

SOP: Setting up Free Shipping in Shipping Settings

1. In order to setup Free Shipping for your entire catalog for all orders, select “Shipping Settings” from the Drop-Down Menu of the “Settings” tab at the top right side of Seller Central.
2. On the next page, you can either choose to edit any existing shipping templates by clicking the “Edit Template” button at the top right of the table presented or choose any of the following options from this “Edit Template” Drop-Down Menu as it applies, that is:
 - ▶ Copy to a New Template;
 - ▶ Set as Default Template;
 - ▶ Delete; or
 - ▶ View the Revision History.
3. If you would like to create a new shipping template or you don’t have one yet, click on the “Create New Shipping Template” button to the top left side of the page.
4. In the Pop-Up Window, click the “Create a New Shipping Template” button at the top, or choose to select which Template you would like to copy from the Drop-Down Menu provided below this.
5. For the sake of creating a shipping template for the very first time, we will click the “Create a New Shipping Template” button and then click the “Ok” button.
6. Proceed to follow the steps for creating your new template by inserting the relevant information beneath each of the following sections:
 - ▶ Shipping Template Name;
 - ▶ Rate Model;
 - ▶ Shipping Region Automation, which can be on or off and, if on, you would need to select which warehouse these items are automatically shipped from in the Pop-Up Window that appears;
 - ▶ Prime Settings, which can be selected or not and, if selected, you would need to select which warehouse these items are automatically shipped from in the Pop-Up Window that appears;
 - ▶ Shipping Options, Regions and Rates, and here you can choose “Free Shipping by selecting the “Free Economy” option, the Address Type, your transit time, and even add more regions or states by clicking the “Add New Shipping Rule” button and selecting these areas from the Pop-Up Window provided. You can also edit your shipping rates, transit times and Address Types for “Standard Shipping”, “Expedited Shipping”, “Two-Day Delivery” and “One-Day Shipping”, all with the option to add more regions or states to the rule. You can also opt for “International Shipping Options” if applicable.

7. Click the “Save” button at the bottom of the page to save and create your new shipping template.