

Adjusting Enterprise Fees in OFN Hubs

Hubs often charge a markup to cover their costs but your hub may be selling gift certificates, promotional merchandise, or market boxes that you don't want to charge a markup on, or there may be suppliers you pick up from, which adds to your cost, so you may want to charge a bigger markup for that supplier. You can adjust the markup on products associated with any producer by adding **producer-specific fees**. Your fees can be positive (add-on, traditional fees) or negative (discounts).

OFN combines enterprise-specific and hub-wide fees. You can change the effective markup for a particular supplier without changing your general markup by using supplier-specific fees:

Supplier-specific Fee	General Hub Markup fee	Effective Markup for that Supplier's Products
(none)	18%	18%
12%	18%	30%
-18%	18%	0%

In the example above, if you want to remove the 18% markup on t-shirts or market boxes, you would create a corresponding -18% fee to offset it.

Creating a Supplier-Specific Fee:

If you add your markup fee in the "**Outgoing Products**" part of the Order Cycle Edit screen, the fee applies to all products and all suppliers in your shop. You can also add a positive or negative supplier-specific fee in the "**Incoming Products**" part of the Order Cycle Edit screen to increase, reduce, or offset and effectively eliminate the hub's markup on products from an individual supplier.

Changing the markup on only one enterprise's products is a 3 step process:

1. In your Enterprise Settings/Enterprise Fees, create your general shop markup with an Admin Fee
2. Create a second Admin Fee that will reflect the effective markup you want when it is combined with your general shop markup Admin Fee
3. Apply the fees in your order cycle.

Creating Fees

This hub manager has created 2 fees, one +18% and one -18%

Enterprise Fees					
Search <input type="text"/>					
ENTERPRISE	FEE TYPE	NAME	TAX CATEGORY	CALCULATOR	CALCULATOR VALUES
OFN USA Demo Hub	Admin fee	Fee Discount -18%	Inherit From Product	Flat Percent (per item)	FLAT PERCENT: -18.0
OFN USA Demo Hub	Admin fee	Handling 18%	Inherit From Product	Flat Percent (per item)	FLAT PERCENT: 18.0

Let's zoom in. The manager is calling the general markup fee "Handling 18%" and it adds a calculated 18%. The second is a -18% fee, which they are calling "Fee Discount -18%", and it will subtract 18%. When both are applied, the two fees will zero each other out.

NAME	FEE TYPE
Fee Discount -18%	admin
Handling 18%	admin

Applying Fees in An Order Cycle

Supplier-specific (Incoming Products): This hub manager is applying the special -18% fee to two enterprises in the "Incoming" part of the order cycle. The enterprises are the hub itself ("Demo Hub") and a second enterprise ("Demo Profile"):

1. GENERAL SETTINGS				2. INCOMING PRODUCTS		3. OUTGOING PRODUCTS	
INCOMING							
SUPPLIER	PRODUCTS (EXPAND ALL)	RECEIVAL DETAILS	FEES				
Locavore Farms	5 / 24 selected	Receival instructions	ADD FEE				
OFN USA Demo Hub	3 / 3 selected	Receival instructions	OFN USA Demo Hub Fee Discount -18% Remove ADD FEE				
OFN USA Demo Profile 2	1 / 1 selected	Receival instructions	OFN USA Demo Hub Fee Discount -18% Remove ADD FEE				
Producer	19 / 19 selected	Receival instructions	ADD FEE				

General Markup: (Outgoing Products) The hub manager applies the fee they called “Handling 18%” that will apply to all products in the “Outgoing Products” part of the order cycle:

The screenshot shows a software interface with three tabs: '1. GENERAL SETTINGS', '2. INCOMING PRODUCTS', and '3. OUTGOING PRODUCTS'. The 'OUTGOING' section is active. Below the tabs is a table with the following structure:

DISTRIBUTOR	PRODUCTS (EXPAND ALL)	TAGS	DELIVERY DETAILS	FEES
OFN USA Demo Hub	27 / 27 selected	1	<ul style="list-style-type: none"> Demo- Do Not Order Hub Demo Pick up at our location 	<ul style="list-style-type: none"> OFN USA Demo Hub Handling 18% Remove

The price breakdown “pie chart” in your shop’s product listing tells shoppers where their money goes by listing added fees, as in this example where the hub manager applied a general markup 18% admin fee :

The screenshot shows a product listing for 'Maple Syrup, Fancy bottle'. The product description is 'Fancy glass bottle of pure maple syrup. from Producer'. There are three options listed:

- fancy bottle 8 oz. fancy bottle
- Fancy bottle 16 oz. fancy bottle
- fancy bottle

The price for the 8 oz. fancy bottle is \$8.85. A price breakdown pop-up is shown for this item:

Price breakdown	
Item cost	\$7.50
Admin fee	\$1.35
= \$8.85	

When the fees are of the same type (like “Admin” fees as in our examples) they are added together in the pie chart. In this example the hub manager applied the -18% (discount) admin fee to offset the general 18% markup to two enterprises and they balance out, so no markup is applied or shown for products from either enterprise:

**\$50 Gift Certificate
for Fictional
Farmers Market**

A Farmers Market Gift Certificate

\$50 Gift Certificate to shop the Fictional Farmers Market in this
from OFN USA Demo Profile 2

1 Gift Certificate ✕ \$50.00 \$0.00

Price breakdown

Item cost \$50.00

= \$50.00



CSA Selection Box (selection changes weekly)

We've teamed up to bring you an amazing selection from local f
from OFN USA Demo Hub

CSA Box with Eggs ✕ \$250.00 \$0.00
Tuesdays, 6/1-8/1 (Nine weeks)

Price breakdown

Item cost \$250.00

= \$250.00

Please see more examples and explanations in the “Fees” section of the [Open Food Network User Guide](#).