



Knowledgebase > Shipping and Taxes > How do I save a shipping method template so I can use same shipping in another shop?

## 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

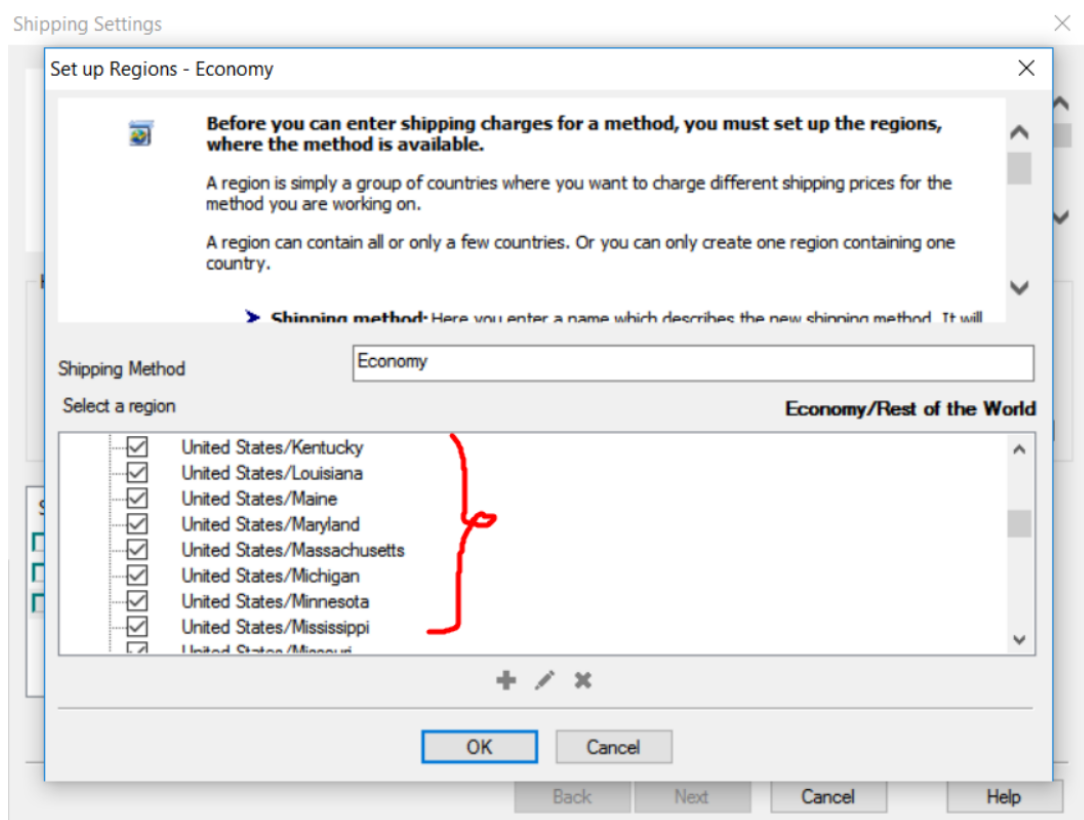
If you save a shipping method as a Template, it will be saved in this directory: (NOTE: it's 1 shipping method per xml file)

**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 By price

Apply Rates to From - To Ranges

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 US\$ 0.00

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 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

☐ Air  
☐ Express  
☐ Collect in store  
☒ Economy  
☒ Pickup in store

- Enter template name for new shipping method

**Export to a template - Shipping method**

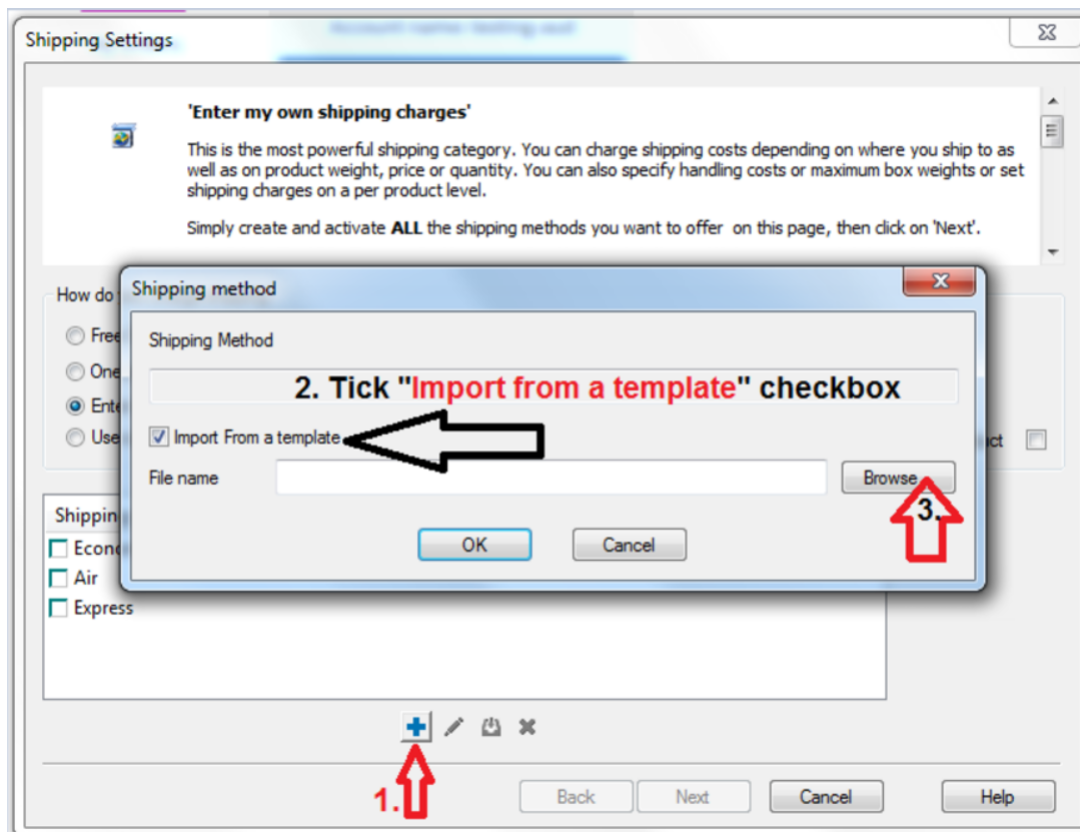
Enter a template name for Shipping method

Name:

- 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



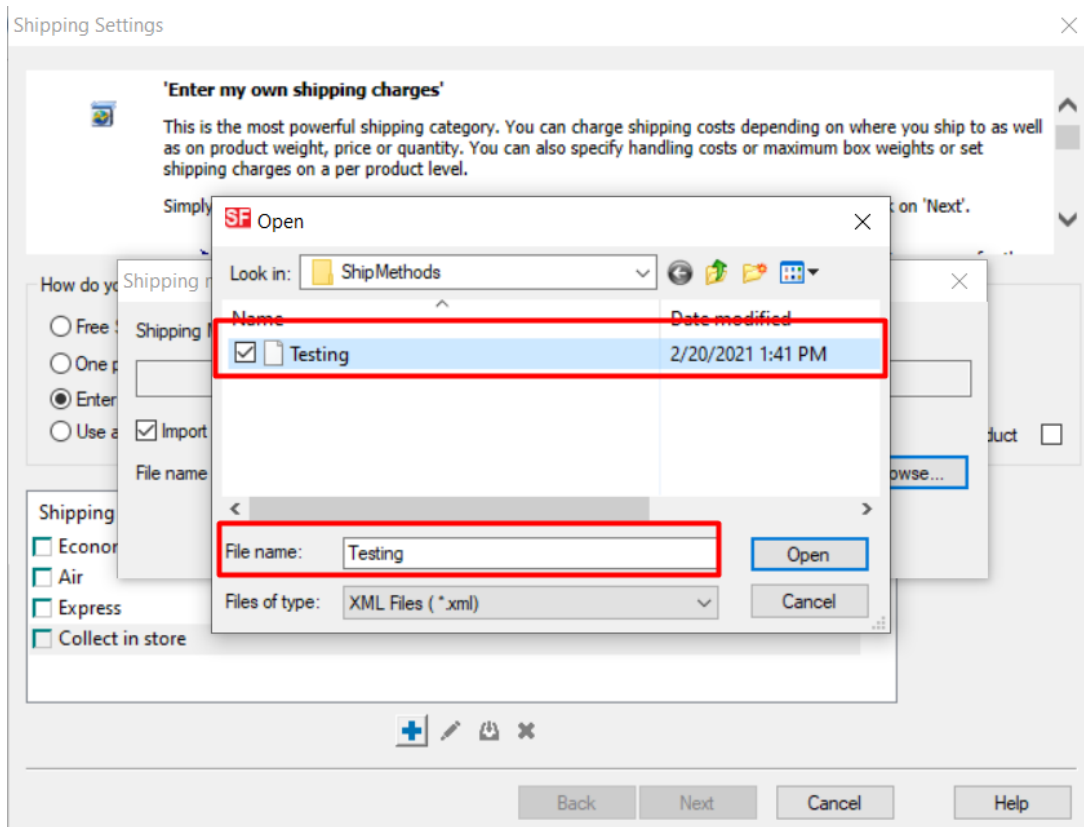
-Click **Browse...** button

-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

