

ShipWorks[®]

Reference Guide

Adding an Amazon Store

[Adding an Amazon Store \(US or Canada\)](#)

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Background

ShipWorks connects directly to your Amazon Seller Central account via the Amazon API. With one click, or on an automated schedule, your orders are downloaded from Amazon.com. As soon as you process a shipment, ShipWorks communicates the updated order status, shipping method and tracking information back to Amazon.com. ShipWorks supports both Amazon US, Amazon CA, Amazon DE, Amazon ES, Amazon FR, Amazon IT, Amazon MX and Amazon UK.

This article will guide you through the process of connecting your Amazon Seller Central Store to the ShipWorks software.

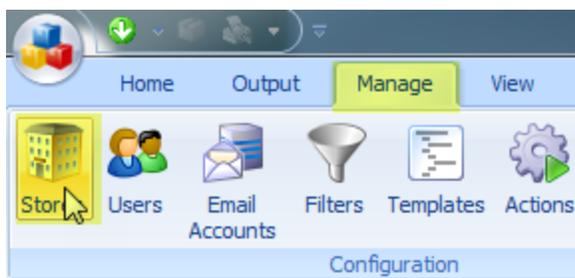
First Things First

Before continuing there are a few things you will need to have available:

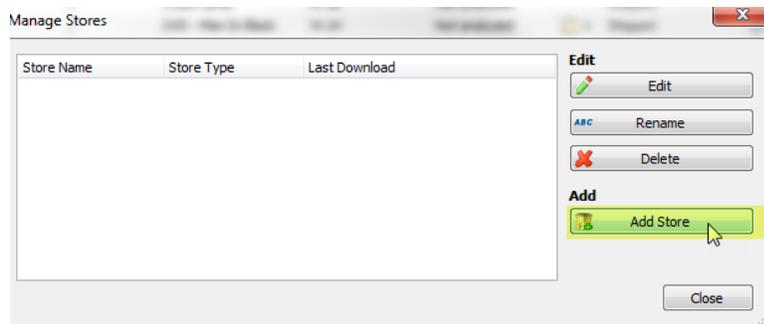
1. Your Amazon Seller Central login username and password.
2. Your ShipWorks administrator username and password.

The Process

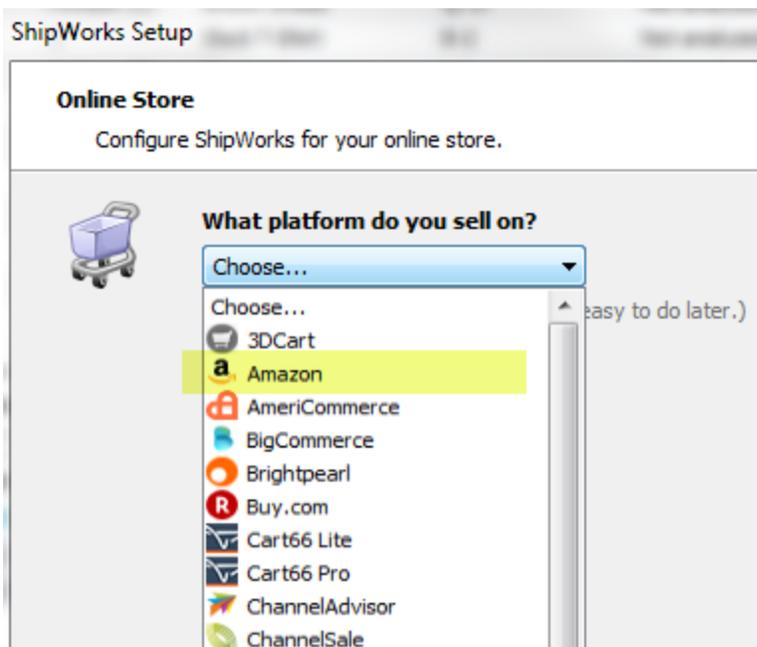
1. Launch the ShipWorks application and log in as a user with administrator permissions.
2. Click on the **Manage** tab. Then, click the **Stores** button.



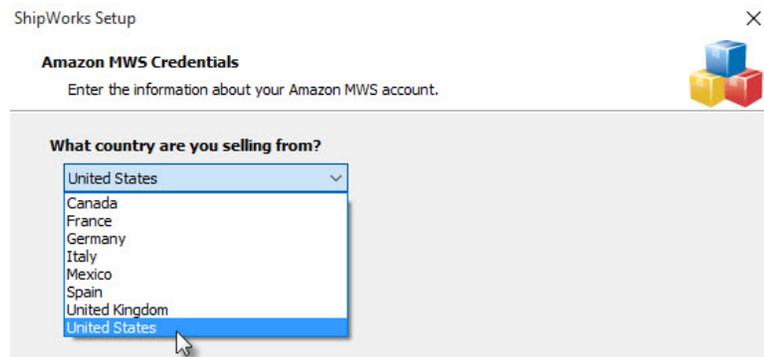
3. Next, click on the **Add Store** button.



4. From the **What Platform do you sell on?** drop-down menu, select **Amazon**. Then, click **Next**.

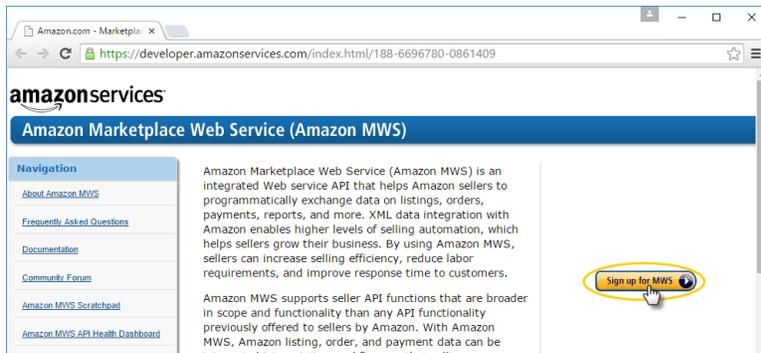


5. Select **United States** from the country drop-down and then click **Next**. (You could actually choose any of the options, as ShipWorks supports all of these Amazon MWS platforms and the setup process is similar to this US example).

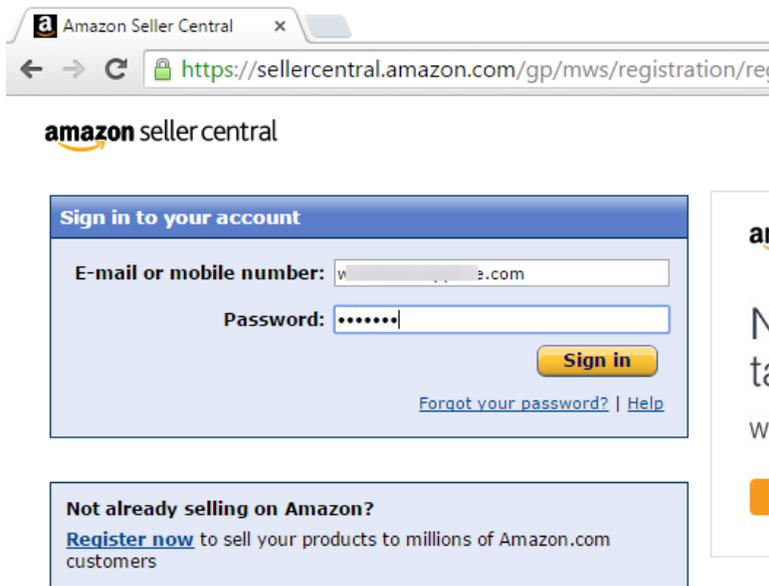


6. Carefully follow these steps:

6.1 Click the link to <https://developer.amazonservices.com> and then click the **Sign up for MWS** button. (DON'T CLOSE SHIPWORKS).

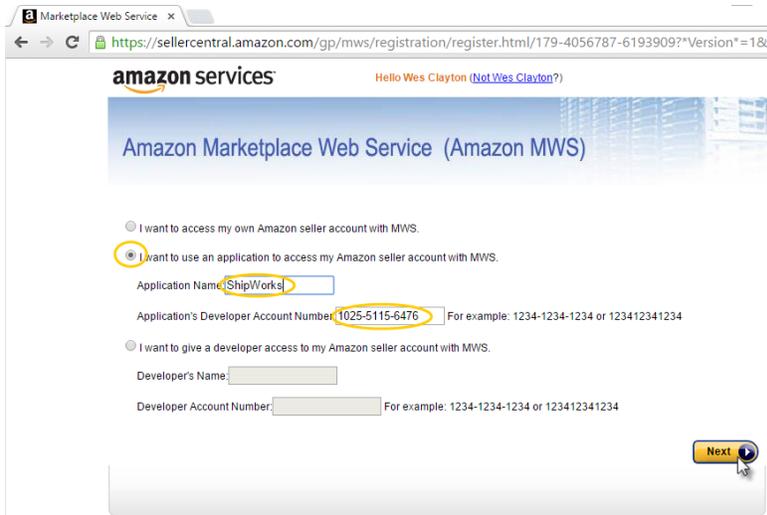


6.2. Sign in to your Amazon MWS seller account.

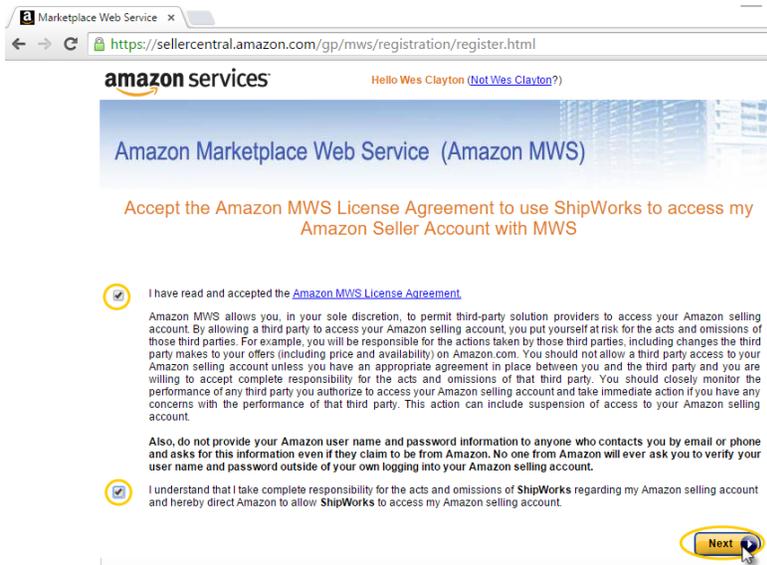


Learn more about our products

6.3 Select "I want to use an application to access my Amazon seller account with MWS. Then enter **"ShipWorks"** and our developer account number **"1025-5115-6476"** in the fields provided. Click **Next**.

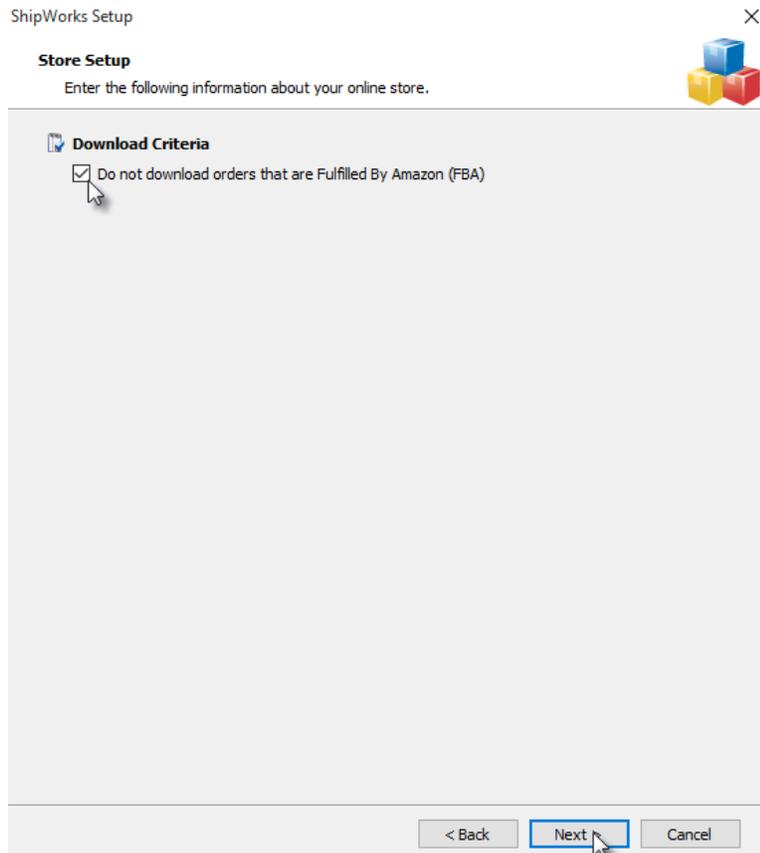


6.4 Check the boxes accepting the agreements, then click **Next**.



6.5. Copy the **Seller ID**, **Marketplace ID**, and **MWS Auth Token** from the next screen. IMPORTANT: These are not automatically saved for you or emailed to you. You must copy these to a safe place, or print the page for future reference.

7. Now check **Do not download orders that are Fulfilled By Amazon (FBA)** and click **Next**. (This should actually be checked for you by default, but make sure. You probably don't want to download these orders).



8. Enter the name and address of your store and click **Next**. This information will be used on shipping labels or invoices whenever you select the "store address" option.



Store Information

Enter the name and physical address of your online store.



Name

Store name:
(This is just how your store will display in ShipWorks)

Address

Company:

Street:

City:

State \ Prov:

Postal Code:

Country:

9. Enter your store's contact information, then click **Next**.

Contact Information

Enter the contact information for your store.

**Contact Information**

Website:

Email:

Phone:

10. Review the default setup options on the next screen and click **Next**. (If you prefer, you can click the Edit link and specify a number of days from 1-30 to download the orders from that number of days. You may also uncheck the update shipment details box, if desired).

ShipWorks Setup ×

Store Setup
Configure how ShipWorks will work with your store. 

 ShipWorks will download orders starting from: **14 days ago** [\(Edit\)](#)

 When a shipment is processed:

Update my online orders with the shipment details.

 Address validation: 

9. Read the final completion screen, click the **Finish** button, and get shipping!

ShipWorks Setup

Setup Complete
ShipWorks is ready to connect to your store.



ShipWorks is ready!

Wondering what's next?

Download Orders
ShipWorks will immediately start to download your orders, and will automatically check for more every 15 minutes.
To force a download just click the 'Download' button: 

Print Shipping Labels
When you're ready to ship, select an order and click the "Ship Orders" button: 

Get Educated
Manuals can be boring, but our [Getting Started Guide](#) is worth it.

Adding an Amazon Canada Store

To add an Amazon Canada store, you must be registered with an Amazon Canada Merchant ID and your Amazon Marketplace ID. You can login or register for these by clicking [here](#). Your Amazon Canada Merchant ID and Marketplace ID appears on the last screen of the Amazon registration process. If you do not know your Amazon Merchant ID or your Marketplace ID, you may need to re-register with Amazon and record this information in an easy-to-remember place.

Still Need Help?

Please feel free to [reach out to one of our awesome Customer Care representatives in St. Louis](#). We are happy to assist you.