

**Candid
Color
Systems®**

C•ORE

SHIPPING SETUP

Setting up your customer shipping charges

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CORE is Candid Color Systems most extensive and powerful software tool to manage and market event images. CORE allows you to identify images to individual names and/or groups and market to your customer using personalized emails and/or sms text messages.

Shipping Settings

Before you setup your first event you'll need to set your tax rates and select a shipping scale. The tax rates you setup are based on where you have sales tax nexus, meaning where you are required to pay sales tax. Sales tax rates and laws vary from State to State, City to City and County to County, so consult your local sales tax office to determine the correct rates to set for charging your customers.

Tax Rates

1. Click on Settings in the top menu.
2. Click on Tax & Shipping on the left menu.
3. Click on Tax Rates
 - a. Select the state you collect sales tax in
 - b. Select the county
 - c. Enter the sales tax rate
 - d. If your city, county, state requires you collect sales tax on shipping check that option
 - e. Click Save Tax Rate
 - i. Repeat for each County, State you are required to pay sales tax
 - ii. Note: do not delete the 00 No Sales Tax, as it is required if you do not want to charge sales tax for people ordering outside your sales tax area

The screenshot shows the CORE system interface. The top navigation bar includes 'CORE' logo, 'Candid Color Systems', and menu items: Dashboard, Events, Orders, Offers, Emails/Proofs, Queues, Reports, Settings, and Admin. The left sidebar menu includes: Notifications (7), Settings (+), Workflows, Organizations, Tax & Shipping (-), Tax Rates (selected), Shipping/Handling, Web Site (+), and CORE Print.

The 'Tax Rates' configuration form is displayed with the following fields:

- State: Oklahoma
- County: OKLAHOMA
- Rate: 8.625 (Enter 7.5% as 7.5)
- Charge tax on shipping in this state/county.
- Apply this tax rate to all existing organizations (only affects new events).

Below the form, a note states: "If editing, any events that are already assigned this tax rate will be updated to the new value. Add this tax rate to all existing events in the following CORE modules: GRAD GRUP QPIC RACE SPRT SCHL PPS". A 'Save Tax Rate' button is located below the form.

A table at the bottom of the page lists existing tax rates:

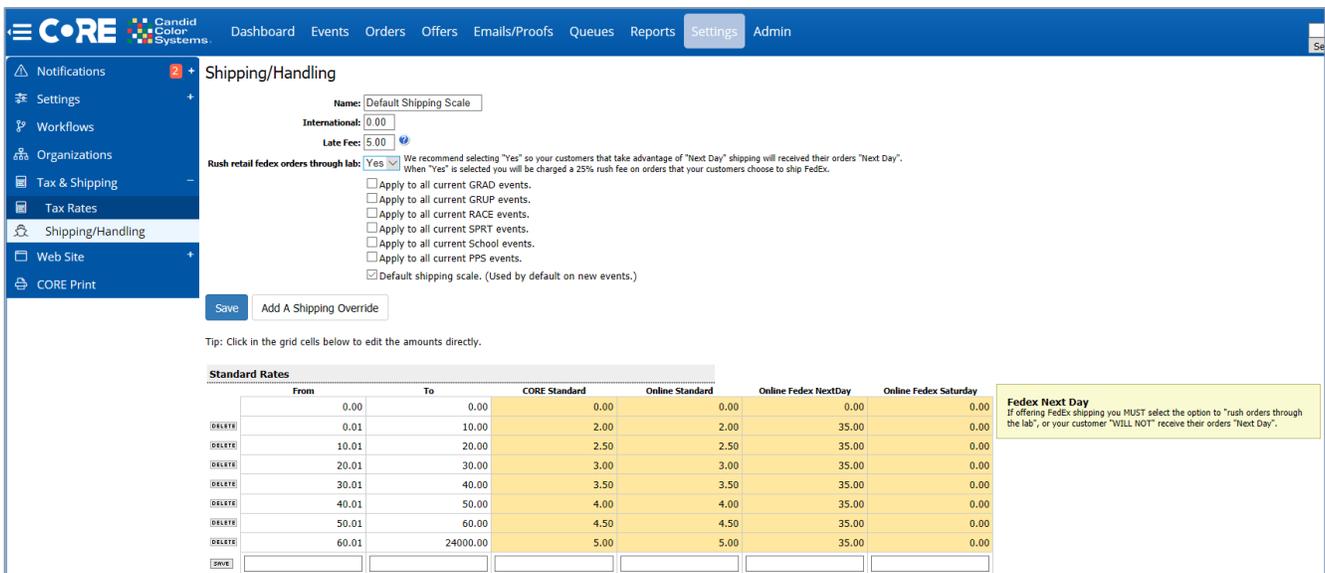
	State	County	County Type	Rate	Tax Shipping	Events	Orgs
DELETE EDIT	00	No Sales Tax		0.00000	False	2145	19
DELETE EDIT	OK	OKLAHOMA		8.62500	True	1377	16
DELETE EDIT	OK	CLEVELAND		9.25000	False	42	0

Shipping/Handling

1. Click on Settings in the top menu.
2. Click on Tax & Shipping on the left menu.
3. Click on Shipping/Handling
 - a. You can use the default shipping scale as is or you edit it, or you can create a new one.
 - b. Click on the Default Shipping Scale to view and edit
 - c. You can rename the scale by typing in the name box
 - i. **International:** If you have a set amount you'd like to charge for international orders enter it. If you leave international blank, it will use your scale to determine international shipping.
 - ii. **Late Fee:** If you'd like to charge your customer a set fee when placing an order after the deadline, enter that amount here. Average for a late fee is \$5.
 - iii. **Rush Retail FedEx:** If you are going to allow your customer to choose FedEx as a shipping option, we recommend you also enable a Rush of those orders. Keep in mind there is a 25% rush fee so factor that into your FedEx price to cover the rush charge.
 - d. Standard Rates Scale
 - i. You will need to leave the first rate of 0.00 to 0.00 set at 0.00
 - ii. Your first rate defaults to \$.01 to \$10.00 spent will charge \$2.00 shipping
 - iii. Your second rate defaults to \$10.01 to \$20.00 spent will charge \$2.50 shipping
 - iv. Repeat for each tier you'd like create
 - v. If you want to change your dollars spent and/or the shipping rate, click on the number and you can edit the scale.
 1. **CORE Standard** is the rate that will be charged for orders imported via a spreadsheet or keyed directly into CORE
 2. **Online Standard** is the rate that will be charged on the online retail website
 - a. In most cases you'll set the rates the same for CORE and Online, but if you include the sales tax in your package price and don't separate it out for preorders, you might have CORE Standard set to zeros and only have a rate in Online for orders placed online.
 3. **Online FedEx NextDay** is what your customer will be charged if they elect to choose FedEx at checkout online. Keep in mind they will be charged the amount you enter here, so make sure it's high enough to cover both the actual FedEx charge and the 25% rush fee. Average amount to charge for a FedEx rush is \$35.
 4. **Online FedEx Saturday** is what your customer will be charged if they elect to choose FedEx with Saturday. Average amount to charge is \$55.

- a. NOTE: if you leave FedEx set at 0.00 your customer WILL NOT be giving the option to choose FedEx, they will only have the USPS option using your sliding scale prices.
5. After you make any changes SAVE before leaving the page
 6. You can create additional shipping scales in the event you have different scales for different types of events
 7. You make also optionally create Shipping Overrides
 - a. An override gives you the ability to change the scale on specific offsets or dates. For example: if you want to offer free shipping for the first 2 days, you can do that with an override.

Keep in mind CCS only charges you the actual cost of the packaging, labels and postage, so in most cases you will make money on shipping.



Shipping/Handling

Name: Default Shipping Scale

International: 0.00

Late Fee: 5.00

Rush retail fedex orders through lab: Yes We recommend selecting "Yes" so your customers that take advantage of "Next Day" shipping will receive their orders "Next Day". When "Yes" is selected you will be charged a 25% rush fee on orders that your customers choose to ship FedEx.

Apply to all current GRAD events.
 Apply to all current GRUP events.
 Apply to all current RACE events.
 Apply to all current SPRT events.
 Apply to all current School events.
 Apply to all current PPS events.
 Default shipping scale. (Used by default on new events.)

Save Add A Shipping Override

Tip: Click in the grid cells below to edit the amounts directly.

Standard Rates		CORE Standard	Online Standard	Online Fedex NextDay	Online Fedex Saturday
From	To				
0.00	0.00	0.00	0.00	0.00	0.00
DELETE 0.01	10.00	2.00	2.00	35.00	0.00
DELETE 10.01	20.00	2.50	2.50	35.00	0.00
DELETE 20.01	30.00	3.00	3.00	35.00	0.00
DELETE 30.01	40.00	3.50	3.50	35.00	0.00
DELETE 40.01	50.00	4.00	4.00	35.00	0.00
DELETE 50.01	60.00	4.50	4.50	35.00	0.00
DELETE 60.01	24000.00	5.00	5.00	35.00	0.00
SAVE					

Fedex Next Day
If offering FedEx shipping you MUST select the option to "rush orders through the lab", or your customer "WILL NOT" receive their orders "Next Day".