

NETBLAZON

Zip Based Sales Tax user manual

Miva Module for Miva Merchant 5

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Introduction

The Zip Based Sales Tax module allows you to specify one or more ranges of zip codes, and to assign a sales tax rate to each range. If you need to charge varying sales tax rates depending on the zip code of the ship-to address, this module will suit your needs. You can also specify whether to tax shipping or not.

As a store administrator, you can assign both US and Canadian zipcodes (alphanumeric and up to 6 characters). For US zip codes, only the first five digits are used to determine sales tax. Therefore, a customer who enters 12345-6789 for his zipcode will be charged the sales tax rate for 12345. An import module is also included.

This module only assigns sales tax to addresses within the US and Canada.

Installation

Installing the Module

1. Unzip the module's ZIP file to your hard drive
2. Log into your Miva admin utility
3. Expand the navigation tree next to Global Settings
4. Click the link "[Add]" next to the "Modules" link
5. Click the "Upload File" graphic
6. Click the "Browse" button
7. Browse to the location where you stored the files from extracted from the ZIP file
8. Select zipbasedsalestax.mvc
9. Click the "Upload" button
10. When the module has been uploaded, the small "Upload File" window will disappear, leaving you with the main Miva admin screen visible
11. Click the "Add" button on the main Miva admin screen

Associating the Module with a Store

1. Log into your Miva admin utility
2. Expand the navigation tree next to Stores
3. Click the link for the store with which you wish to associate this module
4. Click the tab labeled "Settings" in the right-hand pane
5. Next to "Sales Tax Calculation", choose "netBlazon's Zip Based Sales Tax"
6. Click the Update button

How to Configure

1. Log into your Miva admin utility
2. Expand the navigation tree next to Stores
3. Click the link for the store with which you wish to associate this module
4. Click the tab labeled “Zip Based Sales Tax”

To add a new entry

1. Click the “New Rate” icon on the blue bar
2. Enter the beginning zip code for the range in the first text box.
3. Enter the ending zip code for the range in the second text box. (If the range is to include only one zip code, the ending zip code should be the same as the beginning zip code.)
4. Enter the sales tax rate in the third text box. You may have up to four decimal places.
5. If you wish to tax shipping charges, check the box under “Tax Shipping?”. Otherwise leave this unchecked.
6. Click the “Update” button.

To edit an entry

1. Click the “Edit” icon next to the entry you wish to edit
2. Edit any of the fields as necessary.
3. Click the “Update” button.

Notes

- If two entries have an overlapping range, an error will not be generated. However, a customer with a zip code falling into multiple ranges may receive any of the available rates. For best results, make sure you don't overlap entries. (Example: one range is for 22222-33333, and another range is for 22225-22227. A zip code of 22226 falls into both ranges.)
- Ranges are inclusive. (Example: range is 22222-33333; a zip code of 22222 falls into this range, as does 33333.)
- A range that is backwards (i.e the beginning zip code is greater than the ending zip code) will never generate a valid range. All entries should have a beginning zip code less than or equal to the ending zip code.
- Zip codes which do not fall into any range will not be charged sales tax. You do not need to enter all possible zip codes, only the ones that should be charged tax.
- Enter Canadian zip codes in all CAPS with no spaces. The module will convert any zip codes entered by customers by removing spaces and converting the alpha characters to caps. So, if you enter "ABC123" in admin, a user entering "abc123", "ABC 123", or "abc 123" will match the zip you created.

Creating a Flat File for Import

- You can create a flat file by exporting data from a database or spreadsheet, or by entering it manually using a text editor (such as notepad)
- The flat file should contain four fields in the following order: low zip code, high zip code, tax rate (enter 5.5% as “5.5”), and 1 if you want to tax shipping, or 0 if you don’t want to tax shipping
- You may use any character, including a tab, as a delimiter, so long as that character doesn’t exist within your data. Common delimiters are tab, comma, and pipe (“|”)
- An example line, using a comma delimiter, might look like:
22300,22344,5.25,0
- A sample data file, named “sample_file_for_import.txt” is included with this module

Using Sales Tax Import feature

1. Log into your Miva admin utility
2. Expand the navigation tree next to Stores
3. Expand the navigation tree for your store
4. Expand the “utilities” navigation tree (the one under your store, not the domain utilities)
5. Expand the Import Data navigation tree
6. Click on the link for netBlazon’s Import Zip Based Sales Tax
7. In the right-hand pane, enter the filename of your flat file, or upload the file from your hard drive
8. If you wish to delete any existing entries from the database prior to import, check “Truncate Database”
9. Select “Tab” if your file is tab-delimited, or select the radio button for “Other” and enter your character delimiter
10. Click the Import button

Note: The Zip Based Sales Tax module must be in use in your store prior to using the import utility

Support

For questions or problems with your
Zip Based Sales Tax module
please send email to support@netblazon.com or visit our helpdesk.