Countries

Use this screen to manage Countries for Postage

- Summary
- Edit Country

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 using the tick boxes and controls at the bottom of the screen.

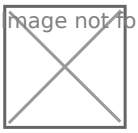
Disabled Countries are shown below enabled Countries.

Key to icons

Edit = edit this Country

Live = is available

Not Live = is unavailable (e.g. no deliveries to this Country are possible)



= is an EU Country



= removes VAT from all orders despatched to this Country

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

Tax Rates

Field	Purpose
Charge VAT	*Choose from:* • *Don't charge VAT* • *Default VAT (GB settings)* • *Use {Country}'s VAT Rates* *This will apply to all Sales Orders where the delivery address is set to this Country*

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

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.