

User Guide

Adding a SellerCloud Store



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Background

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

This article will guide you through adding your SellerCloud store to the ShipWorks software.

First Things First

These instructions assume that you have ShipWorks version 5.10 or later installed. You can download the latest version of ShipWorks <u>here</u>.

Before continuing with this article please be sure that:

- 1. You have ShipWorks installed and that you are logged into ShipWorks as a user with administrator rights.
- 2. You have your SellerCloud administrator username and password.

The Process

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



Manage Stores	111 - No. 1 Ball	1.0	the and one	24.5	-	×
Store Name	Store Type	Last Download		Edit	Edit	
				ABC	Rename	
				×	Delete	
					Add Store	
					0	lose

3. Click the drop-down menu for What platform do you sell on? menu, select SellerCloud. Then, click Next.

4. Enter your SellerCloud **Username:** and **Password:**. Then, enter the SellerCloud **Module URL:**. Click **Next**.

Note: According to SellerCloud... 'The end point URL is <u>http://xx.ws.sellercloud.com/shipworks/</u> (the xx is to be replaced with your server id - for example, if your SellerCloud URL is <u>http://vv.cwa.sellercloud.com</u>, your endpoint would be <u>http://vv.ws.sellercloud.com/shipworks/</u>. **Please be sure to include the forward slash (/) at the end of the URL**.

The Username and Password are your regular SellerCloud credentials'

ShipWorks Setup	Mintel a Longian	×
Store Setup Enter the followin	ng information about your online store.	
Enter the administrator	r username and password you use to login to yo	our online store:
Username: sel	llercloudusername	
Password: ••	•••••	Diesce he cure to
Enter the URL to the URL, <u>click here.</u>	ShipWorks module. For help installing or findin	include the / at the end of the URL.
Module URL: ht	:tp://vv.ws.sellercloud.com/shipworks/	
Next >	Cancel	

Great! You are now connected to SellerCloud. Just a few more screens to complete.

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



Shi	pWorks Setup Store Inform Enter the r	nation name and physical address of your online store.
	Name	
	Store name:	My SellerCloud Store
	\rightarrow	(This is just how your store will display in ShipWorks)
	Address	
	Company:	Widget Me This
	Street:	123 Some Street
	City:	St. Louis
	State \Prov:	Missouri
	Postal Code:	63123
	Country:	United States 🔹

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

Note: This information is optional.

ShipW	orks Setup	territe system
Co	Enter the co	mation ontact information for your store.
C	ontact Info	rmation
	Website:	www.widgetmethis.com
	Email:	
	Phone:	

7. 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.





8. 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.

٦	When a shipment is processed:
	Update my online orders with the shipment details.

9. From the **Set the online status to:** drop-down menu, select the status to which ShipWorks should update the order on SellerCloud.

$\boxed{\ensuremath{\mathbb V}}$ Set the online order status to:	Please select an order status.
	Please select an order status.
	Canceled
	Completed
	In Process
	Shopping Cart

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

Your orders will begin to download into ShipWorks automatically.

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.

