

ShipWorks®

User Guide

Adding a ShopSite Store

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Adding a ShopSite Store

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Background

ShipWorks connects directly to your ShopSite account. With one click, or on an automated schedule, your orders are downloaded from ShopSite. As soon as you process a shipment, ShipWorks communicates the updated order status, shipping method and tracking information back to ShopSite.

This article will guide you through the steps to add your ShopSite store to the ShipWorks software.

First Things First

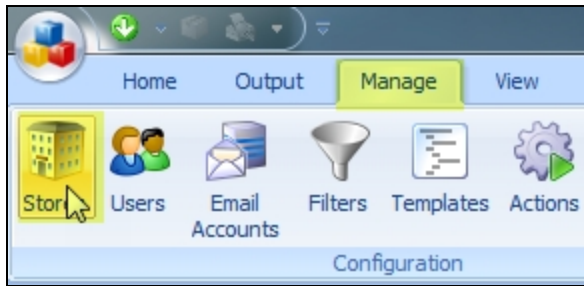
If you are on ShipWorks version 5.14 or later, we recommend that you connect to ShopSite using the OAuth API. [Please use this article](#) to add your ShopSite store to ShipWorks.

Before you begin, please make sure that you have the following:

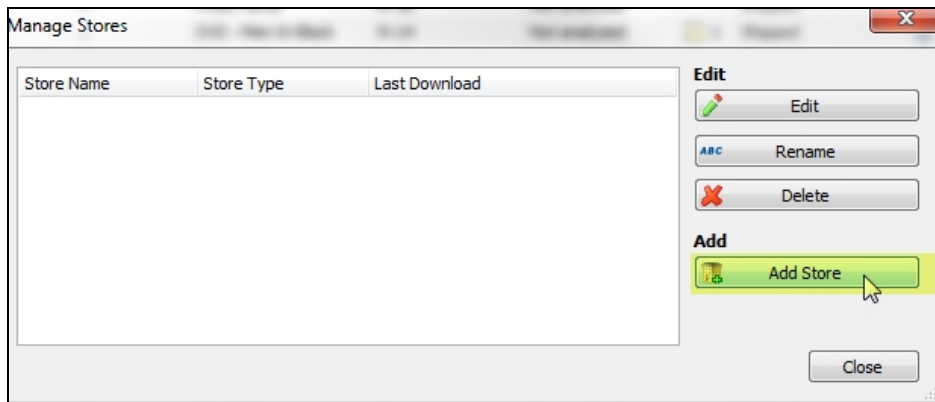
1. Your ShopSite administrator username and password.
2. ShipWorks installed and the ability to log into ShipWorks with administrator rights.

The Process

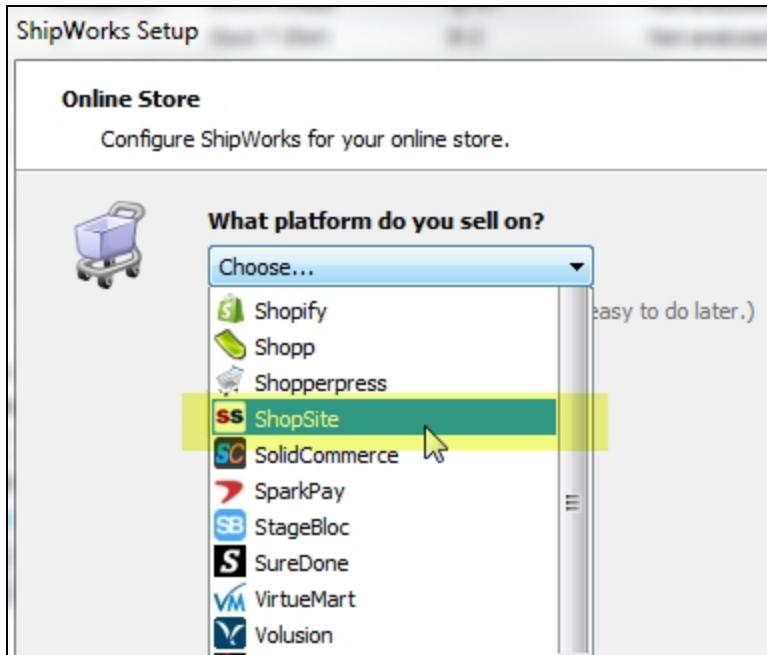
1. Launch the ShipWorks application and log in as a user with administrator permissions.
2. Click on the **Manage** tab. Then, click the **Stores** button.



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



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



5. Enter your **Merchant ID**, **Password**, and the **CGI URL**. (The Merchant ID is your user-name to log into ShopSite). Then, click **Next**.

Note: For the CGI url, replace "start" with "db_xml" in your store's start.cgi URL. For example, if your start page is <http://mystore.shopsite.com/cgi-bin/ss/start.cgi>, replace **start** with **db_xml** so that the URL is http://mystore.shopsite.com/cgi-bin/ss/db_xml.cgi

ShipWorks Setup

Store Setup
Enter the following information about your online store.

Enter your ShopSite Merchant ID and password.

Merchant ID:

Password:

Enter the URL to the CGI script for downloading orders. This is usually the same as your store's start.cgi file, but replace "start.cgi" with "db_xml.cgi".

CGI URL:

Use unsecure http:// connection. [i](#)

< Back **Next >** Cancel


Great! You are connected. Now, you will need to fill out a few more screens.

6. On the **Store Information** screen, enter your **Store Name:** and **Address:**. Then, click **Next**.

ShipWorks Setup

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 the additional **Contact Information**: for your store. Then, click **Next**.

Note: This information is optional.

ShipWorks Setup

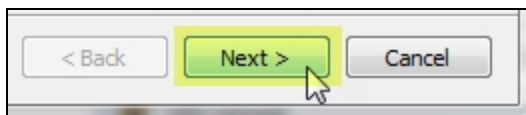
Contact Information
Enter the contact information for your store.

Contact Information

Website:

Email:

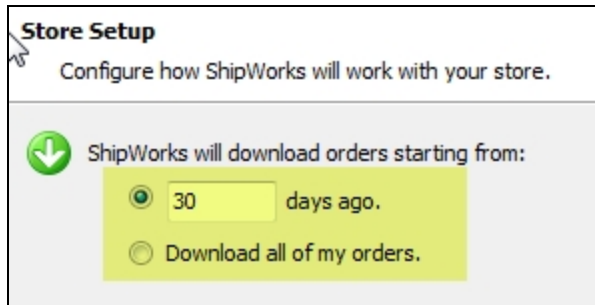
Phone:



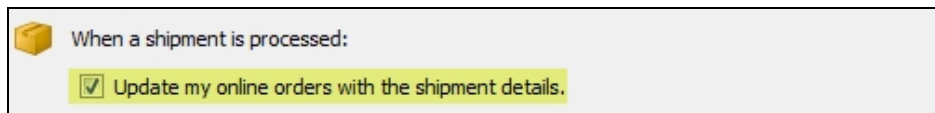
10. Select how much order history you would like to download into ShipWorks during your initial download. The default is to download **30 Days** of order history into ShipWorks. You can modify this by clicking on the **Edit** link.

Store Setup
Configure how ShipWorks will work with your store.

ShipWorks will download orders starting from: **30 days ago** [\(Edit\)](#)



11. Verify that the settings for **When the shipment is processed:** are correct. Typically, you would leave the checkbox for **Update my online orders with the shipment details** checked.



12. Click **Next** and then **Finish**. Then, click **Close**.

Your ShopSite orders will begin to download into ShipWorks automatically.

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.

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