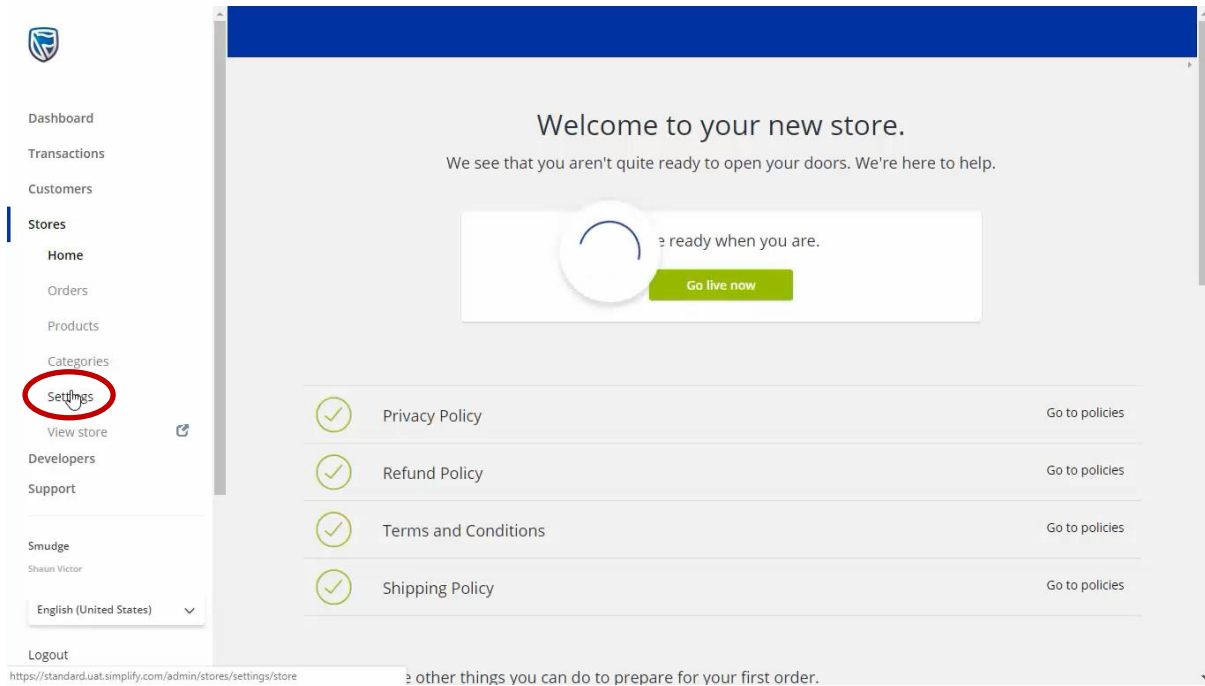
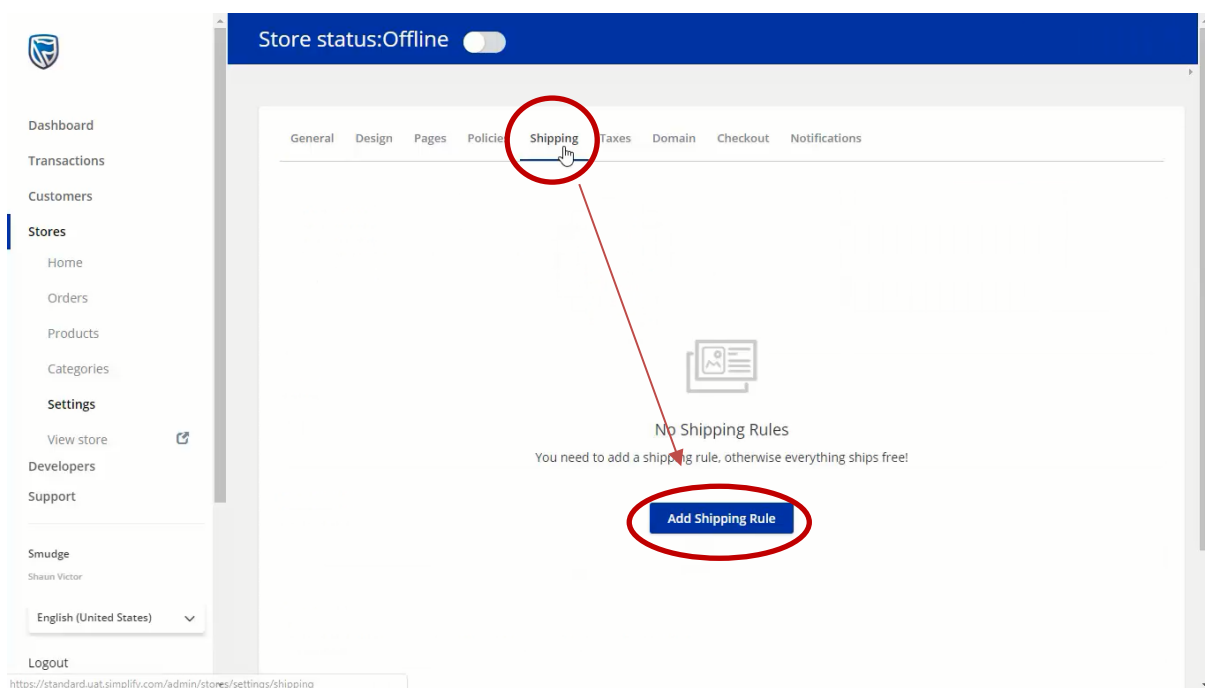


How to create shipping rules

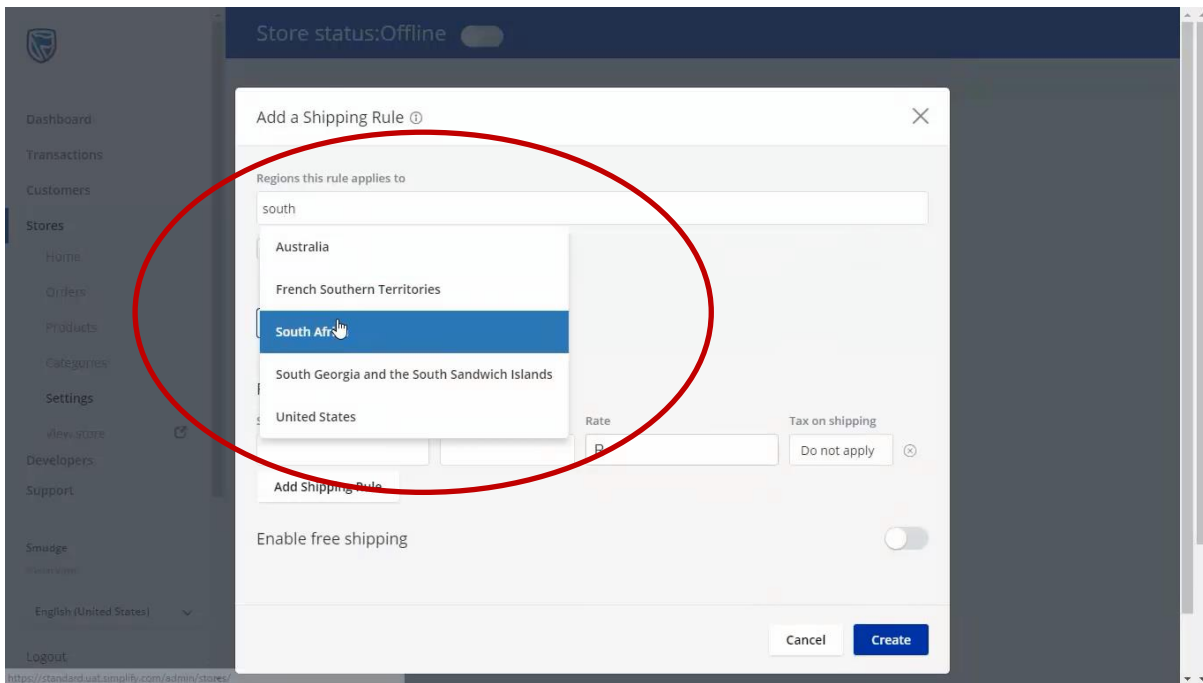
- As an e-commerce store it is important to include the shipping rules for your store. This way a customer knows what to expect, and when to expect their items. To create or add a shipping rule, click on the stores button on the left-hand side menu on the dashboard page, and then click on the settings button.



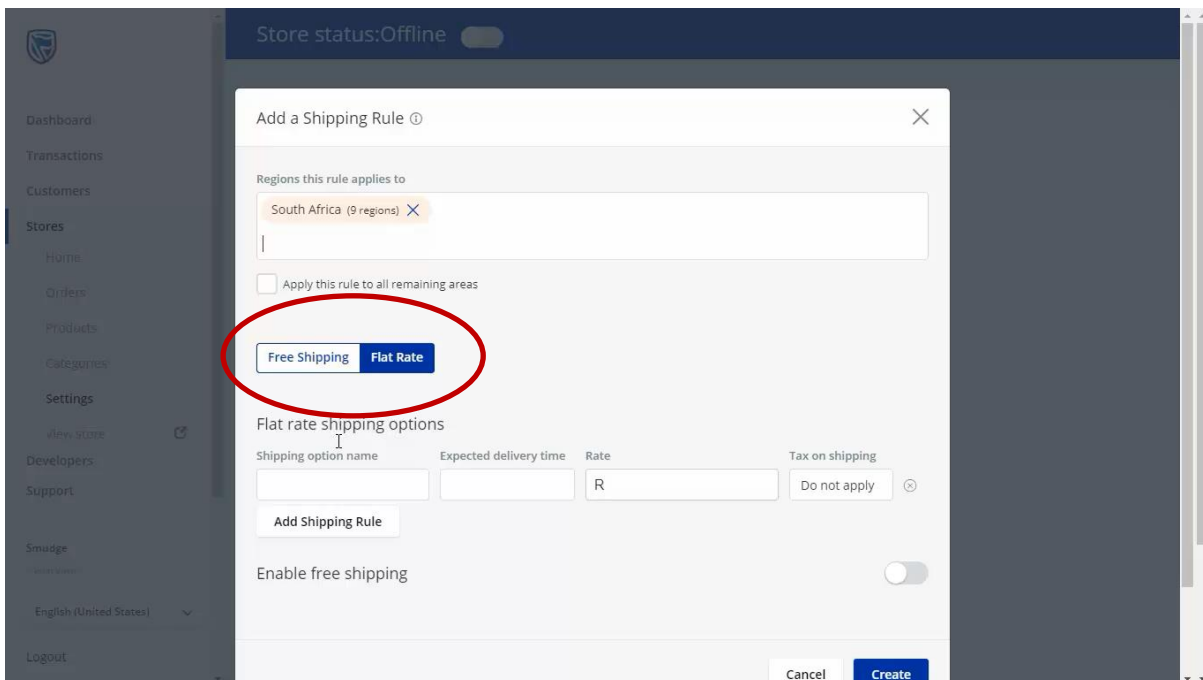
- You will notice tabs at the top of the page. Click on the shipping tab and it will take you to the page where you can add or create your shipping policy. If you are adding your first shipping rule, you will be prompted to do so.



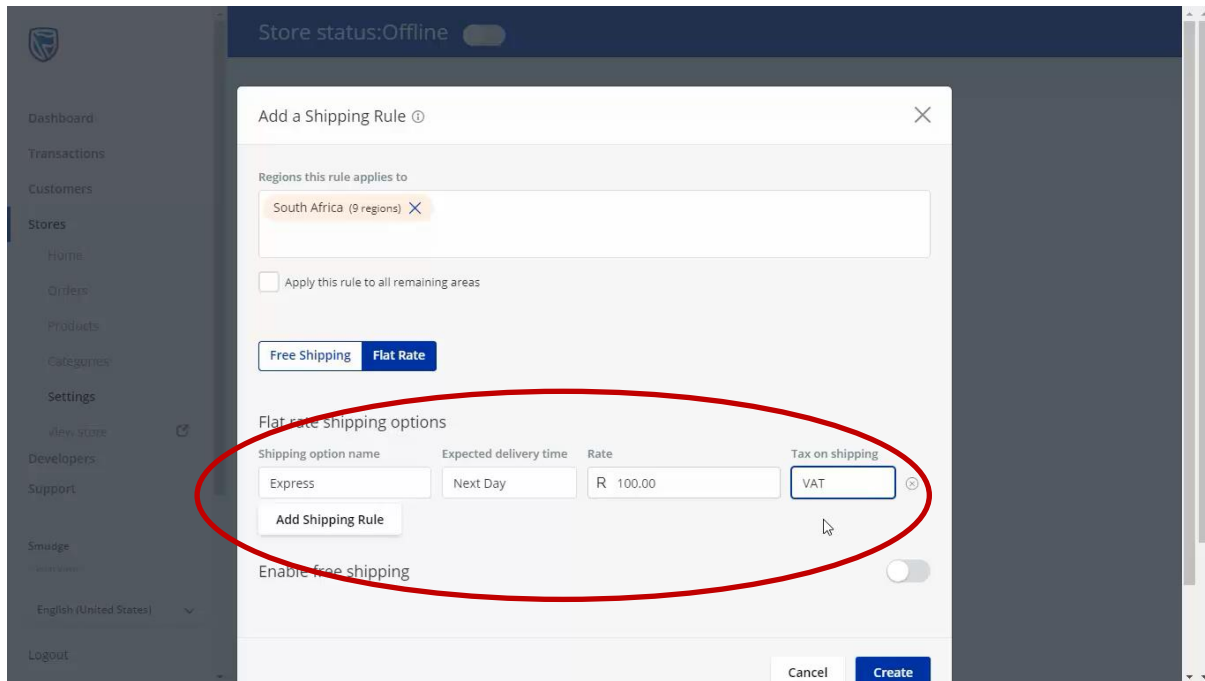
- To start, you will be required to add the region that this rule applies to by typing the name of the city or country into the text box. A drop down menu will appear for you to choose your region. You will be able to add more than one location if necessary.



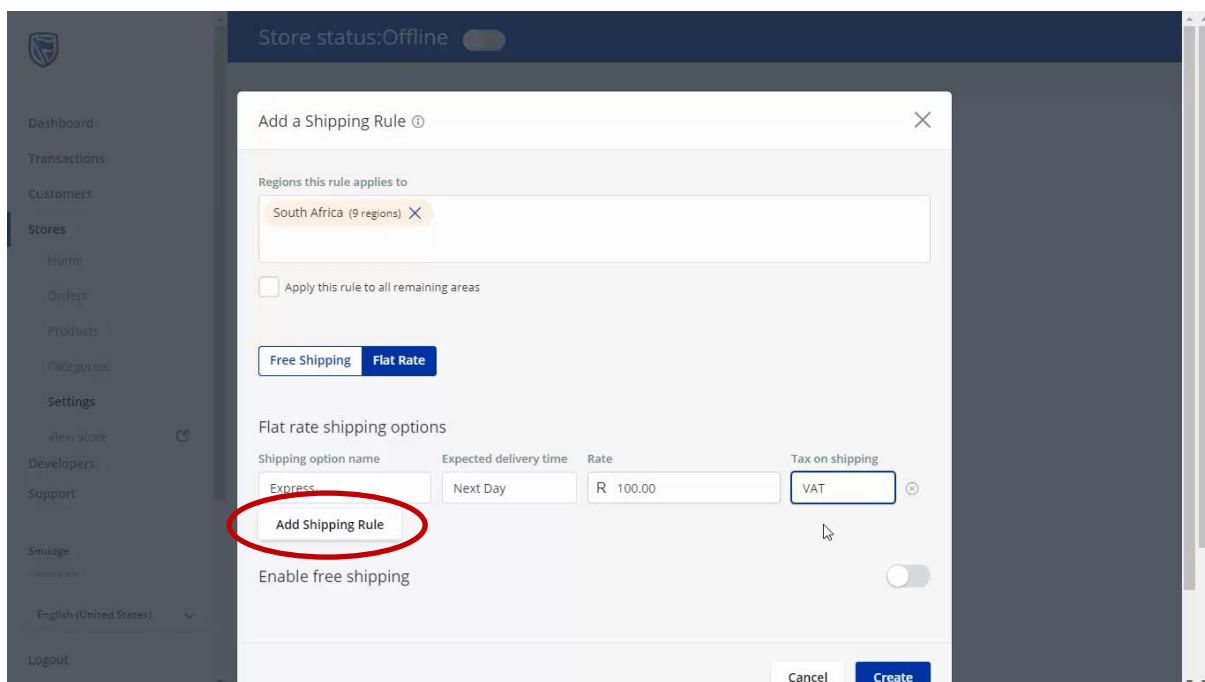
- At this point you will need to know if shipping will be free shipping for the regions selected, or if there will be a flat rate.



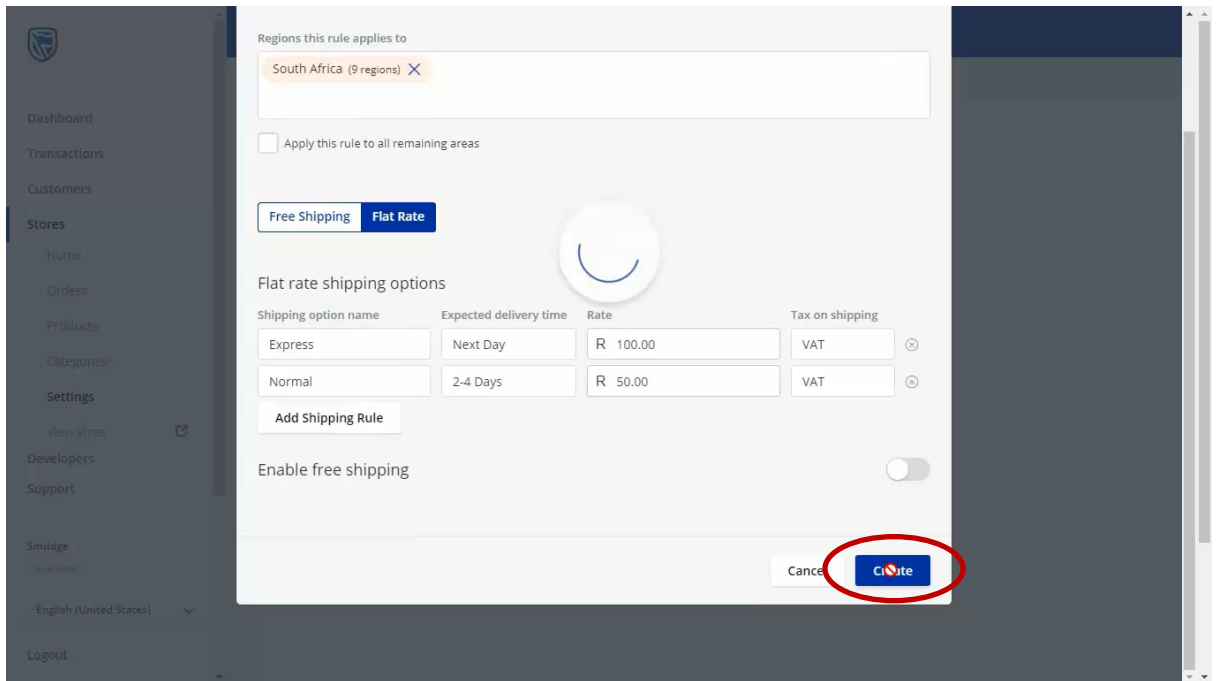
- For this region, let's assign a flat rate. You will need to give your shipping option a name, provide an expected delivery time, a rate for the shipping and if there will be any TAX added to this shipping. You will need to add the tax to your store, which can be viewed in a separate video.



- When you have completed adding your shipping rule, click on add shipping rule. You can add multiple shipping rules for the regions you have selected.



- Once you are done, click on the create button.



- You will be directed back to the shipping page where your newly added shipping rule can be seen. From this page you will also be able to create additional shipping rules to your store.

