

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.



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

Order processing (i)
After an order has been paid
 Automatically fulfill the order's line items
 Automatically fulfill only the gift cards of the order
O 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.

san sandbox-store-lj sandbox-store-lj.myshopify.com	Locations Add location
😨 Store details	Locations Manage the places you stock inventory, fulfill orders, and sell products. You're using 2 of 1000 locations available on your plan. <u>Compare</u> plans
Billing Users and permissions	My Custom Location 123 Main St, Toronto Ontario A1A 1A1, Canada
 Payments Checkout 	Shop location Default Selegie Soyabean, 123, Singapore 44000 Default
 Customer accounts Shipping and delivery 	Default location Manage which location is used by Shopify and apps when no other location is specified.
Taxes and duties Locations	Change default location
 Gift cards Markets 	© Location priority is now order routing ×
 Apps and sales channels Domains 	Your location priority settings have been migrated to the new order routing experience. You can change your order routing settings on the Shipping and delivery page. Learn more about order routing
Customer events	Go to Shipping and delivery
Notifications Custom data	App locations 3rd-party services that manage inventory and fulfill orders.
Languages Policies Store activity log	85 Snow City Warehouse App
otore activity log	

- 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

Paris Warehou	;e	
Address		
Country/region		
Singapore		
Address		
Q		
Apartment, suite	, etc.	
Postal code		
Phone		
		6
Fulfillment deta	14-	

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.'

san sandbox-store-lj sandbox-store-lj.myshopify.com	Markets			Preferences	Add marke
 Store details Plan 	Overview Last 30 days				þ
Billing Users and permissions	Singapore Primary	0% ×0% Share of total sales	\$0.00 × 0% Sales	0% × 0% Conversion rate	>
 Payments Checkout 	Indonesia	0% ≈ 0% Share of total sales	\$0.00 × 0% Sales	0% ×0% Conversion rate	>
Customer accounts Shipping and delivery	International	0% ≈ 0% Share of total sales	\$0.00 × 0% Sales	0% ×0% Conversion rate	>
Taxes and duties Locations	Malaysia	35.2% × 35% Share of total sales	\$14.00 × 1,355% Sales	0% ×0% Conversion rate	>
Gift cards	Mexico	0% ≈0% Share of total sales	\$0.00 × 0% Sales	0% ≈0% Conversion rate	>
# Apps and sales channels	207 countries/regions are not in a	an of more markets			
🗬 Domains 🔆 Customer events	AND COMMUNICATING ON THE FOCK IN O	ny or your markets.			
 Brand Notifications 	Recommendations Based on similar stores				
Custom data	Enable Shopify Payments Enable Shopify Payments to allo	w customers to check out in their I	ocal currency.		>
Policies Store activity log	Your market International is miss	sing shipping rates teck out. Create a zone for internat	ional and add rates		>

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.

san	sandbox-store-lj sandbox-store-lj.myshopify.com	Shipping and delivery	
a	Store details Plan Billing	Shipping ① Choose where you ship and how much you charge for shipping at checkout. General shipping rates	
	Users and permissions Payments	General Rates for All products ② 3 locations → ④ 4 zones	>
	Checkout Customer accounts	Custom shipping rates	
_	Shipping and delivery	Add custom rates or destination restrictions for groups of products. Create new profile	
ð.	Taxes and duties		

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

Shipping origins Show details ~ Ny Custom Location, Show City Warehouse Shipping zones Create new shipping zones Obmestic ~ Singapore Your rates (2) Carrier and app rates (1) Rate name © Condition Rate name © Condition Sindard S0.00 and up Soloo and up <td< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>								
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Domestic ~ Singapore Your rates (2) Carrier and app rates (1) Rate name ° Condition Price Expedited \$0.00 and up \$7.50 SGD Standard \$0.00 and up \$5.00 SGD Add rate Indonesia (33 of 34 provinces) Indonesia (33 of 34 provinces) Posmy (Rates provided by app) Handling fee Transit time Services posmy (Rates provided by app) Indonesia (33 of 34 provinces) Orders protected with Shopity-powered backup rate Orders protected with Shopity-powered backup rate	Shipping zones				Create zone)
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Nate hame Condition Price Expedited \$0.00 and up \$7.50 SGD ••• Standard \$0.00 and up \$5.00 SGD ••• Add rate ••• ••• Add rate ••• ••• Ib <	Your rates (2) Carrier and app	rates (1)				International		^
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Orders protected with Shopify-powered backup rate						Add more countries/regions in Markets		
	Orders protected with Shopify-powe	ered backup rate			O		Cancel Done	

- 3. Set Shipping Rates:
- Click 'Add Rate.'

West Sumatra V Indonesia (West Sumatra)				•••
Carrier name 🗘	Handling fee	Transit time	Services	
posmy (Rates provided by app)	-	Calculated	REGULAR	
Orders protected with Shopify-powered backup rate				Ø



- 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.

posmy (Rates provided by a	pp)	
Services		
Rates are based on your custo	omer's address and the weight and dimensions of th	heir orde
EXPRESS		
REGULAR Future services Automatically show new s	hipping services to customers when they become	availabl
Future services Automatically show new s Handling fee	shipping services to customers when they become ount for packaging and handling costs.	availabl
Future services Automatically show new s Handling fee		availabl

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 10 kg 🗘
+ 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

	Product organization (i)
\bigcap	Product category
	Search
	Determines US <u>tax rates</u>
	Product type
	Vendor

- Media
- Sporting Goods
- Toys & Games
- Vehicles & Parts
- Arts & Entertainment
- Software

Product categories that are not allowed

- Business & Industrial
- Mature
- Religious & Ceremonial

Collections

Tags

D30x20x10

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



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.