

Tutorial 10: Configure Shipping, Handling, and Taxes

Objectives:

- Your goal in this tutorial is to be able to:
 - customize shipping charges by each of these methods:
 - UPS lookup based on zip code and average weight
 - UPS lookup based on zip code and order weight
 - shipping table by quantity
 - shipping table by price
 - customize handling charges
 - handling charges according to quantity
 - handling charges according to price
 - customize taxes
 - view, test and debug your changes

In NetStores you can easily set up shipping and handling charges according to a number of different options, and you can set up taxes to be charged based on the state where the order originates.

Configure Shipping Charges

NetStores provides you with a number of shipping options. You can offer your customers next day, 2nd day, 3rd day and ground shipping. If you use UPS, NetStores can calculate the shipping charges for you based on the average weight of your products or on the weight of the order and the zip code of the destination. Alternatively, you can set up a shipping table based on either the quantity or price of items ordered.

To configure the shipping charges for your store on the NetStores server, follow the directions below:

- In your Internet browser, login to NetStores as instructed at the beginning of Tutorial 9.
- In the *NetStores Merchant Administration Area*, under *Configuration* click **Configure Your Store** (Fig. 9.3).
- Click **Miscellaneous Charges** (Fig. 10.1).

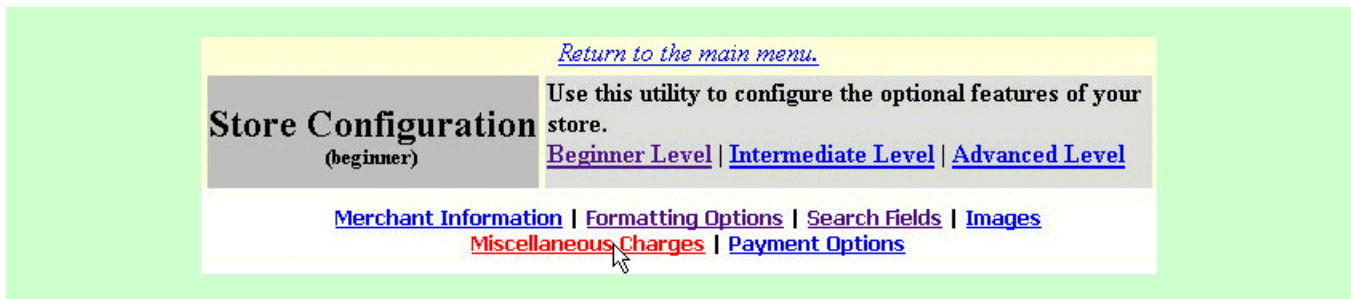


Figure 10.1 In Store Configuration, click **Miscellaneous Charges**.

To continue, decide which method of calculating shipping charges you want to use and follow the instructions within one of the subsequent sections as appropriate.

UPS Lookup Using Average Weight

If you prefer to use UPS and you do not have weight information in the item file for each individual item, you can have NetStores look up the shipping charges based on the average weight of your items, by following these instructions:

- Select the varieties of shipping you would like to offer by marking the check boxes for UPS Next Day, 2nd Day, 3rd Day and/or Ground (Fig. 10.2).

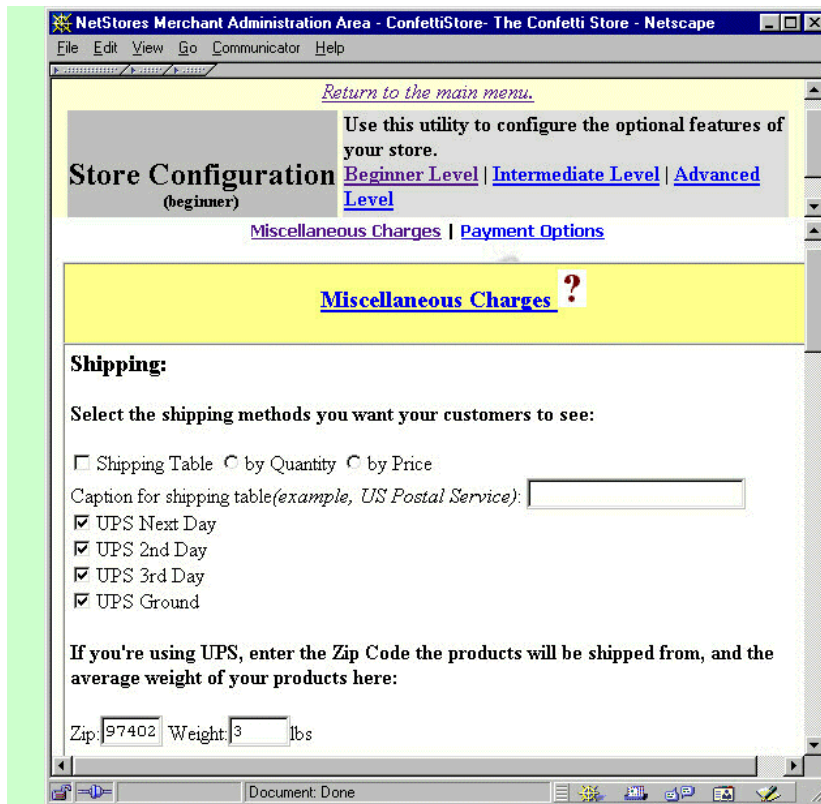


Figure 10.2 Using UPS, select the varieties of shipping you would like to offer by marking the check boxes for UPS Next Day, 2nd Day, 3rd Day and/or Ground. Next, enter the zip code from which you will be shipping items. Then enter the average weight in decimal pounds of your products, including the packaging materials.

- Enter the zip code from which you will be shipping items (Fig. 10.2).
- Enter the average weight in decimal pounds of your products, including the packaging materials.
- Next do one of the following:
 1. Scroll to the bottom of the *Miscellaneous Charges* page and click **Save Changes** (Fig. 10.3).

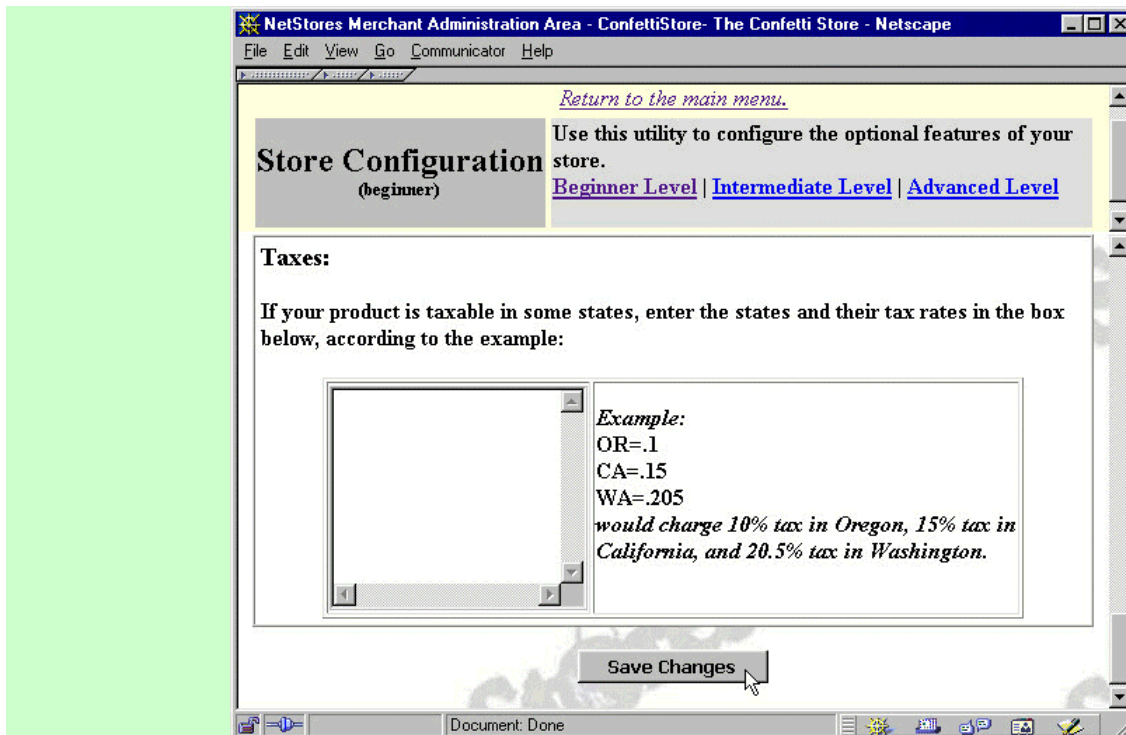


Figure 10.3 Scroll to the bottom of the *Miscellaneous Charges* page and click **Save Changes**.

2. Alternatively, skip to the handling charges section.
3. On the other hand, if you want to view shipping charges, skip to the last section in this tutorial.

If you use this method, UPS shipping charges will be calculated for you based on zip code and average weight and number of items purchased. The main advantage of this method is that you do not need to enter shipping weights of each item into the item file. An order might look like Figure 10.4 if you used this method of shipping calculations.

Figure 10.4 An order might look like this example if you used the UPS average weight lookup method of shipping calculations. Notice that the weight calculated, in this example, is based on the average of 3 lbs., entered in Figure 10.2, not on the actual weights of the items

Qty	Code	Name	Description	UPSWeight	Price	Extended
1	hw005	etched columbines Ming vase	Ming vase with etched columbine flowers burgundy	5.3	\$135.00	\$135.00
1	hf001	yellow stained glass lamp	"lamp, square stained glass shade, yellow"	7.9	\$75.00	\$75.00
2		Weight: 6			Order Amount	\$210.00
					UPS Ground	\$9.79
					Order Total	\$219.79

UPS Lookup Using Individual Weights of Items

You can use the UPS lookup with different weights of each item, if you have included their weights in the item file. See Tutorial 3. This method is more accurate, but takes more work. It will charge customers ordering heavier items more than customers ordering lighter items.

To calculate UPS shipping charges based on order weight and zip code, follow these instructions:

- Select the varieties of shipping you would like to offer by marking the check boxes for UPS Next Day, 2nd Day, 3rd Day and/or Ground (Fig. 10.2).
- Enter the zip code from which you will be shipping items (Fig. 10.2).
- Scroll to the bottom of the *Miscellaneous Charges* page and click **Save Changes** (Fig. 10.3).
- Click **Continue Store Configuration** (Fig. 10.5).

[Return to the main menu.](#)

Store Configuration
(beginner)

Use this utility to configure the optional features of your store.

[Beginner Level](#) | [Intermediate Level](#) | [Advanced Level](#)

Changes have been saved.

[Continue Store Configuration](#) or

[View Your Store Settings](#)

Figure 10.5 Click Continue Store Configuration.

- Click **Search Fields** (Fig. 10.6).

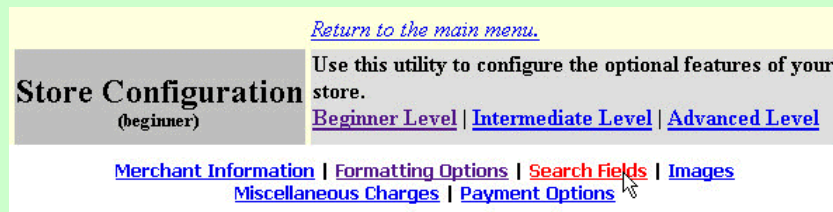


Figure 10.6 Click **Search Fields**.

- In the *Field Names* form, scroll down to row 8, *UPSWeight*.
- In the third column, in row 8, select **UPS Weight** from the drop-down menu (Fig. 10.7).

Figure 10.7 *Field Names* form. In the third column, in row 8 select **UPS Weight** from the drop-down menu. Then click **Update Field Names**.

- Click **Update Field Names** (Fig. 10.7).
- Scroll to the bottom of the *Search Fields* page and click **Save Changes** (Fig. 10.8).

Figure 10.8 Scroll to the bottom of the *Search Fields* page and click **Save Changes**.

- Click **Continue Store Configuration** (Fig. 10.5).
- Make sure your item file includes shipping weights of each item; see Tutorial 3 for details.
- Continue with handling charges by clicking **Miscellaneous Charges** and skip to the section called *Configure Handling Charges*, or if you want to view shipping charges, skip to the last section in this tutorial

This method calculates UPS shipping charges for you based on zip code and weight of the order. It requires the inclusion of shipping weights in the item file, but is more accurate in estimating the actual cost of shipping. If you viewed an order (see the last section of this tutorial) at this point, it might look something like the example shown in Fig. 10.9.

Confetti Store
products, products, and more!

home • about us • faq • contact us

Order Total Form

Qty	Code	Name	Description	UPSWeight	Price	Extended
1	hw005	etched columbines Ming vase	Ming vase with etched columbine flowers burgundy	5.3	\$135.00	\$135.00
1	hf001	yellow stained glass lamp	"lamp, square stained glass shade, yellow"	7.9	\$75.00	\$75.00
2		Weight: 13.2				
			Order Amount			\$210.00
			UPS Ground			\$10.66
			Order Total			\$220.66

Figure 10.9 If you viewed an order (see the last section of this tutorial) at this point, it might look something like this example. Now the weight calculated is the sum of the actual weights from the item file.

Shipping Table by Quantity

If you prefer to set up your own table of shipping costs based on the number of items being shipped, follow the instructions below:

- Open the *Miscellaneous Charges* page as instructed at the beginning of this tutorial.
- Mark the *Shipping Table* check box (Fig. 10.10).
- Select the *by Quantity* radio button (Fig. 10.10).

- Enter your shipper's name, such as UPS, FedEx or US Postal Service in the text box for *Caption for shipping table* (Fig. 10.10).
- In the first large text box left of the word *Example*, on each line, enter the order quantity, followed by an = sign, followed by the shipping cost for that quantity. We entered 1=5, 2=10, 3=15, etc. (Fig. 10.10). This means 1 item costs \$5 to ship, 2 items cost \$10 to ship, etc. If you skip a number of items, the next higher number shipping charge will apply. For example, if you entered 1=5 and 3=15, then both 2 and 3 items would cost \$15 to ship (Fig. 10.10).

Figure 10.10 Fill in the shipping table as instructed. In this example, each item costs an additional \$5 to ship so that shipping for 8 items costs \$40.

Shipping:

Select the shipping methods you want your customers to see:

☒ Shipping Table ☒ by Quantity ☐ by Price

Caption for shipping table(example, US Postal Service):

☐ UPS Next Day
☐ UPS 2nd Day
☐ UPS 3rd Day
☐ UPS Ground

If you're using UPS, enter the Zip Code the products will be shipped from, and the average weight of your products here:


Zip: Weight: lbs

If you're calculating shipping according to the total quantity of the order, enter your shipping table below, according to the example:

1=5	Example: 5=10 10=15 15=20 would charge \$10.00 shipping if the total quantity was 1 to 5 items, \$15.00 if the quantity was 6 to 10 items, and \$20.00 if the quantity was 11 to 15 items. Anything above 15 will also be charged \$20.00.
2=10	
3=15	
4=20	
5=25	
6=30	
7=35	
8=40	

- Next do one of the following:
 1. Scroll to the bottom of the *Miscellaneous Charges* page and click **Save Changes** (Fig. 10.3).
 2. Alternatively, skip to the handling charges section.
 3. On the other hand, if you want to view shipping charges, skip to the last section in this tutorial.

You can examine the results of this change by following the instructions in the section *View Shipping Charges* at the end of this tutorial. Figure 10.11 shows the resulting *Order Total Form* for 2 items.



Qty	Code	Name	Description	UPSWeight	Price	Extended
1	hw005	etched columbines Ming vase	Ming vase with etched columbine flowers burgundy	5.3	\$135.00	\$135.00
1	hf001	yellow stained glass lamp	"lamp, square stained glass shade, yellow"	7.9	\$75.00	\$75.00
2		Weight: 13.2			Order Amount	\$210.00
					Shipping Charge	\$10.00
					Order Total	\$220.00

Figure 10.11 *Order Total Form* for 2 items using the shipping table set up in Figure 10.10. Notice that the shipping charge for 2 items is \$10.

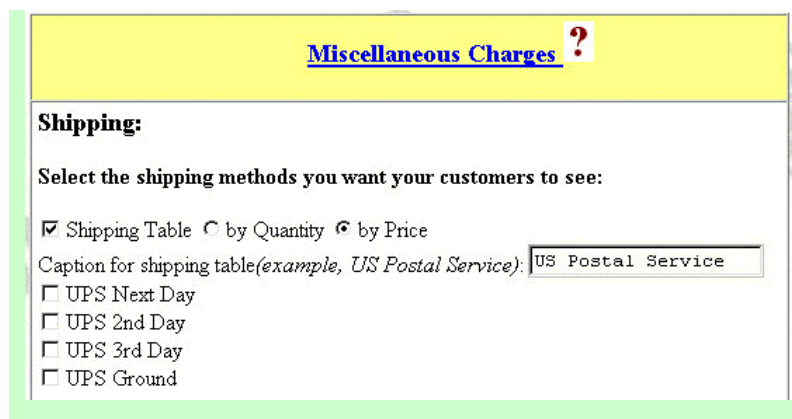
Shipping Table by Price

Another way to set up your shipping charges is to use a table of shipping costs based on the total price of items ordered.

If you prefer this method, follow the instructions below:

- Open the *Miscellaneous Charges* page as instructed at the beginning of this tutorial.
- Mark the *Shipping Table* check box (Fig. 10.12).
- Select the *by Price* radio button (Fig. 10.12).
- Enter your shipper's name, such as UPS, FedEx or US Postal Service in the text box for *Caption for shipping table* (Fig. 10.12).

Figure 10.12 Mark the *Shipping Table* check box and select the *by Price* radio button. Enter your shipper's name, such as UPS, FedEx or US Postal Service in the text box for *Caption for shipping table*.



Miscellaneous Charges ?

Shipping:

Select the shipping methods you want your customers to see:

☒ Shipping Table ☐ by Quantity ☐ by Price

Caption for shipping table(example, US Postal Service):

☐ UPS Next Day

☐ UPS 2nd Day

☐ UPS 3rd Day

☐ UPS Ground

- Scroll down to the second large text box, just above the handling section, and on each line, enter the total order price, followed by an = sign, followed by the shipping cost for that order price. We entered 100=5, 200=10, 300=15, etc. (Fig. 10.13). This means each \$100 worth of items costs an additional \$5 to ship so that shipping for \$700.01 to \$800 worth costs \$40. Between the ranges of order price, the next higher number shipping charge will apply. For example, an order worth \$425 would cost \$25 to ship (Fig. 10.13).

If you're calculating shipping according to the total price of the order, enter your shipping table below, according to the example:

100=5 200=10 300=15 400=20 500=25 600=30 700=35 800=40	Example: 5=10 10=15 15=20 <i>would charge \$10.00 shipping if the total price was \$0.01 to \$5.00, \$15.00 if the price was \$5.01 to \$10.00, and \$20.00 if the price was \$10.01 to \$15.00. Anything above \$15.00 will also be charged \$20.00.</i>
---	--

Handling:

- ☒ No handling charges.
☐ Calculate Handling according to Quantity

Figure 10.13 Fill in the shipping table as instructed. In this example, each \$100 worth of items costs an additional \$5 to ship so that shipping for \$800 worth costs \$40.

- Next do one of the following:
 - Scroll to the bottom of the *Miscellaneous Charges* page and click **Save Changes** (Fig. 10.3).
 - Alternatively, skip to the handling charges section.
 - On the other hand, if you want to view shipping charges, skip to the last section in this tutorial.

You can examine the results of using a shipping table based on price by following the instructions in the section *View Shipping Charges* below. Figure 10.14 shows the resulting *Order Total Form* for \$210 worth of items.

Confetti Store
products, products, and more!

[home](#) • [about us](#) • [faq](#) • [contact us](#)

Order Total Form

Qty	Code	Name	Description	UPSWWeight	Price	Extended
1	hw005	etched columbines Ming vase	Ming vase with etched columbine flowers burgundy	5.3	\$135.00	\$135.00
1	hf001	yellow stained glass lamp	"lamp, square stained glass shade, yellow"	7.9	\$75.00	\$75.00
2		Weight: 13.2			Order Amount	\$210.00
					Shipping Charge	\$15.00
					Order Total	\$225.00

Figure 10.14 *Order Total Form* for 2 items costing \$210, using the shipping table set up in Figure 10.13. Between \$200.01 and \$300 results in a \$15 shipping charge.

Configure Handling Charges

NetStores allows you to set up handling charges in addition to shipping charges. You can either calculate handling costs based on the quantity or the price of items sold. In each case you set up a shipping table similar to shipping charges, either by quantity or price.

Handling According to Quantity

To set up a table to calculate handling costs based on the quantity of items ordered, follow these instructions:

- If it is not already open, display the *Miscellaneous Charges* page as instructed at the beginning of this tutorial.
- Scroll down to *Handling* (Fig. 10.15).
- Select the radio button marked *Calculate Handling according to Quantity* (Fig. 10.15).
- In the large text box left of the word *Example*, on each line, enter the order quantity, followed by an = sign, followed by handling cost. We entered 1=2, 2=4, 3=5, etc. (Fig. 10.15). This means 1 item has \$2 handling costs, 2 items cost \$4, etc. If you skip a number of items, the next higher number handling charge will apply. For example, we enter 5=6 and 10=7, so handling for any number of items from 6 to 10 costs \$7 (Fig. 10.15).
- Scroll to the bottom of the page and click **Save Changes** (Fig. 10.3), or continue on to the taxes section below.

[Return to the main menu.](#)

Store Configuration
 (beginner)
 [Beginner Level](#) | [Intermediate Level](#) | [Advanced Level](#)

Handling:

☐ No handling charges.
☒ Calculate Handling according to Quantity
☐ Calculate Handling according to Price

If you're calculating handling according to the total quantity of the order, enter your shipping table below, according to the example:

<div style="border: 1px solid black; min-height: 100px; padding: 5px;"> 1=2 2=4 3=5 5=6 10=7 20=8 30=9 50=10 </div>	<p>Example:</p> <p>5=10 10=15 15=20</p> <p>would charge \$10.00 handling if the total quantity was 1 to 5 items, \$15.00 if the quantity was 6 to 10 items, and \$20.00 if the quantity was 11 to 15 items. Anything above 15 will also be charged \$20.00.</p>
--	--

Figure 10.15 Example setup for table to calculate handling costs according to the quantity of items ordered. In this example, the handling for one item costs \$2, 2 items cost \$4, 3 items cost \$5, 4 or 5 items cost \$6, 6 to 10 items cost \$7, 11 to 20 items cost \$8, 21 to 30 items cost \$9 and 31 to 50 items cost \$10.

You can examine the results of this change by following the instructions at the heading *View Shipping, Handling and Tax Charges* at the end of this tutorial. Figure 10.16 shows the resulting *Order Total Form* for 2 items.

The screenshot shows the Confetti Store website header with the logo and navigation links. Below is the 'Order Total Form' table.

Qty	Code	Name	Description	UPSWeight	Price	Extended
1	hw005	etched columbines Ming vase	Ming vase with etched columbine flowers burgundy	5.3	\$135.00	\$135.00
1	hf001	yellow stained glass lamp	"lamp, square stained glass shade, yellow"	7.9	\$75.00	\$75.00
2		Weight: 13.2				
			Order Amount			\$210.00
			UPS Ground			\$10.66
			Handling Charge			\$4.00
			Order Total			\$224.66

Figure 10.16 *Order Total Form* for 2 items with a handling charge of \$4, using the table set up in Figure 10.15.

Handling According to Price

Another way to set up your handling charges is to use a table of costs based on the total price of items ordered. If you prefer this method, follow the instructions below:

- If it is not already open, go to the *Miscellaneous Charges* page as instructed at the beginning of this tutorial.
- Scroll down to *Handling* (Fig. 10.17).
- Select the radio button marked *Calculate Handling according to Price* (Fig. 10.17).
- Scroll down to the second large text box, just above the *Taxes* section, and enter up to total price=handling cost on each line. We entered 100=2, 200=4 etc. (Fig. 10.18). This means that \$0.01 to \$100 worth of item costs \$2 in handling charges, \$100.01 to \$200 worth cost \$4, etc. (Fig. 10.18).

The screenshot shows the 'Handling:' section of a configuration page. It has three radio buttons: 'No handling charges.', 'Calculate Handling according to Quantity', and 'Calculate Handling according to Price' (which is selected). Below the radio buttons is a text box with the instruction: 'If you're calculating handling according to the total quantity of the order, enter your shipping table below, according to the example:'. To the right of this text box is an example table.

Example:	
5=	10
10=	15
15=	20

Figure 10.17 Select the radio button marked *Calculate Handling according to Price*.

Figure 10.18 Calculation table for handling according to the total price of the order. In this example, an order worth \$0.01 to \$100 costs \$2 in handling charges, worth \$100.01 to 200 costs \$4, \$200.01 to 300 costs \$5, \$300.01 to 500 costs \$6 and so on.

quantity was 1 to 5 items, \$15.00 if the quantity was 6 to 10 items, and \$20.00 if the quantity was 11 to 15 items. Anything above 15 will also be charged \$20.00.

If you're calculating handling according to the total price of the order, enter your handling table below, according to the example:

100=2	Example:
200=4	5=10
300=5	10=15
500=6	15=20
1000=7	would charge \$10.00 handling if the total price was \$0.01 to \$5.00, \$15.00 if the price was \$5.01 to \$10.00, and \$20.00 if the price was \$10.01 to \$15.00. Anything above \$15.00 will also be charged \$20.00.
2000=8	
3000=9	
5000=10	

Taxes:

- Scroll to the bottom of the *Miscellaneous Charges* page and click **Save Changes** (Fig. 10.3), or continue to the taxes section.

You can examine the results of using a handling table based on price by following the instructions in the section at the end of this tutorial. Figure 10.19 shows the resulting *Order Total Form* for \$210 worth of items.

 **Confetti Store**
products, products, and more!

[home](#) • [about us](#) • [faq](#) • [contact us](#)

Order Total Form

Qty	Code	Name	Description	UPSWeight	Price	Extended
1	hw005	etched columbines Ming vase	Ming vase with etched columbine flowers burgundy	5.3	\$135.00	\$135.00
1	hf001	yellow stained glass lamp	"lamp, square stained glass shade, yellow"	7.9	\$75.00	\$75.00
2		Weight: 13.2				
			Order Amount			\$210.00
			UPS Ground			\$10.66
			Handling Charge			\$5.00
			Order Total			\$225.66

Figure 10.19 *Order Total Form* for 2 items costing \$210, using the handling table set up in Figure 10.17. Notice that for an order of \$210.00 the handling charge of \$5 for \$200.01-\$300 applies.

Configure Taxes

Now you are ready to set up tax handling on your NetStores account. First be sure you know what sales taxes you are legally required to pay. You can set these up by state by following the instructions below:

- If it is not already open, display the *Miscellaneous Charges* page as instructed at the beginning of this tutorial.
- Scroll down to the *Taxes* section (Fig. 10.20).

Taxes:

If your product is taxable in some states, enter the states and their tax rates in the box below, according to the example:

FL=.065
 CA=.092

Example:
 OR=.1
 CA=.15
 WA=.205
would charge 10% tax in Oregon, 15% tax in California, and 20.5% tax in Washington.

Save Changes

- For a state that requires you to pay sales taxes, enter the state abbreviation, followed by an = sign, then the tax rate proportion for that state (not a percentage). For example, if you need to charge 6.5% sales tax in the state of Florida, enter FL=.065 (Fig. 10.20).
- Enter a similar line for each additional state (Fig. 10.20).
- Click **Save Changes** (Fig. 10.20).

Figure 10.20 Taxes section of *Miscellaneous Charges* page. These entries in the tax table will cause a charge of 6.5% for Florida orders and 9.2% for California orders.

To view the tax charges the customer needs to fill in his or her address information. See the section below to view the tax charges. Figure 10.21 illustrates tax charges for a customer in California based on the entries in Figure 10.20.

Confetti Store
products, products, and more!

home • about us • faq • contact us

Qty	Code	Name	Description	UPSWeight	Price	Extended
1	hw005	etched columbines Ming vase	Ming vase with etched columbine flowers burgundy	5.3	\$135.00	\$135.00
1	hf001	yellow stained glass lamp	"lamp, square stained glass shade, yellow"	7.9	\$75.00	\$75.00
2 Weight: 13.2						
Order Amount						\$210.00
UPS Ground						\$10.66
Handling Charge						\$5.00
Tax: 9.2%						\$19.32
Order Total						\$244.98

Figure 10.21 After filling out customer address information (see section *View Tax Charges* below), the taxes can be calculated as shown here for a customer in California. The tax rate for this example was set up in Figure 10.20.

View Shipping, Handling and Tax Charges

After saving your modifications of shipping, handling and tax charges, you can see how the charges appear on the *Order Total Form* by following these instructions:

- Scroll to the bottom of the *Miscellaneous Charges* page and click **Save Changes** (Fig. 10.4).
- Click **View Your Store Settings** (Fig. 10.22).

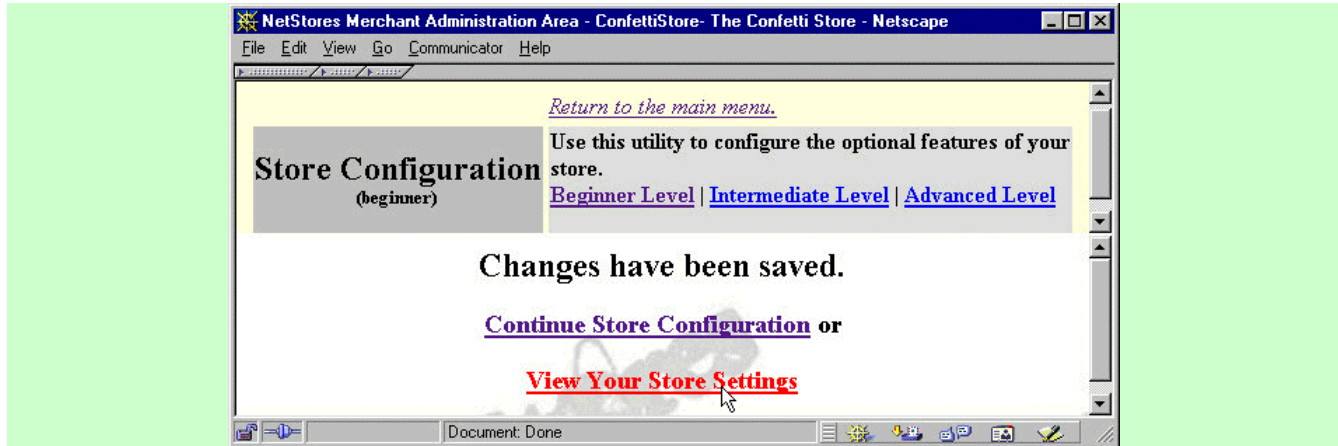


Figure 10.22 Click View Your Store Settings.

- If you have already experimented with ordering a few items you can go directly to the **Check Order Page** (Fig. 10.23).



Figure 10.23 If you have already experimented with ordering, click **Check Order Page**.

- Otherwise, click **Order Form Page** (Fig. 10.24), and select a few items to order by entering a quantity in the text box (Fig. 10.25) and then scroll down and click **Add/View Order** (Fig. 10.26).



Figure 10.24 If you have not experimented with ordering yet, click **Order Form Page**.

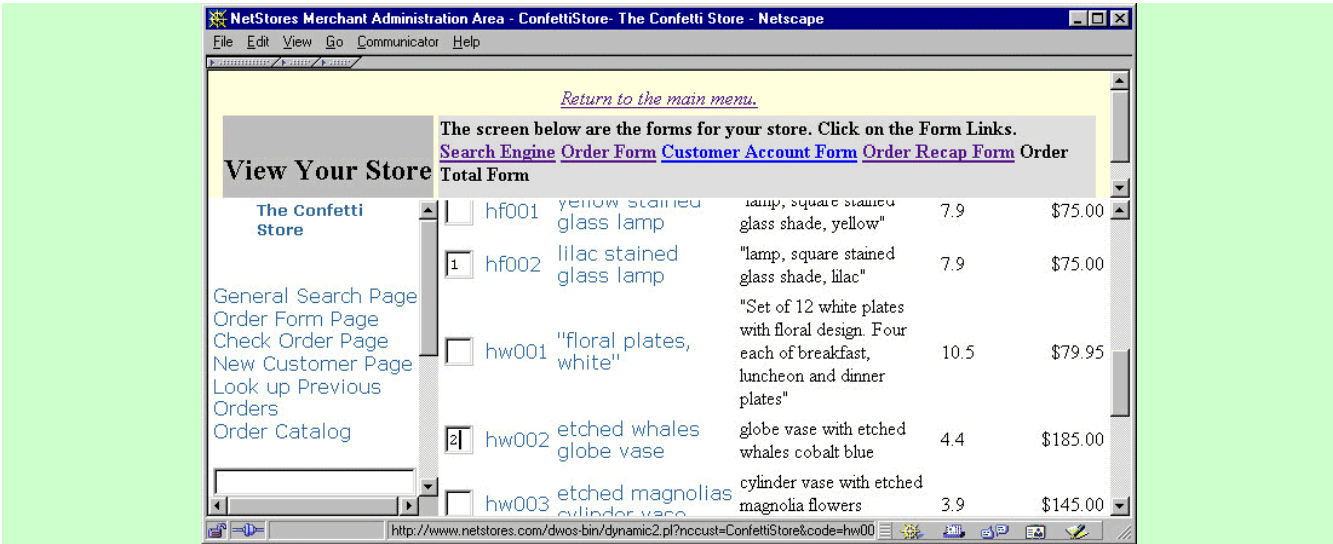


Figure 10.25 In the *Order Form* page select some pieces as if you were ordering.

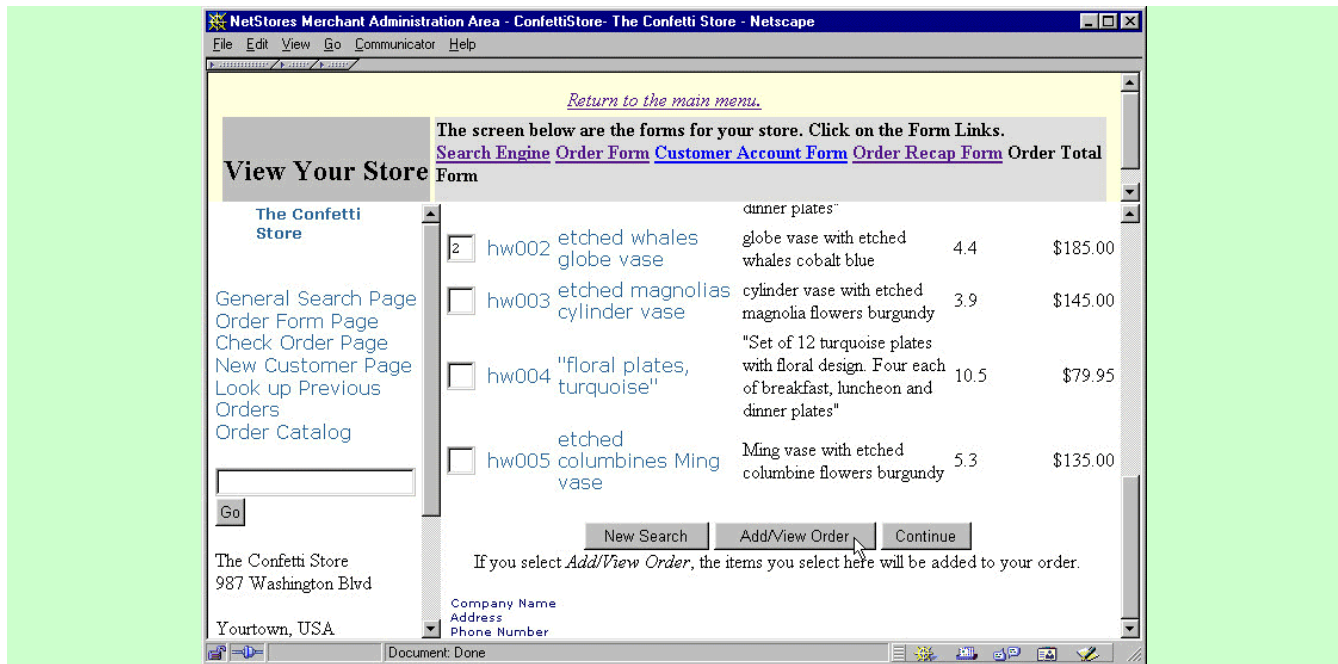


Figure 10.26 In the Order Form page click **Add/View Order**.

➤ Next click **Checkout** (Fig. 10.27).



Figure 10.27 Order Recap Form. Click **Checkout**.

- Fill in name and address information as if you were a customer (Fig. 10.28). Use a valid e-mail address.
- Click **Complete Your Order** at the bottom of the form (Fig. 10.28).

The screenshot shows the 'Confetti Store' logo at the top, with the tagline 'products, products, and more!'. Below the logo is the section title 'Customer Information'. The main heading reads: 'Please fill in the following information to complete your order with The Confetti Store.' Below this, a sub-heading says: 'If you are a returning customer, please enter your account and password to checkout.' There are two input fields labeled 'Account' and 'Password', followed by a 'Continue' button. Below the 'Continue' button is a link: 'I forgot my password, please e-mail me my information.' At the bottom, there is an 'Email Address:' label followed by an input field and a 'Lookup Information' button.

Figure 10.28 *Customer Information* form. a. At the top of the form, enter a customer account and password if you already have one, or scroll down.

The screenshot shows the 'Personal Information:' section of the form. It starts with a 'Required Field:' label. The form contains several input fields: 'First Name:', 'Middle:' (with a small square icon), 'Last Name:', 'Address-1:', 'Address-2:', 'Address-3:', 'City:', 'State (XX) or Province:', 'Zip or Postal Code:', 'Country:' (a dropdown menu showing 'USA'), 'Home Telephone:', 'Work Telephone:', 'Fax Number:', and 'E-mail:'. Below these fields is a section titled 'Create your password:' with 'Password:' and 'Confirm Password:' input fields. There are two radio buttons: 'Confirm Orders Via Email:' (selected) and 'Don't confirm:'. Below the radio buttons is a checkbox labeled 'Allow alternate ship-to address when ordering:' which is checked. At the bottom are two buttons: 'Complete Your Order' and 'Clear'. At the very bottom, there is a small section with labels: 'Company Name', 'Address', and 'Phone Number'.

Figure 10.28 continued. b. After scrolling down, fill in the *Personal Information* part of the form with name and address information as if you were a customer. Use a valid e-mail address. Then click **Complete Your Order** at the bottom of the form.

- A responding screen may appear like Figure 10.29. Click **Complete Your Order**.

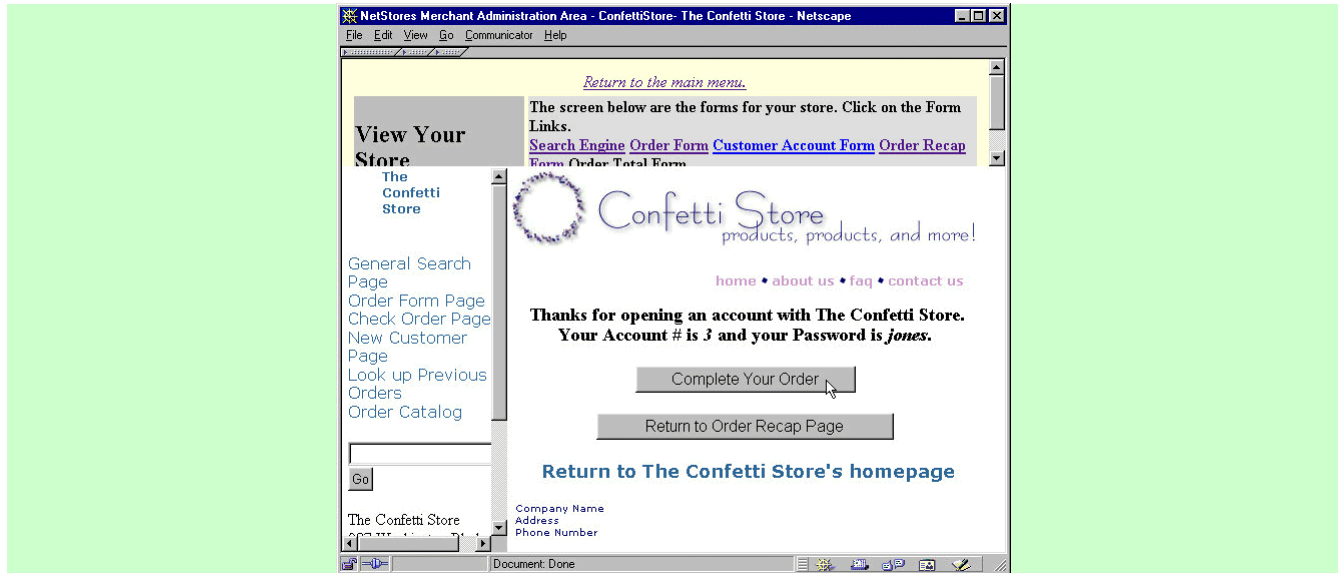


Figure 10.29 After filling out customer information, NetStores responds with a screen like this one. Click **Complete Your Order**.

- Examine the shipping, handling and tax charges and order total (Fig. 10.30).

Qty	Code	Name	Description	UPSWeight	Price	Extended
1	hf002	lilac stained glass lamp	"lamp, square stained glass shade, lilac"	7.9	\$75.00	\$75.00
2	hw002	etched whales globe vase	globe vase with etched whales cobalt blue	4.4	\$185.00	\$370.00
3		Weight: 16.7				
					Order Amount	\$445.00
					UPS Ground	\$17.05
					Handling Charge	\$6.00
					Tax: 6.5%	\$28.93
					Order Total	\$496.98

Figure 10.30 Top of the *Order Total Form* with shipping, handling and taxes calculated.

- If you are using UPS, the UPS Ground rate is automatically calculated but the customer can select a different method of delivery by scrolling to the bottom of the form and selecting one from the drop-down menu (Fig. 10.31).

If you complete this order we will ship your merchandise to the following address:

Name

Address-1

Address-2

Address-3

City,State,Zip

Country

Search Options Order Options

Company Name
Address
Phone Number

Figure 10.31 Bottom of the *Order Total Form*. The customer can select the type of shipping such as next or 2nd day and then click **Modify** to recalculate the shipping.

- The customer can also enter a different shipping address at the bottom of the *Order Total Form* (Fig. 10.31).
- The shipping charges will be recalculated accordingly (Fig. 10.32).
- Click *Return to main menu*.

Figure 10.32 Shipping charges have been recalculated for 2nd Day delivery.

Qty	Code	Name	Description	UPSWeight	Price	Extended
1	hf002	lilac stained glass lamp	"lamp, square stained glass shade, lilac"	7.9	\$75.00	\$75.00
2	hw002	etched whales globe vase	globe vase with etched whales cobalt blue	4.4	\$185.00	\$370.00
3		Weight: 16.7				
			Order Amount			\$445.00
			UPS 2nd Day			\$42.31
			Handling Charge			\$6.00
			Tax: 6.5%			\$28.93
			Order Total			\$522.24

After completing this tutorial, you should be able to configure your store with shipping, handling and tax information. You learned four different ways to set up shipping charges, two using UPS prices, based on zip code and the average item weight or the weight of the order, and two using shipping tables, based on quantity or price of the order. You learned how to set up tables to charge for handling based on the quantity or price of the order. You also learned how to set up tax charges for each state for which you need to pay sales tax. Finally, you should now know where to view the shipping, handling and tax charges for an order.