

# How to set up Shipping Costs for Auctions and PayPal links

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## How to Set up Shipping for Your Auctions and PayPal Links

In DPW you set your shipping at the time you create or edit an auction or a DPW generated PayPal link for your art work.

Your shipping configuration consists of **how you are shipping, from where, to where, and for how much**.

You can either configure the shipping specifically for an individual work, or you can create and share a shipping profile among many works.

**Important:** When you share a profile with more than one work, changing the profile will change the shipping for all the works that share it.

## Saving Auction and PayPal Link Settings as a Template (default values)

There is a **Save as Template** button at the bottom of the create/edit auction and PayPal link windows on the Art Tracking Grid page. Clicking this button will save the current field values as defaults to be used the next time you create an auction or a PayPal link. *This will not, however, save the shipping settings if they are for this art work only.*

To save your shipping settings you must create a new or select an existing **Shared Shipping Profile** for your auction or PayPal link.

Then, when you click the Save as a Template button, which will save the selected profile as the default for new auctions and PayPal links.

## The Shipping Section in the Auction and PayPal Link Forms

**Shipping & Return Policy**

Read about how to set up your shipping by region using shared profiles.

Use Shipping Profile: Small

How Shipped \*: 1 USPS

Shipped From \*: 2 USA

**Shipping by Region** **Return Policy \*** 3

Check which regions you will ship to and then enter the shipping costs for the region:  
(all currency is in **US dollars**) 4

Ship To?	Shipping Region	Shipping
<input checked="" type="checkbox"/>	USA (domestic)	\$5.00
<input checked="" type="checkbox"/>	Canada	\$2.00
<input checked="" type="checkbox"/>	United Kingdom	\$3.00
<input type="checkbox"/>	Europe	
<input type="checkbox"/>	Australia	

### 1. The How Shipped Field

Enter the name of the shipping carrier you use, such as USPS, USP, FedEx, DHL, etc.

## 2. The Shipped From Field

This is generally the region where you live. It defaults to the region you selected when you registered with DPW.

## 3. The Return Policy Tab

You must enter a return policy. If you don't accept returns, just explain that you don't.

## 4. The Ship to Regions List

These are the regions in the world you are willing to ship to and the shipping amount for each region.

Select the regions you want to ship to in the list by clicking the check boxes in the **Ship To?** column. Then click in the **Shipping** column to enter the amount for the selected regions.

## For One Artwork or Many (shared) Shipping Profiles

When you specify the shipping for a work, you can either do so for that work alone, or you can select a shared shipping profile that you have previously created.

If you set the shipping for just one work, then any changes you make **only applies to that one work**.

If, on the other hand, you create and use a **Shared Shipping Profile** that you can *share it with as many works as you want*.

For example, let's say you usually paint in three different sizes, each with its own shipping costs. You can create three shared shipping profiles, named **Small**, **Medium**, and **Large**, set the shipping information and costs appropriately, and then easily assign the profile to a work when you create an auction or a PayPal link. This is done by selecting the shared profile in the **Use Shipping Profile** drop down list at the top of the shipping section in the auction and PayPal link forms.

## How to Create a Shared Shipping Profile

1. Click the **Manage Profiles** button in either the auction or the PayPal form (see the above screen shot).

A **shortcut** to creating a new shared profile and using it for the current work is to select the second item, **create and use a shared profile**, in the **Use Shipping Profile** drop down list.

**Important:** At anytime after selecting a shared profile for a work, you can chose to set the shipping just for the current work by selecting the first item, **none (set shipping just for this item)**.

**Shipping & Return Policy**

1 **Read about how to set up your shipping by region using shared profiles.**

Use Shipping Profile : **Small**

How Shipped \*:

Shipped From \*:

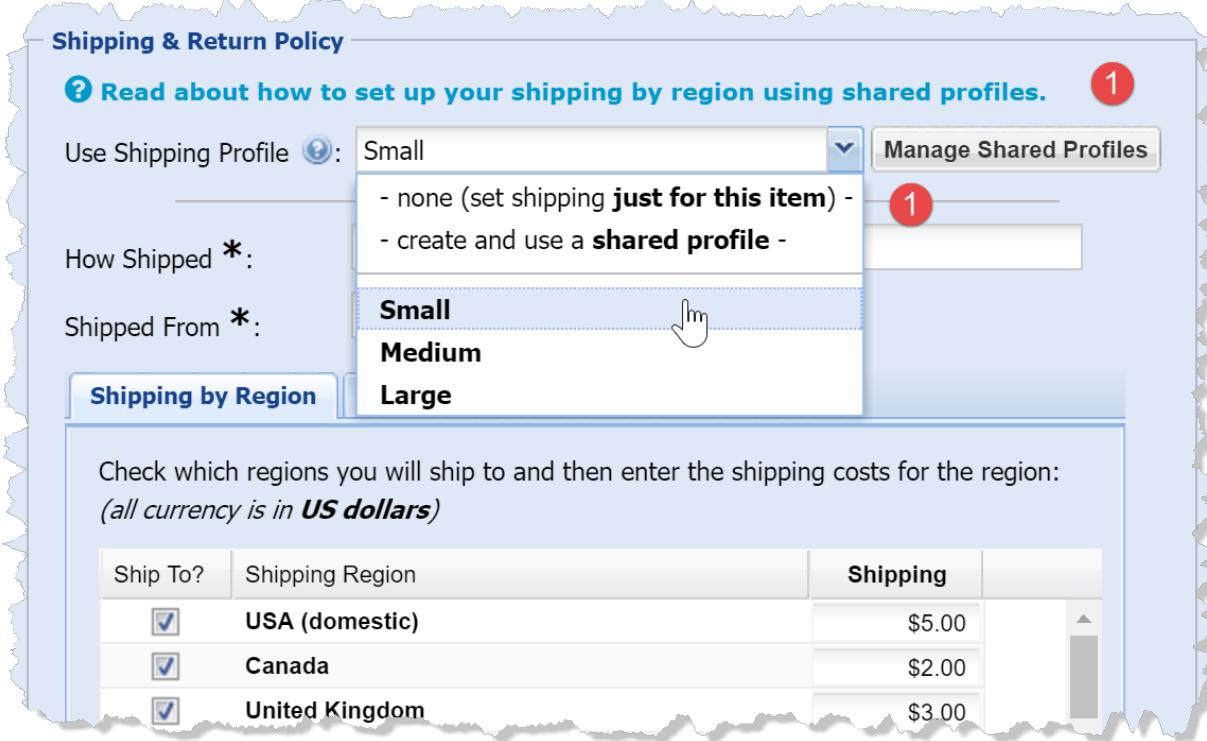
**Shipping by Region**

Check which regions you will ship to and then enter the shipping costs for the region:  
*(all currency is in **US dollars**)*

Ship To?	Shipping Region	Shipping
<input checked="" type="checkbox"/>	<b>USA (domestic)</b>	\$5.00
<input checked="" type="checkbox"/>	<b>Canada</b>	\$2.00
<input checked="" type="checkbox"/>	<b>United Kingdom</b>	\$3.00

**Manage Shared Profiles**

1



2. Click the **Add Shipping Profile** button (see the following screen shot).
3. Or, click one of the **task icons** in the **shipping profile list** to edit, clone, or delete an existing profile.

## Manage your Shared Shipping Profiles

Create, clone, edit, and delete your **Shared Shipping Profiles** here.

Add a Shared Shipping Profile 2

Task	Profile Name	Domestic Shipping	Linked Artwork Count
  	Large	\$5.00	- no works -
  	Medium	\$5.00	- no works -
  	Small	\$5.00	1

Close

4. Now, just fill out the Shipping Profile form to create or edit a shared shipping profile just as you would for the shipping section in the auction and PayPal link forms and you are done!

### Shared Shipping Profile



Create or update an existing Shipping Profile here. You can link this profile to your works of art and when you change the profile, the shipping for all link works will change.

Profile Name \*: Big (12 x 12)

How Shipped \*: USPS

Shipped From \*: USA

#### Shipping by Region

#### Return Policy \*

Check which regions you will ship to and then enter the shipping costs for the region:  
*(all currency is in **US dollars**)*

Ship To?	Shipping Region	Shipping
<input checked="" type="checkbox"/>	USA (domestic)	free
<input checked="" type="checkbox"/>	Canada	\$20.00
<input checked="" type="checkbox"/>	United Kingdom	\$20.00
<input type="checkbox"/>	Europe	
<input checked="" type="checkbox"/>	Australia	30
<input type="checkbox"/>	Africa	
<input type="checkbox"/>	Asia	
<input type="checkbox"/>	Caribbean	
<input type="checkbox"/>	Middle East	
<input type="checkbox"/>	Oceania	
<input type="checkbox"/>	S/Cen America	
<input type="checkbox"/>	SE Asia	
<input type="checkbox"/>	South Asia	

**Save Shared Profile**

**Close**

5. Done! Now you can share your new shipping profile with as many art works as you want!

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