Storefront Shipping Preferences

There are several different ways Storefront can calculate shipping. When you log into Storefront the number of options may seem overwhelming.

Before you start setting up your shipping preferences, you will want to make sure your general store settings are set up correctly. Some of the built in shipping calculators will use the general store information provided under your General Store settings to calculate shipping.

Home		
Home Hom Home Hom	× Store Name Here : Open for busing	ess
 Store Design 	Close store for maintenance	
General	To set up your general store preferences, click on Store then General.	Edit Display 🛞
Mail Shipping Prefs Sales Tax	Orders Pending Authorization: Orders ready for shipping: Orders shipped today:	2 \$110.00 8 \$124.00 0 \$0.00
Server Product Prefs Users	Customer Information <u>New customer orders:</u> <u>Total customers:</u>	0 12
StoreSync Setup Maintenance Store Log	Top 20 customers Product Information Low inventory products:	11

<u>Store</u> ≻ General						
• -	×					
▶ Home	Comoral					
Store Design	Design General Preferences		Here you can enter	the name of	name of your	
▼ Store			personalize your store n	ore's invoice	s and	
General	💌 Store Inf	ormation	welcome messages	5.		
Payment Prefs Mail Shipping Prefs	Store Name	:* Store Name Her (Dedicated URL: (URL: stores.intu	re stores.sample-storefront.com) itwebsites.com/ExampleStoreFro	nt)		
Sales Tax Server	Street:*	123 Your St		Prov	iding your store's location is	
Product Prefs	City:*	Any Town	Any Town		shipping; your store address must	
Users StoreSync Setup	State/ Provi	nce:* CA	(US merchants use two letter abbrevia	tion) mate	ch the address you have rided for your UPS or USPS	
Maintenance	Postal Cod	94025		ассо	unt.	
Store Log	Country:	United States		💌 🛛 It is a	also important to make sure	
Product	Phone:	1-800-555-5555		that	your phone is entered as 10	
▶ Marketing	Fax:			digit	number with no special	
▶ Order				char	acters. So here the phone	
Shipping	Email:*	yourname@you	rsitename.com	8005	5555555.	
Customer	eBay Acco	unt: <u>Grant permission</u>	<u>ı</u> to access your eBay seller acco	unt.		
Support	Open?	☑ Store is oper	n for business			
Report						

Your store name is one of the most important general store preferences. The name of your store is used to personalize your store's email notifications, invoices, packing lists, welcome text and closed for maintenance message. You can always update your store information at any time.

If you are using any of the built in shipping calculators, your store address MUST match the address on your UPS or USPS account.

The email address provided will be provided in several places on your store in case a customer needs immediate assistance. It is important to make sure you are providing a valid email address that you actually check. When a customer receives an email confirmation their order, the email will be sent from Your Store Name (email address provided). Most store owners use an email address that is associated with their domain because it looks more professional than using a personal email address.

 Store Locale 			Your store locale is us	ed to determine	
Locale:	English (United States) Current Selection: English (Un	nited States)	the currency used for your store, the shipping calculators available, and the more hant accounts that can be used		
Currency Pattern Override:	Reset to default patte	ern override	for your store.		
Currency Symbol Override:	Reset to default sym	bol override			
Time Zone:	Mountain Standard Tim Current Selection: Mountain S	 While you have the ability to change the unit of measure for products, these numbers should only be changed if you are creating your own merchant defined shipping tables. All of the shipping calculators (UPS, or USPS) are designed to calculate shipping based on inches and pounds. 			
Format Examples:	Date: 5/19/1 Currency: \$1,234 Currency Code: USD Percent: 8.25%				
Product Weight Unit: Product	lb in	You can convert ounces to pounds by dividing the total weight in ounces by 16. This will give you the weight of this item in pounds.			
Convitu		weight for this p	product weights 10 our product would be 0.625	lbs.	ne
Security			2		

Your store locale is used to determine the currency used on your store. Changing your store locale will also change your shipping and merchant options. For example if your store is based in Canada, you will no longer be able to process credit card payments using QuickBooks Merchant Services (QBMS). Canadian based store will not be able to use the shipping calculator for USPS; instead they will be able to use UPS or Canada Post.

Updating your store's product weight and dimension units should only be done if you are calculating shipping using your own merchant defined shipping tables. UPS and USPS all calculate shipping based on inches and pounds, changing your product weight and dimensions will NOT update the shipping calculators. Changes to these settings will often cause your store to overcharge shipping. Remember if you have your product weight in ounces, you can easily convert the weight in ounces by dividing by 16 as 1 lbs= 16 ounces.

	Customer Numbe	r and Address View tutorial	?
	Customer Number:	Before changing the customer number, it is advised that you close your store to ensure that customres are not shopping. Prefix Starting Number Total Number of Digits (up to 20 digits)	
-	Capitalization:	Automatically capitalize customer name and address	
The last general store setting you will want to make sure is set up properly is your validation rules. Validation rules help to ensure that customers are providing correct information during checkout. If you are using any of	Validation Rules:	 Validate formatting of address and e-mail fields Store credit card processors require address validation. Verify state is valid Verify postal code is valid Note: Address validation rules require that you have a store address in the Store Information section of this page. 	
the shipping calculators, you will want to turn on verification for	Storefront Searc	h	2
state and postal code.			
	Shopping Cart and	nd Checkout	(?)
	→ Other Storefront	Options	?
	Submit Reset		

Validation rules are used to help your customers provide information in the correct format during checkout. For example, email address validation will check to make sure that information provided includes certain characters such as the "@" symbol. Merchant accounts require that you have validation enabled because merchant accounts will use these rules will help reduce customers providing invalidate information; which helps to reduce credit card fraud. Also if you are calculating shipping or sales tax that uses the customer's state or postal code, validation helps to ensure that shipping and/or sales tax is properly calculated.

Before going over the how to set up the best shipping method for your store, it will help to understand some of the general shipping settings.

Home					
• -	x				
▶ Home		Store Name He	re:Open for b	usiness	
Store Design	-				
Store	Once you Administr	log into your Store	ince		
Product	click on St	core.		Ī	Edit Display 🛞
Marketing		Order Information			
) Order		Orders Pending Aut	horization:		0 \$0.00
Ching		Orders ready for shi	pping:		1 \$8.95
• Shipping		Orders shipped toda	<u>iy:</u>		0 \$0.00
Customer		Customer Informat	ion		
Support		New customer order	<u>'S'</u>		0
Report		Total customers:			0
		Top 20 customers			
Store					
• -	x				
▶ Home		Store Manag	er		
Store Design		Store Manager elle			
 Store 		Some of its features	include opening a	nd closing your store, settin	g
General		up payment options,	defining shipping	and sales tax tables, enabli	ng
Payment Prefs		promotions, and mor	e.		
Mail			7		
Shipping Prefs	To sh	o start setting up your		Close Store	
Sales Tax	Pi	references.	Mode	Switch to Basic Mode	
Server		Payment Methods E	nabled:	Credit Card	
Product Profe				PayPal	
StoroSync Sotup					
Meintenense					
Maintenance					
Store Log					
Product					
Marketing					
 Order 					

Store > Shipping Prefs	ptions for available arameters and type	e shippers. You will be at es of shipping you would	ole to custom I like to offer	nize your shipping r once you click o	; n	
	C 0	onfigure. If you are ptions are displaye	e using more than 1 ship d on your store and whi	per you will l ch method is	be able to decide s your preferred (which ie default)
▶ Home	Shipping	g Preferen	ces			
Store Design						
 Store 	Available	Shippers			?	
General	Shipper		Show on Store Front	Preferred	1	
Payment Prefs	Merchant-D)efined			Configure	
Mail	United State	es Postal Service			Configure	
Shipping Prefs	UPS				Configure	
Sales Tax						
Server	Apply					
Product Prefs						
Users	Ontione				0	
StoreSync Setup	options				P	
Maintenance	Allow:	🗖 Will C	Call VVill Call			
Store Log	Display:	🔽 Estim	nated Shipping			
Product		Here you can	also change a couple ge	eneral shippi	ng preferences. C	hecking
Marketing	Apply	the box for A	e box for Allow will set up a will call option where customers can select			
▶ Order		this option is	em from your location. name. For example, you	You do have I can have it	read "Pick up in s	nge how store".
Shipping		You can also	determine whether or n	ot customer	s will see estimat	ha
Customer	shipping when looking at items in their cart. Customers in the US will be					vill be able
Support		to enter in th	eir zip code to see how	much shippii	ng will cost.	
Report	© Copyright :	Note: If you are offering any type free shipping, you generally won't way display a shipping estimate as it won't show free shipping if there are multiple shipping levels.				

The first step in setting up your shipping preferences is to decide which method will best suit your needs. Let's start by taking a look at a few different scenarios.

Important Note about built in shipping calculators: UPS and USPS do NOT calculate shipping for international orders. You will need to set up merchant defined shipping for all international orders. The only way to disable international orders is to use a merchant account (click here for directions on disabling international orders). There is no way to disable international shipping using PayPal. If your store accepts payments using any method in other than or in addition to a merchant account, click here for directions on setting up merchant defined shipping zones.

Scenario	Best Shipping Method
I use first class mail (USPS) to ship my orders. I sell	Configure a flat merchant defined shipping rate.
jewelry so the items are very light and I just want	Go to shipping directions
to offer a simple flat shipping rate.	
I want to offer simple shipping based on the	Configure merchant defined shipping based on
number of items purchased. I want shipping for 1-	the number of items purchased. Go to shipping
3 items to be a flat \$2.99. If the customer buys 4 or	directions
more items I want to offer free shipping.	
I want offer flat \$5 shipping to customers in the US	When configuring merchant defined you could set
excluding Alaska and Hawaii. I would prefer not to	up postal code ranges with very high shipping

Once you get to the shipping preferences page, you will be able to see the four main which ie default).

ship orders to Alaska, Hawaii and overseas.	rates for Alaska and Hawaii to discourage orders from these states. You could also set up an international shipping zone with equally high rates.
	Go to shipping directions
I want to set up my own snipping rates based on	Configure merchant defined snipping based on
weight and what country the order is shipped to.	directions
Lucent to offer standard and two day chipping.	Configure merchant defined chipping based on
I want to other standard and two day shipping. I	configure merchant defined snipping based on
want the rates to be based on now much the	total order amount. Here you want to set up
customer spends on my store.	multiple snipping levels. Go to snipping directions
I sell shoes and handbags. I want to charge \$4 for	Configure shipping for each individual item. You
each pair of shoes and \$5 for each handbag	would also want to configure your merchant
ordered.	defined settings to be a flat \$0. <u>Go to shipping</u>
	directions
I have a physical store and I would like to offer an	Configure UPS as well as a will call option . <u>Go to</u>
option to pick up the order at my store but I still	shipping directions
want to offer shipping using UPS.	
I want to ship my items using UPS but I have few	Configure UPS and then configure a flat \$5
items that need special packaging. I want to	shipping charge for each these special items. Go
charge an additional \$5 shipping each time one of	shipping directions
these items is purchased.	
I ship my orders using UPS. I would like to offer	Configure UPS as your preferred shipping method.
UPS Ground and UPS 2 nd Day Air. Ideally I want	Once you have set up UPS to calculate your
my customers to pay the UPS rate for the option	shipping, you could then set up a store promotion
they select but I want to have free ground	for free ground shipping on orders over \$100. <u>Go</u>
shipping for orders over \$100.	to shipping directions
I want to offer first class mail, priority mail and	Configure USPS shipping as well as configure free
priority mail international through the US Post	shipping on certain items. Go to shipping
Office. I do have few products that I can mail in	directions
envelope and I don't want to charge shipping on	
these items.	

First, let's take a look at setting up shipping for our first scenario: I use first class mail (USPS) to ship my orders. I sell jewelry so the items are very light and I just want to offer a simple flat shipping rate.

Store > Shipping Prefs						
	2					
▶ Home	Shipping Pr	references	For the	For the scenario above the best chinning method is to set		
Store Design			up a flat	merchant	defined shippi	ng rate.
 Store 	Available Ship	pers			?	h.
General	Shipper	Show	on Store Front	Preferre	d	
Payment Prefs	Merchant-Define	d			Configure	
Mail	United States Pos	stal Service			Configure	
Shipping Prefs	UPS				Configure	
Sales Tax					Sector Sector	
Server	Apply					
Product Prefs	And and a set					
Users						
StoreSync Setup	Options				?	
Maintenance	Allow:	🔲 Will Call 🔽	/ill Call			
Store Log	Dienlay:	Estimated	Shinning		1	
Product	Dispidy.	Estimated .	Subbuig			
Marketing	Apply					
▶ Order						
Store > Shipping Prefs			There are 3	different	ways you can se	et un vour merchant
E 🖃 🗙 🗙	Chipping Brof	rancas	defined ship	pping. For	flat rate shippir	ng there will only be one
▶ Home	Shipping Preio	erences	shipping lev	el so the s	hipping basis d	oesn't really matter. Most
Store Design	Storefront Configur	ation	order amou	ing a single int with on	e nat rate shipp he shipping leve	el.
 Store 	Shinning Basis:	Tatal Orda	. A us a cust			
General	Chipping Dasis.	Total Orde	· Amount · Weight			
Payment Prefs		🔘 Total Item	Count			
Mail	Ship To Location	 State/Prov 	nce and/or Coun	try		
Shipping Prefs	Basis:	🔘 Postal Coo	le Range or Cour	ntry	_	
Sales Tax	Delivery Methods:	🗹 Standard	Standard		You can char	nge the name of the
Server		🔲 Two Day	Two Day		shipping met	thoa.
Product Prets		🔲 Next Day	Next Day			
Users Stars Suma Catura		Ones yes	- dono meltine -l		10115	
StoreSync Setup		Apply Once you are done making changes to your Storefront Configuration remember to hit				
Maintenance		Apply before	going on to the	next section	on.	

Ship to Location Basis- Here you can determine if shipping zone can be set up on a state/country level or postal code range. The Ship to Location Basis really only matters when you will have more than 1 US shipping zone. In the case, you will want to use State/Country Location Basis so that you don't need to worry about postal code ranges when setting up the shipping zone for domestic shipping.

Delivery Methods- With merchant defined shipping you can set up to 3 different shipping methods. In this case, let's call our flat rate shipping method Standard. Be sure to uncheck the boxes for Two Day and Next Day.

Options		Once you have finished setting up your shipping, you will
Shipping Mark-Up:	 None Percentage 0.0 (i.e., 0.0825 = 8.25%) Amount \$0.00 	have the option to apply a mark up on your shipping rates. Some stores will apply a mark up on shipping to cover the cost of packing and handling. You can add a flat dollar amount or a percentage of the total shipping rate (ie if have a 10% mark up and shipping cost \$10, an additional \$1 will
Apply Reset		be added bring the total shipping to \$11). Customers won't see any mark ups just the total shipping rate.

You will also have the ability to apply a shipping mark –up. With merchant defined shipping you are entering your own shipping rates there is no reason to add a shipping mark-up. You can go ahead and leave this section blank.

The next set up is set your Shipping Levels. Shipping levels are used to set the price for each of the available shipping methods.

Store Design		When you first ope	n up the shipping levels, y	ou will see the default
• - X		shipping levels. When you are deleting with a single shipping lev		a single shipping level, it
▶ Home	Shipping Levels shipping level for your desired shipping rate.			and then add a new
 Store Design 	11 0			
Design Settings	Current Levels			
Page Template Manager		w]	Standard	
Store Versions		00	\$205	
▼ Store	ψ23	.00	ψ0.00 mε οε	
General		.00	\$0.90 \$7.05	
Payment Prefs	\$100	J.UU	\$7.95	
Mail	\$500	0.00	\$9.95	
Shipping Prefs	Delete Recet	Cot Dofeulto		
Sales Tax			a https://www.law.alawalawalawalawalawalawalawalaw	h
Server	r	o remove the default s ext to the current leve	shipping levels, check the els then click Delete.	boxes
Product Prefs	Add Shipping Level			
Users	L	evel	Standard	
StoreSync Setup	Level:			
Maintenance				
Store Log	Add Level Reset			
 Product 				
List	Shinning Information			
Search	E <u>ompping mornation</u>			
Store Design				
▶ Home	Shipping Levels			
 Store Design 				
Design Settings	Current Levels			
Page Template Manager				
Store Versions	Level	St	andard	
✓ Store	Delete Reset	Set Defaults		
General				
Payment Prefs				
Mail	Add Shipping Level			
Shipping Prefs	I	evel	Standard	
Sales Tax	Level: 25		3.25	
Server				
Product Prefs	Add Level Reset	Next you will wa	nt to set up a level (becau at doesn't really matter) a	ise there is only 1 level
Users		shipping rate (in	this case \$3.25). Be sure t	to click Add Level.
StoreSync Setup	Shipping Information	L		

Once you have set up your base shipping level, you will want to go back to shipping information, by click on the link about the bottom of the page.

Storefront Configura	ation			2						
Shipping Basis:	 Total Order Total Order Total Item 	r Amount r Weight Count								
Ship To Location Basis:	⊙ State/Provi○ Postal Cod	nce and/or Coun le Range or Cour	ntry ntry							
Delivery Methods:	✓ Standard Two Day	Standard Two Day								
Apply	Next Day	Next Day								
Options				2						
Shipping O Mark-Up: O	None Percentage 0.0 Amount \$0.00	(i.e., 0.0825 =	8.25%)							
Apply Reset										
Shipping Zones Zone Default Add Zone	State/ Pro All	wince	Country All	Now you ha different zor Shipping Zor geographic I countries. TI To add a new	ve set up yo nes. nes are useo ocations. Ti ne first step w zone click	our shipping d to set up s ne default g is to step a on Add Zo	i levels, hipping eograph shippin ne.	you can set costs for dia nic region is g zone for ti	up fferent for all he US.	
Shipping Zones Zone Default Add Zone Default	State/Pro All	ivince	Country All	Now you ha different zor Shipping Zor geographic l countries. TI To add a new	ve set up yc nes. nes are usec ocations. Tl ne first step w zone click	bur shipping d to set up s ne default g is to step a on Add Zo	g levels, shipping eograph shippin ne.	you can set costs for dif nic region is g zone for t	up fferent for all he US.	
Shipping Zones Zone Default Add Zone Shipping Levels Store Design	State/Pro All	wince	Country All	Now you ha different zor Shipping Zor geographic I countries. TI To add a new	ve set up yc nes. nes are usec ocations. Tl ne first step w zone click	our shipping d to set up s ne default g is to step a on Add Zo	; levels, shipping eograph shippin ne.	you can set costs for dif ic region is g zone for t	up fferent for all he US.	
Shipping Zones Zone Default Add Zone Shipping Levels Store Design Home Store Design Store	State/Pro All	wince	Country All	Now you ha different zor Shipping Zor geographic I countries. TI To add a new	ve set up yc nes. nes are usec ocations. Tl ne first step w zone click	bur shipping d to set up s ne default g is to step a on Add Zo	; levels, ; shipping eograph shippin ne.	you can set costs for dii nic region is g zone for t g zone for t et up a new	up fferent for all he US. / shipping zo	ne, all you
Shipping Zones Zone Default Add Zone Def Shipping Levels Store Design Home Store Design Store Design	State/Pro All	wince	Country All	Now you ha different zor Shipping Zor geographic l countries. TI To add a new	ve set up yc nes. nes are usec ocations. Tl ne first step w zone click	bur shipping d to set up s ne default g is to step a on Add Zo	t levels, thipping eograph shippin ne.	you can set costs for dia ic region is g zone for t g zone for t et up a new d to do is gi be is for inte	up fferent for all he US. / shipping zo ve the zone	ne, all you a name (this
Shipping Zones Zone Default Add Zone Shipping Levels Store Design Home Store Design Store Store Product	State/Pro All	wince	Country All ag Zone on Domestic	Now you ha different zor Shipping Zor geographic l countries. TI To add a new	ve set up yc nes. nes are usec ocations. Tl ne first step w zone click	our shipping d to set up s ne default g is to step a on Add Zo	tievels, shipping eograph shippin ne. To s nee nan woi	you can set costs for dif nic region is g zone for t g zone for t t set up a new d to do is gi ne is for inte n't see this),	up fferent for all he US. v shipping zo ve the zone ernal use, yo select the c	ne, all you a name (this ur customer ountry from
Shipping Zones Zone Default Add Zone Shipping Levels Store Design Home Store Design Store Design Store Design Store Product Marketing	State/Pro All	Mince	Country All All All All All ALL	Now you ha different zor Shipping Zor geographic l countries. TI To add a new	ve set up yc nes. nes are usec ocations. Tl ne first step w zone click	our shipping d to set up s ne default g is to step a on Add Zo	; levels, shipping eograph shippin ne. To s nee nan wor the	you can set costs for did nic region is g zone for th g zone for th cet up a new d to do is given he is for inte n't see this), drop down	up fferent for all he US. v shipping zo ve the zone ernal use, yo select the c menu and e	ne, all you a name (this ur customer ountry from nter the
Shipping Zones Zone Default Add Zone Shipping Levels Store Design Tore Design Store Design Store Design Store Design Store Product Marketing Order	State/Pro All	ivince	Country All All Domestic ALL United St	Now you ha different zor Shipping Zor geographic l countries. TI To add a new	ve set up yc nes. nes are usec ocations. Tl ne first step w zone click	our shipping d to set up a ne default g is to step a on Add Zo	; levels, shipping eograph shippin ne. To s nee nan wor the ship	you can set costs for did nic region is g zone for t set up a new d to do is give ne is for inte n't see this), drop down oping cost for	up fferent for all he US. v shipping zo ve the zone ernal use, yo select the c menu and e or each level	ne, all you a name (this ur customer ountry from nter the
Shipping Zones Zone Default Add Zone Shipping Levels Store Design Home Store Design Store Oesign Store Product Marketing Order Shipping Customer	State/Pro All	vince	Country All ag Zone on Domestic ALL United St	Now you ha different zor Shipping Zor geographic l countries. TI To add a new	ve set up yc nes. nes are usec ocations. Tl ne first step w zone click	our shipping d to set up s ne default g is to step a on Add Zo	r levels, shipping eograph shippin ne. To s nee nan wor the ship	you can set costs for dii nic region is g zone for the set up a new d to do is gi ne is for inte n't see this), drop down pping cost fo	up fferent for all he US. v shipping zo ve the zone ernal use, yo select the c menu and e or each level	ne, all you a name (this ur customer ountry from nter the
Shipping Zones Zone Default Add Zone Shipping Levels Store Design Store Design Home Store Design Store Product Marketing Order Shipping Customer	State/Pro All	wince	Country All ag Zone Domestic ALL United St Zone	Now you ha different zor Shipping Zor geographic l countries. TI To add a new	ve set up yc nes. nes are usec ocations. Tl ne first step w zone click	our shipping d to set up s ne default g is to step a on Add Zo	teograph shipping eograph shippin ne.	you can set costs for dif nic region is g zone for t g zone for t d to do is giv ne is for inte n't see this), drop down oping cost for	up fferent for all he US. v shipping zo ve the zone ernal use, yo select the c menu and e or each level entered the	ne, all you a name (this ur customer ountry from nter the informatior
Shipping Zones Zone Default Add Zone Shipping Levels Store Design Home Store Design Store Design Store Product Marketing Order Shipping Customer Support Report	State/Pro All	ivince	Country All ag Zone Domestic ALL United St Zone Level	Now you ha different zor Shipping Zor geographic I countries. TI To add a new	ve set up yc nes. nes are used ocations. Tl ne first step w zone click	our shipping to set up s ne default g is to step a on Add Zo	tievels, shipping eograph shippin shippin ne. To s nee nan wor the ship Onc for	you can set costs for dif nic region is g zone for t g zone for t d to do is giv he is for inte n't see this), drop down oping cost for this zone, cl	up fferent for all he US. v shipping zo ve the zone ernal use, yo select the c menu and e or each level entered the ick Submit.	ne, all you a name (this ur customer ountry from nter the informatior

In this case, let's call the shipping zone for the US Domestic because we want a flat shipping of \$3.25 for all orders in the US, the standard rate will be \$3.25. Next let's set up the shipping zone for Canada.



Now that you have created a shipping zone for the US, you will see it listed under your Shipping Zones. To create a 3rd shipping zone for Canada, click on Add Zone.

Shipping Levels

Add Shipping Zone

Zone Informa	ntion		5	
Name:* State/Province Country: Levels for Th	Canada Canada Canada is Zone Level \$25.00	Standard 4.00		To create a shipping zone for Canada, select Canada from the drop down menu of countries. Be sure to get the zone a name and enter the price for shipping to customers in this zone. In this scenario, shipping to customers in Canada is \$4.
Submit Re	eset		1	
Shipping	Zones			
	Zone	State/ Province	Country	Finally the last step will be to set up the
	anada	All	CA	default shipping zone. This zone will be used
	efault	All	All	edit this zone, click on the name of the zone
	omestic	All	US	(in this case Default).
Add Zon	ie Delete Z	one(s) Reset		
Undate S	<u>Levels</u> hinning 7 en			
update Si	mpping zon	es		

Zone Information		?	Here you will be able to update the Default shipping zone. You will notice that the standa		
Name: State/Province:	Default		rate is \$3.25 (which is the amount set up for US orders). In this scenario, the desired shipping		
Country:	All		rate for all other international orders is \$6.50.		
Levels for This Z	one	?	Standard 6.5		
Level \$25.00	Standard \$3.25		To update this information, just change the standard rate to \$6.50 and click Submit.		
Submit Reset					

Back to scenarios

Next let's take a look at setting up shipping for our second scenario: I want to offer simple shipping based on the number of items purchased. I want shipping for 1-3 items to be a flat \$2.99. If the customer buys 4 or more items I want to offer free shipping.

Store > Shipping Prefs								
• •	x							
▶ Home		Shipping Preferences						
Store Design								
- Store		Available Shippers						
General		Shipper		Show	w on Store Front	Prefe	rred	
Payment Prefs		Merchant-Defi	ned					Configure
Mail		Linited States F	Poetal Ganvica	1			8	Configure
Shipping Prefs		LIPS	Ustal Delvice					Configure
Sales Tax		010						Conniquie
Server		VlagA						
Braduct Brafa								
Product Preis								
Users		Options						2
StoreSync Setup			- 1060.0	S-0 E			-	
Maintenance		Allow:		Will Call				
Store Log		Display:	🗹 Estimated Shipping					
Product								
Marketing		Apply						
▶ Order								
Store > Shipping Prefs								
* = X	¢ .				There are 3 diffe	erent w	ays yo	ou can set
▶ Home	Shi	ippina Prefe	erences		this case we will	l want t	o set i	up shipping
Store Design					based on the to	tal item	coun	t.
 Store 	Sto	refront Configura	ation				?	
General	Shi	pping Basis:	🔿 Total Or	der Ar	mount			
Payment Prefs			O Total Or	der W	eight			
Mail			💿 Total Ite	m Coi	unt			
Shipping Prefs	Shi	p To Location	State/Province and/or Country					
Sales Tax	Das	5IS:	Postal Code Range or Country					
Server	Del	ivery Methods:	Standard Standard You can change the na			an change the name c		
Product Prefs			🔲 Two Da	y Tw	o Day		snipp	ing method here.
Users			🔲 Next Da	y Ne	xtDay			
StoreSync Setup			Once vo	u are d	done making chan	ges to v	our	7
Maintenance	A	pply	Storefro	nt Cor	figuration remem	ber to l	nit	
Store Log			Apply before going on to the next section.					

Ship to Location Basis- Here you can determine if shipping zone can be set up on a state/country level or postal code range. The Ship to Location Basis really only matters when you will have more than 1 US shipping zone. In the case, you will want to use State/Country Location Basis so that you don't need to worry about postal code ranges when setting up the shipping zone for domestic shipping.

Delivery Methods- With merchant defined shipping you can set up to 3 different shipping methods. In this case, let's call our one shipping method Standard. Be sure to uncheck the boxes for Two Day and Next Day.

Options		Once you have finished setting up your shipping, you will		
Shipping Mark-Up:	 None Percentage 0.0 (i.e., 0.0825 = 8.25%) Amount \$0.00 	have the option to apply a mark up on your shipping rates. Some stores will apply a mark up on shipping to cover the cost of packing and handling. You can add a flat dollar amount or a percentage of the total shipping rate (ie if have a 10% mark up and shipping cost \$10, an additional \$1 will		
Apply Re	set	be added bring the total shipping to \$11). Customers won't see any mark ups just the total shipping rate.		

You will also have the ability to apply a shipping mark –up. With merchant defined shipping you are entering your own shipping rates there is no reason to add a shipping mark-up. You can go ahead and leave this section blank.

Shippi	ng Zones						
	Zone	State/Province	Country				
	Default	All	All	Shipping Zones are used to set up different pric			
Add Z	one Delete 2	Zone(s) Reset		price for a shipping level based on the ship to location, you will want to set up your shipping le			
Shinning Levels							

Note: When you are setting up shipping levels based on the total number of items purchased, you can either create a level for every number of items purchased or you can set up a level based on a range of items purchased. When you are dealing with a range of items purchased, it can help to create a quick table of what rates you want to charge.

Number of items	Shipping Rate
1-3	\$2.99
4+	\$0

•	x			
▶ Home	Shipping L	evels		
Store Design				
 Store 	Current Levels	8		
General	L	evel	Standard	
Payment Prefs				
Mail	Delete	teset Set Defaults		
Shipping Prefs				
Sales Tax	Add Shinning	Loval		
Server	Add Sinpping	Level		
Product Prefs		Level	Standard	
Users	Level:	3	2.99	Here you will be able to enter the
StoreSync Setup		items		desired shipping rate
Maintenance	Add loval	Reset		
Store Log	Add Level	riese(
Product				
Marketing	■ Shipping Inform	nation		

When you are setting up your lowest number of items purchased, Storefront will automatically create a range for 1 item to the lowest shipping level. So in this case you can create a shipping level for 3 items purchased and if someone orders 3 items or less they will be charge \$2.99.

The same is true when a customer orders more than your highest defined shipping level.

Store > Shipping Prefs					_
• = X					
▶ Home	Shipping L	_evels			
Store Design					
▼ Store	Current Leve	ls			
General		Level	Standard		
Payment Prefs		3 items	\$2.99		
Mail					
Shipping Prefs	Delete	Reset Set Defaults			
Sales Tax					
Server	Add Shinning				
Product Prefs	Add Sinpping	Level		Next yo	ou will want to create a shipping level
Users		Level	Standard	for 4 o	r more items. Here you will enter in
StoreSync Setup	Level:	4	0	the lev	el as 4 items and a standard shipping
Maintenance		items		rate of	Ş0.
Store Log		Reast			
▶ Product	Add Level	neset			
Marketing					
▶ Order	Shipping Infor	mation			

When you are creating a shipping level based on the total number of items purchased, the shipping level for the highest number of items will be treated as X number of items or more.

Once you have created your desired shipping levels, you will have the ability to modify these levels based on the ship to location (or shipping zone). <u>More information on shipping zones</u> <u>Back to scenarios</u> Next let's take a look at our third scenario: I want offer flat \$5 shipping to customers in the US excluding Alaska and Hawaii. I would prefer not to ship orders to Alaska, Hawaii and overseas.

Store > Shipping Prefs			For th	e scenario above	the hest shin	ning method is to use
Home Store Design	× Shipping Pre	eferences	merchant defined. Using merchant defined you could set up postal code ranges with very high shipping rates for Alaska and Hawaii to discourage orders from these states You could also set up an international shipping zone with			defined you could set n shipping rates for lers from these states. al shipping zone with
- Store Design	Available Shinn	are	equall	y high rates.		
General	Available Shippe	ers				
Deumont Drofo	Shipper	Show	on Stor	e Front Prefer	red	
Fayment Freis Mail	Merchant-Defined				Configu	ire
Shinning Drofe	United States Posta	al Service			Configu	ire
Soloo Tox	UPS				Configu	ire
	Annly					
Draduat Drafa	(1440)					
StoroSunc Sotun	Options					?
Maintanance	Allow:	Will Call In	ill Call		12	
Store Log	202 3		in Can		- 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10	
	Display:	Estimated S	Shipping			
Product	Apply					
Marketing						
Order Store > Shinning Profe						
+ =	x			There are 3 diff	ferent ways yo	ou can set up your
L Hama				merchant defin	ed shipping. I	For flat rate shipping
 Nome Stars Desire 	Shipping Pref	Shipping Preferences basis doesn't real			eally matter. N	Nost stores offering a
Store Design	Storefront Configu	ration		single flat rates	shipping gene	erally use total order
 Store 						
Derrerar Dovmont Profe	Shipping Basis:	Total On Total Or	der Amo der Mileir	ount acht		
Mail		Total Iter	Total Urder Weight Total Item Count In		In this case	e, you will want to
Shinning Prefs	Ship To Location	State/Province and/or Country use a postal code range that you can create a so		al code range so an create a special		
Sales Tax	Basis:	 Postal Code Range or Country Zone for Alaska and Hawaii 			aska and Hawaii.	
Server	Delivery Methods:	✓ Standard Standard You can change the shipp		, can change the		
Product Prefs				Dav	nar	ne of the shipping
Users		Next Da	V Nevt	nav	me	thod here.
StoreSync Setup			I VEXU	Cay		
Maintenance	Apply	Once you are Storefront Co	done m	aking changes to ion remember to	your hit	
Store Log		Apply before	going or	n to the next sect	ion.	

Delivery Methods- With merchant defined shipping you can set up to 3 different shipping methods. In this case, let's call our one shipping method Standard. Be sure to uncheck the boxes for Two Day and Next Day.

Options		Once you have finished setting up your shipping, you will have the option to apply a mark up on your		
Shipping Mark-Up:	 None Percentage 0.0 (i.e., 0.0825 = 8.25%) Amount \$0.00 	shipping rates. Some stores will apply a mark up on shipping to cover the cost of packing and handling. You can add a flat dollar amount or a percentage of the total shipping rate (ie if have a 10% mark up and chipping cost 510, an additional 51 will be added bring		
Apply Re	set	the total shipping to \$11). Customers won't see any mark ups just the total shipping rate.		

You will also have the ability to apply a shipping mark –up. With merchant defined shipping you are entering your own shipping rates there is no reason to add a shipping mark-up. You can go ahead and leave this section blank.

Shippi	ng Zones			
	Zone	State/Province	Country	Shipping Zones are used to set up different prices for
	<u>Default</u>	All	All	each level. Before you want to start changing the price
Add Z	one Delet	e Zone(s) Reset		will want to set up your shipping levels.
▶ Shippin	ng Levels			

The next set up is set your Shipping Levels. Shipping levels are used to set the price for each of the available shipping methods.

Store Design		When you first open up the shipping levels, you wil			
 Nome Store Design 	Shipping L	.evels	see the default shipping levels. When you are deleting with a single shipping level, it is best to delete the existing shipping levels and then add a new shipping level for your desired shipping rate.		
Design Settings	Current Level	s			
 Page Template Manager Store Versions 		Level	Standard		
- Store		\$25.00 \$50.00	\$3.95 \$5.95		
General Payment Prefs		\$100.00	\$7.95		
Mail		\$500.00	\$9.95		
Shipping Prefs Sales Tax Server Product Prefs	Delete F	Reset Defaults	To remove the default shipping check the boxes next to the cur levels then click Delete.	g levels, rrent	
Users StoreSync Setup Maintenance	Level:	Level	Standard		
Store Log Product	Add Level	Reset			
List Search	■ Shipping Inform	mation			

Store > Shipping Prefs				
• -	x			
▶ Home	Shipp	ing Levels		
Store Design				
▼ Store	Curren	nt Levels		
General		Level	Standard	
Payment Prefs				
Mail	Delet	e Reset Set Defa	aults	
Shipping Prefs				
Sales Tax	A.J.J. C	hinning Loual		
Server	Add SI	mpping Lever		
Product Prefs		Level	Standard	
Users	Level:	25	5	
StoreSync Setup			Next you will want to set up a lev	el (because ther
Maintenance			only 1 level the order amount do	esn't really matt
Store Log			and enter the desired shipping ra	te (in this case \$
Product	▶ <u>Shipp</u> i	ing Information	be sure to click Add Level.	

Once you have set up your base shipping level, you will want to go back to shipping information, by click on the link about the bottom of the page.

Ship	ping Zones							
	Zone	Country	US Postal Code Rang	Now you hav	e set up your shipping levels, you can set up			
	<u>Default</u>	All		Shipping Zon	es. es are used to set up shipping costs for different			
Add	Zone	Delete Zone(s) Reset	geographic locations. The default geographic region is for countries. In this case, you will want to create a several code zones for the US.				

Shipping Levels

When you are dealing with multiple postal code ranges, it helps to draw a quick table of the zones and the shipping rates.

Postal Code	Flat Rate Shipping
00000-96699	\$5.00
96700-96899 (Hawaii)	\$100.00
99500-99999 (Alaska)	\$100.00
International	\$100

While it isn't possible to prevent customers in Hawaii and Alaska from order, setting a very high shipping cost will discourage customers in these states from purchasing. If a customer from these states does place an order, there will be a very large shipping surcharge.

Now that you have an idea of what rates you want to charge you can start creating your shipping zones.

Add Shipping Zone

Zone Information			First create a shipping zone for the continental US.	
Name:*	Continental US		be sure to	
Country:	United States		*	
Postal Code Range:	Low: 00000 High: 96699			
Levels for This Zone				
Leve	I	Standard		
\$25.00)	\$5.00		

Submit Reset

Next you will want to repeat this process for Hawaii and Alaska.

Add Shipping Zone

Zone Information		?
Name:*	Hawaii	
Country:	United States	*
Postal Code Range:	Low: 96700 High: 96899	
Lovels for This Zone		
Levels for this Zone		
Leve	el Standard	
\$25.0	0 100	

Submit Reset

Add Shipping Zone

Zone Information				?
Name:*	Alaska			
Country:	United States		*	
Postal Code Range:	Low: 99500 High: 9999	9		
Levels for This Zone				
Leve	I	Standard		
\$25.00)	100.00		

Submit Reset

Once you have created the shipping zone for Hawaii and Alaska, you will want to set up your default zone (which is used for customers who are not in another zone).

Shipp	ping Zones					
	Zone	Country	US Postal Code	Range		
	<u>Alaska</u>	US	99500	99999		
	Continental US	US	00000	96699	_	
	Default				To m	nake changes to your Default shippi
	Hawaii	US	96700	96899	20116	, click off Default.
Add	Zone Delete Z	one(s) F	Reset			

▶ Shipping Levels

When you are looking at the default shipping zone, you will notice that it has the original default shipping rate of \$5; you will want to change that to the more expensive \$100 shipping rate to deter international orders.

Update Shipping Zones

Zone Information		2
Name:	Default	
Country:	All	
Postal Code Range:	Low: High:	
Levels for This 7	-	
Levels for This Zon	e	Ø
Level	Standard	
\$25.00	100	
Submit Reset		

Back to scenarios

Next let's take a look at the fourth scenario: I want to set up my own shipping rates based on weight and what country the order is shipped to.

I would like to have shipping based on weight and have specific rates for US, Mexico and other international orders.

Store > Shipping Prefs							
• •	<						
▶ Home	Shipping	Shipping Preferences		case the b	est shipping metho	od would be to	
Store Design				set up merchant defined shipping based on weight with several different shipping zones.			
• Store	Available Sh	ippers			2		
General	Shipper	Sho	w on Store Front	Preferred			
Payment Prefs	Merchant-Defi	ned 🗹		[onfigure		
Mail	United States F	ostal Service		(onfigure		
Shipping Prefs	UPS			(onfigure .		
Sales Tax	Apply						
Server Braduat Brafa							
Product Preis							
StoreSync Setur	Options				2		
Maintenance	Allow:	🔲 Will Call 🖟	Will Call	191			
Store Log	Dieplay:	E Ectimated	l Shinning	10			
Product	Display.		1 Shipping				
Marketing	Apply						
Order							
Store > Shipping Prefs							
•	x						
Home	Chir	ning Brof	oronooo	There a	re 3 different ways	s you can set up your	
Store Design	SIII	ping Prei	erences	want to	set up shipping ba	ased on the total order	
 Store 	Stor	efront Configu	ration			2	
General	Shin	ning Basis [.]	O Total (Judar Ama	ust		
Payment Prefs	Chip		 Total ()rder Weig	uht		
Mail			O Total I	em Count	,		
Shinning Drofe	Shin	To Location	State/	Drovince o	nd/or Country		
Coloo Tev	Basi	Basis: O Bostal Code Bange or Country					
	Deliv	erv Methods:	Stand	ard Oter	level		
Server	Denv.	., momodo.		Stand	ard	You can change the na	ame o
			🔄 Two D	ay Two [Day	the snipping method	nere.
Product Prefs							
Product Prefs Users			🔲 Next D)ay Nextl	Day		
Product Prefs Users StoreSync Setup			🔲 Next [)ay Next I	Day		1
Product Prefs Users StoreSync Setup Maintenance	Ар	oly	Once you are)ay Next I done makin	Day	Storefront Configuration]

Ship to Location Basis- Here you can determine if shipping zone can be set up on a state/country level or postal code range. The Ship to Location Basis really only matters when you will have more than 1 US shipping zone. In the case, you will want to use State/Country Location Basis so that you don't need to worry about postal code ranges when setting up the shipping zone for domestic shipping.

Delivery Methods- With merchant defined shipping you can set up to 3 different shipping methods. In this case, let's call our one shipping method Standard. Be sure to uncheck the boxes for Two Day and Next Day.

0		
Options		Once you have finished setting up your shipping, you will
Shipping Mark-Up:	 None Percentage 0.0 (i.e., 0.0825 = 8.25%) Amount \$0.00 	have the option to apply a mark up on your shipping rates. Some stores will apply a mark up on shipping to cover the cost of packing and handling. You can add a flat dollar amount or a percentage of the total shipping rate (ie if have a 10% mark up and shipping cost \$10, an additional \$1 will
Apply R	eset	be added bring the total shipping to \$11). Customers won't see any mark ups just the total shipping rate.

You will also have the ability to apply a shipping mark –up. With merchant defined shipping you are entering your own shipping rates there is no reason to add a shipping mark-up. You can go ahead and leave this section blank.

Shippi	ng Zones			
	Zone	State/ Province	Country	Shipping Zones are used to set up different prices for
	<u>Default</u>	All	All	price for a shipping level based on the ship to
Add Z	Zone Delet	e Zone(s) Reset		
▶ <u>Shippir</u>	ng Levels	To start setting up	your shipping lev	vels, click on Shipping Levels.

Note: When you are setting up shipping levels based on weight, it can help to create a quick table of what rates you want to charge.

Weight	US Rates	Mexico Rates	International Rates
0-6 lbs	10	14	24
6-12 lbs	20	24	40
12+ lbs	25	30	70

Store > Snipping Prefs	x				
Home	~	Shipping L	_evels		
Store Design					
▼ Store		Current Leve	s		
General			l evel	Standard	
Payment Prefs			2000	otanaara	
Mail		Delete F	Reset Set Defaults		
Shipping Prefs					
Sales Tax			. 1		
Server		Add Snipping	Levei		
Product Prefs			Level	Standard	Here you will be able to enter
Users		Level:	6	10	in the weight and the desired
StoreSync Setup			lb		shipping rate.
Maintenance			Deset		
Store Log		Aud Level	Hesel		
Product					
Marketing		▶ Shipping Infor	<u>mation</u>		

When you are setting up the lowest weight level, Storefront will automatically create a range for 0 to the lowest weight level. So in this case you can create a shipping level for 6 lbs and if someone orders between 0 and 6 lbs they will be charged \$10.

The same is true when a customer order weights more than the highest defined shipping level.

Shipping Levels

Current Levele			
Current Levels	1	Chandrad	
	Level 6 lb	standard \$10.00	
	410	φ10.00	
Delete	eset Set Defaults		
Add Shipping	Level		
	Level	Standard	Next you will want to create a
Level:	12	20	shipping level for orders
	lb		between 6 and 12 lbs.
Current Levels	evels		
	Level	Standard	
	6 lb	\$10.00	
	12 lb	\$20.00	
Delete Re	eset Set Defaults		
Add Shipping L	evel		
	Level	Standard	Last you will want to create a
Level:	12.01	25	shipping level for orders weight

▶ Shipping Information

Add Level

lb

Reset

Once you have set up your different shipping levels, you will want to go back to shipping information, by clicking on the link at the bottom of the page.

more than 12 lbs.



▶ Shipping Levels

Add Shipping Zone

Zone	Information					To set	t up a new shipping zone, all you	
Name	e:*	Domestic				need	to do is give the zone a name (this	
State	e/Province:	ALL				won't	see this), select the country from	
Coun	itry:	United States			*	the drop down menu and enter the		
Leve	Levels for This Zone			Once for th	you have entered the information is zone, click Submit.			
	Lev	/el		Standar	1			
	6	lb	\$	\$10.00				
	12	lb	\$	\$20.00				
	12.0	1 lb	\$	\$25.00				
Subm	nit Reset							
Shipp	oing Zones							
	Zone	Sta	te/Province		Country			
	<u>Default</u>		All		All			
	<u>Domestic</u>		All		US	Now th	nat you have created a shipping	
Add Zone			Reset			zone fo under 3 rd zon	or the US, you will see it listed your Shipping Zones. To create a e for Mexico, click on Add Zone.	

▶ Shipping Levels

Add Shipping Zone

Zone Information	n		2
Name:*	Mexico		To create a shipping zone for Mexico,
State/Province:			select Mexico from the drop down menu
Country:	Mexico	*	of countries.
			Be sure to get the zone a name and enter
Levels for This Z	one		the prices for shipping to customers in
L	evel	Standard	this zone.
	6 lb	14	
	12 lb	24	
12	2.01 lb	30	
Submit Reset			

Shipp	oing Zones			
	Zone	State/Province	Country	Finally the last step will be to se
	<u>Default</u>	All	All	default shipping zone. This zone
	Domestic	All	US	used for customers who not in t Mexico. To edit this zone, click of
	Mexico	All	MX	name of the zone (in this case D

▶ Shipping Levels

Update Shipping Zones

Zone Information		?
Name:	Default	
State/Province:	All	
Country:	All	

Levels for This Zone		Here you will be able to update the Default	
Level	Standard	shipping zone.	
6 lb	24	When you first open your default shipping zone,	
12 lb	40	you will see the shipping levels you originally created. Be sure to update those rates to the	
12.01 lb	70	correct default international shipping rates.	

Submit Reset
Back to scenarios

Now, let's take a look at the fifth scenario: I want to offer standard and two day shipping. I want the rates to be based on how much the customer is spending on my store.

Store > Shipping Prefs								
•	x				For the scenario	above the	a hast shinnir	a method is to use
▶ Home		Shipping Preference		ces	es merchant defined based on the total order amount. Here y			
Store Design					would be able t	o set up m varv base	ultiple shippe d on the tota	er levels to allow the Lorder amount.
Store		Available Shi	Available Shippers			fully subc		2
General		Shipper		Show	/ on Store Front	Preferre	d	
Payment Prefs		Merchant-Defin	ed				Configure	2
Mail		United States P	ostal Service				Configure	2
Shipping Prefs		UPS					Configure	2
Sales Tax								
Server		Apply						
Product Prefs		5						
Users		Ontions					1	2
StoreSync Setup		options		and the second				0
Maintenance		Allow:	U Will (Sall V	Vill Call			
Store Log		Display:	🔽 Estin	nated	Shipping			
Product			100-00					
Marketing		Apply						
Order								
<u>Store</u> > Shipping Pref	s							
• -	x							
Home		Shinning	Droford	nce	There a	are 3 differ	B different ways you can set up nant defined shipping. In this vant to create tiered shipping	
Store Design		Shipping	FICICIO	ince	your m	erchant de ou want to		
Store Design		Storefront (Configuratio	n	based o	d on the total order amount.		
Conorol								
General Deursent Durf-		Shipping Ba	SIS:	O To	otal Order Amo	unt		
Payment Prets				О Т.	otal Order Weig stal Itam Count	Jrder Weight		
		Shin Ta Laar	ation		nameni count			Here you can
Shipping Prets		Basis:	Ship To Location State/Proving Basis:		tate/Province a	rovince and/or Country change the name		
Sales Tax -		Dolivory Mot	hade:			ige of CO	untry	method. In this
Server		Delivery Methods: Vanda		tandard Stand	lard		case, the two	
Product Prefs			🔽 Two Day 🛛 🖓		wo Day Two D	Day		will be Standard
Users				N	ext Day Next [Day		and Two Day.
StoreSync Setup			Г	0				
Maintenance		Apply		Once Store	you are done mai ront Configuratio	king chang on rememb	es to your er to hit App	ly
Store Log				hefor	and an to the	nevt sectio	n	

Ship to Location Basis- Here you can determine if shipping zone can be set up on a state/country level or postal code range. The Ship to Location Basis really only matters when you will have more than 1 US shipping zone. In the case, you will want to use State/Country Location Basis so that you don't need to worry about postal code ranges when setting up the shipping zone for domestic shipping.

Delivery Methods- With merchant defined shipping you can set up to 3 different shipping methods. In this case, let's call our flat rate shipping method Standard. Be sure to uncheck the boxes for Two Day and Next Day.

Options		Once you have finished setting up your shipping, you will have the ention to apply a mark up on your
Shipping Mark-Up:	 None Percentage 0.0 (i.e., 0.0825 = 8.25%) Amount \$0.00 	shipping rates. Some stores will apply a mark up on shipping to cover the cost of packing and handling. You can add a flat dollar amount or a percentage of the total shipping rate (ie if have a 10% mark up and
Apply Re	eset	shipping cost \$10, an additional \$1 will be added bring the total shipping to \$11). Customers won't see any mark ups just the total shipping rate.

You will also have the ability to apply a shipping mark –up. With merchant defined shipping you are entering your own shipping rates there is no reason to add a shipping mark-up. You can go ahead and leave this section blank.

Shippi	ing Zones			
	Zone <u>Default</u>	State/ Province All	Country All	Shipping Zones are used to set up different prices for each level. Before you want to start changing the price for a shipping level based on the ship to location, you will want
Add 2	Zone Delete	e Zone(s) Reset		to set up your shipping levels.
💽 <u>Shippi</u>	ng Levels			

When you are dealing with multiple shipping levels, it helps to draw a quick table of the zones and rates you would like to charge.

Total Order Amount	Standard Shipping	Two Day Shipping
\$0-\$50	\$12	\$25
\$50.01- \$99.99	\$15	\$29
\$100+	\$0	\$35

Now that you have a clear idea of the rates you would like to charge, you can start creating your shipping levels.

Store Design				
• • X		-		
▶ Home	Shipping L	.evels	When you first open up the shipping levels, you	u will see
▼ Store Design			own shipping levels, you may find it easiest to	ting your delete
Design Settings	Current Level	s	the existing levels and add your own.	
Page Template Manager		L evel	Standard	
Store Versions		\$25.00	\$3.95	
▼ Store		\$50.00	\$5.95	
General		\$100.00	\$7.95	
Payment Prefs		\$500.00	\$9.95	
Mail		\$300.00	ψ3.33	
Shipping Prefs	Delete F	Reset Default	S To remove the default shipping	
Sales Tax			levels, check the boxes next to the	
Server			current levels then click Delete.	
Product Prefs	Add Shipping	Level		
Users		Level	Standard	
StoreSync Setup	Level:			
Maintenance				
Store Log	Add Level	Reset		
 Product 				
List	Shipping Information	mation		
Search				

Shipping Levels

Current Levels			
Level	Standard	Two Day	
Delete Reset	Set Defaults		
Add Shipping Leve	۶I		
Level: 50	rel Standard	Two Day	Here you will be able to enter in the total order amount and the desired shipping rate for both Standard and Two Day.
Add Level Re	eset	l	

▶ Shipping Information

When you are creating your shipping level for the lowest order amount, storefront will automatically create a range from \$0 to the lowest level. So in this case if a customer spends between \$0- \$50 standard shipping would be \$12. **Shipping Levels**

Current I	evels			
	Level	Standard	Two Day	
	\$50.00	\$12.00	\$25.00	
Delete	Reset Set	Defaults		
Add Ship	ping Level			
Level: Add Let	Level 99.99 vel Reset	Standard 15	Two Day 29	Next you will want to create a shipping level for orders between \$50.01 and \$99.99.
▶ <u>Shipping</u> Shippir Current L	Information Ig Levels .evels			
	Level	Standard	Two Dav	
	\$50.00	\$12.00	\$25.00	
	\$99.99	\$15.00	\$29.00	
Delete	Reset Set	Defaults		
Add Ship	ping Level			Next you will want to create you
Level:	Level 100 /el Reset	Standard D	Two Day 35	last shipping level for orders over \$100. Because this is the highest shipping level, any orders over the \$100 level will be charged the shipping rates for this level.

■ Shipping Information

When you are creating a shipping level based on the total order amount, the shipping level for the highest order amount will be treated as \$X or more.

Once you have created your desired shipping levels, you will have the ability to modify these levels based on the ship to location (or shipping zone). <u>More information on shipping zones</u> Back to scenarios

Next, let's take a look at our sixth scenario: I sell shoes and handbags. I want to charge \$4 for each pair of shoes and \$5 for each handbag ordered.

Store > Shipping Prefs			each individ	ual item. Y	ou would also want to configure you	ur
* - X			merchant de	efined sett	ings to be a flat \$0. Storefront will b	e
▶ Home	Shipping Preferen	ces	able to add purchased (s	up the shij setting you	oping amount specified for each iten ur merchant defined to zero will ensi	n ure
Store Design			that there is	a \$0 base	shipping amount).	
• Store	Available Shippers				?	
General	Shipper	Show	on Store Front	Preferred		
Payment Prefs	Merchant-Defined	1			Configure	
Mail	United States Postal Service				Configure	
Shipping Prefs	UPS				Configure	
Sales Tax						
Server	Apply					
Product Prefs						
Users	Ontions					
StoreSync Setup	Options				e	
Maintenance	Allow: 🔲 Will (Call W	'ill Call			
Store Log	Display: 🔽 Estin	nated S	Shipping			
Product						
Marketing	Apply					
▶ Order						

<u></u>			There are 3 different ways you can set up your mercha		
★ Image: Contract of the second s	Shipping Prefe	erences	defined shipping. In this case free shipping level, so the sh matter. Most stores offering	e, you will be creating a single hipping basis doesn't really g product based shipping set up	
Store Design	Storefront Configura	ation	their base shipping using tot	al order amount.	
 ✓ Store General Payment Prefs 	Shipping Basis:	⊙ Total ○ Total ○ Total	Order Amount Order Weight Item Count		
Mail Shipping Prefs	Ship To Location Basis:	⊙ State. ○ Posta	/Province and/or Country Il Code Range or Country	You can change the name of the shipping method. When you are	
Sales Tax Server Product Prefs Users	Delivery Methods:	✓ Stand Two I Next	Day Two Day Day Next Day	setting up shipping on a product leve customers will still see these options In case you will want to have just option for Standard shipping.	əl, 3.
StoreSync Setup Maintenance Store Log	Apply O)nce you are d emember to h	one making changes to your S it Apply before going on to the	torefront Configuration e next section.	

Ship to Location Basis- Here you can determine if shipping zone can be set up on a state/country level or postal code range. The Ship to Location Basis really only matters when you will have more than 1 US shipping zone. In the case, you will want to use State/Country Location Basis so that you don't need to worry about postal code ranges when setting up the shipping zone for domestic shipping.

Delivery Methods- With merchant defined shipping you can set up to 3 different shipping methods. In this case, let's call our flat rate shipping method Standard. Be sure to uncheck the boxes for Two Day and Next Day.

Options		Once
Shipping Mark-Up:	 None Percentage 0.0 (i.e., 0.0825 = 8.25%) Amount \$0.00 	have t rates. shippi shippi won't
Apply P	leset	L

Once you have finished setting up your shipping, you will have the option to apply a mark up on your shipping rates. A shipping mark up will be applied to the base shipping cost. So in this case, where you will be setting up shipping cost on a product level, a shipping mark up won't work. So you will want to leave this section blank.

You will also have the ability to apply a shipping mark –up. With merchant defined shipping you are entering your own shipping rates there is no reason to add a shipping mark-up. You can go ahead and leave this section blank.

Shippi	ng Zones				
	Zone	State/Province	Country	Ship	ping Zones are used to set up different prices for
	<u>Default</u>	All	All	for a	a shipping level based on the ship to location, you
Add Z	Zone Delet	e Zone(s) Reset		will	want to set up your shipping levels.
D Shippin	ng Levels				

The next step is to set up a single shipping level for \$0.

Store Design	11 0				
 Home Store Design 	Shipping L	.evels	When you firs the default sh a single shippi shipping level the desired \$0	t open up the shipping levels, you wil ipping levels. When you are deleting ing level, it is best to delete the existi s and then add a new shipping level f).	ll see with ng or
Design Settings	Current Level	s			
 Page Template Manager Store Versions 		Le	evel	Standard	
▼ Store		\$2: \$5!	5.UU 0.00	\$3.95	
General Pavment Prefs		\$10	0.00	\$7.95	
Mail		\$50	0.00	\$9.95	
Shipping Prefs	Delete	eset	Set Defaults		
Sales Tax Server			To remove the	default shipping levels, check the]
Product Prefs	Add Shipping	Level	boxes next to t	the current levels then click Delete.	
Users		I	_evel	Standard	
StoreSync Setup	Level:				
Maintenance			<u>,</u>		
Store Log	Add Level	Reset	J		
 Product 					
List	Shipping Information	mation			
Search	· · ·				
Shipping Levels					

Current Levels	3		
L	evel	Standard	
Delete	eset Set Defaults		
Add Shipping	Level		
	Level	Standard	
Level:	1	0	
Add Level	Reset	Next you will wan there is only 1 lev matter) and enter	t to set up a level for \$0. Because el the order amount doesn't really the desired base shipping rate, in
Shipping Inform	nation	this case \$0. Be su	ire to click Add Level.

Now that you have set up your base shipping level, you will want to set up the shipping rate for each product. Let's go in and add the \$5 shipping charge to an existing product.

Product Informat	tion	
Pink Handbag	To editing an existing product, click on Update.	
Product No. 7		
Update Copy K	Keywords Related Attributes Promotions List on eBay	
 Basic Information 	2	
Product Name:*	Pink Handbag	
Categories:	Handbags	
SKU/ItemNo: ISBN:		
Product Informa	ation	
Pink Handbag		
Product No. 7		
• -		
 Basic Information 		?
Description		2
Images		2
Pricing Information	on	?
🔹 Shipping Informa	tion	?
Shipping:	5.00 Exclude from shipping charges Here you can add an additional shipping	
Container:	Self	
Weight:	0.0	
Dimensions:	Length: 0.0 in x Width: 0.0 in x Height: 0.0 in	
Inventory Informa	ation	?
Attributes		?
 Options 		?
→ Custom Informatio	on	?
→ Search Engine Tu	uning	2
Submit	Once you have updated the shipping information, remember to click Submit.	

When you are adding a shipping charge for an item, the shipping amount will automatically be added to the total shipping cost. In this case, if a customer purchases this handbag \$5 will be added to the total shipping cost (in this case merchant defined was set to \$0 so the total shipping cost will calculate based on the shipping charge for each product). If a customer purchased two of this time and nothing else, the total shipping cost would be \$10 (\$5 for each handbag).

In this case, you don't have to worry about adding the weight or dimensions for each product because you aren't using one of the shipping calculators.

Back to scenarios

Next let's take a look at our seventh scenario: I have a physical store and I would like to offer an option to pick up the order at my store but I still want to offer shipping using UPS.

Store > Shipping Prefs			n this case the best shipping method w	rould be to
• E	x		configure UPS and then set up a will call	option to pick
▶ Home	Shipping Preferen	ces	up the order in your physical store.	
▶ Store Design	n s		.et's start by configure UPS.	
▼ Store	Available Shippers		2	
General	Shipper	Show on Store Front	Preferred	
Payment Prefs	Merchant-Defined		Configure	
Mail	United States Postal Service	-	Configure	
Shipping Prefs	UPS	-	Configure	
Sales Tax	and the second se			
Server	Apply			
Product Prefs				
Users				
StoreSync Setup	Options		2	
Maintenance	Allow: 🔲 Will 🛛	Call Will Call		
Store Log	Dienlay: 🔽 Ectin	nated Shinning		
Product		nated Onipping		
Marketing	Apply			
▶ Order				
Store > Shipping Prefs				
• • >	c .			
▶ Home	Shipping Preferences	s		
Store Design				
▼ Store	 UPS Configuration 		2	
General	UPS shipping not configured.	Click Apply to begin	the setup	
Payment Prefs	process or select a different s	hipper for configurati	on	
Mail	The	e first time you work	with UPS, you will need to	
Shipping Prefs	app	oly for a UPS accoun	t. To get started click on Apply.	
Sales Tax				
Server	Options		2	
Product Prefs	Shipping Shipping			
Users	Mark-Up: O Percentag	e 0.0 (i.e., 0.0825 -	= 8.25%)	
StoreSync Setup	O Amount \$	0.00		
Maintenance	Active Packing Default 💌			
Store Log	Algorithm:			
Product	Apply Reset			
Marketing				
▶ Order	N Obienie o Ostal			
Shipping	Snipping Containers			
Customer				
▶ Sales	SERVICE® are registered	trademarks of United I	Parcel Service	
Support	V of America, Inc.			

Store > Shipping Prefs			
•	x		
▶ Home	Shipping Preferences		
Store Design			
Store	 UPS Configuration 	2	
General	UPS TECHNOLOGY AGREEMENT Version UTA02012008 PLEASE CAREFULLY		
Payment Prefs	READ THE FOLLOWING TERMS AND CONDITIONS OF THIS UPS TECHNOLOGY AGREEMENT, BY INDICATING BELOW THAT YOU AGREE TO BE BOUND BY THE		
Mail	TERMS AND CONDITIONS OF THIS AGREEMENT, YOU HAVE ENTERED INTO A		
Shipping Prefs	SERVICES CO. ("UPS"). This Agreement comprises (1) these General Terms and		
Sales Tax			
Server			
Product Prefs	Terms of Service explained here.		
Users			
StoreSync Setup			
Maintenance			
Store Log	_		
Product			
Marketing			
• Order		Once you have read over the te	erms
	Accept to continue or decline to cancel OAccept	of service (you will need scroll	down
	registration.	to see the accept option), you	will
	If you intend on printing shipping labels you will be required to provide your UPS	need to accept their terms of s	ervice
	have an account number you may click here to open an account.	to finish registering for an acco	unt.
	Apply		
	Options	2	
	Shipping None		
	Mark-Up: O Percentage 0.0 (i.e., 0.0825 = 8.25%)		
	Amount \$0.00		
	Active Packing Default Y		
	Apply Heset		

Home	A Chinning D	roforopooo	Here you v	will be able to enter your company		
 Store Design 	Shipping P	references	Informatio	in to apply for a UPS account.		
✓ Store	🔻 UPS Configu	ration		2		
General	Company Name:	Store Name Here	!			
Payment Prefs Moil	Address:	123 Main St				
Shipping Prefs	Address 2:					
Sales Tax	City:	Englewood				
Server	State:	СО				
Product Prefs	Postal Code:	80112				
Users	Country Code	US 💌				
StoreSync Setup Maintenance	Contact:	Store Owner Nam	e Here			
Store Log	Title:	Owner				
▶ Product	Email:	Store Owner Ema	il Here			
Marketing	Phone:	Your Phone Num	oer Here			
▶ Order	FAX:					
Shipping	URL:	Your Storefront Ac	dress here			
Customer	Pickup Postal	80112				
Support	Code:	r is required to print obj	ning labela. If you we	u la like te eren		
Report	an account with UP	an account with UPS <u>click here.</u>				
	Account Number:		accour	nt number here. Note: A UPS account is		
	I would like a UPS S shipping account or	ales Representative to c to answer questions at	contact me			
	Sales Callback:	○ Yes ⊙ No		If you would like more information about opening a UPS account, you can request a sales call back from a		
	Cancel:	Cancel the regi	stration process.	UPS representative.		
	Apply ┥		Once you have fi about your comp	illed out of the required information pany, be sure to click on Apply.		

Store > Shipping Prefs				
* - X				
▶ Home	Shipping P	reference	s	
Store Design				
▼ Store	🔻 UPS Configu	ration		2
General	Registration Su	ccessful! You	have completed the UPS	
Payment Prefs	registration pro	cess. Click the	e Apply button to configure your	r
Mail	snipping option	s.	Onco you have finished r	productoring with LIPS, you will be able
Shipping Prefs	Apply		to configure your shippin	a options by clicking on Apply
Sales Tax			to configure your shippin	ig options by clicking on Apply.
Server				
Product Prefs	Options			5
Users	Shipping	 None 		
StoreSync Setup	Mark-Up:	O Percenta	ge 0.0 (i.e., 0.0825 = 8.25%)	
Maintenance		Amount	\$0.00	
Store Log	Active Packing	Default 💌		
Product	Algorithm:			
▶ Marketing	Apply Res	set		
▶ Order				
Shipping	Shipping Contai	ners		
Customer				

Store > Shipping Prefs		There are two different ways that UPS can calculate shipping. Total order weight will add up the total weight for all items purchased and						
* = X			calculate shipping as if a	all items	were packaged in a single container.			
▶ Home	Shipping Preference	ces	The second option is set	t up a Pa	acking Algorithm if you want shipping			
Store Design			containers. A packing al	gorithm	i can also be used to help determine			
▼ Store	 UPS Configuration 		which container or containers should be used to ship multip					
General	Quote Basis (See help for	ЮT	Fotal Order Weight					
Payment Prefs	weight/dimension unit	ОF	Packing Algorithm	There	e are three different types of UPS			
Mail	UPS Account Type	Ог	Jaily Pickun	accor	unts. Most Storefronts use			
Shipping Prefs		⊙⊙	Decasional Pickup	optio	on to schedule a pick or take a			
Sales Tax		Os	Suggested Retail Pickup	package to a UPS customer counter.				
Server	How will UPS receive your	00	Daily Pickup	Next	you will be able to select how you			
Product Prefs	packages?	00	Customer Counter		would like UPS to receive your packages.			
Users			Une Time Pickup On Call Air	counter because you aren't required to set				
StoreSync Setup		O Suggested Retail Rates ◯ Letter Center		up a UPS account and there are no additional service fees. The selection here will have an effect on the rates displayed on your store. If you				
Storo Log								
Store Log			Air Service Center					
Product	Offered Delivery Methods:		JPS Next Day Air®	have	any questions, see the UPS website.			
• Markeung		. ⊠u	JPS 2nd Day Air® JPS Ground					
Order Skinning			JPS Worldwide Express	SM	Here you can select which UPS			
Snipping			JPS Worldwide Expedite	ed SM delivery methods; you would				
Customer			JPS Standard		like to offer on your store.			
Support			JPS Next Day Air Saver(B				
Report		ΠU	UPS Next Day Air® Early A.M.® UPS Worldwide Express Plus SM					
			JPS 2nd Day Air A.M.® IPS Saver SM					
	Include insurance:		Here vou can de	ecide if v	you would automatically			
	Email shipment notification:		like to include in	, nsurance	e on all packages.			
	Re-Register:	Pick- your	Re-register to change yo -up Postal Code or to ac UPS account number.	ur acco dd/upda	unt te			
	Apply							

Note: If you do want to use a Packing Algorithm, you will need to provide a weight and dimension for each product. If you want the algorithm to determine which containers should be used for each order, you will need to set up shipping containers. If you don't set up shipping containers, the algorithm assumes that each product is self contained (ie: each product is in its own container). When using a packing algorithm, the USP shipping processor rounds package length, width and height to the nearest whole number.

UPS Account Types

Daily Pickup- A UPS driver will make a regular stop at your location each day (Monday- Friday). Note: A weekly service charge and daily rates will be billed to your UPS account

Occasional- You will be able to schedule a UPS driver to pick up your shipments. Note: While there are no weekly service charges, UPS on Demand rates will be applied to your UPS account.

Retail- Use this option only if you are shipping from a retail outlet.

How will UPS receive your packages? The three most commonly used methods are Daily Pickup, Customer Counter, and One Time Pickup.

Daily Pickup- A UPS driver will make a regular stop at your location. Note: Additional charges may apply **Customer Counter**- You will take the package to a UPS customer service counter when an order needs to be shipped. This is the most popular choice as there are no additional service fees.

One Time Pickup- You can have your shipment picked up from your home or office by scheduling a pick online or by calling 1-800-PICK-UPS. UPS will pick up all packages with a single request. Note: A residential surcharge may apply. See the UPS website for more information.

Email shipment notification- If you would like your customers to receive an email notification when their order has been shipped, you can check the box to automatically send an email notification of shipment when you generate the packing labels in Storefront.

If you do find you need to go back and update the account information for UPS, you can update this information by checking the box next to re-register and then clicking submit.

Ontions						
Shipping Mark-Up: Annly Beset	ntage 0.0 (i.e., 0.0825 = 8.25%) nt \$0.00	Once you have option to apply mark up on shi add a flat dolla have a 10% ma bring the total	finished setting up your a mark up on your shipp pping to cover the cost o r amount or a percentage rk up and shipping cost \$ shipping to \$11). Custom	UPS shipping, y ving rates. Som f packing and h e of the total sh i10, an addition ers won't see a	you will have e stores will a nandling. You nipping rate (i nal \$1 will be any mark ups	
Store > Shipping Prefs (Dnline Guide	the total shippi	ing rate.			
● ■ Home Store Design	× Shipping Pre	ferences	To start using UPS to store, you will need to shipper. You will also	calculate shipp o make it your want to check	ing on your preferred the box to	
Store	Available Shippe	IS	show UPS on Storefro finished be sure to cli	efront. When you are click on Apply.		
General	Shipper	Show o	n Store Front Preferred	t i		
Payment Prefs	Merchant-Defined			Configure		
Mail	United States Posta	I Service	22 ₁₀	Configure		
Shipping Prefs	UPS		۲	Configure		
Sales Tax	50.000					
Server	Apply					

Now you have finished setting up UPS for your shipping, the next step is to set up a will call option for customers to pick up an order in your store.

Store > Shipping Prefs Online	<u>Guide</u>			
Home Store Design	Shipping Preferen	ces		
- Store	Available Shippers			?
General	Shipper	Show on Store Front	Preferred	
Payment Prefs	Merchant-Defined			Configure
Mail	United States Postal Service		312	Configure
Shipping Prefs	UPS		۲	Configure
Sales Tax				
Server	Apply			
Product Prefs				
Users				0
StoreSync Setup	Options			2
Maintenance	Allow: 🔽 Will (Call Pick up in store		1
Store Log	Disnlay: 🔽 Estin	nated Shinning		1
Product	Elopidj.	inter curbbing		
Marketing	Apply			
▶ Order				

On your shipping preferences page, you will a box for Options. Checking the box for Allow will set up a will call option where customers can select to pick up the order from your location. You do have the ability to change how this option is named. In this case, let's call our will call option Pick up in store.

Back to scenarios

Next let's take a look at the eighth scenario: I want to ship my items using UPS but I have few items that need special packaging. I want to charge an additional \$5 shipping each time one of these items is purchased.

* - X					In this case, the best shipping method would be to			
Home	Shipping P	referen	ces	configure	UPS and the	n configure a flat \$5 shippin al items		
Store Design				charge for	these specia			
Store	Available Shi	ppers		Let's start	by configure	e UPS.		
General	Shipper		Show on Store Front	Preferred				
Payment Prefs	Merchant-Defin	ed			Configure			
Mail	United States P	ostal Service			Configure			
Shipping Prefs	UPS				Configure			
Sales Tax								
Server	Apply							
Product Prefs								
Users	0.1				0			
StoreSync Setup	Options				?			
Maintenance	Allow:	🔲 Will (Call Will Call					
Store Log	Display:	🔽 Estin	nated Shipping	10				
Product		1000						
Marketing	Apply							
• Order								

<u>Store</u> > Shipping Prefs				
•	x			
▶ Home		Shipping Pr	references	
Store Design				
 Store 		🔻 UPS Configu	ration	?
General		UPS shipping n	ot configured. Click Apply to begin the setup	
Payment Prefs		process or sele	ct a different shipper for configuration	
Mail		Apply	The first time you work with UPS, you will n	eed to
Shipping Prefs			apply for a UPS account. To get started click	on Apply.
Sales Tax				
Server		Options		2
Product Prefs		Shinning	None	
Users		Mark-Up:	Percentage 0.0 (i.e., 0.0825 = 8.25%)	
StoreSync Setup			O Amount \$0.00	
Maintenance		Active Packing		
Store Log		Algorithm:		
Product				
Marketing			set	
▶ Order				
Shipping		Shipping Contair	ners	
Customer				
Sales			PS & Shield Design®, and UNITED PARCEL ® are registered trademarks of United Parcel Service	
Support		of America	a, Inc.	,

Support

• -	x	
Home	Shipping Preferences	
Store Design		
Store	 UPS Configuration 	2
General	UPS TECHNOLOGY AGREEMENT Version UTA02012008 PLEASE CAREFULLY	
Payment Prefs	AGREEMENT. BY INDICATING BELOW THAT YOU AGREE TO BE BOUND BY THE	
Mail	TERMS AND CONDITIONS OF THIS AGREEMENT, YOU HAVE ENTERED INTO A LEGALLY BINDING AGREEMENT WITH LINITED PARCEL SERVICE GENERAL	
Shipping Prefs	SERVICES CO. ("UPS"). This Agreement comprises (1) these General Terms and	_
Sales Tax		
Server	Torms of Comvine overlained hore	
Product Prefs	Terms of Service explained here.	
Users		
StoreSync Setup		
Maintenance		
Store Log	_	
Product		
Marketing		
Order		
	Accept to continue or decline to cancel	
	registration. Occline	Once you have read c
	If you intend on printing shipping labels you will be required to provide your UPS	the terms of service (
	Account Number on a later step of the registration process. If you don't already have an account number you may click here to open an account.	the accept option), yo
		need to accept their t
	Apply	of service to finish registering for an acco
	Options	2
	Shipping None	
	Mark-Up: O Percentage 0.0 (i.e., 0.0825 = 8.25%)	
	Amount \$0.00	
	Active Packing Default 💌	

Store > Shipping Prefs							_	
• =	X Shinning Dr	oferences	Here you will be able to enter your company					
Store Design	Shipping Pi	elerences	informa	information to apply for a UPS account.				
▼ Store	🔻 UPS Configu	ration				?		
General	Company Name:	Store Name He	re					
Payment Prefs	Address:	123 Main St						
Mail Shinning Prefs	Address 2:							
Sales Tax	City:	Englewood						
Server	State:	CO						
Product Prefs	Postal Code:	80112						
Users	Country Code	US 💌						
StoreSync Setup Maintenance	Contact:	Store Owner Na	me Here					
Store Log	Title:	Owner						
Product	Email:	Store Owner Err	ail Here					
Marketing	Phone:	Your Phone Nur	nber Here	7				
▶ Order	FAX:							
Shipping	URL:	Your Storefront	Address her	e				
Customer	Pickup Postal	80112						
Support	Code:	·						
Report	an account with UPS	S click here.	nipping labels.	If you alre	eady have	e a UP	S account, you can	enter your
	Account Number:			to print sh	hipping la	abels i	inside Storefront.	is required
	I would like a UPS Sa shipping account or Sales Callback:	eles Representative to to answer questions O Yes No	o contact me al about UPS ser	oout opening a vices.	UPS I	f you about can ree	would like more info opening a UPS acco quest a sales call ba	ormation unt, you ck from a
	Cancel:	Cancel the re	gistration pro	OCESS.	Ľ	JPS re	epresentative.	
	Apply 🔶	O al	nce you hav	ve filled out ompany, be	of the resure to	equire click o	ed information on Apply.]

Store > Shipping Prefs	
* = X	
▶ Home	Shipping Preferences
Store Design	
▼ Store	✓ UPS Configuration
General	Registration Successful! You have completed the UPS
Payment Prefs	registration process. Click the Apply button to configure your
Mail	smpping options.
Shipping Prefs	Apply Once you have finished registering with UPS, you will be
Sales Tax	able to configure your shipping options by clicking on Apply.
Server	
Product Prefs	Options >
Users	Shipping 💿 None
StoreSync Setup	Mark-Up: O Percentage 0.0 (i.e., 0.0825 = 8.25%)
Maintenance	O Amount \$0.00
Store Log	Active Packing Default 🔽
Product	Algorithm:
▶ Marketing	Apply Reset
▶ Order	
Shipping	▶ Shinning Containers
Customer	

Store > Shipping Prefs Image: Constraint of the store design Store Design			 There are two different ways that UPS can calc shipping. Total order weight will add up the tot all items purchased and calculate shipping as if were packaged in a single container. The second option is set up a Packing Algorithr shipping to be calculated based on all items be in separate containers. A packing algorithm calculate container is a separate container. 		
✓ Store	 UPS Configuration 		used to help determir should be used to ship	ne wnich container or containers o multiple items.	
General Payment Prefs	Quote Basis (See help for weight/dimension unit specs.):	⊙ Tota ○ Paci	l Order Weight king Algorithm	There are three different types of UPS accounts. Most Storefronts	
Maii Shipping Prefs Sales Tax	UPS Account Type	O Daily ⊙ Occ O Sug	y Pickup asional Pickup gested Retail Pickup	use occasional pick up because you have the option to schedule a pick or take a package to a UPS customer counter.	
Server Product Prefs Users StoreSync Setup Maintenance Store Log	How will UPS receive your packages?	 Daily Cust One On (Sugg Lette Air S 	y Pickup tomer Counter Time Pickup Call Air gested Retail Rates er Center Service Center	Next you will be able to select how you would like UPS to receive your packages. Most Storefronts use the customer counter because you aren't required to set up a UPS account and there are no additional service fees. The selection here will have an effect	
 Product Marketing Order Shipping 	Offered Delivery Methods:	UPS	Next Day Air® 2nd Day Air® Ground Worldwide Express Worldwide Express	on the rates displayed on your store. If you have any questions, see the UPS website.	
Customer Support			Standard 3 Daγ Select®	like to offer on your store.	
Report			Next Day Air Saver® Next Day Air® Early Worldwide Express I 2nd Day Air A.M.® Saver SM) A.M.® Plus SM	
	Include insurance: Email shipment notification:		Here you can dec to include insurar	ide if you would automatically like nce on all packages.	
	Re-Register:	Re-n Pick-up your UP	egister to change you Postal Code or to ad 'S account number.	r account d/update	
	Apply				

Note: If you do want to use a Packing Algorithm, you will need to provide a weight and dimension for each product. If you want the algorithm to determine which containers should be used for each order, you will need to set up shipping containers. If you don't set up shipping containers, the algorithm assumes that each product is self contained (ie: each product is in its own container). When using a packing algorithm, the USP shipping processor rounds package length, width and height to the nearest whole number.

UPS Account Types

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Daily Pickup- A UPS driver will make a regular stop at your location. Note: Additional charges may apply

Customer Counter- You will take the package to a UPS customer service counter when an order needs to be shipped. This is the most popular choice as there are no additional service fees.

One Time Pickup- You can have your shipment picked up from your home or office by scheduling a pick online or by calling 1-800-PICK-UPS. UPS will pick up all packages with a single request. Note: A residential surcharge may apply. See the UPS website for more information.

Email shipment notification- If you would like your customers to receive an email notification when their order has been shipped, you can check the box to automatically send an email notification of shipment when you generate the packing labels in Storefront.

If you do find you need to go back and update the account information for UPS, you can update this information by checking the box next to re-register and then clicking submit.

Options			?)				
Shipping Mark-Up:	 None Percenta Amount [ge 0.0 (i.e., 0.0825 = 8.25% \$0.00	Once you have finished setting up your UPS shipping, you will have the option to apply a mark up on your shipping rates. Some stores will apply a mark up on shipping to cover the cost of packing and handling. You can add a flat dollar amount or a percentage of the total shipping rate (ie if have a 10% mark up and shipping cost \$1 an additional \$1 will be added bring the total shipping to \$11). Customers won't see any mark ups just the total shipping rate.					
Store > Shipping	Prefs <u>Online Gu</u>	<u>ide</u>						
	x				alaulata ahimnin			
▶ Home		Shipping Preferen	ces	store, you will need to make it your prefer				
Store Design				shipper. You will also want to check the box t show UPS on Storefront. When you are				
 Store 		Available Shippers		finished be sure to click on Apply.				
General		Shipper	Show on	Store Front Preferred				
Payment Pre	fs	Merchant-Defined	V		Configure			
Mail		United States Postal Service			Configure			
Shipping Pret	fs	UPS		۲	Configure			
Sales Tax			S					
Server		Apply						
Product Prefs	3							
11.12								

Now that you have set up UPS as your base shipping rates, you will want to set up the shipping surcharge for the products that require additional packaging. Let's go in and add the \$5 shipping charge to an existing product.

Product Information

Pink Handbag	To editing an existing produ	uct, click on Upd	ate.	
Product No. 7				
Update Copy	Keywords Related Attribut	tes Promotio	ns List on eBay	
 Basic Information 				?
Product Name:*	Pink Handbag			
Categories:	Handbags			
SKU/ItemNo:	Ū.			
ISBN:				
Product > Add				Online Guide
• - ×	c			
▶ Home	Droduct Information			
Store Design	Product mormation			
Store	Pink Handbag			
 Product 	Product No. 7			
List	•			
Search				
Add	Basic Information			?
Images	Description			2
 Shared Attributes 				Ū
 Categories 	Images			?
Add	Pricing Information			
Man	,			Here you can add an additional shipping
Low Inventory	 Shipping Information 			charge for this item.
Backordered	Shipping:	5.00	Exclude from shipping charges	You will also want to make sure you have
Manufacturers	Container:	Self	~	entered the weight for this product so that
 Suppliers 	Weight:	10.00		UPS can calculate the base shipping cost.
Custom Fields	Dimensions:	Length: 0.0	in x Width: 0.0 in	x Height: 0.0 in
▶ eBay				
Marketing	Inventory Information			2
▶ Order	Attributes			2
Shipping				
Customer	 Options 			2
Support	Custom Information			
Report				U.S.
	Search Engine Tuning	_		2
	Submit Submit	Or	nce you have updated the s	hipping information, remember to click Subm

When you are adding a shipping charge for an item, the shipping amount will automatically be added to the total shipping cost. In this case, when a customer purchases this item the total shipping cost will include the additional \$5 to cover the cost of the additional packaging.

Back to scenarios

Next let's take a look at setting up shipping for our ninth scenario: I ship my orders using UPS. I would like to offer UPS Ground and UPS 2nd Day Air. Ideally I want my customers to pay the UPS rate for the option they select but I want to have free ground shipping for orders over \$100.

Store > Shipping Prefs		Г	For the sce	nario above the	best shipping method is to
* - X			configure UPS as your preferred shipping method. Once UPS has been set up, you will be able to create a store		
▶ Home	Shipping Prefere	nces			
Store Design			promotion for free ground shipping on orders over \$100		
▼ Store	Available Shippers		To get start	ed click on Con	figure next to UPS
General	Shipper	Show on Store Fro	nt Preferr	ed	
Payment Prefs	Merchant-Defined			Configure	
Mail	United States Postal Servic	e		Configure	
Shipping Prefs	UPS			Configure	
Sales Tax					
Server	Apply				
Product Prefs					
Users	0.1				6
StoreSync Setup	Options			?	
Maintenance	Allow: 🔲 Wil	I Call Will Call			
Store Log	Display: 🔽 Est	timated Shipping			
▶ Product					
Marketing	Apply				
▶ Order					

•	x				
▶ Home	Shipping P	references			
Store Design					
- Store	🔻 UPS Config	uration 🦻			
General	UPS shipping	UPS shipping not configured. Click Apply to begin the setup			
Payment Prefs	process or sele	ect a different shipper for configuration			
Mail	Apply	The first time you work with UPS, you will need to			
Shipping Prefs		apply for a UPS account. To get started click on Apply.			
Sales Tax					
Server	Options	2			
Product Prefs	Shipping	None			
Users	Mark-Up:	Percentage 0.0 (i.e., 0.0825 = 8.25%)			
StoreSync Setup		O Amount \$0.00			
Maintenance	Active Packing				
Store Log	Algorithm:				
Product					
Marketing		iset			
Order					
Shipping	Shipping Conta	iners			
Customer					
Sales		UPS®, UPS & Shield Design®, and UNITED PARCEL SERVICE® are registered trademarks of United Parcel Service			
		¥			

of America, Inc.

Support

Image: Store Design Store Design Store Design Store Comment Prefs Mail Shipping Prefs Sales Tax Server Product Prefs Maintenance Store Store Store Comment Prefs Maintenance Store Store Store Comment Prefs Product Prefs Waintenance Store Store Store Comment Prefs Maintenance Store Log Product Prefs Vert Waintenance Store Store Comment Prefs Maintenance Store Store Comment Prefs Maintenance Store Data Product Prefs Were the comment of the source	Store > Shipping Prefs						
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Mail TERMS AND CONDITIONS OF THIS AGREEMENT, YOU HAVE ENTERED INTO A Shipping Prefs Sales Tax Server Product Prefs Users StoreSync Setup Maintenance Store Log Product Once you have read over the test service (you will need scroil do see the accept option), you will be accept their terms of service finish registering for an account registration. Order Accept to continue or decline to cancel registration. Accept to continue or decline to cancel registration. Once you will need scroil do see the accept option), you will to accept their terms of service finish registering for an account registration. If you intend on printing shipping labels you will be required to provide your UPS Account humber you may click to open an account. Apply Options Options Shipping Mark-Up: Percentage 0.0 (e., 0.0825 = 8.25%) Active Packing lefault M Agorithm: Percentage 0.0 (e., 0.0825 = 8.25%)	Payment Prefs						
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Options Image: Constraint of the system Image: Constraint		Apply					
Options Image: Constraint of the system Image: Constraint							
Shipping Mark-Up: Image: None Image: Percentage Image: Image		Options 🦻					
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Active Packing Algorithm:		Mark-Up: O Percentage 0.0 (i.e., 0.0825 = 8.25%)					
Active Packing Algorithm:		Amount \$0.00					
Algorithm:		Active Packing Default					
		Algorithm:					
Apply Beset		Apply Beset					

• • ×					
▶ Home	Shipping Pr	eferences			
Store Design			Here you will be able to enter your company		
▼ Store	🔻 UPS Configu	ration	information for your UPS account.		
General	Company Name:	Store Name Here			
Payment Prefs	Address:	123 Main St			
Mail Chinning Drofe	Address 2:				
Shipping Prets Sales Tax Server Product Prefs Users StoreSync Setup Maintenance	City:	Englewood			
	State:	<u> </u>			
	Postal Code:	80112			
	Country Code				
	Contact:				
	Title:	Store Owner Name Here			
Store Log	Title.	Owner			
Product	Email:	Store Owner Ema	il Here		
Marketing	Phone:	Your Phone Numb	per Here		
▶ Order	FAX:				
Shipping	URL:	Your Storefront Ac	ddress here		
 Customer 	Pickup Postal	80112			
Support	Code:				
Report	an account with UPS	s required to print s in the second sec	you already have a UPS account, you can enter your		
	Account Number:	И іп	Note: A UPS account is required to print shipping labels nside Storefront.		
	I would like a UPS Sa shipping account or f	I would like a UPS Sales Representative to contact me about opening a UPS shipping account or to answer questions about UPS services.			
	Sales Callback:	 Yes No If you would like more information on about opening a UPS account, you can request a sales call back from a UPS representative. 			
	Cancel:	Cancel the regi	stration process.		
	Apply	Once inform	you have filled out the rest of the required nation about your company, be sure to click on Apply.		

<u>Store</u> > Shipping Prefs					
• -	×				
Home		Shipping P	referen	ces	
Store Design		11 5			
Store		🔻 UPS Configu	Iration		?
General		Registration Su	iccessful! Y	ou have completed the UPS	
Payment Prefs		registration pro	ocess. Click	the Apply button to configure your	
Mail		snipping option	15.	Once you have finished registering with UP	S, you will be a
Shipping Prefs		Apply -		to configure your shipping options by clicki	ng on Apply.
Sales Tax					
Server					
Product Prefs		Options			2
Users		Shipping	None		
StoreSync Setup		Mark-Up:	🔘 Perce	ntage 0.0 (i.e., 0.0825 = 8.25%)	
Maintenance			🔘 Amou	nt \$0.00	
Store Log		Active Packing	Default	~	
Product		Algorithm:			
Marketing			set		
▶ Order					
Shipping		Shinning Contai	nore		
Customer		E onpping contai	11613		

Store > Shipping Prefs		There are two different ways that UPS can calculate shipping. Total			
• = X		order weight will add up the total weight for all items purchased and calculate shipping as if all items were packaged in a single container.			
Home Shipping Pre		The second option is set up a Packing Algorithm if you want shipping			
Store Design		to be calculated based on all items being shipped in separate			
▼ Store	 UPS Configuration 	containers. A packing algorithm can also be used to help determine which container or containers should be used to ship multiple items.			
General Payment Prefs Mail Shipping Prefs Sales Tax	Quote Basis (See help f weight/dimension unit specs.): UPS Account Type	 Total Order Weight Packing Algorithm Daily Pickup Occasional Pickup Occasional Pickup 			
Server Product Prefs Users StoreSync Setup Maintenance Store Log Product	How will UPS receive yo packages? Offered Delivery Method:	 Suggested Retail Pickup Customer Counter One Time Pickup On Call Air Suggested Retail Rates Letter Center Air Service Center 			
▶ Marketing ▶ Order		OPS Next Day Air® on your store. If you have any questions, see the UPS ✓ UPS Ground website.			
 Shipping Customer Support 		UPS Worldwide Express SM UPS Worldwide Expedited SM UPS Standard UPS 3 Day Select® Here you can select which UPS delivery methods; you would like to offer on your store.			
Report		UPS Next Day Air Saver® UPS Next Day Air® Early A.M.® UPS Worldwide Express Plus SM UPS 2nd Day Air A.M.® UPS Saver SM			
	Include insurance: Email shipment notificat	Here you can decide if you would automatically like to include insurance on all packages.			
	Re-Register:	Re-register to change your account Pick-up Postal Code or to add/update your UPS account number.			
	Apply				

Note: If you do want to use a Packing Algorithm, you will need to provide a weight and dimension for each product. If you want the algorithm to determine which containers should be used for each order, you will need to set up shipping containers. If you don't set up shipping containers, the algorithm assumes that each product is self contained (ie: each product is in its own container). When using a packing algorithm, the USP shipping processor rounds package length, width and height to the nearest whole number. UPS Account Types **Daily Pickup**- A UPS driver will make a regular stop at your location each day (Monday- Friday). Note: A weekly service charge and daily rates will be billed to your UPS account

Occasional- You will be able to schedule a UPS driver to pick up your shipments. Note: While there are no weekly service charges, UPS on Demand rates will be applied to your UPS account.

Retail- Use this option only if you are shipping from a retail outlet.

How will UPS receive your packages? The three most commonly used methods are Daily Pickup, Customer Counter, and One Time Pickup.

Daily Pickup- A UPS driver will make a regular stop at your location. Note: Additional charges may apply

Customer Counter- You will take the package to a UPS customer service counter when an order needs to be shipped. This is the most popular choice as there are no additional service fees.

One Time Pickup- You can have your shipment picked up from your home or office by scheduling a pick online or by calling 1-800-PICK-UPS. UPS will pick up all packages with a single request. Note: A residential surcharge may apply. See the UPS website for more information.

Email shipment notification- If you would like your customers to receive an email notification when their order has been shipped, you can check the box to automatically send an email notification of shipment when you generate the packing labels in Storefront.

If you do find you need to go back and update the account information for UPS, you can update this information by checking the box next to re-register and then clicking submit.

Options		Once you have finished setting up your UPS shipping, you
Shipping Mark-Up:	 None Percentage 0.0 (i.e., 0.0825 = 8.25%) Amount \$0.00 	will have the option to apply a mark up on your shipping rates. Some stores will apply a mark up on shipping to cover the cost of packing and handling. You can add a flat dollar amount or a percentage of the total shipping rate (ie if have a 10% mark up and shipping cost \$10, an additional \$1 will
Apply [Reset	be added bring the total shipping to \$11). Customers won't see any mark ups just the total shipping rate.

Once you have finished setting up UPS, you will need to make it your preferred shipper.

* = X						
Home	Shipping Preferen	ces	To start using you will need	UPS to calc to make it y	ulate shipping on y our preferred ship	our store, per. You v
Store Design Store	Available Shippers		also want to c When you are	heck the bo finished be	ex to show UPS on S sure to click on Ap	Storefront oply.
General	Shipper	Show	on Store Front	Preferred	ř.	
Payment Prefs	Merchant-Defined				Configure	
Mail	United States Postal Service				Configure	
Shipping Prefs	UPS			۲	Configure	
Sales Tax				-	- Andrew Contractor	
Server	Apply					
Product Prefs						
4.2						

Next, you will be able to create a shipping promotion for free ground shipping on orders over \$100. You can set up the promotion under Marketing then Available Store Promotions.



Store	Basic Information		<
Product	Promotion Name:	Free UPS Ground Shipping	
Marketing	Promotion Code:		
Traffic Generation	Invoice Text:	Free UPS Ground Shipping on orders over \$100	
E-mail Marketing	Valid Dates:	From: To:	
 Promotions 		(Today = 7/17/11)	
✓ Store	Active?:		
Available	Exclusive?:	Do not combine with other promotions	
Configured			

- Promotion Name- A unique name given to a promotion. While customers don't see the name of a promotion it is used to identify the promotion in your store administrator.
- Promotion Code- The code the customer will enter to receive a given promotion because we want all customers who spend at least \$100 to automatically receive this promotion be sure to leave this field blank.
- Invoice Text- This is the note the customer will see on their invoice during checkout. Generally this is used to describe the promotion.
- Valid Dates- These are the dates during which the promotion is valid. If these fields are left blank this
 promotion will be on going until the promotion is manually deactivate.
- o Active- Check the active box to make this promotion available in the store
- Exclusive- Check the exclusive box to prevent this promotion being used with other promotions. (ie: You can only use this promotion by itself)

Product	Detailed Information		?
Advertising Order	Discount Type:	 ● Percent off ● Flat amount off 	
Shipping	Discount Amount:	100 %	drop down menu.
Customer	Shipping Method:	UPS Ground 💌 🚽	Shipping Method: UPS Ground
Support	Order Minimum:	100	Order Minimum: UPS 2nd Day Air® UPS Ground
Report	Order Maximum:		
	Order Amount:	Exclude products that are exempt fr promotions	rom store
	Limit:	Limit use to once per customer	
	Maximum Use (across all customers):		

- Discount Amount- Enter the amount of the promotion (this can be a percentage or dollar amount).
- Discount Type- Indicate if this promotion is a percentage off or flat amount off of the total amount.
- For example if you wanted orders over \$100 to receive free shipping. To set up free shipping select percent as the discount type and enter 100% in discount amount field.
- Shipping Method- Select the shipping method for the promotion.
- Order Minimum- Enter the minimum order amount required to use this promotion. In this case, customers will need to spend \$100 to receive 100% of UPS Ground Shipping.
- Order Maximum- Enter the maximum order amount allowed to receive this promotion. Order
 Maximums are very uncommon. In this case, you are most likely trying to encourage customers to spend
 more to receive free shipping and therefore would not want to put a cap on the total order amount.
- Limit- Check this check box if you want to limit the usage of this promotion to once per customer. When this option is selected customers must register an account to receive this discount. Generally shipping promotions are not limited to one per customer.
- Maximum Use- If you do want to limit the usage of this promotion, you can also enter the maximum number of time this promotion may be used across ALL customers. For example if this discount is for the first 10 customers, you would enter 10 into this field.

Promotion Images	and Text 🤉 🤉	If you would like to feature this promotion on
Banner Image:	None Browse Note: Banner image is used in a single item display of promotion advertisements.	your store, by placing this promotion in an Advertising Schedule, you can upload an image that will be displayed on your store's advertising banner.
List Image:	None Browse Note: List image is used in a list display of promotion advertisements.	Note: Banner images are used when you are displaying a single promotion on the Home Page of your Store. List Images are used when you are looking at
Text:		multiple promotions. You can also enter text describing the promotion (this will be used for both single and multiple promotion advertisements.
Submit Reset		

Back to scenarios

Finally, let's take a look at our last scenario: I want to offer first class mail, priority mail and priority mail international through the US Post Office. I do have few products that I can mail in envelope and I don't want to charge shipping on these items.

Store > Shipping Prefs							
 Home Store Design 	Shipping Preferences			For the scenario above the best shipping method would be to configure USPS. And the exclude certain items from shipping charges (ie free shipping on certain items).			
▼ Store	Available Shipp	Available Shippers				(?)	
General	Shipper		Show	on Store Front	Preferred		
Payment Prets	Merchant-Defined	l	\checkmark			Configure	
Maii	Federal Express					Configure	
Shipping Prets	United States Post	tal Service				Configure	
Sales Tax	UPS					Configure	
Server							
Product Prefs	Apply						
Users							
StoreSync Setup	Ontinue						
Maintenance	Options					2	
Store Log	Allow:	🔲 Will C	all Wi	ll Call			
Product	Display:	🗹 Estim	ated S	hipping			
Marketing	Apply						
▶ Order							
Shipping							

Store > Shipping Prefs		When you are using USPS to c	alculate shipping on your store, it is			
 Home Store Design 	Shipping Preference	important to understand that to calculate shipping. This me to your store, you will NEED to product for the USPS calculate	important to understand that USPS will always use a packing algorithm to calculate shipping. This means that when you are adding products to your store, you will NEED to include weight and dimensions for each product for the USPS calculator to work.			
Design Settings	United States Postal Servi	ice Configuration	2			
Page Template Manager	Pickup Postal Code:					
Store Versions Store General Payment Prefs Mail Shipping Prefs	Domestic Delivery Methods:	 First-Class Mail Bound Printed Material Express Mail Library Mail Media Mail Parcel Post Priority Mail 	you can select the stic delivery methods ould like to offer.			
Sales Tax Server Product Prefs	The following settings apply read the help documentation Postal Service requirements	Here you can allow international shipping to Canada.				
Users	Allow Shipments to:	🗖 Canada	country that USPS calculator will			
StoreSync Setup Maintenance Store Log	International Delivery Methods:	Express Mail International Express Mail International Flat Rate Envelope Global Express Guaranteed	If choose to allow shipments to Canada, you can select the			
Product		(GXG)	delivery methods you would like to			
Marketing		Priority Mail International Priority Mail International Small	offer on your store here.			
▶ Order		Flat Rate Box	It is highly recommended that you			
Shipping		Priority Mail International Medium	also set up a merchant defined			
Customer		Priority Mail International Large	the shipping calculator can have			
Support		Flat Rate Box	problems if customers don't spell			
Report		Priority Mail International Flat Rate Envelope Eirst-Class Mail International	out the full providence name.			
		Package				

Note: When you are using a Packing Algorithm, you will need to provide a weight (pounds) and dimension (inches) for each product. USPS requires that weight is entered in pounds (if an item is 8 ounces you will need to enter the weight as .5 lbs) and that dimensions are entered in inches. You will also need to set up shipping containers for USPS to determine the packing that will be used when calculating shipping.

Note: If you select Bound Printed Material, Library Mail or Media, customers will be given all of these options during checkout even if you have selected only one of these delivery methods. To use these methods ALL of your products must qualify for these rates. See the USPS guidelines for more information.

The following settings apply if you choose to print shipping labels. Please read the help documentation for more information on U.S. Postal Service requirements.			If you would like to generate the USPS shipping labels directly in your				
Provide customer tracking email:			Storefront, you will be able to specify the content you would like on your labels and if you would like to print labels for Express Mail.				
Label content op	el content options: O Bar Code Only • Full Addressing						
Express Mail Ia	bel settings		Note: These labels can be viewed				
Print Express M	ail labels?	◯ Yes ⊙ No	and printed by going to your store's file manager.				
Apply	ffice for accepta	nce.					
Options			2				
Shipping Mark-Up: Image: None O Percentage 0.0 (i.e., 0.0825 = 8.25%) (i.e., 0.0825 = 8.25\%) (i.e., 0.0825 = 8.25\%)		ge 0.0 (i.e., 0.0825 = 8.25%) \$0.00	Once you have finished setting up your USPS shipping, you will have the option to apply a mark up on your shipping rates. Som stores will apply a mark up on shipping to cover the cost of packing and bandling. You can add a flat dollar amount or a				
Active Packing Default 💌 Algorithm:			percentage of the total shipping rate (ie if have a 10% mark up and shipping cost \$10, an additional \$1 will be added bring the				
Apply Reset			total shipping to \$11). Customers won't see any mark ups just the total shipping rate.				
Shipping Contain	ners						

The next step is to set your shipping containers. To get started, click on shipping containers at the bottom of the page. <u>Store > Shipping Prefs</u>

• -	x		
▶ Home		United States Postal Service Shi	nning Containers
Store Design		United States Postal Service Shi	pping containers
 Store 		Description Name Length Width Height Weight	
General			You will need to create a container for every box you will use to ship your items. To create a new
Payment Prefs		Add Container	container, click on Add Container.
Mail		Shipping Information	,
Shipping Prefs		· · · -	
t's croato a small 10	0 inch	square hey that can held a mayimum y	waight of F lbs

Let's create a small 10 inch square box that can hold a maximum weight of 5 lbs. **Shipping Container**

Shinning Container	Info					
Simpping Container	Into	When you create a new container, you will be able to select the type of				
Container:	Box 💌	container from the drop down menu. In this case, we want to create a be				
Name:	Small Box	Container: Box				
Length:*	10	Name: Box				
Longth.	10	Length:* Tube				
Width:*	10	Width:* Self				
Height:*	10	USPS requires that weight is entered in pounds (if an item is 8 ounces you				
Maximum Weight:*	5	will need to enter the weight as .5 lbs) and that dimensions are entered in inches.				
Submit Reset	Cancel					

Once you have set up all of your shipping containers you will need to determine if each product can be shipped in its own container or if it needs to placed in a different container for shipping. The easiest way to think about products and

shipping containers is to think about shipping a product as is. If you can't attach a shipping label directly on to a product then it needs to be assigned a shipping container. For example if you are shipping bottles of lotions, you can't just stick a shipping label on the bottle and ship it off. Even some items that are already contained in a box such as a box of cereal may be not be sturdy even enough to ship as is, these items will also need to be assigned a shipping container.

Now that you have created a shipping container, you will want to select the shipping container that will be used for each product. Let's go in and attach the small box to a product.

Product Information

Pink Handbag	To editing an existing product, click on Update.	
Product No. 7	Keywords Related Attributes Promotions List on eBay	
 Basic Information 	n 🦻	
Product Name:*	Pink Handbag	
Categories:	Handbags	
SKU/ItemNo:		
ISBN:		

Product Information

Pink Handbag

Product No. 7

+ -

Basic Information			?
Description			Here you will be able specify what type of
► Images		container this item will be placed in (ie box, envelop, tube or self). The packing algorithm	
Pricing Information		will calculate which of your shipping containers it will use to ship the total order. For the packing algorithm to work, you must	
 Shipping Information 	enter the weight (in pounds) and dimensions		
Shipping:	\$0.00	Exclude from shipping charges	(in inches) for each item.
Container:	Box	×	
Weight:	3		
Dimensions:	Length: 7	in x Width: 3	n x Height: 9 in
Inventory Information			2
▶ Attributes			2
▶ Options			2
Custom Information			?
Search Engine Tuning			2
Submit		Once you have updated the shipp	ing information, remember to click Submit.

It is important to understand that packing algorithms use a simple formula to calculate what items can be placed in a box. For example when you are placing two items into a box it will look at the height and width of each item. The packaging algorithm will place these boxes directly into a box leave a bit of room for padding. If two items can't be placed side by side to fit into a box the algorithm won't use that shipping container even if the two items can be rearranged to fit in that container. The algorithm doesn't put an item on its side (so that the height of an item becomes the length of that item). It is also important to understand that packing algorithms have a hard time placing items into an envelope; more often than not a packing algorithm will only place a single item in an envelope. Another limitation in using the USPS calculator is that it won't calculate shipping using flat rate boxes. Most stores that shipping using USPS flat rate boxes, use merchant defined shipping instead.

Next, let's take a look at excluding an item from shipping charges.

Product Information

l am a Princess Bumper Sticke	r To editing an existing product, click o	n Update.	
Product No. 8	1		
Update Copy Keywords	Related Attributes Promotion	s List on eBay	
 Basic Information 			?
Product Name:* Categories: SKU/ItemNo: ISBN:	I am a Princess Bumper Sticker		
Product Information			
l am a Princess Bumper Sticker			
Product No. 8			
• -			
Basic Information		•	
Description		2	
► Images	[2	
 Pricing Information 		Here you will have the ability to exclude an item from shipping charges (ie free shipping on this product)	
 Shipping Information 			
Shipping: \$0.00	Exclude from shipping charges	Note: If an item is excluded from shipping charges, you don't have to worry about entering	
Container: Self	``	the weight and dimensions for that product.	
Dimensions: Length:	0.0 in x Width: 0.0 in x H	leight: 0.0 in	
Inventory Information		?	
Attributes		2	
▶ Options		2	
 Custom Information 		2	
Search Engine Tuning		2	
Submit	Once you have updated the shipp	bing information, remember to click Submit.	

* - X	Shipping Preferences			To start using USPS to calculate shipping on your store, you will need to make it your preferred			
Home			es	shipper. You will also want to check the box to show USPS on Storefront. When you are finished be sure to click on Apply.			
▶ Store Design							
Store	Available Shippers						
General	Shipper		Show a	n Store Front	Preferred		
Payment Prefs	Merchant-Defined					Configure	
Mail	Federal Express					Configure	
Shipping Prefs	United States Posta	al Service			۲	Configure	
Sales Tax	UPS				-	Configure	
Server							
Product Prefs	Apply						
Users							
StoreSync Setup	Ontione						
Maintenance	options					Ø	
Store Log	Allow:	U Will C	all Will	Call			
Product	Display:	🗹 Estima	ated Sh	iipping			
Marketing							
Order	Apply						
Shipping							

Disabling International Orders

The only way to fully disable international orders is to use a merchant account to process credit card payments on your store. When you are setting up your payment preferences, you will be able to specify that customers paying via credit card must be in the same country as your store.

Home		
• -	x	
▶ Home	Store Name Here : Open fo	r business
Store Design		
 Store 	Close store for maintenance	
General	Quick Store State	Edit Display 🛛 🛛
Dovmont Profe	To update your merchant account options, click on	
Fayment Fiels	Store then Payment Prefs.	2 \$110.00
Mail	Orders ready for shipping:	8 \$124.00
Shipping Prefs	Orders shinned today:	0 \$0.00
Sales Tax	<u></u>	• •••••
Server	Customer Information	
Product Prefs	New customer orders:	0
Users	Total customers:	12
StoreSync Setup	Top 20 customers	
Maintenance		
Store Log	Product Information	
0	Low inventory products:	11

<u>Store</u> > Payment Prefs					
* - ×	_				
▶ Home	Payment Prefe	rences	Here you can check the boxes for the credit cards		
Store Design	* -				
✓ Store	 Credit Cards (Merchant Account) 		Note: You must have a merchant account to accept credit card payments directly on your store.		
Payment Prefs Mail Shipping Prefs Sales Tax If you are using a merchant accour	We Accept:	American Express MasterCard Visa Store Card: Require customer f	Diner's Club Discover JCB		
can check the box to require the customer's country to match your store country (which is specified under store locale). This is the only way to disable international		Retain customer credit card information Require customer's country to match store country Show credit card information within administration Require ship-to phone number during checkout			
Product Marketing Order Make sure you select a merchant account from the drop down menu	Processor:	Use PayPal credit card processor Note: To select this option PayPal Payments section Other Processors:	Website Payments Pro as your h, you must first enable Express Checkout in the on this page.		
click on configure to connect your merchant account to your Storefro If you would like more information about setting up a merchant accou feel free to call 1-800-428-3170 to	ure to connect your ount to your Storefront. ke more information up a merchant account, I 1-800-428-3170 to		to send your credit . We will hold your eccipt of your card up to 5 days.		
speak with an Intuit Web Advisor.	ayPal Payments	3	View tutorial 🕗		
	Payment Options		2		
	Storewide Preference	View tutorial 🕗			
	Submit Reset				

Back to scenarios