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## How do I save a shipping method template so I can use same shipping in another shop?

Elenor A. - 2021-12-08 - [Shipping and Taxes](#)

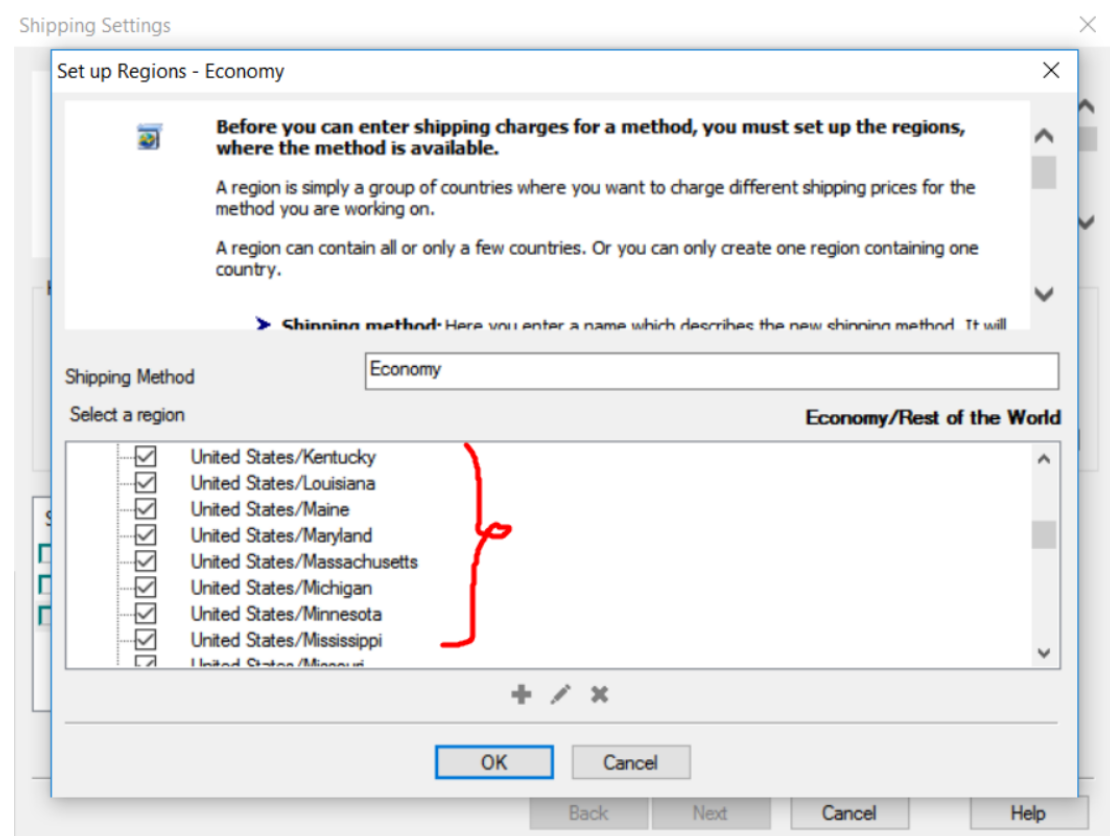
If you save a shipping method as a Template, it will be saved in this directory: (NOTE: it's 1 shipping method per xml file)

**C:\Program Files (x86)\ShopFactory V14\ShopFactory\Shared Templates\ShipMethods**

To use that shipping method template in another shop, here are the steps that you need to do:

Creating shipping template from 1st shop:

- Open shop in ShopFactory
- Click Central > select Shipping charges
- Select shipping method <for example: **Economy**>
- Select Regions on where the charges will apply



- Click OK
- Click NEXT
- Setup your ranges for shipping charges <for example: Calculate charges by PRICE>

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

- ☒ Economy
  - Local Region
  - Rest of the World

**Economy/Local Region**

How do you charge shipping

Calculate Charges

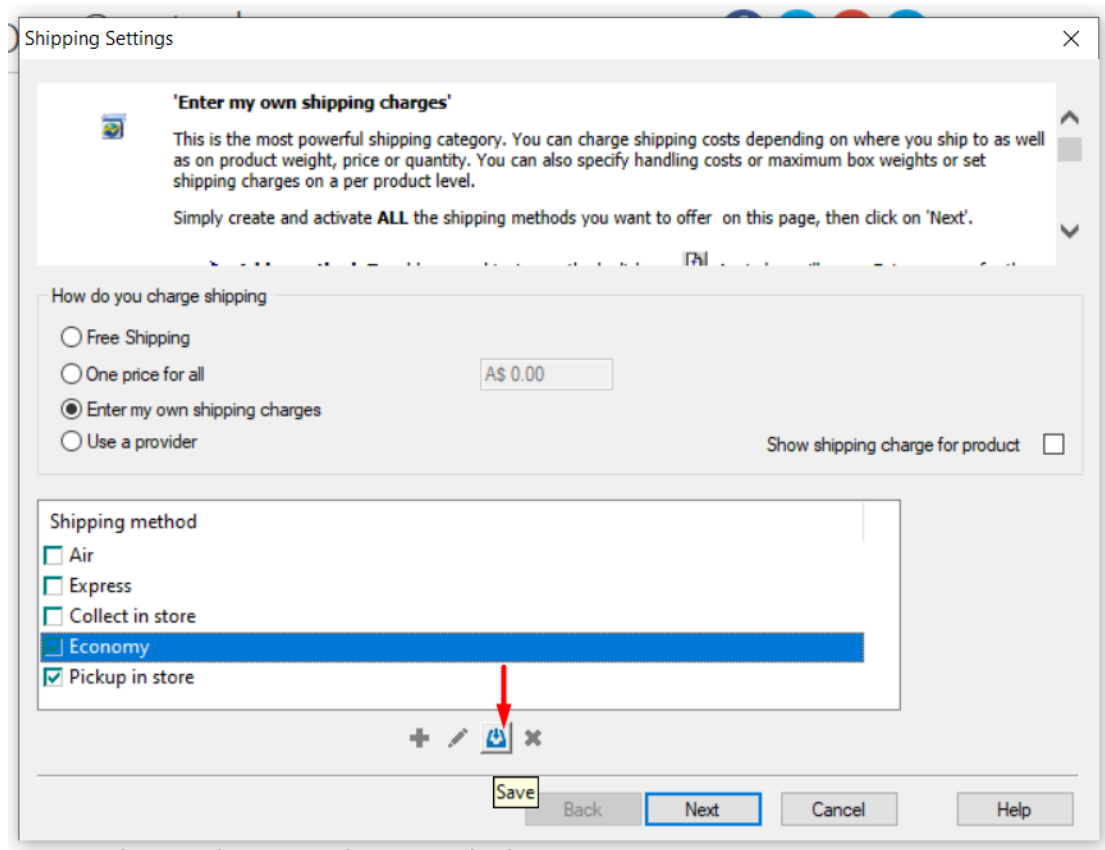
Apply Rates to

From	To	Charges: From - To Ranges
0.00	150.00	US\$10.00
150.00	300.00	US\$13.00
300.00	999,999.00	US\$15.00

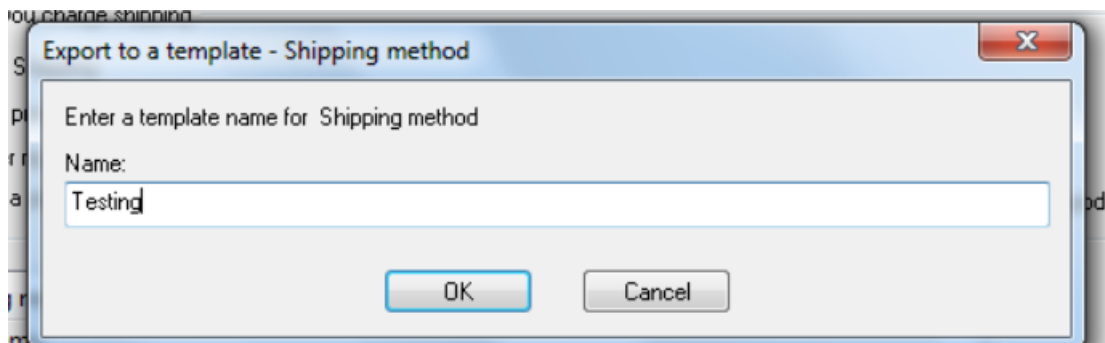
Handling Costs

Back Finish Cancel Help

- Click Finish
- Go back to shipping setup window via Central -> shipping charges
- Then, select Economy to save it as NEW Template
- Click Save button



- Enter template name for new shipping method



- Click OK

- Click Next

- Click Finish

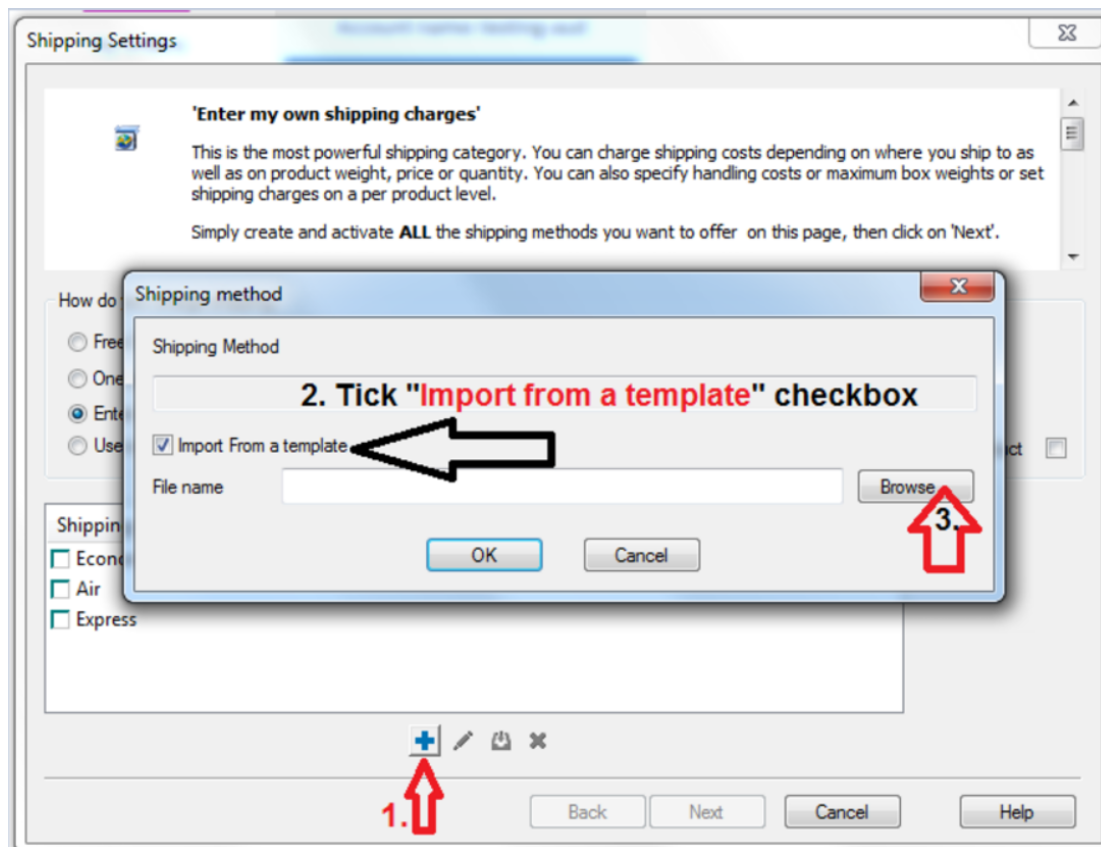
To use that shipping method template in another shop, here are the steps that you need to do:

-Open the 2nd shop in SF

-Central dropdown -> Shipping charges -> enter my own shipping charges

-Click the + (Add) button

- **Important:** Tick **"Import from a template"** checkbox



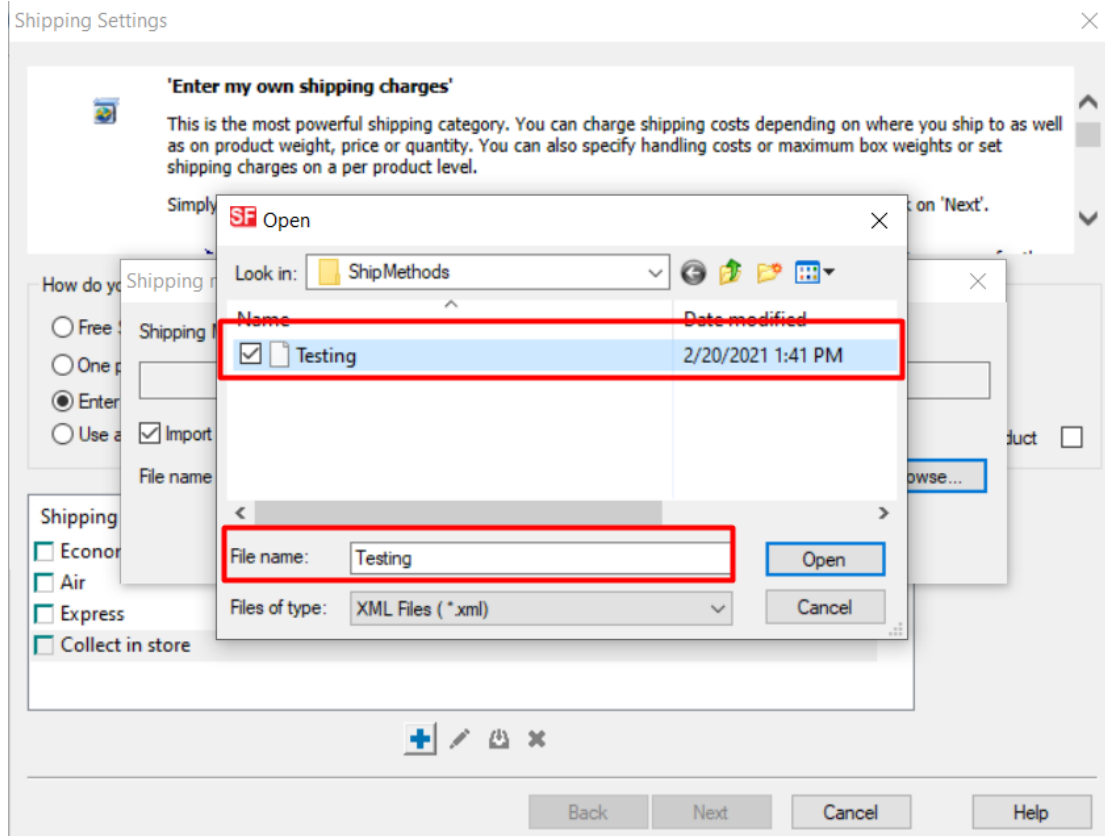
-Click **Browse...** button

-By default, you should be taken into this directory:

**C:\Program Files (x86)\ShopFactory V14\ShopFactory\Shared Templates\ShipMethods**

-And you will see all your shipping method templates

-Select the ones you want to add in this shop



- Click -> OPEN

- Click -> OK

