

# Admin Shipping Method

DSS

## 1. How Does It Work?

### 1.1 Module configuration:

Navigate to Stores ⇒ Configuration ⇒ Sales ⇒ Delivery Methods ⇒ Admin Shipping Method

### 1.2 General configuration:

The screenshot shows the Magento Admin Configuration page for the 'Admin Shipping Method'. The left sidebar contains a menu with categories like GENERAL, CATALOG, SECURITY, CUSTOMERS, SALES, MARKETING, CONTENT, REPORTS, TOOLS, and PARTNERS & EXTENSIONS. The 'SALES' category is expanded, and 'Delivery Methods' is selected. The main content area shows the configuration for the 'Admin Shipping Method'. The 'Enabled' dropdown is set to 'Yes'. The 'Title' is 'Admin Shipping Method'. The 'Method Name' is 'Free'. The 'Ship to Applicable Countries' dropdown is set to 'All Allowed Countries'. The 'Ship to Specific Countries' dropdown is set to 'All Allowed Countries'. The 'Show Method if Not Applicable' dropdown is set to 'No'. The 'Displayed Error Message' is 'This shipping method is not available. To use this shipping method, please contact us.'.

- **Enabled:** Choose **Yes** to enable the extension.
- **Use system value:** Choose for use system value (By default yes).
- **Title:** Set name you want to call this functionality.
- **Method Name:** Set name you want to call this method.
- **Ship to Applicable Countries:** Choose countries you want to enable this functionality,
- **Ship to Specific Countries:** If you want to Choose specific countries for this functionality, 1<sup>st</sup> choose **Specific Countries** in **Ship to Applicable Countries** Field, now you can select specific countries you want to ship using this method.
- **Show Method if Not Applicable:** Choose **Yes** to show this method in admin area.

- **Displayed Error Message:** Write an error message you want to show when method is not available, and it's look like this.

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**Shipping Method \***

**Admin Shipping Method**

✖ This shipping method is not available. To use this shipping method, please contact us.

**Flat Rate**

☐ Fixed - **\$5.00**

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- **Auto create Invoice:** Choose **Yes** to auto generate **Invoice** when admin reorder using admin panel (behalf of customer).
- **Auto create Shipment:** Choose **Yes** to auto generate **Shipment** when admin reorder using admin panel (behalf of customer).
- **Pre-Select:** Choose **Yes** to **Pre-Select** this method for store.
- **Sort Order:** Choose 1 to any number order for display this method in all methods (By default 0).

### 1.3 How to use?:

- **Enable** the extension.
- If you want to give free shipping to customer's order,

Navigate to Sales ⇒ Orders ⇒ Click on “Create New Order” ⇒ “Please select a customer”,

Now, add products for customer and scroll down to the **Shipping Method** area, click on “Get shipping methods and rates”,

As you can see, select the method and submit order, customer got free shipping.

- You can apply this method using reorder also.