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

Elenor A. - 2021-12-08 - [Belastingen / Verzendkosten](#)

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
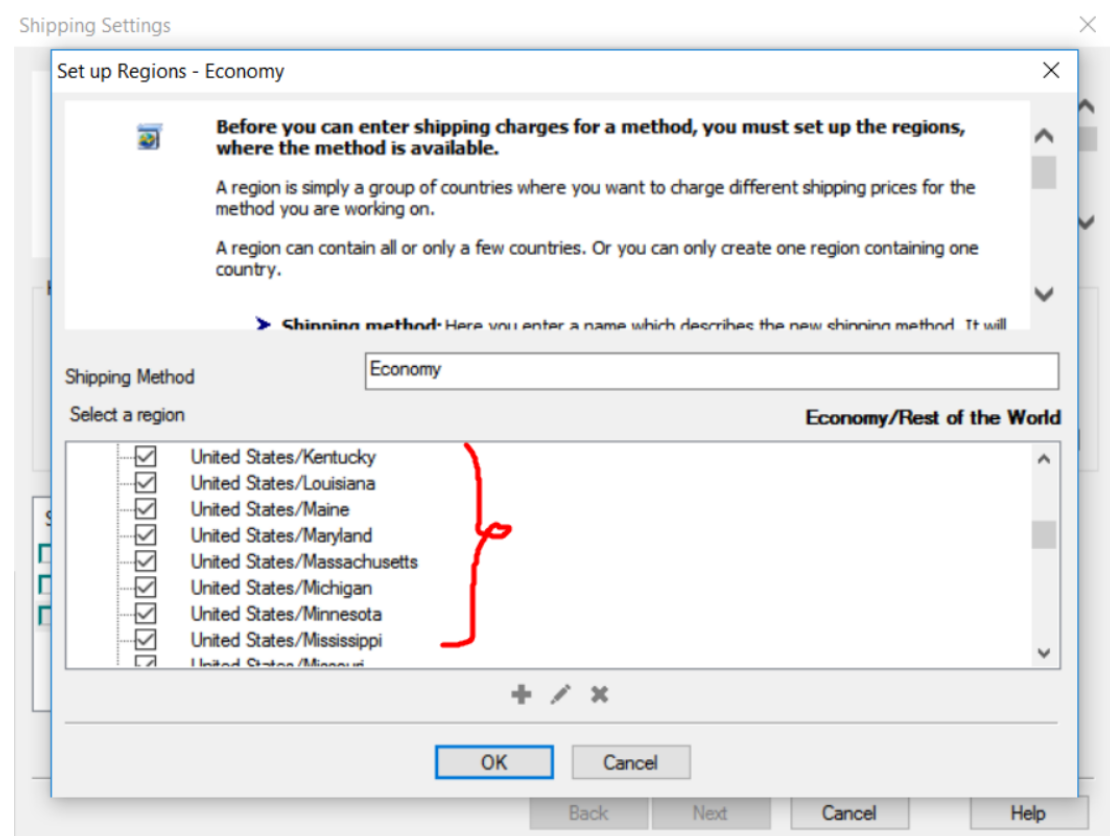
- Click OK

- 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

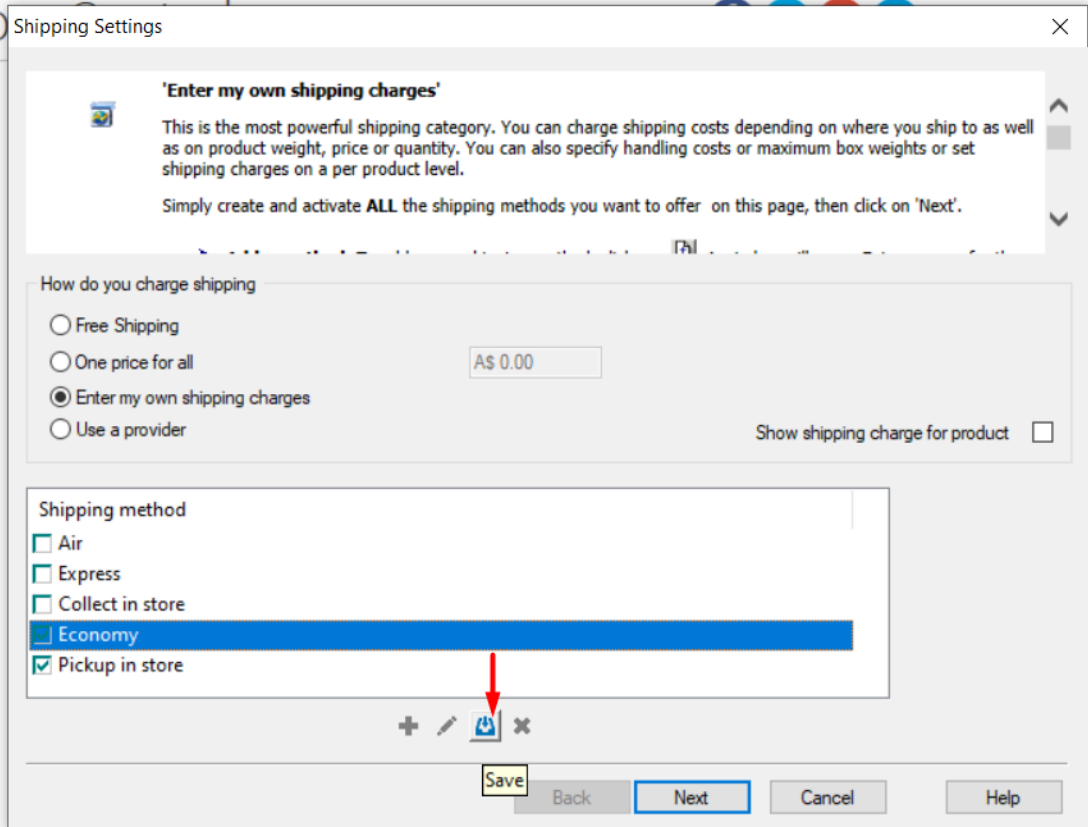**Economy/Local Region**

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 template name for new shipping method

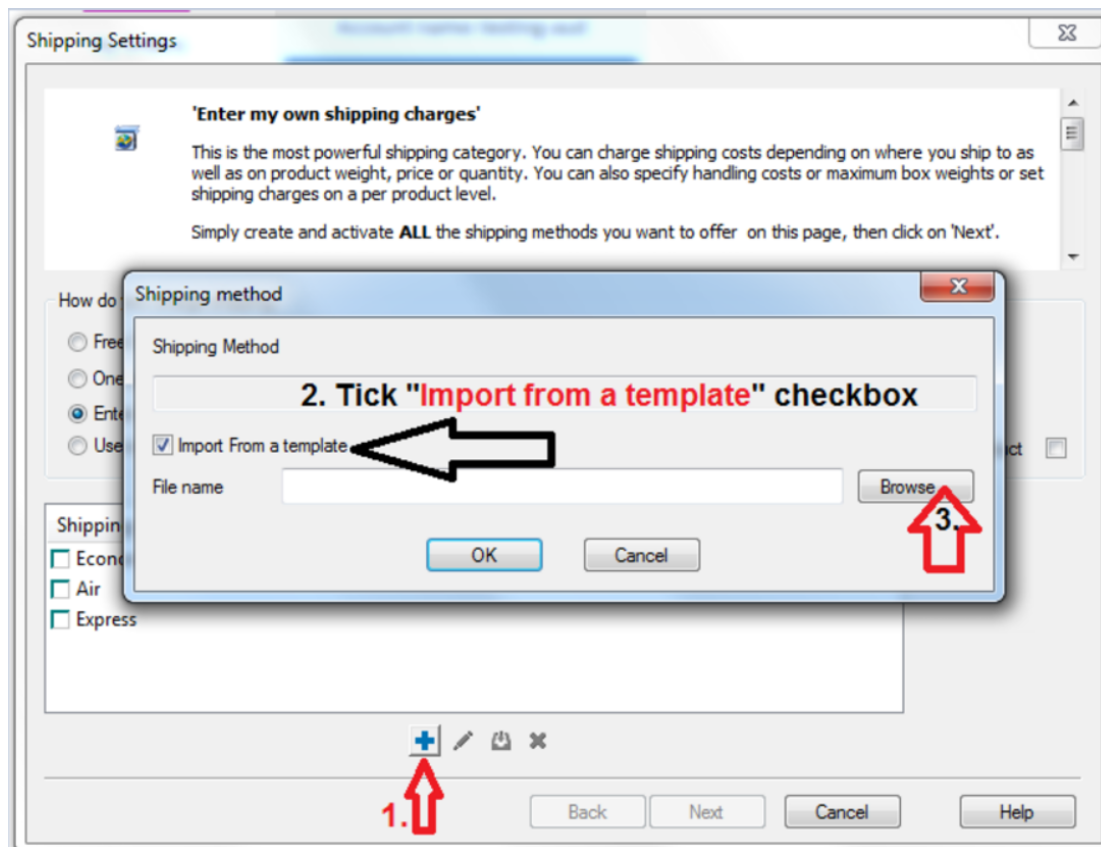- Click OK

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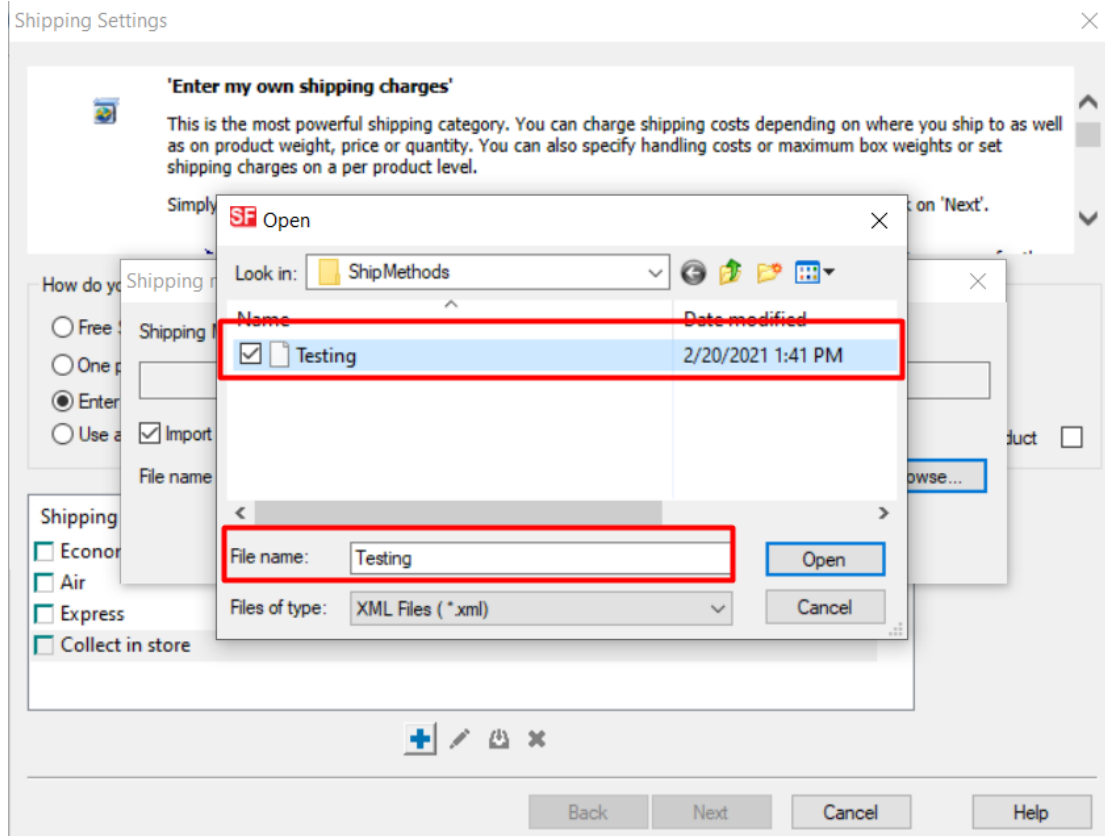
- **Important**: Tick *"Import from a template"* checkbox

-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