

ShipWorks®

Reference Guide

Adding a ChannelSale Store

Adding a ChannelSale Store

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Background

ChannelSale is an e-commerce platform for online retailers that facilitates centralized management of 200 plus online shopping channels such as marketplaces: Amazon, eBay, Sears, Buy.com and comparison shopping engines: Google Shopping, Nextag, Shopzilla, PriceGrabber and affiliate networks: CommissionJunction, ShareASale, LinkShare and more shopping engines without having to invest time, money and resources for creating individual offers for each channel. It enables direct users, resellers and agencies to handle multiple channels with a single software interface.

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

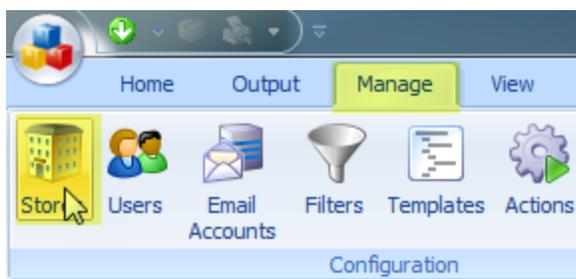
First Things First

In order to connect your ChannelSale account to ShipWorks, you will need to have a couple of things ready:

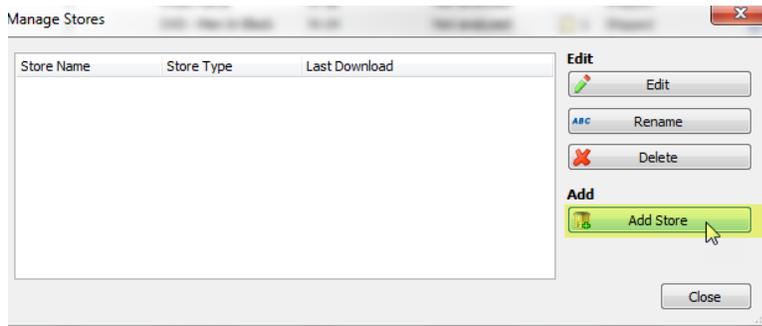
- » ShipWorks installed
- » Logged into ShipWorks as an administrator
- » Your ChannelSale username and password

The Process

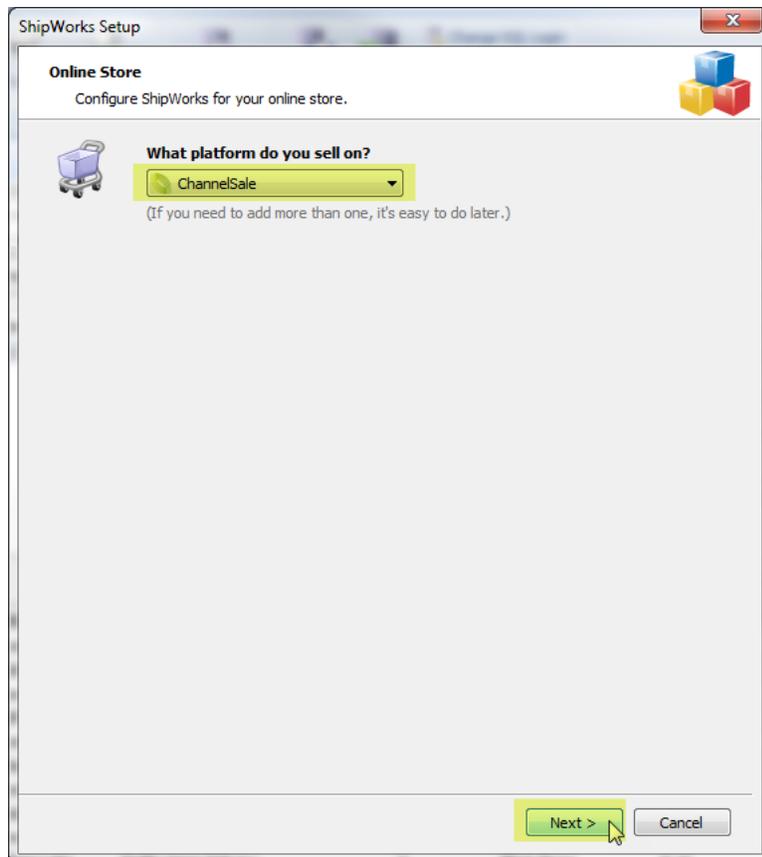
1. In ShipWorks, click on the **Manage** tab and then click on the **Stores** button.



2. On the **Manage Stores** screen, click on the **Add Store** button.



2. Select **ChannelSale** from the drop-down menu and click **Next**.



3. Enter the **username** and **password** for your ChannelSale store.

ShipWorks Setup

Store Setup

Enter the following information about your online store.

Enter the administrator username and password you use to login to ChannelSale:

Username: yourusername

Password: ●●●●●●●●●●

For help adding your ChannelSale store, [click here](#)

4. Once this information is entered, click **Next**.

5. 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: ChannelSale
(This is just how your store will display in ShipWorks)

Address

Company: Widget Me This

Street: 12345 Someplace St.

City: Los Angeles

State \ Prov: California

Postal Code: 90046

Country: United States

6. On the **Contact Information** screen, enter your contact information. Then, click **Next**.

Note: This information is not required.

ShipWorks Setup

Contact Information
Enter the contact information for your store.

Contact Information

Website:

Email:

Phone:

7. You now have the option to define which orders are downloaded into ShipWorks during the initial download by clicking on the blue Edit link. You can select to download orders beginning with a specific order number or you can select to download all of your orders into ShipWorks.

ShipWorks will download orders starting from:

Order #

Download all of my orders.

8. You also have the option of selecting whether or not ShipWorks uploads the tracking information back to ChannelSale when an orders is shipped (default setting) and / or to set the online status of an order to a specific online status.

When a shipment is processed:

Upload the shipment tracking number

Set the online order status to:

Comment:

9. Click **Next** and then click **Close**. Your ChannelSale orders will begin to download 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.