

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.



Shipping Settings	100	1.1784	×
General	Providers Global Settings		
USPS	Blank Recipient Phone		
FedEx	Some carriers require a recipient none is provided:	phone number for certain service	es. When
UPS	Our Search State Use the phone number of the search state of th	f the sender	
UPS (WorldShip)	O Use the specified phone	number:	
OnTrac	999-999-9999		
i-parcel	Origin Addresses		
Other	Description		/ Edit
			- New
			Delete
			Close

3. On the **Edit Origin** screen, enter the origin Address details. Then, click **OK** and then **Close**.

Shi	pping Settings			X
	General	Edit Origin	×)
	USPS	Description		
	FedEx	Description:	Default Origin Address (optional)	n
	UPS	Name		
	UPS (WorldShip)	Full Name:	Shipping Manager	
	OnTrac	Company:	Spark Industries	
	i-parcel	Address		
	Other	Street:	Gateway Tower, 1 S Memorial Drive Ste. 2000	Edit
		City:	St. Louis	K Delete
		State \Prov:	Missouri	
		Postal Code:	63102	
		Country:	United States	
		Contact Info	rmation	
		Email:	shippingmanager@sparkindustriesexample.com	
		Phone:	888-111-1111	
		Fax:	888-222-2222	
		Website:	https://www.sparkindustriesexamplewebsite.com	
			OK Cancel	
				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.

General	Settings Shipments Printing Tas	ks			
USPS	Labels				
FedEx	Label format settings are config	ured through <u>Defa</u>	ilts - USPS		
UPS	Postage Discount				
UPS (WorldShip)	ShipWorks offers discounted po domestic and international, thro	stage rates on Prio ugh our partnership	ity and Express ship with Express 1.	ments, both	
OnTrac	There are no monthly fees and same. The only difference is th	the service, trackin at you pay less for	g, and labels are exa postage.	actly the	
Other	Automatically save postage Express shipments:	costs on domestic a	and international Pric	prity and	
	Express1 account: 1 Mem	orial Drive, 63102		-	
	USPS Accounts				
	Name	Rate Type	Postage Balance	/ Edit	
				Add	
				A Remove	
	Shipment Protection				
	ShipWorks Insurance	•			
					Close

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**.

pping Settings		SS (Amazon) (Ar	nazon)
General	Settings Shipments Printing Tasks		
USPS	Labels		
FedEx	Label format settings are configured through	efaults - USPS	
UPS	Postage Discount	\sim	
UPS (WorldShip)	ShipWorks offers discounted postage rates on domestic and international, through our par	Priority and Express shipments, both	- 2
OnTrac	There are no monthly fees and the service,	nipping Profile	
i-parcel	same. The only difference is that you pay I	Name: Defaults - USPS	
Other	Automatically save postage costs on do Express shipments:	Applies to: USPS	
	Express1 account: 1 Memorial Drive, 6	Settings	
	USPS Accounts	From	
	Name Rate	Account: (No accounts)	
		Origin: Default Origin Address	
		Rate Shop: Account Address	
		Store Address	- 1
		Other Address	
	Shipment Protection	Validation: V Require full USPS address validation	
	ShipWorks Insurance 👻	Shipment	
		Service: Priority	
		Confirmation: Delivery Confirmation	
		Veight: 0.0 lbs	
		Packaging: Package	
		Non-Machinable Non-Rectangular	-
		OK	ancel



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.

General	Settings Shipments Printing Tasks
JSPS	Base Defaults
FedEx	Apply these settings to every new USPS shipment: <u>Defaults - USPS</u>
JPS	Additional Defaults The settings of every profile where the order is in the selected filter will be applied to the chipment
JPS (WorldShip)	The second point of the order is in Second and the second man be applied to the supplied to the supplicit to the supplied to the supplicit to the supplicit to the suppli
OnTrac	
-parcel	
Other	3

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...**.

Shipping Settings	100	1.0784	0.000	x
General	Settings Shipments Printing Tasks			
USPS	Base Defaults			
FedEx	Apply these settings to every new U	SPS shipment: Defaults - USPS		
UPS	Additional Defaults The settings of every profile where t	he order is in the selected filter w	il be applied to the shipment.	
UPS (WorldShip)	👚 🐥 💢 1. If the order is in	Store-Amazon (21)	apply profile Amazon-Specific Profile	
OnTrac	👚 🗏 🎽 2. If the order is in	Crders (6,574)	apply profile (none)	
i-parcel	Add Rule	Quick Filter		
Other	•	Create Choose		
		🖭 🛐 Orders (6,574)		

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**.



Filter Editor	1000 B.0%
Filter Name:	BigCommerce Orders
Enabled:	V
Applies To:	Crders
Condition	
💥 If <u>All</u>	of the following conditions are met 🛛 📲 😮
×	Order Total Equals \$0.00
	Order
	Order 🔸
	Person
	Store Store
	Counts Store type
	Customer
	If the customer
	Contents

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**.

Filter Editor	
Filter Name:	BigCommerce Orders
Enabled:	
Applies To:	Orders
Condition	
🐹 If <u>A</u>	of the following conditions are met 🛛 📲 🚱
×	Store Equals Interapptive BigCommerce
	\sim

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**.

Sł	hipping Settings						
	General Settings Shipments Printing Tasks						
	USPS	Base Defaults					
	FedEx	Apply these settings to every new USPS shipment: <u>Defaults - USPS</u>					
	UPS	Additional Defaults The settings of every profile where the order is in the selected filter will be applied to the shipment.					
	UPS (WorldShip)	👚 🌷 👗 1. If the order is in 🍞 Store-Amazon (21) 🔻 apply profile Amazon-Specific Profile					
	OnTrac						
	i-parcel						
	Other						



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.

👚 🦊 🎽 2.	If the order is in 🔗 BigComme	rce Orders (7 💌 apply ;	profile <u>(none)</u>	Total Invoice # (Newegg)	Client Order # (ChannelAdvisor)	Amazon Order (Amazon)
Add Kule	Shipping Profiles			23		
	USPS	Defaults - USPS Amazon-Specific Pr EXAMPLE PRIORITY MAIL	ofie	Edit		
			Shipping Profile Name: BigCommerce Profile Applies to: USPS			×
			Settings From Image: Account: Image: Origin: Default Origin: Rate Shop: Default Origin: Default Origin: Default Origin: Default Origin: Default Origin:	v ress v	h the least expensive	rate
Items			To Other Address	25 address validation]	
eBook	1 \$0.25	Edit Delete Add Item	Confirmation: Weight:]@	¥ ¥	
			Padkaging:	Ŧ		+ Cancel

6c. You can see your new profile in the list of profiles. Click the **Close** button.

Shipping Profiles	Defaults - USPS Control Amazon-Specific Profile BigCommerce Profile EXAMPLE PRIORITY MAIL Shoriki Profile	Edit New Delete
	Shopiry Profile	
		Close

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 <u>reach out to one of our awesome Customer Care representatives in St. Louis</u>. We are happy to assist you.

