Reference Guide

Adding BrightPearl to ShipWorks

Adding BrightPearl to ShipWorks

Table of Contents

Background

ShipWorks connects directly to your Brightpearl account. With one click, or on an automated schedule, your orders are downloaded from Brightpearl. As soon as you process a shipment, ShipWorks communicates the updated order status, shipping method and tracking information back to Brightpearl. This article will guide you through how to connect your BrightPearl account to ShipWorks.

First Things First

In order to connect ShipWorks to your BrightPearl account you will need:

» Your BrightPearl Account ID
» Your BrightPearl administrator username and password.
» Your ShipWorks administrator username or password.

The Process

Creating a New Staff Member in BrightPearl

The first step in connecting BrightPearl with ShipWorks is to create a staff member in BrightPearl. This is what ShipWorks uses to connect to your account. Using the ShipWorks API in this method does not use one of your concurrent BrightPearl user licenses.

1. [Log on to your BrightPearl account](#). Once you have logged in, click on the **Settings** link located at the top right of the page.
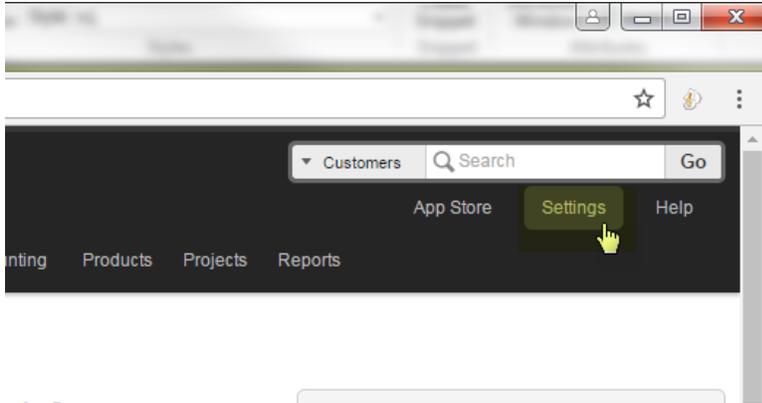
2. From the left-side menu, select **Staff / Users** and click **Add a New Staff Member**.
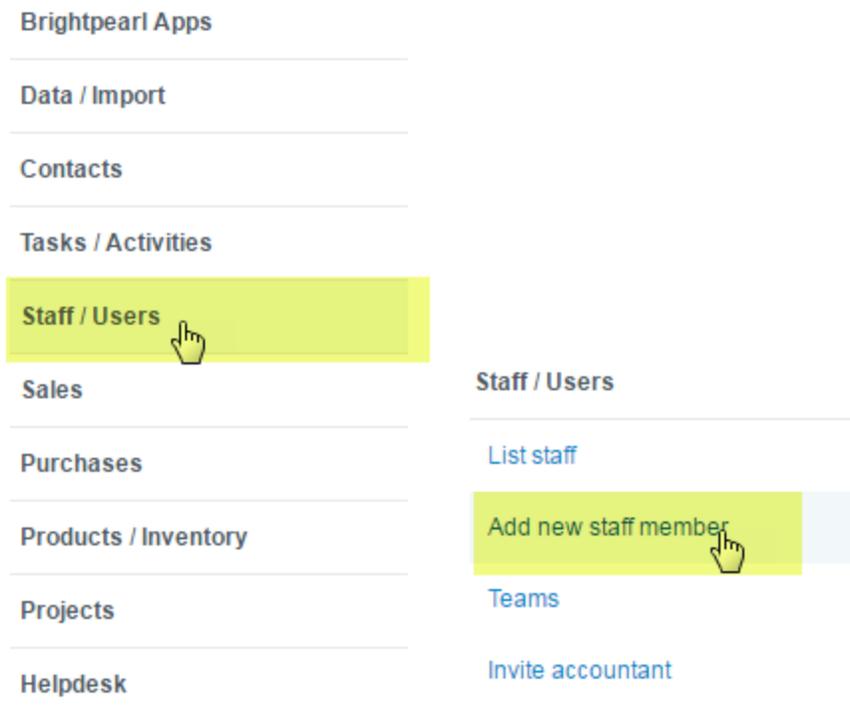
3. On the **Add Staff Member** screen, enter the following information:

> » **First Name** - ShipWorks
> » **Last Name** - API
> » **Job Title** - ShipWorks User
> » **Job Role** - Click the drop-down menu and check the box next to Warehouse / Fulfillment.

» **Back Office** - Check the box to the left of Back Office. Then, enter a valid email address. You can use any valid email address, as long as it is not the same as your BrightPearl company email address or the email address of your other BrightPearl staff members.

4. Click the **Create Staff Member** button.

5. After creating the user you will be taken to the **List Staff** page. If you are not taken there automatically, you can click on **Staff / Users > List Staff.**

6. On the **List Staff** page, click the **Password** link to the right of the user that you created in the above steps.

7. Enter the password. This is the password you will use in ShipWorks to connect BrightPearl. Click **Save Password**.

Note: You'll need to input this information into ShipWorks, so it is important that you make a record of it.
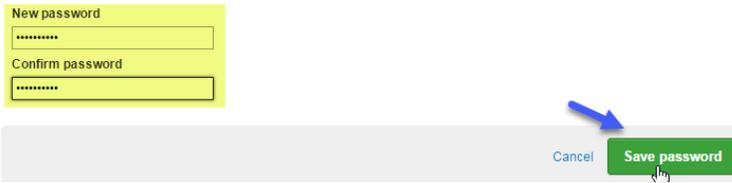
Update contact password

Change password or generate a new password.

New password

Confirm password

Cancel   **Save password**

8. Next, you may wish to set the permissions for this user. To do so, click on the **Permissions** link to the left of the user.

ShipWorks   youremailaddress@example.com   ✔   -- Never --   - No active session -   Permissions
API   Password
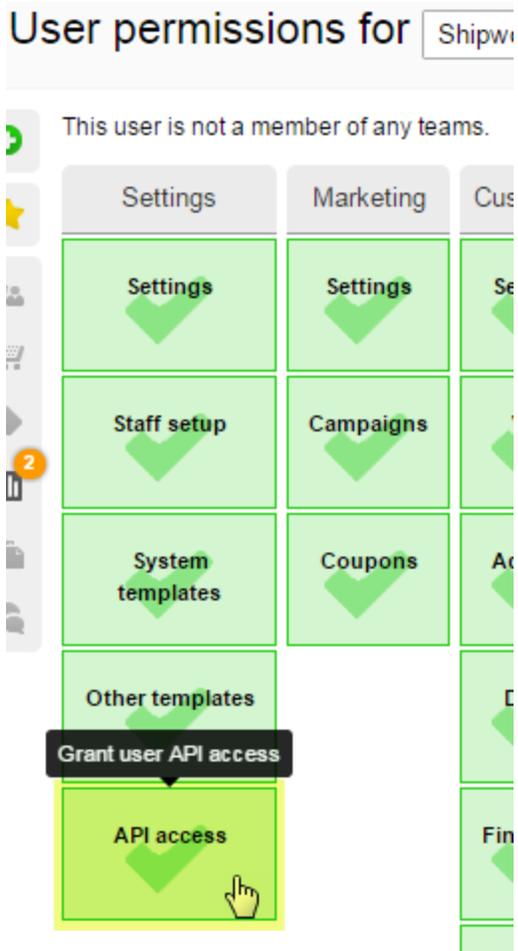
9. On the **User Permissions** screen, ensure that **API Access** is enabled. It is found in the **Settings** column. When enabled it will have a green check-mark. If it is a red X, click on **API Access** to enable it.

Note: It is also recommended that take the time to disable any other permissions to which you may not wish for this user to have access.

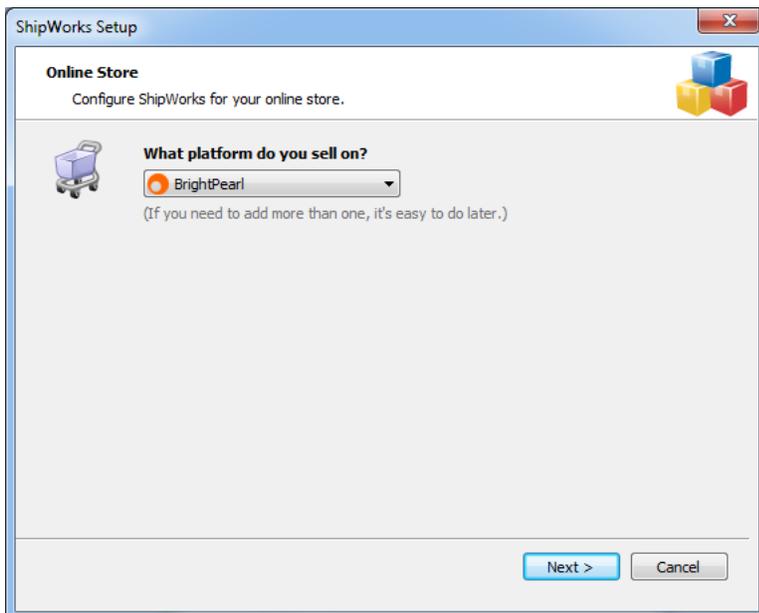10. Click the **Save Changes** button to save your User Permissions.

Connecting BrightPearl with ShipWorks

1. Log into ShipWorks as a user with administrative permissions.

2. In ShipWorks, click on the **Manage** tab, then the **Stores** button. Then, click on **Add Store**.
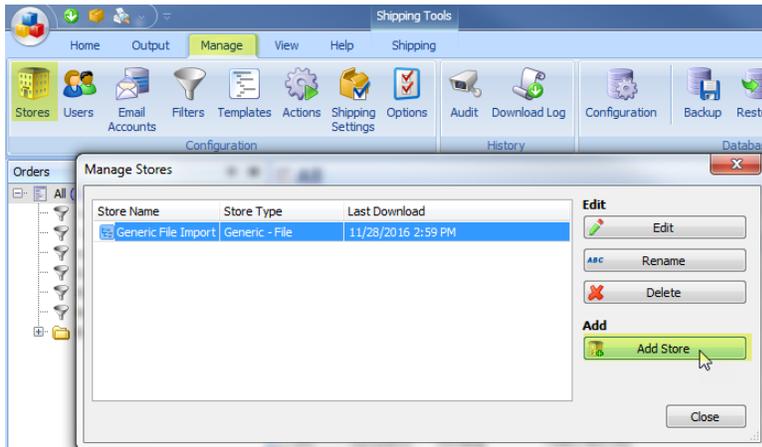
2. Select **BrightPearl** from the **What platform do you sell on?** drop-down menu. Then, click **Next**.

3. Enter the following information onto the **Store Setup** screen. Then, click **Next**.

» **Username:** The email address associated to the ShipWorks API user in BrightPearl.

» **Password:** The password associated to the ShipWorks API user in BrightPearl.

» **Time Zone of Server:** The time zone that your BrightPearl Server is set to. If you are unsure, please reach out to BrightPearl.

» **AccountID:** Your BrightPearl account ID.

Store Setup

Enter the following information about your online store.

Enter the administrator username and password you use to login to your online store:

Username:	youremailaddress@example.com
Password:	••••••••••••••
Time Zone of Server:	EST or CST
Account ID:	youraccountID

4. On the **Store Information** screen, enter the **Store Name** and **Address**. Click, **Next**.

Store Information

Enter the name and physical address of your online store.

Name

Store name:	BrightPearl

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

Address

Company:	ShipWorks
Street:	123 Your Street
City:	St. Louis
State \ Prov:	Missouri
Postal Code:	63102
Country:	United States

5. On the **Contact Information** screen, enter the appropriate contact information. Then, click **Next**.

Note: This information is optional.

Contact Information

Enter the contact information for your store.

Contact Information

Website:

Email:

Phone:

6. The last screen of the setup wizard allows you to specify how many days worth of data to download into ShipWorks on the first download. The default is 30 days. However, by clicking on the Edit link, you can modify this date range.

You also have the option to disable uploading a shipments tracking number back to BrightPearl.

Store Setup

Configure how ShipWorks will work with your store.

ShipWorks will download orders starting from:

30   days ago.

Download all of my orders.

When a shipment is processed:

☑ Upload the shipment tracking number

7. Click **Next** and then **Finish** to complete the setup.

8. Click **Close**. ShipWorks will automatically begin downloading information from BrightPearl.

What Now

For more information on using BrightPearl with ShipWorks, see the tutorial on BrightPearl's site here.

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.