Reference Guide

Adding a WooCommerce Store

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Background

ShipWorks connects to your WooCommerce account through a third party plugin. You can download your orders and easily create shipping labels, invoices and packing lists. ShipWorks can help manage your customers, send emails and update the online status of your orders.

You can successfully connect your WooCommerce store with ShipWorks using a plug-in that connects via WordPress. Just think of the plug-in as a bridge, connecting ShipWorks with your WooCommerce store. This plug-in was created by AdvancedCreation it is available for free download.

This article will guide you through the steps to connect your WooCommerce store to the ShipWorks Software.

First Things First

You will also need to have a few things available before proceeding:

1. Download and save the AdvancedCreation plugin. (We will show you how in just a moment)

2. Have your WordPress login username and password.

3. Have ShipWorks installed and be logged into ShipWorks as an administrator.

The Process

Installing the ShipWorks WP Plugin on Your WordPress Site

1. Go to AdvancedCreations and click on the **Download** button to download the WordPress plugin.

ShipWorks Connector for WordPress

ShipWorks for WordPress build a bridge between your E-Commerce sites on WordPress (such as WooCommerce) and ShipWorks.
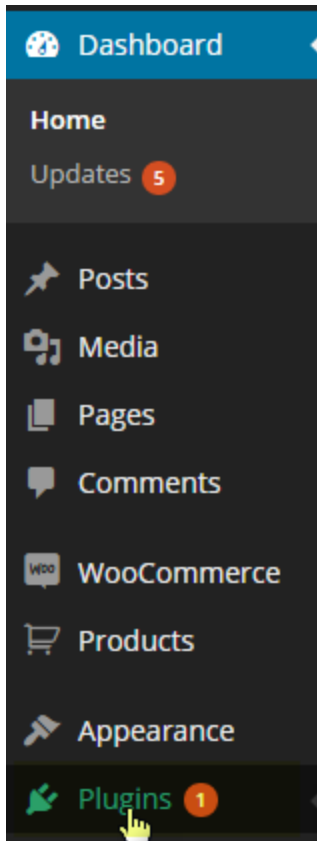
Download Version 4.0.4

Be sure to save the file to a location that you can easily access. You will need to locate the file again in just a moment.
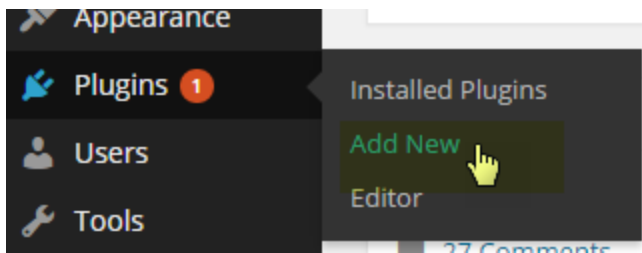
2. Log on to your WordPress admin dashboard.

Email or Username

Password

☑ Stay signed in   Log In
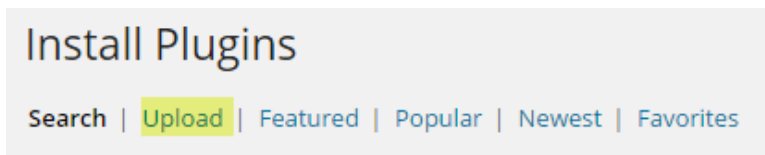
Register | Lost your password?
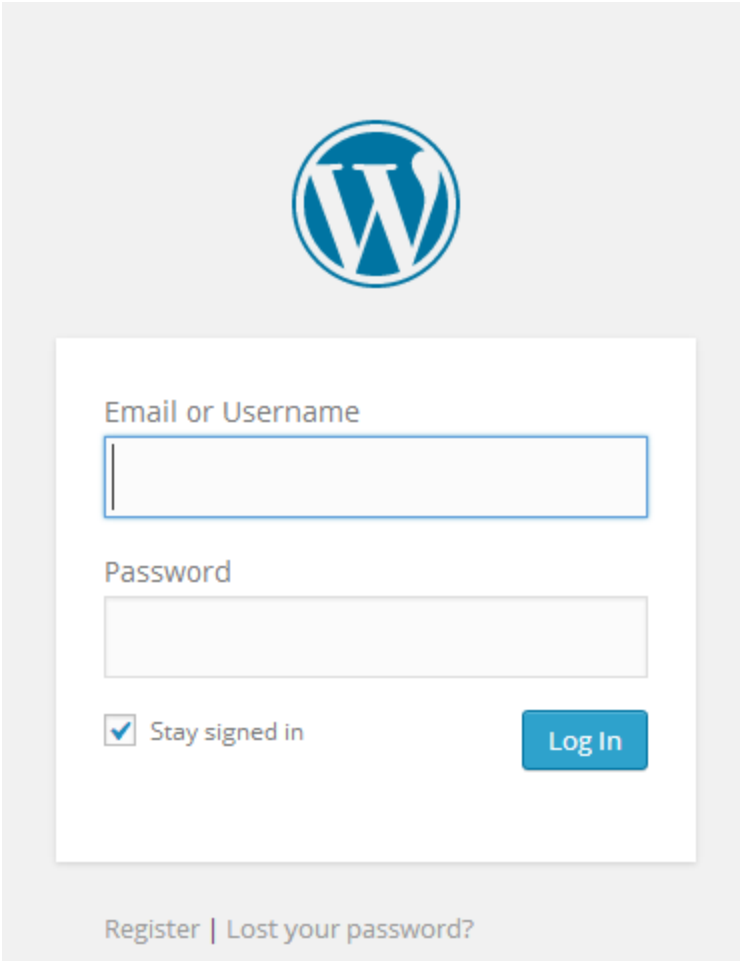
2. In your WordPress dashboard, click on the **Plugins** link in the left hand menu.
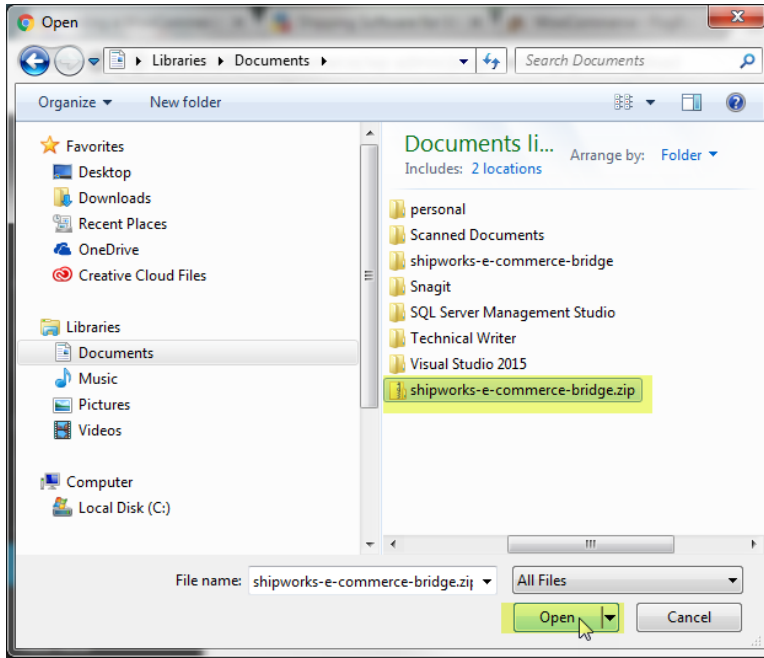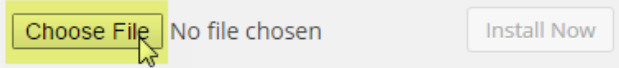
3. Then, click on **Add New**.

4. Next, click on the **Upload** link at the top of the page. Click **Choose File**. Then, navigate to the plugin that you downloaded in the previous steps and click **Open**.
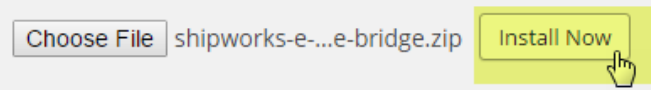
Install a plugin in .zip format

If you have a plugin in a .zip format, you may install it by uploading it here.

Choose File No file chosen | Install Now

Open

Libraries ▸ Documents ▸

Search Documents

Organize ▾   New folder

Favorites
Desktop
Downloads
Recent Places
OneDrive
Creative Cloud Files

Documents li...
Includes: 2 locations   Arrange by: Folder ▾

personal
Scanned Documents
shipworks-e-commerce-bridge
Snagit
SQL Server Management Studio
Technical Writer
Visual Studio 2015
shipworks-e-commerce-bridge.zip

Libraries
Documents
Music
Pictures
Videos

Computer
Local Disk (C:)

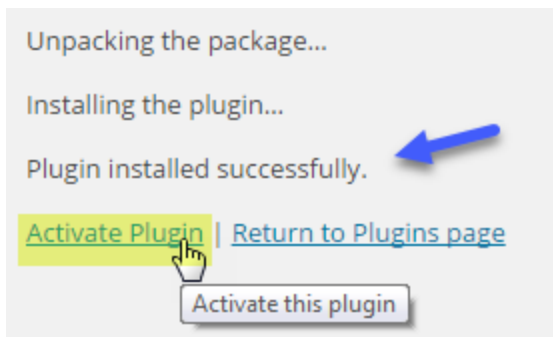File name: shipworks-e-commerce-bridge.zip

All Files

Open   Cancel

5. Click the **Install Now** button.

Install a plugin in .zip format

If you have a plugin in a .zip format, you may install it by uploading it here.

Choose File shipworks-e-...e-bridge.zip | Install Now

6. Once the plugin is installed, click on the **Ativate Plugin** link.

Unpacking the package...

Installing the plugin...

Plugin installed successfully.

Activate Plugin | Return to Plugins page

Activate this plugin

7. Once the plugin is activated, click on the **ShipWorks WP** link in the left menu.
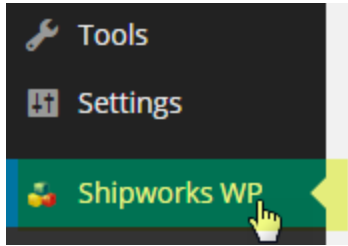
8. Now, you will need to create the **username** and **password** you will use when connecting your store to ShipWorks. Enter a **username** and **password** and click the **Create** button.

9. Lastly, make note of the URL. You will need this URL when connecting to the ShipWorks software.

Note: If you have an SSL secure certificate installed for your site, you will use the **SSL Generic URL**. If you do not, use the **Generic URL**.
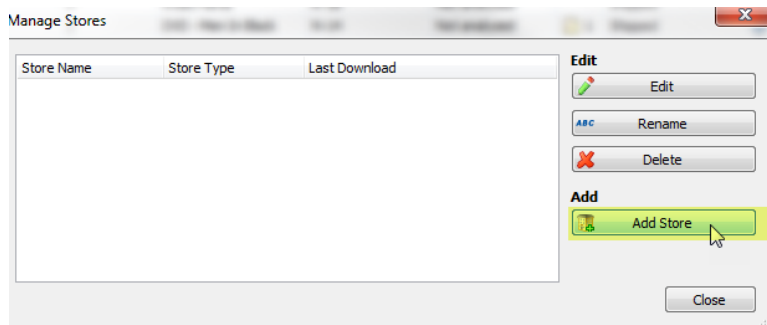

You are now ready to connect your store to ShipWorks.
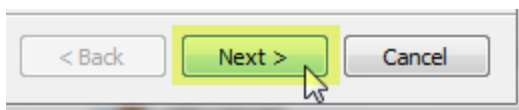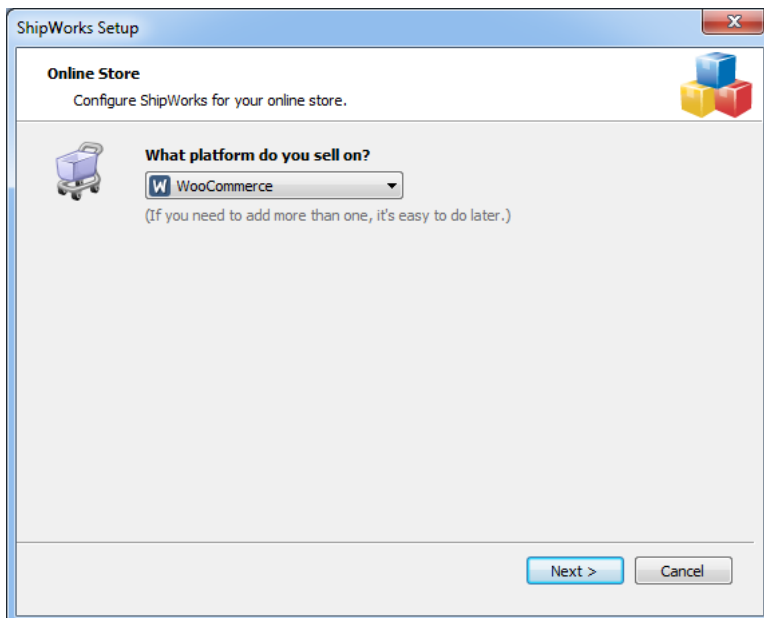
Adding Your WooCommerce Store to ShipWorks

1. Launch the ShipWorks application and log in as an a user with administrator rights.

2. In ShipWorks, click on the **Manage** tab. Then, click on the **Stores** button.
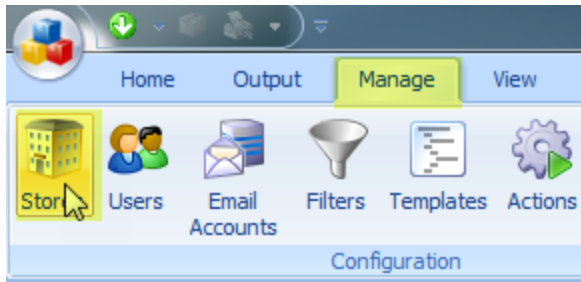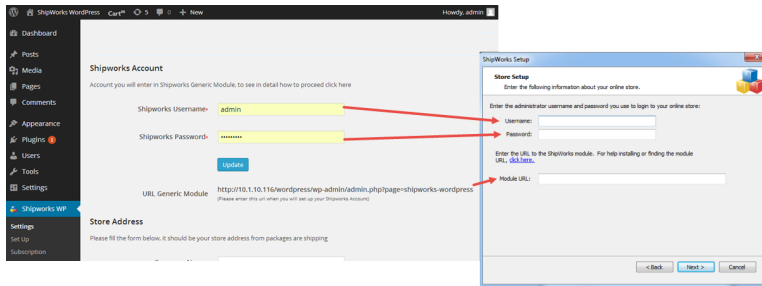
3. On the **Manage Stores** screen, click on the **Add Store** button.

4. From the **What platform do you sell on?** menu, select **WooCommerce** from the drop-down menu. Then, click **Next**.
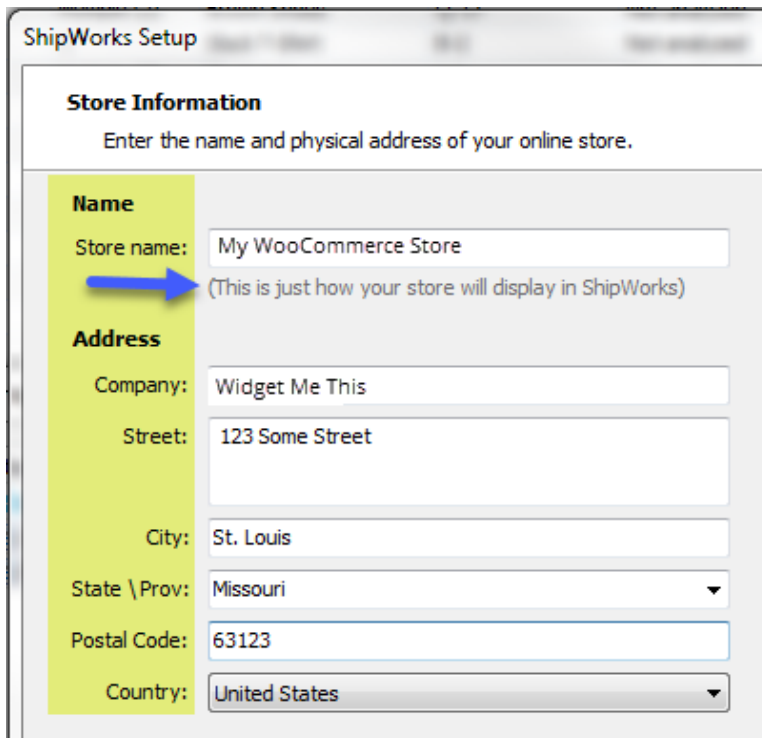
5. Enter the **ShipWorks Username** from WooCommerce into the **Username** field in ShipWorks, the **ShipWorks Password** into the **Password** field and the **URL Generic Module** into the **Module URL** field.

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

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

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

Note: This information is optional.

9. 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.

10. 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.

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

Your WooCommerce 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.