

## 7-0019-EN-How to import TAX using the Import Wizard

Author:  
**ShopFactory**

Created On: 22 Jun 2007 12:00 AM

---

Using the Import Wizard you are able to import TAX information for the products. Please follow the steps as mentioned below:

1. Start a new shop or open your existing shop in ShopFactory.

2. In the shop create the taxes that you will import with your products. Please make a note of the tax names and the order that you set them up in.

3. In the file that you are wanting to import you will need to add 1 column for each tax. These will need to be in the same order as the taxes were created in the shop. You can enable or disable the taxes which should be applied on the products. With "1" the tax will be enabled, with "0" the tax will be disabled.

4. You will then need to import the file using the Import Wizard tool and map the tax fields to their correct name.