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# How to Setup InXpress App

BigCommerce

<b>Department</b>	<b>IT – SOP</b>		<b>Document No.</b>	<b>OP-IT-IN-SOP 03.05.21. v1.0</b>	
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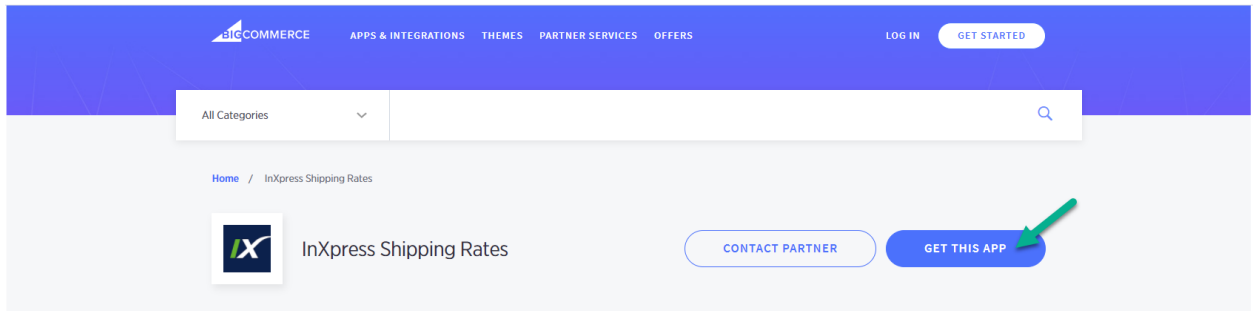
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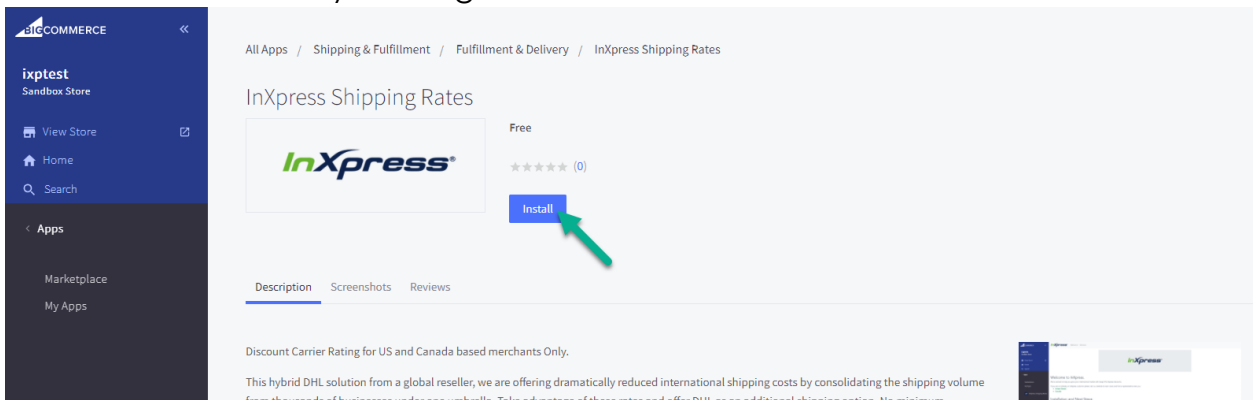
# InXpress App Setup for BigCommerce

## Installation

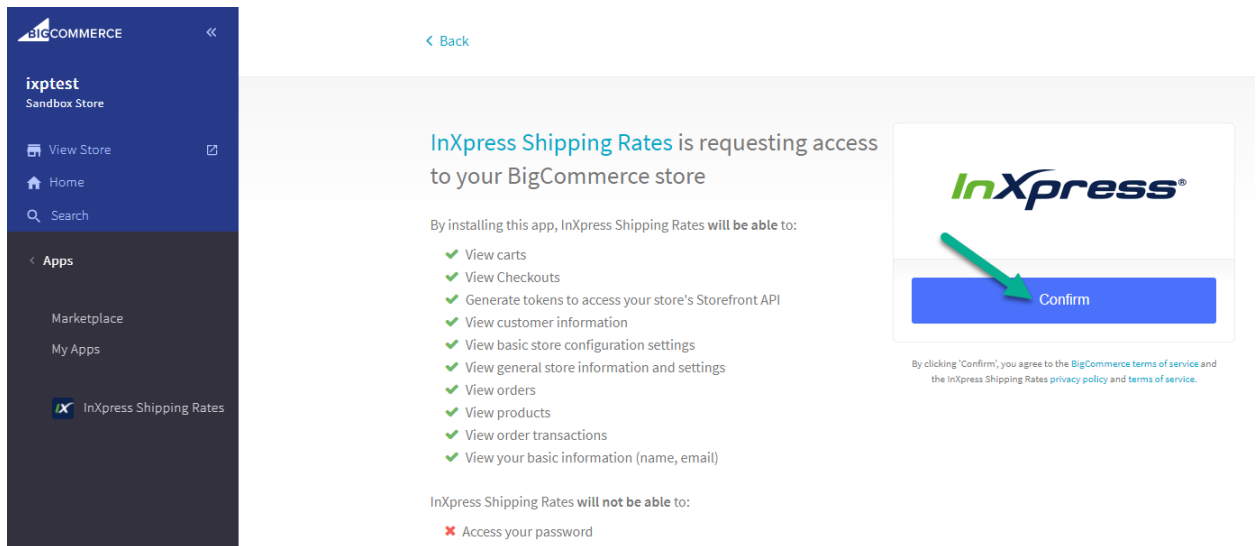
- Visit the InXpress app page for BigCommerce:  
<https://www.bigcommerce.com/apps/inxpress-shipping-rates/>
- Click the "Get This App" button.



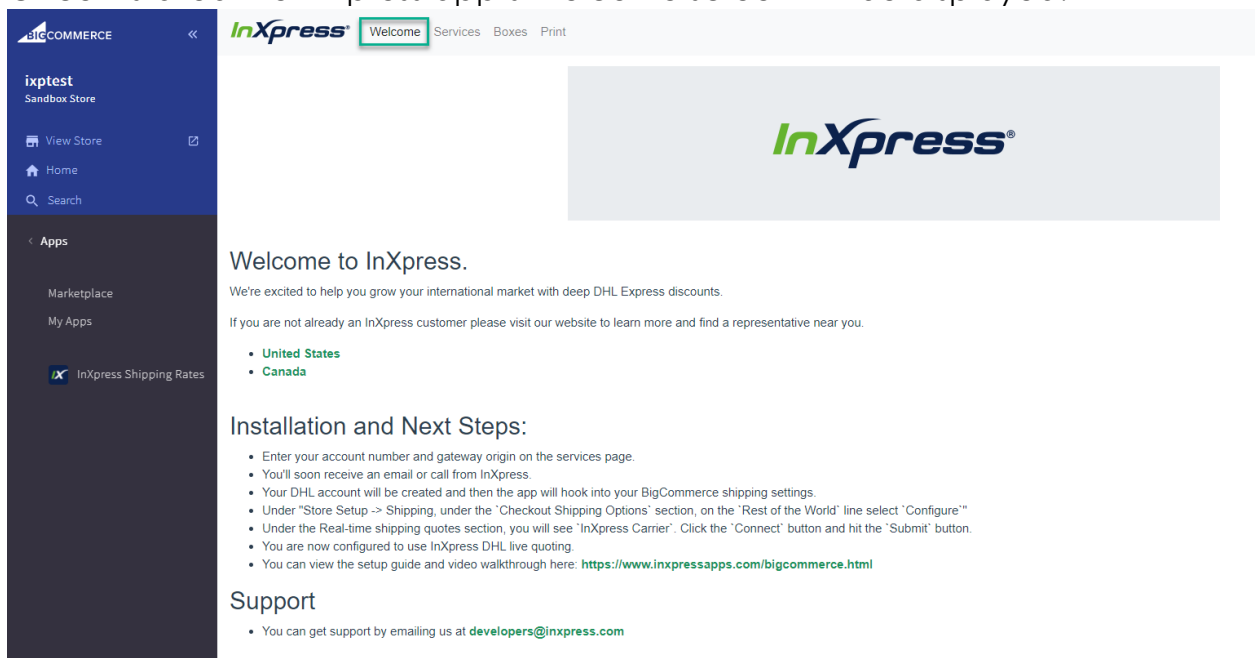
- Confirm Installation by clicking the "Install" button.



- On the next screen click the “Confirm” button.



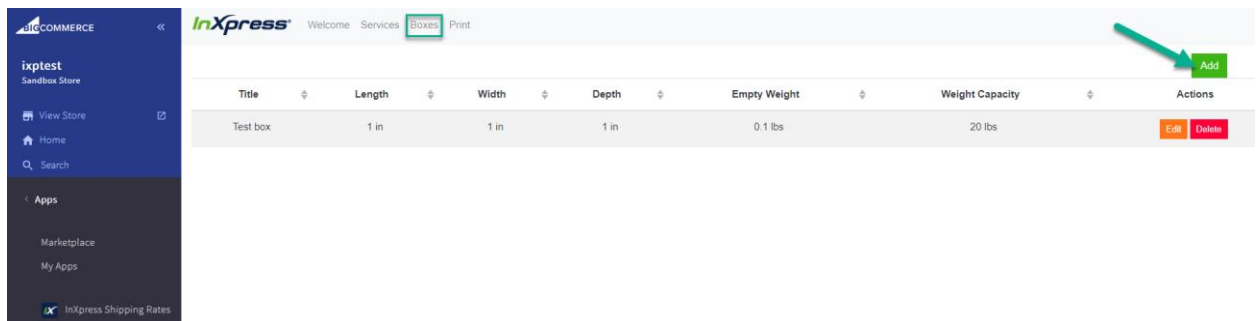
- Once installed the InXpress app's Welcome screen will be displayed.



- If you are already an InXpress customer, please notify your InXpress representative that 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 help you sign up and request your carrier accounts.
- Your InXpress representative will notify you once your accounts have been received for new customers, and the app has been activated. The customer number will automatically be filled in when the app is activated.

## Configuring your Boxes

- Note:** Boxes can be used to set up shipping boxes with their dimensions, empty weight, and weight capacity. Once the boxes are set up, the InXpress app can use the ordered products' weights and dimensions that are set in the BigCommerce store to determine which boxes they would fit in. The app can then use the boxes' dimensions to calculate the total dimensional weight for the order and provide a more accurate shipping quote.
  - Boxes are optional, and if no boxes are set up the InXpress app will default to the products' individual weights and dimensions to calculate shipping quotes.
- Go to the Boxes tab. To add your various shipping boxes, click on the "Add" button.



- Fill in all fields shown in the displayed form. Once complete click the "Save" button to save it to the Boxes list.
  - Empty Weight: The weight of the box when empty.
  - Weight Capacity: The maximum amount of weight that the box can hold.

x

Title:

Length:

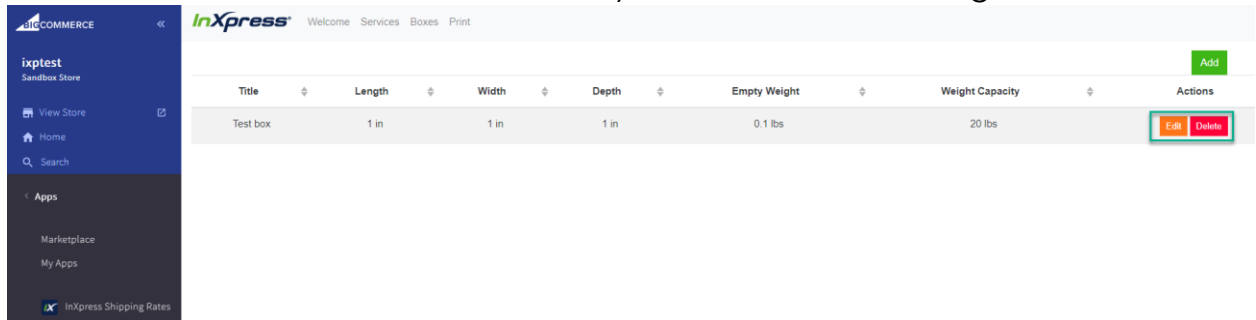
Width:

Depth:

Empty Weight:

Weight Capacity:

- You may click on the “Edit” button to make changes to existing boxes or click the “Delete” button to remove any boxes that are no longer used.

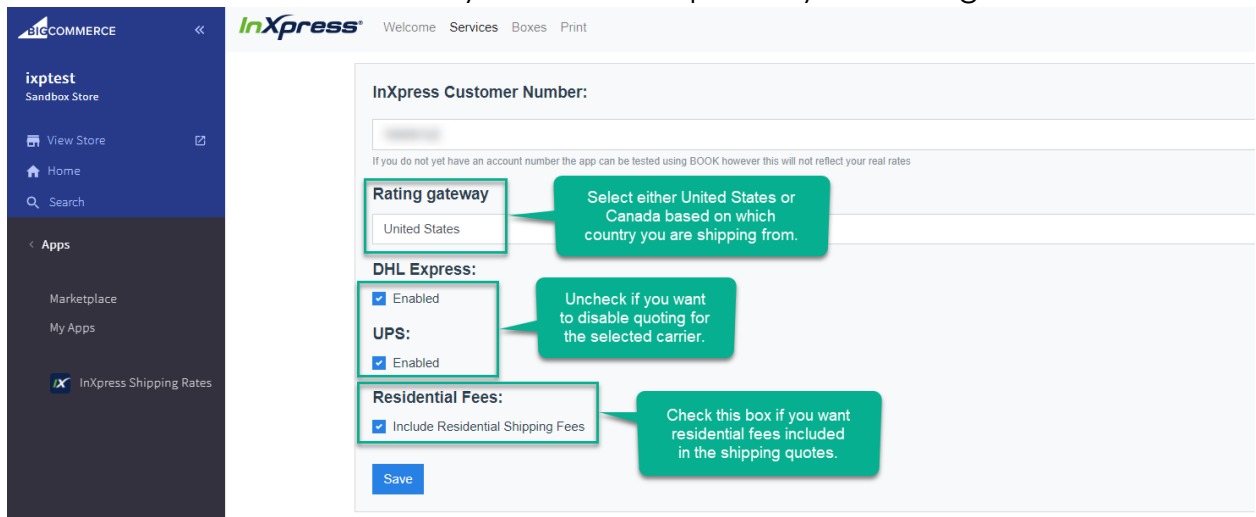


Title	Length	Width	Depth	Empty Weight	Weight Capacity	Actions
Test box	1 in	1 in	1 in	0.1 lbs	20 lbs	<a href="#">Add</a> <a href="#">Edit</a> <a href="#">Delete</a>

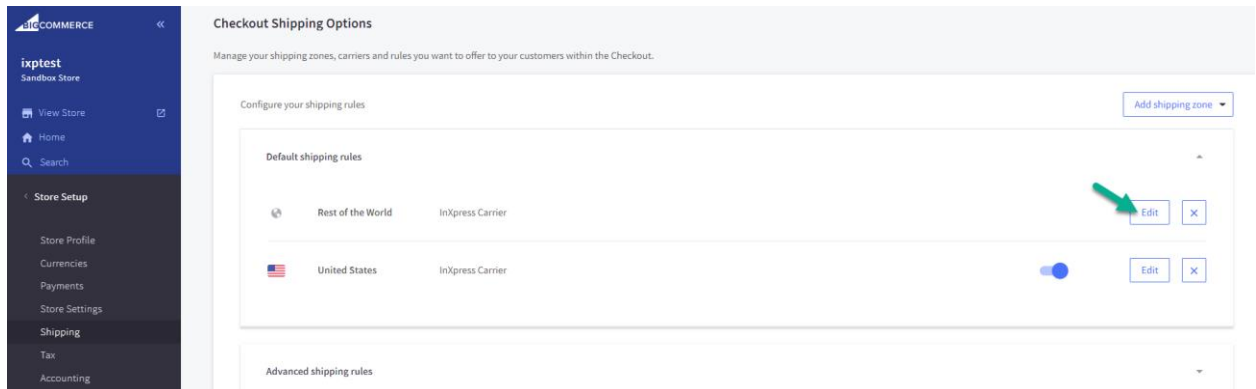
## Add Shipping Rates

- Before adding the InXpress rate to your Shipping settings be sure to check with your InXpress representative to confirm that the app has been activated for your site. Once they have confirmed that it is then proceed with the following steps.
- In the Services tab you can configure your services. Check the boxes next to the carriers that should be enabled. Uncheck them if you want the carrier to be disabled.
- DHL requires a gateway, so based on which country you are shipping from select either “United States” or “Canada”.
- There is also an option to include residential fees in the live rates that are quoted. Check the box if you would like to have any related residential fees quoted as part of the total shipping charge.

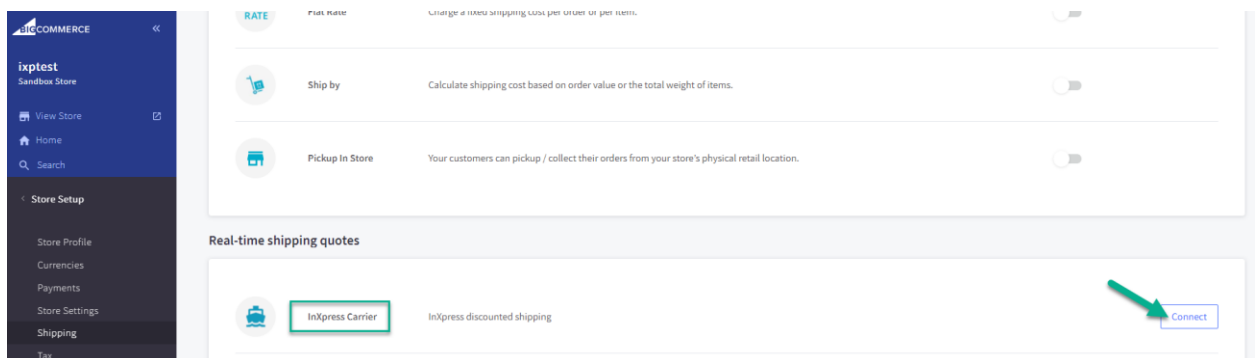
- Click the "Save" button after you have completed your changes.



- Next in the BigCommerce Store Setup -> Shipping, under `Checkout Shipping Options` section, find the `Rest of the World` line and click the "Edit" button.



- Under the Real-time shipping quotes section, you will see 'InXpress Carrier'. Click the "Connect" button, and then in the Configure box click the "Submit" button.





### Configure InXpress Carrier in Rest of the World

Settings Connection

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Display Name




Show Transit Time

- Repeat these steps as needed for any other 'Default shipping rules' that you would like to use InXpress live quoting.

#### Checkout Shipping Options

Manage your shipping zones, carriers and rules you want to offer to your customers within the Checkout.

Configure your shipping rules Add shipping zone ▾

Default shipping rules			
	Canada	InXpress Carrier	<input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="X"/>
	Rest of the World	InXpress Carrier	<input type="button" value="Edit"/> <input type="button" value="X"/>
	United States	InXpress Carrier	<input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="X"/>

- You are now configured to use InXpress live quoting.

#### Shipping Method

<input checked="" type="radio"/>	<b>InXpress Carrier (DHL Express)</b> 5 business days	<input type="button" value="Edit"/>
<input type="radio"/>	InXpress Carrier (UPS Worldwide Expedited® - Package) 6 business days	<input type="button" value="Edit"/>
<input type="radio"/>	InXpress Carrier (UPS Worldwide Saver® - Package) 2 business days	<input type="button" value="Edit"/>
<input type="radio"/>	InXpress Carrier (UPS Worldwide Express® - Package) 2 business days	<input type="button" value="Edit"/>