of the shopping cart. Use "1" to apply the tax to both the subtotal of the shopping cart and the tax total Use "0" to apply the tax to the subtotal of the shopping cart only.
Currency	Yes	Used for specifying the currency for the tax type. The value of the Currency field is represented by "ZAR" for South African Rand, by "USD" for United States Dollar, by "GBP" for British Pounds and by "EUR" for Euro
Active	Yes	This specifies if the tax type should be set active or not. (Active = 1 and inactive = 0)

Example:

1234567890, South African Tax, 1, ZAR, 1

This record indicates that merchant with the Merchant Identifier number “1234567890”, wants to add the Tax Type with the name of “South African Tax”, the tax has to be calculated on the subtotal of the shopping basket as well as the tax total, in “ZAR” currency, which will be set to Active state on import.

Tax Records

The tax record contains the details of the tax rate.

Percentage Fee tax:

Field Name	Required	Description
Country Code	Yes	The two-digit country code for the country the rate should be mapped to. E.g. South Africa’s country code is “ZA” and The United States of America’s country code is “US”.
State / Province	Yes	A string value of the state / province the rate should be mapped to.
City / Major Centre	Yes	A string value of the city / major centre the rate should be mapped to.
Postal Code / Zip	Yes	A string value of the postal code / zipo the rate should be mapped to.
Percentage Fee	Yes	The percentage of tax. Please include the cent value in decimal format e.g. if the tax percentage is 14% the Percentage Fee field would be 14.00.

Example - Flat Rate Tax record:

ZA, Gauteng, , ,14.00
 ZA, Limpopo, , ,14.00
 ZA, Western Province, , ,14.00

Please note:

- If the tax record should not apply to a specific country, state / province, city / major center or postal code, simply enter the comma (delimiter) and carry on with the record, e.g. a tax record that will apply to the whole South Africa will look like this:
 ZA,,,,29.99
- A batch can only contain one specific tax. For example, If you have tax “South African Tax” and “International Tax” this would require you to build 2 batches, one for each and import them separately.
- Remember to delete the old tax that you want to replace before importing the new tax rates.

Insurance

Introduction

Insurance can be calculated on the subtotal of a shipment. If insurance options have been set up, the matching insurance option's fixed fee will be calculated for the shipment and displayed during the confirmation of the order in the checkout process.

If multiple insurance options have been specified, of which none matches the shipping/billing address of the buyer, the insurance option with the highest fixed fee will be calculated for the shipment.

In order for a seller to setup his/her insurance options, the seller needs to be logged in to his/her MonsterPay account. Once logged in, the seller needs to navigate to the INSURANCE link in the SELLING PREFERENCES section, located under the PROFILE tab.

When the seller clicks "Insurance", the seller's current Insurance methods are displayed. This page allows you to configure and maintain the insurance methods and options available for your store. From here you can add, edit, or delete insurance methods.



The screenshot shows the Setcom logo at the top left. Below it is a navigation menu with tabs: My Accounts, Reports, Profile (selected), Withdrawal, Selling Tools, and Support. Under the Profile tab, there are sub-tabs: Selling Preferences (selected), Account Information, and Financial Information. The main content area is titled "Selling Preferences" and contains a list of links for editing profile information:

- Calculations**
 - Shipping & Handling
 - Tax
 - [Insurance](#)
- Website Payment Preferences
- Custom Payment Pages
- Custom Fields
- Manage Discount Coupons

Adding an Insurance Method

To add an Insurance method, click on the Add button for the corresponding currency. You will be redirected to the page below.



Insurance - Adding An Insurance Method

(EUR)

PLEASE SELECT THE DESIRED COUNTRIES

Name:

Description:

Country:

1. Hold down the SHIFT key to select multiple conjasent countries.
 2. Hold down the CTRL key to select multiple non-conjasent countries.

[Return to Selling Preferences](#)

Name
 Enter the name of the Insurance method you are using.

Description
 Enter an optional description of you Insurance method.

Country
 Select the countries that this Insurance method is available for. Only customers with shipping addresses inside the selected countries will fall in this Insurance bracket.

Once you have filled in all the fields and selected the countries the insurance method applies to, click on Next.



My Accounts | Reports | **Profile** | Withdrawal | Selling Tools | Support
 Selling Preferences | Account Information | Financial Information

Insurance - Adding South African Insurance Insurance Method € (EUR)

Click on the selected country to setup the Insurance Rates:

| ZAF |

INSURANCE DETAILS FOR SOUTH AFRICA (ZAF)

Please enter the details for the Insurance Options:

#	State/Province	City	Postal/Zip Code	Rate
1	<input type="text" value="Gauteng"/>	<input type="text" value="Johannesburg"/>	<input type="text"/>	€ <input type="text" value="1.00"/>
2	<input type="text" value="Limpopo"/>	<input type="text"/>	<input type="text"/>	€ <input type="text" value="5.00"/>

On the next page you will be able to specify the sliding scale for your insurance method. You can add additional rows to your sliding scale by clicking on the “+More Rows” button. Once you have entered all the necessary information, click on the ‘Add Insurance options for <country name>’ button.

State/Province

Specify the name of a state within the current country that the insurance method is available for.

City

Specify the name of a city within the current country that the insurance method is available for.

Postal/Zip Code

Specify a postal/zip code within the current country that the insurance method is available for.

Rate

Enter the fixed fee that will be used to calculate the insurance fee if the shipping address of the buyer falls into the defined insurance bracket.

Your saved insurance options will then be displayed below the text boxes. If you have added all the insurance options for all the selected countries and saved the information, click on the Finish button to return to the main Insurance page. Your newly created Insurance method will be displayed under the corresponding currency.

Editing an Insurance Method

Select the insurance method that you would like to edit, and click on Edit. On the next page you will be able to change all the fields specified for the insurance method.



[My Accounts](#) |
 [Reports](#) |
 [Profile](#) |
 [Withdrawal](#) |
 [Selling Tools](#) |
 [Support](#)

[Selling Preferences](#) |
 [Account Information](#) |
 [Financial Information](#)

Insurance - Edit South African Insurance Insurance Method

SOUTH AFRICAN INSURANCE - EUR

Name:

Description:

Currency:

- Euro (EUR)
- Pounds Sterling (GBP)
- South Africa Rand (ZAR)
- U.S. Dollars (USD)

#	Country		City	Postal/Zip Code	Rate
1	<input type="text" value="SOUTH AFRICA"/>	<input type="text" value="Gauteng"/>	<input type="text" value="Johannesburg"/>	<input type="text"/>	€ 1.00
2	<input type="text" value="SOUTH AFRICA"/>	<input type="text" value="Limpopo"/>	<input type="text"/>	<input type="text"/>	€ 5.00

[Return to Selling Preferences](#)

Once you have made all the necessary changes to the insurance method, click on Update. This will save your changes. You will be redirected to the main Insurance page which will display a message stating whether your update was successful or not.

Deleting an Insurance Method

Select the insurance method that you would like to delete. You will be asked to confirm that you would like to delete the insurance method. Click on OK.

Setcom

My Accounts | Reports | **Profile** | Withdrawal | Selling Tools | Support

Selling Preferences | Account Information | Financial Information

Insurance

Configure and collect Insurance on your products.

ADD - Configure a new Insurance.
EDIT - Select a Insurance to edit.
DELETE - Select a Insurance to delete.

To Import your Insurance Rates [click here](#)

To download the Insurance Rates Excel file format or if you require any help on rates, [click here](#).

EUR - EURO

South African Insurance Insurance for South Africa

[Add Insurance](#) [Add Insurance Options](#) [Edit](#) [Delete](#)

GBP - POUNDS STERLING

No Insurance Options has been added.

[Add Insurance](#) [Add Insurance Options](#) [Edit](#) [Delete](#)

Microsoft Internet Explorer

Are you sure you want to delete this?

[OK](#) [Cancel](#)

On the next page you will have the option to either delete some of the options of the insurance method or to delete the entire insurance method. To delete some of the options for the insurance method, check the checkboxes next to the options that you would like to delete, and click on the 'Delete Selected Options' button.

You will then be redirected back to the main Insurance page with a message stating whether the selected insurance options were deleted successfully or not.

If you want to delete the entire insurance method, click on the 'Delete <insurance method name> insurance Method' button. You will then be redirected back to the main Insurance page with a message stating whether the selected insurance options were deleted successfully or not.

Importing Insurance Rates

Any merchant who needs to set up bulk insurance methods and rates can use this bulk-importing interface to import their insurance rates into the MonsterPay shopping basket.

This is the ideal solution for those merchants who set up international insurance and need to define an insurance rate for every country.

The request file is in comma-separated format (CSV); most spreadsheet programs can export and save files in this format.

MonsterPay provides a web interface in the MonsterPay User Admin to upload the batch file, import the insurance methods and rates and used in the shopping basket.

Merchant Requirements

The following requirements are needed from a merchant:

- The entire file generation development is done by the merchant

Request File Layout

The request file consists of two parts namely the header and the insurance records. A comma is used as the field delimiter.

Header Record

The header record will be used to identify the merchant and to specify the insurance type that will be imported.

The fields in the header are:

Field Name	Required	Description
Merchant Identifier	Yes	Used for identifying the merchant and that the items in the basket is related to this merchant.
Insurance Type Name	Yes	The name of the insurance type that is being imported. This can be any name you want to give this insurance type, e.g. "South African Insurance"
Currency	Yes	Used for specifying the currency for the insurance type. The value of the Currency field is represented by "ZAR" for South African Rand, by "USD" for United States Dollar, by "GBP" for British Pounds and by "EUR" for Euro
Active	Yes	This specifies if the insurance type should be set active or not. (Active = 1 and inactive = 0)

Example:

```
1234567890,International Insurance,ZAR,1
```

This record indicates that merchant with the Merchant Identifier number "1234567890", wants to add the Insurance Type with the name of "South African Insurance" using the "ZAR" currency, which will be set to Active state on import.

Insurance Records

The insurance record contains the details of the insurance rate.

Percentage Fee insurance:

Field Name	Required	Description
Country Code	Yes	The two-digit country code for the country the rate should be mapped to. E.g. South Africa's country code is "ZA" and The United States of America's country code is "US".
State / Province	Yes	A string value of the state / province the rate should be mapped to.
City / Major Centre	Yes	A string value of the city / major centre the rate should be mapped to.
Postal Code / Zip	Yes	A string value of the postal code / zipo the rate should be mapped to.
Fixed Rate	Yes	The cost of shipping. Please include the cent value in decimal format e.g. if the product is R 10 the price field would be 10.00. No other formatting is required for instance R1, 000.00 for the price would be in the price field 1000.00.

Example

Flat Rate Insurance record:

ZA,Gauteng,Johannesburg,2090,12.99

ZA,Gauteng,Pretoria,0157,10.99

Please note:

- If the insurance record should not apply to a specific country, state / province, city / major center or postal code, simply enter the comma (delimiter) and carry on with the record, e.g. a insurance record that will apply to the whole South Africa will look like this: ZA,,,,,10.99
- A batch can only contain one specific insurance type. For example, if you have insurance "South African Insurance" and "International Insurance" this would require you to build 2 batches, one for each and import them separately.
- Remember to delete the old insurance that you want to replace before importing the new insurance rates.

Appendix 1

Acceptable country code list in ISO 3166 format.

Country Name	Code
ÅLAND ISLANDS	AX
ALBANIA	AL
ALGERIA	DZ
AMERICAN SAMOA	AS
ANDORRA	AD
ANGOLA	AO
ANGUILLA	AI
ANTARCTICA	AQ
ANTIGUA AND BARBUDA	AG
ARGENTINA	AR
ARUBA	AW
AUSTRALIA	AU
AUSTRIA	AT
BAHAMAS	BS
BAHRAIN	BH
BANGLADESH	BD
BARBADOS	BB
BELGIUM	BE
BELIZE	BZ
BENIN	BJ
BERMUDA	BM
BHUTAN	BT
BOLIVIA	BO
BOSNIA AND HERZEGOVINA	BA
BOTSWANA	BW
BOUVET ISLAND	BV
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	IO
BRUNEI DARUSSALAM	BN
BULGARIA	BG
BURUNDI	BI
CAMBODIA	KH
CANADA	CA
CAPE VERDE	CV
CAYMAN ISLANDS	KY
CHAD	TD
CHILE	CL
CHINA	CN
CHRISTMAS ISLAND	CX
COCOS (KEELING) ISLANDS	CC
COMOROS	KM
CONGO	CG
COOK ISLANDS	CK
COSTA RICA	CR
COTE D'IVOIRE	CI
CROATIA	HR
CUBA	CU
CZECH REPUBLIC	CZ

DENMARK	DK
DJIBOUTI	DJ
DOMINICA	DM
DOMINICAN REPUBLIC	DO
ECUADOR	EC
EGYPT	EG
EL SALVADOR	SV
ERITREA	ER
ESTONIA	EE
ETHIOPIA	ET
FALKLAND ISLANDS (MALVINAS)	FK
FAROE ISLANDS	FO
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRENCH GUIANA	GF
FRENCH POLYNESIA	PF
FRENCH SOUTHERN TERRITORIES	TF
GAMBIA	GM
GERMANY	DE
GIBRALTAR	GI
GREECE	GR
GREENLAND	GL
GRENADA	GD
GUADELOUPE	GP
GUAM	GU
GUATEMALA	GT
GUINEA-BISSAU	GW
GUYANA	GY
HAITI	HT
HEARD ISLAND AND MCDONALD ISLANDS	HM
HOLY SEE (VATICAN CITY STATE)	VA
HONDURAS	HN
HONG KONG	HK
HUNGARY	HU
ICELAND	IS
INDIA	IN
IRELAND	IE
ISRAEL	IL
ITALY	IT
JAMAICA	JM
JAPAN	JP
KENYA	KE
KIRIBATI	KI
KOREA - REPUBLIC OF	KR
KUWAIT	KW
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
LATVIA	LV
LESOTHO	LS
LIBYAN ARAB JAMAHIRIYA	LY
LIECHTENSTEIN	LI
LITHUANIA	LT
LUXEMBOURG	LU
MACAO	MO

MACEDONIA	MK
MADAGASCAR	MG
MALAWI	MW
MALAYSIA	MY
MALDIVES	MV
MALTA	MT
MARSHALL ISLANDS	MH
MARTINIQUE	MQ
MAURITANIA	MR
MAURITIUS	MU
MAYOTTE	YT
MEXICO	MX
MICRONESIA (FEDERATED STATES OF)	FM
MOLDOVA	MD
MONACO	MC
MONGOLIA	MN
MONTSERRAT	MS
MOROCCO	MA
MOZAMBIQUE	MZ
MYANMAR	MM
NAMIBIA	NA
NAURU	NR
NEPAL	NP
NETHERLANDS	NL
NETHERLANDS ANTILLES	AN
NEW CALEDONIA	NC
NEW ZEALAND	NZ
NICARAGUA	NI
NIUE	NU
NORFOLK ISLAND	NF
NORTHERN MARIANA ISLANDS	MP
NORWAY	NO
OMAN	OM
PAKISTAN	PK
PALAU	PW
PANAMA	PA
PAPUA NEW GUINEA	PG
PARAGUAY	PY
PERU	PE
PITCAIRN	PN
POLAND	PL
PORTUGAL	PT
PUERTO RICO	PR
QATAR	QA
REUNION	RE
ROMANIA	RO
RWANDA	RW
SAINT HELENA	SH
SAINT KITTS AND NEVIS	KN
SAINT LUCIA	LC
SAINT PIERRE AND MIQUELON	PM
SAINT VINCENT AND THE GRENADINES	VC
SAMOA	WS
SAN MARINO	SM

SAO TOME AND PRINCIPE	ST
SAUDI ARABIA	SA
SENEGAL	SN
SERBIA AND MONTENEGRO	CS
SEYCHELLES	SC
SINGAPORE	SG
SLOVAKIA	SK
SLOVENIA	SI
SOLOMON ISLANDS	SB
SOUTH AFRICA	ZA
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
SPAIN	ES
SRI LANKA	LK
SURINAME	SR
SVALBARD AND JAN MAYEN	SJ
SWAZILAND	SZ
SWEDEN	SE
SWITZERLAND	CH
TAIWAN	TW
TANZANIA	TZ
THAILAND	TH
TIMOR-LESTE	TL
TOKELAU	TK
TONGA	TO
TRINIDAD AND TOBAGO	TT
TUNISIA	TN
TURKEY	TR
TURKS AND CAICOS ISLANDS	TC
TUVALU	TV
UGANDA	UG
UNITED ARAB EMIRATES	AE
UNITED KINGDOM	GB
UNITED STATES MINOR OUTLYING ISLANDS	UM
UNITED STATES OF AMERICA	US
URUGUAY	UY
VANUATU	VU
VENEZUELA	VE
VIET NAM	VN
VIRGIN ISLANDS (BRITISH)	VG
VIRGIN ISLANDS (U.S.)	VI
WALLIS AND FUTUNA	WF
WESTERN SAHARA	EH
YEMEN	YE
ZAMBIA	ZM

Additional Information

For detailed information on each product offering please contact MonsterPay's Sales Department.

Tel:	United Kingdom	+44 (0)20 3051 6320
	United States of America	+1 (408) 850 6530
	South Africa	+27 (83) 913 0000
Fax:	Austria	+43 820 901 194723
	Belgium	+32 70 42 9534
	France	+33 821 482 900
	Germany	+49 1805 48202 52313
	Hong Kong	+852 301 59146
	Netherlands	+31 84 739 0926
	South Africa	(086) 615 1486
	United Kingdom	+44 (20) 7681 3303
	United States of America	+1 501 643 0401
Email	sales@monsterpay.com	
Web	http://www.monsterpay.com	
Postal	P.O. Box 5803 Rivonia 2128 South Africa	