



## EN-Setting up "Collect in Store / Store Pickup" shipping option

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You can setup a 'Store Pickup' or 'Collect in Store' shipping option to allow your customers to collect their online orders at your physical shop.

To do this, enable the local pickup option using "Enter my own shipping charges" option or tick the "Free shipping" method in Combine Shipping Providers dialog. When a buyer selects local pickup during checkout, the 'Delivery Address' form are prefilled with the Store Address details. The delivery address information are gotten from the 'Contact Details' in your shop.

### **A. Enter my own Shipping Charges - 'Collect in Store' method**

If you have entered your own shipping charges and don't want to use a supported realtime shipping provider, the approach is slightly different:

- 1: In ShopFactory Central page, click ShopFactory Cloud -> My Store
- 2: Select Shipping charges in left column
- 3: Select "Enter My own shipping charges"
- 4: Click on the small + button below the list of methods
- 5: Enter the name of the method, such as "Collect in Store" and click OK
- 6: Put a tick next to the shipping method to enable it
- 7: Click *Edit* (pencil) icon and tick "Store pickup" checkbox as shown in below screenshot.

This enables the Delivery Address form during checkout with your Store Address. The buyer will have to enter their Billing Address details to complete checkout.