

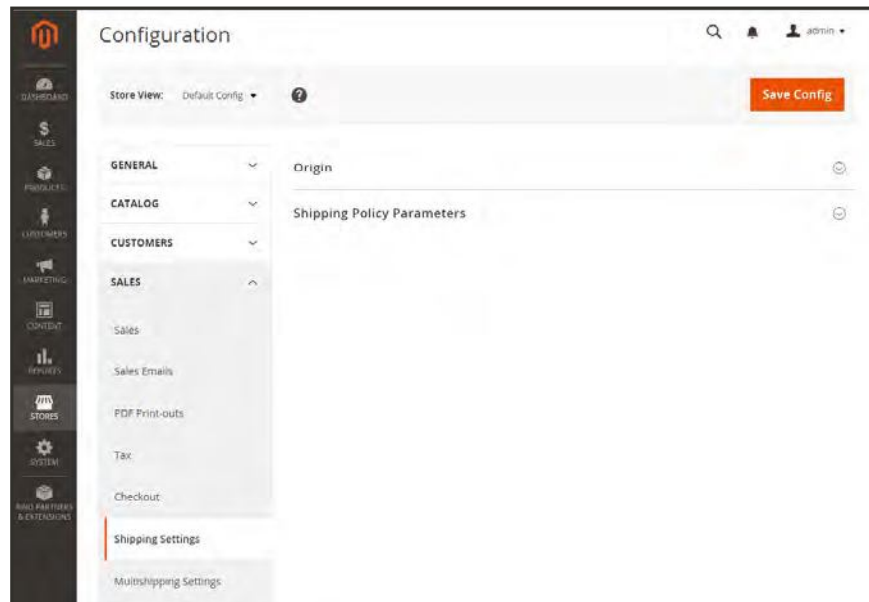


CHAPTER 60:

Shipping Settings

The shipping configuration establishes the point of origin for all shipments, your shipping policy, and the handling of shipments to multiple addresses.

- Point of Origin
- Shipping to Multiple Addresses
- Shipping Policy



Shipping Settings

Point of Origin

The point of origin is used to calculate the charge for shipments made from your store or warehouse, and also determines the tax rate for products sold. When calculating EU taxes, make sure that the Default Tax Destination Calculation for each store view corresponds to the Shipping Settings point of origin.



The screenshot shows the 'Origin' configuration panel. It contains the following fields and options:

- Country** (website): United States. ☒ Use system value
- Region/State** (website): California. ☒ Use system value
- ZIP/Postal Code** (website): 90034. ☒ Use system value
- City** (website): [Empty field]
- Street Address** (website): [Empty field]
- Street Address Line 2** (website): [Empty field]

Origin

To establish the point of origin:

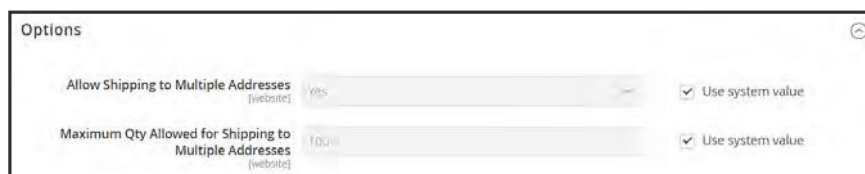
1. On the Admin sidebar, tap **Stores**. Then under **Settings**, choose **Configuration**.
2. In the panel on the left, under **Sales**, choose **Shipping Settings**.
3. Expand ☑ the **Origin** section, and complete the following:
 - Country
 - Region / State
 - ZIP / Postal Code
 - City
 - Street Address (and line 2, if needed)
4. When complete, tap **Save Config**.

Multiple Addresses

The Multiaddress Shipping options enable customers to ship an order to multiple addresses during checkout, and determine the maximum number of addresses to which an order can be shipped.

To configure multiple address shipping:

1. On the Admin sidebar, tap **Stores**. Then under **Settings**, choose **Configuration**.
2. In the panel on the left under **Sales**, choose **Multishipping Settings**.
3. Expand ☑ the **Options** section. Then, do the following:
 - a. Set **Allow Shipping to Multiple Addresses** to “Yes.”
 - b. Enter the **Maximum Qty Allowed for Shipping to Multiple Addresses**.
4. When complete, tap **Save Config.**



The screenshot shows a configuration panel titled "Options" with a collapse icon in the top right corner. It contains two settings:

Setting Name	Value	Use System Value
Allow Shipping to Multiple Addresses [website]	Yes	<input checked="" type="checkbox"/>
Maximum Qty Allowed for Shipping to Multiple Addresses [website]	100	<input checked="" type="checkbox"/>

Multiaddress Shipping Options

Shipping Policy

To display your shipping policy during checkout, complete the Shipping Policy Parameters in the configuration.

The screenshot shows a configuration window titled "Shipping Policy Parameters" with a close button in the top right corner. Inside the window, there are two main sections. The first section is labeled "Apply custom Shipping Policy" with a sub-label "(website)" and contains a dropdown menu currently set to "Yes". The second section is labeled "Shipping Policy" with a sub-label "(store view)" and contains a large, empty text area for entering the policy details.

Shipping Policy Parameters

To configure your shipping policy:

1. On the Admin sidebar, tap **Stores**. Then under **Settings**, choose **Configuration**.
2. In the panel on the left, under **Sales**, choose **Shipping Settings**.
3. Expand ☑ the **Shipping Policy Parameters** section, and do the following:
 - a. Set Apply **Custom Shipping Policy** to “Yes.”
 - a. Either paste or enter your **Shipping Policy** into the text box.
4. When complete, tap **Save Config**.



CHAPTER 61:

Basic Shipping Methods

Magento Commerce supports a wide range of shipping methods and carriers. In this chapter you will learn how to set up that shipping methods that do not require an account with a third-party provider.

- Free Shipping
- Flat Rate
- Table Rates
- Dimensional Weight

Free Shipping

Free shipping is one of the most effective promotions you can offer. It can be based on a minimum purchase, or set up as a cart price rule that is applied when a set of conditions is met. If both apply to the same order, the configuration setting takes precedence over the cart rule.

Check your shipping carrier configuration for any additional settings that may be required for free shipping.

Free Shipping

Enabled <small>(website)</small>	No	<input checked="" type="checkbox"/> Use system value
Title <small>(store view)</small>	Free Shipping	<input checked="" type="checkbox"/> Use system value
Method Name <small>(store view)</small>	Free	<input checked="" type="checkbox"/> Use system value
Minimum Order Amount <small>(website)</small>		
Displayed Error Message <small>(store view)</small>	This shipping method is not available. To use this shipping method, please contact us.	<input checked="" type="checkbox"/> Use system value
Ship to Applicable Countries <small>(website)</small>	All Allowed Countries	<input checked="" type="checkbox"/> Use system value
Ship to Specific Countries <small>(website)</small>	<ul style="list-style-type: none"> Afghanistan Albania Algeria Andorra Angola Antigua and Barbuda Argentina Armenia Australia Austria Azerbaijan Bahamas Bahrain Bangladesh Barbados Belarus Belgium Belize Benin Bermuda Bhutan Bolivia Bosnia and Herzegovina Brazil Bulgaria Burkina Faso Burundi Cambodia Cameroon Canada Cape Verde Cayman Islands Central African Republic Chad Chile China Christmas Island Cocos (Keeling) Islands Colombia Comoros Congo Congo (Kinshasa) Costa Rica Croatia Cuba Cyprus Czechia Dominica Dominican Republic Ecuador Egypt El Salvador Equatorial Guinea Eritrea Estonia Ethiopia Falkland Islands (Malvinas) Faroe Islands Fiji Finland France Gabon Gambia Georgia Germany Ghana Gibraltar Great Britain Greece Greenland Grenada Guadeloupe Guatemala Honduras Hong Kong Hungary Iceland India Indonesia Iran Ireland Israel Italy Jamaica Japan Jersey Jordan Kazakhstan Kenya Kiribati Korea Kuwait Kyrgyzstan Lao Latvia Lebanon Lesotho Lithuania Luxembourg Macao Macedonia Madagascar Malawi Malaysia Maldives Mali Malta Marshall Islands Martinique Mauritania Mauritius Mexico Moldova Monaco Mongolia Montenegro Morocco Mozambique Nicaragua Niger Nigeria North Macedonia Oman Pakistan Palestine Panama Papua New Guinea Paraguay Peru Philippines Poland Portugal Romania Russia Rwanda Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Samoa San Marino Saudi Arabia Senegal Serbia Seychelles Sierra Leone Singapore Slovakia Slovenia South Africa South Korea Spain Sri Lanka Suriname Swaziland Sweden Switzerland Taiwan Tajikistan Tanzania Togo Tonga Trinidad and Tobago Tunisia Turkey Turkmenistan Turks and Caicos Islands Uganda Ukraine United Arab Emirates United Kingdom United States Uruguay USA Uzbekistan Venezuela Vietnam Virgin Islands Yemen Zambia Zimbabwe 	
Show Method if Not Applicable <small>(website)</small>	No	
Sort Order <small>(website)</small>		

Free Shipping

Step 1: Configure Free Shipping

1. On the Admin sidebar, tap **Stores**. Then under **Settings**, choose **Configuration**.
2. In the panel on the left, under **Sales**, choose **Shipping Methods**.
3. Expand ☹ the **Free Shipping** section. Then, do the following:
 - a. Set **Enabled** to “Yes.”
 - b. Enter a **Title** to identify the Free Shipping method during checkout.

- c. Enter a **Method Name** to describe this shipping method.
- d. Enter the **Minimum Order Amount** to qualify for free shipping.

To use Free Shipping with Table Rates, make the Minimum Order Amount so high that it is never met. This prevents Free Shipping from going into effect, unless it is triggered by a price rule.

- e. In the **Displayed Error Message** box, type the message to appear if free shipping becomes unavailable.
- f. Set **Ship to Applicable Countries** to one of the following:


All Allowed Countries	Customers from all countries specified in your store configuration can use free shipping.
Specific Countries	After choosing this option, the Ship to Specific Countries list appears. Select each country in the list where free shipping can be used.
- g. Set **Show Method if Not Applicable** to one of the following:

Yes	Always shows the Free Shipping method, even when not applicable.
No	Shows the Free Shipping method only when applicable.
- h. Enter a **Sort Order** number to determine the position of free shipping in the list of shipping methods during checkout. (0 = first, 1 = second, 2 = third, and so on.)

- 4. When complete, tap **Save Config**.

Step 2: Enable Free Shipping in the Carrier Configuration

Make sure to complete any configuration that is required for each carrier that you plan to use for free shipping. For example, if your UPS configuration is otherwise complete, make the following settings to enable and configure free shipping:

1. From the Shipping Methods configuration, click to expand the **UPS** section.
2. Expand  the **UPS** section. Then, set **Free Method** to “Ground.”
3. To require a minimum order for free shipping, set **Free Shipping with Minimum Order Amount** to “Enable.”
4. Enter the required amount in the **Minimum Order Amount for Free Shipping** field.
5. When complete, tap **Save Config**.

Flat Rate

Flat rate is a fixed, predefined charge that can be applied per item, or per shipment. Flat rate is a simple shipping solution, especially when used with the flat-rate packaging that is available from some carriers.

The screenshot shows the 'Flat Rate' configuration form in the Magento Admin interface. The form is titled 'Flat Rate' and includes several fields and checkboxes. The fields are: 'Enabled' (set to 'Yes'), 'Title' (set to 'Flat Rate'), 'Method Name' (set to 'Fixed'), 'Type' (set to 'Per Item'), 'Price' (set to '5.00'), 'Calculate Handling Fee' (set to 'Fixed'), 'Handling Fee' (empty), 'Displayed Error Message' (set to 'This shipping method is not available. To use this shipping method, please contact us.'), 'Ship to Applicable Countries' (set to 'All Allowed Countries'), 'Ship to Specific Countries' (a list of countries including Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Antarctica, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahrain, Bangladesh, Barbados, Belarus, Belgium, Belize, Benin, Bermuda, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Brunei, Bulgaria, Burkina Faso, Burundi, Cambodia, Cameroon, Canada, Cape Verde, Cayman Islands, Central African Republic, Chad, Chile, China, Christmas Island, Cocos (Keeling) Islands, Colombia, Costa Rica, Cote d'Ivoire, Croatia, Cuba, Cyprus, Czech Republic, Denmark, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Estonia, Ethiopia, Falkland Islands (Malvinas), Faroe Islands, Finland, France, French Guiana, French Polynesia, Gabon, Gambia, Georgia, Germany, Ghana, Gibraltar, Greece, Greenland, Grenada, Guadeloupe, Guam, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, India, Indonesia, Iran, Iraq, Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kazakhstan, Kenya, Korea, Kuwait, Kyrgyzstan, Laos, Latvia, Lebanon, Lesotho, Liberia, Liechtenstein, Lithuania, Luxembourg, Madagascar, Malawi, Malaysia, Maldives, Mali, Malta, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia, Moldova, Monaco, Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Netherlands, New Caledonia, New Zealand, Nicaragua, Niger, Nigeria, Niue, Norfolk Island, North Macedonia, Northern Mariana Islands, Norway, Oman, Pakistan, Palau, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Qatar, Romania, Russia, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Senegal, Serbia, Seychelles, Sierra Leone, Singapore, Slovakia, Slovenia, South Africa, South Korea, South Sudan, Spain, Sri Lanka, Sudan, Suriname, Swaziland, Sweden, Switzerland, Taiwan, Tajikistan, Tanzania, Thailand, Timor-Leste, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Turks and Caicos Islands, Tuvalu, Uganda, Ukraine, United Arab Emirates, United Kingdom, United States, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Virgin Islands, Wallis and Futuna, and Western Sahara), 'Show Method if Not Applicable' (set to 'No'), and 'Sort Order' (empty). Each field has a 'Use system value' checkbox next to it, which is checked for all fields except 'Title', 'Method Name', 'Type', 'Price', 'Calculate Handling Fee', 'Handling Fee', 'Displayed Error Message', 'Ship to Specific Countries', and 'Sort Order'.

Flat Rate

To set up flat rate shipping:

1. On the Admin sidebar, tap **Stores**. Then under **Settings**, choose **Configuration**.
2. In the panel on the left, under **Sales**, choose **Shipping Methods**.
3. Expand ☑ the **Flat Rate** section. Then, do the following:
 - a. Set **Enabled** to “Yes.”

Flat Rate appears as an option in the Estimate Shipping and Tax section of the shopping cart, and also in the Shipping section during checkout.

- b. Enter a descriptive **Title** for the Flat Rate method.
- c. Enter a **Method Name** to appear next to the calculated rate in the shopping cart. The default method name is “Fixed.” If you charge a handling fee, you can change the Method Name to “Plus Handling,” or something else that is suitable.
- d. To describe how flat rate shipping can be used, set **Type** to one of the following:

None	Disables the payment type. The Flat Rate option is listed in the cart, but with a rate of zero—which is the same as free shipping.
Per Order	Charges a single flat rate for the entire order.
Per Item	Charges a single flat rate for each item. The rate is multiplied by the number of items in the cart, regardless of whether there are multiple quantities of the same, or of different items.
- e. Enter the **Price** that you want to charge for flat rate shipping.
- f. If charging an additional handling fee, set **Calculate Handling Fee** to one of the following:
 - Fixed
 - Percent

Then, enter the **Handling Fee** rate according to the method used to calculate the fee. For example, if the fee is calculating based on a percentage, enter 0.06 for 6 percent. If using a fixed amount calculation, enter the fee as a decimal.
- g. In the **Displayed Error Message** box, type the message that appears if Flat Rate Shipping becomes unavailable.
- h. Set **Ship to Applicable Countries** to one of the following:

All Allowed Countries	Customers from all countries specified in your store configuration can use flat rate shipping.
Specific Countries	After choosing this option, the Ship to Specific Countries list appears. Select each country in the list where flat rate shipping can be used.
- i. Enter a **Sort Order** number to determine the position of the Flat Rate in the list of shipping methods during checkout. (0 = first, 1 = second, 2 = third, and so on.)

4. When complete, tap **Save Config.**

Table Rates

The table rate shipping method references a table of data to calculate shipping rates based on a combination of conditions, including:

- Weight v. Destination
- Price v. Destination
- # of Items v. Destination

For example, if your warehouse is in Los Angeles, it costs less to ship to San Diego than to Vermont. You can use table rate shipping to pass the savings on to your customers.

The data that is used to calculate tables rates is prepared in a spreadsheet and imported into your store. When the customer requests a quote, the results appear in the shipping estimate section of the shopping cart.

Only one set of table rate data can be active at a time.



Table Rate in Shopping Cart

Process Overview:

Step 1: Complete the Default Settings

Step 2: Prepare the Table Rate Data

Step 3: Import the Table Rate Data

Step 4: Verify the Rates

Step 1: Complete the Default Settings

The first step is to complete the default settings for table rates. You can complete this step without changing the scope of the configuration.

1. On the Admin sidebar, tap **Stores**. Then under **Settings**, choose **Configuration**.
2. In the panel on the left under **Sales**, choose **Shipping Methods**.
3. Expand ☺ the **Table Rates** section. Then, do the following:
 - a. Set **Enabled** to “Yes.”

If necessary, clear the **Use system value** checkbox to edit for any field to be edited.
 - b. Enter the **Title** that you want to appear for table rates section during checkout. (The default title is “Best Way.”)
 - c. Enter the **Method Name** that you want to appear as a label next to the calculated rate in the shopping cart.
 - d. Set **Condition** to one of the following calculation methods:
 - Weight v. Destination
 - Price v. Destination
 - # of Items v. Destination
 - e. For orders that include virtual products, set **Include Virtual Products in Price Calculation** to “Yes” if you want to be able to include the virtual product(s) in the calculation.

Because virtual products—such as services—have no weight, they cannot change the result of a calculation that is based on the Weight v. Destination condition. However, virtual products can change the result of a calculation that is based on either the Price v. Destination or # of Items vs Destination condition.

- f. If charging a handling fee, set **Calculate Handling Fee** to one of the following:
 - Fixed
 - Percent

Then, enter the **Handling Fee** rate according to the method used to calculate the fee.

If the handling fee is based on a percent, enter the whole number without the percent sign.

- g. In the **Displayed Error Message** box, type the message that appears when this method is not available.
 - h. Set **Ship to Applicable Countries** to one of the following:
 - All Allowed Countries Customers from any country specified in your store configuration can use table rate shipping.
 - Specific Countries After choosing this option, the “Ship to Specific Countries” list appears. Select each country where customers can use table rate shipping.
 - i. Enter a **Sort Order** number to determine where table rates appear in the list of shipping methods during checkout. (0 = first, 1 = second, 2 = third, and so on.)
4. When complete, tap **Save Config**.

Table Rates

Enabled ☐ Use system value

Title ☒ Use system value

Method Name ☒ Use system value

Condition ☐ Use system value

Include Virtual Products in Price Calculation ☒ Use system value

Calculate Handling Fee ☒ Use system value

Handling Fee

Displayed Error Message ☒ Use system value

Ship to Applicable Countries ☒ Use system value

Ship to Specific Countries

Show Method if Not Applicable

Sort Order

Table Rates

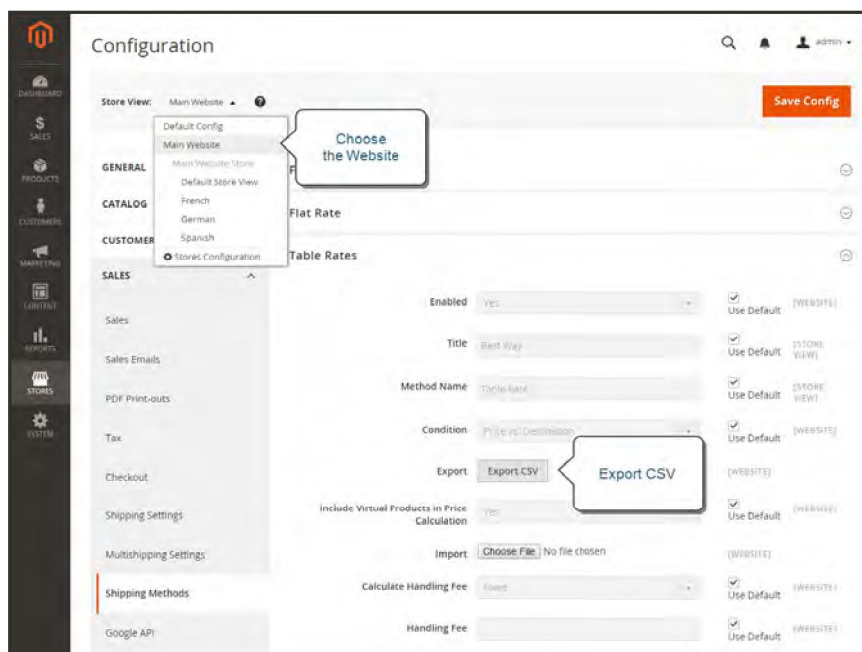
Step 2: Prepare the Table Rate Data

1. In the upper-left corner, set **Store View** to “Main Website,” or to any other website where the configuration applies. When prompted to confirm, tap **OK**.

The Export and Import options now appear in the Table Rates section, with “Use Default” checkboxes to the right of each option.

To change any of the current settings, you must first clear the “Use Default” checkbox next to the field.

2. To change the **Condition**, clear the **Use Default** checkbox. Then, choose another option.
3. Tap **Export CSV**. Then, save the **tablerates.csv** file to your computer.



Export CS

4. Open the file in a spreadsheet. Then, complete the table with appropriate values for the shipping calculation condition.
 - Use an asterisk (*) as a wildcard to represent all possible values in any category.
 - The Country column must contain a valid three-character code for each row.
 - Sort the data by Region/State so the specific locations are at the top of the list, and the wildcard locations at the bottom. This will process the rules with the absolute values first, and the wildcard values later.

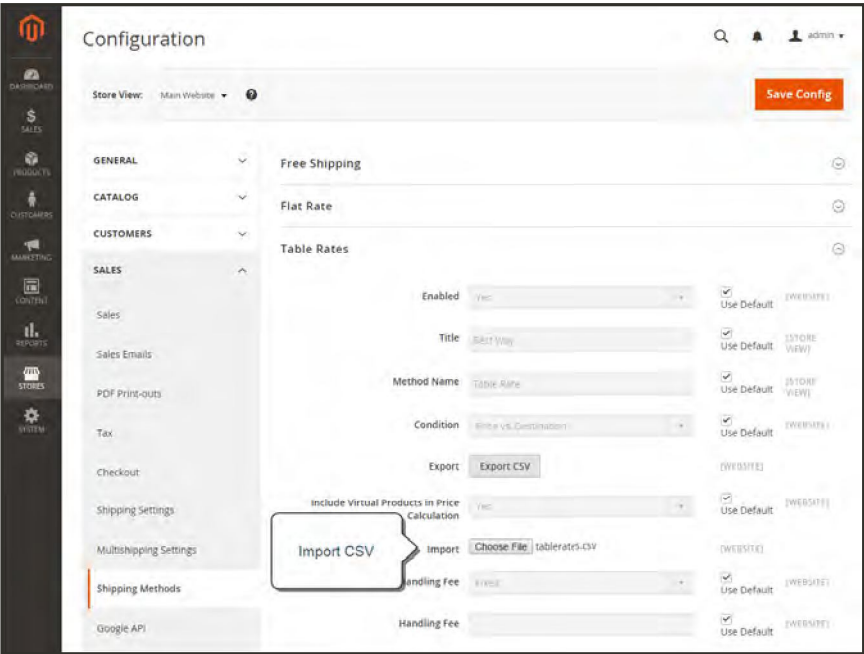
	A	B	C	D	E	F
1	Country	Region/State	Zip/Postal Code	Weight (and above)	Shipping Price	
2	AUS	NT	*	9	39.95	
3	AUS	NT	*	0	19.95	
4	AUS	VIC	*	9	19.95	
5	AUS	VIC	*	0	5.95	
6	AUS	WA	*	9	39.95	
7	AUS	WA	*	0	19.95	
8	AUS	*	*	9	29.95	
9	AUS	*	*	0	9.95	
10						

Weight vs. Destination (Australia)

- When complete, save the **tablerates.csv** file.

Step 3: Import the Table Rate Data

- Return to the **Table Rates** section of your store configuration.
- In the upper-left corner, set **Store View** to the website where this method will be used.
- Next to the **Import** field, tap **Choose File**. Select your completed **tablerates.csv** file, and import the rates.



Import Table Rates

- When complete, tap **Save Config.**

Step 4: Verify the Rates

To make sure that the table rate data is correct, go through the payment process with several different addresses to make sure the shipping and handling rates are calculated correctly.

Example 1: Price v. Destination

This example uses the Price v. Destination condition to create a set of three different shipping rates based on the amount of the order subtotal for the continental United States, Alaska, and Hawaii. The asterisk (*) is a wildcard that represents all values.

COUNTRY	REGION / STATE	ZIP / POSTAL CODE	ORDER SUBTOTAL (and above)	SHIPPING PRICE
USA	HI	*	100	10
USA	HI	*	50	15
USA	HI	*	0	20
USA	AK	*	100	10
USA	AK	*	50	15
USA	AK	*	0	20
USA	*	*	100	5
USA	*	*	50	10
USA	*	*	0	15

Example 2: Weight v. Destination

This example uses the Weight v. Destination condition to create different shipping rates based on the weight of the order.

COUNTRY	REGION / STATE	ZIP / POSTAL CODE	WEIGHT (AND ABOVE)	SHIPPING PRICE
AUS	NT	*	9	39.95
AUS	NT	*	0	19.95
AUS	VIC	*	9	19.95
AUS	VIC	*	0	5.95
AUS	WA	*	9	39.95
AUS	WA	*	0	19.95
AUS	*	*	9	29.95
AUS	*	*	0	9.95

Example 3: Restrict Free Shipping to the Continental United States

1. Create a `tablerates.csv` file that includes all the state destinations to which you are willing to provide free shipping.
2. Complete the table rate configuration with the following settings:

SETTING	VALUE
Condition	Price v. Destination
Method Name	Free Shipping
Ship to Applicable Countries	Specific Countries
Ship to Specific Countries	Select only United States
Show method if not applicable	No

3. Set **Store View** to the main website. Then, tap **Import** to import the `tablerates.csv` file.

Dimensional Weight

Dimensional weight, sometimes called volumetric weight, is a common industry practice that bases the transportation price on a combination of weight and package volume. In simple terms, dimensional weight is used to determine the shipping rate based on the amount of space a package occupies in the cargo area of the carrier. Dimensional weight is typically used when a package is relatively light compared to its volume.

All major carriers now apply dimensional weight to some shipments. However, the manner in which dimensional weight pricing is applied varies from one carrier to another.

- DHL
- FedEx
- UPS
- USPS

We recommend that you become familiar with the method used by each carrier to determine and apply dimensional weight. If your company has a high volume of shipments, even a slight difference in shipping price can translate to thousands of dollars over the course of a year. Magento's native shipping configuration does not include support for dimensional weight.



CHAPTER 62:

Carriers

If you have a commercial account with a supported carrier, you can offer your customers the convenience of choosing that carrier during checkout. The rates are automatically downloaded, so you do not need to look up the information.

Before you can offer your customers a selection of shipping carriers, you must first complete the shipping settings to establish the point of origin for your store. Then, complete the configuration for each carrier service that you want to offer. The configuration options vary for each carrier. However, all require that you first open a shipping account with the carrier, and enter your account number or user ID, and the gateway URL to their system into the configuration of your store. See [Magento Connect](#) for additional shipping services for your Magento Commerce installation.

See the online user guide for step-by-step configuration instructions for the following carriers:



UPS

United Parcel Service offers domestic and international shipping services by land and air to more than 220 countries.



USPS

The United States Postal Service is the independent postal service of United States government. USPS offers domestic and international shipping services by land and air.



FedEx

Offers domestic and international shipping services by land and air to more than 220 countries.



DHL

Offers integrated international services and tailored, customer-focused solutions for managing and transporting letters, goods and information.



CHAPTER 63:

Shipping Labels

Magento Commerce includes a high level of integration with major shipping carriers, which gives you access to carrier shipping systems to track orders, create shipping labels, and more. Shipping labels can be created for regular shipments and products with return merchandise authorization. In addition to the information provided by the shipping carrier, the label also includes the Magento order number, number of the package, and the total quantity of packages for the Magento shipment.



USPS Priority Shipping Label

Shipping Label Workflow

Shipping labels can be produced at the time a shipment is created, or later. Shipping labels are stored in PDF format and are downloaded to your computer.

1

Administrator submits shipping label request. The store Administrator completes the information necessary to generate labels, and submits the request.

2

Request sent to carrier. Magento contacts the shipping carrier, and creates an order in the carrier's system. A separate order is created for each package that is shipped.

3

Carrier sends label and tracking number. The carrier sends the shipping label and tracking number for the shipment.

- A single shipment with multiple packages receives multiple shipping labels.
- If you generate the same shipping labels multiple times, the original tracking numbers are preserved.
- For returned products with RMA numbers, the old tracking numbers are replaced with new ones.

4

Administrator downloads and prints the label. After the shipping label is generated, the new shipment is saved and the label can be printed. If the shipping label cannot be created due to problems with the connection or any other reason, the shipment is not created.

Depending on your browser settings, the PDF file can be opened and printed. Each label appears on a separate page in the PDF.

Configuring Shipping Labels

The following settings must be made at the product level, as well as in the configuration of each carrier that is used to print labels. To print labels, all carriers require that you open an account. Then, complete the configuration in your store for each carrier that you plan to use.

Step 1: Verify the Country of Manufacture

The country of manufacture is required for all products that are shipped internationally by USPS and FedEx. If you have many products that need to be updated, you can either import the updates, or use the Inventory grid to update multiple records.

1. On the Admin sidebar, tap **Products**. Then under **Inventory**, choose **Catalog**.

Method 1: Update a Single Record

- a. In the grid, find the product to be updated, and open in edit mode.
- b. In the panel on the left under **Advanced Settings**, choose **Autosettings**.
- c. Update the **Country of Manufacture** field.
- d. When complete, tap **Save**.

The screenshot shows the 'Autosettings' panel in the Magento Admin interface. The panel is titled 'Autosettings' and has an 'Add Attribute' button in the top right corner. The settings are organized into sections with a 'STORE VIEW' label on the right. The 'Country of Manufacture' field is a dropdown menu, and a callout box points to it with the text 'Country of Manufacture'. Other visible settings include 'Short Description' (with a WYSIWYG editor), 'Visibility' (set to 'Catalog, Search'), 'Set Product as New from Date', 'Set Product as New to Date', 'Allow Gift Message' (set to 'No' with 'Use Config Settings' checked), 'Allow Gift Wrapping' (set to 'Yes' with 'Use Config Settings' checked), 'Price for Gift Wrapping' (set to '\$'), and 'Enable RMA' (set to 'Use config').

Country of Manufacture

Method 2: Update Multiple Records

- a. In the grid, mark the checkbox of each product to be updated. For example, all products that are manufactured in China.
- b. Set the **Actions** control to “Update Attributes.” Then, tap **Submit**.
- c. In the **Update Attributes** form, find the **Country of Manufacture** field and mark the **Change** checkbox. Then, choose the country.
- d. When complete, tap **Save**.

Step 2: Verify the Store Information

- 1. On the Admin sidebar, tap **Stores**. Then under **Settings**, choose **Configuration**.
 - 2. In the panel on the left, under **Sales**, choose **Shipping Settings**. then, do the following:
 - a. Expand ☹ the **Origin** section, and verify that the following fields are complete:
- | | |
|-----------------------|--|
| Street Address | The street address of the place from which shipments are sent. For example, the location of your company or warehouse. This field is required for shipping labels. |
| Street Address Line 2 | Any additional address information, such as the floor, entrance and so on. We strongly recommend that you use this field. |


The screenshot shows the 'Origin' configuration section. It contains several input fields with labels and 'Use system value' checkboxes:

- Country** (website): United States (dropdown), ☒ Use system value
- Region/State** (website): California (dropdown), ☒ Use system value
- ZIP/Postal Code** (website): 90034, ☒ Use system value
- City** (website): [empty text box]
- Street Address** (website): [empty text box]
- Street Address Line 2** (website): [empty text box]


Origin

- b. In the panel on the left under **Sales**, choose **Shipping Methods**. Then, expand ☹ the **USPS** section, and verify that the following fields are complete:
- | | |
|--------------------|--|
| Secure Gateway URL | Magento automatically enters the gateway URL. |
| Password | The password is provided by USPS, and gives you access to their system through Web Services. |

Length, Width Height, Girth	The default dimensions of the package. To make these fields appear, set Size to “Large.”
--------------------------------	--

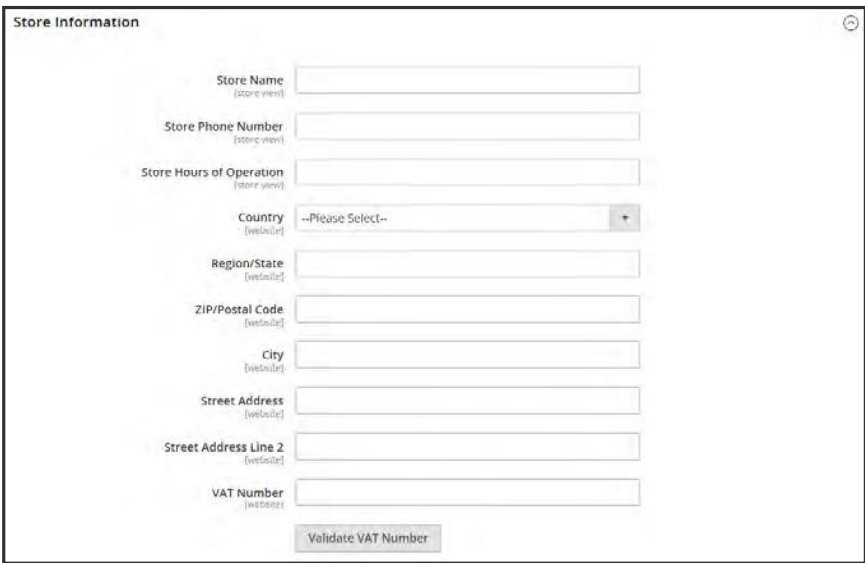
- c. Expand  the **FedEx** section, and verify that the following fields are complete:
- Meter Number
 - Key
 - Password

This information is provided by the carrier, and is required to gain access to their system through Web Services.

- d. In the panel on the left under **General**, choose **General**. Expand  the **Store Information** section, and verify that the following fields are complete:

Store Name	The name of the store or store view.
Store Contact Telephone	The telephone number of the primary contact for the store or store view.
Country	The country where your store is based.
VAT Number	If applicable the Value Added Tax number of your store. (Not required for stores based in the U.S.)
Store Contact Address	The street address of the primary contact for the store or store view.

- e. If you have multiple stores, and the contact information differs from the default, set **Store View** for each, and verify that the information is complete. If the information is missing, you’ll get an error when you try to print the labels.



Store Information

3. When complete, tap **Save Config.**

Carrier Requirements

CARRIER	REQUIREMENTS
USPS	Requires a USPS account.
UPS	Requires a UPS account. Shipping labels are available only for shipments that originate in the U.S. Specific credentials are required for stores outside the US.
FedEx	Requires a FedEx account. For stores outside of the U.S., shipping labels are supported for international shipments only. FedEx does not allow domestic shipments that originate outside of the U.S
DHL	Requires a DHL account. Shipping labels are supported only for shipments that originate in the U.S.

Creating Shipping Labels

To create shipping labels, you must first set up your shipping carrier account to support labels. Then, follow the prompts to enter a description of the package and its contents.

Process Overview:

- Step 1: Contact Your Shipping Carriers
- Step 2: Update the Configuration for Each Carrier
- Step 3: Create Shipping Labels
- Step 4: Print the Labels

Step 1: Contact Your Shipping Carriers

Before you begin, make sure that your shipping accounts are set up to process labels. Some carriers might charge an additional fee to add shipping labels to your account.

1. Contact each carrier that you use to activate shipping labels for your store.
2. Follow the instructions provided by each carrier to add shipping label support to your account.


FedEx	Contact FedEx Web Services regarding their label evaluation process.
USPS	Contact uspstechsupport@esecurecare.net to request that API Signature Confirmation V3 be enabled for your live USPS API Access account.
UPS	Contact UPS to confirm your account type supports shipping labels. To generate shipping labels, you must use the UPS XML option.
DHL	Contact the DHL Resource Center to learn more about their services or send an inquiry through their Contact Center.

Step 2: Update the Configuration for Each Carrier

1. Make sure that your Store Information is complete.
2. Follow the instructions below for each carrier account that has been activated for label printing.


UPS Configuration

United Parcel Service ships both domestically and internationally. However, shipping labels can be generated only for shipments that originate within the United States.

1. On the Admin sidebar, tap **Stores**. Then under **Settings**, choose **Configuration**.
2. In the panel on the left under **Sales**, choose **Shipping Methods**.
3. Expand  the **UPS** section. Then, verify that your **UPS Shipper Number** is correct. Your Shipper Number appears only when United Parcel Service XML is enabled.
4. When complete, tap **Save Config.**


USPS Configuration

The United States Postal Service ships both domestically and internationally.

1. Continuing in the **Shipping Methods** configuration, expand  the **USPS** section. Then, do the following:
 - a. Verify that the **Secure Gateway URL** is entered. The correct URL should be entered automatically.
 - b. Enter the **Password** provided to you by USPS.
 - c. Set **Size** to “Large.” Then, enter the following dimensions:
 - Length
 - Width
 - Height
 - Girth
2. When complete, tap **Save Config.**


FedEx Configuration

FedEx ships domestically and internationally. Stores located outside the United States can create FedEx labels for international shipments only.

1. Continuing in the **Shipping Methods** configuration, expand  the **FedEx** section. Then, make sure that the following FedEx credentials are correct:
 - Meter Number
 - Key
 - Password
2. When complete, tap **Save Config.**

DHL Configuration

DHL provides international shipping services.

1. Continuing in the **Shipping Methods** configuration, expand  the **DHL** section. Then, do the following:
 - a. Verify that the **Gateway URL** is entered. The correct URL should be entered automatically.
 - b. Make sure that the following credentials are complete:
 - Access ID
 - Password
 - Account Number
2. When complete, tap **Save Config.**

Step 3: Create Shipping Labels

Process Overview:

Method 1: Create Label for New Shipment

Method 2: Create Label for Existing Shipment

Method 1: Create Label for New Shipment

1. On the Admin sidebar, tap **Sales**. Then under **Operations**, choose **Orders**.
2. Find the order in the grid, and open the record. The status of the order must be either “Pending” or “Processing.”
3. In the upper-right corner, tap **Ship**. Then, confirm the shipping information according to carrier requirements.
4. In the lower-right corner, mark the **Create Shipping Label** checkbox. Then, tap **Submit Shipment**, and do the following:
 - a. To add products from the order to the package, tap **Add Products**. The Quantity column shows the maximum number of products that are available for the package.
 - b. Mark the checkbox of each product to be added to the package, and enter the **Quantity** of each. Then, tap **Add Selected Product(s) to Package**.
 - To add a new package, tap **Add Package**.
 - To delete a package, tap **Delete Package**.

If you use a package type other than the default, or require a signature, the cost of shipping might differ from what you have charged the customer. Any difference in the cost of shipping is not reflected in your store.

5. When complete, tap **OK**.

If you need to cancel an order, tap **Cancel**. A shipping label will not be created, and the Create Shipping Label checkbox is cleared.

Magento connects to the shipping carrier system, submits the order, and receives a shipping label and tracking number for each package.

- If the label is successfully created, the shipment is submitted, the tracking number appears in the form, and the label is ready to print.
- If the carrier cannot create the label due to the problems with connection, or for any other reason, the shipment is not processed.

Method 2: Create Label for Existing Shipment

1. On the Admin sidebar, tap **Sales**. Then under **Operations**, choose **Orders**.
2. Find the order in the grid, and open the Shipping form. Then, do the following:
 - a. In the Shipping and Tracking Information section, tap **Create Shipping Label**.
 - b. Distribute the ordered product(s) to the appropriate package(s), and tap **OK**.
 - c. To review the package information, tap **Show Packages**.

Magento connects to the shipping carrier system, submits an order, and receives a shipping label and a tracking number.

If a shipping label for this shipment already exists in the system, it is replaced with a new one. However, existing tracking numbers are not replaced. Any new tracking number is added to the existing one.

Step 4: Print the Labels

Shipping labels are generated in PDF format, and can be printed from the Admin. Each label includes the order number and package number.

Because an individual shipment order for each package is created, multiple shipping labels might be received for a single shipment.

Process Overview:

Method 1: Print Label from Shipment Form

Method 2: Print Labels for Multiple Orders

Method 1: Print Label from Shipment Form

1. On the Admin sidebar, tap **Sales**. Then, do one of the following:
 - Choose **Orders**. Find the order in the grid, and open the record. In the panel on the left, choose **Shipments**. Then, open the shipment record.
 - Choose **Shipments**. Find the order in the grid, and open the record.
2. To download the PDF file, go to the Shipping and Tracking section of the form, and tap **Print Shipping Label**. Depending on your browser settings, the shipping labels can be viewed and printed directly from the PDF file.

The Print Shipping Label button appears only after the carrier generates labels for the shipment. If the button is missing, click **Create Shipping Label**. The button appears after Magento receives the label from the carrier.

Method 2: Print Labels for Multiple Orders

1. On the Admin sidebar, tap **Sales**. Then, choose one of the following:
 - Orders
 - Shipments
2. In the grid, mark the checkbox of each order with shipping labels to be printed.
3. Set the **Actions** control to "Print Shipping Labels."
4. Tap **Submit**.

A complete set of shipping labels is printed for each shipment that is related to the selected orders.

Required Carrier Configuration Settings

SETTING	DESCRIPTION
Type	Package types differ by carrier and method. The default package type for each carrier is initially selected. USPS does not require the package type for domestic shipments.
Customs Value	(International shipments only) The declared value or sales price of the contents of an international shipment.
Total Weight	The total weight of all products added to the package is calculated automatically. The value can also be changed manually, and entered as pounds or kilograms.
Length, Width, Height	(Optional) The package dimensions are used for custom packages only. You can specify the measurements units as inches or centimeters.

Required Carrier Configuration Settings (cont.)

SETTING	DESCRIPTION
Not Required	No confirmation of delivery is sent to the store by the shipping carrier.
No Signature	A delivery confirmation without the signature of the recipient is sent to the store by the shipping carrier.
Signature Required	The shipping carrier obtains the signature of the recipient and provides the store with a printed copy.
Direct	(FedEx Only) FedEx obtains a signature from someone at the delivery address. If no one is available to sign for the package, the carrier tries to deliver the package at another time.
Indirect	(FedEx Residential Deliveries Only) FedEx obtains the signature of someone, possibly a neighbor or building manager, at the delivery address. The recipient can leave a signed FedEx door tag to authorize the package to be left without anyone present to sign for it.
Contents	<p>(USPS Only) Select one of the following descriptions of the package:</p> <p>Gift</p> <p>Documents</p> <p>Commercial Sample</p> <p>Returned Goods</p> <p>Merchandise</p> <p>Other</p>
Explanation	(USPS Only) A detailed description of the package contents.
Adult Required	The shipping carrier obtains the signature of an adult recipient and provides the store with a printed copy.

Label Packages

The Create Packages window appears when you choose to create a shipping label. You can start configuring the first package immediately.

To configure a package:

1. Complete the fields as described below.

If you select the non-default value in the Type field or choose to require a signature confirmation, the price of a shipment may differ from the one you charged to the customer.

2. To view a list of shipped products and add them to the package, tap **Add Products**.

The Qty column shows the maximum quantity that is available to add. For the first package, the number is the total quantity of the product to be shipped.

3. Specify the products and quantities. To add the products to the package, tap **Add Selected Product(s) to Package**.

- To add a new package, tap **Add Package**. You can add several packages, and edit them at the same time.
- To delete a package, tap **Delete Package**.

After products are added to the package, the quantity cannot be edited directly.

To increase the quantity:

1. Tap **Add Selection**.
2. Enter the additional quantity.

The number is added to the previous quantity of the product in the package.

To decrease the quantity:

1. Delete the product from the package.
2. Tap **Add Selection**.
3. Enter the new, smaller value.

After you distribute all products, the total number of the packages you are going to use equals the number of the last package in the list. The OK button is disabled until all shipped items are distributed to packages, and all necessary information is complete.

4. When complete, tap **OK** to generate the labels.

If you need to stop the process, tap **Cancel**. The packages are not saved, and the shipping label process is canceled.