



Knowledge base > 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

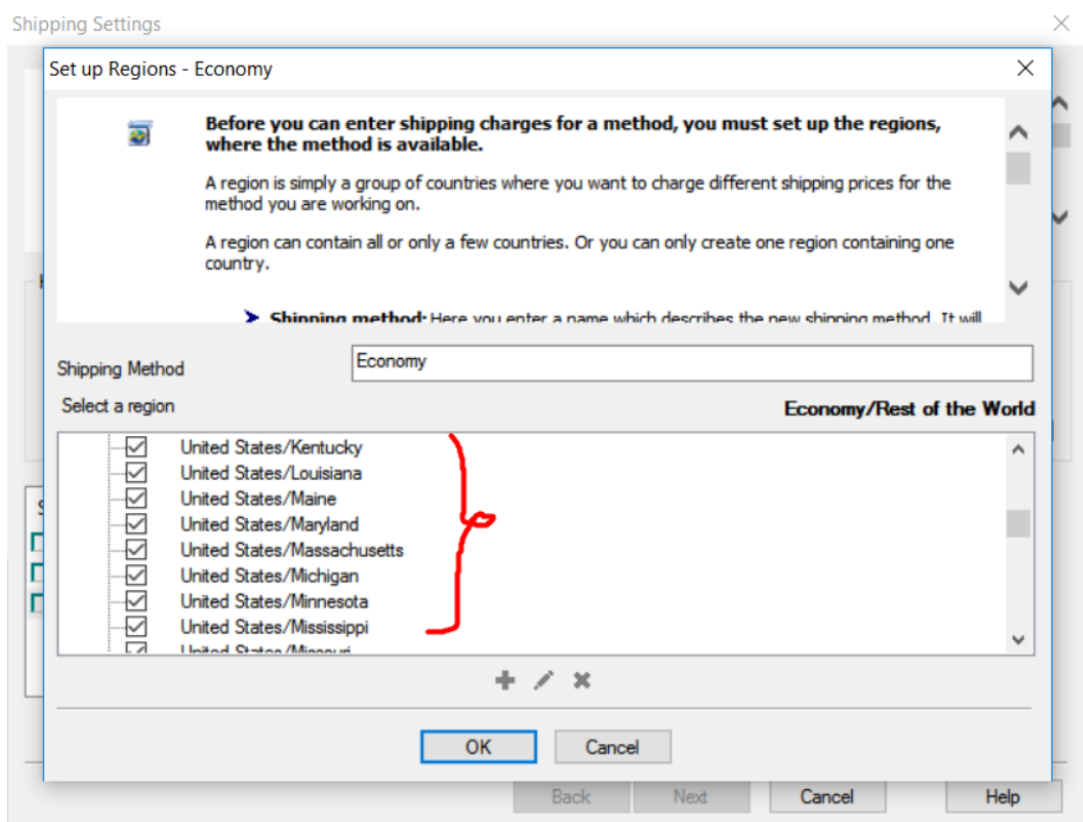
If you save a shipping method as a Template, it will be saved in this directory: (NOTE: it's 1 shipping method per xml file)

**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

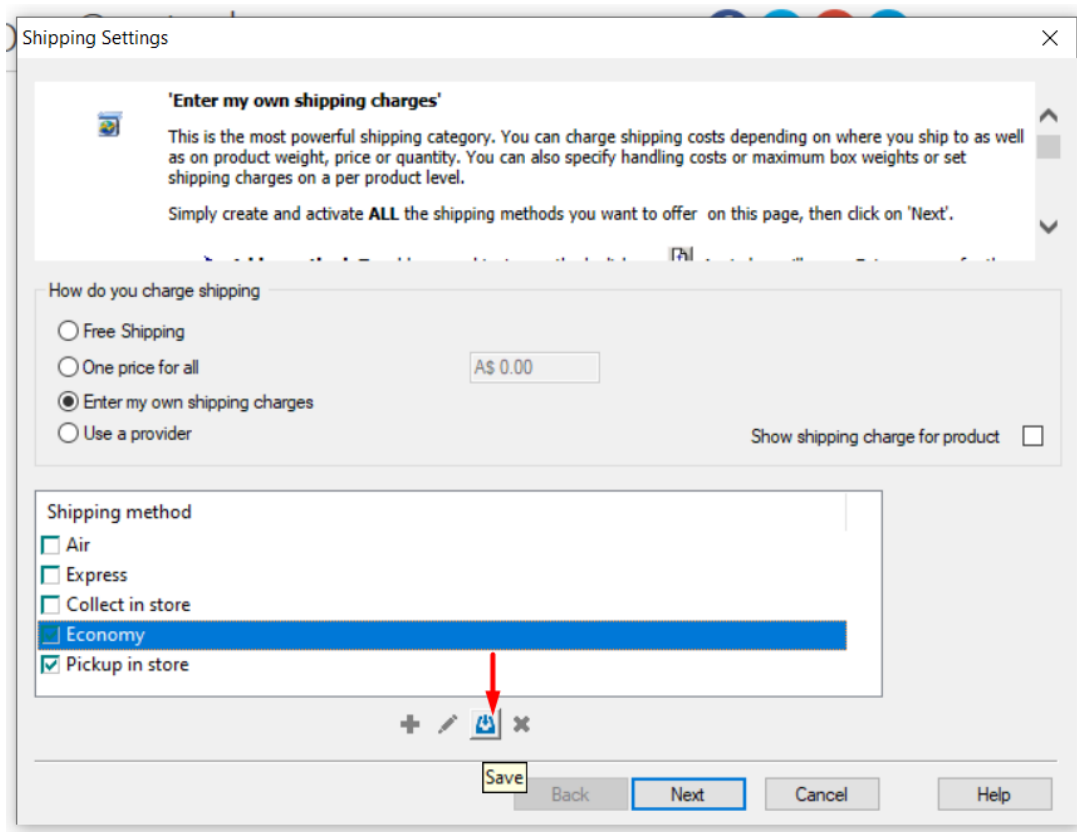
Buttons: Back, Finish, Cancel, Help

- Click Finish

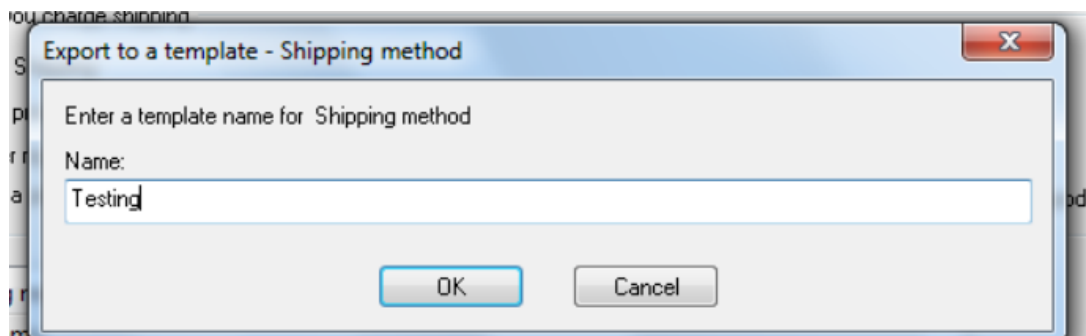
- Go back to shipping setup window via Central -> shipping charges

- Then, select Economy to save it as NEW Template

- Click Save button



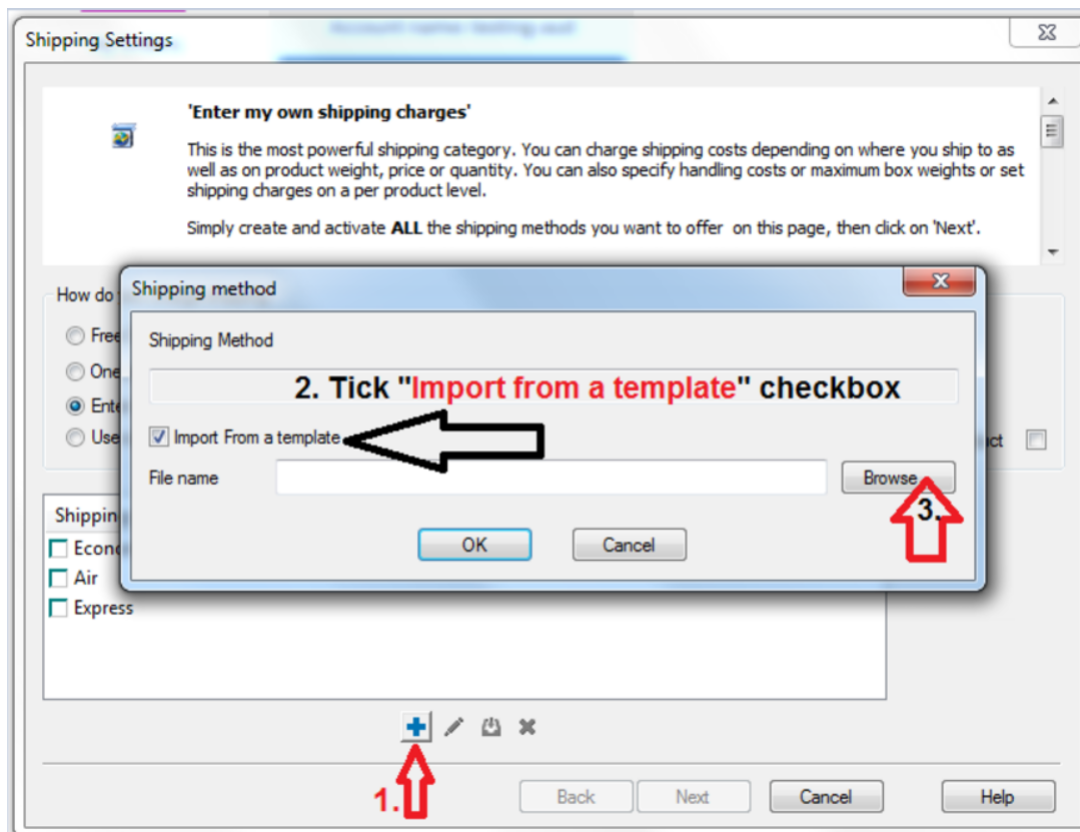
- Enter template name for new shipping method



- 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



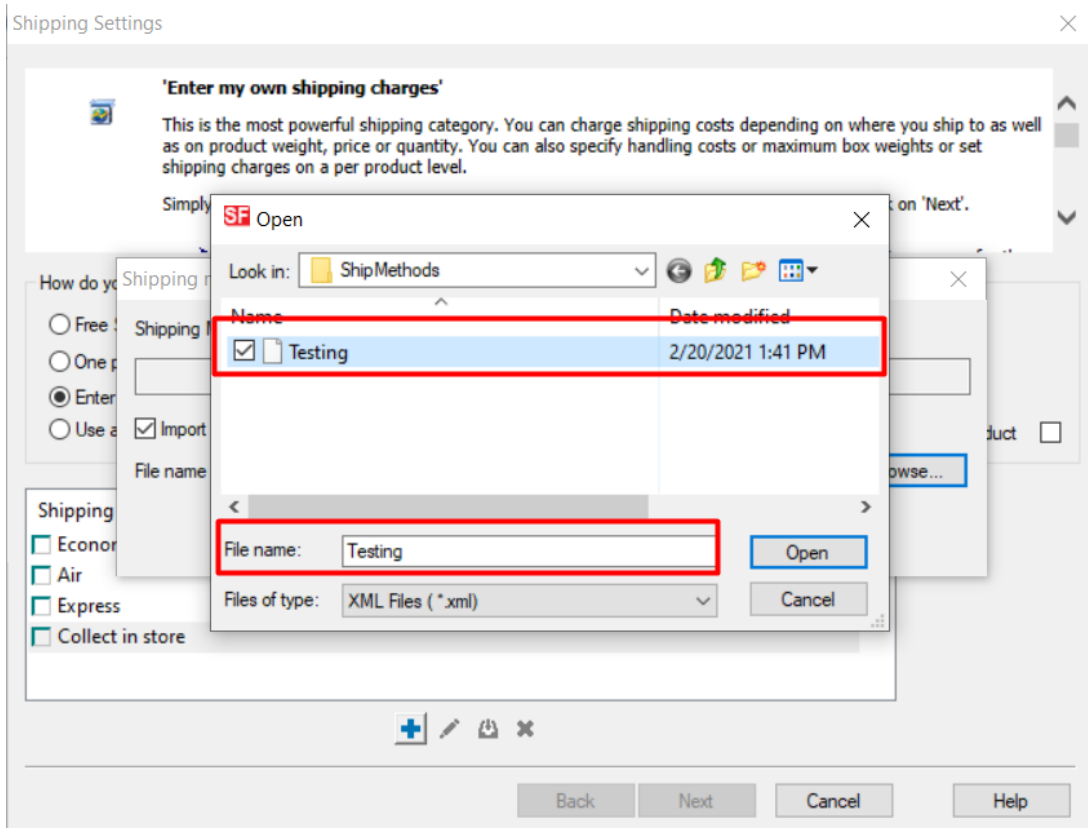
-Click **Browse...** button

-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

