

**Luwjistik**

**Shopify  
Store and Shipping Guideline**



# Shopify - Store and Shipping Guideline

Here's the essential guide to help you navigate the Shopify setup process.

You will learn the following:

- Shopify Subscription and Minimum Advance
- Steps Setting Up Your Store

## Shopify Subscription and Minimum Advance

Before diving into the setup process, ensure you've subscribed to Shopify and understand any minimum advance or payment requirements associated with your chosen subscription plan.

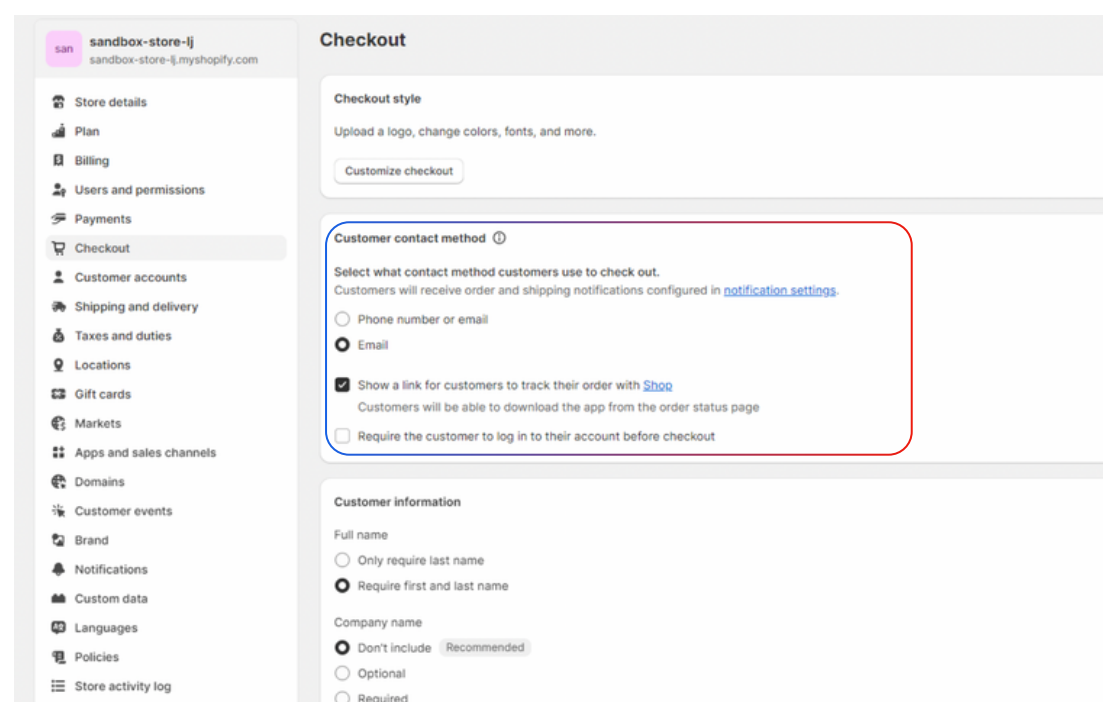
## Steps Setting Up Your Store

Setting up your Shopify store involves multiple steps. Let's break them down:

### A. Managing Customer Contact and Address

This phase revolves around organising and managing customer contact information effectively. Here's the breakdown:

1. **Access Settings:** Navigate to your Shopify dashboard, locate the 'Settings' tab and click the 'Checkout' settings.
2. **Customer Contact Method:** Under 'Checkout' settings, choose 'Email' as the preferred customer contact method.



3. **Customer Information:** Customise the required fields for customer information:
  - Full Name: Make sure to require both first and last names.
  - Shipping Address Phone Number: Fill this as a required field for customer address details.

**Customer information**

Full name

Only require last name

Require first and last name

Company name

Don't include Recommended

Optional

Required

Address line 2 (apartment, unit, etc.)

Don't include

Optional Recommended

Required

Shipping address phone number

Don't include

Optional

Required

4. **Order Processing:** Opt to 'Don't fulfil' orders if that suits your business model.

**Order processing** ⓘ

**After an order has been paid**

- Automatically fulfill the order's line items
- Automatically fulfill only the **gift cards** of the order
- Don't fulfill any of the order's line items automatically

**After an order has been fulfilled and paid, or when all items have been refunded**

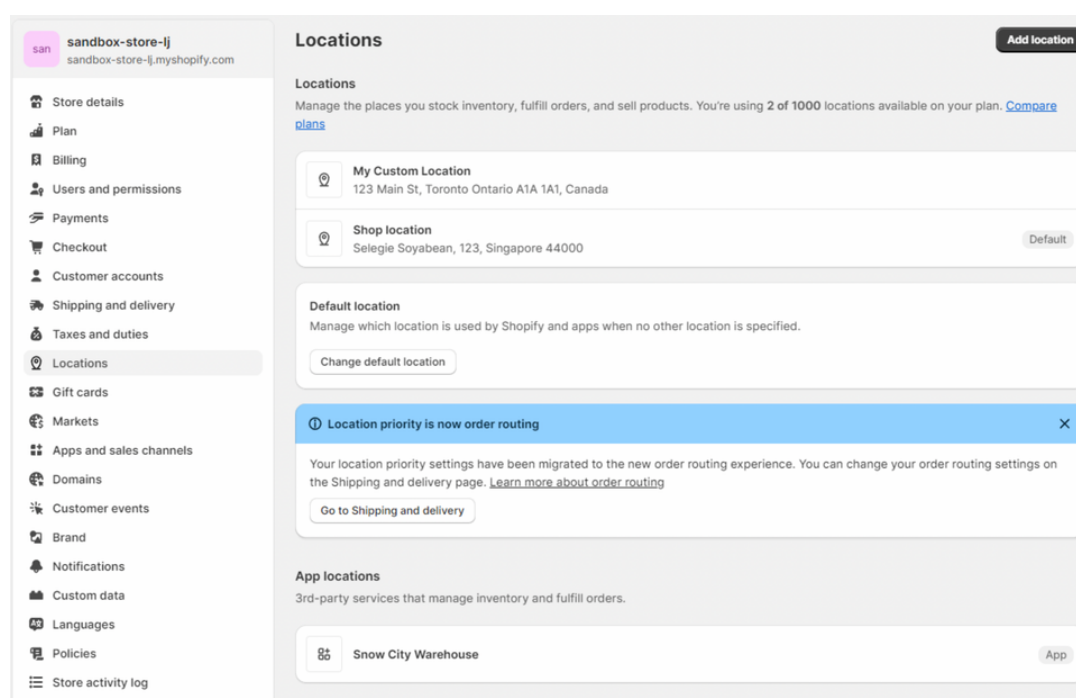
- Automatically archive the order  
The order will be removed from your list of open orders.

5. **Save:** Ensure that the changes made in the settings are saved.

## B. Setting Up Store Location

This step focuses on defining the location of your store within the Shopify system. Here's what it entails:

1. **Access Location Settings:** Navigate to 'Settings' and then 'Locations' in your Shopify dashboard.



- 2. **Add Location:** Add a new location and fill in the necessary details.
- 3. **Mandatory Fields:** Include postal code, country, and phone number.
- 4. **Online Order Fulfilment:** Check the box to fulfil online orders from this location.

← **Add location**

**Location name**  
Give this location a short name to make it easy to identify. You'll see this name in areas like orders and products. If this location offers local pickup, it will be visible to your customers at checkout and in notifications.

Paris Warehouse

**Address**

Country/region  
Singapore

Address  
Q

Apartment, suite, etc.

Postal code

Phone  
[Country Code]

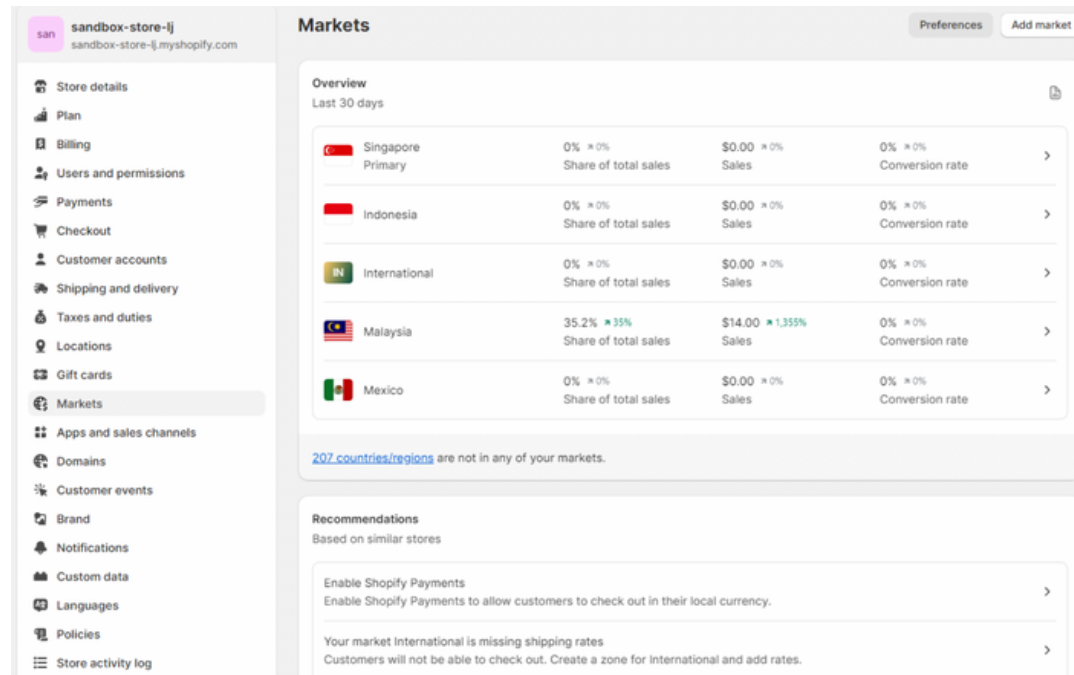
**Fulfillment details**

- Fulfill online orders from this location  
Inventory at this location is available for sale online.

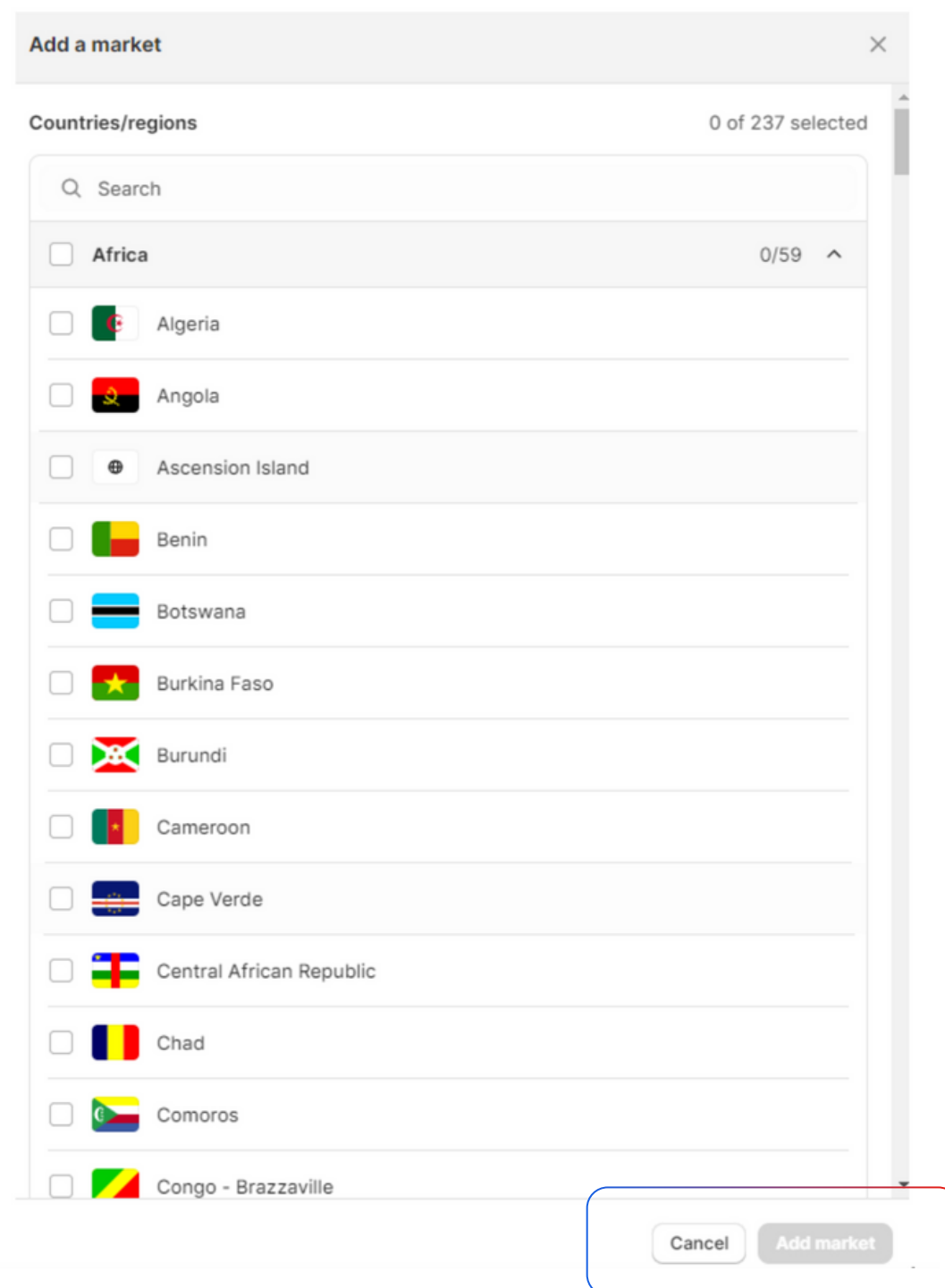
### C. Setting Up Markets

This phase is geared towards configuring your store for specific markets:

1. **Navigate to Market Settings:** Access 'Settings' and proceed to 'Market.'



2. **Add Market:** If the country isn't set, add the market to align with your business operations.

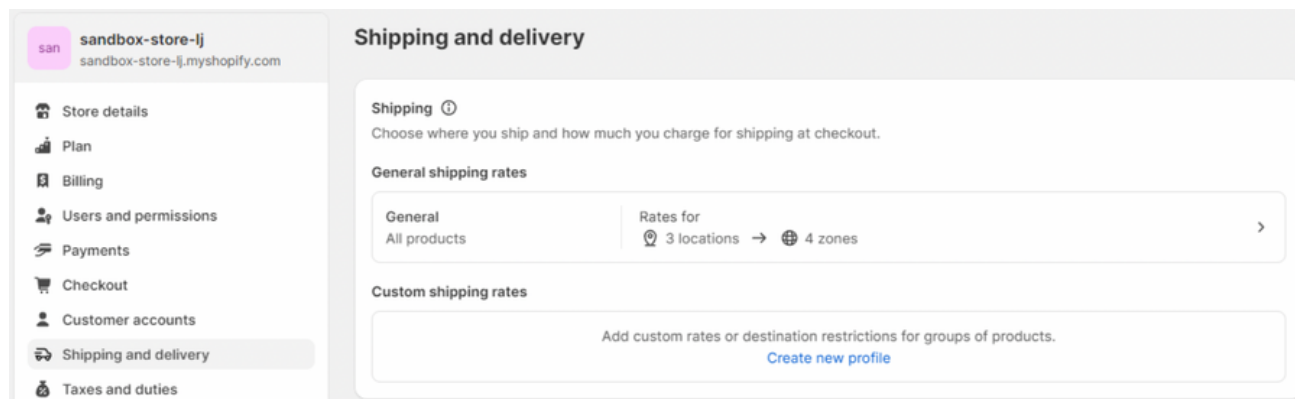




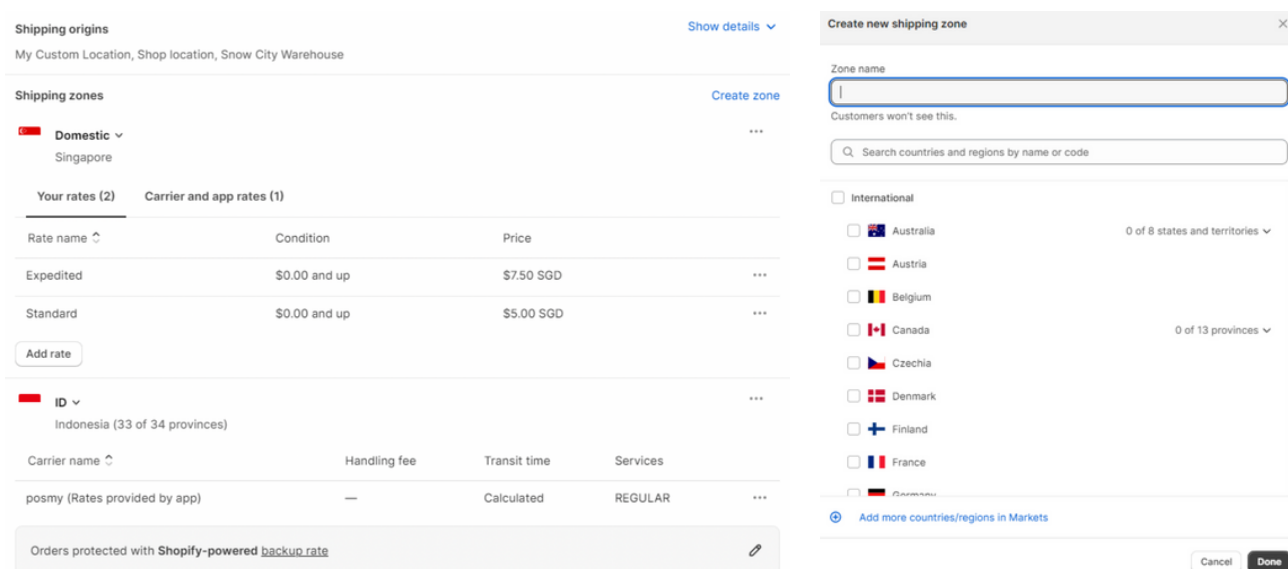
## D. Configuring Shipping and Delivery

Ensuring smooth shipping and delivery processes is pivotal. Here's how to set it up effectively:

**1. Access General Shipment Rates:** Go to 'General Shipment Rates' within your Shopify settings.

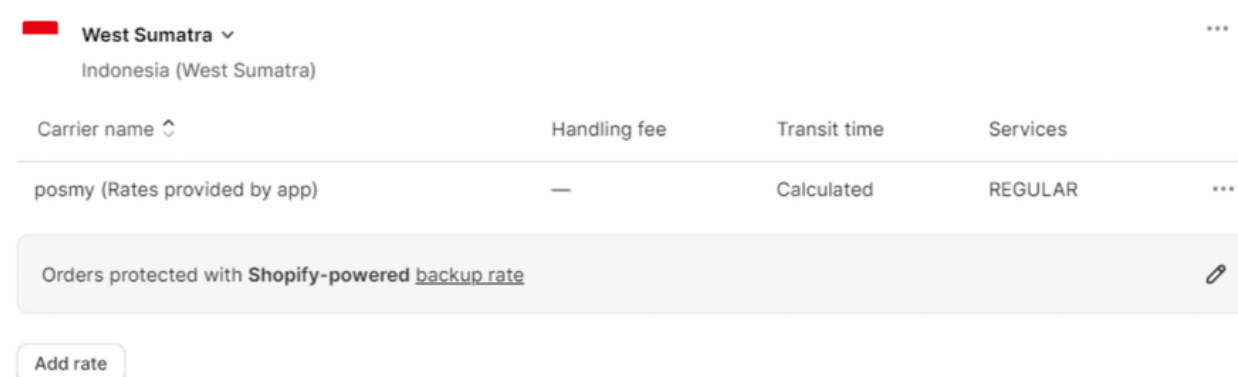


**2. Create Shipping Zones:** If necessary, define shipping zones and expand coverage to additional countries and regions.

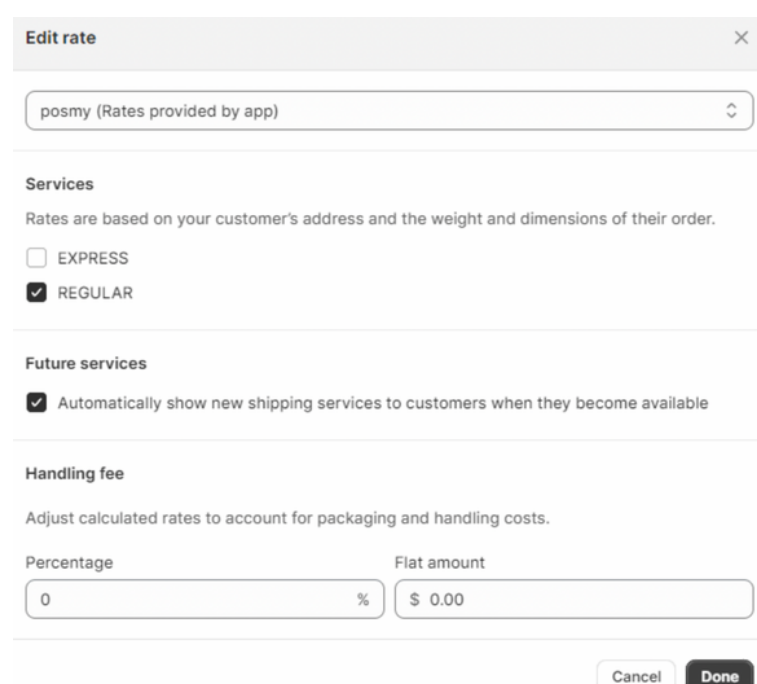


**3. Set Shipping Rates:**

- Click 'Add Rate.'



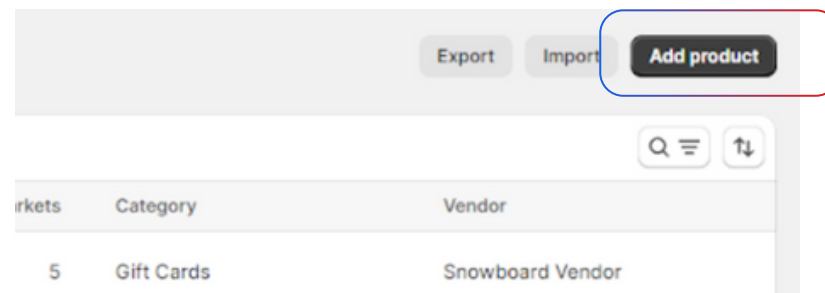
- Choose 'Use carrier or app to calculate rates.'
- Select 'Red Express' or the preferred shipping method.
- Review and set regular shipping rates for your defined zones.



## E. Managing Products

Efficient product management is crucial for a successful store. Here's how to do it:

- 1. Add Products:** Access your dashboard's 'Products' section and add new products to your store.



## 2. Manage Product Details:

- **Weight:** Specify a non-zero weight for accurate shipping calculations.

**Shipping**

This is a physical product

Weight

[+ Add customs information](#)

- **Product Category and Dimensions:** Choose the product category. Then, use the format D length x width x height (e.g., D10x10x10) to input product dimensions as tags.

### Product categories that are allowed

- Animals & Pet Supplies
- Apparel & Accessories
- Baby & Toddler
- Cameras & Optics
- Electronics
- Food, Beverages & Tobacco
- Furniture
- Hardware
- Health & Beauty
- Home & Garden
- Luggage & Bags
- Gift Cards
- Office Supplies
- Media
- Sporting Goods
- Toys & Games
- Vehicles & Parts
- Arts & Entertainment
- Software

### Product categories that are not allowed

- Business & Industrial
- Mature
- Religious & Ceremonial

**Product organization** ⓘ

**Product category**

Determines US [tax rates](#)

**Product type**

**Vendor**

**Collections**

**Tags**

- **Inventory Location:** Edit the product's inventory location and input stock quantities based on locations if applicable.

**Inventory**

Track quantity

**Quantity** [Edit locations](#)

My Custom Location	<input type="text" value="0"/>
Shop location	<input type="text" value="0"/>
<b>App</b> Snow City Warehouse	<input type="text" value="0"/>

Continue selling when out of stock  
This won't affect [Shopify POS](#). Staff will see a warning, but can complete sales when available inventory reaches zero and below.

SKU (Stock Keeping Unit)

Barcode (ISBN, UPC, GTIN, etc.)

By following these step-by-step guidelines, you'll ensure that your Shopify store is well-equipped to handle customer interactions, manage orders, set up shipping methods, and organise your product inventory effectively. Tailor these settings to align with your unique business needs for a successful online venture.

**Be Connected.**