pargo

SHOPIFY

GETTING ON THE GO WITH PARGO

Pargo now offers Home Delivery and Click & Collect through our latest plugin update, giving your customers even more freedom when choosing their preferred delivery method.

THANK YOU FOR CHOOSING PARGO

By simply adding the Pargo plugin to your site, you give your customers the convenience of either collecting their online orders at a Pargo Pickup Point or having them delivered to an address of their choice.

Thanks to full integration with the myPargo app, you can enjoy the simplicity of tracking and managing all your orders through a single portal regardless of the chosen delivery method, allowing you to get your parcels on the go faster and easier than before.

The Pargo Team

021 447 3636 • support@pargo.co.za

PARGO SOLVES THE LAST MILE

THEIR SMART LOGISTICS PLATFORM MAKES DISTRIBUTION IN SOUTH AFRICA MORE ACCESSIBLE, AFFORDABLE AND CONVENIENT.

Through a tech-enabled nationwide network of over 3,000 pickup points found in local and popular retailers, including Clicks, SPAR and Freshstop at Caltex, Pargo offers logistics solutions tailored to the unique challenges of the South African landscape.

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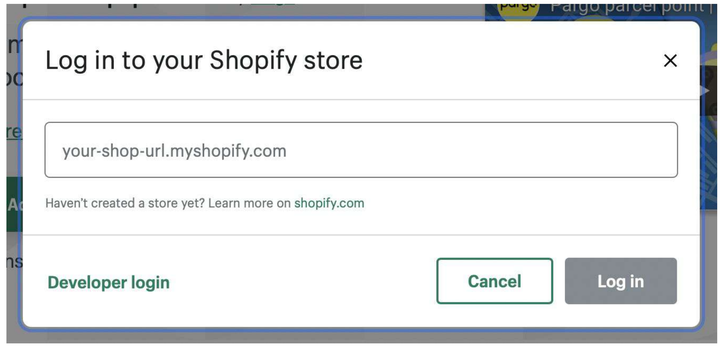
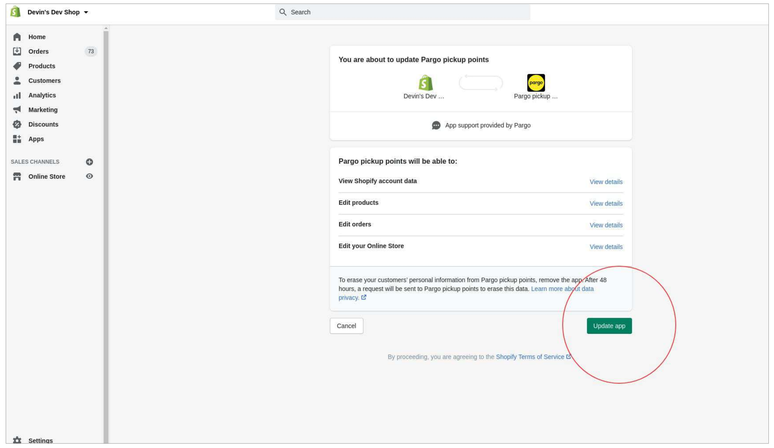
ADDING PARGO TO YOUR SITE



Visit the **App Store,** search for **‘Pargo’** and click **‘Add App’** to begin installing the new version.

Once you have installed the plugin, you need to add your **myPargo account** information. Depending on your Shopify package, you may also need to configure a few simple shipping settings.

UPDATING PARGO ON YOUR SITE



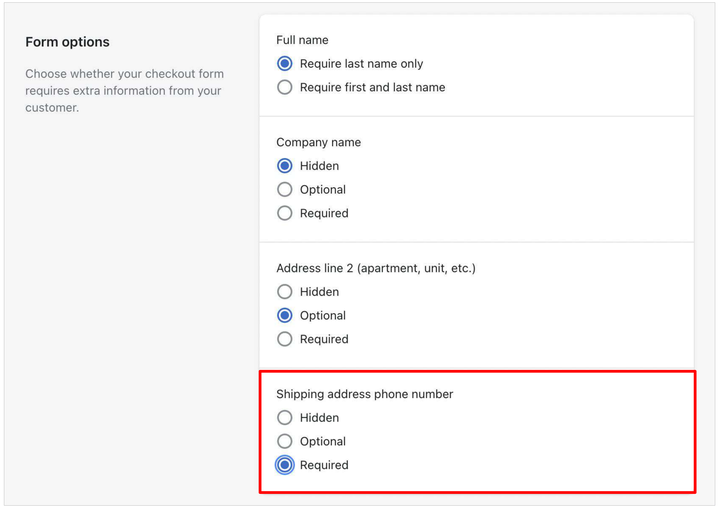
From your **plugin dashboard** on the backend of your ecommerce site you will **find notifications** of plugins that are ready for updating.

Find the **Pargo plugin and click update** when the update notification is shown.

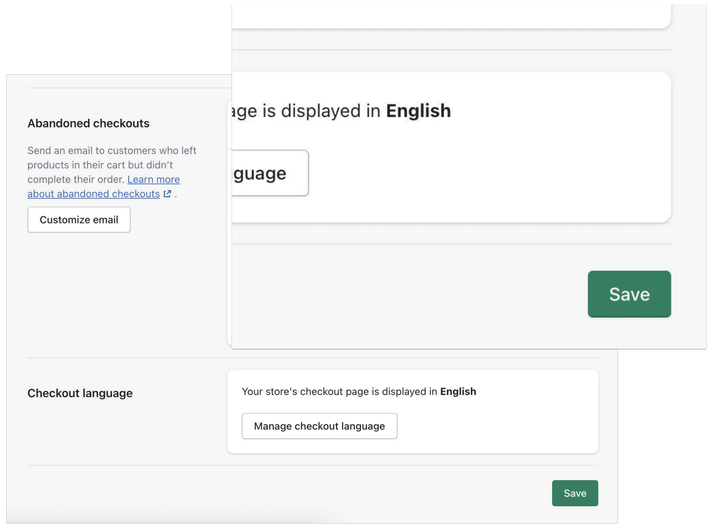
If no update notification is visible, then you are already running the latest version of the plugin.

Don’t have a myPargo account?
Simply visit www.myPargo.pargo.co.za to create one and get in touch with our sales team to sign a rates agreement.

CUSTOMER INFO AT CHECKOUT



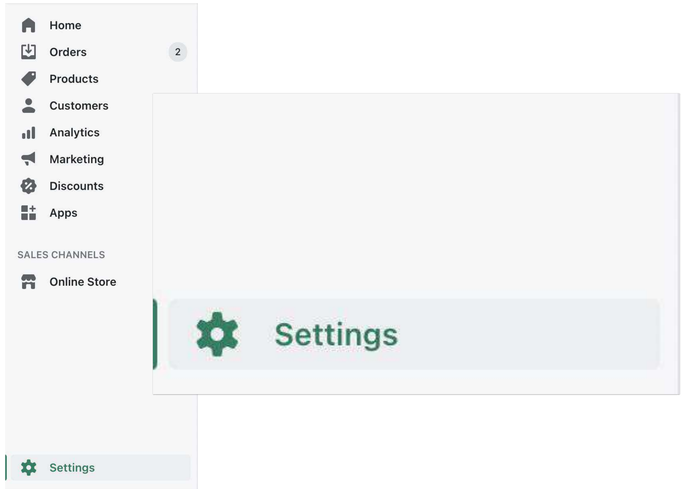
Then scroll further down to the **Form options** section and ensure that the **‘Shipping address phone number’** has the **‘Required’** option selected.



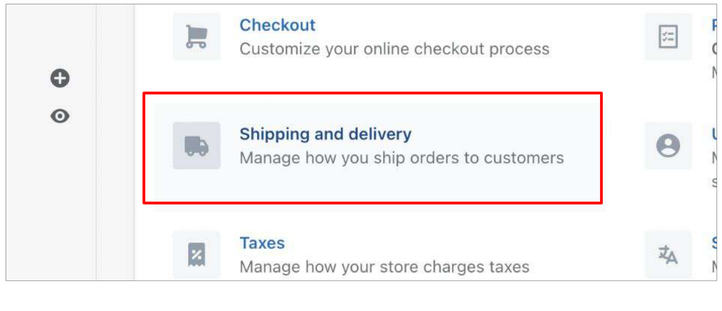
Click on **‘Save’** to save your changes and ensure that the order will pull through to **myPargo** with sufficient contact information.

Don’t have a myPargo account?
Simply visit www.myPargo.pargo.co.za to create one and get in touch with our sales team to sign a rates agreement.

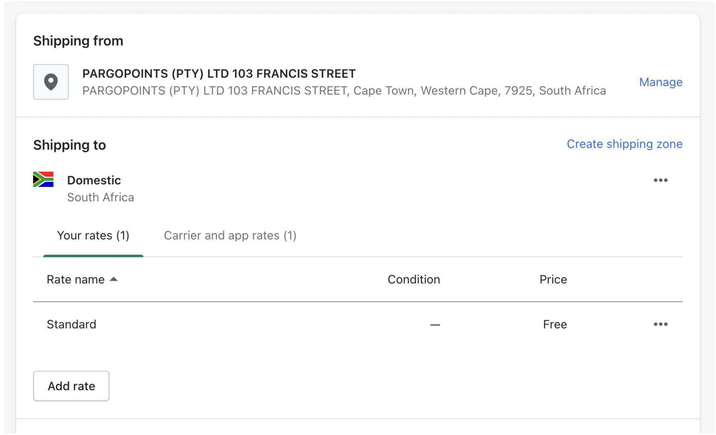
ADDING PARGO CLICK & COLLECT METHOD



Click on **‘Settings’** in the bottom left of your screen to begin configuring your plugin settings.



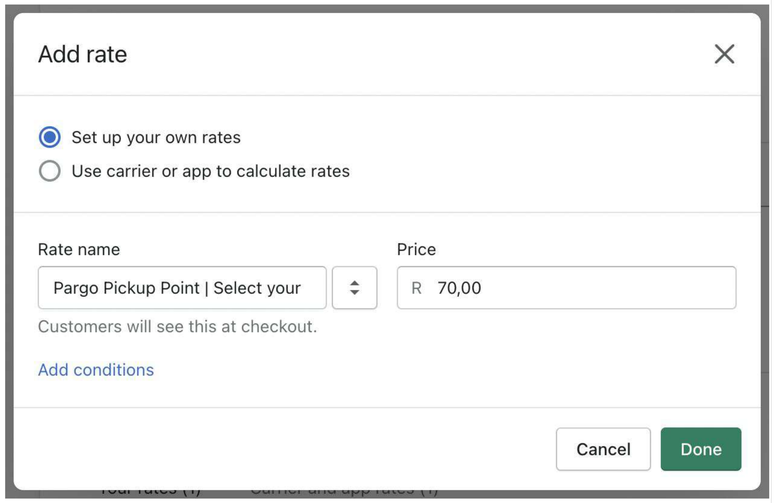
Click **‘Shipping and delivery’** and then on **‘Manage rates’**.



Create a new Shipping Rate by clicking on **‘Add rate’**.

Shopify Plus account users
Although your settings will be automatically configured on installation, you can follow these steps to better configure your plugin for your store and customers.

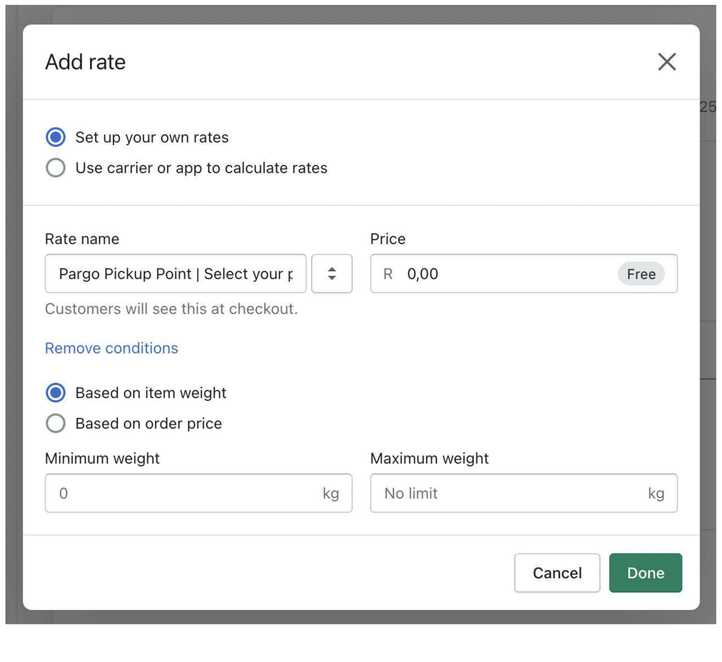
ADDING PARGO CLICK & COLLECT METHOD



Select Pargo Pickup Point from the drop down menu.

This shipping option is free by default but can be changed.

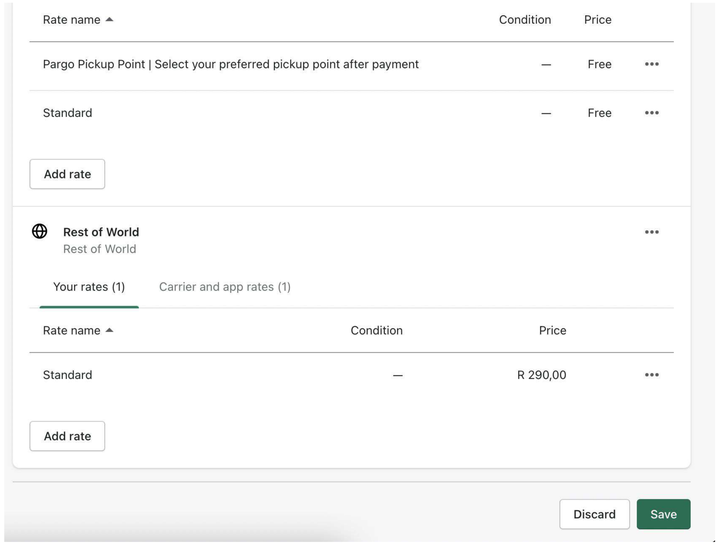
On this same screen click **‘Add Conditions’**.



Optional: Add weight-based or price-based conditions.

1. Select whether to base the condition on order weight or price.
2. Enter the minimum and maximum value for the condition.

Save changes by clicking **‘Done’**.

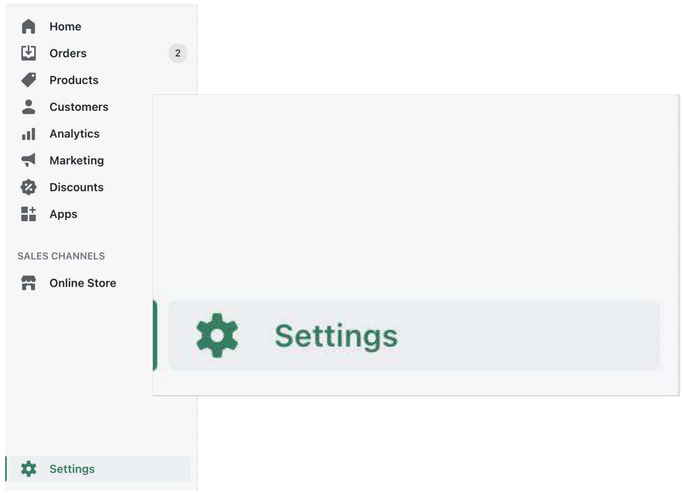


Click **‘Save’**.

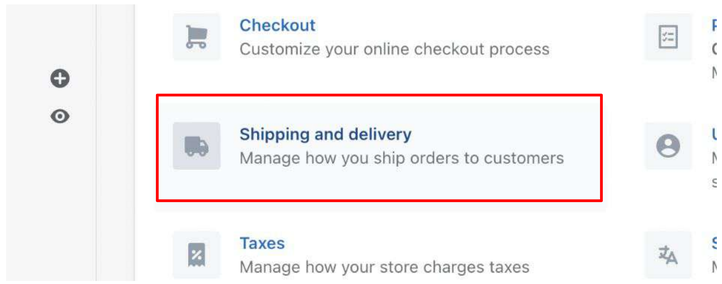
You’re now ready to offer Pargo delivery to your customers!

ADDING PARGO DELIVERY RATES

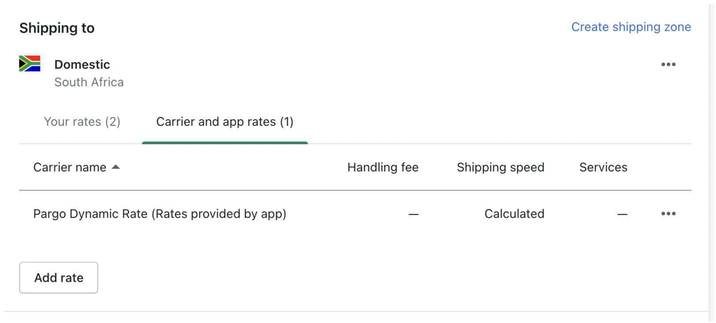
Delivery rates are determined at checkout by the delivery service based on the details of the order.
This calculation helps you charge your customers the exact amount that Pargo will charge you when you purchase a delivery label.



Click on **‘Settings’** in the bottom left of your screen to begin configuring your plugin settings.



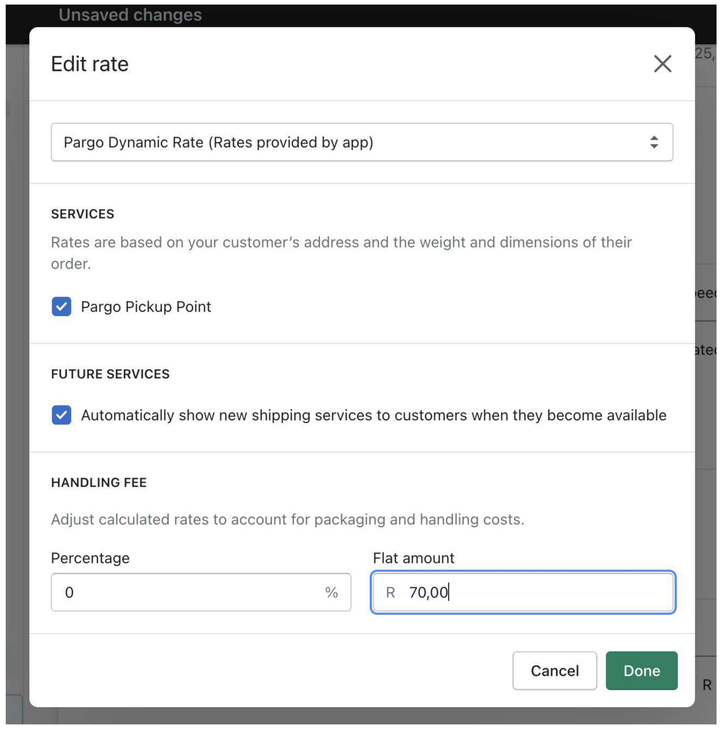
Click **‘Shipping and delivery’** and then on **‘Manage rates’**.



Click **‘Carrier and app rates’** followed by the ••• on the rate line and then click **‘Edit rate’**.

Shopify Plus account users
Although your settings will be automatically configured on installation, you can follow these steps to better configure your plugin for your store and customers.

ADDING PARGO DELIVERY RATES

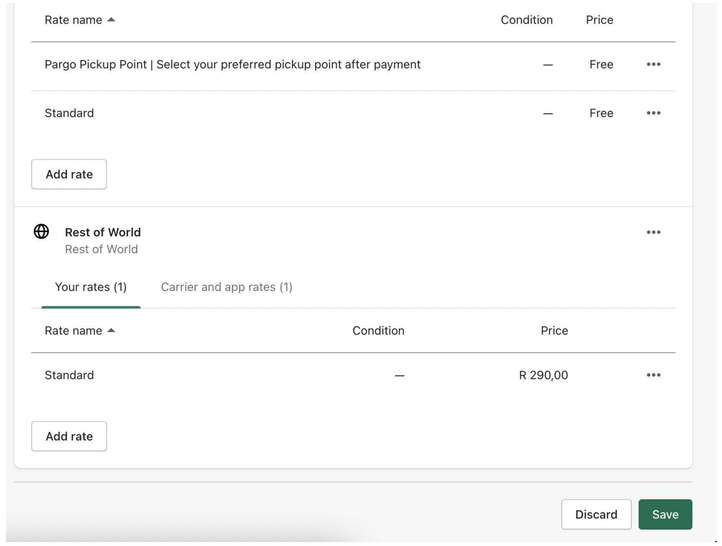


The shipping rates that are used for your store are displayed here.

The Pargo plugin automatically supplies your store with the Pargo Pickup Point shipping option. This option is free by default but can be changed here.

Make sure all the checkboxes are selected to update the flat amount.

Click **'Done'** to save changes.

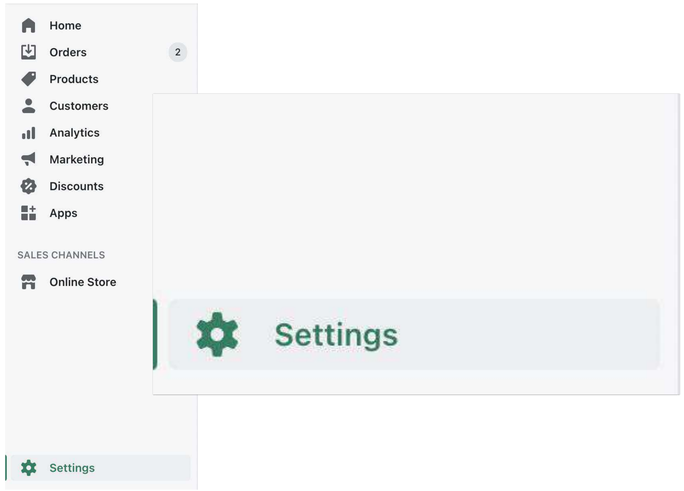


Click **'Save'** at the bottom of your screen and you're done.

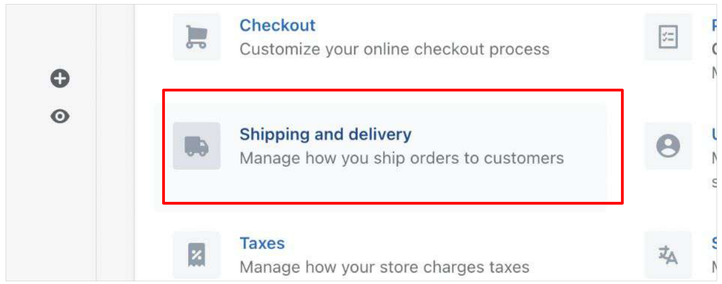
You can now offer cost-effective Pargo delivery methods to your customers!

ADDING DYNAMIC PARGO RATES

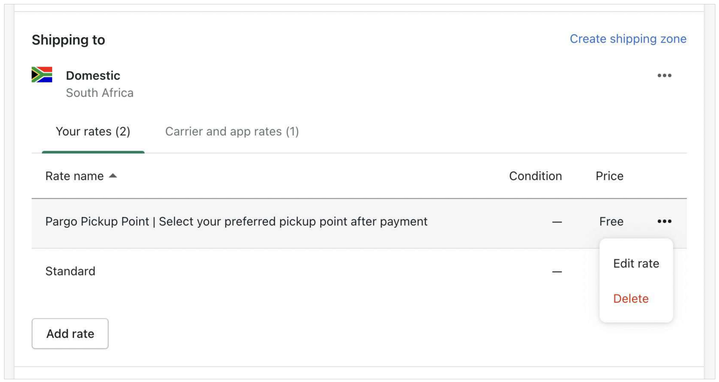
By default, the Pargo plugin supplies one shipping rate for every type of parcel.
Changing this setting allows you to determine shipping rates by price and weight.



Click on **‘Settings’** in the bottom left of your screen to begin configuring your app settings.



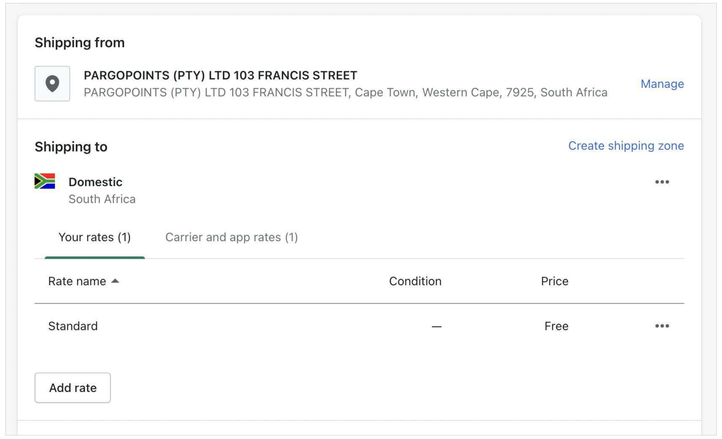
Click **‘Shipping and delivery’** and then on **‘Manage rates’**.



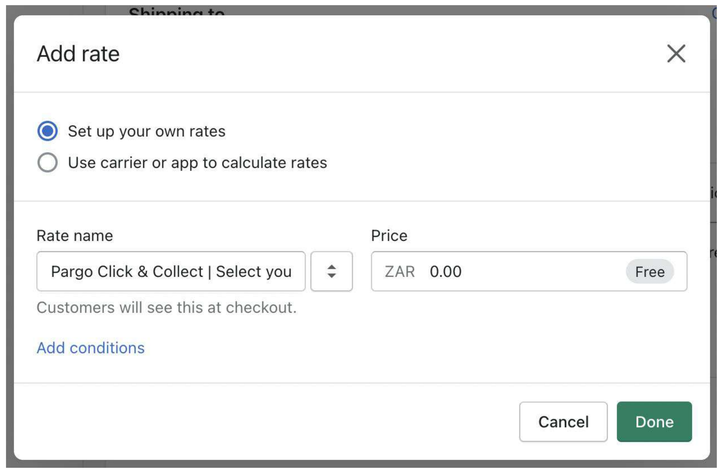
Click **‘Carrier and app rates’** followed by the ••• on the rate line, then click **‘Delete’** to remove this shipping rate.

Shopify Plus account users
Although your settings will be automatically configured on installation, you can follow these steps to better configure your app for your store and your customers.

ADDING DYNAMIC PARGO RATES



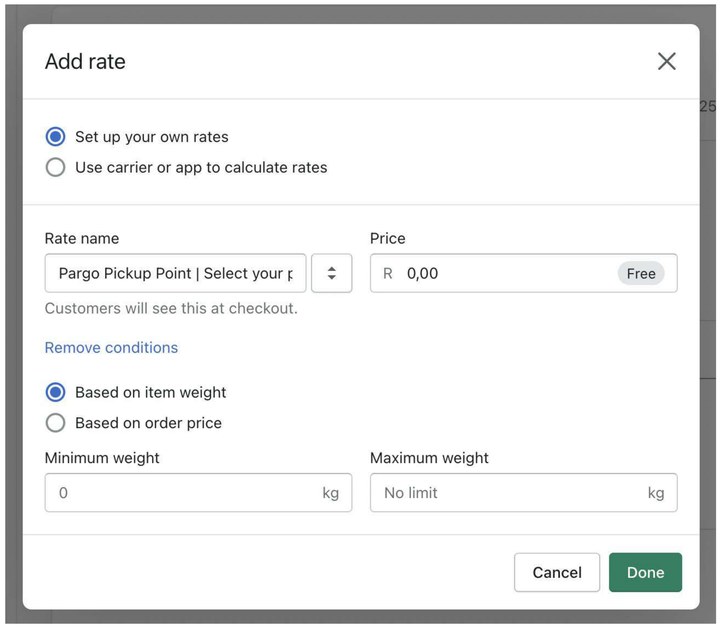
Create a new Shipping Rate by clicking on **‘Add rate’**.



Select Pargo Pickup Point from the drop down menu.

This shipping option is free by default but can be changed.

On this same screen click **‘Add Conditions’**.



Optional: Add weight-based or price-based conditions.

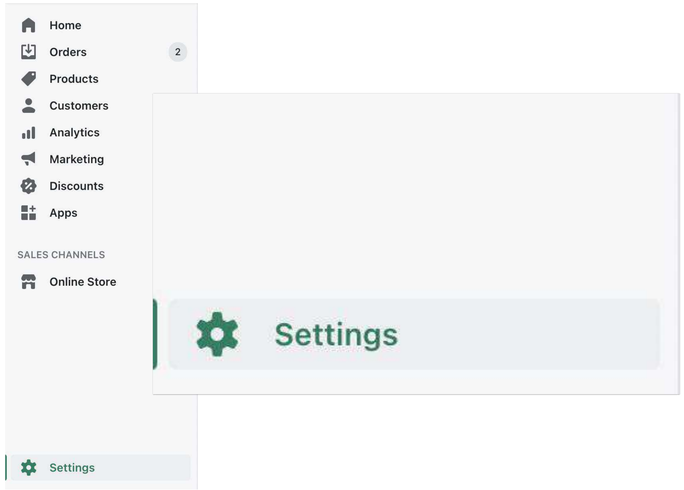
1. Select whether to base the condition on order weight or price.
2. Enter the minimum and maximum value for the condition.

Save changes by clicking **‘Done’**.

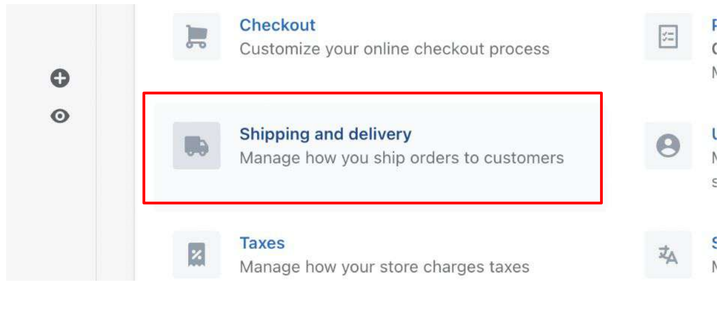
Click **‘Save’** at the bottom of your screen.

You’re ready to Pargo to your customers!

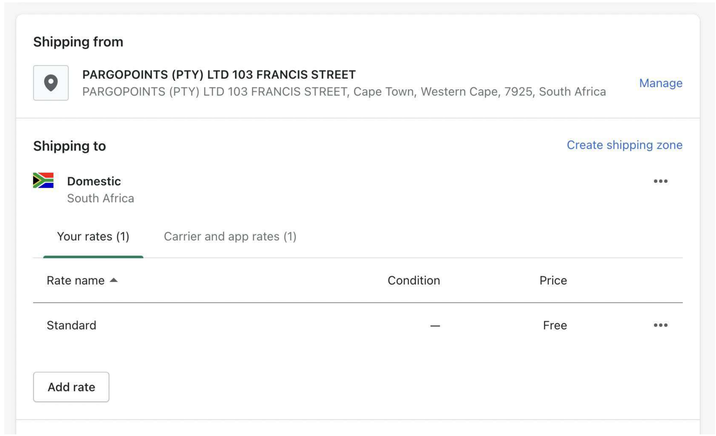
ADDING PARGO HOME DELIVERY METHOD



Click on **‘Settings’** in the bottom left of your screen to begin configuring your plugin settings.



Click **‘Shipping and delivery’** and then on **‘Manage rates’**.



Create a new Shipping Rate by clicking on **‘Add rate’**.

Shopify Plus account users
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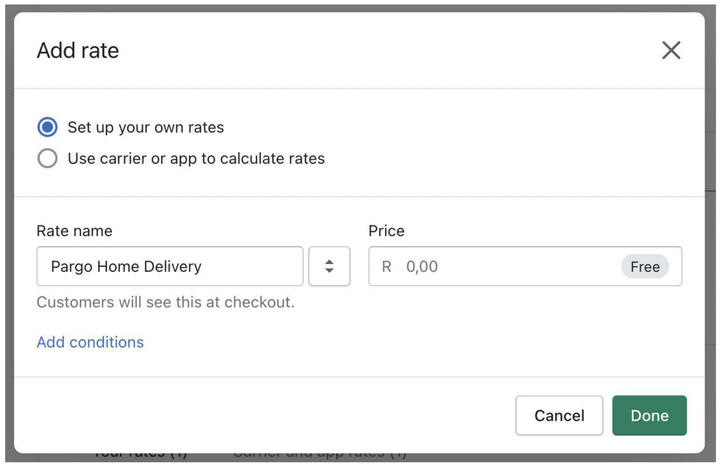
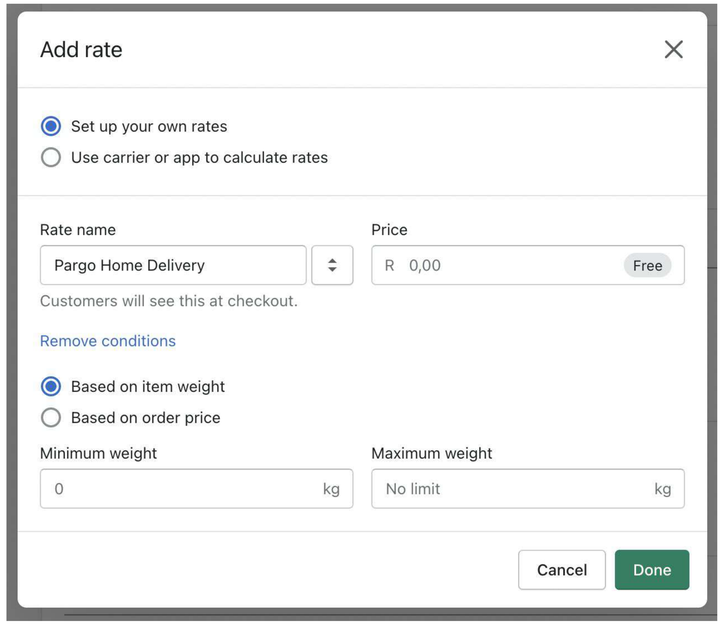
ADDING PARGO HOME DELIVERY METHOD



Select Pargo Home Delivery from the drop down menu.

This shipping option is free by default but can be changed.

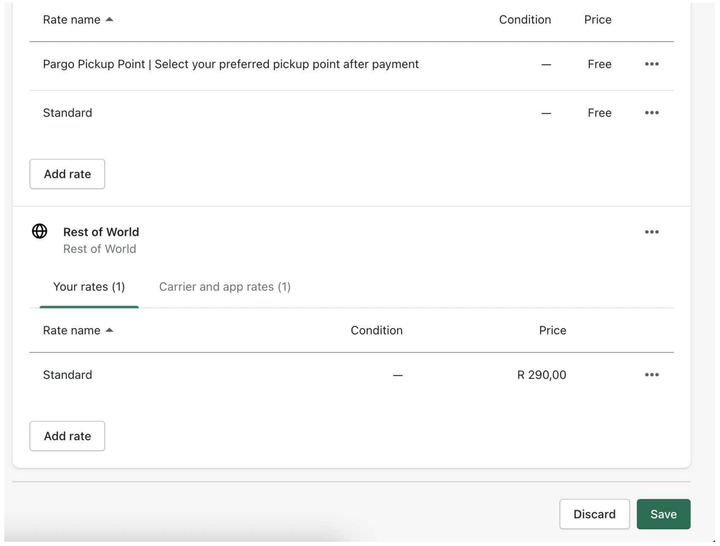
On this same screen click **‘Add Conditions’**.



Optional: Add weight-based or price-based conditions.

1. Select whether to base the condition on order weight or price.
2. Enter the minimum and maximum value for the condition.

Save changes by clicking **‘Done’**.



Click **‘Save’**.

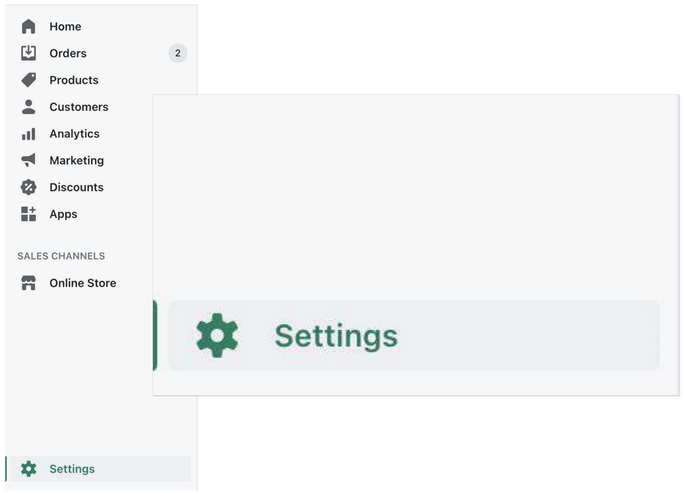
You’re now ready to offer Pargo Home Delivery to your customers!

ADDING PARGO HOME DELIVERY RATES

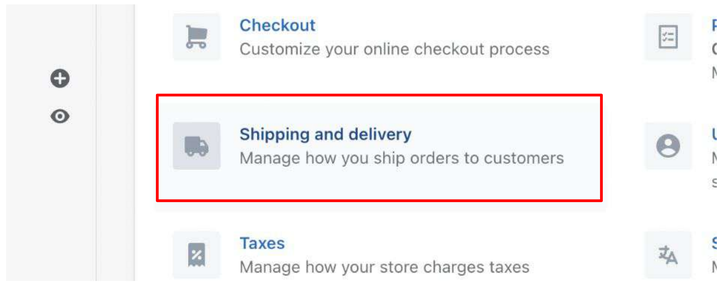
It is important to remember that you will need to get in touch with our sales team to sign a Home Delivery rates agreement in order to add the correct rates and activate Home Delivery in your Pargo plugin.

Delivery rates are determined at checkout by the delivery service based on the details of the order.

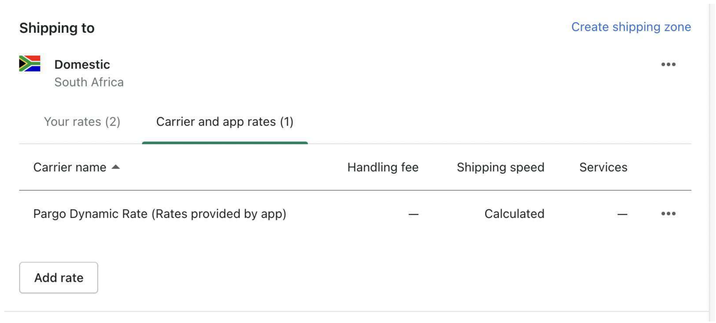
This calculation helps you charge your customers the exact amount that Pargo will charge you when you purchase a delivery label.



Click on **‘Settings’** in the bottom left of your screen to begin configuring your plugin settings.



Click **‘Shipping and delivery’** and then on **‘Manage rates’**.

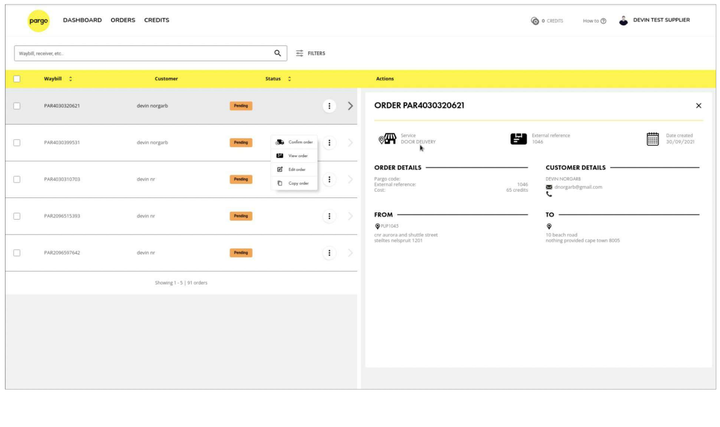


Click **‘Carrier and app rates’** followed by the ••• on the rate line and then click **‘Edit rate’**.

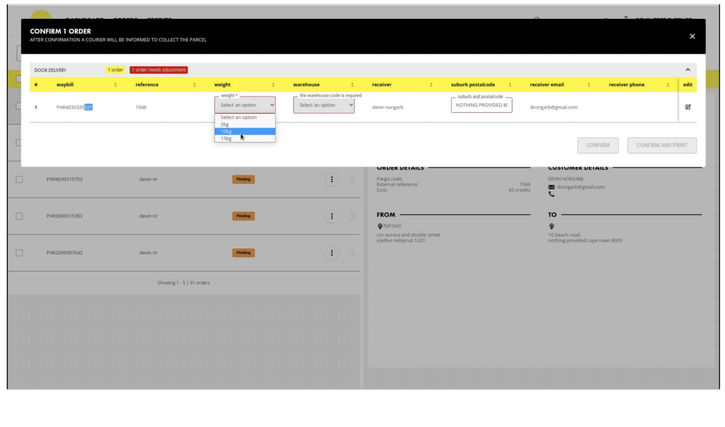
Shopify Plus account users

Although your settings will be automatically configured on installation, you can follow these steps to better configure your plugin for your store and customers.

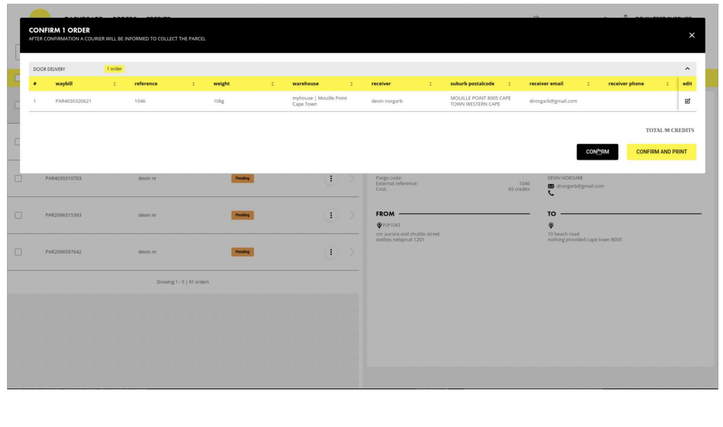
CONFIRMING HOME DELIVERY ORDERS



Select the Home Delivery order from your myPargo dashboard and click **‘CONFIRM’**



Here you will input the weight of the parcel and from which warehouse you are picking and packing from.



You can now confirm the Home Delivery order.

Shopify Plus account users
Although your settings will be automatically configured on installation, you can follow these steps to better configure your plugin for your store and customers.