

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.

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Store Name Here : Open for business

[Close store for maintenance](#)

Edit Display

x

Orders Pending Authorization:

2 \$110.00

Orders ready for shipping:

8 \$124.00

Orders shipped today:

0 \$0.00

Customer Information

New customer orders:

0

Total customers:

12

Top 20 customers

Product Information

Low inventory products:

11

To set up your general store preferences, click on Store then General.

Store > General

Home

Store Design

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General Preferences

Store Information

Store Name:*

Store Name Here

(Dedicated URL: stores.sample-storefront.com)
(URL: stores.intuitwebsites.com/ExampleStoreFront)

Street:*

123 Your St

City:*

Any Town

State/ Province:*

CA

(US merchants use two letter abbreviation)

Postal Code:*

94025

Country:

United States

Phone:

1-800-555-5555

Fax:

Email:*

yourname@yoursitename.com

eBay Account:

[Grant permission](#) to access your eBay seller account.

Open?

☒ Store is open for business

Here you can enter the name of your store. Your store name will be used to personalize your store's invoices and welcome messages.

Providing your store's location is especially important for calculating shipping; your store address must match the address you have provided for your UPS or USPS account.

It is also important to make sure that your phone is entered as 10 digit number with no special characters. So here the phone number will need to be entered as 8005555555.

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.

Storefront Shipping Preferences (updated for version 10.3.2)

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Store Locale

Locale:

English (United States)

Current Selection: English (United States)

Currency Pattern Override:

☐ Reset to default pattern override

Currency Symbol Override:

☐ Reset to default symbol override

Time Zone:

Mountain Standard Time

Current Selection: Mountain Standard Time

Format Examples:

Date: 5/19/1

Currency: \$1,234

Currency Code: USD

Percent: 8.25%

Product Weight Unit:

lb

Product Dimension Unit:

in

Your store locale is used to determine the currency used for your store, the shipping calculators available, and the merchant accounts that can be used for your store.

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.

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.

For example if a product weights 10 ounces: $10/16 = 0.625$ so the weight for this product would be 0.625 lbs.

Security

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.

Storefront Shipping Preferences (updated for version 10.3.2)

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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 the shipping calculators, you will want to turn on verification for state and postal code.

Customer Number and Address

View tutorial

Customer Number:

Before changing the customer number, it is advised that you close your store to ensure that customers are not shopping.

Prefix

Starting Number

Total Number of Digits

(up to 20 digits)

Capitalization:

☒ Automatically capitalize customer name and address

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.

Storefront Search

Shopping Cart and 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.

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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.

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Home

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Store Name Here : Open for business

Finance

Edit Display

Order Information

Orders Pending Authorization:

0 \$0.00

Orders ready for shipping:

1 \$8.95

Orders shipped today:

0 \$0.00

Customer Information

New customer orders:

0

Total customers:

0

Top 20 customers

Store

+

-

x

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Store Manager

Store Manager allows you to set up and customize your store. Some of its features include opening and closing your store, setting up payment options, defining shipping and sales tax tables, enabling promotions, and more.

Close Store

Switch to Basic Mode

Payment Methods Enabled:

Credit Card

PayPal

Once you log into your Store Administrator, you will want to click on Store.

To start setting up your shipping, click on Shipping Preferences.

Once you get to the shipping preferences page, you will be able to see the four main options for available shippers. You will be able to customize your shipping parameters and types of shipping you would like to offer once you click on Configure. If you are using more than 1 shipper you will be able to decide which options are displayed on your store and which method is your preferred (ie default).

Shipping Preferences

Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	--	--	Configure

Options

Allow: ☐ Will Call

Display: ☒ Estimated Shipping

Here you can also change a couple general shipping preferences. Checking the box for Allow will set up a will call option where customers can select to pick up the item from your location. You do have the ability to change how this option is name. For example, you can have it read "Pick up in store".

You can also determine whether or not customers will see estimated shipping when looking at items in their cart. Customers in the US will be able to enter in their zip code to see how much shipping will cost.

Note: If you are offering any type free shipping, you generally won't want to display a shipping estimate as it won't show free shipping if there are multiple shipping levels.

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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 jewelry so the items are very light and I just want to offer a simple flat shipping rate.	Configure a flat merchant defined shipping rate. Go to shipping directions
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.	Configure merchant defined shipping based on the number of items purchased. Go to shipping directions
I want offer flat \$5 shipping to customers in the US excluding Alaska and Hawaii. I would prefer not to	When configuring merchant defined you could set up postal code ranges with very high shipping

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 shipping rates based on weight and what country the order is shipped to.	Configure merchant defined shipping based on weight with several different zones. Go to shipping directions
I want to offer standard and two day shipping. I want the rates to be based on how much the customer spends on my store.	Configure merchant defined shipping based on total order amount. Here you want to set up multiple shipping levels. Go to shipping directions
I sell shoes and handbags. I want to charge \$4 for each pair of shoes and \$5 for each handbag ordered.	Configure shipping for each individual item . You would also want to configure your merchant defined settings to be a flat \$0. Go to shipping directions
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.	Configure UPS as well as a will call option . Go to shipping directions
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.	Configure UPS and then configure a flat \$5 shipping charge for each these special items. Go to shipping directions
I ship my orders using UPS. I would like to offer UPS Ground and UPS 2 nd 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.	Configure UPS as your preferred shipping method. Once you have set up UPS to calculate your shipping, you could then set up a store promotion for free ground shipping on orders over \$100. Go to shipping directions
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.	Configure USPS shipping as well as configure free shipping on certain items . Go to shipping directions

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

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Shipping Preferences

Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	--	--	Configure

Apply

Options

Allow:☐ Will CallWill Call

Display:☒ Estimated Shipping

Apply

For the scenario above the best shipping method is to set up a flat merchant defined shipping rate.

Store > Shipping Prefs

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Product

Marketing

Order

Store > Shipping Prefs

Shipping Preferences

Storefront Configuration

Shipping Basis:

- ☒ Total Order Amount
- ☐ Total Order Weight
- ☐ Total Item Count

Ship To Location Basis:

- ☒ State/Province and/or Country
- ☐ Postal Code Range or Country

Delivery Methods:

- ☒ StandardStandard
- ☐ Two DayTwo Day
- ☐ Next DayNext Day

Apply

There are 3 different ways you can set up your merchant defined shipping. For flat rate shipping there will only be one shipping level so the shipping basis doesn't really matter. Most stores offering a single flat rate shipping generally use total order amount with one shipping level.

You can change the name of the shipping method.

Once you are done making changes to your Storefront Configuration remember to hit 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 flat rate shipping method Standard. Be sure to uncheck the boxes for Two Day and Next Day.

Options

Shipping Mark-Up:

☒ None
 ☐ Percentage (i.e., 0.0825 = 8.25%)
 ☐ Amount

Once you have finished setting up your 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 \$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.

Shipping Zones

	Zone	State/ Province	Country
<input type="checkbox"/>	Default	All	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 to set up your shipping levels.

☐ [Shipping 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.

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Shipping Levels

Current Levels

	Level	Standard
<input type="checkbox"/>	\$25.00	\$3.95
<input type="checkbox"/>	\$50.00	\$5.95
<input type="checkbox"/>	\$100.00	\$7.95
<input type="checkbox"/>	\$500.00	\$9.95

Delete

Reset

Set Defaults

Add Shipping Level

	Level	Standard
Level:	<input type="text"/>	<input type="text"/>

Add Level

Reset

[Shipping Information](#)

When you first open up the shipping levels, you will 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.

To remove the default shipping levels, check the boxes next to the current levels then click Delete.

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Shipping Levels

Current Levels

	Level	Standard
--	-------	----------

Delete

Reset

Set Defaults

Add Shipping Level

	Level	Standard
Level:	<input type="text" value="25"/>	<input type="text" value="3.25"/>

Add Level

Reset

[Shipping Information](#)

Next you will want to set up a level (because there is only 1 level the order amount doesn't really matter) and enter the desired shipping rate (in this case \$3.25). 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.

Shipping Preferences

[* Use the Wizard Instead](#)

Storefront Configuration

Shipping Basis:

☒ Total Order Amount
☐ Total Order Weight
☐ Total Item Count

Ship To Location Basis:

☒ State/Province and/or Country
☐ Postal Code Range or Country

Delivery Methods:

☒ Standard
☐ Two Day
☐ Next Day

Apply

Options

Shipping Mark-Up:

☒ None
☐ Percentage (i.e., 0.0825 = 8.25%)
☐ Amount

Apply Reset

Shipping Zones

Zone	State/Province	Country
<input type="checkbox"/> Default	All	All

Add Zone

Delete Zone(s)

Reset

Now you have set up your shipping levels, you can set up different zones.

Shipping Zones are used to set up shipping costs for different geographic locations. The default geographic region is for all countries. The first step is to step a shipping zone for the US. To add a new zone click on Add Zone.

[Shipping Levels](#)

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Add Shipping Zone

Zone Information

Name:*

State/Province:

Country:

Levels for This Zone

Level	Standard
\$25.00	<input type="text" value="\$3.25"/>

Submit Reset

To set up a new shipping zone, all you need to do is give the zone a name (this name is for internal use, your customers won't see this), select the country from the drop down menu and enter the shipping cost for each level.

Once you have entered the information for this zone, click Submit.

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.

Shipping Zones

Zone	State/Province	Country
<input type="checkbox"/> Default	All	All
<input type="checkbox"/> Domestic	All	US

Add Zone

Delete Zone(s)

Reset

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 Information ?

Name:*
Canada

State/Province:

Country:
Canada

Levels for This Zone ?

Level	Standard
\$25.00	4.00

Submit

Reset

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.

Shipping Zones

	Zone	State/ Province	Country
<input type="checkbox"/>	Canada	All	CA
<input type="checkbox"/>	Default	All	All
<input type="checkbox"/>	Domestic	All	US

Add Zone

Delete Zone(s)

Reset

Finally the last step will be to set up the default shipping zone. This zone will be used for customers who not in the US or Canada. To edit this zone, click on the name of the zone (in this case Default).

[Shipping Levels](#)

Update Shipping Zones

Zone Information ?

Name:
Default

State/Province:
All

Country:
All

Levels for This Zone ?

Level	Standard
\$25.00	\$3.25

Submit

Reset

Here you will be able to update the Default shipping zone. You will notice that the standard rate is \$3.25 (which is the amount set up for US orders). In this scenario, the desired shipping rate for all other international orders is \$6.50.

Standard ?

6.5

To update this information, just change the standard rate to \$6.50 and click Submit.

[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.

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x

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Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	--	--	Configure

Apply

Options

Allow:

☐ Will Call

Will Call

Display:

☒ Estimated Shipping

Apply

[Store > Shipping Prefs](#)

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Shipping Preferences

Storefront Configuration

Shipping Basis:

☐ Total Order Amount

☐ Total Order Weight

☒ Total Item Count

Ship To Location Basis:

☒ State/Province and/or Country

☐ Postal Code Range or Country

Delivery Methods:

☒ Standard

☐ Two Day

☐ Next Day

Standard

Two Day

Next Day

Apply

There are 3 different ways you can set up your merchant defined shipping. In this case we will want to set up shipping based on the total item count.

You can change the name of the shipping method here.

Once you are done making changes to your Storefront Configuration remember to hit 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

Shipping Mark-Up:

☒ None
☐ Percentage (i.e., 0.0825 = 8.25%)
☐ Amount

Once you have finished setting up your 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 \$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.

Shipping Zones

Zone	State/ Province	Country
<input type="checkbox"/> Default	All	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 to set up your shipping levels.

[Shipping 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

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Marketing

Shipping Levels

Current Levels

Level	Standard
<input type="button" value="Delete"/>	<input type="button" value="Reset"/> <input type="button" value="Set Defaults"/>

Add Shipping Level

Level	Standard
Level: <input type="text" value="3"/> items	<input type="text" value="2.99"/>
<input type="button" value="Add Level"/>	<input type="button" value="Reset"/>

[Shipping Information](#)

Here you will be able to enter the number of items purchased and the desired shipping rate.

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.

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Shipping Levels

Current Levels

	Level	Standard
<input type="checkbox"/>	3 items	\$2.99

Delete

Reset

Set Defaults

Add Shipping Level

	Level	Standard
Level:	<div>4</div> <div>items</div>	<div>0</div>

Add Level

Reset

Shipping Information

Next you will want to create a shipping level for 4 or more items. Here you will enter in the level as 4 items and a standard shipping rate of \$0.

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). [More information on shipping zones](#)

[Back to scenarios](#)

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.

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Shipping Preferences

Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	--	--	Configure

Apply

Options

Allow: ☐ Will Call

Display: ☒ Estimated Shipping

Apply

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Shipping Preferences

Storefront Configuration

Shipping Basis:

☒ Total Order Amount

☐ Total Order Weight

☐ Total Item Count

Ship To Location Basis:

☐ State/Province and/or Country

☒ Postal Code Range or Country

Delivery Methods:

☒ Standard

☐ Two Day

☐ Next Day

Apply

Once you are done making changes to your Storefront Configuration remember to hit Apply before going on to the next section.

For the scenario above the best shipping method is to use 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 equally high rates.

There are 3 different ways you can set up your merchant defined shipping. For flat rate shipping there will only be one shipping level so the shipping basis doesn't really matter. Most stores offering a single flat rate shipping generally use total order amount with one shipping level.

In this case, you will want to use a postal code range so that you can create a special zone for Alaska and Hawaii.

You can change the name of the shipping method here.

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

Shipping Mark-Up:

☒ None
☐ Percentage (i.e., 0.0825 = 8.25%)
☐ Amount

Once you have finished setting up your 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 \$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.

Shipping Zones

Zone	State/ Province	Country
<input type="checkbox"/> Default	All	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 to set up your shipping levels.

[▶ Shipping 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.

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Shipping Levels

Current Levels

	Level	Standard
<input type="checkbox"/>	\$25.00	\$3.95
<input type="checkbox"/>	\$50.00	\$5.95
<input type="checkbox"/>	\$100.00	\$7.95
<input type="checkbox"/>	\$500.00	\$9.95

Add Shipping Level

Level	Standard
Level: <input type="text"/>	<input type="text"/>

[▶ Shipping Information](#)

When you first open up the shipping levels, you will 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.

To remove the default shipping levels, check the boxes next to the current levels then click Delete.

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=

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Shipping Levels

Current Levels

Level	Standard
<div>Delete</div> <div>Reset</div> <div>Set Defaults</div>	

Add Shipping Level

Level	Standard
Level: <input type="text" value="25"/>	<input type="text" value="5"/>
<div>Add Level</div> <div>Reset</div>	

Shipping Information

Next you will want to set up a level (because there is only 1 level the order amount doesn't really matter) and enter the desired shipping rate (in this case \$5). 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.

Shipping Zones

Zone	Country	US Postal Code Range
<input type="checkbox"/> Default	All	

Add Zone

Delete Zone(s)

Reset

Shipping Levels

Now you have set up your shipping levels, you can set up different zones. Shipping Zones are used to set up shipping costs for different geographic locations. The default geographic region is for all countries. In this case, you will want to create a several postal code zones for the US.

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

Name:*

Country:

United States

Postal Code Range: Low: High:

First create a shipping zone for the continental US. Be sure to enter in the correct postal code range.

Levels for This Zone

Level	Standard
\$25.00	<input type="text" value="\$5.00"/>

Submit

Reset

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

Add Shipping Zone

Zone Information

Name:*

Country:

United States

Postal Code Range: Low: High:

Levels for This Zone

Level	Standard
\$25.00	<input type="text" value="100"/>

Submit

Reset

Add Shipping Zone

Zone Information

Name:*

Country:

United States

Postal Code Range: Low: High:

Levels for This Zone

Level	Standard
\$25.00	<input type="text" value="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).

Shipping Zones

	Zone	Country	US Postal Code Range	
<input type="checkbox"/>	Alaska	US	99500	99999
<input type="checkbox"/>	Continental US	US	00000	96699
<input type="checkbox"/>	Default	US	96700	96899
<input type="checkbox"/>	Hawaii	US	96700	96899

To make changes to your Default shipping zone, click on Default.

► [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

Name:

Default

Country:

All

Postal Code Range:

Low:

High:

Levels for This Zone

Level	Standard
\$25.00	100

[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.

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Shipping Preferences

Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	--	--	Configure

Apply

Options

Allow:☐ Will Call

Display:☒ Estimated Shipping

Apply

In this case the best shipping method would be to set up merchant defined shipping based on weight with several different shipping zones.

Store > Shipping Prefs

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Shipping Preferences

Storefront Configuration

Shipping Basis:

☐ Total Order Amount

☒ Total Order Weight

☐ Total Item Count

Ship To Location Basis:

☒ State/Province and/or Country

☐ Postal Code Range or Country

Delivery Methods:

☒ Standard

☐ Two Day

☐ Next Day

Apply

You can change the name of the shipping method here.

Once you are done making changes to your Storefront Configuration remember to hit 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

Shipping Mark-Up:

☒ None
☐ Percentage (i.e., 0.0825 = 8.25%)
☐ Amount

Apply

Reset

Once you have finished setting up your 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 \$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.

Shipping Zones

Zone	State/ Province	Country
<input type="checkbox"/> Default	All	All

Add Zone

Delete Zone(s)

Reset

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 to set up your shipping levels.

[Shipping Levels](#)

To start setting up your shipping levels, 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

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Shipping Levels

Current Levels

Level	Standard
<div>Delete</div>	<div>Reset</div> <div>Set Defaults</div>

Add Shipping Level

Level	Standard
Level: <input type="text" value="6"/> lb	<input type="text" value="10"/>

Add Level

Reset

Shipping Information

Here you will be able to enter in the weight and the desired shipping rate.

Storefront Shipping Preferences (updated for version 10.3.2)

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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 Levels

	Level	Standard
<input type="checkbox"/>	6 lb	\$10.00

Delete Reset Set Defaults

Add Shipping Level

	Level	Standard
Level:	12 lb	20

Add Level Reset

Next you will want to create a shipping level for orders between 6 and 12 lbs.

[Shipping Information](#)

Shipping Levels

Current Levels

	Level	Standard
<input type="checkbox"/>	6 lb	\$10.00
<input type="checkbox"/>	12 lb	\$20.00

Delete Reset Set Defaults

Add Shipping Level

	Level	Standard
Level:	12.01 lb	25

Add Level Reset

Last you will want to create a shipping level for orders weight more than 12 lbs.

[Shipping Information](#)

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.

Shipping Zones

	Zone	State/ Province	Country
<input type="checkbox"/>	Default	All	All

Add Zone

Delete Zone(s)

Reset

Now you have set up your shipping levels, you can set up different zones. Shipping Zones are used to set up shipping costs for different geographic locations. The default geographic region is for all countries. First let's set up a shipping zone for the US.

[Shipping Levels](#)

Add Shipping Zone

Zone Information

Name:*

Domestic

State/Province:

ALL

Country:

United States

Levels for This Zone

Level	Standard
6 lb	\$10.00
12 lb	\$20.00
12.01 lb	\$25.00

Submit

Reset

To set up a new shipping zone, all you need to do is give the zone a name (this name is for internal use, your customers won't see this), select the country from the drop down menu and enter the shipping cost for each level. Once you have entered the information for this zone, click Submit.

Shipping Zones

	Zone	State/ Province	Country
<input type="checkbox"/>	Default	All	All
<input type="checkbox"/>	Domestic	All	US

Add Zone

Delete Zone(s)

Reset

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

▶ [Shipping Levels](#)

Add Shipping Zone

Zone Information

Name:*

Mexico

State/Province:

Country:

Mexico

Levels for This Zone

Level	Standard
6 lb	14
12 lb	24
12.01 lb	30

Submit

Reset

To create a shipping zone for Mexico, select Mexico from the drop down menu of countries.

Be sure to get the zone a name and enter the prices for shipping to customers in this zone.

Shipping Zones

	Zone	State/ Province	Country
<input type="checkbox"/>	Default	All	All
<input type="checkbox"/>	Domestic	All	US
<input type="checkbox"/>	Mexico	All	MX

[Add Zone](#) [Delete Zone\(s\)](#) [Reset](#)

Finally the last step will be to set up the default shipping zone. This zone will be used for customers who not in the US or Mexico. To edit this zone, click on the name of the zone (in this case Default).

[Shipping Levels](#)

Update Shipping Zones

Zone Information

Name:

State/Province:

Country:

Levels for This Zone

Level	Standard
6 lb	<input type="text" value="24"/>
12 lb	<input type="text" value="40"/>
12.01 lb	<input type="text" value="70"/>

Here you will be able to update the Default shipping zone.

When you first open your default shipping zone, you will see the shipping levels you originally created. Be sure to update those rates to the 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.

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Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	--	--	Configure

Apply

Options

Allow: ☐ Will Call

Display: ☒ Estimated Shipping

Apply

For the scenario above the best shipping method is to use merchant defined based on the total order amount. Here you would be able to set up multiple shipper levels to allow the shipping cost to vary based on the total order amount.

[Store](#) > [Shipping Prefs](#)

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Shipping Preferences

Storefront Configuration

Shipping Basis:

- ☐ Total Order Amount
- ☒ Total Order Weight
- ☐ Total Item Count

Ship To Location Basis:

- ☒ State/Province and/or Country
- ☐ Postal Code Range or Country

Delivery Methods:

- ☒ Standard
- ☒ Two Day
- ☐ Next Day

Apply

Here you can change the name of the shipping method. In this case, the two delivery methods will be Standard and Two Day.

There are 3 different ways you can set up your merchant defined shipping. In this case, you want to create tiered shipping based on the total order amount.

Once you are done making changes to your Storefront Configuration remember to hit 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 flat rate shipping method Standard. Be sure to uncheck the boxes for Two Day and Next Day.

Options

Shipping Mark-Up:

☒ None

☐ Percentage (i.e., 0.0825 = 8.25%)

☐ Amount

Apply

Reset

Once you have finished setting up your 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 \$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.

Shipping Zones

	Zone	State/ Province	Country
<input type="checkbox"/>	Default	All	All

Add Zone

Delete Zone(s)

Reset

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 to set up your shipping levels.

▶ [Shipping 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.

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Shipping Levels

Current Levels

	Level	Standard
<input type="checkbox"/>	\$25.00	\$3.95
<input type="checkbox"/>	\$50.00	\$5.95
<input type="checkbox"/>	\$100.00	\$7.95
<input type="checkbox"/>	\$500.00	\$9.95

Delete

Reset

Set Defaults

Add Shipping Level

Level:

Level

Standard

Add Level

Reset

[Shipping Information](#)

When you first open up the shipping levels, you will see the default shipping levels. When you are creating your own shipping levels, you may find it easiest to delete the existing levels and add your own.

To remove the default shipping levels, check the boxes next to the current levels then click Delete.

Shipping Levels

Current Levels

Level	Standard	Two Day
<input type="button" value="Delete"/>	<input type="button" value="Reset"/>	<input type="button" value="Set Defaults"/>

Add Shipping Level

Level	Standard	Two Day
Level: <input type="text" value="50"/>	<input type="text" value="12"/>	<input type="text" value="25"/>
<input type="button" value="Add Level"/>	<input type="button" value="Reset"/>	

Here you will be able to enter in the total order amount and the desired shipping rate for both Standard and Two Day.

[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 Levels

	Level	Standard	Two Day
<input type="checkbox"/>	\$50.00	\$12.00	\$25.00
<input type="button" value="Delete"/>	<input type="button" value="Reset"/>	<input type="button" value="Set Defaults"/>	

Add Shipping Level

Level	Standard	Two Day
Level: <input type="text" value="99.99"/>	<input type="text" value="15"/>	<input type="text" value="29"/>
<input type="button" value="Add Level"/>	<input type="button" value="Reset"/>	

Next you will want to create a shipping level for orders between \$50.01 and \$99.99.

[Shipping Information](#)

Shipping Levels

Current Levels

	Level	Standard	Two Day
<input type="checkbox"/>	\$50.00	\$12.00	\$25.00
<input type="checkbox"/>	\$99.99	\$15.00	\$29.00
<input type="button" value="Delete"/>	<input type="button" value="Reset"/>	<input type="button" value="Set Defaults"/>	

Add Shipping Level

Level	Standard	Two Day
Level: <input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="35"/>
<input type="button" value="Add Level"/>	<input type="button" value="Reset"/>	

Next you will want to create you 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). [More information on shipping zones](#)

[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.

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Shipping Preferences

Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	--	--	Configure

Apply

Options

Allow:

☐ Will Call

Will Call

Display:

☒ Estimated Shipping

Apply

In this case the best method would be to set up shipping for each individual item. You would also want to configure your merchant defined settings to be a flat \$0. Storefront will be able to add up the shipping amount specified for each item purchased (setting your merchant defined to zero will ensure that there is a \$0 base shipping amount).

Let's start by setting our merchant defined shipping to be a flat \$0.

[Store > Shipping Prefs](#)

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Shipping Preferences

Storefront Configuration

Shipping Basis:

☒ Total Order Amount

☐ Total Order Weight

☐ Total Item Count

Ship To Location Basis:

☒ State/Province and/or Country

☐ Postal Code Range or Country

Delivery Methods:

☒ Standard

Standard

☐ Two Day

Two Day

☐ Next Day

Next Day

Apply

There are 3 different ways you can set up your merchant defined shipping. In this case, you will be creating a single free shipping level, so the shipping basis doesn't really matter. Most stores offering product based shipping set up their base shipping using total order amount.

You can change the name of the shipping method. When you are setting up shipping on a product level, customers will still see these options. In case you will want to have just option for Standard shipping.

Once you are done making changes to your Storefront Configuration remember to hit 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 flat rate shipping method Standard. Be sure to uncheck the boxes for Two Day and Next Day.

Options

Shipping Mark-Up:

☒ None

☐ Percentage (i.e., 0.0825 = 8.25%)

☐ Amount

Apply

Reset

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.

Shipping Zones

	Zone	State/ Province	Country
<input type="checkbox"/>	Default	All	All

Add Zone

Delete Zone(s)

Reset

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 to set up your shipping levels.

[▶ Shipping Levels](#)

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

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Shipping Levels

Current Levels

	Level	Standard
<input type="checkbox"/>	\$25.00	\$3.95
<input type="checkbox"/>	\$50.00	\$5.95
<input type="checkbox"/>	\$100.00	\$7.95
<input type="checkbox"/>	\$500.00	\$9.95

Delete

Reset

Set Defaults

Add Shipping Level

Level

Standard

Level:

Add Level

Reset

[Shipping Information](#)

When you first open up the shipping levels, you will 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 the desired \$0.

To remove the default shipping levels, check the boxes next to the current levels then click Delete.

Shipping Levels

Current Levels

Level	Standard
<input type="checkbox"/>	<input type="text"/>

Delete

Reset

Set Defaults

Add Shipping Level

Level

Standard

Level:

Add Level

Reset

[Shipping Information](#)

Next you will want to set up a level for \$0. Because there is only 1 level the order amount doesn't really matter) and enter the desired base shipping rate, in this case \$0. Be sure 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 Information

Pink Handbag

Product No. 7

To editing an existing product, click on Update.

Update

Copy

Keywords

Related

Attributes

Promotions

List on eBay

Basic Information

Product Name:* Pink Handbag
Categories: Handbags
SKU/ItemNo:
ISBN:

Product Information

Pink Handbag

Product No. 7

Basic Information

Description

Images

Pricing Information

Shipping Information

Shipping: 5.00

☐ Exclude from shipping charges

Here you can add an additional shipping charge for this item.

Container: Self

Weight: 0.0

Dimensions: Length: 0.0 in x Width: 0.0 in x Height: 0.0 in

Inventory Information

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Submit

Cancel

Reset

Save

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.

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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.

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- Store > Shipping Prefs

Shipping Preferences

Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	--	--	Configure

Apply

Options

Allow: ☐ Will Call

Display: ☒ Estimated Shipping

Apply

In this case, the best shipping method would be to configure UPS and then set up a will call option to pick up the order in your physical store.

Let's start by configure UPS.

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Shipping Preferences

UPS Configuration

UPS shipping not configured. Click Apply to begin the setup process or select a different shipper for configuration

Apply

Options

Shipping Mark-Up: ☒ None ☐ Percentage (i.e., 0.0825 = 8.25%) ☐ Amount

Active Packing Algorithm:

Apply Reset

[Shipping Containers](#)

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The first time you work with UPS, you will need to apply for a UPS account. To get started click on Apply.

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UPS TECHNOLOGY AGREEMENT Version UTA02012008 PLEASE CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS OF THIS UPS TECHNOLOGY AGREEMENT. BY INDICATING BELOW THAT YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT, YOU HAVE ENTERED INTO A LEGALLY BINDING AGREEMENT WITH UNITED PARCEL SERVICE GENERAL SERVICES CO. ("UPS"). This Agreement comprises (1) these General Terms and

Terms of Service explained here.

Accept to continue or decline to cancel registration.

Accept

Decline

If you intend on printing shipping labels you will be required to provide your UPS 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.

Apply

Options

Shipping Mark-Up:

None

Percentage (i.e., 0.0825 = 8.25%)

Amount

Active Packing Algorithm:

Default

Apply

Reset

[Shipping Containers](#)

Once you have read over the terms of service (you will need scroll down to see the accept option), you will need to accept their terms of service to finish registering for an account.

Storefront Shipping Preferences (updated for version 10.3.2)

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Shipping Preferences

Here you will be able to enter your company information to apply for a UPS account.

UPS Configuration

Company Name:	<input type="text" value="Store Name Here"/>
Address:	<input type="text" value="123 Main St"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Englewood"/>
State:	<input type="text" value="CO"/>
Postal Code:	<input type="text" value="80112"/>
Country Code:	<input type="text" value="US"/>
Contact:	<input type="text" value="Store Owner Name Here"/>
Title:	<input type="text" value="Owner"/>
Email:	<input type="text" value="Store Owner Email Here"/>
Phone:	<input type="text" value="Your Phone Number Here"/>
FAX:	<input type="text"/>
URL:	<input type="text" value="Your Storefront Address here"/>
Pickup Postal Code:	<input type="text" value="80112"/>

UPS account number is required to print shipping labels. If you would like to open an account with UPS [click here](#).

Account Number:

I would like a UPS Sales Representative to contact me shipping account or to answer questions about UPS services.

Sales Callback: ☐ Yes
☒ No

Cancel: ☐ Cancel the registration process.

If you already have a UPS account, you can enter your account number here. Note: A UPS account is required to print shipping labels inside Storefront.

If you would like more information about opening a UPS account, you can request a sales call back from a UPS representative.

Once you have filled out of the required information about your company, be sure to click on Apply.

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UPS Configuration

Registration Successful! You have completed the UPS registration process. Click the Apply button to configure your shipping options.

Apply

Options

Shipping Mark-Up:

- ☒ None
- ☐ Percentage (i.e., 0.0825 = 8.25%)
- ☐ Amount

Active Packing Algorithm:

ApplyReset

[Shipping Containers](#)

Once you have finished registering with UPS, you will be able to configure your shipping options by clicking on Apply.

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UPS Configuration

Quote Basis (See help for weight/dimension unit specs.):

UPS Account Type

How will UPS receive your packages?

Offered Delivery Methods:

Include insurance:

Email shipment notification:

Re-Register:

☒ Total Order Weight

☐ Packing Algorithm

☐ Daily Pickup

☒ Occasional Pickup

☐ Suggested Retail Pickup

☐ Daily Pickup

☒ Customer Counter

☐ One Time Pickup

☐ On Call Air

☐ Suggested Retail Rates

☐ Letter Center

☐ Air Service Center

☐ UPS Next Day Air®

☒ UPS 2nd Day Air®

☒ UPS Ground

☐ UPS Worldwide Express SM

☐ UPS Worldwide Expedited SM

☐ UPS Standard

☐ UPS 3 Day Select®

☐ 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

☐

☐

☐ Re-register to change your account Pick-up Postal Code or to add/update your UPS account number.

Apply

There are two different ways that UPS can calculate shipping. Total 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.

The second option is set up a Packing Algorithm if you want shipping to be calculated based on all items being shipped in separate containers. A packing algorithm can also be used to help determine which container or containers should be used to ship multiple items.

There are three different types of UPS accounts. Most Storefronts use occasional pick up because you have the option to schedule a pick or take a package to a UPS customer counter.

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 on the rates displayed on your store. If you have any questions, see the UPS website.

Here you can select which UPS delivery methods; you would like to offer on your store.

Here you can decide if you would automatically like to include insurance on all packages.

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

Shipping Mark-Up:

☒ None

☐ Percentage (i.e., 0.0825 = 8.25%)

☐ Amount

Apply

Reset

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 \$10, an additional \$1 will be added bringing the total shipping to \$11). Customers won't see any mark ups just the total shipping rate.

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Shipping Preferences

Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Configure

Apply

To start using UPS to calculate shipping on your store, you will need to make it your preferred shipper. You will also want to check the box to show UPS on Storefront. When you are finished be sure to click on 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.

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Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Configure

Apply

Options

Allow:

☒ Will Call

Pick up in store

Display:

☒ Estimated Shipping

Apply

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.

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Shipping Preferences

Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	--	--	Configure

Apply

Options

Allow: ☐ Will Call

Display: ☒ Estimated Shipping

Apply

In this case, the best shipping method would be to configure UPS and then configure a flat \$5 shipping charge for these special items.

Let's start by configure UPS.

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Shipping Preferences

UPS Configuration



UPS shipping not configured. Click Apply to begin the setup process or select a different shipper for configuration

[Apply](#)

The first time you work with UPS, you will need to apply for a UPS account. To get started click on Apply.

Options



Shipping
Mark-Up:



None



Percentage

(i.e., 0.0825 = 8.25%)



Amount

Active Packing
Algorithm:

Default

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UPS Configuration

UPS TECHNOLOGY AGREEMENT Version UTA02012008 PLEASE CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS OF THIS UPS TECHNOLOGY AGREEMENT. BY INDICATING BELOW THAT YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT, YOU HAVE ENTERED INTO A LEGALLY BINDING AGREEMENT WITH UNITED PARCEL SERVICE GENERAL SERVICES CO. ("UPS"). This Agreement comprises (1) these General Terms and

Terms of Service explained here.

Accept to continue or decline to cancel registration.

☒ Accept
☐ Decline

If you intend on printing shipping labels you will be required to provide your UPS 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.

Apply

Once you have read over the terms of service (you will need scroll down to see the accept option), you will need to accept their terms of service to finish registering for an account.

Options

Shipping Mark-Up: ☒ None ☐ Percentage (i.e., 0.0825 = 8.25%) ☐ Amount

Active Packing Algorithm:

Apply

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Shipping Preferences

Here you will be able to enter your company information to apply for a UPS account.

UPS Configuration

Company Name:	<input type="text" value="Store Name Here"/>
Address:	<input type="text" value="123 Main St"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Englewood"/>
State:	<input type="text" value="CO"/>
Postal Code:	<input type="text" value="80112"/>
Country Code	<input type="text" value="US"/>
Contact:	<input type="text" value="Store Owner Name Here"/>
Title:	<input type="text" value="Owner"/>
Email:	<input type="text" value="Store Owner Email Here"/>
Phone:	<input type="text" value="Your Phone Number Here"/>
FAX:	<input type="text"/>
URL:	<input type="text" value="Your Storefront Address here"/>
Pickup Postal Code:	<input type="text" value="80112"/>

UPS account number is required to print shipping labels. an account with UPS [click here](#).

Account Number:

If you already have a UPS account, you can enter your account number here. Note: A UPS account is required to print shipping labels inside Storefront.

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 about opening a UPS account, you can request a sales call back from a UPS representative.

Cancel: ☐ Cancel the registration process.

Once you have filled out of the required information about your company, be sure to click on Apply.

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Shipping Preferences

UPS Configuration

Registration Successful! You have completed the UPS registration process. Click the Apply button to configure your shipping options.

Apply

Options

Shipping Mark-Up:

☒ None

☐ Percentage (i.e., 0.0825 = 8.25%)

☐ Amount

Active Packing Algorithm:

Default

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Once you have finished registering with UPS, you will be able to configure your shipping options by clicking on Apply.

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UPS Configuration

Quote Basis (See help for weight/dimension unit specs.):

☒ Total Order Weight

☐ Packing Algorithm

UPS Account Type

☐ Daily Pickup

☒ Occasional Pickup

☐ Suggested Retail Pickup

How will UPS receive your packages?

☐ Daily Pickup

☒ Customer Counter

☐ One Time Pickup

☐ On Call Air

☐ Suggested Retail Rates

☐ Letter Center

☐ Air Service Center

Offered Delivery Methods:

☐ UPS Next Day Air®

☒ UPS 2nd Day Air®

☒ UPS Ground

☐ UPS Worldwide Express SM

☐ UPS Worldwide Expedited SM

☐ UPS Standard

☐ UPS 3 Day Select®

☐ 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 notification:

☐

Re-Register:

☐ Re-register to change your account Pick-up Postal Code or to add/update your UPS account number.

Apply

There are two different ways that UPS can calculate shipping. Total 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. The second option is set up a Packing Algorithm if you want shipping to be calculated based on all items being shipped in separate containers. A packing algorithm can also be used to help determine which container or containers should be used to ship multiple items.

There are three different types of UPS accounts. Most Storefronts use occasional pick up because you have the option to schedule a pick or take a package to a UPS customer counter.

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 on the rates displayed on your store. If you have any questions, see the UPS website.

Here you can select which UPS delivery methods; you would like to offer on your store.

Here you can decide if you would automatically like to include insurance on all packages.

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

Shipping Mark-Up:

☒ None

☐ Percentage (i.e., 0.0825 = 8.25%)

☐ Amount

Apply

Reset

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 \$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.

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Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Configure

Apply

To start using UPS to calculate shipping on your store, you will need to make it your preferred shipper. You will also want to check the box to show UPS on Storefront. When you are finished be sure to click on Apply.

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 product, click on Update.

Product No. 7

Update

Copy

Keywords

Related

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Basic Information

Product Name:* Pink Handbag
Categories: Handbags
SKU/ItemNo:
ISBN:

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Product Information

Pink Handbag

Product No. 7

Basic Information

Description

Images

Pricing Information

Shipping Information

Shipping: 5.00 ☐ Exclude from shipping charges
Container: Self
Weight: 10.00
Dimensions: Length: 0.0 in x Width: 0.0 in x Height: 0.0 in

Here you can add an additional shipping charge for this item.

You will also want to make sure you have entered the weight for this product so that UPS can calculate the base shipping cost.

Inventory Information

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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, 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.

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Available Shippers

Shipper	Show on Store Front	Preferred
Merchant-Defined	<input checked="" type="checkbox"/>	-- Configure
United States Postal Service	--	-- Configure
UPS	--	-- Configure

Apply

Options

Allow: ☐ Will Call

Display: ☒ Estimated Shipping

Apply

For the scenario above the best shipping method is to configure **UPS** as your preferred shipping method. Once UPS has been set up, you will be able to create a store promotion for free ground shipping on orders over \$100.

To get started click on Configure next to UPS

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Shipping Preferences

UPS Configuration



UPS shipping not configured. Click Apply to begin the setup process or select a different shipper for configuration

[Apply](#)

The first time you work with UPS, you will need to apply for a UPS account. To get started click on Apply.

Options



Shipping
Mark-Up:



None



Percentage

(i.e., 0.0825 = 8.25%)



Amount

Active Packing
Algorithm:

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UPS TECHNOLOGY AGREEMENT Version UTA02012008 PLEASE CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS OF THIS UPS TECHNOLOGY AGREEMENT. BY INDICATING BELOW THAT YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT, YOU HAVE ENTERED INTO A LEGALLY BINDING AGREEMENT WITH UNITED PARCEL SERVICE GENERAL SERVICES CO. ("UPS"). This Agreement comprises (1) these General Terms and

Terms of Service explained here.

Once you have read over the terms of service (you will need scroll down to see the accept option), you will need to accept their terms of service to finish registering for an account.

Accept to continue or decline to cancel registration.

☐ Accept☒ Decline

If you intend on printing shipping labels you will be required to provide your UPS 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.

Options



Shipping Mark-Up:

☒ None☐ Percentage

(i.e., 0.0825 = 8.25%)

☐ Amount

Active Packing Algorithm:

Default

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Shipping Preferences

UPS Configuration

Company Name: Address: Address 2: City: State: Postal Code: Country Code: Contact: Title: Email: Phone: FAX: URL: Pickup Postal Code:

UPS account number is required to print shipping labels. If you already have a UPS account, you can enter your account number here. Note: A UPS account is required to print shipping labels inside Storefront.

Account Number:

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 ☒ NoCancel: ☐ Cancel the registration process.

Here you will be able to enter your company information for your UPS account.

If you already have a UPS account, you can enter your account number here
Note: A UPS account is required to print shipping labels inside Storefront.

If you would like more information on about opening a UPS account, you can request a sales call back from a UPS representative.

Once you have filled out the rest of the required information about your company, be sure to click on Apply.



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Registration Successful! You have completed the UPS registration process. Click the Apply button to configure your shipping options.

Apply

Once you have finished registering with UPS, you will be able to configure your shipping options by clicking on Apply.

Options

Shipping
Mark-Up:

☒ None

☐ Percentage (i.e., 0.0825 = 8.25%)

☐ Amount

Active Packing
Algorithm:

Default 

Apply

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UPS Configuration

Quote Basis (See help for weight/dimension unit specs.):

☒ Total Order Weight

☐ Packing Algorithm

UPS Account Type

☐ Daily Pickup

☒ Occasional Pickup

☐ Suggested Retail Pickup

How will UPS receive your packages?

☐ Daily Pickup

☒ Customer Counter

☐ One Time Pickup

☐ On Call Air

☐ Suggested Retail Rates

☐ Letter Center

☐ Air Service Center

Offered Delivery Methods:

☐ UPS Next Day Air®

☒ UPS 2nd Day Air®

☒ UPS Ground

☐ UPS Worldwide Express SM

☐ UPS Worldwide Expedited SM

☐ UPS Standard

☐ UPS 3 Day Select®

☐ 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 notification:

☐

Re-Register:

☐ Re-register to change your account Pick-up Postal Code or to add/update your UPS account number.

Apply

There are two different ways that UPS can calculate shipping. Total 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.

The second option is set up a Packing Algorithm if you want shipping to be calculated based on all items being shipped in separate containers. A packing algorithm can also be used to help determine which container or containers should be used to ship multiple items.

There are three different types of UPS accounts. Most Storefronts use occasional pick up because you have the option to schedule a pick or take a package to a UPS customer counter.

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 on the rates displayed on your store. If you have any questions, see the UPS website.

Here you can select which UPS delivery methods; you would like to offer on your store.

Here you can decide if you would automatically like to include insurance on all packages.

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

Shipping Mark-Up:

☒ None

☐ Percentage (i.e., 0.0825 = 8.25%)

☐ Amount

Apply

Reset

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 \$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.

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

[Store > Shipping Prefs](#) [Online Guide](#)

+

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x

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...

Shipping Preferences

Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
United States Postal Service	--	--	Configure
UPS	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Configure

Apply

To start using UPS to calculate shipping on your store, you will need to make it your preferred shipper. You will also want to check the box to show UPS on Storefront. When you are finished be sure to click on Apply.

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.

[Marketing](#) > [Promotions](#) > [Store](#) > Add

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Add a Store Promotion


Select the type of store promotion to add.


**Category**
Offer a discount on all items in a category.


**Gift Wrap**
Offer a discount on gift wrapping services.


**Highest/Lowest Price**
Offer a discount on either the lowest or highest priced item in the order.


**Manufacturer**
Offer a discount based on the manufacturer.

**Order Minimum/Maximum**
Offer a discount on an order total meeting a min. or max. amount.

**Order Quantity Discount**
Offer a discount on the number of items meeting a min. or max. amount.

**Payment Method**
Offer a discount based on the selected payment method.

**Shipping**
Offer a shipping discount based on the shipping method.

**Storewide Sale**
Offer a discount on the entire order.

Note: To add a promotion for a specific product, go to the [product list](#) and click the [Promo](#) button under the options column.

[Marketing](#) > [Promotions](#) > [Store](#) > Available

Home

Store Design

Store

Product

Marketing

- Traffic Generation
- E-mail Marketing
- Promotions
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 - Available
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Shipping Configuration

Basic Information

Promotion Name:

Free UPS Ground Shipping

Promotion Code:

Invoice Text:

Free UPS Ground Shipping on orders over \$100

Valid Dates:

From: To:

(Today = 7/17/11)

Active?:

☒

Exclusive?:

☐ Do not combine with other promotions

- 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.
- 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)

Storefront Shipping Preferences (updated for version 10.3.2)

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Detailed Information

Discount Type:	<input checked="" type="radio"/> Percent off <input type="radio"/> Flat amount off
Discount Amount:	100 %
Shipping Method:	UPS Ground
Order Minimum:	100
Order Maximum:	
Order Amount:	<input type="checkbox"/> Exclude products that are exempt from store promotions
Limit:	<input type="checkbox"/> Limit use to once per customer
Maximum Use (across all customers):	

Select the shipping method from the drop down menu.

Shipping Method:	UPS Ground
Order Minimum:	UPS 2nd Day Air®
Order Maximum:	UPS Ground

- 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

Banner Image:	None Browse... <p>Note: Banner image is used in a single item display of promotion advertisements.</p>
List Image:	None Browse... <p>Note: List image is used in a list display of promotion advertisements.</p>
Text:	

If you would like to feature this promotion on 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.

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 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

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Shipping Preferences

Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
Federal Express	--	--	Configure
United States Postal Service	--	--	Configure
UPS	--	--	Configure

Apply

Options

Allow:

☐ Will Call

Display:

☒ Estimated Shipping

Apply

For the scenario above the best shipping method would be to configure USPS. And then exclude certain items from shipping charges (ie free shipping on certain items).

Store > Shipping Prefs

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United States Postal Service Configuration

Pickup Postal Code:

80112

Domestic Delivery Methods:

☐ First-Class Mail
☐ Bound Printed Material
☐ Express Mail
☐ Library Mail
☐ Media Mail
☐ Parcel Post
☐ Priority Mail

The following settings apply to international shipping. Please read the help documentation for more information on U.S. Postal Service requirements.

Allow Shipments to:

☐ Canada

International Delivery Methods:

☐ Express Mail International
☐ Express Mail International Flat Rate Envelope
☐ Global Express Guaranteed (GXG)
☐ Priority Mail International
☐ Priority Mail International Small Flat Rate Box
☐ Priority Mail International Medium Flat Rate Box
☐ Priority Mail International Large Flat Rate Box
☐ Priority Mail International Flat Rate Envelope
☐ First-Class Mail International Package

When you are using USPS to calculate shipping on your store, it is 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.

Here you can select the domestic delivery methods you would like to offer.

Here you can allow international shipping to Canada. Note: This is the only international country that USPS calculator will support.

If choose to allow shipments to Canada, you can select the delivery methods you would like to offer on your store here.

It is highly recommended that you also set up a merchant defined shipping zone for Canada because the shipping calculator can have problems if customers don't spell out the full providence name.

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.

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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.

Provide customer tracking email: ☐

Label content options: ☐ Bar Code Only ☒ Full Addressing

Express Mail label settings

Print Express Mail labels? ☐ Yes ☒ No

Return Receipt, Collect-On-Delivery (COD), and additional Insurance are available for an additional fee. To request any of these additional services, you must bring your item to a post office for acceptance.

Apply

If you would like to generate the USPS shipping labels directly in your 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.

Note: These labels can be viewed and printed by going to your store's file manager.

Options

Shipping Mark-Up: ☒ None ☐ Percentage 0.0 (i.e., 0.0825 = 8.25%) ☐ Amount \$0.00

Active Packing Algorithm: Default

Apply

Reset

Once you have finished setting up your USPS 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 \$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.

[Shipping Containers](#)

The next step is to set your shipping containers. To get started, click on shipping containers at the bottom of the page.

[Store > Shipping Prefs](#)

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 - Mail
 - Shipping Prefs

United States Postal Service Shipping Containers

Description Name Length Width Height Weight

Add Container

Delete

Reset

[Shipping Information](#)

You will need to create a container for every box you will use to ship your items. To create a new container, click on Add Container.

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

Shipping Container

Shipping Container Info

Container: Box

Name: Small Box

Length:* 10

Width:* 10

Height:* 10

Maximum Weight:* 5

Submit

Reset

Cancel

When you create a new container, you will be able to select the type of container from the drop down menu. In this case, we want to create a box.

Container: Box

Name: Box

Length:* Envelope

Width:* Tube

Self

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.

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 be 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

Update

Copy

Keywords

Related

Attributes

Promotions

List on eBay

+

-

Basic Information	
Product Name:*	Pink Handbag
Categories:	Handbags
SKU/ItemNo:	
ISBN:	

Product Information

Pink Handbag

Product No. 7



Basic Information

Description

Images

Pricing Information

Shipping Information

Inventory Information

Attributes

Options

Custom Information

Search Engine Tuning

Shipping:

\$0.00

☐ Exclude from shipping charges

Container:

Box

Weight:

3

Dimensions:

Length: 7 in x Width: 3 in x Height: 9 in

Submit

Cancel

Preview

Once you have updated the shipping information, remember to click Submit.

Here you will be able specify what type of container this item will be placed in (ie box, envelop, tube or self). The packing algorithm will calculate which of your shipping containers it will use to ship the total order. For the packing algorithm to work, you must enter the weight (in pounds) and dimensions (in inches) for each item.

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

I am a Princess Bumper Sticker

To editing an existing product, click on Update.

Product No. 8

Basic Information	
Product Name:*	I am a Princess Bumper Sticker
Categories:	
SKU/ItemNo:	
ISBN:	

Product Information

I am a Princess Bumper Sticker

Product No. 8

Basic Information	
Description	
Images	
Pricing Information	
Shipping Information	
Shipping:	\$0.00 <input checked="" type="checkbox"/> Exclude from shipping charges
Container:	Self
Weight:	0.0
Dimensions:	Length: 0.0 in x Width: 0.0 in x Height: 0.0 in
Inventory Information	
Attributes	
Options	
Custom Information	
Search Engine Tuning	
Submit	

Here you will have the ability to exclude an item from shipping charges (ie free shipping on this product).

Note: If an item is excluded from shipping charges, you don't have to worry about entering the weight and dimensions for that product.

Once you have updated the shipping information, remember to click Submit.

[Store > Shipping Prefs](#)

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x

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Shipping Preferences

Available Shippers

Shipper	Show on Store Front	Preferred	
Merchant-Defined	<input checked="" type="checkbox"/>	--	Configure
Federal Express	--	--	Configure
United States Postal Service	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Configure
UPS	--	--	Configure

Apply

Options

Allow:

☐ Will Call

Will Call

Display:

☒ Estimated Shipping

Apply

To start using USPS to calculate shipping on your store, you will need to make it your preferred shipper. You will also want to check the box to show USPS on Storefront. When you are finished be sure to click on Apply.

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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.

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Store Name Here : Open for business

[Close store for maintenance](#)

Quick Store Stats

Edit Display

Orders ready for shipping:	2 \$110.00
Orders shipped today:	8 \$124.00
Orders shipped today:	0 \$0.00

Customer Information

[New customer orders:](#)

[Total customers:](#)

[Top 20 customers](#)

Product Information

[Low inventory products:](#)

To update your merchant account options, click on Store then Payment Prefs.

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Store > Payment Prefs

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Payment Preferences

Credit Cards (Merchant Account)

We Accept:

- ☐ American Express
- ☒ MasterCard
- ☒ Visa
- ☐ Store Card:
- ☐ Diner's Club
- ☐ Discover
- ☐ JCB

☒ Require customer to provide credit card information

☒ 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

Merchant Account:

Apply for a Merchant Account

Processor:

☐ Use **PayPal Website Payments Pro** as your credit card processor

Note: To select this option, you must first enable Express Checkout in the PayPal Payments section on this page.

Other Processors:

None

Configure

Notice Note:

You have chosen to send your credit card separately. We will hold your order pending receipt of your card information for up to 5 days.

PayPal Payments

View tutorial

Payment Options

Storewide Preferences

View tutorial

Submit

Reset

Here you can check the boxes for the credit cards that you accept with your merchant account.

Note: You must have a merchant account to accept credit card payments directly on your store.

If you are using a merchant account, you 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 orders without any custom coding.

Make sure you select a merchant account from the drop down menu and click on configure to connect your merchant account to your Storefront.

If you would like more information about setting up a merchant account, feel free to call 1-800-428-3170 to speak with an Intuit Web Advisor.

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