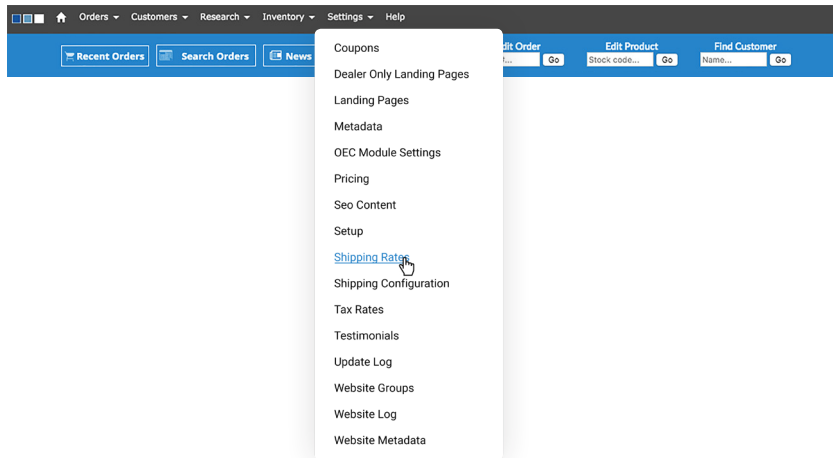


HOW TO:

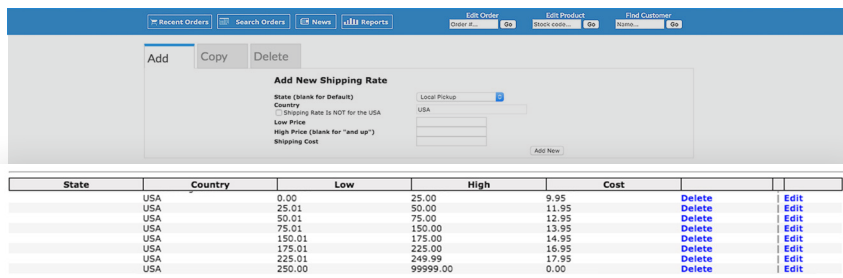
Set and Adjust Shipping Rates

The SimplePart Control Panel makes it easy to update and adjust shipping rates for your e-commerce site. In this article, we'll cover the steps you'll need to follow, set and adjust shipping rates.



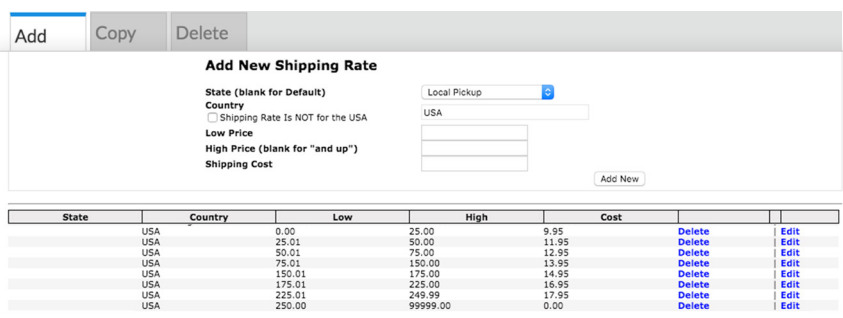
Settings:

Like your **Setup** screen, you'll also find the **Shipping Rates** page under the **Settings** dropdown menu.



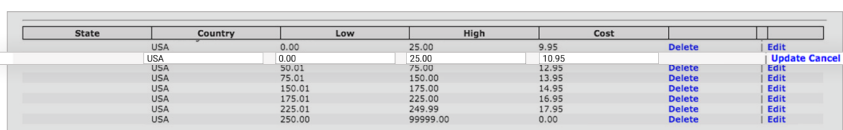
Shipping Rate:

When you open the shipping rates screen, you'll see your existing shipping rates. The number of states and countries listed will depend on your package level. Each location will have several part pricing brackets, each with a corresponding shipping cost.



Add New Shipping Rate:

To add a new row, utilize the row generator at the top of the screen. First, choose which state or country where this new row will apply. Then, enter your low and high prices into the applicable boxes labeled **Low Price** and **High Price**. Finally, enter the **Shipping Cost** in the final box and click **Add New**.



Edit Row:

To edit an existing row, simply click **Edit**, make your adjustments, then click **Update** to apply the new rate to your site in real time.

If you have any additional questions about Shipping Rates, you can contact our Support team at **1-888-843-0425** or support@simplepart.com, 24 hours a day, 7 days a week.