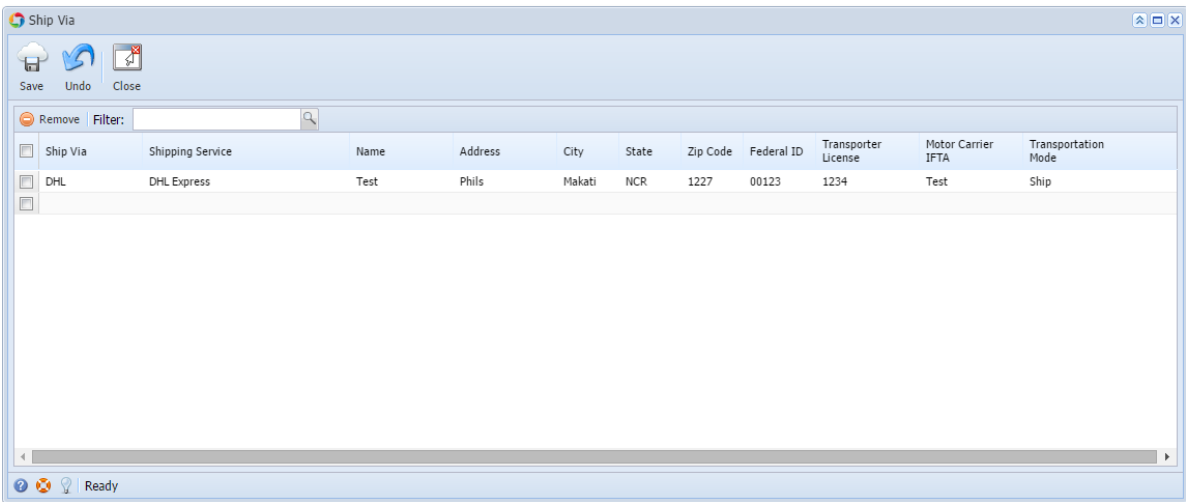


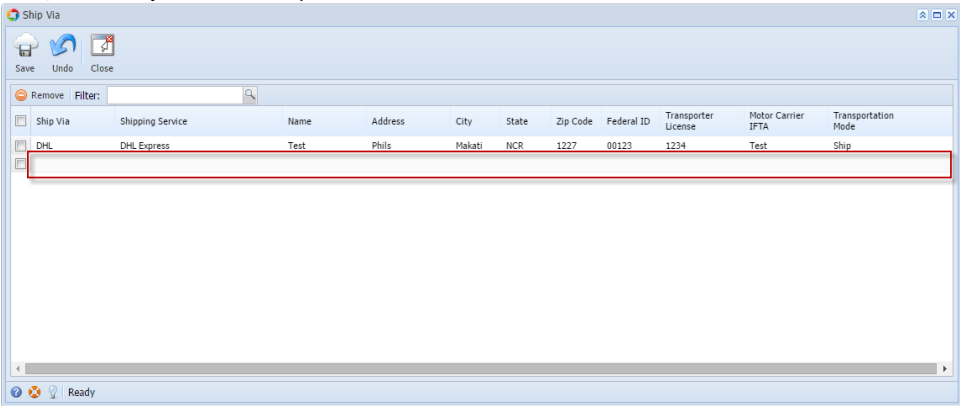
How to Add Shipping Method

You can create a list of your shipping methods through **Ship Via** screen.



Here is how to Add Shipping method

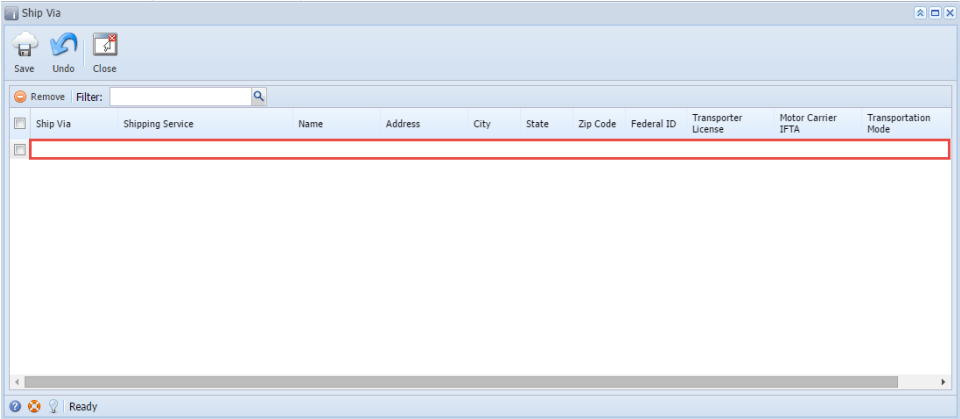
- 1. On the user's menu panel go to **Common Info** folder then click **Ship Via**
- 2. Input the required fields (**Ship Via**, **Shipping Service**, **Name**, **Address**, **City**, **State**, **Zip Code**, **Federal ID**, **Transporter License**, **Motor Carrier IFTA**, and **Transportation Mode**)



- 3. Click **Save** toolbar button.

Here is how to Add Shipping method

- 1. On the user's menu panel go to **Common Info** folder then double click **Ship Via**
- 2. Input the required fields (**Ship Via**, **Shipping Service**, **Name**, **Address**, **City**, **State**, **Zip Code**, **Federal ID**, **Transporter License**, **Motor Carrier IFTA**, and **Transportation Mode**)



- 3. Click **Save** toolbar button.

Here is how to Add Shipping method

1. On the user's menu panel go to **Common Info** folder then double click **Ship Via**
2. Input the required fields (**Ship Via**, **Shipping Service**, **Name**, **Address**, **City**, **State**, **Zip Code**, **Federal ID**, **Transporter License**, **Motor Carrier IFTA**, and **Transportation Mode**)

Ship Via	Shipping Service	Name	Address	City	State	Zip Code	Federal Id	Transporter License

3. Click **Save** toolbar button.