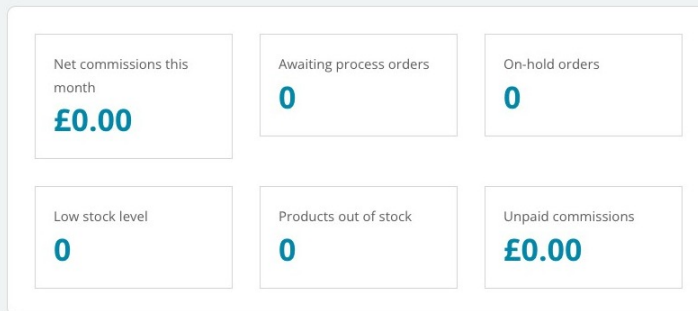
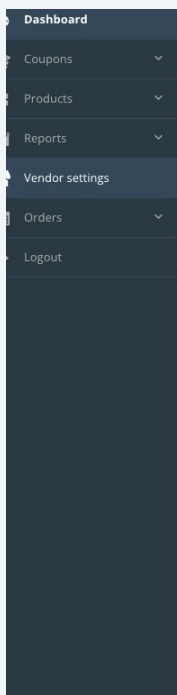


How to Configure Vendor Shipping Settings

Learn how to update your default shipping costs and delivery timeframes for your storefront. This guide provides a quick walkthrough of the vendor dashboard to ensure your shipping policies are accurately set for customers.

1

Navigate to <https://hatchandhive.co.uk/frontend-manager/>



2 Click "Vendor settings"

Hatch & Hive

Hi, beckie.moab

Hello beckie.moab (not beckie.moab? [Sign out](#))

SHOP STATS

Net commissions this month £0.00	Awaiting process orders 0	On-hold orders 0
Low stock level 0	Products out of stock 0	Unpaid commissions £0.00

The screenshot shows a dark sidebar on the left with a menu. The 'Vendor settings' item is circled in orange. The main content area displays 'SHOP STATS' with six cards showing various metrics, all with zero values except for commissions.

3 Click "Shipping"

Hatch & Hive

Hi, beckie.moab

DASHBOARD STORE SETTINGS PAYMENT INFO VACATION **SHIPPING** ✓

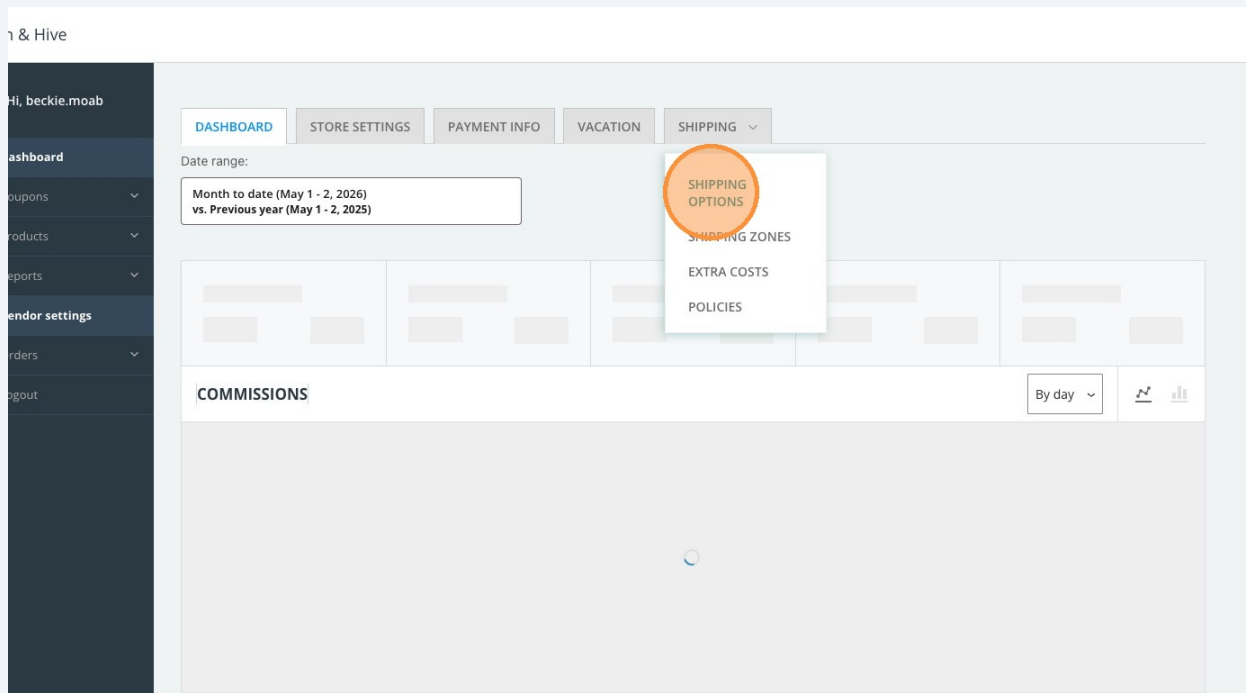
Date range:
Month to date (May 1 - 2, 2026)
vs. Previous year (May 1 - 2, 2025)

SHIPPING OPTIONS
SHIPPING ZONES
EXTRA COSTS
POLICIES

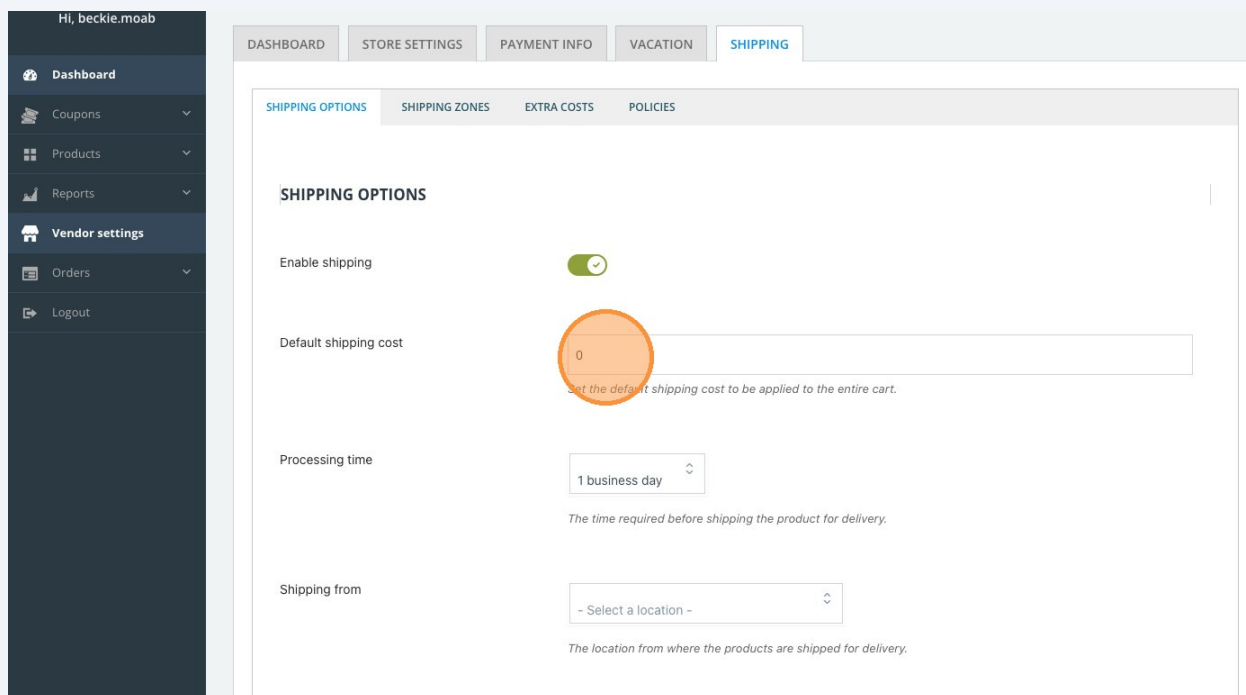
COMMISSIONS By day

The screenshot shows the top navigation bar with 'SHIPPING' highlighted in orange. A dropdown menu is open, listing 'SHIPPING OPTIONS', 'SHIPPING ZONES', 'EXTRA COSTS', and 'POLICIES'. The main content area shows a 'Date range' selector and a 'COMMISSIONS' section with a 'By day' dropdown.

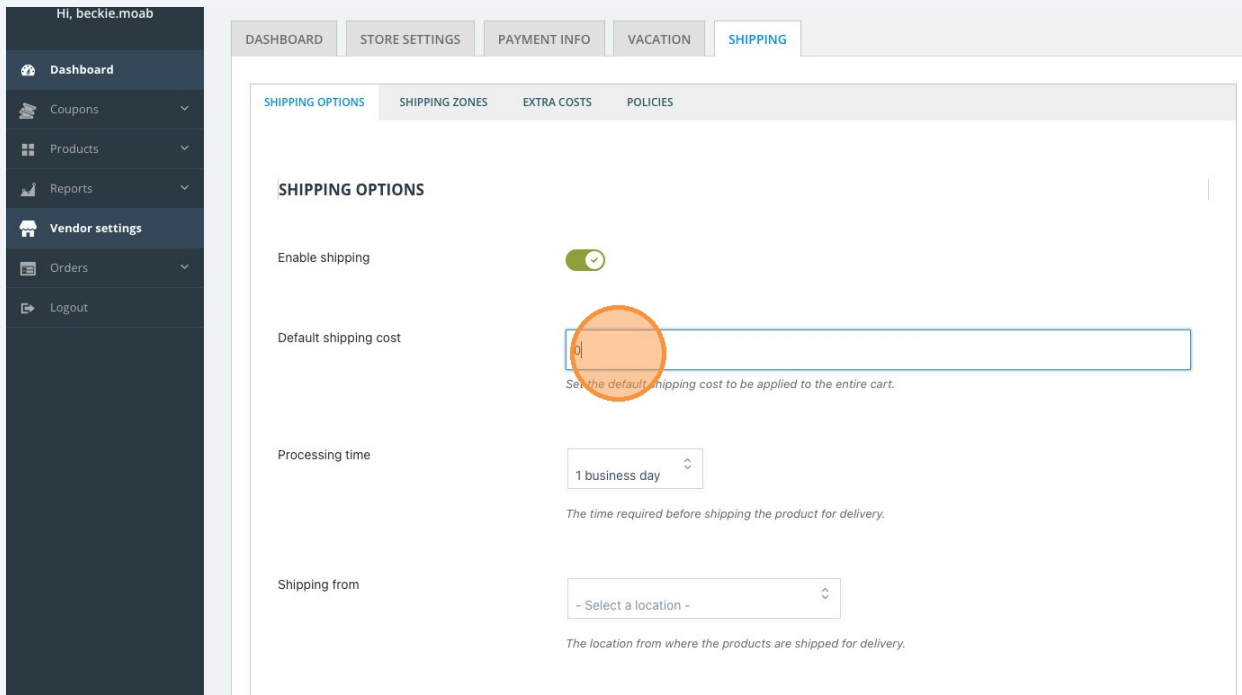
4 Click "Shipping Options"



5 Click the "Default shipping cost" field.



6 Click the "Default shipping cost" field.



7 Type your flat rate

8

Click here.

The screenshot shows the 'SHIPPING OPTIONS' configuration page. On the left is a dark sidebar with menu items: 'Products', 'Reports', 'Vendor settings', 'Orders', and 'Logout'. The main content area is titled 'SHIPPING OPTIONS' and contains the following settings:

- Enable shipping:** A green toggle switch is turned on.
- Default shipping cost:** A text input field contains the value '5.25'. Below it is the instruction: 'Set the default shipping cost to be applied to the entire cart.'
- Processing time:** A dropdown menu is open, showing '1 business day' selected and highlighted with an orange circle. Below it is the instruction: 'The time required before shipping the product for delivery.'
- Shipping from:** A dropdown menu shows '- Select a location -'. Below it is the instruction: 'The location from where the products are shipped for delivery.'

At the bottom left of the main content area is a blue button labeled 'SAVE OPTIONS'.

9

Click "1-3 business days"

This screenshot is similar to the previous one, showing the 'SHIPPING OPTIONS' configuration page. The 'Processing time' dropdown menu is open, and '1-3 business days' is highlighted with an orange circle. The other settings and instructions are the same as in the previous screenshot.

10 Click here.

The screenshot shows a settings page for shipping options. On the left is a dark sidebar with the text "endor settings", "orders", and "logout". The main content area contains the following settings:

- Enable shipping:** A green toggle switch is turned on.
- Default shipping cost:** A text input field contains the value "5.25". Below it is the text: "Set the default shipping cost to be applied to the entire cart."
- Processing time:** A dropdown menu shows "1-3 business days". Below it is the text: "The time required before shipping the product for delivery."
- Shipping from:** A dropdown menu shows "- Select a location -". This dropdown is highlighted with an orange circle. Below it is the text: "The location from where the products are shipped for delivery."

At the bottom left of the form is a blue button labeled "SAVE OPTIONS".

11 Type "uk"

12 Click "United Kingdom (UK)"

The screenshot shows the 'Vendor settings' page with a sidebar on the left containing 'Orders' and 'Logout'. The main content area has the following settings:

- Enable shipping:** A toggle switch that is turned on.
- Default shipping cost:** A text input field containing '5.25'. Below it is the text: 'Set the default shipping cost to be applied to the entire cart.'
- Processing time:** A dropdown menu showing '1-3 business days'. Below it is the text: 'The time required before shipping the product for delivery.'
- Shipping from:** A dropdown menu with the text '- Select a location -'. A list of options is shown below: 'uk', 'Ukraine', and 'United Kingdom (UK)'. The 'United Kingdom (UK)' option is highlighted with an orange circle.

A blue button labeled 'SAVE OPTIONS' is located at the bottom left of the settings area.

13 Click "Submit"

The screenshot shows the 'Vendor settings' page with the same sidebar and settings as in step 12. The 'Shipping from' dropdown menu is now closed, and the selected option 'United Kingdom (UK)' is visible in the dropdown box. Below it is the text: 'The location from where the products are shipped for delivery.'

The blue button labeled 'SAVE OPTIONS' is now highlighted with an orange circle.

14 Add extras if you want to add more for more items in the basket.

Hatch & Hive

Hi, beckie.moab

Store options saved correctly.

- Dashboard
- Coupons
- Products
- Reports
- Vendor settings
- Orders
- Logout

DASHBOARD STORE SETTINGS PAYMENT INFO VACATION SHIPPING

SHIPPING OPTIONS SHIPPING ZONES EXTRA COSTS POLICIES

SHIPPING OPTIONS

Enable shipping

Default shipping cost

Set the default shipping cost to be applied to the entire cart.

Processing time

The time required before shipping the product for delivery.