

10. Setting Locations/ Taxes

10.1 Countries

- A list of all the countries in the world
- No need to have any updates unless a new country is found

Countries			
Country		ISO Codes	Action
Afghanistan	AF.	AFG	► Participant
Albania	AL	ALB	①
Algeria	DZ	DZA	①
American Samoa	AS	ASM	①
Andorra	AD	AND	①
Angola	AO	AGO	①
Anguilla	AI	AIA	①
Antarctica	AQ	ATA	①
Antigua and Barbuda	AG	ATG	①
Argentina	AR	ARG	①
Armenia	AM	ARM	①
Aruba	AW	ABW	①
Australia	AU	AUS	①
Austria	AT	AUT	①
Azerbaijan	AZ	AZE	①
Bahamas	BS	BHS	①
Bahrain	вн	BHR	①
Bangladesh	BD	BGD	①
Barbados	ВВ	BRB	①
Belarus	BY	BLR	①
Displaying 1 to 20 (of 239 coun	tries)		<< Page
			new country



10.2 Zones

- A list of provinces and states
 If you have clients in Zones that are not listed, simply click on the "new zone" icon to insert new zones.

Zones				
Country			Code	Action
Austria	Burgenland		BL	▶
Austria	Kärnten		KN	①
Austria	Niederösterreich		NO	①
Austria	Oberösterreich		00	①
Austria	Salzburg		SB	①
Austria	Steiermark		ST	①
Austria	Tirol		TI	①
Austria	Voralberg		VB	①
Austria	Wien		WI	①
Canada	Alberta		AB	①
Canada	British Columbia		ВС	①
Canada	Manitoba		МВ	①
Canada	New Brunswick		NB	①
Canada	Newfoundland		NF	①
Canada	Northwest Territories		NT	①
Canada	Nova Scotia		NS	①
Canada	Nunavut		NU	①
Canada	Ontario		ON	①
Canada	Prince Edward Island		PE	①
Canada	Quebec		QC	①
Displaying 1 to 20	(of 181 zones)		<< Page	of 10 >>
				new zone

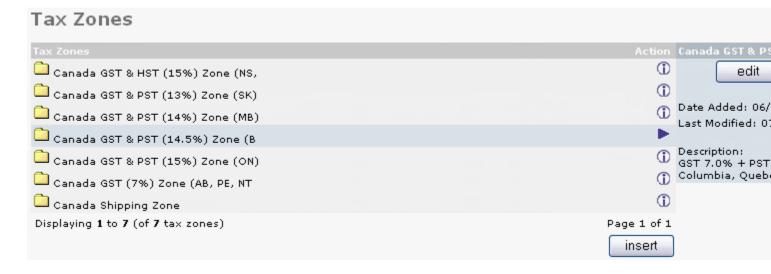


10.3 Tax Zones

- These are the default Tax Zones (Areas) in Canada.
- If unless tax rates are legally changed, nothing should be edited.
- Tax Zones are separated into different groupings of Provinces all having the same tax rates. If your customers live
 within Canada, applicable taxes will be calculated to the product total according to the area of which they live
 in.
- If your customers live outside of Canada, no taxes will be charged.



• Please note that there are descriptions for each Tax Zones. Simply click on a Tax Zone and you will find the description at the bottom of the blue box, to your right.



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10.4 Tax Classes

- There are three tax classes.
- The first class (GST/HST/PST) applies to products only.
- The second class (GST Shipping Class) applies only to the Shipping Fee.
- If your customers live within Canada, by selecting these classes, applicable taxes will be calculated.

Tax Classes



10.5 Tax Rates

- Refers to Provincial Tax Rates
- Unless tax rates are legally changed, nothing should be edited.
- Shipping fees will include a 15% GST if products are shipped to Ontario, New Brunswick, Nova Scotia and Newfoundland.
- Shipping fees will include a 7% GST if products are shipped elsewhere in Canada.
- The invoice calculation will be based on your own calculation settings for the tax rates shown in this section.

Tax Rates

Priority	Tax Class		Tax Rate		
2	GST/HST/PST Class	Canada GST & PST (15%) Zone	15.00%	•	
2	GST/HST/PST Class	Canada GST & PST (14.5%) Zone	14.00%	1	
2	GST/HST/PST Class	Canada GST & PST (14%) Zone	14.00%	1	
2	GST/HST/PST Class	Canada GST & HST (15%) Zone	15.00%	1	
2	GST/HST/PST Class	Canada GST & PST (13%) Zone	13.00%	1	
2	GST/HST/PST Class	Canada GST (7%) Zone	7.00%	1	
1	GST Shipping Class	Canada GST & PST (15%) Zone	15.00%	1	
1	GST Shipping Class	Canada GST & HST (15%) Zone	15.00%	1	
1	GST Shipping Class	Canada Shipping Zone	7.00%	1	
1	PST Class	Candad PST (7%) Zone	7.00%	1	
Displaying 1 to 10 (of 10 tax rates)			Page 1 of 1		
			new	new tax rate	