

## 7-0034-EN-Setup shipping that applies to local region i...

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You can limit the region where you &lsquo;ship&rsquo; your products to and visitors from other states/countries will not be able to order from your shop by setting your Shipping method properly. Please follow the steps I have provided below:

1. Open your shop in ShopFactory.
2. Click on Central dropdown button -> Shipping Charges -> **Enter my own shipping charges** - (This is the only option you can choose to be able to limit shipping to a certain region).
3. Click the + button to add a new Shipping method. For example, name the shipping method as &ldquo;Pick up Only &ndash; Free shipping&rdquo;
4. If you only want to ship to a local region, then untick &ldquo;Rest of the World&rdquo; check box to disable international buyers
5. If you want to reduce the list of states then edit existing *Local region* by clicking on the edit button) &ndash; at the Selected (right) column &ndash; you will see the active regions/states so click on &ldquo;remove all&rdquo; button then manually add a state from the left column to the right column. See screenshot:
6. Click OK button &ndash; click OK to go back to the main shipping dialog.
7. Click Next button.
8. Enter a shipping range with 0.00 shipping cost:
9. Click Ok.
10. Click Finish.

## 11. Save and Preview your shop.

Place a test order in your shop. At the checkout page, buyers will only be able to select your state (local region) at the shipping location with 0.00 shipping cost. Any buyers outside of your state will not be able to checkout.