# Adding a Postage Option

Postage Options are the different options that an auction winner will have to select from when they win an item. Different options can be used on different items, allowing your organisation to determine postage amounts based on the individual item.

**Quick Steps:** Go to **Auction > Postage Options > Add**

**Adding a Postage Option:**

1. Within the Management Console, select **Auction** from the top menu, then **Postage Options** from the left menu.

2. Click **Add** at the top of the page and complete the details for the postage option.

3. Once you've completed all information, click **Save**.

4. Go back to **Listing** and change the **Status** of the option to Online.

Once you've created Postage Options, you can then add them to items so that auction winners have the option to choose that Postage Options.

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