

# Countries

Use this screen to manage Countries for Postage

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# Summary

This page can be used to view a summary of how you have set up your Countries; you can also apply changes in bulk if needed.

The table will show the

Disabled Countries are shown below enabled Countries.

## Key to icons

 = edit this Country

 = is available

 = is unavailable (e.g. no deliveries to this Country are possible)

 = is an EU Country

 = removes VAT from all orders despatched to this Country

 = charges VAT on all orders despatched to this Country

# Edit Country

Use this screen to manage an individual Country.

## Setup

## Country

### Basic Information

Field	Purpose
Zone	Select <a href="#">Postage Zone</a> for this Country
Available for Delivery	<p>If left unticked, this will disable the Country; delivery to this Country will not be permitted (this can not be manually overwritten)</p> <p>Disabled Countries are hidden from the Country drop down when customers register an account or use the checkout</p>
EU Member	<p>Set whether the Country is a member of the European Union</p> <p>This impacts how tax is charged, if your business is based within the European Union, otherwise it has no impact</p>

### Tax Rates

Field	Purpose
Charge VAT	<p>Choose from:</p> <ul style="list-style-type: none"><li>• Don't charge VAT</li><li>• Default VAT (GB settings)</li><li>• Use {Country}'s VAT Rates</li></ul> <p>This will apply to all <a href="#">Sales Orders</a> where the delivery address is set to this Country</p>

Field	Purpose
VAT Standard	<p>Set the standard VAT rate - this will apply on all Sales Orders where the delivery address is set to this Country</p> <p>Only applies if the Charge VAT drop down is set to use this Country's specific VAT Rates</p>
VAT Reduced	<p>Set the VAT Reduced rate - this will apply on all Sales Orders where the delivery address is set to this Country</p> <p>Only applies if the Charge VAT drop down is set to use this Country's specific VAT Rates</p>
VAT Zero	<p>Set the VAT Zero rate - this will apply on all Sales Orders where the delivery address is set to this Country</p> <p>Only applies if the Charge VAT drop down is set to use this Country's specific VAT Rates</p>
VAT Exempt	<p>Set the VAT Exempt rate - this will apply on all Sales Orders where the delivery address is set to this Country</p> <p>Only applies if the Charge VAT drop down is set to use this Country's specific VAT Rates</p>

## Counties

Counties are used to create [Postage Rules](#), and as validation during address entry in the CMS, POS and by customers on the website.

Use the controls to enter Counties by name. Code is optional.