



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.

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Dashboard Transactions Customers Stores Home Orders	Welcome to your new store. We see that you aren't quite ready to open your doors. We're here to help.	
Categories Settings View store C Developers	Privacy Policy Refund Policy	Go to policies Go to policies
Support Smudge Shaun Victor	Terms and Conditions Shipping Policy	Go to policies Go to policies
Logout ttps://standard.uat.simplify.com/admin/stores/settings/st	ore a other things you can do to prepare for your first order.	

• 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.

Î	Store status:Offline 👘
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Dashboard	General Design Pages Policie Shipping Taxes Domain Checkout Notifications
Transactions	
Customers	
Stores	
Home	
Orders	
Products	
Categories	
Settings	
View store 🗹	Np Shipping Rules
Developers	Tou need to add a shipping rule, otherwise everything ships nee:
Support	Add Shinging Pule
Smudge	
Shaun Victor	
English (United States) 🗸 🗸	
Logout	





• 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.

		÷
Dashboard	Add a Shipping Rule ①	×
Transactions	Regions this suit applies to	
Customers	south	
Stores	Australia	
Orders	French Southern Territories	
Products	South Afra	
Categories	South Georgia and the South Sandwich Islands	
Settings	United States Rate	Tax on shipping
View.store C Developers	B	Do not apply 🛞
Support	Add Shipping Bulo	
Smudge	Enable free shipping	
In Sector & Correct		
English (United States) \sim		_
Logout		Cancel

• 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.

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	Add a Shipping Rule	D			×	
	Regions this rule applies to				_	
Stores	South Africa (9 regions) >					
Hame	1					
	Apply this rule to all rem	aining areas				
	Free Shipping Flat Rat					
	Flat rate shipping opt	ons				
	Shipping option name	Expected delivery time	Rate	Tax on shipping		
			R	Do not apply	\otimes	
	Add Shipping Rule					
	Enable free shipping			C		
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• 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.

	Store status:Off	line 🛑			
~					_
	Add a Shipping Rule	0		×	
	Regions this rule applies to				
	South Africa (9 regions)	×			
	Apply this rule to all ren	naining areas			
	Free Shipping Flat Ra	ite			
	Flat rate shipping op	tions			
	Shipping option name	Expected delivery tin	ne Rate	Tax on shipping	
Support	Express	Next Day	R 100.00	VAT 🛞	
	Add Shipping Rule				
	Enable free shipping				
Logout				Cancel Create	

• 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.

	Store status:Offline
9	
	Add a Shipping Rule 💿 🛛 🕹
	Regions this rule applies to
	South Africa (9 regions) X
	Apply this rule to all remaining areas
	Free Shipping Flat Rate
	Flat rate shipping options
	Shipping option name Expected delivery time Rate Tax on shipping
	Express Next Day R 100.00 VAT 🛞
	Add Shipping Rule
	Enable free shipping
	Cancel Create





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

	Regions this rule applies to South Africa (9 regions) X					• •
Dashboard					_	
Transactions	Apply this rule to all rema	ining areas				1
Customers						
Stores	Free Shipping Flat Rate	2				
Home						
Orders	Flat rate shipping opti	ons				
Products	Shipping option name	Expected delivery tir	R 100.00	Tax on shipping		
Categories	Normal	2.4 Days	R 50.00	VAT		
Settings	Add Shipping Dulo	2*4 Days	N 50.00		0	
view store 🖸	Add Shipping Rule					
Developers	Enable free shipping					
Support						
Smudge				6		P
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English (United States) \sim						
Logout						

• 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.

	Store status:Offline
Dashboard	General Design Pages Policies Shipping Taxes Domain Checkout Notifications
Customers	Shipping Rules ③
Stores Home	Next Day, Express R100.00 VAT (15%) Edit Delete 2-4 Days, Normal R50.00 VAT (15%)
Orders Products	South Africa(Eastern Cape, Free State, Gauteng, KwaZulu-Natal, Limpopo and 4 more)
Categories	Add Another Rule
Settings View store	
Developers Support	
Smudge	
Shaun Victor English (United States) 🗸	l3
Logout	