

# Asia Postal & Table Rate Shipping - User Manual

**Version:** 2.2.0

**Author:** S.J Consulting Group Asia

## 1. Introduction

Thank you for choosing **Asia Postal & Table Rate Shipping**. This plugin is built specifically for merchants who ship using Asian national postal carriers.




Unlike standard courier plugins, this tool understands "Postal Logic"—tiered pricing, complex zoning, volumetric weight, and multiple service levels (like EMS vs. ePacket).

## 2. Installation & Setup

1. **Upload:** Upload the plugin folder to your /wp-content/plugins/ directory.
2. **Verify Files:** Ensure zones.json and the /icons/ folder are inside the plugin folder.
3. **Activate:** Activate via the WordPress "Add New" menu.
4. **Configure:**
  - Go to **WooCommerce > Settings > Shipping**.
  - Select a **Shipping Zone**.
  - Add **Asia Post / Table Rate**.
  - Click **Edit**.

## 3. Managing Rules (New in v2.2.0)

Managing large lists of postal zones is now easier with Power User tools:

-  **Reordering Rules:** Simply drag the **Move Icon** (the three lines) on the far left of any row to move it up or down.
  - *Why is this important?* Rules are checked from Top to Bottom. If you have a specific rule (e.g., "Tokyo Only") and a general rule (e.g., "All Japan"), the specific "Tokyo" rule must be **above** the general rule to work correctly.
-  **Duplicating Rules:** Click the **Copy Icon** (pages symbol) next to the trash can to instantly clone a row. This is perfect for creating weight tiers (e.g., duplicate your Zone 1 row 5 times, then just edit the weight numbers).
-  **Sticky Headers:** The table header now sticks to the top of your screen, so you never lose track of columns when scrolling through long lists.

## 4. Quick Start: Loading Presets (The Easy Way)

One of the most powerful features is the **Smart Preset System**. Instead of manually typing 20 rows of data for "Zone 1", "Zone 2", etc., you can load them instantly.

**How to use the Service Selector:**

1. In the settings, find **Postal Carrier**.
2. Select a supported carrier (e.g., **Thailand Post** or **Japan Post**).
3. Look for the **Service Profile** dropdown that appears next to the "Load Zones" button.
4. Select the specific service you want (e.g., **ePacket** or **EMS**).
  - *Note: Different services have different zones. ePacket usually has 4 tiers, while EMS has 4-6 zones.*
5. Click **Load Zones**.
6. **Done!** The table is populated with the correct zones and countries. You only need to enter your prices in the **Base (\$)** and **+ /kg (\$)** columns.

## 5. Understanding Postal Logic

### The Formula

Postal rates are often "First 1kg is X, extra kg is Y". We handle this with **Base Weight**.

**Total Cost = Base Cost + ( Cost Per Kg x ( Total Weight - Base Weight ) )**

### The Fields Explained

Column	Usage
<b>Base Weight (kg)</b>	The weight included in the starting price. e.g., set to 1 if the first 1kg is a flat fee.
<b>Base (\$)</b>	The flat price for the Base Weight.
<b>+ /kg (\$)</b>	The price for every <i>additional</i> kg above the Base Weight.

## 6. Advanced Configuration

### Calculation Mode

- **Single Best Match:** The plugin stops at the first rule it finds. Use this for simple setups (e.g., "Free Shipping" rules at the top).
- **Show All Matching Rates:** The plugin checks ALL rules. If a customer qualifies for both **EMS** and **Airmail**, both options will appear at checkout so they can choose speed vs. price.

### Volumetric Weight

- **Setting:** Enter a divisor in "Volumetric Divisor" (Standard is 5000 or 6000).
- **Logic:** (Length x Width x Height) / Divisor. The plugin uses the higher value between Actual Weight vs. Volumetric Weight.

### Tracking Generator

1. Enter your carrier's pattern in settings: [https://track.carrier.com?id={tracking\\_number}](https://track.carrier.com?id={tracking_number}).
2. On the **WooCommerce > Orders** edit page, use the "Asia Post Tracking Generator" box to instantly create links for customer emails.

## 7. Updating Zones (Advanced)

Carrier zones change occasionally. You can update them without touching code.

1. Open the zones.json file located in the plugin folder.
2. This file contains all the preset data in a readable format.
3. You can edit the country lists, add new zones, or even add entirely new carriers following the existing structure.
4. Save the file. The plugin will immediately read the new definitions.

## 8. Troubleshooting

Q: I don't see the "Load Zones" button.

A: Ensure you have selected a carrier that has presets (e.g., Thailand Post, Japan Post) and that the zones.json file exists in your plugin folder.

Q: Shipping options are not showing up.

A: Enable Debug Mode in the settings. Go to the Cart page as an admin. A blue notice will explain exactly why rules are failing (e.g., "Skipped: Weight 5kg exceeds max 2kg").

Q: Weights are not calculating correctly.

A: Check your Weight Rounding Step. If set to 0.5, a 1.1kg package is treated as 1.5kg.

## 9. Support & Contact

We are committed to helping you succeed. If you encounter bugs or need help configuring complex rules:

- **Company Website:** <https://sjconsultinggroup.com>
- **Email Support:** [support@sjconsultinggroup.com](mailto:support@sjconsultinggroup.com)
- **Email Subject:** Please use Asia Postal & Table Rate Shipping in the subject line.