Reference Guide

Configuring Origin Addresses

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Background

You can use different origin addresses for different shipping carrier accounts, different stores, or even for individual orders. You choose what makes the most sense for your business rules. This article will guide you through how to add Origin Addresses, how to apply an origin address as a default and how to configure shipping rules to automatically select an origin address for you.

The Process

Entering Origin Addresses into ShipWorks

1. Open ShipWorks and go to **Manage** > **Shipping Settings**.

2. From the list of providers on the left, select **General.** Then, go to the **Global Settings** tab. In the Origin Address section, click the **New** button.
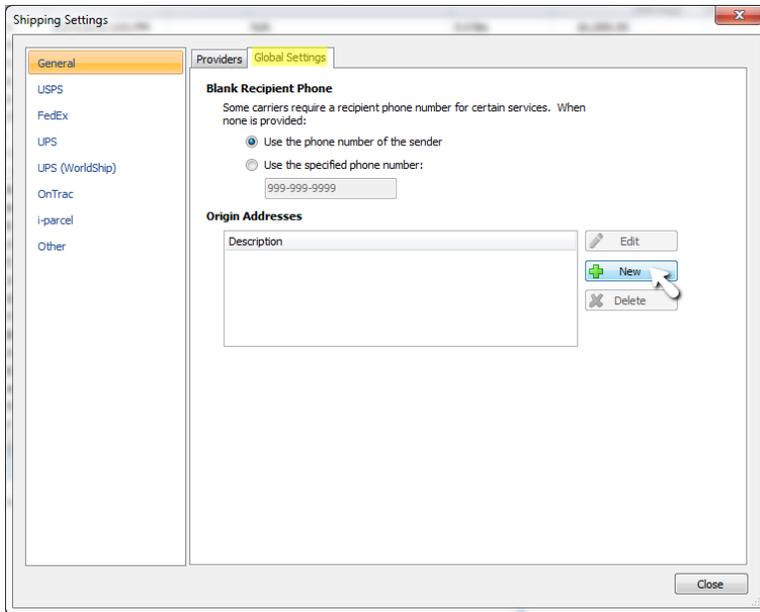
3. On the **Edit Origin** screen, enter the origin Address details. Then, click **OK** and then **Close**.
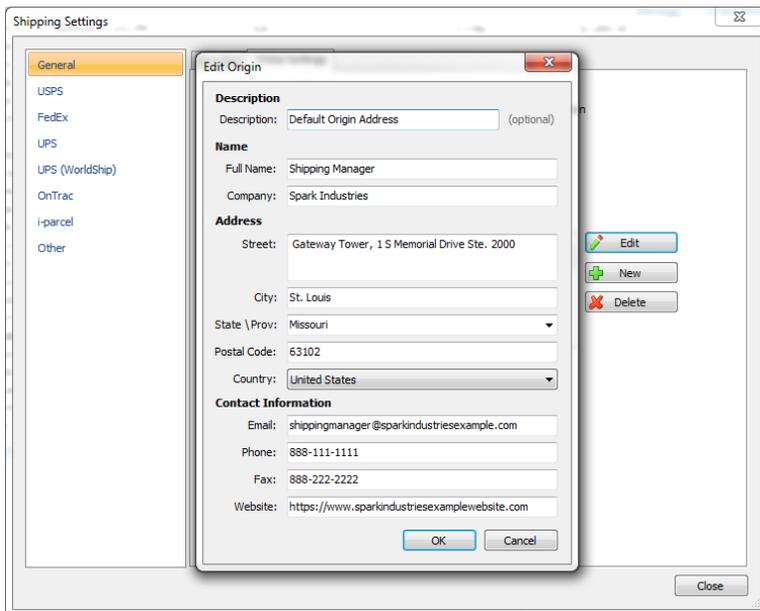
You can repeat these steps for any other origin addresses you may want to select for various shipments. The address(es) you set up here (in Manage > Shipping Settings > General > Global Settings tab) are now available to be used throughout ShipWorks, and can be selected as your origin address for different shipping providers, in shipping rules, or on individual orders.

Selecting the Default Origin Address

1. After you have added the origin address(es), select the individual shipping provider for which you would like to set a default origin address from the list on the left of the **Shipping Settings** screen.
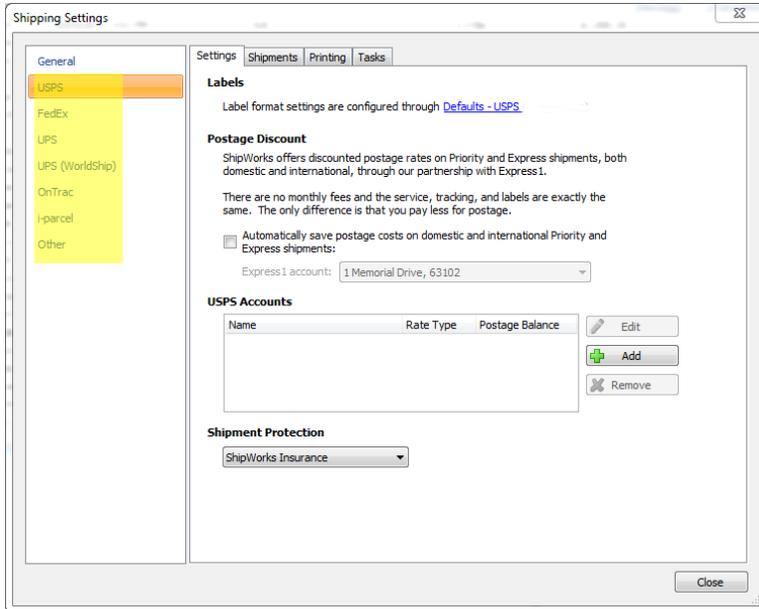
2. The origin address default for the selected shipping provider can be selected by clicking the **Defaults - (shipping provider)** link on the **Settings** tab. You'll find the same kind of link on the **Settings** tab for all of your shipping providers.

3. Select the desired origin address from the **Origin** dropdown. Then, click **OK.**
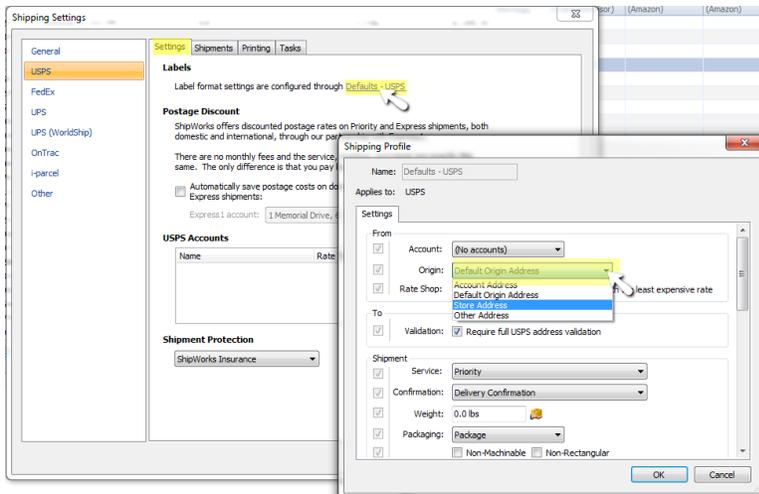
Selecting the Default Origin Address for Different Stores via Shipping Rules

To use different origin addresses per store, use shipping rules.

1. Click on the **Manage** tab and then the **Shipping Settings** button. Then, select your shipping provider.

2. Select the **Shipments** tab and click the **+ Add Rule** button.
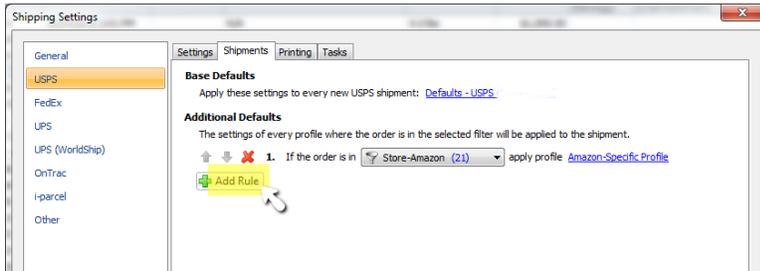
3. You want to create a filter to capture the orders in a specific store, so open the drop-down menu after **If the order is in**. Then, select **Create…** .
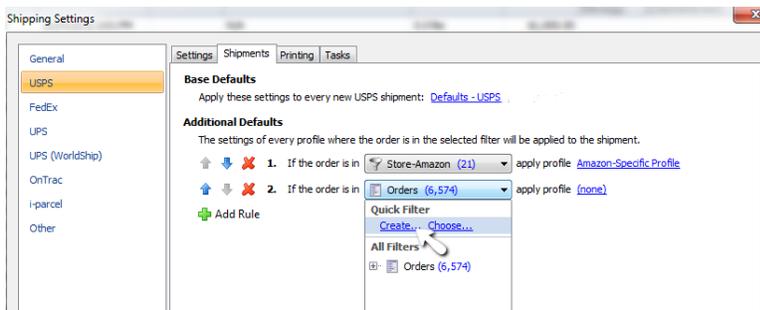
4. Type a name for the filter. Then, click the **Add Condition** button to create the condition for the filter.

5. To configure the filter for a specific store:

    5a. Click **Order Total** and use the drop-down menus to select **Store > Store Instance**.
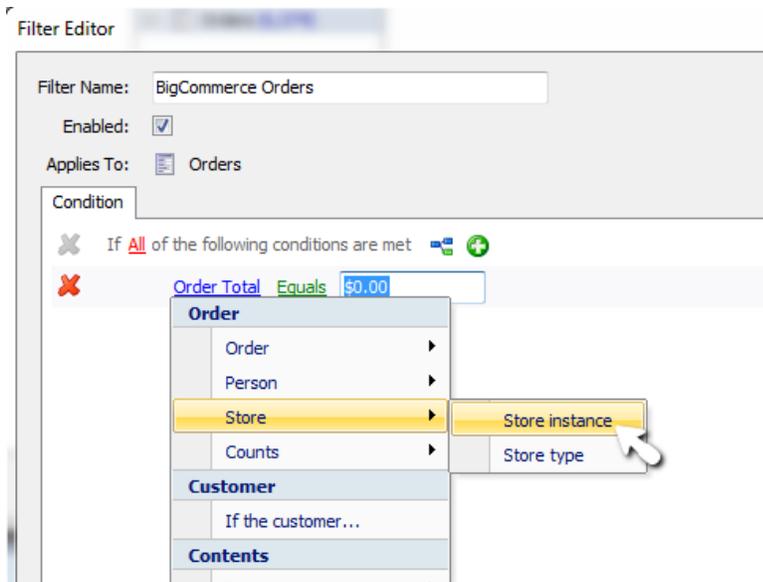
5b. Leave **Equals** as is and use the drop-down menu to select the name of the store for which you would like the Origin Address to apply. Then, click **OK**.
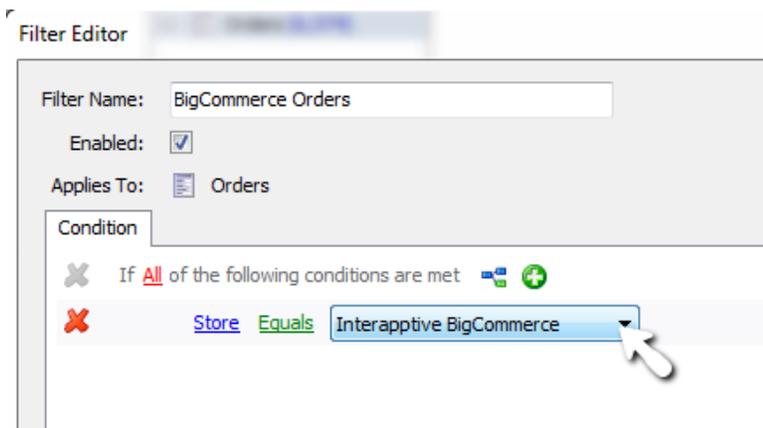
6. Next, you will need to create a shipping profile with the origin address you wish to use for that store.

6a. Click the blue link (**none**) and select **Manage Profiles**.
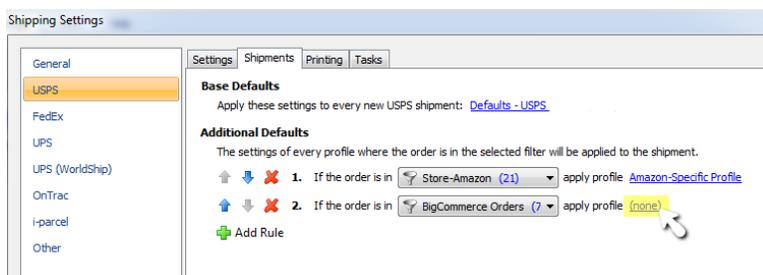
6b. On the **Manage Profiles** screen, click the **New** button. Then, select your Origin address from the **Origin** drop-down menu. Click **OK** after you've selected the correct origin address.
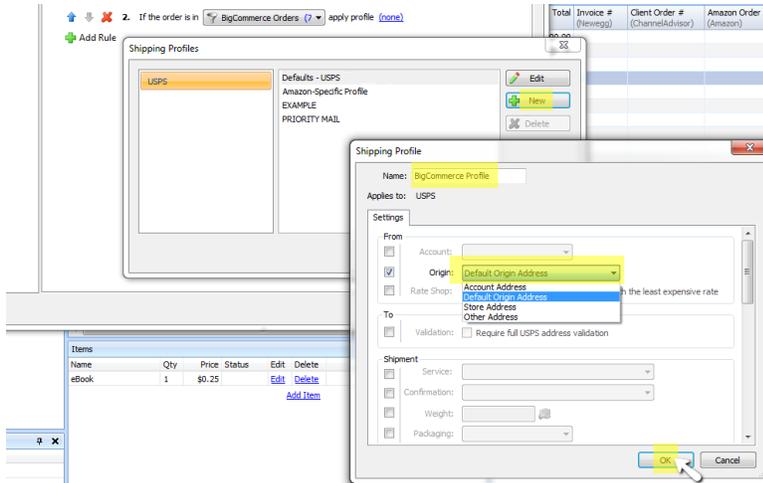
6c. You can see your new profile in the list of profiles. Click the **Close** button.
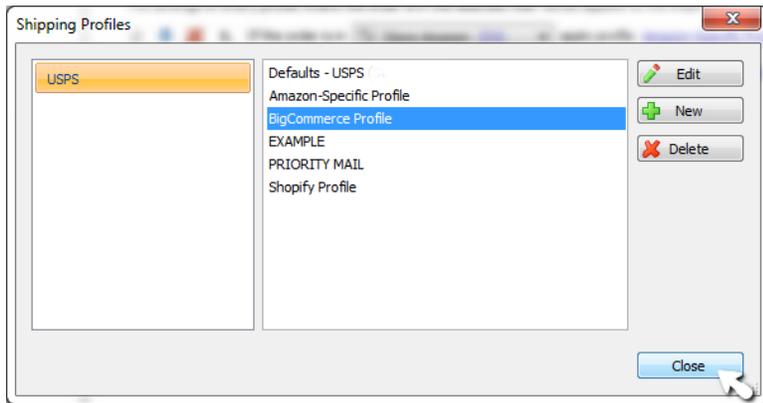
6d. Click the (**none**) link again, but now click **Select** to choose your new profile.

6e. Repeat 6a - 6d for any stores to which you wish to assign a default origin address.

Here's what your shipping provider Shipments tab might look like when you're done:
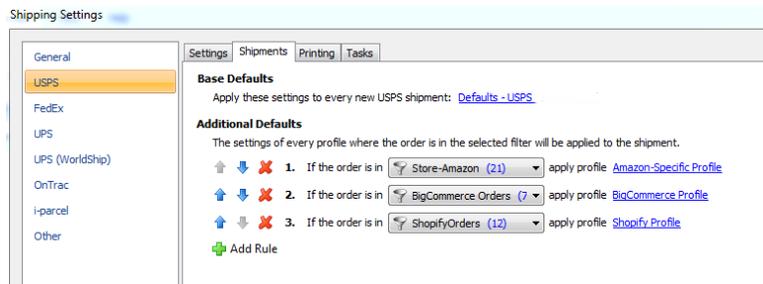
7. Repeat this process for each shipping carrier and store.

Changing the Origin Address for A Single Order

When you ship an order, there is a drop-down menu available in the **From** section of the **Ship Orders** screen. You can select any origin address that has been entered into the system as instructed above.

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.