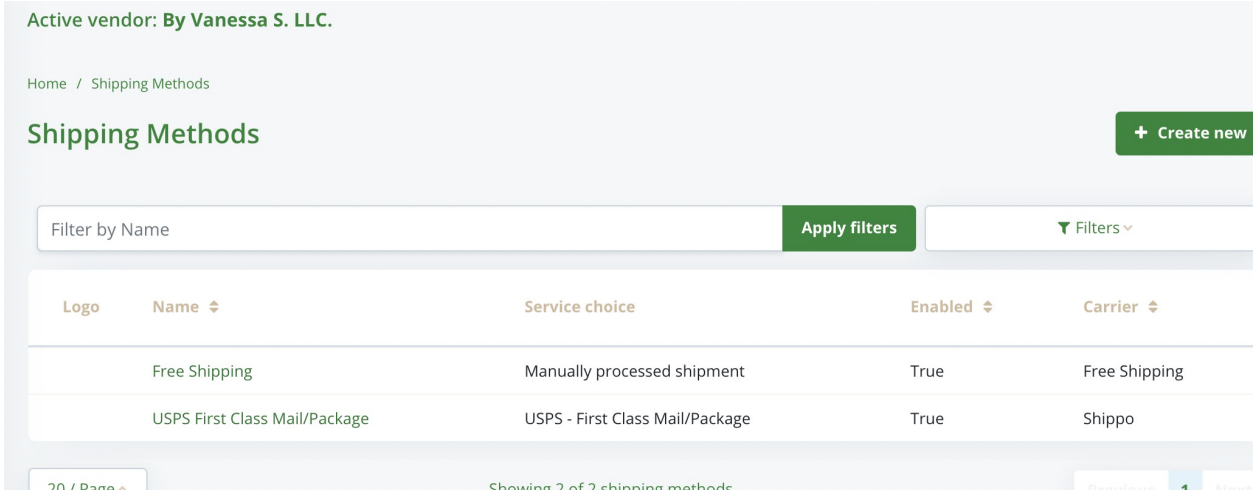Creating a Shipping Method

1. Log in as a vendor
2. Go to Shipping > Shipping Methods or type it into the search bar
3. Click "Create new"

Active vendor: **By Vanessa S. LLC.**

Home / Shipping Methods

Shipping Methods   **+ Create new**

| | Filter by Name | | **Apply filters** | ▼ Filters ∨ |

Logo	Name ⇕	Service choice	Enabled ⇕	Carrier ⇕
	Free Shipping	Manually processed shipment	True	Free Shipping
	USPS First Class Mail/Package	USPS - First Class Mail/Package	True	Shippo

20 / Page ∧   Showing 2 of 2 shipping methods   Previous 1 Next

4. Select the Carrier from the dropdown. Shippo will pop up if it's correctly configured.

General Information

Carrier *

| --------- | ∧ | ❓ |

| | ❓ |

| --------- |

Shippo   ❓

Free Shipping   ❓

5. Select the Service. If it's Shippo, there are a lot of options to choose from. Choose one you'll use to ship your products.

Service *

APC Postal - parcelConnect Book Service

|

UPS - SurePost® Media

UPS - Surepost

UPS - Surepost Lightweight

USPS - First Class Mail/Package

USPS - First Class Package International

USPS - Media Mail, only for existing Shippo customers with grandfathered Media Mail option.

USPS - Parcel Select

USPS - Priority Mail

USPS - Priority Mail Express

USPS - Priority Mail Express International

USPS - Priority Mail International

6. Type a Name and Description. These will be visible in the checkout to the customer.

Name *

> Name

Description

7. Make sure the Shipping Method is enabled. Uncheck this box if you no longer want to use the shipping method.

☐ **Enabled** ❓

8. Choose the Shipping tax Class from the Tax Class dropdown.

Tax class *

> Shipping Tax Class

Labels

9. Save, and you're done. A behaviors tab will pop up if you'd like to limit the ways this shipping method can be used, or add an extra charge there.