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## Setting up taxes: How do I set up taxes for selected products only?

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

I need to charge my customers tax but only on some of the items I sell. Some of my products do not have to be taxed. How do I do this?

Setting up taxes is very simple and all you need to do is to follow the steps through the tax wizard.

## Part One: Setting up the tax:

- 1. Open your shop in ShopFactory, click -> Central
- 2. Select TAXES in the drop-down menu.
- 3. This will open the tax wizard dialog

x Wizard		
<ul> <li>automatically a</li> <li>Name o</li> <li>Tax rat</li> </ul>	the tax details and define, to which products the tax should be applied. of Tax: This tax name will be shown to your customers. e: This is the tax rate you will charge in percent of the price. ShopFactory uses this utomatically calculate the taxes.	
Name of the tax Enter the tax rate	0.000%	
Tax applies to	<ul> <li>all existing and new products</li> <li>all new products</li> </ul>	
Where does the tax apply? O United States O United States, California	<ul> <li>Create tax only</li> <li>O United States, California, Los Angeles</li> <li>O Other region</li> </ul>	
	< Back Next > Cancel Hel	p

## 4. Enter the tax details

Name of Tax - you need to enter the name of your tax e.g. GST, VAT, MwSt.

Enter the Tax Rate - enter the applicable tax rate for your country.

5. Tax Applies To

Select the radio button 'Create tax only'.

6. Where does the Tax Apply?

You will also have to choose the region you need to apply the tax to. This would be the country that you have selected in your Company Details prior to setting up taxes.

7. Click NEXT to progress to the next screen

8. You can choose to display text with your product e.g. including tax. You can also select if you wish to show prices inclusive and exclusive of taxes and whether your price includes the tax or not. Select the appropriate options and then Click on FINISH to go back to the ShopFactory editor.

Your Tax has now been created but has not been applied to any products yet, now you need to complete Part Two.

## Part Two: Applying the tax to the product:

- 1. Select the Page your Product is located on.
- 2. Single Click on the Product you wish to add the tax to in the editing Pane (right hand side).

3. You will see a Product button, click on the triangle next to this to show the menu and Select Taxes from this menu

View Pa	ge Edit page • Manag	e Products + Add pro	duct - Edit	Froduct - Detailed View	Use Template
ID P55017 P55014 P55015 P55016	Name A product 1 A product 2 A product 3 A product 4	Catalog num P13 P10 P11 P12	Price 2.8 3.9 2.9 4.5	Detailed View Style More images Product discounts Options and choices Specifications Shipping costs	Conta Our pro Our pro Our pro Our pro
				Stock control Related products Link information SEO Details Enter Google specific information	4

3. In the dialog box, select the tax you have created in the steps above and click OK to apply it to the product.

Product Wizard - A product 1		×
	<ul> <li>Here you assign the taxes you must collect from your customers manually.</li> <li>In most cases ShopFactory can assign taxes automatically, depending on the setting selected when setting up a tax.</li> <li>Name: The name of the tax you have selected in the LEFT window.</li> <li>Tax rates: The rate applying to the selected tax in %.</li> <li>Applies in: The location where the two selice</li> </ul>	<b>^</b>
Product Shipping Costs     Taxes     Available Stock     So Related products	Tax name     Tax rate       Vat     12.500%       Applies in       United States/California/Los Angeles    Available Selected	
<ul> <li>Link information</li> <li>Detailed View Style</li> <li>SEO Details</li> <li>Google information</li> </ul>	Available Selected Name %	%
	OK Cancel	Help

- 4. Now Click the Ok button. This product now will have Tax applied to it.
- 5. Repeat Part 2 for every product that needs to be assigned Tax