

Art Encounters- Setup Shipping Costs

Table of contents

1 Shipping Settings	3
2 Shipping Policies	4
3 Shipping Policies Part 2	4
4 Add a Shipping Method	5
5 Shipping Method	6
6 Add Table Rate	7
7 Edit Table Rate	7
8 General Table Settings	8
9 Detailed Table Values	9

1 Shipping Settings

Once you're in your vendor's Dashboard...

1. Hover over Settings
2. Click on Shipping

Dashboard

90% Profile complete

Add facebook to gain 4% progress

Net Sales	\$0.00
Earning	\$0.00
Pageview	0
Order	0

Dashboard

- Products
- Orders
- Coupons
- Reports
- Reviews
- Withdraw
- Return Request
- Announcements
- Support
- Settings

- Store
- Payment
- Shipping
- Social Profile
- RMA
- Store SEO

2 Shipping Policies

Shipping Settings → Visit Store

1

[Click here to add Shipping Policies](#)

A shipping zone is a geographic region where a certain set of shipping methods are offered. We will match a customer to a single zone using their shipping address and present the shipping methods within that zone to them.

If you want to use the previous shipping system then [Click Here](#)

3 Shipping Policies Part 2

Processing Time- Enter the typical amount of time it will take you to ship a product.

Shipping Policy- Write down any details you want the customer to know about shipping.

Refund Policy- Write what you will accept for returns or will you have an all sales final policy?

Processing Time ?

3-5 business days

Shipping Policy ?


Refund Policy ?

Save Settings

4 Add a Shipping Method

Click Add Shipping Method

Shipping Settings → Visit Store

 [Click here to add Shipping Policies](#)

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If you want to use the previous shipping system then [Click Here](#)

Zone Name	Region(s)	Shipping Method
United States (US)	United States (US)	No method found Add Shipping Method
Canada	Canada, Yukon Territory, Saskatchewan, Quebec, Prince Edward Island, Ontario, Nunavut, Nova Scotia, Northwest Territories, Newfoundland and Labrador and 4 other regions	No method found Add Shipping Method

5 Shipping Method

Leave the top portion unchanged unless you have a good reason to make a change.
Click Add Shipping Method

Shipping Settings → [Visit Store](#)

 [Click here to add Shipping Policies](#)

A shipping zone is a geographic region where a certain set of shipping methods are offered. We will match a customer to a single zone using their shipping address and present the shipping methods within that zone to them.

If you want to use the previous shipping system then [Click Here](#)

Zone Name : United States (US)

Zone Location : United States (US)

Select States :

Limit ZIP/postcodes : [Limit your specific ZIP/postcodes](#)

Shipping Method Add your shipping method for appropriate zone

Method Title	Status	Description
No method found		

1

[+ Add Shipping Method](#)

6 Add Table Rate

1. Select Table Rate
2. Click Add Shipping Method

Add Shipping Method ×

Choose the shipping method you wish to add. Only shipping methods which support zones are listed.

1

2

7 Edit Table Rate

Click Edit under Table Rate

Shipping Method *Add your shipping method for appr*

Method Title	Status
Table Rate Edit Delete	<input checked="" type="checkbox"/>

8 General Table Settings

1. Method Title will appear during checkout. You can leave it as "Table Rate" but I find that something like "Shipping based on item size and weight" makes more sense to the customer.
2. Is shipping taxable?
3. Do you want to charge a Handling Fee?
4. Recommend calculating "Per order"

1	Method Title	<input type="text" value="Shipping Based on Item Size & Weight"/>
2	Tax Status	<input type="text" value="Taxable"/>
	Tax included in shipping costs	<input type="text" value="Yes, I will enter costs below inclusive of tax"/>
3	Handling Fee	<input type="text" value="n/a"/>
	Maximum Shipping Cost	<input type="text" value="n/a"/>

Rates

This is where you define your table rates which are applied to an order.

4	Calculation Type	<input type="text" value="Per order"/>
	Handling Fee Per Order	<input type="text" value="n/a"/>
	Minimum Cost Per Order	<input type="text" value="n/a"/>
	Maximum Cost Per Order	<input type="text" value="n/a"/>

9 Detailed Table Values

These are some recommended values, however you can choose whatever you want. We have chosen these values because these align with USPS postage for items of various size and weight.

1. No Class- This is a good default in case you forget to configure one of the classes below.
2. Item count is good as the default way to calculate shipping.
3. \$10 is a good shipping default.
4. Small Item configuration
5. I chose weight
6. Between 0 and 2 pounds
7. The price for shipping a small item is \$10.
8. Configure the Medium, Larve, and Heavy items in similar fashion.

Click Update Settings (Not pictured)

Table Rates

<input type="checkbox"/>	Shipping Class [?]	Condition [?]	Min- Max [?]	Break [?]	Abort [?]	Row cost [?]	Item cost [?]	lbs cost [?]	% cost [?]	Label [?]
1	No class ▾	2 Item count ▾	n/a n/a	<input type="checkbox"/>	<input type="checkbox"/>	0	3 10	0	0	
<input type="checkbox"/>	4 Small Items ▾	5 Weight ▾	0 2 6	<input type="checkbox"/>	<input type="checkbox"/>	0	7 10	0	0	
8	Medium Ite ▾	Weight ▾	2.01 5	<input type="checkbox"/>	<input type="checkbox"/>	0	20	0	0	
9	Large Item: ▾	Weight ▾	5.01 10	<input type="checkbox"/>	<input type="checkbox"/>	0	25	0	0	
10	Heavy Item ▾	Weight ▾	n/a n/a	<input type="checkbox"/>	<input type="checkbox"/>	0	0	2	0	