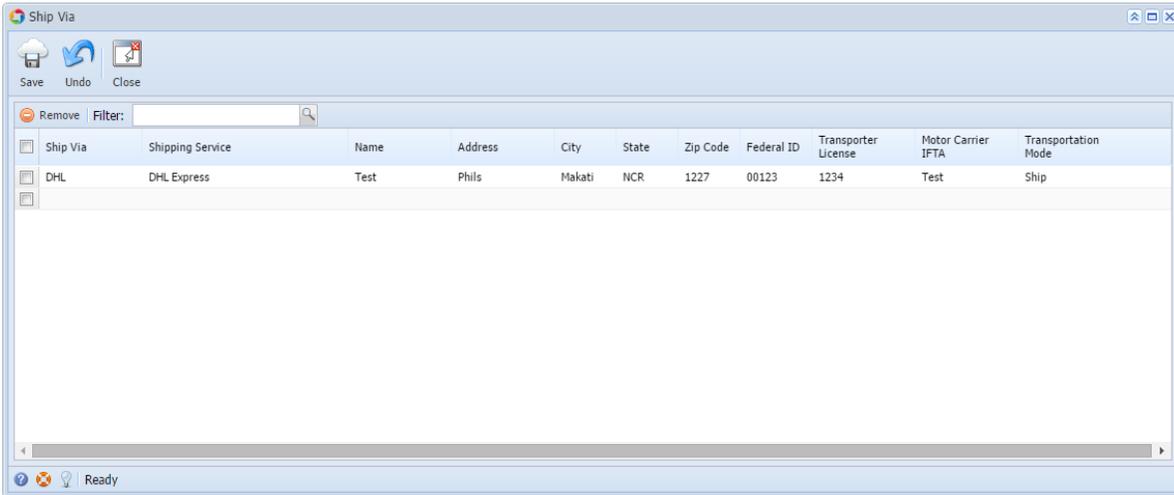


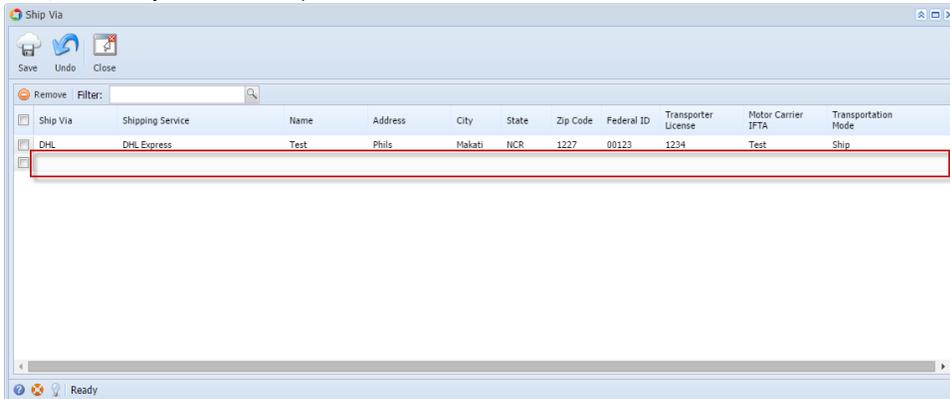
How to Add Shipping Method

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



Here is how to Add Shipping method

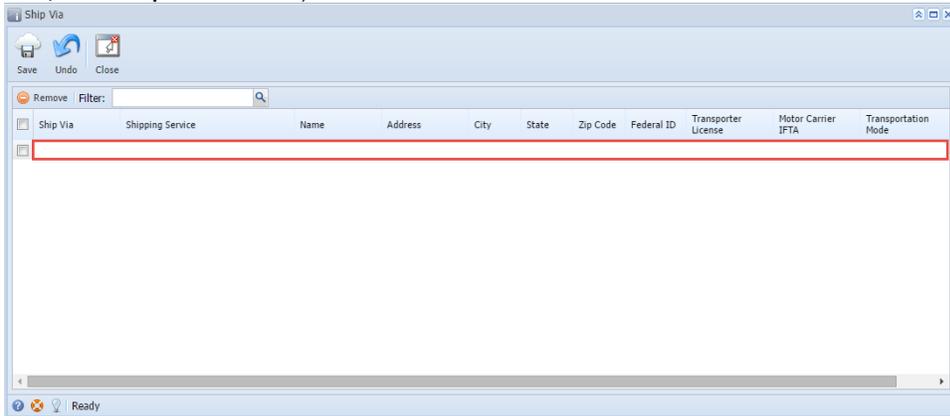
1. On the user's menu panel go to **Common Info** folder then click **Ship Via**
2. Input the required fields (**Ship Via**, **Shipping Service**, **Name**, **Address**, **City**, **State**, **Zip Code**, **Federal ID**, **Transporter License**, **Motor Carrier IFTA**, and **Transportation Mode**)



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.