



Knowledgebase > Shipping and Taxes > How can I set up shipping costs by regions ( different states in one country)?

## How can I set up shipping costs by regions ( different states in one country)?

Elenor A. - 2021-12-08 - Shipping and Taxes

The information provided below shows how to add "Shipping methods" as individual state/region.

1. Open your shop in ShopFactory -> click on **Central** dropdown button -> **Shipping Charges**
2. Choose "**Enter my own shipping charges**" and select the shipping method this pricing will apply to.
3. Click on the **Add** (+) option to add new shipping methods

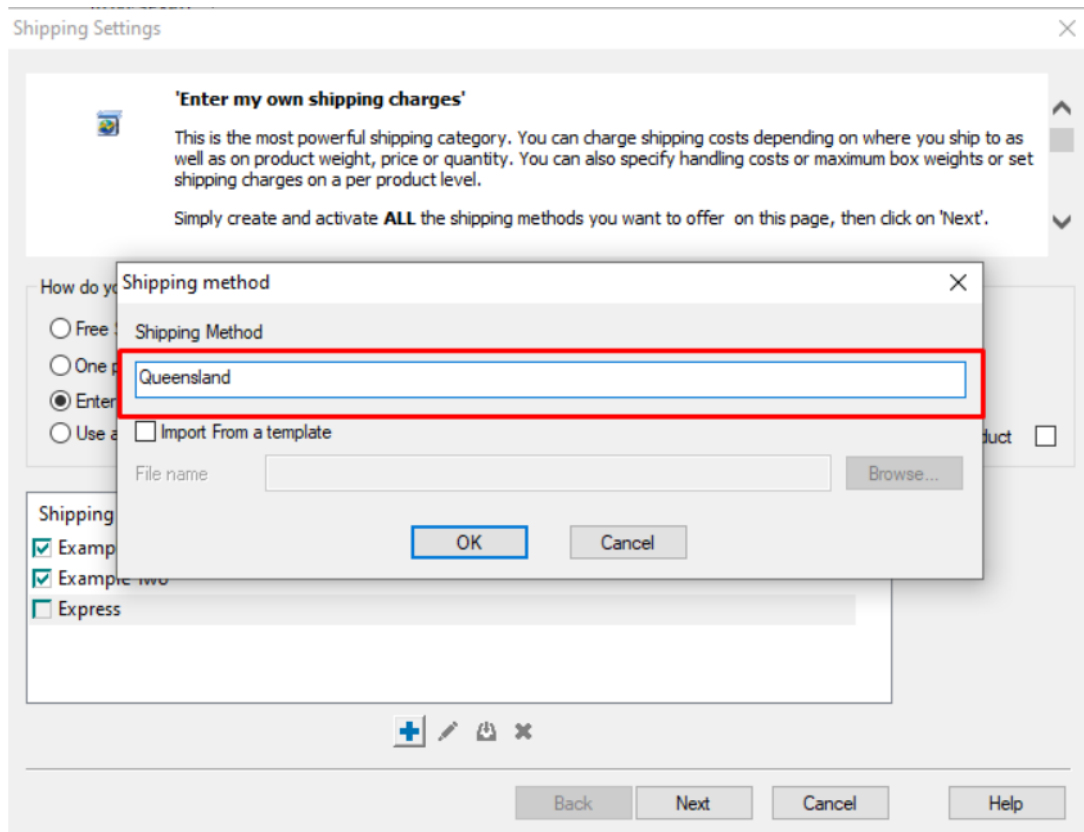
**\*\*You will need to repeat this steps for each method (state/region) you want to define.**

In this example, I used Australia and defined different shipping charges for each state that I ship to.

There are 7 states in Australia, so I added 7 shipping methods

In my example, *Victoria* is the State (where shop is located and what's defined as state in Merchant Contact Details)

4. Click Add (+) button.



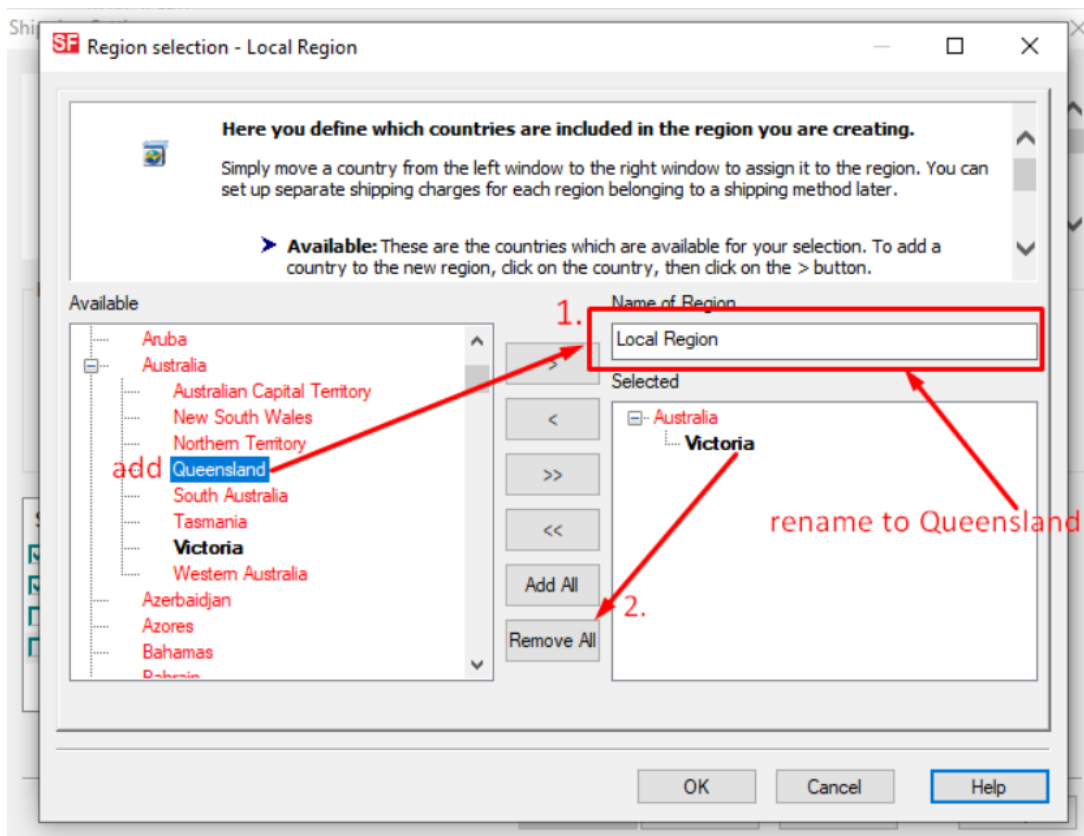
In the popup window that shows up add the first method. As an example, I added "Queensland", then click Ok

5. This will add Queensland as a shipping method, click the box next to it to edit the details (region where this method applies)

6. On the screen below, untick "Rest of the world" because this method only applies to Queensland, then click on **Local Region** (row highlighted) and click on the **Edit** button (or you can double-click on the shipping method name to edit).

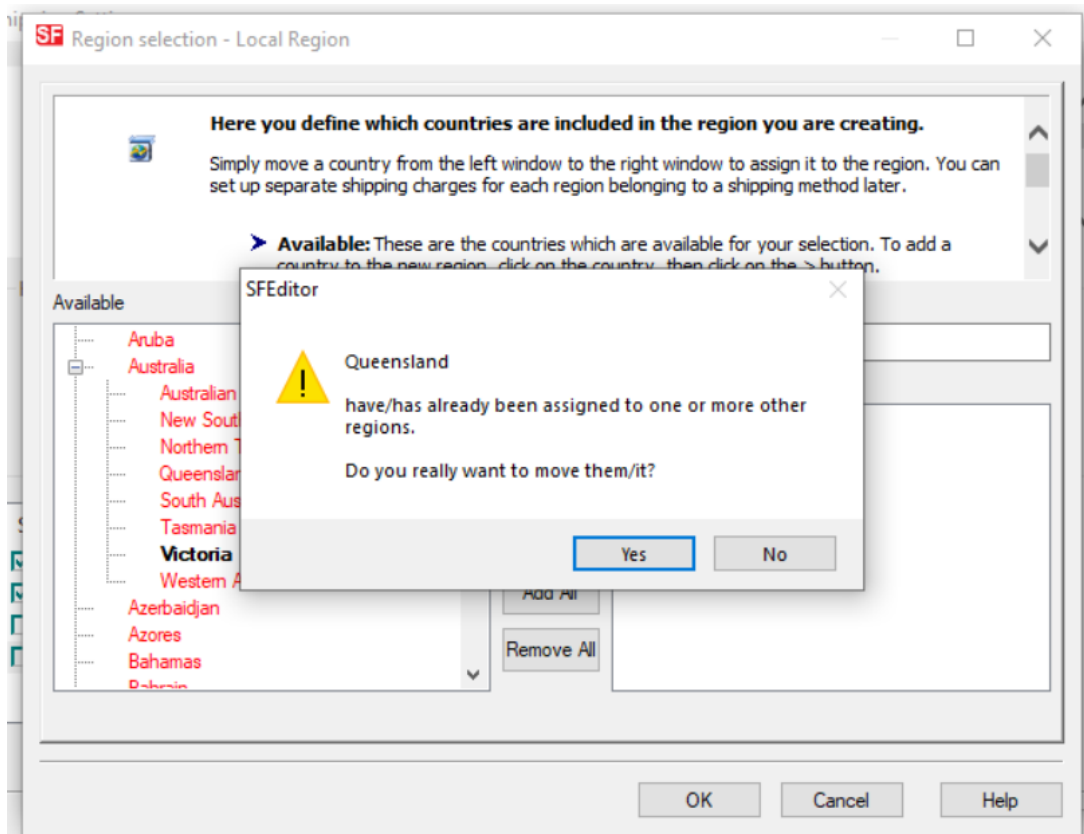


7. The following window will display allowing you to edit the region list so that it only includes Queensland



Add name of Region to something that describes the Region (i.e. Queensland Local) -> Click on the "Remove all" button to remove the local region from the selected list (i.e. Victoria in this case) and then in the available list (left column) click on *Queensland* under Australia and then click the > button to add it to the "Selected List".

A warning will appear



Click yes and then Click Ok to return to window in step 6. This time you will see Queensland (or the name you used to define region) under Local Region.

8. Click Ok to accept the changes.

9. A warning will appear "Will this method apply for all products?" Yes or No => choose Yes here

10. Now you need to repeat steps 4 - 9 for each "Region" you want to add. You can choose multiple shipping types for each region. For example, Victoria Normal Mail and Victoria Express Mail (each service can be setup with different charges)

11. Once you have finished defining all your shipping methods - all the regions appear in the Shipping methods list (example shown below), then click the **Next** button to add charges to each method

**Shipping Settings**

**'Enter my own shipping charges'**

This is the most powerful shipping category. You can charge shipping costs depending on where you ship to as well as on product weight, price or quantity. You can also specify handling costs or maximum box weights or set shipping charges on a per product level.

Simply create and activate **ALL** the shipping methods you want to offer on this page, then click on 'Next'.

How do you charge shipping

Free Shipping  
 One price for all   
 Enter my own shipping charges  
 Use a provider

Show shipping charge for product

Shipping method

- Queensland
- Victoria - Local
- New South Wales
- Western Australian
- Tasmania
- Northern Territory

+ / - / ↻ / ✕

Back Next Cancel Help

12. Now on this screen you can add your charges to each method

**Shipping Charges**

**Here you enter the costs you charge for the shipping methods you offer.**

In the 'Select a region' Window select a region belonging to a shipping method.

If you cannot see the regions you have set up for a shipping method, click on the **+** next to the name of the shipping method.

All charges you enter for any shipping method will now only apply to customers living in the region you have selected.

Select a region

- Queensland
  - Local Region **1.**
- Victoria - Local
  - Local Region - Victoria
- New South Wales
  - New South Wales
- Western Australian
  - WA
- Tasmania
  - Tasmania
- Northern Territory
  - Northern Territory
- Australian Capital Territory
  - ACT

**Queensland/Local Region**

How do you charge shipping

Calculate Charges

Apply Rates to

From	To	Charges: From - To Ranges

**4.** + / - / ↻ / ✕

Handling Costs

Back Finish Cancel Help

a) Click on the first region, i.e. Local Region Victoria, so the row is highlighted.

b) Then make a selection from **Calculate charges**

c) Next make a selection from **Apply Rates to** (*From - To Ranges*)

d) Then click the Add (+) button to add a row to the Shipping charges table (repeat this step for each range).

\*\*\*Repeat all the above steps for each region

When you have finished click **Finish** to Save the shipping settings. Save and publish your shop.

13. Place a test order. At checkout you will see something like the following.

Scroll down to checkout. Continue shopping

Shopping cart    Enter your details    Review and send order

1    2    3

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**1. My cart** Products: (inc GST) A\$20.00

1 test 1test A\$20.00 x 1  A\$20.00 X

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**2. Select a shipping method** Shipping: (inc GST) A\$3.00

Australia Victoria Victoria - Local

Select a shipping method

Victoria - Local

Victoria - Express

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**3. Select a payment method**

American Express     AfterPay

Visa     Maestro

Bank transfer (Australia) | +1.15%     Bank transfer | A\$1.00

Cash on delivery | +1.25%     Pay on invoice

Bill Me Later     Mastercard

PayPal | A\$1.00

Bank transfer

PayPal Express

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I am eligible for tax exemption

GST 10% (inc): A\$2.09  
**Total (inc GST): A\$23.00**

I accept the terms and conditions.

You will be asked for your personal details on the next page