



Shipping Method

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Overview

Shipping Methods are means of getting purchased goods to your customers. SalesPad Cloud makes it easy to set up and manage your different Shipping Methods. Shipping Methods can be set up within either SalesPad Cloud or within QuickBooks Online, and will also be imported from ShipStation, if that integration is enabled. Shipping Methods are typically used on both sales transactions and purchase orders to designate how the transaction will be delivered to the customer.

To get started, select **Shipping Method** from the Settings menu.



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Shipping Method

Create a Shipping Method

To create a Shipping Method, click the **New Shipping Method** button in the upper left-hand corner of the screen.



The Shipping Method drawer will appear. Fill out the information fields in this drawer.



For a brief explanation of the different information fields in the Shipping Method drawer, click here:

Shipping Method

Shipping Method - Allows you to name the Shipping Method

Shipping Carrier - Allows you to specify the carrier for this Shipping Method

Inactive - If checked, this Shipping Method is inactive

Is Dropship - If checked, this is a dropship Shipping Method

Is Pickup - If checked, this is a pickup Shipping Method

Is Shipping - If checked, this is a shipping Shipping Method (not a pickup or dropship)

When you've finished entering your information, click **Save**.

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Edit a Shipping Method

To edit a Shipping Method, first select the Shipping Method from the list on the left-hand side of the Shipping Method window.



Once you've selected the Shipping Method you want to edit, make your changes in the information fields on the right-hand side of the screen.



When you've finished making your changes, click **Save**.

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See it in Action

Shipping Method dropdowns appear in various places in SalesPad Cloud, including on [Sales Documents](#).



Note: Shipping Methods do not impact tax calculations.

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